

**University of Michigan, School of Kinesiology  
Movement Science Internship Policy Guidelines**

**Internship Definition**

An internship is a real world learning experience in which the student and site supervisor establish learning goals toward which the student progresses during the course of the internship. The student must be able to articulate the relationship between the internship and his/her career goals and objectives. An internship must be substantive, meaning that the student will be participating in the workplace, not simply doing clerical or errand work. It must also be paraprofessional in nature, in that an intern must be properly supervised and provided with ongoing training by a professional in the field.

**Internship Purpose**

The primary purpose of an internship is to give the student the opportunity to apply theory in a real work setting and to develop skills essential to that setting. In addition, it may help the student review and revise career/study plans and/or find his or her first professional position.

**Eligibility for Academic Credit**

Movement Science students, with Junior standing and a minimum 2.0 GPA overall (2.3 in major), are eligible to get academic credit for an approved internship by meeting the following requirements:

- Students must consult with the Internship Coordinator, Pete Bodary, about their eligibility to receive academic credit for their internship and complete the appropriate paperwork in this packet prior to being issued an override for registration.
- To receive internship credit a student must be registered for MOVESCI 403 (.5-4 credit hours).
- You must register for MOVESCI 403 before your internship begins, but the course may be on your schedule the term after your internship ends (e.g., for a spring/summer internship, MOVESCI 403 may be listed on your spring/summer or fall schedule). **No credit will be awarded for an experience before it is completed and it may not be on your schedule for the term before you do the work. No retroactive credit will be awarded. You must be registered before you begin working at the internship.**
- **A student will be required to pay for the number of credit hours assigned.** Late fees will be assessed for registering after the start of a term. Fees follow the rules posted on the Office of the Registrar's website. (<http://www.umich.edu/~regoff/tuition/>)
- A student must work a minimum of 50 hours and 50 hours for each earned credit. (50 = .5 or 1 credit, 100 = 2 credits, 150+ = 3 credits). Students may choose to work additional hours beyond those that they are eligible to receive for credit.
- While MOVESCI 403 is repeatable, a student cannot get academic credit for the same internship more than once.

Approval is not guaranteed and is at the discretion of the Internship Coordinator, Dr. Bodary.

**Grading**

A student will receive a grade of S/U. Grades will be based on completion of:

- All appropriate paperwork from this packet including the student contact and learning contract (Pages 2-8 are due to the Internship Coordinator *before* override will be issued)
- Appropriate number of hours, as outlined above
- Mid-term and final evaluation from site supervisor
- Weekly journal and summary paper, as described in this packet
- Internship evaluation

Unless otherwise noted, all of the above will be due to the Internship Coordinator **72 hours after the last day of classes.**

**Movement Science 403 Internship Information**

NOTE: The internship information must be submitted to the Internship Coordinator along with a completed copy of pages 4-8 (Student Contract, Learning Contract, Responsibilities Pages) BEFORE an override will be issued for the course.

Credit Hours (Circle one): .5      1      2      3      4

Term and Year: \_\_\_\_\_

To Be Completed By the Student:

Student Name: \_\_\_\_\_ UM ID# \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Internship Position Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Address: \_\_\_\_\_

Supervisor's Telephone: \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_

Internship Compensation other than credit (Circle all that apply):

Paid Hourly                      Paid Stipend                      Unpaid

Internship Beginning Date: \_\_\_\_\_ Internship Ending Date: \_\_\_\_\_

Hours Per Week: \_\_\_\_\_

Job Description: Describe in detail the roles and responsibilities you will hold during the internship. Please list duties and projects to be completed. If additional space is needed, please attach an extra sheet.

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## Responsibilities of the Student

### Before Registration:

- Meet with Internship Coordinator to discuss internship sites, policies, procedures, etc.
- Complete Internship Information and Student Contract.
- Complete Learning Contract and meet with Site Supervisor to review. Obtain his or her signature on pages 5 and 8.
- Meet with Dr. Bodary to discuss internship so that she may determine whether it will meet criteria listed under definition and therefore be considered legitimate internship opportunity. Get her signature on page 6.
- Obtain override for MVS 403 from Internship Coordinator. (The override will only be given after the Internship Coordinator has received a signed copy of pages 2-8 of this packet including the Student Contract and Learning Contract).
- Provide a copy of all completed documents to your site supervisor.

