



Colorado Mesa University
Department of Kinesiology
Requirements for Internships
Fitness & Health Promotion
Adapted Physical Education
Exercise Science
Athletic Training

Course Description: Culminating activity for students enrolled in internships. Students spend the equivalent of 45 hours per credit hour in an appropriate setting. Prerequisites: 90 hours of accumulated course credit, and faculty supervisor's permission.

The Internship Agreement Form must be signed by the student, the Site Supervisor, your Faculty Supervisor, and the Department Head. The student must also complete and sign the Waiver Form, and an Internship Learning Outcomes Form. The **completed** Internship Agreement Form, Waiver, and Internship Learning Outcomes Form must be submitted by the student to the assigned faculty advisor **PRIOR** to the start of the internship.

TABLE OF CONTENTS

- I. The Internship
- II. Internship Opportunities in Various Industry Segments
- III. Enrollment and Academic Credit
- IV. Deadlines
- V. Financial Consideration
- VI. Internship Philosophy
- VII. Procedures Requirements and Responsibilities
- VIII. Guidelines for Site Organization
- IX. Responsibilities of the Student to the Site Organization
- X. How Internships are Selected
- XI. Necessary Forms Needed
- XII. Internship Program Conditions
- XIII. General Remarks
- XIV. Responsibilities of the Site Organization to the Student
- XV. Role of Faculty Supervisor

INTERNSHIP – KINE 499

I. THE INTERNSHIP

Every student shall complete an internship in an area related to his/her career goals. Explanations and examples of internship processes and procedures are provided in this manual.

It is important for students to recognize, however, that an internship is a privilege that carries distinct responsibilities. Internships are available only to seniors (90 credit hours or more) in the Fitness & Health Promotion, Adapted Physical Education, Athletic Training and the Exercise Science majors. Students shall only be placed in positions if they have demonstrated maturity, competence, and reliability, both in the classroom and in experiential learning activity. Students **MUST** finish a **MINIMUM** of 45 documented hours per credit hour before internship requirements are met (students may divide the internship into segments for credit with the approval of their faculty advisor). Therefore, if you have a 3 credit hour internship, you will need to complete 135 internship hours; 6 credit hour internship, 270 internship hours; 9 credit hour internship, 405 internship hours and a 12 credit hour internship requires 540 internship hours. Finally, because of the competitive selection process, students must realize that they may not secure their top choices of internships. Specific details on the internship application process are available from your faculty internship supervisor.

Students serving an internship must remember that performance on the job can either enhance or hinder their career objectives. *Eagerness, reliability, and responsibility shall always be in demand.* An internship presents the opportunity to establish a reputation for these qualities. Recent years have clearly shown that students who carefully plan and successfully complete meaningful internships have much more positive results in launching their career in Exercise Science, Fitness and Health Promotion, Adapted Physical Education, and Athletic Training.

II. INTERNSHIP OPPORTUNITIES IN VARIOUS INDUSTRY SEGMENTS

Requirements and compensation can vary dramatically; therefore, it is critical that the student identify areas of interest early and then carefully secure an internship in consultation with your faculty internship supervisor.

III. ENROLLMENT AND ACADEMIC CREDIT

Eligible students must complete a minimum of 45 hours per credit hour for Internship (KINE 499) in an appropriate setting.

IV. DEADLINES

Paperwork, as described in section XIV, must be submitted and approved before the student begins work as an intern. Since the formal affiliation agreement requires multiple signatures, students are advised to submit the required paperwork at least two weeks in advance of their projected start date.

V. FINANCIAL CONSIDERATION

Students need to plan ahead financially as well as academically. While there are many internships that provide a salary or hourly wage, there are also many excellent opportunities that provide no compensation. Internships need to be considered on the merits and opportunities of potential learning experiences. More important than the immediate financial rewards, an internship is an investment in the future. The skills learned, contacts, and references should be the prime consideration in the selection of an internship. For these reasons, financial planning is very important before a student does an internship. Under most circumstances it is not suggested that a student work another job while completing an internship.

