Eastern Illinois University

Department of Kinesiology, Sport, and Recreation

2506 Lantz Arena

Charleston, IL 61920

217-581-2215

Internship Manual

*Exercise Science majors, including options in Pre-AT, Pre-OT, & Pre-PT*

AND

*Sport and Recreation Management majors*

Colleen Kattenbraker, Internship Coordinator

2220 Lantz Arena

217-581-7011

cnkattenbraker@eiu.edu

Table of Contents

1. Introduction to Internship – KSR 4275
2. Finding an Internship
3. Enrollment in Internship
4. Internship Requirements

KSR Internship Website:

<https://www.eiu.edu/ksr/Undergraduate_Internships.php>

1. **Introduction to Internship**

The internship is an individually planned work experience in a business, agency, or program appropriate to the student’s major of Exercise Science (including pre-AT, pre-OT, and pre-PT options) or Sport and Recreation Management. This provides an opportunity to take the knowledge students have gained through their coursework and put it to practical use. It also offers a stepping-stone into the workforce by providing experiences not learned in the classroom.

KSR 4275 – Internship, must be a minimum of 6-credit hours but can be up to 9-credit hours. A 6-credit hour internship requires that 240 clock hours be worked at the internship site, and 40 clock hours must be worked for each additional 1-credit hour.

6 credit hours = 240 clock hours

7 credit hours = 280 clock hours

8 credit hours = 320 clock hours

9 credit hours = 360 clock hours

Eligibility to complete KSR 4275 is admission to the Kinesiology, Sport, and Recreation major; completion of all KSR prefixed courses to complete the degree; permission of B.S. Advisor and Chairperson. Students receive a grade of CR (credit) once all internship requirements are complete.

* The number of hours per week worked during the internship is determined by the student and the site.
* Students can take non-KSR coursework during the internship semester, if needed.
* Students can work during their internship semester.

**\*Note: Credit hours are earned for the internship, therefore students will be billed during the internship semester.**

1. **Finding an Internship**

The process of looking for an internship is like looking for a job. Students should be prepared with a strong resume to share with prospective internship sites.

The Department of Kinesiology, Sport, and Recreation maintains a list of recent sites where previous students have completed internships. It is not mandatory that students choose a site from this list, but it can be a good place to start if one has no idea who to contact. **Additional links to recent internship opportunities are also listed on the site.**

Students should keep their career goals in mind when thinking about an internship. Exercise Science majors who want to work in a clinical setting (AT, OT, PT, cardiac rehabilitation) should look for an internship where they can get that experience. If one is interested in strength and conditioning or personal training, then a fitness facility would be a good starting point for the internship search.

Sport and Recreation Management majors interested in marketing could look directly at a marketing department for a college or professional team. If interested in athletic administration, the EIU Athletic Department (or any other college/university) might be a good fit.

Talk to professors, research websites, and talk to fellow classmates about where they are looking. Remember that networking is an important part of the profession, and it isn’t too soon to start making connections!

Students should consider the following when planning for an internship:

Will you stay local to Charleston, or move back home?

Do you hope to relocate somewhere else in a different part of the country?

How far are you willing to commute?

Are you seeking a paid internship? What options are available?

Do you need to work during your internship?

The search should begin within the area where the student plans to live. Compile a list of potential sites and make contact by phone or email inquiring about the possibility of doing an internship there. Be prepared to answer questions about internship requirements and dates, how many work hours are needed, etc.

1. **Enrollment in Internship**

There are requirements that must be met prior to being enrolled in KSR 4275 – Internship. Posted deadlines should be adhered to and are established to meet EIU registration deadlines.

