

# Kinesiology Internship Manual

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School of Recreation,  
Health, and Tourism

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

# Internship Manual

This manual is designed to provide an overview of the internship experience in the Kinesiology program. The following sections outline the purpose, requirements and responsibilities of all parties involved with the internship experience.

## 1. Purpose, Objectives and Definitions

The internship is a general education synthesis course which provides students practical opportunities to apply what has been learned during their undergraduate career. This capstone course also meets major requirements in the Kinesiology concentration. The Kinesiology 400 hour internship is a 12-credit hour semester-long course (KINE 490) in the following BS degree program:

- Bachelor of Science; Health, Fitness, and Recreation Resources- Kinesiology Concentration

Students are expected to register for the internship after the completion of all of their classroom work.

The internship is a structured and supervised, work experience that may be paid or voluntary and takes place at a variety of public, private, semi-private or commercial agencies. The internship is a three-way partnership agreement between Mason, an approved site, and the intern.

During the internship, the student receives professional preparation coordinated by a faculty supervisor in addition to direction from a qualified site supervisor. The internship provides industry specific opportunities for student participation, organization and administration.

The following terms describe the parties involved in the internship experience and are used throughout this manual:

- *Intern* is the student registered for the synthesis course and completing the assignments required.
- *Internship Coordinator* is a Mason faculty member that prepares the student for the internship experience and helps place the student at their site. This person also communicates with various agencies seeking Mason interns. This Internship Coordinator may also monitor student progress during the internship or coordinate other faculty members that monitor student progress.
- *Faculty supervisor* is a Mason faculty member designated as the instructor of record for the internship course. This person is responsible for remotely monitoring student progress during the internship, conducting a site visit and submitting the final grade.
- *Site supervisor* is the individual at the internship location responsible for monitoring and supervising the student throughout the program. This person may offer advice, instruction and supervision typical of that provided for a young professional in the industry. This person will also assess student competencies at the mid-point and conclusion of the experience that will inform the final grade.

## 2. Benefits

Students benefit from the internship experience by having the opportunity to synthesize their classroom knowledge into real world experiences. This experiential learning allows the student to be better prepared and more marketable for the current job market demands. They have support from both their Faculty and Site Supervisor to learn how to negotiate the challenges faced by young professionals. This experience affords students the opportunity to evaluate their strengths and weaknesses and assess their future employment aspirations.

The Kinesiology program recognizes the benefits of an academically sound internship program, which includes the provision and utilization of feedback from the site supervisor and the student in the continuing evaluation of the Kinesiology curriculum. The program aims to produce well prepared students by integrating the theoretical and practical experiences of their given industry.

Agencies that provide internship opportunities benefit from the partnership with Mason to develop our future professionals. These students can integrate with professional staff to promote the overall learning experience as interns bring a different set of skills, knowledge base, and perspective to the job. It also provides site personnel the opportunity to evaluate the effectiveness of their in-house training programs or other services based on feedback from interns. Finally the internship affords an opportunity to screen for prospective employees. Interns become familiar with an organization's culture and work, and establish close working relationships with current employees. This makes them ideal candidates for job vacancies.

## 3. Expectations of Internship Program Experience

In general, each student is required to work full-time at an approved internship site averaging 30-40 hours weekly for a minimum of 400 total hours of professional practice over a period of 10 to 14 weeks in a given semester. By the end of their intern experience students should have a better understanding and appreciation of the role, duties, and responsibilities of a professional in their chosen field.

The intern is expected to assume a wide range of responsibilities:

- **Participation** – An intern should be given the opportunity to observe the intricacies of the internal and external working relationships of the site. In addition, interns should be allowed to participate in site committee meetings, conferences, and workshops to gain a better understanding of their chosen concentration.
- **Organization** – The intern should participate in any appropriate experiences relevant to the site; such as organizing events, evaluation of programs, and analysis of data. The site supervisor is encouraged to assign the intern an active leadership role in special projects. Usually, the student observes and assists until he or she is acquainted with the staff, clientele, policies and procedures, organizational patterns, facilities and equipment, and rules and regulations. The student should gradually assume increasing responsibility and eventually be solely responsible for her/his own special project.
- **Administration** – The site should provide the intern with practical experience employing routine administrative skills, techniques and practices. Interns should gain experience in a variety of site operations (e.g., accounting and record-keeping, event management, facility operation, maintenance procedures, planning, program development, public relations, research, marketing, risk management, and human resources) as appropriate.