VI. INTERNSHIP PHILOSOPHY

The purposes of an internship are as follows:

- A. Provide the student insight into possible requirements and opportunities.
- B. Provide the student with practical work experience.
- C. Provide the student with a laboratory for application of academic coursework.
- D. Provide the student with an opportunity to develop leadership, responsibility, self-confidence, and self-worth.

VII. PROCEDURES, REQUIREMENTS AND RESPONSIBILITIES FOR STUDENTS

- A. The student should have completed 90 credit hours of coursework.
- B. The student shall engage in a series of advising meetings with their departmental academic advisor to determine career aspirations and possible appropriate internship placement.
- C. The student shall complete and submit an Internship Agreement form complete with the site supervisor's signature, Waiver, and Internship Learning Outcomes form.
- D. Additional Forms include:
 - 1. Bi-Weekly Log Sheets
 - 2. Mid-Term Evaluation form from your site supervisor
 - 3. Final Evaluation form from your site supervisor
 - 4. Student Individualized Learning Experiences Evaluation

VIII. GUIDELINES FOR SITE ORGANIZATIONS

A. Introduction

The purpose of this section is to assist the site organizational personnel employing the intern, in guiding the student throughout their internship assignment. The movement of the student from the academic and University-oriented lifestyle into a community agency is challenging to the University, student and the agency or organization. There is a need for careful planning and communication. Students shall be moving from patterns of student life (related to professors and peer groups) into an agency or organization where they shall be working with professionals and dealing with the public at large.

B. Site Organization Selection

The student has indicated a professional area of interest in Fitness & Health Promotion, Adapted Physical Education, Athletic Training, and Exercise Science, and in the opinion of the student and his/her faculty advisor, the placement in the site organization is representative of that area of interest. Every effort is made to match students to the agency that can best fulfill his/her present and future needs. Some site organizations may require a cover letter and a resume. Even if this is not a requirement from the site organization, a well-written cover letter and resume can help secure a successful placement.

IX. RESPONSIBILITIES OF THE STUDENT TO THE SITE ORGANIZATION

- A. Discuss assignment possibilities with the site organization director. If the student is accepted, a mutual understanding has begun.
- B. Perform the duties in a legal and faithful manner and work with the best interest of all concerned.
- C. Be responsible for transportation between the University and home or place of work.
- D. Solicit input from the site organization regarding their performance.

X. HOW INTERNSHIPS ARE SELECTED

A. Role of the Student

- 1. The student should first determine career objectives, such as: what field they would wish to pursue if given the opportunity. In other words, if a person could be anything they wanted, what would they be? This encourages the student to set and pursue high goals. The student should then investigate all relevant situations that fit their aspirations.
- 2. Upon acceptance of an internship, the student shall perform all tasks assigned by the site organization, and be an exemplary representative for their own sake, the employer, and the University.

XI. NECESSARY FORMS NEEDED

- A. Internship Agreement Form**
- B. Waiver (Release Form)**
- C. Learning Outcomes Form (goals)**

These forms can be obtained from the student's faculty advisor or downloaded from the Department website: <http://www.coloradomesa.edu/kinesiology>. Any questions concerning these forms should be directed to your faculty internship supervisor.

Signature Steps:

- 1. Student
- 2. Site Supervisor
- 3. Faculty Supervisor
- 4. Department Head. Once the Department Head signs the forms, it will be the student's responsibility to submit the forms through the Handshake software program.

Items needed once internship has been secured:

- B. Bi-Weekly Log Sheets:** To be submitted through D2L every two weeks throughout the

- C. **Mid-Term Evaluation:** Site supervisor evaluates intern's performance. Both signatures are needed before submitting. This form is to be completed halfway through the internship and submitted through Handshake.
- D. **Final Evaluation:** Site supervisor evaluates and describes intern on the basis of their performance over the course of the internship. This form is to be submitted through Handshake upon completion of the internship with the appropriate signatures.
- E. **Final Summary:** Student prepares and submits on D2L a 3-5 page Final Summary of their experiences.
- F. **Student Individualized Learning Experience Evaluation Form:** The student evaluates their internship experiences using the appropriate form and submits through Handshake.

