

**The University of Michigan School of Kinesiology
Movement Science Internship Packet
MVS403**

Internship Definition

An internship is a real-world (non-academic) 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 educational and career goals and objectives. An internship must be substantive, meaning that the student will be actively engaged at the internship site, not simply doing clerical or errand activities. It must also be paraprofessional in nature, in that an intern must be properly supervised by the internship site 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-world setting, outside of the University 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 be in good academic standing with a minimum cumulative GPA of 2.5, are eligible to get academic credit for an approved internship by meeting the following requirements:

- Students must consult with the Faculty Internship Mentor, Kathy Kern, regarding eligibility to receive academic credit.
- Student must complete the appropriate paperwork in this Packet prior to being issued an override for registration.
- To receive internship credit a student must register for MOVESCI 403 (1-4 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 internship. No retroactive credit will be awarded. You must be registered before you begin 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 intern for a minimum of 50 hours; 50 hours are necessary for each earned credit (50 hours = 1 credit, 100 hours = 2 credits, 150 hours = 3 credits, 200+ hours = 4 credits). Students may choose to intern for additional hours beyond those that they are eligible to receive for credit.
- While MOVESCI 403 is repeatable, a student cannot receive academic credit for the same internship more than once.
- **Approval is not guaranteed** and is at the discretion of the Faculty Internship Mentor, Kathy Kern.

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 Internship Information, Student Acknowledgement, Internship Site Supervisor Acknowledgment, and Internship Learning Plan (**Pages 2, 5, 6, and 8 are due to the Faculty Internship Mentor before the override will be issued**);
 - Appropriate number of hours, as outlined above;
 - Mid-term and final student evaluations are to be filled out by the site supervisor and emailed directly to Kathy Kern klkern@umich.edu.
 - Weekly journal and reflection paper, as described in this Packet.
1. Link to e-portfolio or resume.
 2. Internship evaluation from the student. Please use this [link](https://forms.gle/m5YuTPEB5a9YsKjk6) <https://forms.gle/m5YuTPEB5a9YsKjk6>
- All of the above will be due to the Faculty Internship Mentor via Canvas **by the end of the semester or on the designated due date.**

Movement Science 403 Internship Information

NOTE: The internship information must be submitted to the Faculty Internship Mentor along with a completed copy of the signed Student Acknowledgment, Internship Site Supervisor Acknowledgment, and Internship Learning Plan BEFORE an override will be issued for the course.

Credit Hours (Circle one): 1 2 3 4

Term and Year: _____

To Be Completed By the Student:

Student Name: _____ UM ID# _____

Telephone: _____ Email Address: _____

Internship Site Name: _____

Internship Site Address: _____

Internship Position Title: _____

Internship Site Supervisor's Name: _____

Internship Site Supervisor's Title: _____

Internship Supervisor's Address: _____

Internship Site Supervisor's Telephone: _____

Internship Site Supervisor's Email Address: _____

Compensation Paid by Internship Site (circle all that apply):

Unpaid Hourly Wages Stipend Other (please specify): _____

Internship Beginning Date: _____ Internship Ending Date: _____

Hours Per Week: _____

Please describe how you learned about this position: _____

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.

Responsibilities of the Internship Mentor

The Internship Mentor will:

- Discuss the internship opportunity with the student to determine if it is a legitimate experience that will aid the student's career goals, supplement material taught in Kinesiology courses, and will meet all criteria described in the definition of an internship found in this Packet.
- Discuss with the student how the internship experience will fit into the student's academic plan.
- Discuss with the student and/or the Internship Site Supervisor, as necessary throughout the course of the internship, any concerns regarding the internship.
- Gather all University-required documents from the student and assign grades (S/U) based on the student's completion of Kinesiology's internship requirements.
- Read the student's journals, papers and internship evaluations and discuss any concerns with the student and/or the Internship Site Supervisor.
- Submit final grades to the Registrar's Office for official recording.

Responsibilities of the Student

Before Registration:

- Meet with the Internship Mentor to discuss Kinesiology's internship policies and procedures and determine if the internship meets Kinesiology's criteria to be considered a legitimate internship opportunity.
- Complete the Internship Information and Student Acknowledgment forms.
- Complete your Internship Learning Plan and meet with the Internship Site Supervisor to review. Obtain his or her signature on pages 6 and 8.
- Obtain an override for MVS 403 from the Internship Mentor (page 2). (The override will only be given after the Internship Mentor has received signed copies of the Student Acknowledgment, Internship Site Supervisor Acknowledgment, and Internship Learning Plan).
- Provide a copy of the Site Supervisor Acknowledgment, the Internship Learning Plan, and the Mid-Term and Final Student Evaluation forms to the Internship Site Supervisor.