## 4. Student Eligibility

To register for the internship course, students must have senior status (90 credits) and meet all the pre-requisites specified in their area of concentration. These pre-requisites are listed on Patriot web. All prospective interns should review the internship manual and refer to the checklist of student responsibilities (Appx.1). This form is provided to help students organize the course requirements associated with the internship experience.

It is recommended that students schedule the internship experience as the last course of their academic program. This ensures eligibility and qualifies this course as a synthesis experience. Prospective interns must confirm their eligibility by completing the *Eligibility Form* (Appx. 2), which requires approval from a faculty member in their area of concentration. Students must also sign a *Consent Agreement* (Appx 3). Because the internship is a controlled course students may not register until this initial paperwork has been completed.

Since the student will be working full-time at the approved internship site, he or she will be limited to taking no more than one 3-credit course concurrently with the internship. This must however be approved by a faculty member before the internship is initiated and is generally discouraged. The internship course is designed to be taken last and independently so the student is able to make the most of this learning experience. Placing the internship last and by itself also allows students to travel and complete the internship experience anywhere in the world.

Students are eligible to start the internship experience when they are registered, all of the required agreements are signed, and the previous semester coursework is completed. Students must be registered for the internship course during the semester that they complete their hours of experience. The internship typically begins on the first day of classes of the semester and finishes before the last day of classes. Any exception to this start date and end date must be cleared by the faculty supervisor.

## 5. Site Selection

Although the faculty supervisor may offer advice, guidance or placement suggestions, students are responsible for seeking out their own internship positions. Students should begin searching for possible internships several months prior to their chosen internship semester. This allows ample time for the application/interview process and a thoughtful selection.

The site selection process typically entails:

- Search for prospective sites using all available resources (ie: Internship Coordinator, Faculty mentors, HireMason, etc.).
- Follow application and interview processes specified by individual sites. It is typical for a student to apply to 3-6 different sites.
- If a student has previously worked or interned at a site, faculty approval is required to apply this site towards the internship experience. The student must justify in writing how this site can provide further learning opportunities beyond what has already been experienced.
- Complete the *Site Confirmation Form* (Appx.4), and *Experiential Learning Agreement* (Appx. 5) once a site has been secured. These forms require signatures from the student, the site and the University and must be completed prior to the internship start date. If a site has not previously been approved as

satisfying the capstone/synthesis course requirements in Appendix 2, faculty approval must be obtained regarding the selected site.

- Longer term agreements are available for sites that have multiple intern placements over time.

## 6. Requirements and Grading

The faculty supervisor assigns the Pass/Fail grade based on the intern meeting the following requirements:

- Attending mandatory internship meetings or complying with other arrangements such as telephone conferencing and/or Blackboard conferencing.
- Working full-time at an approved site for a minimum of 400 hours of professional practice over a period of 10 to 14 consecutive weeks—averaging 30-40 hours weekly.
- Completing *Weekly Progress Reports* (Appx. 6) in a timely manner.
- Submitting signed copies of the *Performance Assessment* (Appx. 7) completed by the Site Supervisor at the mid-point and completion of the internship hours.
- Developing and completing a *Special Project* (Appx. 8) in cooperation with the Site Supervisor. This requires approval by the Faculty and Site Supervisor in advance.
- Meeting with the Site Supervisor and the Faculty Supervisor during a routine visit at the internship site. Alternative arrangements are made for those interns based outside the northern VA metropolitan area. The student is responsible for scheduling this visit shortly after the mid-point evaluation has been completed.
- Presenting an overview of their internship work experience and special project (See *Presentation Guidelines* and *Presentation Rubric* in Appx. 9) at a mandatory final presentation attended by all of the current interns, the faculty supervisor, and program faculty. This will occur at the end of the semester unless other arrangements are made for students interning outside of the northern VA metropolitan area.
- Submitting an internship portfolio (See *Portfolio Guidelines* in Appx.10) which encapsulates the experience of the internship. Also included in the portfolio will be an *Evaluation* (Appx. 11) designed to encourage reflection and assessment of the overall internship experience. This will help Kinesiology faculty evaluate the internship site, supervisors, and the overall internship experience.
- Submission of the *Senior Survey*. This online survey will be distributed near the end of the internship experience and will help the Kinesiology faculty gather important data regarding the Kinesiology program.

## 7. Academic Policies on Registration and Withdrawing

Students must comply with University *Academic Policies* for registering, attending, dropping or withdrawing from a course as outlined in the University Catalog.

