

Appalachian State University

Department of Kinesiology

Graduate Internship Manual

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INTRODUCTION

Student involvement in a professional internship has significant value during an academic career. The practical application of classroom theory gives meaning and fulfillment to formal education experiences through the world of full-time professional involvement. The purpose of this experience is to augment formal classroom instruction, to experiment with theory and concepts, to utilize resources, and to begin the development of professional competency.

This handbook is a guide for the cooperative arrangements between the student, the various sponsoring agencies, and Appalachian State University ("App State"). The handbook has been prepared to assist students, faculty, administrators and site supervisors in understanding the aims, objectives, principles, policies, and the requirements for the internship at App State.

OBJECTIVES OF THE INTERNSHIP

- To provide the student with an opportunity to integrate theory and practice into their professional education. To accomplish this objective, exchange of contemporary thinking and insights between the student and their site supervisor should be encouraged.
- To provide the student with an opportunity to promote and broaden their philosophy and understanding of the kinesiology profession in which they are interested.
- To enable the student to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and/or further study in kinesiology.

- To enable the student to realize their own strengths and weaknesses.
- To provide the student with an opportunity to gain experience in leadership, supervision and administrative functions within the fields of kinesiology.
- To help the student gain an understanding and appreciation of the roles, duties, and responsibilities of a full-time professional in the field of kinesiology.
- To provide the student with experiences that will enable them to develop sound human relations.
- To strengthen relationships between related agencies and App State.

INTERNSHIP COURSE DESCRIPTION

KIN 5900 (1-12 credit hours) A guided, practical experience at a qualified program site. Internship credit is determined by the ratio of 50 contact hours for one hour of credit, for a maximum of 12 s.h. Graded on an S/U basis.

PROCEDURES FOR GETTING REGISTERED

The outline below describes the steps needed to select and secure an internship site:

- a. The student should discuss the internship with the Kinesiology program faculty internship coordinator (concentration-specific) around four to six months prior to, and no later than the semester prior to taking the course. A minimum cumulative GPA of 3.0 is required.
 - i. Clinical Exercise Physiology concentration: Dr. Rebecca Kappus
 - ii. Strength & Conditioning concentration: Dr. Travis Triplett
- b. The student should then prepare or update their resume. Review of the final draft of the resume by a faculty member or a representative from the Career Development Center is advised.
- c. The student should contact potential sites and discuss student roles and responsibilities. If possible, the student should visit potential sites (with resume in hand) and obtain internship expectations from potential supervisors.
- d. When accepted by a site of the student's choosing for internship placement, the student must, along with the site supervisor, complete:
 - i. a student/site information sheet
 - ii. the Internship Acknowledgement page (signed by the site supervisor and the student)

Both forms can be found on the Kinesiology Internship/Practicum website at: <https://phes.appstate.edu/academic-programs/kinesiology/internship-and-practicum>

- e. The student must submit the student/site information sheet and the signed acknowledgement to the Kinesiology program faculty internship coordinator (see a. above) the semester before enrolling in the course (deadlines are listed on the website indicated above). The student will then be registered for the course by the Registrar. Students are not able to register for the course themselves.
- f. If the site is not already pre-approved by the Kinesiology program (see the appropriate faculty internship coordinator for a current list), then the site must undergo program approval. This will be performed by the faculty internship coordinator. Registration for the internship cannot occur unless the site is approved.

BACKGROUND CHECK

App State, through the Beaver College of Health Sciences (BCHS), requires all students doing a clinical rotation, field placement, internship, or practicum to submit to a criminal background check. The BCHS criminal background check policy can be found [here](#). The cost of the background check is covered by the student and is approximately \$20.

Procedures for Criminal Background Check are as follows:

- a. The student should submit requested information (using App State credentials) at the following website: <https://bchs-cbc.appstate.edu/>
NOTE: The next steps could take 3-5 business days so it is necessary wait before contacting anyone for assistance. DO NOT SUBMIT MORE THAN ONE REQUEST
- b. The student will receive an email from Certiphi/Application Station (studentedition@appstate.edu) with directions to create/verify their account, submit their application, and pay the fee.
NOTE: The message could be sent to Spam/Junk folder.
- c. The results of the CBC will be emailed directly to the App State email address (typically 1-2 business days but can take longer).

If the student has difficulty logging into their account, they should contact Certiphi Customer Support:

1-800-803-7860 ext. 2006

1-888-291-1369 ext. 2006

SITE CRITERIA

The student can select a site anywhere in the United States as long as it meets the criteria listed below:

- a. Site is professionally recognized and competent in part of the field of kinesiology or a specific related area (medical, health).
- b. Site has extensive, active, and well-balanced programs and administrative structures.
- c. Site provides opportunities for students to observe and participate in all of the programs, operations, and administrative procedures.
- d. Site has equipment and facilities adequate for comprehensive programming.
- e. Site has staff members who are qualified, through education and experience, to provide supervision.

