

KINESIOLOGY PRACTICUM / INTERNSHIP KEY POINTS

<https://phes.appstate.edu/academic-programs/kinesiology/internship-and-practicum>

PRACTICUM AND INTERNSHIP COURSE OPTIONS

KIN 3800 PRACTICUM

- 3 semester hour course
- 40 total contact hours minimum required at site (plus course assignments)---you can do more hours
- Intended for student to acquire observation/shadowing or light duty hours in an occupation related to their career interest in Kinesiology

KIN 3900 INTERNSHIP

- 1-12 semester hour course (choose carefully---once you are registered you cannot change the credit hours and must fulfill the requirements)
- 40 contact hours per credit hour minimum required at site (plus course assignments)---you can do more hours
- Intended for student to acquire a guided, practical hands-on experience at a qualified program site

STEP I: SELECTING A SITE

- Fitness/Wellness Centers/Gyms
- Physical Therapy Clinics
- Chiropractic Clinics
- Occupational Therapy Sites
- Hospitals
- Medical Clinics
- Athletics Departments
- Public Agencies



REMAINING STEPS TO GET REGISTERED

- Step 2: Contact the site and talk to the volunteer/intern coordinator
- Step 3: If requested, visit the site with your resume, site information sheet, and contract signature page in hand (some sites may ask about an internship manual—see link on website)
- Step 4: Finish completing the site info sheet with any missing info from the site supervisor
- Step 5: You sign, and then have the site supervisor or other official site representative sign (do not print) the contract signature page in ink

DEADLINES

- If you are planning to enroll in KIN 3800 or KIN 3900 during the:
 - Summer: Materials should be submitted no later than **April 15th**
 - Summer session 2 materials can be submitted as late as May 15th because the Financial Aid deadline for summer registration is the end of May
 - Fall: Materials should be submitted no later than **July 15th**
 - Spring: Materials should be submitted no later than **November 15th**

WHICH MATERIALS DO I SUBMIT TO GET REGISTERED FOR THE COURSE?

- #1 – Completed Site Information Sheet
- #2 – Contract signature page with both student's signature and site supervisor's signature (in ink)---*typed names do not count as a signature, even if they are in a 'signature' font*
- #3 – Complete a Background Check through the Beaver College of Health Sciences (~\$20)

****You must be registered BEFORE you work any hours at a site****

HOW DO I SUBMIT THE FORMS?

1. Scan and email to:
triplttnt@appstate.edu
2. or Place in the Dr. Triplett's mailbox in
436 Levine Hall
3. or Slide under the office door: Levine
Hall Office #430



SIDE NOTES AND TIPS

- Ideally, while the internship or practicum can be paid, it should not be a job you already have.
- It cannot be a place where you collect all of your hours in one week. You must do a minimum of ~4 weeks.
- Do all that is asked of you no matter how menial the task.
- Dress and act professionally.
- Seek variety and opportunity.

MOST ASKED QUESTIONS

- If the site you have chosen is on the site list, no pre-approval is necessary.
- If the site is not on the list, contact the Dr. Triplett for approval prior to turning in your paperwork.

MOST ASKED QUESTIONS

- It will take a few weeks to get you registered. Check your schedule near the end of the semester to make sure the course appears on your schedule.
- You may need to get immunizations, training, drug screening, etc. for a site. They should tell you this but it never hurts to ask.
- You may be asked to initiate an 'affiliation agreement' between the site and the university. This can take 2-3 months to complete. All requests for this should go to Dr. Triplett.



DEPARTMENT OF KINESIOLOGY

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