## 8. Responsibilities

### Student Intern

- **To the faculty supervisor**
  - Reading and adhering to all policies and procedures in the *Kinesiology Internship Manual*; and

- Notifying the faculty supervisor as soon as possible, if he/she is unable to complete the internship program.
- **To the site supervisor**
  - Providing contact information (i.e., address, cell phone, etc.);
  - Reporting directly to the site supervisor for instructions and fulfilling his/her duties as stipulated by their supervisor;
  - Dressing and acting in a professional manner;
  - Familiarizing and abiding by all site policies and procedures applicable to his/her performance, conduct and behavior;
  - Visiting, observing and participating, as appropriate, in all levels of the site's operations, including meetings, programs, projects and training sessions;
  - Setting mutually satisfactory and feasible performance objectives in consultation with the site supervisor since these objectives will constitute a baseline against which the intern's performance is assessed by the site supervisor;
  - Providing the site with all necessary paperwork to earn academic credit for the internship experience;
  - Seeking further clarification from the site supervisor when encountering tasks or problems that cannot be solved independently;
  - Notifying the site supervisor in advance when it is necessary to be absent from work. The intern should also inform the site supervisor as soon as possible if they are unable to complete the internship program; and
  - Interns are expected to conform to the work and holiday schedule of the site at which they are interning.

## **Internship Coordinator/Faculty Supervisor**

- **General**
  - Ensuring that the University's Agreements are finalized by all parties and the original is kept on file;
  - Ensuring that all non-Mason agreements/contracts involving intern placements are reviewed by University Counsel before finalization;
  - Checking that each student is properly enrolled into an internship course;
  - Marketing the internship program to prospective internship employers and students;
  - Fielding and reviewing queries about the Kinesiology's internship program from the media, current and prospective site sites, and students; and
  - Acting as internship program liaison between the Kinesiology program and University administrative units (University Counsel, University Career Services, etc.).
- **To the student intern**
  - Informing students of the advantages of the internship program within their professional field and counseling them on how to best coordinate the program with their academic timetables;
  - Identifying potential internship placement sites along with relevant resource materials and any specifications regarding particular sites;
  - Orienting potential intern students to important aspects of internship program through seminars and academic advising sessions;
  - Helping students to set realistic learning objectives for their internship;

- Assuring that students understand the requirements of the internship program as detailed in the *Kinesiology Internship Manual*;
  - Providing students with all the necessary documents and forms necessary for successfully completing the internship;
  - Verifying that each student is enrolled in the correct 490 course in order to be able to enter a grade;
  - Maintaining regular communication with the student during the internship and responding to weekly reports;
  - Conducting a site visit near the midpoint to the site as arranged by the student to become better acquainted with the students' internship experience and to discuss with site supervisor student progress through the internship program (alternative arrangements are made for interns based outside the northern VA area);
  - Holding a mandatory on-campus seminar for students to give final presentations;
  - Assessing student work and assigning a final grade;
  - Reviewing evaluations made by the student about the Kinesiology internship program, internship site, site supervision, and overall experience for program improvement purposes; and
  - Disengaging the student when the University, site and intern agree that a different placement would be in the best interest of the student.
- **To the site supervisor**
    - Assisting the site supervisor to develop an internship job description that is mutually satisfactory to both the site and the student intern;
    - Providing site supervisor with the Kinesiology Internship Manual that highlights internship expectations and responsibilities;
    - Maintaining open communication with the site supervisor concerning student intern's progress through the program; and
    - Conducting a site visit to meet the supervisor and tour the site while reviewing student progress and discussing continued relationship.

## Site Supervisor

- **To the student**
  - Developing an internship position description which exemplifies a synthesis requirement with mutually beneficial and rewarding learning experiences for both the participating intern and site;
  - Preparing the site staff for the arrival of the student, and orienting the student to the site's history (i.e., organizational chart, philosophy, policies and regulations, administration, programs, and facilities);
  - Interpreting and communicating the aims and outcomes of the internship program to other site personnel which allows the intern to be presented to staff in such a manner to ensure his/her professional status;
  - Allowing the student, within reason, to observe and participate in site activities, such as meetings, programs, projects and training opportunities so as to obtain a broad and relevant pre-professional work experience;
  - Providing an opportunity for the student to assume an active role by assigning projects or tasks;
  - Assigning routine administration and management tasks to the student in order for him/her to gain a greater understanding of the organization's operation;
  - Conferring with the student to select a mutually beneficial required special project for the student to complete as part of their internship requirement (the special project facilitates the

- intern's learning experience while making a meaningful contribution to the site);
  - Scheduling regular meetings with the student to provide consistent and frequent feedback regarding the site's work expectations and intern performance);
  - Assessing the student's performance by completing two evaluations at the mid-point and final completion of work hours; and
  - Permitting the student to attend periodic internship seminars as needed (other arrangements are made for students interning outside of the northern VA area).
- **To the faculty supervisor**
  - Providing resource material describing the internship and site to better inform future students about internship opportunities;
  - Submitting signed copies of the *Performance Assessments* after discussion and agreement with the intern;
  - Providing an opportunity for a site visit near the mid-point of the internship experience; and
  - Communicating, as warranted, regarding any suggestions or concerns about the internship program.