Even if a site meets all of the above criteria, it must undergo program approval by the respective internship coordinator to ensure that the required student learning objectives are being met.

Some states have more stringent workers' compensation requirements or other insurance requirements which may make it difficult for an internship site to be approved. The faculty internship coordinator can provide information regarding the states that fall under this category. International internships are also possible but must meet criteria and be approved by the Office of International Education and Development (OIED) prior to departmental approval.

INTERNSHIP SITE RESPONSIBILITIES

The following are the primary responsibilities expected of the site:

- a. Regular meetings for feedback/instruction should be held between site supervisors and students. In addition, the site supervisor is encouraged to communicate directly with the faculty internship coordinator as needed.
- b. The site supervisor will submit an evaluation of the student's performance halfway through and at the end of the internship (the form will be given to the site supervisor by the faculty internship coordinator).
- c. *If the student's performance does not meet professional standards for an individual with similar experience and education, and the student has been given the opportunity to improve their performance and failed to do so, the site has the right to ask for the removal of the student.*

FACULTY INTERNSHIP COORDINATOR RESPONSIBILITIES

The following are the primary responsibilities expected of the faculty member who is designated as the internship coordinator:

- a. Assist the student in focusing on professional and career interests and in setting realistic goals and behavioral objectives.
- b. Make direct contact (phone, email, Zoom, etc.) with the site supervisor.
- c. Provide advice and guidance for the student through site visits (in-state only), other contact (phone, email), and responses to reports. Students doing an internship in-state may receive an on-site visit from the either the faculty internship coordinator.
- d. Grades (S for satisfactory or U for unsatisfactory) will be based on feedback from the site supervisor (evaluation forms), any on-site visits, the final report from the student, the student's daily log, and notes taken by the faculty internship coordinator during contact with the student.

RESPONSIBILITIES OF THE STUDENT

The following are the primary responsibilities expected of the student:

- a. Thoroughly examine, discuss and review all aspects of the Internship Manual with the faculty internship coordinator, and site supervisor as needed. Provide the site with a copy of the Internship Manual if requested.
- b. Review the Internship Acknowledgement page and job description with the site supervisor, sign the acknowledgement page, complete a site information sheet and then bring these materials to the faculty internship coordinator.
- c. Prepare for the experience with the site by acquiring as much information as possible about the site before arrival. The internship experience should be educational. Therefore, seek as much variety as possible, attending meetings, observing different phases of the program, and volunteering for new and challenging opportunities.
- d. Conduct oneself as a member of the site by performing within the policies and expectations of that site. Be professional with regard to appointments, attendance, meetings, and discussions with supervisors and others. Act and dress professionally.
- e. Submit accurate records, reports, etc. as requested by the faculty internship coordinator and/or site supervisor, according to schedule.
- f. Keep a daily log of all hours worked, and provide a one paragraph summary each week of activities accomplished. Submit this along with the final

report to the faculty internship coordinator at the completion of the internship. This will include:

- i. A summary of the primary duties performed throughout the internship
- ii. A description of skills and competencies developed
- iii. A reflection of the goals and objectives of the internship that were and that were not achieved
- iv. Materials that you generated during the internship

EVALUATION AND GRADING POLICY GUIDELINES

Evaluation of satisfactory or unsatisfactory must be accomplished in terms of performance demonstrated rather than student potential. Evaluation should be made on the basis of behavioral or performance-based objectives developed by the student in consultation with the faculty internship coordinator and the site supervisor. As indicated on the Internship Acknowledgement page, the Department and/or host site can terminate the student's participation immediately if it is determined that the student is not performing satisfactorily. Students who are dismissed from their sites for unsatisfactory performance will earn an unsatisfactory (U) in the associated course, and will need to either re-take the course or take another course if the hours are needed for graduation.

Student Grievance Procedures

The Kinesiology program's student concern resolution procedures are described below. These procedures are designed to provide the student with a mechanism for communicating concerns directly with those who can assist in addressing them. Students are encouraged to take responsibility for resolving their concerns without additional faculty, staff, and peers becoming involved. Any questions about the procedures outlined below can be discussed with the Department Chair.

- a. First, the student should contact the site supervisor and try to resolve the concern(s).
- b. If the student believes that the concern(s) have not been adequately addressed, they should make an appointment to seek advice from the faculty internship coordinator.
- c. If the student believes that the concern(s) have not been adequately addressed, they should then make an appointment to seek advice from the Department Chair.
- d. *It is important to note that if an Internship site requests a student be removed, the Department will honor that request.*

Students may also contact the [University Ombud](#).

If the student has exhausted the steps outlined above without resolution of their concerns, they may utilize the student grievance and appeal policies and procedures at App State:

[Student Grievance and Appeal Policies and Procedures](#)