DEPARTMENT OF KINESIOLOGY, SPORT, & RECREATION

Information and Important Dates for Spring 2024 Interns

The following forms must be submitted prior to being enrolled in **\*KSR 4275 – Internship**. Completed forms should be emailed to Mrs. Kattenbraker, turned in 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 1, 2023**.
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 8, 2023**.

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

**January 8, 2024 – April 26, 2024**

**\*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:

1. **Start Date**
	* **Your official start date will be on or after the first day of classes (January 8, 2024).**
2. **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, April 26, 2024.**

Forms and other information can be found here: [**https://www.eiu.edu/ksr/Undergraduate\_Internships.php**](https://www.eiu.edu/ksr/Undergraduate_Internships.php)

**The last day to complete graduation requirements for Spring is Friday, May 31, 2024.**