XII. INTERNSHIP PROGRAM CONDITIONS

A. The Site Organization shall:

1. Provide Colorado Mesa University with an Internship job title or position description into which a CMU intern is to be placed.
2. Assign an Organization Internship Site Supervisor who shall schedule work assignments that coincide with the Internship Job Description(s) provided by the Organization.
3. If financial compensation is provided, pay the intern the amount indicated on the Internship Job Description form. Notify the student's faculty supervisor of any changes concerning an Internship Agreement or Job Description form, if the changes take place while an intern is serving at the Organization.
4. Inform the intern of all organization rules or regulations concerning health and safety, and any other relevant policies or procedures.
5. Allow the intern to attend, without penalty, any mandatory meetings, seminars, lectures, etc., scheduled by the University, unless a written agreement otherwise is made between the University and the Organization. (When Applicable)

B. The University shall:

1. Screen all academic interns placed with the Organization.
2. Provide the intern with a copy of the Internship Agreement Form applicable to the internship position.
3. Orient the Organization to the nature and purpose of the internship requirements set forth for any intern placed with the Organization.

XIII. GENERAL REMARKS

The internship program should be utilized by an agency/organization in several ways:

- A. As an opportunity to provide input into the training of future professionals in the field.
- B. As a way to inject enthusiasm and new ideas into current operations.
- C. As an opportunity to undertake projects, valuable to the agency/organization operations, that may have not yet been undertaken.

XIV. RESPONSIBILITIES OF SITE ORGANIZATION TO THE STUDENT

- A. The site organization shall provide all necessary forms to be completed by the student (ID, auto-registration, etc. where applicable). Provide any necessary materials needed for the work assignment.
- B. The site organization shall inform student of operational procedures through any brochures, etc.
- C. The site organization should be prepared for the arrival of the student by having in place temporary delegated duties.
- D. The site organization shall familiarize the student with the agency, its objectives, philosophy, policies, and all regulations.
- E. The site organization shall familiarize the student with minor duties, gradually adding more as the student's ability permits.
- F. The site organizations shall familiarize the student with resources and materials used by the agency: books, pamphlets, audio-visual aids, reports, releases, etc.
- G. The site organization should evaluate constructively, objectively, and tactfully and carefully analyze strength and weaknesses.
- H. The site organization supervisor shall return an evaluation form to the student's faculty supervisor. This information shall be made available to the student who was evaluated, unless specifically requested by the site supervisor.

XV. Role of the Faculty Supervisor

- 1. The Faculty Supervisor's role is that of an advisor and evaluator. This is done on an on-site basis whenever possible and practical, but if not, through periodic telephone/e-mail conversations with the site supervisor.
- 2. The faculty supervisor shall advise students with regard to their own career aspirations, and help students secure internships that the students feel are meaningful and beneficial to their future careers
- 3. During the period of the internship, the faculty supervisor shall attempt to communicate with the student for the purposes of advising and feedback. This provides another opportunity for ensuring the success of the placement.

Appendix A

REQUIRED INTERNSHIP FORMS

1. Internship Agreement Form
2. Waiver, Release Form
3. Learning Outcomes Form (Goals of Internship)
4. Bi-Weekly Log/Summaries Template
5. Mid-Term Evaluation from Site Supervisor
6. Final Evaluation from Site Supervisor
7. Student Individualized Learning Experiences Evaluation

Colorado Mesa University Bi-Weekly Log for KINE 499

Name: _____

Internship Site: _____ **Site Supervisor's Name:** _____

Log for the weeks from: _____ **to** _____

The hours worked each day for the week of:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
--------	---------	-----------	----------	--------	----------	--------

The hours worked each day for the week of:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
--------	---------	-----------	----------	--------	----------	--------

Weekly hours and cumulative hours worked this internship: _____ (e.g. 62/137)

Description of work activities, experiences, and reactions (use another page if necessary)

1. What did you do during the week and how do these experiences relate to your future career goals?
2. What did you learn as a result of what you did? What do you like/dislike about these experiences?
3. Is there anything you need from your faculty supervisor at this point?