1. **Completion of KSR 4274 – Pre-Internship and Career Development in Kinesiology, Sport, & Recreation**.
2. **The following majors must show proof of first aid, CPR, and AED certification that is valid through the internship semester:** Exercise Science (including pre-AT, pre-OT, and pre-PT options). *Certification cards or certificates must be emailed to the KSR Internship Coordinator.*
3. **Degree Audit**. The student’s academic advisor will sign the degree audit and will specify the internship semester and how many credit hours are needed. This document is used to verify that each student completes the internship during the appropriate semester.
4. **Internship Proposal Form**. This form is used to inform the KSR Department of the location of the internship, the job duties that will be performed, and how the internship is related to the student’s major.
   1. **This document should be downloaded from D2L during KSR 4274 and should be TYPED. Students are required to sign and date the Proposal.** Once completed, turn it in to the KSR Internship Coordinator for approval. The Internship Coordinator will email students to notify them that the proposal is approved (typically within 24 hours).
   2. The Internship Proposal must be approved ***prior*** to acceptance of the Internship Agreement Form (see part E below).
5. **Internship Agreement Form**. This form identifies the responsibilities of all parties. Signing the form indicates that all parties involved understand their expectations. The internship agreement form is not a legal contract. Any of the parties can end the internship at any time with zero repercussions.
   1. **This document should be downloaded from D2L during KSR 4274 and should be TYPED.** The student and the site supervisor must sign and date the document before it is turned in to the KSR Internship Coordinator **(NO TYPED SIGNATURES)**.

Students will be added to KSR 4275 – Internship after all required paperwork is received, verified and approved by the KSR Internship Coordinator.

1. **Internship Requirements**

Students are expected to display appropriate professional behavior at their internship site. This includes showing up on time, completing assigned duties, and behaving in a professional manner. Students may want to use their internship supervisor as a reference for a future job, or perhaps a position will become available at the internship site. How one completes his/her work and works with others at the internship can help or hinder their future. It’s important that students remember they are also representing EIU and the Department of Kinesiology, Sport, and Recreation.

**REQUIRED SUBMISSIONS [to D2L Dropbox or to the Internship Coordinator]:**

1. **Weekly Work Logs**

Keep a weekly log of the hours worked at the internship site. Total the hours for each week and keep track of the running total. Site supervisors must sign and date each log prior to submission.

Weekly logs should be kept in table form that includes a separate row for each day that was worked at the organization. **A blank template will be provided in D2L.** Logs should be submitted **each week** (preferably on Monday for the week prior) to Dropbox.

**SAMPLE WORK LOG**

|  |  |  |
| --- | --- | --- |
| Date | Hours Worked | Description of Work Activities |
| 1/15 | 9:00-11:00 a.m. | * Reviewed employer's policy manual. * Met co-workers. * Met with supervisor to discuss confidentiality requirements. |
| 1/16 | 9:00-1:00 p.m. | * Met with supervisor who assigned me a project comparing data for clients from November to December. * Developed weight loss programs for four clients and met with them to discuss their progress. |
| 1/18 | 1:00-5:00 p.m. | * Obtained budget figures from files. * Created spread sheet and entered heart rates and blood pressures on all members of the morning exercise program. |
| Total Hours: | 10 | Supervisor Signature: Date: |

1. **EXERCISE SCIENCE (including all options) STUDENTS ONLY – Comprehensive Assessment**
   * 1. This assessment is required to receive internship credit. It must be completed within the first four weeks of internship and is for completion only (no letter grade is given).
     2. Students will be able to access this in D2L Quizzes and will have two [2] hours to complete the 60 question, multiple-choice assessment.
2. **Evaluations**

Two evaluations are required during the internship:

1. **Midterm Evaluation:** submitted once half of the internship hours are completed.
2. **Final** **Evaluation:** submitted once all internship hours are completed.

Both forms will be available in D2L. Students are responsible for printing the forms and providing them to the site supervisor at the appropriate times. The supervisor will complete each form; it is recommended that he/she discuss the evaluations with the student. Students - be appreciative of the positive comments the supervisor shares, and receptive to any suggestions on how to improve. This is the student’s opportunity to learn more and gain even more valuable experience from the internship.

**Evaluations must be signed and dated** **by the student and the site supervisor and uploaded to the appropriate Dropbox.**

**D. Internship Reflection Paper**

The guidelines for this paper will be available in D2L. Students must address each area listed in the assignment description (please number each section of the report to correspond with the headings listed). There is not a length requirement for the paper, however, each area must be discussed in detail.

This paper should be typed in a Word document. It must be written clearly in paragraph form. Proofread the report carefully and correct all spelling, typographical, and grammatical errors before submission.

**Papers should be submitted prior to the last class day of the semester to the appropriate Dropbox in D2L.**