



EAST TEXAS A&M

HHPK 537, INTERNSHIP IN HEALTH, KINESIOLOGY AND SPORTS STUDIES COURSE SYLLABUS: FALL 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 (in the D2L course shell)

COURSE DESCRIPTION

Student Learning Outcomes

1. To broaden student understanding of the functioning of sport and health related organizations.
2. To integrate classroom theory with real life practice.
3. To analyze the role of various professionals in their chosen career field.
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:

Internship Hours

You must complete 240 hours at your internship site between the first and last days of class.

Resume

Submit a copy to your Site Supervisor and upload to D2L.

The syllabus/schedule are subject to change.

Application for Internship and Site Information Sheet for Internship

Complete and submit the forms. You and your site supervisor must sign the forms.

Self Assessments

Complete self-assessments at the beginning and end of your internship experience.

Work Plan

Complete in cooperation with Site Supervisor as soon as possible after starting internship (ideally within the first two weeks. Submit in 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 Meetings

Schedule and meet every month with your Internship Coordinator to discuss progress of internship. Bring updated copies of your work plan to these meetings.

Final Project Presentation and Documentation

Schedule and present the project that you worked on during the internship. This is your culminating comprehensive examination required for the master's degree. Upload all documentation of your project (ex. write-ups, images, posts, links) in D2L.

Supervisor's Mid and Final Evaluations of Student Internship

Your Site Supervisor must email your Final Evaluation directly to your Internship Coordinator. Final evaluation is due by the last day of finals.

Final Internship Experience Report

Prepare and complete the Final Report of Internship Experience & submit report in D2L by the last day of finals.

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.

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- 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.

Resume	5 PTS (5%)
Work and project plan	*10 PTS (10%)
Timesheets	15 PTS (20%)
Monthly meetings and journals	5 PTS (5%)
Monthly logs	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 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

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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.

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

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your instructor. The best way to reach me is via email, I usually reply within 1 business day.

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>

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.etamu.edu/counseling-center.

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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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.

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>

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

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.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

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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

Velma K. Waters Library 162

Phone (903) 886-5150 or (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: <https://www.etamu.edu/student-disability-services>

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.

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. <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.

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INTERNSHIP DUE DATES WORKSHEET

Intern Name: _____

Internship Site: _____

This assignment worksheet will help you keep track of when things are due. Note: the due dates in D2L are general guidelines for all students; your individual due dates are based on YOUR start date and internship hours.

Start Date:	
# hours/week:	
Expected # weeks:	
Expected 60 hour mark:	
Expected Mid- Semester (120 hours):	
Expected Finish Date (240 hours):	

Assignment	Due	Expected Due Dates	Completed by
Resume	By end of first week		Student
Self-Assessment Beginning	By end of first week		Student
Work and project plan	Final draft submitted by 60 hours		Student
Time Sheets	Every 2 weeks		Student
Logs	Monthly		Student
Journal	Monthly		Student
Mid-Term Evaluation	120 hours/Approx. 7 wks		Supervisor
Final Project and Presentation	By scheduled date with coordinator		Student
Self-Assessment End	By last date		Student
Final Experience Report	By last date		Student
Final-Term Evaluation	At 240 hours		Supervisor

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