## 9. Removal or Dismissal of Student Intern

Every effort should be made by the faculty supervisor and the site supervisor to support the internship learning process, but on occasion, it may be necessary to either a) remove an intern from one site for reassignment to another site, or 2) dismiss a student from his/her internship. Because of differing site guidelines and stipulations within the University, each student intern case must be considered separately. However, the following paragraphs discuss general guidelines for removal or dismissal.

### Removal of an Intern by Faculty Supervisor from a Site

Circumstances may arise where it is necessary for the faculty supervisor to remove an intern from a particular site, and relocate him/her to another site without academic penalty. These circumstances can include significant violations of terms of engagement on the part of the site, intimations or conflicts between site supervisor/personnel and the intern, sexual or other harassments, unsafe working environment, labor-related disruptions, and site bankruptcy or financial exigency. Any of these circumstances may require immediate intervention and or removal of the student from the internship.

If a student is unable to carry out internship duties due to personal reasons (i.e.: medical, emotional), all parties will be notified and any appropriate interventions will be employed. This might necessitate removal of the intern from the site placement prior to completion of the 400 hour requirement. The faculty supervisor will convene with the site supervisor to determine a mutually agreed upon course of action that benefits the student's internship experience while also meeting the site's and university's expectations. These situations are rare and shall be assessed on a case by case basis.

### **Student Request for Removal from a Site**

Circumstances may arise where a student intern feels compelled to request removal from a site. The student cannot initiate any change in internship assignment until the following procedure has been followed:

1. The student must provide the faculty supervisor a written statement outlining reason(s) for removal from the site as soon as possible. The student must meet or phone conference with faculty supervisor to discuss and confirm removal reasons.
2. Removal decisions rest with the Kinesiology faculty who should share removal consideration with the site supervisor before making a final decision. If removal is deemed necessary, typically, a two-week resignation notice should be given by the student to the site.
3. Because the internship is meant to be a long-term experience with one site, the student will restart his/her hours at the new site.

### **Dismissal of student intern by site supervisor**

Termination of a student's internship program by a site supervisor is a serious matter and as such, the University expects the site supervisor to make immediate contact with the faculty supervisor if circumstances arise that could eventually lead to the dismissal of an intern. The reasons for the termination should be discussed and understood by the faculty supervisor. Possible grounds for dismissal of an intern by a site (and hence termination of the *Experiential Learning Agreement* between the University and site) can include lack of student responsibility, engagement by the intern in illegal or unethical conduct, and violation of employer's policies.

If possible, every effort should be made to reconcile the issues with the understanding that ultimately the site can make the final decision per the *Experiential Learning Agreement*. The faculty will discuss the student infraction with the Site Supervisor and the student separately to determine any possible resolutions. In light of a dismissal decision, the faculty supervisor will determine if the dismissal merits a failing grade.

## **10. Forms**

The following forms are located in the appendix of this manual and can also be accessed via Blackboard.

### Appendix

1. *Student Checklist*
2. *Eligibility Form*
3. *Consent Agreement*
4. *Site Confirmation Form*
5. *Experiential Learning Agreement*
6. *Weekly Progress Report*
7. *Performance Assessment*
8. *Special Project Proposal*
9. *Presentation Guidelines*
10. *Presentation Rubric*
11. *Portfolio Guidelines*
12. *Evaluations*

## Student Checklist

	Requirements	
1.	Attend mandatory in-service	
2.	Prepare resume	
3.	Complete Eligibility Form (Appx. 2) and submit to internship coordinator	<b>Include:</b> Resume CPR certification Objectives Three Prospective sites Faculty approval/signature
4.	Complete Consent Agreement (Appx. 3) and submit to internship coordinator	
5.	Register for Internship (490)	
6.	Submit Applications/Interview for internships	
7.	Complete Site Confirmation Form (Appx. 4) and submit to internship coordinator	<b>Include:</b> Job description Site supervisor info and signature
8.	Submit Completed Experiential Learning Agreement (Appx. 5) to internship coordinator	<b>Include:</b> Site supervisor signature
9.	Begin submitting (10-14) weekly progress reports (Appx. 6)	
10.	Mid-point Performance Assessment (Appx. 7)	
11.	Site Visit	
12.	Special Project (Appx. 8)	
13.	Performance Assessment (Appx. 7) Final	
14.	Presentation and Portfolio (Appx. 9 and 10)	
15.	Senior Survey (online)	

