



EAST TEXAS A&M

HHPK 537, INTERNSHIP IN HEALTH, KINESIOLOGY AND SPORTS STUDIES COURSE SYLLABUS: SUMMER 2025

INTERNSHIP COORDINATOR INFORMATION

Instructor: Dr. Vipa Bernhardt
Office Location: NHS 165D
Email Address: Vipa.Bernhardt@etamu.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.

Work and Project 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.

Timesheets-

Complete and submit timesheets every two weeks.

Monthly Activity Logs

Complete and submit monthly activity logs to show progress.

Meeting with Internship Coordinator-

Meet once with your Internship Coordinator to discuss progress of internship. Prior to the meeting, upload the monthly activity log and monthly journal. Also, be prepared to discuss your work and project plan to these meetings.

Site Supervisor's Evaluations-

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 these Evaluations directly to the Internship Coordinator.

Final Project and Presentation-

Conduct your planned final project during the internship, then prepare and present it during the mandatory showcase to peers, HHP faculty members, and site supervisors. Find specific assignment details in D2L.

Final Internship Experience Report-

Complete the Final Report of Internship Experience.

STUDENT RESPONSIBILITIES and Tips for Success in this Course

1. You must complete 240 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.
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.

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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.

Resume	5 PTS (5%)
Work and project plan	*10 PTS (10%)
Timesheets	15 PTS (20%)
Monthly meetings and journals	5 PTS (5%)
Monthly logs (approx. June and July)	5 PTS (10%)
Supervisor's evaluations (mid-term & final)	20 PTS (20%)
Self assessment before/after	10 PTS (10%)
Final project and presentation	*20 PTS (10%)
Final experience report	*10 PTS (10%)
TOTAL	100 PTS (100%)

*late submissions receive an automatic zero on that assignment

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

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.

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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, a ETAMU 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.

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

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ETAMU 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 East Texas A&M University 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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

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

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

Nondiscrimination Notice

East Texas A&M University 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.

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Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 ETAMU 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 ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Counseling Center

The Counseling Center at East Texas A&M, 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](tel:903-886-5145). For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



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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.

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

Assignment		Expected due dates	Completed by	Grade (points)
Resume	By end of first week		Student	5
Self-Assessment Before	By end of first week		Student	5
Work and project plan	Final draft submitted by 60 hours		Student	10
Time Sheets	Every 2 weeks		Student	15
Logs	Monthly		Student	5
Journal	Monthly		Student	5
Mid-Term Evaluation	180 hours/Approx. 5 wks		Supervisor	10
Final Project and Presentation	By scheduled date with coordinator		Student	20
Final Experience Report	By last date		Student	10
Self-Assessment After	By last date		Student	5
Final-Term Evaluation	At 360 hours		Supervisor	10
TOTAL				100

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