### During Internship:

- Maintain a weekly journal during the internship. The journal must include hours worked, as well as a description of what projects/activities the intern participated in that week. Each week's journal entry should be at least one paragraph.
- Give the midterm and final evaluation forms to the site supervisor halfway through and on the last day of the internship, respectively. Review both evaluations with the site supervisor, sign, and return to the Internship Coordinator. The midterm evaluation should be turned in halfway through the internship; the final evaluation should be turned in no more than 72 hours after the last day of class during the semester.

### At the End of the Semester:

- Submit a two to three page summary paper to the Internship Coordinator. The report must include an overall description of the internship, agency, work expectations and duties, as well as an evaluation of the student's experience based on his or her learning objectives, career goals, and preparation. The student must relate his or her evaluation statements to specific events in the internship. Additional information regarding the requirements for the final report is provided later in these materials.
- Complete the internship site survey and return it to the Internship Coordinator.
- Make sure all required documentation is returned no later than **72 hours after the last day of classes** to:

Pete Bodary, Movement Science Internship Coordinator  
University of Michigan, School of Kinesiology  
1402 Washington Hts., Room 2114  
Ann Arbor, MI 48109-2013  
Fax: 734-647-2808  
[pfbodary@umich.edu](mailto:pfbodary@umich.edu)

**Student Contract**

Please read and initial each statement below.

\_\_\_ I have thoroughly read and understand the Responsibilities of the Student section of this document and agree to abide by those responsibilities.

\_\_\_ I understand that if I misrepresent the internship experience, fail to abide by the Responsibilities of the Student section of this document, or attempt to participate in the internship in a semester other than the one I am registered for that I can risk being subject to Kinesiology's academic misconduct policy and/or loss of internship credit. In addition, this risk includes possible denial of professional liability or other insurance coverage by the University of Michigan with respect to my activities during the internship.

\_\_\_ I understand that neither the University of Michigan nor any of the University's employees and agents, is responsible for any of the expenses, property damages or personal injuries that I may experience or that I may cause to others, in connection with my participation in this internship except to the extent covered by the UM insurance policy.

\_\_\_ I understand that successfully completing my work onsite is only one part of the experience and that in order to receive a satisfactory grade, I must complete the academic components outlined in this packet.

I certify that I have read the information above and that I understand it.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
UMID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For Office Use Only
Date Received: _____
Internship Coordinator Initials: _____

**Responsibilities of the Site Supervisor**

- Define the position, project, or other form of assignment carefully and clearly for the student.
- Help develop, review, and abide by the Learning Contract.
- Provide the student with clear expectations in terms of productivity and educational growth.
- Provide the student with sufficient space, contact with other personnel, materials and supplies, and information needed to accomplish the Learning Goals that are determined and agreed upon for the student during the internship.
- Help the student to understand the objectives of the position, project, or assignment and the setting in which he or she is to be placed (including things such as office rules and dress codes).
- Make the student aware of your expectations with respect to reporting, consultation, and deadlines.
- Supervise the student’s progress, standards of performance, and accomplishments.
- Evaluate the student at the mid point and the end of the internship. Use the evaluations provided, discuss the evaluations with the student, sign the evaluations, and then please give the signed copies to the student to turn in to the Internship Coordinator.
- Consult with your advisors regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues or any other potential areas of concerns.
- Contact the Internship Coordinator (Pete Bodary, [pfbodary@umich.edu](mailto:pfbodary@umich.edu) or (734)615-8071) to discuss any issues that arise during the course of the internship.

I certify that I have read the information above and understand it.

