

**STUDENT'S INTERNSHIP FLOW CHART
KINE 515 INTERNSHIP**

NAME: _____ ADDRESS: _____

SS#: _____ PHONE: _____

INSTRUCTIONS FOR HPE INTERNSHIPS

Student Responsibilities: Students are required to complete a **minimum of 220-240 clock hours** in practical experiences in an approved program with department approved supervisor. Students are responsible for following the procedures on this checklist. Communication with the site supervisor and the University internship coordinator must be the student's initiative.

University Internship Coordinator Responsibilities: The University coordinator will be available during their office hours to receive telephone calls and personal visits. Other contact will be arranged by appointment. The University coordinator will arrange for the initial interview and legal contracts between Louisiana Tech University and the internship site.

Site Supervisor Responsibilities: The site supervisor will notify the student and the Louisiana Tech University coordinator regarding the level of student performance at the site and any problems encountered.

Deadlines for Applications: Summer & Fall - May 5, Winter - Nov 5, Spring - Feb 5

Quarter Prior to registering for the internship.

- _____ 1. Secure CPR certification (preferably American Heart Association Provider.)
Classes are available at:
Lincoln General Hospital (Cheryl Hough at 254-2353)
(Classes are often closed one month prior to the classes.)
- _____ 2. Secure some type of liability insurance. Ask your parents if their household insurance will cover you. If not, join LAHPERD or ACSM, the membership includes liability coverage.
- _____ 3. Discuss a possible internship with the University internship coordinator who will have a list of sites in the Ruston, Monroe, and Shreveport area. They will call to arrange an interview.
- _____ 4. Keep the appointment for an interview with the site supervisor where you wish to work. Take your resume/vita. There is no guarantee that they will agree to let you do your internship there. In many cases, there are a group of interns to choose from and only 1-2 will be chosen.
- _____ 5. Write a letter to Dr. Charles Ciccirella, Graduate Internship Coordinator, asking to be placed in your internship, when, and classes you need to take during your internship.
Attach: A. Internship application
B. CPR certification
C. Proof of liability insurance
D. Resume
E. Letter from site supervisor
F. With the letter to Dr. Ciccirella
- _____ 6. Secure a legal agreement from office (MG 205) and obtain all the necessary signatures. Your internship will be assigned at this time.

Internship Requirements

_____ Attend mandatory internship briefing session to receive intern packet , approximately in the last two weeks of quarter prior to internship (check with Office 205).

First week of the quarter.

_____ Student's initial intern report due.

Third week of the quarter.

_____ Three week progress report due.

Each week during the quarter.

_____ 1. Mail, fax, or bring in weekly forms to the supervising Louisiana Tech University coordinator. Keep copies of assignments, projects, and reports in the portfolio for end of the quarter evaluation.

Every other week.

_____ 1. Contact your supervising Louisiana Tech University instructor regarding progress and problems related to the internship experience. When needed.

Midterm.

_____ 1. Schedule a site visit or telephone conference with the supervising Louisiana Tech University internship coordinator and your site supervisor. You must attend the meeting.

End of the quarter.

_____ 1. Final intern progress report.

_____ 2. Meet with the supervising Louisiana Tech University coordinator regarding the final grade.

_____ 3. Schedule exit interview the week prior to the end of the quarter.

I have read the internship requirements during the mandatory internship meeting and understand that I am responsible for professional conduct and the quality of experiences with the University internship coordinator. **I also understand that I must sign up for graduation in the Registrar's Office, Keeny Hall 207, or I will not be permitted to walk at graduation services. I understand that I must complete a minimum of 220-240 clock hours in an approved program with department approved supervisor to receive credit for the graduate internship.**

Date

Fitness/Wellness Intern

This intern has discussed an internship with me and is familiar with our policies and procedures.

Date

Louisiana Tech Internship Coordinator

Placement Site: _____

Site Supervisor's Name, Address, and Phone: _____
