Department of Kinesiology, Sport, and Recreation

Internship Manual for

Exercise Science and Sport Management Students

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KSR Internship Website: <https://www.eiu.edu/kss/Undergraduate_Internships.php>

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Your internship is an individually planned work experience in a business, agency, or program appropriate to your area of specialization, i.e. Exercise Science or Sport Management. This provides an opportunity to take the knowledge you have gained through your 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 completion of **all coursework** toward the degree (including General Education requirements, elective credit, and required major courses) and permission of your academic advisor and the department chairperson. You will receive a grade of CR (credit) once all internship requirements are complete.

1. Finding an Internship

The process of looking for an internship is similar to that of looking for a job. You will want to have a resume completed so you can share it with prospective internship sites. The Career Services office at Eastern Illinois University has some helpful information on their website and will also review your resume and provide you with feedback. Check out their website at <http://www.eiu.edu/careers/resumes.php>. There is also an internship coordinator at Career Services who can assist you with your search.

The Department of Kinesiology, Sport, and Recreation maintains a listing of sites where other students have completed internships. It is not mandatory that you choose a site from this listing, but it can be a good place to start if you have no idea who to contact. The list can be found on the KSR Internship website.

Keep your career goals in mind when thinking about an internship. If you are an Exercise Science student and you believe you want to work in a clinical/hospital setting, then you should look at an internship where you can get that experience. If you are more interested in strength and conditioning or personal training, then a fitness facility/gym would be a good starting point for your internship search. If you are a Sport Management student interested in marketing, then working for a professional or club team in their marketing department is where you should start looking at internships. If you are interested in athletic administration, the EIU Athletic Department might be a good fit. Talk to your professors, check out professional websites, and even talk to your fellow students about where they are looking! Remember that networking is an important part of your profession and it isn’t too soon to start making those connections.

1. Enrollment in KSR 4275

There are several steps required prior to being enrolled in KSR 4275. Posted deadlines are strictly adhered to, and are established to meet EIU registration deadlines.

1. **Internship Meeting**. Internships meetings are held at the beginning of each semester. These are announced in classes, on the KSR website, and signs are posted in Lantz Arena and McAfee Gym. You should also receive an email from your academic advisor. **Attendance at an Internship Meeting is mandatory**.
2. **Degree Audit**. You will need to print your degree audit, and then bring it to your advising meeting with your academic advisor. The Degree Audit can be found in PAWS. This is used to verify that you are completing the last semester of your coursework and are eligible to be enrolled in KSR 4275.Your academic advisor will sign off on the degree audit and list the number of hours you need for your internship (6 to 9). You will then bring the audit to the KSR Internship Coordinator.
3. **Internship Proposal Form**. This is used to inform the KSR Department of the location of your internship, the job duties you will be performing, and how this is related to your major and concentration. **This document must be downloaded from the KSR Internship website, and must be TYPED. No exceptions! You must sign the Proposal (NO TYPED SIGNATURES).** Once completed, turn it in to the KSR Internship Coordinator for approval. The Internship Proposal must be approved ***prior*** to acceptance of the Internship Agreement. The Internship Coordinator will email you when your Proposal is approved (typically within 24 hours).
4. **Internship Agreement Form**. This is a legal document among all parties of the internship (the student, the internship site, the KSR Department, and EIU) indicating the respective responsibilities of those parties. **This document must be downloaded from the KSR Internship website, and must be TYPED. No exceptions**! You and your site supervisor must sign and date the document before it is turned in the KSR Internship Coordinator (NO TYPED SIGNATURES).

Students do not enroll themselves into KSR 4275. You will be added to the class after all paperwork is submitted (Degree Audit, Internship Proposal, and Internship Agreement).

1. Internship Requirements

Students are expected to display appropriate, professional behavior at their internship site. This includes showing up on time, completing duties, and behaving in a professional manner. You may want to use your internship site supervisor as a reference for a future job, or perhaps a position will become available at your internship site, and how you complete your work and work with others at the internship can help or hinder your future. Remember that you are also representing EIU and the Department of Kinesiology, Sport, and Recreation as well.

1. Weekly Log Information

Keep a **typed** log of the hours worked at the internship site. Be sure to total up the hours for each week and keep track of your running total. The Internship Coordinator is not responsible for keeping track of your hours. Before you submit your logs, make sure they are signed by your internship site supervisor. **Submit your hour logs every week**. A Dropbox in D2L will be provided for each weekly submission.

Your work log should be kept in a table form (Word document or Excel spreadsheet) that includes a separate row for each day that you worked at the organization. **A template will be provided in D2L.** The log MUST be in a format similar to the following:

|  |  |  |
| --- | --- | --- |
|  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 | 9:00-11:00 a.m. | * Met with supervisor who assigned me a project comparing data for clients from November to December.
* Reviewed files describing the training project.
* Developed weight loss programs for four clients and met with them to discuss their progress.
 |
| 1/18 | 1:00-4:00 p.m. | * Obtained budget figures from files.
* Obtained cost figures from Human Resources Director.
* Created spread sheet and entered heart rates and blood pressures on all members of the morning exercise program.
 |
| Total Hours |  7 hours | Site Supervisor Signature: Date: |

1. Evaluations

Two evaluations are **required** to be submitted via Dropbox in D2L –

1. **Midterm Evaluation:** submitted once you have completed half of your internship hours.
2. **Final** **Evaluation:** submitted once you have completed all of your internship hours.

Both forms are available on the KSR internship website, and in D2L, and are to be completed by your site supervisor and discussed with you. Be appreciative of the good comments your supervisor has about you and receptive to any suggestions on how you can improve. This is your opportunity to learn more and gain even more valuable experience from the internship. **Both of these documents must be signed and dated** **by you and your site supervisor.**

1. Final Reflection Paper

The **Final Reflection Paper** should be written clearly in standard business English. You should proofread the report carefully and correct all spelling, typographical, or grammatical errors before submission. The report should be typed (Word document). Number each section of the report to correspond with the headings listed below. Papers should be submitted prior to the last class day of the semester, via Dropbox in D2L.

**Contents of the Final Internship Reflection Paper** (also available in D2L):

1. Overview of the Internship
	* This section should include information about responsibilities experienced during the internship, such as what course material from your degree program you found useful as an intern at your organization, etc. . .
2. Assessment of Personal and Professional Development
	* Describe how the internship has contributed to your personal development. What personal qualities have you discovered or enhanced during the internship? How do you anticipate that these qualities will affect you in the future?
	* Describe how the internship has contributed to your professional development. What have you learned about your working style and professional skills? In what ways do you anticipate these skills will help you in the future?
	* Discuss the personal qualities and professional skills that you feel you will need to develop before entering the workforce. Describe how you plan to develop them.
3. Other Issues
	* Discuss any other issues relating to your internship that are not addressed in other sections of this report.
4. Overall Evaluation
	* Identify the strengths and weaknesses of your internship.
	* Suggest changes that you would recommend that would have improved your learning experience.
	* Would you recommend a similar internship with this organization to another student? Why or why not?
5. Future Contact Information
	* Provide a home address, email address and/or phone number where you may be contacted at a later time. This contact information will only be used by the KSR Department as a follow-up to your internship experience (e.g. employment status, any further education/training, etc.).

**NOTE:** All necessary paperwork can be found on the KSR Internship website. This includes the *Internship Proposal Form*, *Internship Agreement Form*, *Mid-Term* and *Final Evaluation Forms*, and the *Final Reflection Paper Guidelines*. Once students are enrolled in KSR 4275, these documents will also be available in D2L.