INTERNSHIP AGREEMENT

This is an agreement between the Colorado Mesa University Department of _____ (CMU), the organization hosting the internship _____, and the student _____. This agreement is to set the rules for an internship for which the student, upon satisfactory completion, will receive academic credit. The term of the internship is from _____ to _____ and/or until the student completes the agreed upon number of hours.

A. Responsibilities of the Student

1. The student shall compile a list of learning objectives in accordance with department guidelines that are mutually agreeable to CMU, the organization, and the student.
2. The student shall complete a CMU Waiver of Liability, and turn it into CMU, before beginning the internship.
3. The student shall report to the organization during times mutually agreed upon by the organization and the student.
4. The student shall complete a total of _____ clock hours in performance of duties supporting the agreed upon learning objectives.
5. The student shall complete the Internship Experience Evaluation form provided by CMU at the end of the internship.
6. The student shall complete other program-specific requirements specified by CMU and attached to this contract.
7. The student shall register for _____ Internship, _____ credit hours and pay applicable tuition and fees to CMU. (Students must complete at least 45 clock hours for every 1 credit hour.)

B. Responsibilities of the Organization

1. The organization will provide an experience supporting the agreed upon learning objectives and totaling _____ clock hours.
2. The organization will supervise the student.
3. The organization will complete the Internship Supervisor Evaluation Form provided by CMU at the end of the internship.

C. Responsibilities of CMU

1. CMU will assist the student in determining the learning objectives, and shall be responsible for approval of the learning objectives described in item A.1, above.
2. CMU will award the student _____ semester credit hours under _____ upon successful completion of the internship.
3. CMU will award a grade for the student's work based on how well the student meets program-specific requirements.

D. Other Areas of Agreement

1. All parties understand that the student is not entitled to employment at the conclusion of the internship period, but this agreement does not preclude the organization from hiring the student during or after the term of this agreement.
2. All parties understand that the organization may terminate this agreement for poor performance by the student.

3. All parties understand that the student is not obligated to accept an offer of employment during or at the conclusion of the internship period, and that the completion of their internship is not contingent on them accepting aforementioned job offer.
4. Student acknowledges and agrees that no tuition or fees will be reimbursed by CMU to Student and no credit hours awarded by CMU to the Student if the Student fails to complete the internship described in this Agreement for any reason at all including termination by the organization for poor performance.
5. Student must provide proof of Health Insurance and emergency contact information for any internship located outside the state of Colorado.

ORGANIZATION

Site-Supervisor

Title

Site-Supervisor (signature) Date

Organization

Address

Email

Phone

CMU FACULTY INTERNSHIP COORDINATOR

Faculty Coordinator (signature) Date

Faculty Coordinator

Email @coloradomesa.edu

Phone

STUDENT

Student (signature) Date

Email

Phone

ACADEMIC DEPARTMENT HEAD

Department Head

Department Head (signature) Date

WAIVER, RELEASE, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT

Department: _____

Course: _____ Term/Year: _____

Activity (if applicable): _____

Instructor: _____

Student/Participant Name: _____ 700#: _____

In consideration of the State of Colorado, Colorado Mesa University and its _____ **Department** granting me permission to participate in the above-referenced course and/or activity, and with the understanding that such participation is conditioned upon my execution of this waiver and release, for myself, my heirs and assigns, I hereby acknowledge, recognize and assume the risks involved in the course and/or the activity and any risks inherent in any other activities connected with the course and/or activity in which I may voluntarily participate. I expressly assume the risk of and accept full responsibility for any and all injuries (including death) and accidents which may occur as a result of my participation in the course and/or activity and release from liability the State of Colorado, Colorado Mesa University and its _____ **Department**, and all of the officers, directors, agents, representatives, and employees of the foregoing entities.

