



**HHPK 537, INTERNSHIP  
IN HEALTH, KINESIOLOGY AND SPORTS STUDIES  
COURSE SYLLABUS: SUMMER 2024**

**INTERNSHIP COORDINATOR INFORMATION**

**Instructor:** Dr. Vipa Bernhardt  
**Office Location:** NHS 165D  
**Email Address:** Vipa.Bernhardt@tamuc.edu

**COURSE INFORMATION**

**Required Text:** HHP Internship Manual

**COURSE DESCRIPTION**

**Student Learning Outcomes**

1. To broaden student understanding of the functioning of sport and health related organizations.
2. To integrate kinesiology theory with real life practice.
3. To analyze the role of kinesiology 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.

**COURSE REQUIREMENTS**

**Student Intern Checklist**

**Requirements:**

Prepare Multiple Copies of Your Resume-

Submit one copy to your Site Supervisor, one to the Internship Coordinator, and retain a copy or your records. The Writing Center can help you with your resume.

*The syllabus/schedule are subject to change.*

Application for Internship Form –

(If not already on file with the HHP department/Internship Coordinator).  
You and your site supervisor must sign the form.

Site Information Sheet for Internship-

(If not already on file with the HHP department/Internship Coordinator).

Prepare Work Plan-

Complete in cooperation with Site Supervisor within two weeks of starting internship. Submit to D2L by 60 hours of internship. This will be what determines your internship focus and project objectives.

Monthly Meetings-

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

Progress Reports-

Meet with your Site Supervisor at least **two** times to discuss the progress of your internship and complete a midterm evaluation and a final evaluation. Your Site Supervisor must email your Midterm Evaluation directly to the Internship Coordinator.

Supervisor's Final Evaluation of Student Internship -

Discuss results with Site Supervisor. Your Site Supervisor must email your Final Evaluation directly to the Internship Coordinator.

Final Internship Experience Report-

Prepare and complete the Final Report of Internship Experience & submit report to D2L.

Final Project-

Provide documentation of your final project (ex. write-ups, images, posts, links) and submit to D2L.

## **STUDENT RESPONSIBILITIES and Tips for Success in this Course**

1. You must complete 360 hours at your internship site between the first and last days of class or you will have to retake this course.
  - Being fired from your internship is an automatic fail in the internship course and you will be required to retake the course the following semester at a new internship site.

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2. Be responsive and stay in contact with the Internship Coordinator and Site Supervisor throughout the semester.
  - You are responsible for keeping up with your internship hours and scheduling the various check-in sessions with both Site Supervisor and Internship Coordinator.
3. Always be respectful and professional in your attitude, communication, and appearance.

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%      B = 80%-89%      C = 70%-79%      D = 60%-69%  
 F = 59% or Below

## GRADE BREAKDOWN

*Due dates based on internship hours & progress. See schedule on last page for more*

**To achieve highest points, each must be submitted in D2L 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>
<b>TOTAL</b>	<b>100 PTS (100%)</b>

\*late submissions receive an automatic zero on that assignment

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

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## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

You are welcome to email me with questions or concerns; however, there are some caveats associated with email that you must remember:

1. A reasonable response time is 24 - 48 business hours.
2. Questions emailed on weekends may not receive a response until the next business day.
3. As the instructor, I reserve the right to answer emailed questions in a direct email/D2L announcement post to everyone for the benefit of all students.
4. Please be courteous and professional in all of your interactions with fellow classmates, internship site supervisor and internship coordinator.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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## University Specific Procedures

### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

### TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

### Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## INTERNSHIP WORKSHEET

Complete and submit assignments via the corresponding link in D2L.  
 Due dates are based on your start date and internship hours.  
 This assignment worksheet will help you keep track of when things are due.

<b>Name:</b>	
<b>Email:</b>	
<b>Start Date:</b>	
<b># hours/week:</b>	
Expected # weeks:	
Expected 60 hour Mark:	
Expected Mid-Semester (180 hours):	
Expected Finish Date (360 hours):	

<b>Assignment</b>	<b>Expected due dates</b>	<b>Completed by</b>	<b>Grade (points)</b>
Before Assessment	By first week	Student	5
Work plan	Final draft submitted by 60 hours	Student	10
Time Sheets	Every 2 weeks	Student	20
Journal & Logs	Monthly	Student	20
Mid-Term Evaluation*	180 hours/Approx. 7 wks	Supervisor	10
Final-Term Evaluation*	At 360 hours	Supervisor	10
After Sheet	By last date	Student	5
Final Experience Report	By last date	Student	10
Final Project	By scheduled date with coordinator	Student	10
*Student is responsible for scheduling mid & final term evaluation meetings between the site supervisor and TAMUC internship coordinator.			100

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