## Eligibility Form

(please attach student resume  
and copy of CPR certification)

### Student Information:

Last name \_\_\_\_\_ First Name \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

### Internship Semester (choose one):

Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_

### Initial Learning Objectives:

List three to five learning objectives which describe what you want to learn from the internship experience. Objectives should be concise, measurable (e.g. identify, improve, define, compare, apply, understand, develop, write) and attainable actions or behaviors related to particular duties of the internship. For example, "To apply how the budget process works for large scale events."

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Prospective Internship Site

Please list three sites you intend to contact for internship placement.

1. Site \_\_\_\_\_  
Intern Responsibilities \_\_\_\_\_  
Site Supervisor's Title or Credentials \_\_\_\_\_
2. Site \_\_\_\_\_  
Intern Responsibilities \_\_\_\_\_  
Site Supervisor's Title or Credentials \_\_\_\_\_
3. Site \_\_\_\_\_  
Intern Responsibilities \_\_\_\_\_  
Site Supervisor's Title or Credentials \_\_\_\_\_

**Faculty Approval:**

Yes	No	
		Student meets pre-requisites for 490
		Prospective sites appropriate for 490
		Resume reviewed
		Site was previously an employer or practicum. Documentation of <b>new</b> learning experiences is attached.
		Additional course taken concurrently with internship:

**Signatures**

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Internship Coordinator Date

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Intern Date

**Please attach *student resume* and copy of *CPR certification***

# George Mason University Consent Agreement

Students participating in a for-credit internship must sign this Consent Agreement, to indicate agreement with the terms and conditions of the Agreement and permission to participate.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

School: School of Recreation, Health, and Tourism Major/Concentration \_\_\_\_\_

I am voluntarily participating in a George Mason University for-credit internship, and I understand that any such internship program involves some element of risk. I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its Trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Internship/Externship Program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by such insurance.

I hereby grant George Mason University the absolute and irrevocable right and permission, with respect to photographs taken or made of me or in which I may be included with others; to use, re-use and publish the same in whole or in part in any and all media including use on the world wide web, now or hereafter, and for any purpose whatever the illustration, promotion, art, recruitment, publication, and advertising. I also grant George Mason University all rights of copyright to such photographs and images, and all rights to publish, market, or assign such photographs and images without compensation or report to me.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Semester/Academic Year

\_\_\_\_\_  
Signature of Parent or Guardian  
(If Student is under the age of 18)

## Site Confirmation Form

### Student Information:

Last name \_\_\_\_\_ First name \_\_\_\_\_

Major/Concentration \_\_\_\_\_ E-Mail \_\_\_\_\_

Phone Number \_\_\_\_\_

### Site Information:

Name \_\_\_\_\_

Department (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_



# George Mason University Experiential Learning Agreement

**THIS EXPERIENTIAL LEARNING AGREEMENT** ("Agreement"), dated this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_ (effective date), is made by and among \_\_\_\_\_ ("Student"), \_\_\_\_\_ (Site), and George Mason University ("University") (together, the "Parties"). The purpose of this Agreement is to place Student in a work assignment with the Site, as part of an experiential course of study, offered by the University for academic credit.

Site: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

**TERM**  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Student Responsibilities for the course:

1. Complete and report on a minimum of 400 hours of work
2. Obtain evaluations by site supervisor
3. Administer special project
4. Compile a final portfolio of work completed

Learning Objectives:

1. Observe/interact with industry professionals
2. Acquire practical skills
3. Apply academic experience
4. Assess personal competencies

