

HHPS 537
HEALTH, KINESIOLOGY &
SPORT STUDIES (HKSS)
INTERNSHIP MANUAL

Health & Human Performance
Texas A&M University-Commerce

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INTERNSHIP PROGRAM

I. INTRODUCTION

The major goals of the program are:

- * to prepare students for entry into their field;
- * to ensure that graduates are knowledgeable regarding management, marketing, event and program planning, implementation and evaluation;
- * to ensure that graduates have internalized positive attitudes and values toward sports management and health promotion.

The internship gives the student an opportunity to apply and integrate the cognitive knowledge and skills developed in the classroom in real-world settings.

A community internship offers a vast range of opportunities for the student to explore health in different settings ranging from professional sports teams to health and fitness centers. Through the internship program, TAMU-C hopes to establish cooperative relationships with public and private organizations, resulting in a positive experience for students, the department, and the placement organization.

II. Explanation of the Internship Program

Experiential learning is an indispensable and valuable element for the college student. An internship enables the student to gain practical experience as a professional under conditions conducive to educational development. The internship is a time-limited, supervised period of various activities carried out in a sports and health oriented organization.

A. Time Requirements

The student will earn a maximum of six credit hours (graded) for completing the internship. A six credit internship equates to 360 hours during one full semester (15 weeks) at the placement organization. The student is expected to adhere to agency work schedules and administrative policies. Failure to participate in scheduled work activities (i.e. evenings or weekends) will result in termination of the internship.

B. Benefits to student

1. To broaden student understanding of the functioning of sport and health related organizations.
2. To integrate sport management and health promotion theory with real life practice.
3. To analyze the role of sport management and health promotion in various settings.
4. To gain an understanding of the organization, administration, program activities, and problems of sport and health related organizations.
5. To improve student skills through on-the-job training, by allowing the student to assume specific responsibilities for planning, implementing, administering, and evaluating a program.

These objectives may be accomplished through (but are not limited to) the following suggested methods:

1. coordination and administration of a program activity;
2. collaboration with professional staff on a regular basis along with participation on committees;
3. interaction with the public through special events or other related activities;
4. preparation, assembly, and/or evaluation of materials;
5. evaluation and follow-up of implemented activities.

C. Benefits to Placement Agency:

1. interns can provide valuable work hours and services, thus assisting the pursuit of your organizational goals;
2. advancement of education for students interested in community settings, thus leading to better training and expanded opportunities;
3. a fresh, new perspective on achieving the goals of you organization which the intern can provide based on the knowledge and skills they have gained through their formal training at TAMU-C;
4. an opportunity for your agency/organization to network, resulting in a stronger sport management and health promotion alliance.

D. Benefits to Health & Human Performance Department & Texas A&M University-Commerce

1. relationships between the department and organizations are strengthened;
2. the department demonstrates its ability to train qualified administrators and educators
3. the department receives valuable information regarding sports management and health promotion needs to better advise and educate students.

E. Financial Considerations

Internship experiences are designed to provide the student the opportunity for professional experience and should be selected on the basis of their educational quality. While some internships may not be funded by the sponsoring organization, exceptions may exist where grant money or other funding is available.

The sponsoring organization is expected to reimburse the intern for expenses incurred in fulfilling their duties (i.e. assigned travel, assigned attendance at workshops, etc.) if outside of the county area. Additional uncertain costs should be discussed between the supervisor and the intern.

TEXAS A&M UNIVERSITY-COMMERCE

Student Intern Checklist

Requirement:

Completion Date:

Prepare Multiple Copies of Your Resume-

Submit one copy to your Site Supervisor, one to Dr. Roberts (on D2L), and retain a copy for your records. The Writing Center will help you with your resume

Get an Application for Internship/Cooperative

Education Form- from Dr. Quynh and complete it. You, your site supervisor and Dr. Quynh must sign the form

Complete a Site Information Sheet for Internship

(If not already on file with Internship Coordinator)

Prepare Copy of Work Plan-

Complete in Cooperation with Site Supervisor within two weeks of starting internship. Submit Copy to Dr. Roberts (on D2L) by 60 hours of internship

Meet every **month** by with Internship Coordinator to discuss progress of internship
Bring updated copies of work plan to these meetings.

Meeting Dates

Meeting Dates

Meeting Dates

Progress Reports-

Meet with your Site Supervisor at least **two** times to discuss the progress of your internship and complete an evaluation. Complete one midterm and one final evaluation. Turn in midterm Evaluation to Dr. Roberts (on D2L) at a monthly meeting. Final evaluation is due last day of finals.

