



**HHPK 537, INTERNSHIP
IN HEALTH, KINESIOLOGY AND SPORTS STUDIES
COURSE SYLLABUS: SUMMER 2026**

INTERNSHIP COORDINATOR INFORMATION

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

COURSE INFORMATION

Required Text: HHP Internship Manual (found in D2L)

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.

**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.

The syllabus/schedule are subject to change.

2. Be responsive and stay in contact with the Site Supervisor and Internship Coordinator 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

Resume	5 PTS (5%)
Work and project plan	10 PTS (10%)**
Timesheets	15 PTS (15%)
Monthly logs and journals	10 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%)**
<u>Final experience report</u>	<u>10 PTS (10%)**</u>
TOTAL	100 PTS (100%)

**late submissions receive an automatic zero on that assignment

Resume-

Minimum categories: Professional summary (3-5 bullet points of your most important accomplishments), Education, Work Experience. The Writing Center can help you with your resume.

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 Log and Journal

Complete and submit monthly activity log and journal to show progress.

Meeting with Internship Coordinator-

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

Site Supervisor's Evaluations-

Meet with your Site Supervisor frequently, and 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.

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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.

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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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@etamu.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 ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

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>

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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. 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.

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 online in the [Student Guidebook](#).

ETAMU Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

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

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)
[Graduate Student Academic Dishonesty Form](#)

Use of Artificial Intelligence

Because this course is based on an external internship experience, students are expected to complete all internship-related work, communication, documentation, reflections, and assignments using their own professional judgment and original effort. The use of generative artificial intelligence tools, including but not limited to ChatGPT, Microsoft Copilot, Google Gemini, or similar tools, is not permitted for course assignments or internship documentation unless specifically required or approved by the internship site supervisor.

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If a site supervisor requires the use of AI as part of the internship responsibilities, students should follow the policies and expectations of the internship site. In those cases, students must clearly disclose when and how AI was used in any course-related submission connected to that work. Students are responsible for ensuring that all submitted work accurately reflects their own learning, experiences, and professional development during the internship.

Unauthorized use of AI may be treated as a violation of academic integrity and/or professional expectations for the internship experience.

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@etamu.edu
Website: [Office of 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.

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

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East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, 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 <https://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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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 (120 hours):	
Expected Finish Date (240 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/Journals	Monthly	Student	10
Mid-Term Evaluation	120 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 240 hours	Supervisor	10
TOTAL			100

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