Department of Kinesiology, Sport, and Recreation

Internship Manual for

Exercise Science and Sport Management Students

KSR Internship Website:

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

Department of Kinesiology, Sport, and Recreation

Eastern Illinois University

600 Lincoln Avenue

Charleston, IL 61920

Phone: (217) 581-2215

Fax: (217) 581-7973

Colleen Kattenbraker, Internship Coordinator

2220 Lantz Arena

217-581-7011

cnkattenbraker@eiu.edu

Table of Contents

1. Introduction to Internship
2. Finding an Internship
3. Enrollment in Internship [KSR 4275]
4. Internship Requirements
5. **Introduction to Internship**

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.

**\*Note: You earn credit hours toward your degree as you complete your internship. You will receive a bill from EIU during your internship semester.**

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. You will create a resume when enrolled in KSR 4274 – Pre-Internship and Career Development in KSR.

The Department of Kinesiology, Sport, and Recreation maintains a list of sites where other students have completed internships. It is not mandatory that you choose a site from this list, 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 for 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 for 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 classmates 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 Internship**

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

1. **Internship Meeting**. The internship meeting takes place during class in KSR 4274.
2. **Degree Audit**. Your academic advisor will sign your degree audit after specifying what semester you will intern and how many credit hours you should be registered for. The degree audit will be turned in to Mrs. Kattenbraker and placed in your internship file. This document is used to verify that you are completing the last semester of your coursework and will be eligible to be enrolled in KSR 4275.
3. **Internship Proposal Form**. This form is used to inform the KSR Department of the location of your internship, the job duties you will be performing, and how the internship is related to your major.
	1. **This document must be downloaded from the KSR Internship website, and should be TYPED. You are required to sign the Proposal.** Once completed, turn it in to the KSR Internship Coordinator for approval. The Internship Coordinator will email you when your proposal is approved (typically within 24 hours).
	2. The Internship Proposal must be approved ***prior*** to acceptance of the Internship Agreement Form (see part D below).
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.
	1. **This document must be downloaded from the KSR Internship website, and should be TYPED.** 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 Form, and Internship Agreement Form).

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 supervisor as a reference for a future job, or perhaps a position will become available at your internship site. How you complete your work and work with others at the internship can help or hinder your future. Remember that you are representing EIU and the Department of Kinesiology, Sport, and Recreation as well.

**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 your running total. Before you submit each log, have your site supervisor sign/date it. **Logs should be submitted each week to the appropriate Dropbox.**

Your work log should be kept in table form (Word document) that includes a separate row for each day that you worked at the organization. **A template (see example below) will be provided in D2L.**

|  |  |  |
| --- | --- | --- |
| 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.
* 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.
* Created spread sheet and entered heart rates and blood pressures on all members of the morning exercise program.
 |
| Total Hours: |  | Supervisor Signature: Date:  |

1. **EXERCISE SCIENCE STUDENTS – 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, 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 you have completed half of your internship hours.
2. **Final** **Evaluation:** submitted once you have completed all of your internship hours.

Both forms will be available in D2L. You are expected to print the forms and provide them to your site supervisor at the appropriate time. He/she will complete each form; it is recommended that your supervisor discuss the evaluations 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 evaluations must be signed and dated** **by you and your site supervisor, and uploaded to the appropriate Dropbox.**

1. **Final Reflection Paper**

The Final Reflection Paper should be written clearly in paragraph form. This paper may be used as an EWP submission and must meet the minimum word count of 750. There is not a length requirement to the paper. However, students must address each content area below (see #’s 1-5). 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 Reflection Paper**:

1. Overview of the Internship
	* + This section should include information about responsibilities experienced during the internship. Explain what course material from your degree program you found useful as an intern at your organization, etc. Was there any area you felt your education could have prepared you better for?
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.