**Please Initial:** Student \_\_\_\_\_ Site \_\_\_\_\_ Mason \_\_\_\_\_

# Experiential Learning Agreement

## General Terms and Conditions

1. **Termination.** The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the Program at Site shall be given the opportunity to complete the Program, unless the release is related to poor performance.
2. **Definitions.**
  - a. "Site Supervisor" means a Site employee, member, or volunteer, who is responsible for monitoring and supervising the Student throughout the Program.
  - b. "Program" means the structured learning experience at Site, in which Student performs work under the supervision of the Site Supervisor.
  - c. "Faculty Supervisor" means a GMU faculty member who places and monitors the Student in the Program.
3. **Site Responsibilities.**
  - a. *Site Supervisor.* Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the Program.
  - b. *Insurance.* Site shall maintain in force during the Term, general and professional liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this agreement.
  - c. *Compliance with Laws.* The Site shall at all times remain in compliance with all Federal and State laws and regulations, which may affect the Program.
  - d. *Orientation.* Site shall orient both Faculty Supervisor and Student to the rules, policies, regulations and procedures of the Site.
  - e. *Performance Evaluation.* Upon request, Site shall assist the University in the evaluation of the learning and performance of participating Student.
  - f. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with Student's participation in the Program.
4. **University Responsibilities.**
  - a. University agrees to assign to Site only those students who shall have successfully completed any necessary prerequisite courses.
  - b. University will assign Faculty Supervisor to Student, to monitor the Student throughout the Program.
  - c. The University is responsible to Student for academic supervision and grading.
5. **Student Responsibilities**
  - a. *Registration.* Student must register and pay tuition for the course prior to the commencement of the Program.
  - b. *Insurance.* Student shall at all times maintain sufficient health, accident, disability and hospitalization insurance for the duration of the Program. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the Program.
  - c. *Honor Code.* Student understands and agrees that he or she is at all times during the Program bound by the George Mason University Honor Code, and that Program activities are subject to the Honor Code.
  - d. Student understands that he or she is at all times subject to the Catalog and University Policy.
  - e. *Disclosure of Known Risks.* Student shall ensure that Site discloses to Student and Student is aware of known risks associated with participation in the Program.
6. **General**
  - a. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint venture between the parties.
  - b. *University Liability.* As a state agency, the University is self-insured under the Commonwealth of Virginia Risk Management Plan. This insurance does not cover the operation of Agency vehicles. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the ordinary negligent acts or omissions of its agents and

- employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.
- c. *Nondiscrimination.* Both parties to this Agreement agree to not discriminate on any basis prohibited under state or federal law.
  - d. *Confidential Information.* No party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law.
  - e. *Federal Employee.* As required by some U.S. Government agencies, Student is not to be considered a federal employee for any purpose other than either of the following:
    - (i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.
    - (ii) Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.
  - f. *Amendment to Agreement.* No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.
  - g. *Applicable Laws.* This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
  - h. *No assignment.* No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.
  - i. *Force Majeure.* Neither the University nor the Site will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond such Party's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.
  - j. *Final Agreement.* This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein.
  - k. *Advertising.* Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

The Student, the Site, and the University agree with the above terms, and conditions.

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Site \_\_\_\_\_ Date \_\_\_\_\_

University \_\_\_\_\_ Date \_\_\_\_\_

Dr. C Stephen White, Assoc. Dean

## Weekly Progress Report

Name of Intern: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of University Supervisor: \_\_\_\_\_

Report #: \_\_\_\_\_ Period Covered: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of hours worked this week by intern: \_\_\_\_\_

Cumulative number of hours worked by intern: \_\_\_\_\_

### Instructions:

The weekly report is to be completed each week, discussed with the Agency Supervisor, and submitted to the University Supervisor no later than the following Monday. The expectation is that each of the following five items should contain approximately fifty words in paragraph form.

Describe your principle assignments and responsibilities for this report period.

What experiences were particularly rewarding during this report period?

What experiences were particularly disappointing or frustrating?

Describe other professional growth opportunities (e.g., conferences, field trips, directed readings, meetings, research) that you were able to capitalize on last week and/or hope to have next week.

Describe principal tasks and duties to be performed and accomplishments during the upcoming week.

Other comments.

## Performance Assessment

Midpoint  Final

Name of Intern: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of Faculty Supervisor: \_\_\_\_\_

Period Covered by Evaluation: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Hours Completed \_\_\_\_\_

This form must be completed by the Site Supervisor at the midpoint (i.e., Week 4 or 5) of a student's placement period. The results should be shared with the intern and then returned to the Faculty Supervisor by fax or e-mail (scan). The midpoint evaluation should be used to identify strengths and weaknesses as a basis for assessing progress and establishing growth targets for the remaining weeks of the internship. Site Supervisors are asked to base their judgment on the entire period covered by this report rather than focusing on isolated incidents. A final evaluation will also be completed at the conclusion of the intern's experience.

