

Internship Guidelines

KINE 4693 & KINE 4694 • Professional Field Experience I & II

Purpose

The internship is a field-based experience (minimum of 400 hours) to provide the student the practical opportunity to apply knowledge and theory related to the appropriate specialization in kinesiology. Students must enroll in both KINE 4693 and KINE 4694 at the same time and complete all requirements in the same semester. The professional field experience is designed to provide the student the opportunity to apply knowledge and theory related to health, physical fitness and sport. The underlying objective behind fieldwork and internship assignments is for students to gain on-the-job opportunities to integrate their classroom knowledge with professional responsibilities. Internships and field experiences are active learning opportunities serving as a bridge between the academic present and the professional future.

Program Description

The internship program must meet certain requirements. An agreement and partnership is established between an approved facility and the Department of Kinesiology at TAMUCC. This agreement should be in the form of a contract between the University internship coordinator and the facility. The internship should provide a comprehensive learning experience for an undergraduate student who is pursuing a degree in Kinesiology with an emphasis on Sport Management, Exercise Science, or Physical Therapy/Occupational Therapy.

The chosen site must be involved in the areas of physical activity, sport, health promotion & wellness, fitness and/or rehabilitation. The students need to be supervised on a day to day basis by an experienced, qualified professional that is employed by the facility. Generally, students are assigned to a site which best reflects the professional environment the student aspires to pursue for future employment after graduation.

Students may choose to apply for an internship at any approved location in the United States. Arrangements can be made for internships to be done outside of the U.S. However, these situations are treated on an individual basis. There are some locations that will pay stipends or may offer benefits of housing. It is permissible to accept an internship that is paid or includes benefits.

Students are expected to engage in the professional affiliation experience and complete accompanying academic requirements during the semester that they have made application. This experience will carry 12 hours of academic credit and will require a minimum of 400 contact hours at the field work site. The student will also be required to meet periodically during the scheduled class meeting times shown in the syllabus as requested by the instructor at Texas A&M University – Corpus Christi (TAMUCC).

Prerequisites & Requirements for Enrollment

1. Overall GPA above a 2.5 and Kinesiology GPA above a 2.5.
2. All paperwork and formalities must be completed prior to beginning the internship. These are: 1) Intern Information Sheet; 2) Intern Agreement; 3) Affiliation agreement; 4) Approved objectives of the internship; and 5) Student enrollment in KINE 4693/4694.

Procedures

1. It is the responsibility of the student to locate an internship site. Students should set up a meeting with the university internship coordinator 2 semesters before they plan to enroll in the internship and begin researching for an internship site. A list of sites in and outside of Corpus Christi is provided at the Kinesiology main website under Internships.
2. Select an internship site. You must obtain approval of the university Internship Coordinator if the site is not on the list found on the internship website. The intern must be supervised by an employee at the approved site who has the degree, licensure, and or certifications to adequately supervise and work with the student.
3. Apply to the selected internship site for a position (usually internships are listed under the company's job postings). The student will need to submit a resume and cover letter stating their internship/career objectives. Students may be requested to interview for an internship position.
4. Once a site is selected, meet with the university Internship Coordinator and obtain required paperwork. Students may not begin internship hours before attending a meeting with the internship coordinator. Other meetings are scheduled throughout the semester.
5. Complete all required paperwork as assigned.
6. Register for both KINE 4693/4694.
7. The syllabus will be posted on Blackboard.

Program Policies

These policies are intended to assist students in planning for the Professional Field Experiences (Internship), to serve as a guide for certain parts of the evaluation process, and to establish policies for performance of the student at the internship site. These policies are not all inclusive but attempt to deal with those matters which frequently require policy decisions and guidelines.

It is the policy of Texas A&M University – Corpus Christi Department of Kinesiology, that if a student does not complete the required number of hours, that a grade of incomplete (I) will be given only under extenuating circumstances and at the discretion of the faculty supervisor. “Extenuating circumstances” does not include student overloads (e.g. additional non-related work hours, other course requirements and/or tests, student stress). Students should be aware that a professional affiliation experience demands the same attention as a professional workplace. It is the student's sole responsibility to accrue ALL of the internship hours.

Falsification of any documentation by the student will result in a failing grade.

Absences/Tardiness

Interns are expected to be in attendance at their internship site as per the agreement between the university supervisor, site supervisor and student. It is the responsibility of the intern to inform the site supervisor and the university supervisor as soon as possible if they are going to be absent or tardy. If the site supervisor or university supervisor cannot be located, leave a message. Interns are required to make up all absences to fulfill the 400 hour requirement. If the student decides to change their work schedule they must do so with prior approval with the site supervisor. In addition, they must present documentation of that change to the university supervisor. Excessive absences or tardiness may result in removal from the internship.

Holidays

The interns will observe only the holidays scheduled by the site to which they are assigned. Students should attend all in-service activities and/or class meetings as assigned by the university supervisor. An intern may request time off for a holiday experience, but must adhere to the response of the internship site supervisor. If a student is allowed a holiday period they must inform the university supervisor.

Dress

Students should consult site supervisor concerning appropriate work attire for the internship site.

Termination of Assignment

The internship program is a cooperative relationship between TAMUCC, the internship site, and the internship site supervisor. Among the reasons deemed sufficient for termination of an assignment include but are not limited to the following:

1. Mutual consent and agreement for termination by the intern, cooperating system and university supervisor for reasons of illness, emergency, or other unforeseen problems.
2. Failure on the part of the intern to abide by the policies of the internship site and TAMUCC.
3. Failure by the student to establish and maintain a satisfactory performance level in his/her professional role.

Procedures for Termination due to Unsatisfactory Performance

Termination of the assignment of an intern under conditions stated above or others will follow carefully developed procedures to insure just consideration for all parties involved or affected by the assignment.

Any intern performing unsatisfactorily will be informed of what needs to be improved immediately when unacceptable performance is observed. The site supervisor will make every reasonable effort to insure that the student is continually aware of their progress with the opportunity to improve performance. The site supervisor should clarify the needs of the institution and attempt to teach the intern what the expectations are of the institution verbally. Once the issue has been discussed, the intern is expected to make adjustments. If improvements are not made after a couple of counseling sessions, the University internship Coordinator should be informed the situation. The university Internship Coordinator will meet with all parties involved in the situation in order to resolve the issue. If after counseling, removal is deemed necessary, the reasons will be put in writing by the internship site

supervisor and given to the intern and the university Internship Coordinator. If the student wishes to contest the decision to terminate the assignment, he/she will notify the university Internship Coordinator within three (3) days from the date he/she was to be terminated. The university Internship Coordinator will convene a panel to hear the appeal. The panel will consist of the university internship coordinator, the site supervisor and the department chair. If the student is not satisfied with the decision of this department panel, he/she may pursue the appeal procedure in accordance with review procedures established in the College of Education.