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Responsibilities of the University**

Internship Coordinator

- Advise students on choosing internship sites
- Discuss internship opportunity with the student to verify that it is a legitimate experience that will aid his or her career goals, supplement material taught in Kinesiology courses, and will meet all criteria described in the definition of an internship found in this document.
- Discuss with the student how the internship experience will fit into the student's academic plan.
- Discuss concerns with the student and with the Internship Coordinator at the beginning, ending, and during the course of the internship, if necessary.
- Assist in the planning, implementation, and evaluation of the internship.
- Gather all documents provided by the student and assign grades (S/U) based on the student's completion of intern requirements.
- Read student's papers and evaluations and discuss any concerns with the Internship Coordinator.
- Submit final grades to the Registrar's Office for official recording.

Internship Coordinator Signature (Pete Bodary) \_\_\_\_\_

Date \_\_\_\_\_

Date Override Issued \_\_\_\_\_

## **Internship Learning Contract**

### **Guidelines**

The objectives to be gained through an internship differ among individuals. Establishing a Learning Contract ahead of time will help the student get more out of the experience because he or she will better understand what and how they are learning from the internship. A Learning Contract should include such items as: Learning goals, Strategies, Self-evaluation methods. The student should prepare the Learning Contract and share it with the Site Supervisor to ensure that he or she understands the student's goals and can help structure the experience accurately.

The following are guidelines for producing the Learning Contract:

#### **1. Learning Goal(s)**

Describe what you intend to learn through the internship. Be specific. Is your primary aim gaining, applying, or testing a particular body of knowledge, or acquiring or improving upon a skill (e.g., advocacy, advising, writing, supervising)? Are you interested in testing a career interest and your own suitability for that career, or trying to clarify the direction of your remaining college years? Is your purpose to get a permanent job? Write one sentence for each goal. Number your goals so that the items you list under Strategies and Evaluation Method below will correspond to the relevant goals.

#### **2. Strategies**

Describe what you will do to reach your goals. Will you undergo training? How many hours? Will you be working on a specific project? Will you ask your Faculty Mentor or site supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences or meetings? Do you plan to do some informational interviewing with professionals in the career track you have selected or observe others in action? Have you thought about visiting another site to get a broader perspective? You can use more than one strategy to meet each goal.

#### **3. Self-Evaluation Method**

Describe the evaluation method you will use to show others that you have achieved, or made progress toward your learning goals. You will keep a weekly journal and summarize your experience in a two to three page summary paper. How will you evaluate yourself? What are you going to do with the information you learn upon the completion of your internship?

**Learning Contract**

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Learning Goal(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Strategies (Your strategies should correspond to your Learning Goals)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Self-Evaluation Method

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Site Supervisor: Please sign below indicating that you the student has shared their learning contract with you.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**UNIVERSITY OF MICHIGAN-KINESIOLOGY  
MOVEMENT SCIENCE  
MID-TERM STUDENT EVALUATION**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Internship Title: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Internship Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of Student's Duties:

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**Directions:** Please circle those qualities that apply to the student's performance using the scale below.

1. Outstanding      2. Above Average      3. Average      4. Below Average      5. Unsatisfactory

**Academic Preparation:**

Verbal Communication Skills	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Computer Skills	1	2	3	4	5
Overall Knowledge of Area	1	2	3	4	5

**Work Habits:**

Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Initiative	1	2	3	4	5
Self-Confidence	1	2	3	4	5

Comments: \_\_\_\_\_

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**Task Performance**

Completes Assigned Tasks Accurately	1	2	3	4	5
Pays Attention to Detail	1	2	3	4	5
Utilizes Time/Energy Management	1	2	3	4	5
Meets Deadlines	1	2	3	4	5
Understands & Follows Directions	1	2	3	4	5
Asks Pertinent Questions	1	2	3	4	5
Demonstrates Skills Specific to Internship	1	2	3	4	5
Displays Leadership Skills	1	2	3	4	5
Performs Quality Work	1	2	3	4	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attitude**

Is Cooperative	1	2	3	4	5
Is Responsible	1	2	3	4	5
Is Thorough	1	2	3	4	5
Desires to Learn from/ Contribute to Organization	1	2	3	4	5
Is Flexible	1	2	3	4	5
Is Adaptable	1	2	3	4	5
Accepts and Makes Use of Constructive Criticism	1	2	3	4	5
Demonstrates Interest in Profession	1	2	3	4	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief description of the student's overall performance (attach an additional page if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student: Please return to Internship Coordinator at the midpoint of the semester.**

**UNIVERSITY OF MICHIGAN-KINESIOLOGY  
MOVEMENT SCIENCE  
FINAL STUDENT EVALUATION**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Internship Title: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Internship Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief Description of Student's Duties:

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**Directions:** Please circle those qualities that apply to the student's performance using the scale below.