Supervisor's Final Evaluation of Student Internship -

Discuss results with Site Supervisor
(Site Supervisor to submit Final Evaluation to Dr. Roberts)

Final Internship Experience Report-

Prepare and complete the Final Report of Internship Experience & submit report to Dr. Roberts (on D2L) by last day of finals.

GRADE BREAKDOWN (to achieve highest points, each must be submitted on time)

Work plan	10 PTS (10%)
Timesheets	20 PTS (20%)
Journals	10 PTS (10%)
Logs	10 PTS (10%)
Supervisor's evaluations (mid-term & final)	20 PTS (20%)
Before/After sheet	10 PTS (10%)
Final experience report	10 PTS (10%)
<u>Final Project</u>	<u>10 PTS (10%)</u>
TOTAL	100 PTS (100%)

DRAFT RESUME' GUIDELINES

Consider the following suggestions for inclusion in drafting your resume'.

- X Name in Larger Typeset
- X Current and Permanent Address
- X Job Objective
- X Skills and Abilities
- X Education
- X Work Experience
- X Honors and Achievements
- X Memberships and Affiliations
- X Publications
- X Interests and Hobbies

**TEXAS A&M UNIVERSITY COMMERCE
DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
INTERNSHIP SITE APPLICATION FORM**

Name of Internship Site _____
Contact Person & Phone # _____
Agency Address _____

1. Internship site supervisor(s). Please list all appropriate titles, degrees, and certification for each supervisor listed.

2. Please describe facilities and program offerings.

3. Please list the types of internship experiences available to our students.

4. Please describe the supervision procedures that will be used.

5. Potential final project topic.

6. Which description best fits your facility?
_____ Club/resort _____ Non-profit _____ Hospital
_____ University _____ Worksite health promotion _____ Sports team
_____ Community _____ Government agency _____ Other
_____ Special Events Facility _____ PR/Marketing _____ Recreational

7. Are the internships paid? Check all that apply. _____No _____Yes _____ Possible

8. Typically what term do you have internships? Check all that apply.
_____ Fall _____ Spring _____ Summer _____ # of internships each term?

Please return to Internship Coordinator- Texas A&M University-Commerce, Health & Human Performance Department, PO Box 3011, Commerce, TX 75429 (fax) (903) 886-5365.

**TEXAS A&M UNIVERSITY COMMERCE
DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
INTERNSHIP SITE AGREEMENT FORM**

We, _____, agree to place _____ as an intern in our organization.

This internship opportunity is to provide the student with a learning experience that s/he cannot get in the classroom, and should be beneficial to both the student and the agency/organization.

- A. Student agrees to
- Conduct him/herself in a professional manner
 - Follow all agency/organization rules and policies while participating in the internship
 - Follow all University rules and policies concerning evaluation and submission of assignments
 - Complete all assignments and activities of both the organization and the University
- B. Placement Organization/intern site agrees to:
- Provide an on-site educational experience, which is pertinent and meaningful, for students
 - Provide quality supervision of the student in the on-site educational program
 - Keep the University informed regarding the level of education each student received, as well as hi/her level of performance and to notify and consult with the University any time the student is not maintaining satisfactory progress
- C. Texas A&M University-Commerce agrees to
- Recommend for placement in the on-site education program of the intern site only students who have earned satisfactory record and have met the minimum requirement established by the University and the Department of Health & Human Performance
 - Extend the authorized representatives of the intern site an open invitation to visit the Texas A&M university-Commerce and consult with faculty and student
 - Appoint a University representative to communicate with the site supervisor and interns during the internship to assist in the supervision and evaluation of the student's intern experience
 - Advise student of their responsibilities regarding participation in the on-site education process, including professional conduct and following rules and standards set by the intern site and the University

AGREED:

Internship site

Student Intern

Texas A&M University-Commerce

Supervisor name

Student Name

Internship Coordinator

Supervisor signature

Student signature

Coordinator signature

Date

Date

Date

**TEXAS A&M UNIVERSITY COMMERCE
DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
INTERNSHIP TIME SHEET**

Intern Name: _____

Internship Site: _____

Site supervisor & Phone #: _____

	<u>Date (mm/dd/yy)</u>	<u>Hours worked</u>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
	Total Hours for Period=	

I certify that the above information is true and correct.

Student Intern Signature

Date

Site Supervisor Signature

Date

Sport Management & Health Promotion Internship Criteria For Completing Final Internship Experience Report

During the Internship Experience, students are expected to update their internship work plan. The work plan provides the Site Supervisor and Internship Coordinator and the student with a reliable measure of progress toward the internship goals and specific objectives.

