

# KINESIOLOGY 4153 UNDERGRADUATE INTERNSHIP INSTRUCTIONS



Department of Kinesiology  
Louisiana Tech University  
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## Reporting Procedures

### STUDENT'S CHECKLIST FOR KINE 4153 INTERNSHIP:

**Deadlines are due the first Friday: Fall - May 1<sup>st</sup> Friday; Winter - October 1<sup>st</sup> Friday; Spring – December 1<sup>st</sup> Friday; Summer- Feb 1<sup>st</sup> Friday.**

- \_\_\_ Initial Meeting with Advisor and Internship Coordinator.
- \_\_\_ Student's Application for KINE 4153 Internship is due at least one quarter before the quarter you plan to register for it.
- \_\_\_ Register for KINE 4153 on Workday after being approved (signature is required)
- \_\_\_ Professional Liability Insurance & CPR Certification are required! Submitted on Canvas on the first day of the quarter.
- \_\_\_ A current resume will be submitted on Canvas once the quarter begins.
- \_\_\_ LaTech must have a contract in place with the site you plan to complete KINE 4153 before you begin your hours there.  
Check with your Internship Coordinator for confirmation.
- \_\_\_ Attend Mandatory Internship orientation meeting with the Internship Coordinator.
- \_\_\_ Student Initial Internship Report - Due after the first week of your internship.
- \_\_\_ Student's Weekly Reports - Due each Monday by 5:00 P.M. throughout the internship experience. Weekly reports must be typed and submitted via Canvas. All reports must be signed by you and your site supervisor.
- \_\_\_ Site Supervisor's Three-Week Progress Report - Due on the third Friday of the internship.
- \_\_\_ Site Supervisor's Final Intern Progress Report - Due the last week of the quarter.
- \_\_\_ Site Visits by University Supervisor as scheduled by your Intern Coordinator.
- \_\_\_ Student's Final Intern Report.
- \_\_\_ Submit Portfolio on Canvas
- \_\_\_ Complete a minimum of **90 clock hours** in practical experiences.

**STUDENT'S INTERNSHIP FLOW CHART**  
**KINE 4153 INTERNSHIP**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Student ID: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*INSTRUCTIONS FOR KINE INTERNSHIPS*

**Student Responsibilities:** Students are required to complete a minimum of **90 clock hours** in practical experiences in an approved program with a 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 contacts will be arranged by appointment. The University coordinator will assist with the initial interview as needed and with 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:** Student's Application for KINE 4153 Internship is due at least one quarter before the quarter you plan to register for it. **Fall - May 1<sup>st</sup> Friday; Winter - October 1<sup>st</sup> Friday; Spring - December 1<sup>st</sup> Friday; Summer- Feb 1<sup>st</sup> Friday**

**Quarter Before registering for the internship:**

- \_\_\_\_ 1. Secure CPR certification. Classes are available at community locations. Check with the internship coordinator for available classes. You may contact the AHA or the American Red Cross for a list of providers in your area. A Copy of your CPR card will be submitted on Canvas by the first day of the quarter you are registered for KINE 4153. You must submit a copy before beginning your internship.
- \_\_\_\_ 2. Secure Professional Liability Insurance. You may join LAHPERD, ACSM, NSCA, and other providers if the student membership includes liability coverage. A copy of your membership verification will be submitted on Canvas by the first day of the quarter you are registered for KINE 4153. You must submit a copy before beginning your internship.
- \_\_\_\_ 3. Discuss a possible internship with the University internship coordinator, who will have a list of sites. You are responsible for scheduling your initial visit to the site of interest. Your Internship Coordinator will assist you with contact information as needed. You will need the signature of your advisor and the Internship Coordinator on your advising form for KINE 4153 to register for the course on Workday (3 hours).
- \_\_\_\_ 4. Keep the appointment for an interview with the facility 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 may be a group of interns to choose from, and only 1-2 will be chosen by the site.
- \_\_\_\_ 5. **The following documents are needed for KINE 4153:**
  - A. KINE 4153 Internship Application - submitted one quarter before you register for KINE 4153**
  - B. CPR certification**
  - C. Proof of liability insurance**
  - D. Resume**
  - E. The Site Verification Form signed by the Site Supervisor**
- \_\_\_\_ 6. A legal agreement from the Department of Kinesiology will be prepared and emailed to your facility contact. A contract between the facility and Louisiana Tech University must be approved before you can start your internship. Your internship coordinator can assist with this step. Your internship will be assigned at this time.

## Internship Requirements

\_\_\_\_\_ Attend a mandatory internship orientation session to receive internship information from the internship coordinator. This will be scheduled by the Internship Coordinator before you begin the internship. You must have your advisor's and internship coordinator's approval for KINE 4153 to register for this course. Registration takes place on Workday.

### First week of the quarter:

- \_\_\_\_\_ Site Verification Form is due.
- \_\_\_\_\_ Student's initial intern report due.

### Third week of the quarter:

- \_\_\_\_\_ Three-week progress report due.

### Each week during the quarter:

- \_\_\_\_\_ 1. Submit reports on Canvas. Signatures must be visible on reports. Keep copies of assignments, projects, and reports in the portfolio for end of the end-of-quarter evaluation. **All Weekly Reports must be typed.** Your Louisiana Tech Intern Coordinator will provide feedback on your activities regularly via email or by phone. Be sure your current contact information is correct on your application form and Canvas. Do not hesitate to contact your Internship Coordinator with any questions you might have.

### End of the quarter:

- \_\_\_\_\_ 1. Complete a minimum of **90 clock hours** in practical experiences in an approved program.
- \_\_\_\_\_ 2. Final Student Report, Site Supervisor Final Evaluation, and submit Portfolio for grading by the internship coordinator.

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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 during the internship. **I understand that I must sign up for graduation on Workday with the Registrar's Office, or I will not be permitted to walk at graduation services. I understand that I must complete a *minimum of 90 clock hours* in an approved program with a department-approved supervisor to receive credit for the undergraduate internship.**

\_\_\_\_\_

Date

\_\_\_\_\_

Kinesiology Intern

This intern has discussed an internship with me and is familiar with the policies and procedures for KINE 4153.

\_\_\_\_\_

Date

\_\_\_\_\_

Louisiana Tech Kinesiology Internship Coordinator

Placement Site: \_\_\_\_\_

Site Supervisor's name, phone & email: \_\_\_\_\_