Department of Kinesiology, Sport, and Recreation

Internship Manual for

Exercise Science and Sport Management Majors

KSR Internship Website:

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

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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 admission to Kinesiology, Sport, and Recreation major; completion of all KSR prefixed courses to complete Kinesiology, Sport, and Recreation degree; permission of B.S. Advisor and 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 like looking for a job. You will want to be prepared with a strong resume so you can share it with prospective internship sites.

The Department of Kinesiology, Sport, and Recreation maintains a list of recent sites at: <https://www.eiu.edu/ksr/Undergraduate_Internships.php> 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. **Additional links to recent internship opportunities are also listed on the site.**

Keep your career goals in mind when thinking about an internship. If you are an Exercise Science major 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 (pre-PT, pre-OT, cardiac rehabilitation). 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 major 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!

Decide where you will live during your internship. Will you stay local to Charleston or move back home, or go somewhere else across the country? How far are you willing to commute? Your search should begin within the area where you plan 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 you need, 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. **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. 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 should be downloaded from D2L during KSR 4274 and should be TYPED. You 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 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 should be downloaded from D2L during KSR 4274 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 via PAWS. You will be added to the class after all paperwork is received and approved (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 and 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 next page) will be provided in D2L.**

**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 | 9:00-11:00 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 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 you have completed half of your internship hours.
2. **Final** **Evaluation:** submitted once you have completed all 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.**

**D. Final Reflection Paper**

The Final Reflection 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/or grammatical errors before submission.

Students must address each area listed in the assignment description (available in D2L). Number each section of the report to correspond with the headings listed in the description. There is not a length requirement to the paper, however, each area must be discussed.

**\***This paper may be used as an EWP submission (if needed) and must meet the 750 minimum word requirement.

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