1. Outstanding      2. Above Average      3. Average      4. Below Average      5. Unsatisfactory

**Academic Preparation:**

Verbal Communication Skills	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Computer Skills	1	2	3	4	5
Overall Knowledge of Area	1	2	3	4	5

**Work Habits:**

Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Initiative	1	2	3	4	5
Self-Confidence	1	2	3	4	5

Comments: \_\_\_\_\_

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**Task Performance**

Completes Assigned Tasks Accurately	1	2	3	4	5
Pays Attention to Detail	1	2	3	4	5
Utilizes Time/Energy Management	1	2	3	4	5
Meets Deadlines	1	2	3	4	5
Understands & Follows Directions	1	2	3	4	5
Asks Pertinent Questions	1	2	3	4	5
Demonstrates Skill Specific to Internship	1	2	3	4	5
Displays Leadership Skills	1	2	3	4	5
Performs Quality Work	1	2	3	4	5

Comments: \_\_\_\_\_

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**Attitude**

Is Cooperative	1	2	3	4	5
Is Responsible	1	2	3	4	5
Thorough	1	2	3	4	5
Desires to Learn from/ Contribute to Organization	1	2	3	4	5
Is Flexible	1	2	3	4	5
Is Adaptable	1	2	3	4	5
Accepts and Makes Use of Constructive Criticism	1	2	3	4	5
Demonstrates Interest in Profession	1	2	3	4	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief description of the student's overall performance (attach an additional page if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student: Please return to Internship Coordinator once completed.**

## MOVESCI 403

### Summary Paper Guidelines (MOVESCI 403)

All students must complete a summary paper to be submitted to the Internship Coordinator no more than 72 hours after the last day of classes. The paper should be two to three (2-3) double-spaced pages, though it may be longer. Review each academic goal in your Learning Contract. Write an evaluation of your internship performance that indicates how you did or did not reach your goals and why. Relate your evaluation statements to specific events of your internship.

Drop off or send completed paper and other materials via US mail, e-mail, or fax to:

Pete Bodary, Movement Science Internship Coordinator  
University of Michigan, School of Kinesiology  
1402 Washington Hts., Room 2114  
Ann Arbor, MI 48109-2013  
Fax: 734-647-2808  
[pfbodary@umich.edu](mailto:pfbodary@umich.edu)

**University of Michigan, School of Kinesiology  
Movement Science  
Internship Evaluation**

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Organization: \_\_\_\_\_ Position Title: \_\_\_\_\_

3. Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

4. Compensation other than academic credit(circle all that apply):

Paid Hourly          Paid Stipend          Other

5. How did you locate this position (circle all that apply):

Kinesiology Email      Kinesiology Posting      Kinesiology Alumni      Career Center

Family Connection          Website Posting          Other

If other, please explain: \_\_\_\_\_

6. Application Process (circle all that apply):

Applied Online          Mailed in Information          Resume and Cover Letter

Phone Interview          In Person Interview          Other

If other, please explain: \_\_\_\_\_

7. Best part about experience: \_\_\_\_\_  
\_\_\_\_\_

8. Worst part about experience: \_\_\_\_\_  
\_\_\_\_\_

9. If you are graduating, how did your experience help with your job search? \_\_\_\_\_  
\_\_\_\_\_

10. Were you the only intern or part of an intern program? \_\_\_\_\_

11. Did you have an orientation? Yes          No

12. Would you recommend this experience to other students? Yes      No

Why or why not? \_\_\_\_\_