

**KIN 555 - INTERNSHIP IN EXERCISE PHYSIOLOGY**  
Academic Year 2011-2012

Coordinator: Mrs. Erin VanderBunt  
Vadalabene Center Room 1030  
Office Phone: 618-650-2410  
Office Hours: by appointment  
E-mail: evander@siue.edu

Course Description and Objective: The internship in Kinesiology provides an experience for the graduate student to observe, assist with, and otherwise engage in various duties related to the fields of sport, exercise, fitness, wellness, and rehabilitation. A total of **100** hours is required in order to receive credit (3 semester hours) for the internship experience.

Course Format and Requirements:

1. It is the responsibility of each student to identify potential internship sites and to receive approval of the site from the internship coordinator.
2. Prior to beginning the internship, the attached application form must be completed and returned to the internship coordinator. This must occur **no later than the end of the second week of the semester** in which the internship will occur in order to receive credit.
3. An initial appointment to discuss the guidelines of the experience should be scheduled with the on-site supervisor (i.e., the individual overseeing your internship experience).
4. A daily activity log denoting the date, time, and activity performed must be compiled by the student and forwarded for verification to the on-site supervisor who will sign-off on the log and return it to the internship coordinator. The student must also complete a final internship report that details the experiences gained and major accomplishments resulting from the internship (be specific!). The report should be three to five (double-spaced) pages in length.
5. The on-site supervisor must evaluate the performance of the student using the attached evaluation form. This form, along with the daily activity log, must be submitted by the on-site supervisor, and the agency evaluation form and final internship report must be submitted by the student, such that they are received by the internship coordinator **no later than the last day of the semester** in order to receive a grade.

**KIN 555 - INTERNSHIP IN EXERCISE PHYSIOLOGY**  
**Internship Application**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Semester/Year \_\_\_\_\_ Grad Area    SM    EP    SEB    SPE

Current Address \_\_\_\_\_  
\_\_\_\_\_

Current Telephone (    ) \_\_\_\_\_

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**SITE SELECTION**

Organization Name/Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Telephone    (    ) \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_

Supervisor Email \_\_\_\_\_

Days/Times When Available \_\_\_\_\_

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**Evaluation of Intern by Supervisor**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Organization Name/Supervisor Name \_\_\_\_\_

Please evaluate the student (in comparison to other interns you have worked with) on the characteristics listed below using the following criteria:

5 = outstanding

4 = above average

3 = average

2 = below average

1 = unsatisfactory

0 = no basis for judgment

\_\_\_\_\_ Cooperativeness

\_\_\_\_\_ Maturity level

\_\_\_\_\_ Enthusiasm

\_\_\_\_\_ Accepts suggestions

\_\_\_\_\_ Confidence level

\_\_\_\_\_ Creativity

\_\_\_\_\_ Follows directions

\_\_\_\_\_ Professionalism

\_\_\_\_\_ Dependability

\_\_\_\_\_ Rapport with coworkers

\_\_\_\_\_ Leadership ability

\_\_\_\_\_ Punctuality

\_\_\_\_\_ Rapport with clients

\_\_\_\_\_ Oral communication

\_\_\_\_\_ Adaptability

\_\_\_\_\_ Attitude

\_\_\_\_\_ Written communication

\_\_\_\_\_ Initiative

\_\_\_\_\_ Potential in field

\_\_\_\_\_ Resourcefulness

\_\_\_\_\_ Responsibility

Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail to: Mrs. Erin VanderBunt, Box 1030, Department of Kinesiology and Health Education, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1126**

**Thank You!**

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**Southern Illinois University Edwardsville**  
**Department of Kinesiology and Health Education**

Information for Internship Supervisor

1. The student working with you is under your direct supervision and is responsible for meeting obligations which you deem appropriate. A written list of projects and activities should be developed and discussed with the student at the beginning of the internship. These experiences should be designed to enhance the student's professional development and, at the same time, benefit the organization. The student may perform any number of required duties related to the fields of sport, exercise, fitness, wellness, and rehabilitation.
2. It is expected that the internship supervisor will meet on a weekly basis with the intern to discuss the student's progress, projects/activities, and any problems.
3. Towards the end of the experience, the student will bring you his/her daily activity log indicating the total number of contact hours spent during the semester as well as an evaluation form. As I need to issue the student a grade for the semester, I would ask that you complete and return the evaluation form to me (along with the daily activity log signed off by you indicating the accuracy of the reported hours) **no later than the last day of the semester.**
4. Interns should not expect compensation other than experience, job satisfaction, and university credit. However, the intern may receive remuneration at the discretion of the organization.
5. If you have any questions concerning the experience, please feel free to call me anytime at SIUE (618-650-3303).

Thank you very much for your cooperation with this internship. I hope it will serve as a worthwhile experience for you, the student, and the clients you serve.

Sincerely,

Mrs. Erin VanderBunt  
Southern Illinois University Edwardsville  
Department of Kinesiology and Health Education, Box 1030  
Edwardsville, IL 62026-1126  
Phone: (618) 650-2410  
FAX: (618) 650-3719  
E-mail: [evander@siue.edu](mailto:evander@siue.edu)

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**Department of Kinesiology and Health Education**

Factors to Consider When Choosing an Internship Site

1. Research the organization thoroughly (i.e., talk with employees/past interns, contact the Chamber of Commerce)
2. Find out what the organization's mission and goals are and how you would fit into their agency during the semester.
3. How many interns have they had in the past ? Is there one person in charge of internships ? To whom would you report ? Are they equipped to have interns ?
4. Find out the organization's expectations of interns (i.e., how many hours do they expect from you, is the scheduling flexible around your coursework, and what other responsibilities would you have ?)
5. How do they plan to utilize you and your skills ? Do they provide training for you ? Will you be learning new skills ? (VERY IMPORTANT !)
6. What would an average day be like for an intern in their organization ?
7. What other expectations do they have of you ? (e.g., research, meetings, paperwork completion/filing, telephone calls/answering)
8. How will you be evaluated by your supervisor at the agency ?
9. What are the possible future employment opportunities within the organization ? Do they hire interns ?
10. Have you visited the site ? Can you picture yourself working there ? Do the employees appear to be happy (i.e., do they enjoy their jobs ?)

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**Evaluation of Organization by Intern**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Organization Name/Supervisor Name \_\_\_\_\_

Semester/Year \_\_\_\_\_ Hours worked per week (avg) \_\_\_\_\_

1. How would you rate your experience with this organization? (circle one)

Outstanding

Good

O.K.

Poor

2. List the organization's strengths and weaknesses.

3. List the supervisor's strengths and weaknesses.

4. Additional comments (use back of sheet if necessary)