<b>Section A: Intern's General Performance</b> <b>Please check (v) the appropriate box.</b>  <i>Professional Behavior</i>	Unsatisfactory	Below Average	Average	Above Average	Excellent	Not Applicable
Professional appearance (e.g. neatness, appropriate dress)						
Seeks responsibility						
Demonstrates initiative						
Dependability (e.g. punctual, completes work)						
Accepts direction and constructive criticism						
Ability to work independently						
Motivation (e.g. enthusiasm, attitude towards duties)						
Resourcefulness (e.g. use of resources, varied approaches/ideas)						
Offers opinions and suggestions						

<b>Section A: Intern's General Performance</b> Please check (v) the appropriate box.	Unsatisfactory	Below Average	Average	Above Average	Excellent	Not Applicable
<b>Professional Relations:</b>						
Rapport with staff (e.g., co-workers, volunteers)						
Interaction with public (i.e., clients, participants, patients)						
Understands needs of clients						
Ability to plan for client's needs						
Adaptability (e.g., adjusts plans/actions according to situation)						

<b>Section A: Intern's General Performance</b> Please check (v) the appropriate box.	Unsatisfactory	Below Average	Average	Above Average	Excellent	Not Applicable
<b>Professional Performance</b>						
Planning and organizing work schedule (e.g., time management)						
Judgment (e.g., common sense, problem solving skills)						
Task accomplishment						
Oral communication						
Written communication						
Evaluation, self-improvement						
Leadership ability						
Quantity of work						
Quality of work						
Professional appearance						
Professional conduct						

<b>Section A: Intern's General Performance</b> Please check (v) the appropriate box.	Unsatisfactory	Below Average	Average	Above Average	Excellent	Not Applicable
<b>Professional Knowledge</b>						
Understanding of agency's goals and operations						
Knowledge of field						
<b>Overall Rating of Intern's Performance for Your Agency:</b>						



## Special Project Proposal

Name of Intern: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Project Description:

Benefit of project to agency:

Major Project Components (List and indicate key target dates):

### Signatures

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Presentation Guidelines

The final presentation is an opportunity for students to share their internship experience with fellow students and Kinesiology faculty. It also provides a way to assess the overall internship course, specific sites, and site supervisors for the betterment of the program.

Presentation guidelines:

- Students should attend the entire presentation session, unless they are outside the NOVA area.
- Students are expected to dress professionally.
- Presentations should last 10 minutes and be followed by a five minute question and answer period.
- Presentations should include:
  - a. Overview of internship site, services, personnel, on-site supervisor, etc.
  - b. Internship responsibilities
  - c. The special project
  - d. What you learned from the experience and how you can apply in the future.
  - e. What's next for you?

## Internship Appendix 9

Presentation Rubric: KINE 490

Student Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Score \_\_\_\_\_

Criteria/Score	Highly Competent, 3 points	Competent, 2 points	Minimal Competency, 1 point	Unsatisfactory, 0 points
Attire	Professional look	Appropriate attire, but could be more professional	Casual attire (t-shirt, jeans)	General attire not appropriate
Oral Communication	Excellent style involving matching verbal and nonverbal style, good projection with inflection, spontaneous speaking	Generally good delivery and spontaneity but could improve	Either fluent delivery but reading, or awkward delivery but spontaneous	Poor style (long pauses, reading speech, "Umm..." and other mannerisms, poor eye contact, monotone, etc.)
Organization	Information is presented in logical, interesting sequence which audience can follow	Information is presented in a logical sequence but the organization could improve	Audience has difficulty following presentation	Audience cannot understand presentation because there is no sequence of information
Internship site	Mission, services, personnel clearly explained	Some information missing	Most information missing	Failed to mention relevant information about the site
Internship responsibilities	Thoroughly communicates role within the organization	Responsibilities are minimally discussed	Responsibilities are unclear	Responsibilities are not presented
Special Project	Clear explanation of purpose, methods, outcome, and contribution to the agency	Project is explained but key factors are missing	Project is mentioned, but purpose, methods, outcome, and contribution are poorly explained	Little or no explanation of purpose, methods, outcome, and contribution to the agency
What you learned/application for the future	Effective communication of learning and application	Learning and application are addressed mediocrely	Learning and application are poorly addressed	Learning and application are not discussed
Length of Presentation	Within two minutes of allotted time +/-	Within three minutes of allotted time +/-	Within four minutes of allotted time +/-	Within five minutes of allotted time +/-
Discussion	Uses knowledge of topic to facilitate discussion, respond to feedback, and answer questions	Good discussion but exploration of ideas could be improved	Unclear/disorganized responses to audience questions or comments	Virtually no discussion, one word answers/responses

## Portfolio Guidelines

The Portfolio allows the student to reflect on the most significant events and experiences of their placement. Students integrate these reflections into a comprehensive internship portfolio, which both showcases their specific achievements in the workplace and analyzes the quality of their learning throughout the internship. While contents are normally compiled in a 3-ring notebook, other formats for displaying the internship portfolio are acceptable. All submissions must be well organized (i.e., table of contents, tabbed), typed and otherwise professionally presented. The front cover and title page must include: name, internship site, and the semester/year. The following suggestions are not intended to be all-inclusive, but are only guidelines for the final internship report.