- X Keep your work plan updated and be prepared to discuss your internship and progress at your regular meetings with Dr. Roberts.

- X Submit your Work Plan in to the relevant folder on D2L.

- X Prepare and submit a typed Final Report based upon experiences during your Internship refer to the questions on the following page for your Final Report. The work plan will help you prepare your Final Report. Students are required to submit a final work plan with the Final Report. Length of report should reflect what was accomplished during your internship.

- X Your supervisor must verify all of your internship hours.

Your Name: _____

Your Internship Site: _____

Your Site Supervisor: _____

Final Student Internship Final Experience Report Questions

Name: _____

Internship Site: _____

Site Supervisor: _____

Complete this evaluation during your last week of the internship. Type out the statement/question and your responses and submit to the Internship Coordinator on D2L by the last day of finals. Feel free to share a copy of this paper with your Internship Supervisor.

1. Evaluate the worksite orientation and training you received in terms of how well it prepared you to carry out your internship assignments. If you did not have an orientation what would you recommend to your supervisor to help them prepare the next intern for the internship responsibilities?
2. What do you perceive were the benefits of your experience for the agency and the population you served?
3. How well prepared were you for the internship? Include what specific academic, prior work or volunteer experience you found helpful in completing this internship.
4. Based on your internship, explain what additional course work or skills would help you as a future sport management or health promotion professional
5. Explain what were the positive experiences and/or strengths of the internship.
6. Explain what were the negative experiences and/or limitations of the internship.
7. What could you, your supervisor and Dr. Roberts do to improve your internship experience?
8. What words of wisdom do you have for the next intern in this position?

SELF-ASSESSMENT FOR GROWTH

Date: _____

Intern Name _____ **Academic Supervisor** _____

Please evaluate your own skills and abilities at this point in your academic career using the following 5 point scale. Keep in mind that the learning process is on-going and that it is probably not realistic to expect mastery of most of these skills. Your honest self-assessment will help you evaluate your growth as you go through your internship. It will also provide information that will help you plan for additional educational needs. This self-assessment is to be done at the *beginning* of the internship and *again at the completion* of the internship.

- Scale:**
1. Not important or relevant to me at this time
 2. I don't feel I have this skill/ability
 3. I feel I have some or fair skill/ability in this area, but I will need to ask for help.
 4. I am confident that I have enough or good skill/ability to do this with very little assistance.
 5. I am confident that I can effectively use my skills/abilities in an excellent manner.

	I feel that I have the	Beginning of semester Score	End of semester Score	Comments:
1	Preparation for this internship.			
2	Writing skills needed.			
3	Ability to work independently.			
4	Ability to listen and speak so others understand me.			
5	Thoroughness and attention to detail needed.			
6	Ability to attain others' trust and confidence.			
7	Ability to handle duties responsibly.			
8	Ability to demonstrate creativity.			
9	Ability to complete work on time.			
10	Professional attitude needed.			
11	Adaptability needed for this internship.			
12	Ability to cooperate with others.			
13	Work attendance/punctuality expected.			
14	Courteous attitude at all times.			
15	Professional appearance, neat, well-groomed.			
16	Ability to evaluate strengths and weaknesses and apply appropriate changes.			
17	Ability to relate to others in a meaningful way.			
18	The knowledge that satisfaction comes from a job well done and is not dependent on outside feedback.			

Upon completion of your internship, this should be handed in to your academic supervisor /advisor.

Student Signature: _____ Date: _____

MONTHLY ACTIVITY LOG

Intern: _____

Date _____

ON-SITE Supervisor _____ at _____
Company Name

This information is invaluable in evaluating your internship site. Please complete this and *hand it in* or *e-mail* it to your academic supervisor (advisor) after your first month.

Step 1: In the boxes on the left, note the percent of time spent in these 4 major areas

Step 2: Within each of the major categories, break down the percent of time spent in each type of activity. Note this in the boxes on the right.

Please note: The percentage within the left most column and within each category and the overall percentages listed should total **100%**.

