

DEPARTMENT OF KINESIOLOGY, SPORT, & RECREATION

Information and Important Dates for Spring 2026 Interns

The following forms must be submitted prior to being enrolled in ***KSR 4275 – Internship**. Completed forms should be emailed to Mrs. Kattenbraker, brought to her office (2220 Lantz), or turned in to the KSR Office in 2506 Lantz.

1. Internship Proposal Form

- PLEASE TYPE. You must sign and date this form.
- Please turn in on or before **Friday, December 5, 2025**.

2. Internship Agreement Form

- PLEASE TYPE. Sign, date, and have your site supervisor sign and date the form.
- Please turn in on or before **Friday, December 12, 2025 (last class day of the fall semester)**.

NOTE: Contract dates for Internship Proposal and Internship Agreement Forms:

January 12, 2026 – May 1, 2026

***NOTE:** KSR 4275 will be listed on your schedule in PAWS and in D2L. You will earn credit hours for your internship, so be aware that you will receive a bill for this course.

Information about starting your internship and required submissions:

3. Start Date

- Your official start date will be on or after the first day of classes (January 12, 2026).

4. SUBMISSIONS

- **Weekly Logs** (please TYPE or write legibly – submit every week to Dropbox in D2L). Include dates, hours worked, and a description of what you did each day. **Note:** Each log must be signed by your site supervisor.
- **EXERCISE SCIENCE STUDENTS – Comprehensive Assessment** (on D2L). Complete within the first 4 weeks of internship (completion only, no letter grade).
- **Mid-Term Evaluation Form** (on D2L). Print and have your site supervisor complete and sign it, then submit to Dropbox. ***Due upon completion of 50% of your internship hours.***
- **Final Evaluation Form** (on D2L). Print and have your site supervisor complete and sign it, then submit to Dropbox. ***Due upon completion of 100% of your internship hours.***
- **Final Internship Reflection Paper** (guidelines on D2L). Submit to Dropbox.
- **All paperwork should be submitted by Friday, May 1, 2026.**

Forms and other information can be found here: https://www.eiu.edu/ksr/Undergraduate_Internships.php

The last day to complete graduation requirements for Spring is Friday, May 29, 2026.