



Movement Science Master's Internship Packet KIN 686

Internship Definition

An internship is a real-world learning experience relevant to Movement Science. The student will develop specific skills and techniques regarding the functional areas of Movement Science culminating with a finished project/product the student can use to further their career.

Internship Purpose

The Movement Science Internship will offer students a pre-professional experiential learning opportunity in industries and domains related to Movement Science such as sports/athletics, fitness and physical activity, health and wellness, physical therapy, sports medicine, training/strength and conditioning, rehabilitation, and myriad of movement, sport, and health science related settings.

Eligible Internships

An internship should expand and develop students' skill set and facilitate their career readiness. As such, students are expected to participate in activities and experiences during the Internships that will afford them opportunities that includes but are not limited to the following:

1. Integrating and applying knowledge, theory, and understanding of Movement Science practices and principles from academic courses and other life experiences in real world, in-the-field settings.
2. Interacting and networking with practitioners in industries related to Movement Science.
3. Gaining knowledge and an understanding of the practices, management, organizational, and operational aspects of Movement Science.

Initial Approval

Students must meet with the Faculty Internship Mentor (FIM) Professor Kern to obtain initial approval or provide the following information in written form.

- Provide evidence that the internship can translate into relevant experience in the movement science field and their personal career goals.

Note: final approval for credit will be based on the internship project proposal.

After initial approval

The Movement Science Master's student must be in good academic standing with a minimum cumulative GPA of 3.0, to be eligible to get academic credit for an approved internship by meeting the following requirements:

- Student must collaborate and communicate with the Movement Science Faculty Advisor and Internship Mentor to identify approved Internship experiences that will meet the student's professional career goals and aspirations.
- Student must complete the appropriate paperwork in this Packet prior to being issued an override for registration. This includes page 3, 5, 6, and 7 the internship project proposal.
- You must register for KIN 686 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, Kin 686 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). Students may choose to intern for additional hours beyond those that they are eligible to receive for credit.
- **Approval is not guaranteed** and is at the discretion of the Movement Science Faculty Advisor and the Internship Mentor, Professor Kern.

During Internship:

- Maintain a weekly journal during the internship. Please use the format found in Canvas under Modules. 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 klkern@umich.edu. 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. Dates will be set by the FIM and sent to the student via Google calendar.
- **Complete all required Reports by the assigned due date.** Instructions can be found later in packet.

At the End of the Semester:

- Internship Final Report & Project 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 Survey. This survey can be found in the module section of Canvas.
- Passing grade of 75/100 on journal, the Project and overall rating of 2.5 from employer evaluation

Information regarding the requirements for all reports and the final project can be found at the end of this packet.

Grading

Grades will be based on completion of:

- All internship student reports and final project
- Appropriate number of hours
- Timely completion of weekly journals
- Resume or eportfolio
- Student evaluation of internship

Kinesiology 686 Internship Information

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

Credit Hours (Circle one): 1 2 3

Term and Year: _____

To Be Completed By the Student:

Student Name: _____ UM ID# _____

Email Address: _____

Faculty Advisor _____

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.

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

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 Reports

The Internship reports allow for the monitoring of the student's progress, growth, and development of professional skills, attitudes, and behavior. The reports also provide an opportunity for students to critically reflect on their learning process relative to their growth and overall professional development. They should be typed and 1.5-spaced and contain topical subheadings, as shown below, with pages numbered. **Submission process (electronic submission) and due dates to be determined.**

INITIAL REPORT

The Initial Report provides demographic information for the Kinesiology Movement Science Internship Mentor. **The report should typically be completed and submitted by the end of the second week** and should address the following:

1. **Internship Organization:**
 - (a) Overview of the organization's philosophy, mission, and goals.
 - (b) The products/services offered by the organization.
 - (c) Organization's target markets, consumers, clients, and populations served.
 - (d) Overview of the organizational structure (divisions, departments, number of staff, facilities, etc.)
2. **Impressions and Insights:** Initial impressions and insights about the work environment/atmosphere of the organization relative to its potential contributions to your career interests in Movement Science.
3. **Roles and Responsibilities:** Explain your specific roles and responsibilities.

MID-SEMESTER PROGRESS REPORT

The Progress Report captures the developments since the student's initial placement in the Internship setting. The report should contain information relative to the following:

1. **Roles and Responsibilities:** Description of the nature of your assignments and responsibilities for the organization.
2. **Impressions and Insights:** Discuss the following:
 - (a) New experiences.
 - (b) Skills and knowledge used.
 - (c) Skills and knowledge areas in which you felt deficient.
 - (d) Comments concerning your feelings about the Internship experience.
 - (e) Plans for improving your performance.
 - (f) Situations you observed that were interesting and/or beneficial to your increased knowledge and understanding of the organization's practices and principles.

FINAL REPORT & INTERNSHIP PROJECT

The Final Report provides a final overview and analysis of the overall Internship Experience. **It should typically be completed and submitted within one week of the completion of the experience or within 2 days of the end of the graded semester, whichever comes first.**

1. **Work Accomplished:**
 - (a) Summarize your journal hours from the entire Internship Experience.
 - (b) Critique the quality and meaningfulness of your assignments and responsibilities.

- (c) Comment on whether you felt you had adequate instruction, supervision, work space, equipment, and materials, and other resources to be successful?
- (d) Discuss the highlights of your Internship accomplishments.
- (e) Indicate how well the organization's mission/philosophy and objectives are being met in practice?

2. Insights to Professional and Personal Growth and Development:

- (a) Provide an in-depth discussion of how this experience contributed to or impacted your personal and professional growth relative to your readiness and interest in a career in Movement Science.
- (b) Discuss what you learned about yourself (as a Movement Science professional) throughout this process.
- (c) Discuss knowledge, skills, strategies, and abilities you acquired based on this experience, as well as those you feel you should and can improve upon.
- (d) Comment on whether your academic training in Movement Science adequately prepared you for the Internship Experience.

3. Internship Project: Offer a narrative summary (reflection and critique) of the projects completed during this Internship. Additionally, include actual samples of work/project(s) completed (if a web-based project include screen shots).