I HEREBY WAIVE ANY CLAIM I MAY HAVE AS A RESULT OF MY PARTICIPATION IN THE ABOVE-REFERENCED COURSE AND/OR ACTIVITY. I HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE STATE OF COLORADO, COLORADO MESA UNIVERSITY AND ITS _____ DEPARTMENT, AND ALL OF THE OFFICERS, TRUSTEES, DIRECTORS, AGENTS, REPRESENTATIVES, AND EMPLOYEES OF THE FOREGOING ENTITIES AGAINST ANY AND ALL CLAIMS, INCLUDING ATTORNEYS' FEES AND COSTS, WHICH MAY BE BROUGHT AGAINST ANY OF THEM BY ANYONE CLAIMING TO HAVE BEEN INJURED AS A RESULT OF MY PARTICIPATION IN THE COURSE AND/OR ACTIVITY.

This waiver shall be governed in accordance with the laws of the State of Colorado, and venue for any action related to this waiver shall be in the City and County of Denver, Colorado. This waiver is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing.

THIS IS A RELEASE OF LIABILITY. IF STUDENT IS UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED. I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THIS WAIVER, RELEASE, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT.

Signature of Student/Participant_____
Date_____
Signature of Parent
(if participant is under 18 years of age)_____
Date

INTERNSHIP LEARNING OUTCOMES

Student Name _____

Faculty Internship Coordinator _____

Site-Supervisor _____

Course _____ Term _____

Outcome 1:

Outcome 2:

Outcome 3:



Student Individualized Learning Experience Evaluation

Student Name:
 Site:
 Supervisor's Name:
 Term Enrolled:

DIRECTIONS: Evaluate your internship experience in an objective manner, using the rating scale below:

5 –Excellent	3-Good	1-Unsatisfactory
4 –Very Good	2-Poor	N/A-Not Applicable

	Rating	Comments, Examples
Learning Experience		
Learned new information, skills, or techniques		
Gained new career/professional knowledge		
Connected academic assignments to work		
Applied problem-solving skills to tasks		
Personal Development		
Gained greater self-confidence		
Learned importance of professional demeanor		
Gained confidence in communication skills		
Improved understanding of strengths/weaknesses		
Met people who contributed to professional growth		
Learning Experience		
Relationship of work to career goals		
Education received		
Supervision received		
Level of responsibility assigned		
Overall Learning Experience Rating		
Comments on Experience (optional):		

How did this learning experience affect your educational or professional plans? (Check one)

☐ Confirmed Plans
 ☐ Changed Plans

What were the best aspects of this learning experience?

What were the weaker aspects of the learning experience?

Note: Your comments will not affect your final grade for this experience. If you are evaluating an internship experience, it also will not affect the possibility of future employment with your employer. This document is for in-office use only and should be submitted to the Academic Department Head for your major.



Internship Supervisor Evaluation Form

Student Name:

Date of Evaluation:

Placement Site:

Location:

Supervisor:

Title:

Please evaluate the student on the following using the rating scale below:

5 –Excellent

3-Good

1-Unsatisfactory

4 –Very Good

2-Poor

N/A-Not Applicable

The Student:	5	4	3	2	1	N/A
Communication Skills:						
Demonstrates effective oral communication						
Communicates effectively in writing						
Critical Thinking Skills:						
Demonstrates the ability to think and act independently						
Exhibits problem solving skills						
Makes good decisions						
Workplace Professionalism and Behaviors:						
Respects and accepts authority						
Conforms to organizational policy						
Demonstrates organizational/management skills						
Demonstrates initiative and a willingness to learn						
Accepts constructive criticism and is willing to modify behavior						
Collaborates with others while working on projects						
Acts in a professional manner appropriate to the workplace						
Demonstrates a positive attitude						
Completes tasks in a timely manner						
Demonstrates self-confidence						
Dresses appropriately for the workplace						
Uses materials/equipment in an appropriate manner						
Produces quality work						
OVERALL RATING						

What are the student's major strengths and assets?

What are the student's opportunities for improvement?

If a position were available in your company/organization, would you consider this person for employment?

Yes

No

Supervisor's signature _____ Date _____

Student's signature _____ Date _____