The Portfolio may include but is not necessarily limited to the following contents:

### **Section A: Cover Sheet should include:**

Student Name  
Internship start and end date  
Agency name, address, phone, fax, website  
Agency supervisor's name, title, phone, fax, e-mail  
Brief description of agency

### **Section B: Agency Overview**

Provide an in-depth overview of the agency (or department of agency, if the agency is exceptionally large). This section should include:

- **Introductory Statement**
  - Give the name of the agency and briefly describe the type company, park, recreation, leisure service, etc. that this agency represents.
  - Provide a map showing the location of the agency.
  - Description and understanding of the agency governing authority and managing authority (i.e., the legal basis for the agency, such laws of authorization, enabling laws, ordinances, charter, by-laws, regulations)
- **History/Development**
  - From a historical perspective, how has this agency evolved into its present form?
  - What were the stages of development and growth?
  - When and why it was originally founded (including the sub-unit within which you work) in its present location?
  - How big is the agency (e.g., park size)?
  - Provide map of agency layout (e.g., park – facilities, museum – floors and exhibits, event venue).
- **Purpose/Philosophy**
  - What is the mission and/or vision statement of the agency?
  - What is the agency's philosophy or overall goals as they relate to providing products or services to its clientele?
- **Personnel**
  - Provide an organizational chart and label the names of the key executive officers, managers etc. Also show your place in the agency.
  - Give a brief job description for the individuals that an intern might interact with on a regular basis, and include whether they are full-time, part-time, seasonal, and/or volunteers.

- Programs/services
  - What services or activities are offered?
  - How are these services/activities organized and programmed (e.g., when, how often, types of program, group structures)?
  - Include any supporting documentation such as forms, brochures, reports or other professional materials used by the agency etc.
- Clientele
  - What populations (e.g., general public, youth, and persons with disabilities, economically disadvantaged) are served? What other socio-demographic information is available?
  - How many individuals are served weekly/annually?
  - What region does this facility or program serve?
- Funding
  - What are the major funding sources for this agency?
  - What is the relationship with respect to funding between services and other aspects of the agency?
- Problem Areas
  - What are the major areas of concern for the agency (e.g., funding shortages, growth in demand for services, increased user fees, hiring freezes, and legal liability issues)?
  - How is the agency addressing these issues?

**Section C: Overview of Internship Experience**

- Internship Goals and Objectives
- Summary of Work Responsibilities (job description, assignments, projects)
- Professional Development
  - Orientation process and sessions
  - Workshops, conferences, seminars, meetings, etc.
  - In-service training
- Other examples of work completed
  - administrative work performed
  - correspondence prepared
  - photographs of events, etc.
  - program plans
  - promotional material (e.g., flyers, newsletters)

**Section D: Special Project**

- Summary of special project
- Hard copy of actual special project
- Include any supporting documentation such as photographs or maps

**Section E: Report Section**

- Midpoint Internship Performance Assessment Form
- Final Internship Performance Assessment Form

**Section F: Final Presentation**

# Evaluation

Intern Name \_\_\_\_\_

Site Name \_\_\_\_\_ Site Supervisor Name \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_

Please help us assess the Kinesiology (KINE) Internship Program. Please rank 1-5 (poor to excellent)

	poor			excellent	
	1	2	3	4	5
<b>Site</b>					
Orientation to organization					
Enabled personal progress/development					
Allowed application of intern knowledge					
Opportunities to network with other industry professionals					
<b>Site Supervisor</b>					
Offered appropriate/timely feedback					
Supported learning opportunity					
Availability					
Gave special project direction or support					
<b>Faculty Supervisor</b>					
Monitored progress					
Offered appropriate/timely feedback					
Availability					
Site visit					
Stated/assessed requirements					

Recommendations for future internship experiences:

For Intern:

\_\_\_\_\_

\_\_\_\_\_

For KINE

\_\_\_\_\_

\_\_\_\_\_

For Site

\_\_\_\_\_

\_\_\_\_\_

Other comments:

\_\_\_\_\_

\_\_\_\_\_