During Internship:

- Maintain a weekly journal during the internship. It is suggested that each Friday you record in your journal the number of hours worked that week, as well as a description of what projects/activities you participated in, and your main accomplishments for that week. Each journal entry should conclude by listing your goals for the next week. Each week's journal entry should be at least two paragraphs: Para. 1) A description of the week's activities, and Para. 2) Your goals for the following week.
 - **Upload the journal every week to Canvas by midnight Sunday starting the first week and ending the last week of the internship. .**
- Give the midterm and final evaluation forms to the site supervisor halfway through and on the last day of the internship, respectively. Both evaluations must be submitted from your supervisor directly to the internship mentor via email or fax. The midterm evaluation is due at the midpoint of the internship; the final evaluation is due within one week of the end of the internship.

At the End of the Semester:

- Final reflection paper posted to Canvas
 - Update your e-portfolio or resume with a description of your internship and related work samples (when permitted by employer)
 - Complete the [Internship Site Survey](#)
 - Passing grade of 75/100 on journal and paper and overall rating of 2.5 from employer evaluation
- Information regarding the requirements for the final papers and e-portfolio is provided later in this packet.

Student Acknowledgment

In connection with my participation in an internship:
(Please read and initial each statement)

___ I have thoroughly read and understand the Responsibilities of the Student section of this document and agree to abide by those responsibilities, as well as by the Internship Learning Plan.

___ I understand that if I misrepresent the internship experience or fail to abide by the Responsibilities of the Student section of this document that I can risk being subject to Kinesiology's academic misconduct policy and/or loss of internship credit.

___ I understand that neither the University of Michigan, or any of the University's employees or agents, are 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.

___ I am aware that if I'm asked to sign a Non-Disclosure Agreement (NDA), non-compete, releases and or waivers, that I have the right to have a site's form reviewed by mine or my family's attorney (or Student Legal Services) and decide for myself whether or not to sign it.

___ 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 agree to conduct myself in a professional manner in all of my internship activities, both in and outside of the internship site setting. I will represent the excellence of the School of Kinesiology's Movement Science Program and the University of Michigan in all that I do relevant the internship.

I acknowledge that I have read and understand the above information.

 Student Name (Printed)

 UMID Number

 Student Signature

 Date

Internal use only

Faculty Internship Mentor Initials _____

Credits to be issued _____ Enrollment term _____

Internship Site Supervisor Acknowledgment

I will:

- Carefully and clearly define the student's internship position, project, activities, and/or other form of assignment.
- Help develop, review, abide by, and conduct the internship in accordance with the student's Internship Learning Plan.
- Provide the student with clear expectations in terms of productivity and educational growth.
- Provide the student with sufficient space, contact with other internship site personnel, materials, and supplies, and information needed to accomplish the Internship Learning Plan's goals.
- Help the student to understand the objectives of their internship position, project, activities, and/or assignment and the setting in which they will be conducting such activities (e.g., office rules and dress codes).
- Make the student aware of your expectations with respect to reporting, consultation, and deadlines.
- Supervise the student's progress, performance, and accomplishments in the internship setting.
- Evaluate the student's performance at the mid-point and the end of the internship, using the Kinesiology evaluation forms provided by the student, discuss the evaluations with the student, sign the evaluations, and give the signed copies to the student to turn in to the Internship Coordinator.
- Consult with the internship site's administrator(s) regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues, and/or any other potential areas of concerns in connection with the internship.
- Contact the Faculty Internship Mentor (Kathy Kern klkern@umich.edu) to discuss any issues that arise during the course of the internship.
- Understand that the student is to be actively engaged at the internship site and **will not** simply be doing clerical or errand activities as part of the internship experience.
- Understand that the student **will not** be expected to incur any costs (other than for personal expenses such as travel to/from the internship site location and meals) associated with this internship experience.
- Understand that the student will be free at any time to refrain from doing an internship activity, to end the day's internship activities, or to end the internship experience altogether.
- Understand that I can end the student's daily internship activities, or end the internship experience altogether, and will communicate any issues I have regarding the internship to the Internship Coordinator.