%	Percent of time working directly with Supervisor
---	---

Percent of time observing only	%
Percent of time interacting with Supervisor	%
Percent of time interacting with others in the department	%
Percent of time interacting with outsiders (clients, other organizations, etc)	%
= 100%	

%	Percent of time working with other administrative personnel or other staff
---	---

Percent of time observing only	%
Percent of time interacting with others in department pertaining to my job	%
Percent of time doing off site activities	%
Percent of time doing "busy work" not related to internship	%
= 100%	

%	Percent of time working on activities related to your objectives/goals
---	---

List Objective/goal 1	%
List Objective/goal 2	%
List Objective/goal 3	%
List Objective/goal 4	%
List Objective/goal 5	%
= 100%	

%	Percent of time working on your own/self-directed activities
---	---

List Duty 1	%
List Duty 2	%
List Duty 3	%
List Duty 4	%
List Duty 5	%

=100%

= 100%

	How many times have you called/met/e-mailed your academic advisor?
--	---

***Turn this sheet in to your Internship Coordinator** _____ **upon completion (on D2L).**

Name

Mid-Term Evaluation by On-Site Supervisor

To be filled out and mailed to the Internship Coordinator at: Texas A&M-Commerce University, Health & Human Performance Department, PO Box 3011, Commerce, TX 75428.

Intern: _____ Date: _____

Students please note: At the time of this semester evaluation, please call your academic advisor/supervisor and schedule an appointment.

Field Supervisor: _____ Academic Supervisor: _____

Organization: _____

Address: _____

Field Supervisor Directions: Please complete this evaluation form at mid-semester (7 weeks into the internship) and mail to the academic supervisor listed above. Your frank opinions and comments will not only facilitate the assessment of the intern's performance, but will also identify problems that need attention.

Please circle the appropriate rating:

	Low		Average		High
	1	2	3	4	5
The intern named above					
1. Came well prepared for this internship	1	2	3	4	5
2. Possesses necessary writing skills	1	2	3	4	5
3. Possesses necessary speaking skills	1	2	3	4	5
4. Works independently	1	2	3	4	5
5. Does assignments thoroughly	1	2	3	4	5
6. Demonstrates responsibility	1	2	3	4	5
7. Is dependable	1	2	3	4	5
8. Shows creativity	1	2	3	4	5
9. Produces high quality work	1	2	3	4	5
10. Produces maximum quality of work	1	2	3	4	5
11. Exhibits a professional attitude	1	2	3	4	5
12. Adapts to changing circumstances	1	2	3	4	5
13. Cooperates consistently	1	2	3	4	5
14. Maintains regular attendance	1	2	3	4	5
15. Is punctual	1	2	3	4	5
16. Is courteous and friendly	1	2	3	4	5
17. Presents an acceptable personal appearance	1	2	3	4	5
18. Exhibits growth and maturity	1	2	3	4	5

Comments: _____

On-Site Supervisor Signature: _____

Work Phone Number: _____ Date: _____

End of Semester Evaluation by On-Site Supervisor

To be filled out and mailed to the Internship Coordinator at: Texas A&M-Commerce University, Health & Human Performance Department, PO Box 3011, Commerce, TX 75428.

Intern: _____ Date: _____

Students please note: At the time of this evaluation, please call your academic advisor/supervisor and schedule an appointment. Your academic advisor/supervisor must hear from you by the end of the semester in order for you to receive a passing grade.

Field Supervisor: _____ Academic Supervisor: _____

Organization: _____ Address: _____

On-Site Supervisor Directions: Please complete this evaluation form at semester's end (14 weeks or end of the internship) and mail to the academic supervisor listed above. Your frank opinions and comments will not only facilitate the assessment of the intern's performance, but will also identify problems that need attention.

Please circle the appropriate rating:

	Low		Average		High
	1	2	3	4	5
The intern named above					
1. Came well prepared for this internship	1	2	3	4	5
2. Possesses necessary writing skills	1	2	3	4	5
3. Possesses necessary speaking skills	1	2	3	4	5
4. Works independently	1	2	3	4	5
5. Does assignments thoroughly	1	2	3	4	5
6. Demonstrates responsibility	1	2	3	4	5
7. Is dependable	1	2	3	4	5
8. Shows creativity	1	2	3	4	5
9. Produces high quality work	1	2	3	4	5
10. Produces maximum quality of work	1	2	3	4	5
11. Exhibits a professional attitude	1	2	3	4	5
12. Adapts to changing circumstances	1	2	3	4	5
13. Cooperates consistently	1	2	3	4	5
14. Maintains regular attendance	1	2	3	4	5
15. Is punctual	1	2	3	4	5
16. Is courteous and friendly	1	2	3	4	5
17. Presents an acceptable personal appearance	1	2	3	4	5
18. Exhibits growth and maturity	1	2	3	4	5

Comments: _____

On-Site Supervisor Signature: _____

Work Phone Number: _____ Date: _____