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

Internship Site Supervisor Name (Printed)

Student Name

Internship Site Supervisor Signature

Date

Internship Learning Plan

Guidelines

The objectives to be gained through an internship differ among individuals. Developing an Internship Learning Plan 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. The Internship Learning Plan should include such items as learning goals, strategies, and self-evaluation methods. The student should prepare the Internship Learning Plan and share it with the Internship Site Supervisor to ensure that the Internship Site Supervisor understands the student's goals and can help structure the internship experience accurately.

The following are guidelines for the student to utilize in developing their Internship Learning Plan:

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 work in the profession? 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 assisting with a specific project? Will you ask your Faculty Internship Mentor or Internship Site Supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences, seminars, 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 internship 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?

Internship Learning Plan

Student Name: _____ Internship Site: _____

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. _____

Student Signature: _____

Date: _____

Internship Site Supervisor: Please sign below indicating that you the student has shared their Internship Learning Plan with you.

Internship Site Supervisor Signature: _____

Date: _____

**University of Michigan School of Kinesiology
Movement Science**

Supervisor Evaluation Please circle Midterm Final

Student Name: _____ Today's Date: _____

Internship Title: _____ Internship Dates: _____

Internship Site: _____ Internship Site Supervisor: _____

Phone: _____ Email: _____

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

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:

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:

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

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):

Internship Site Supervisor Signature _____ Date _____

Student Signature _____ Date _____

Internship Supervisor: Please return your completed evaluation form to the Movement Science Faculty Internship Mentor.

Thank you for taking the time to participate in the professional development of this student.

**Evaluations must be emailed directly to:
Kathy Kern klkern@umich.edu Faculty Internship Mentor**

TO BE COMPLETED BY STUDENT DURING & AFTER INTERNSHIP

All completed final student requirements should be posted to the Canvas site at the end of the semester or on the designated due date.

During internship

Weekly Journal

Maintain a weekly journal during the internship. It is suggested that each Friday you record in your journal the number of hours worked that week, as well as a description of what projects/activities you participated in, and your main accomplishments for that week. Each journal entry should conclude by listing your goals for the next week. Each week's journal entry should be at least two paragraphs: Para. 1) A description of the week's activities, and Para. 2) Your goals for the following week.

- **Upload the journal every week to Canvas by midnight Sunday starting the first week and ending the last week of the internship.**

End of internship

E-portfolio or resume

Your final e-portfolio must be published and the working url should be uploaded to Canvas. If you do not have an e-portfolio upload a current resume to canvas which includes your internship experience.

Reflection Summary

The purpose of your reflection paper is to clearly document that your internship has been a college-level learning experience. The paper should be a minimum of three double-spaced pages. Papers should be thoughtfully written and follow established standards for college-level writing. The following topics are designed to help you clarify your thoughts, but should in no way limit what you include in your paper.

1. 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. You may use these questions as a guide as you complete your responses:
Did you achieve each of your learning objectives? Explain why or why not. What did you find most challenging about this internship? How did you deal with this challenge? What was most valuable about the experience? Based on your experiences, what new information did you learn about this organization and, specifically, the department/position in which you worked as an intern? What skills are most necessary to succeed in this career? Based on this experience, what is the next goal you will seek to achieve to further your professional and personal growth? Did this internship help solidify your career goals?
2. Discuss in detail how your internship provided, or failed to provide opportunities to test theoretical concepts you learned in your academic course work. Include specific examples that illustrate your perception of the relationship between theory and practice.
3. In your work with practicing professionals, what did you learn from your supervisor, and if applicable, from others you worked with in the organization? How does your supervisor keep abreast of current theory and practice in her/his field?
4. Reflect upon the classes you completed prior to this internship. What topics, discussions, and readings from your coursework helped you to fulfill your internship responsibilities? In which areas do you most need to increase your knowledge/skills? Going forward, what courses do you intend to take to further develop knowledge of your intended profession and the skills necessary to succeed in this profession? The classes you intend to take may be internal to your major or external.
5. During your internship did you find there were practices/skills/knowledge that you feel would have enhanced the experience had you been exposed to them in a course? If so please elaborate on what those were.

[Site Survey](https://forms.gle/m5YuTPEB5a9YsKjk6) <https://forms.gle/m5YuTPEB5a9YsKjk6>