The University of Michigan School of Kinesiology
Movement Science Internship Packet

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 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 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 the student’s 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 (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 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 Internship Information, Student Acknowledgement, Internship Site Supervisor Acknowledgment, and Internship Learning Plan (Pages 2, 5, 6, and 8 are due to the Internship Coordinator before the override will be issued);
• Appropriate number of hours, as outlined above;
• Mid-term and final student evaluation from internship site supervisor
• Weekly journal and reflection paper, as described in this Packet; and
• Internship evaluation from the student.

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 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: ________________________

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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Internship Coordinator Signature (Pete Bodary) ________________________

Date_________________________ Date Override Issued ________________________
Responsibilities of the Internship Coordinator

The Internship Coordinator 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 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 Coordinator 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 Coordinator (page 2). (The override will only be given after the Internship Coordinator 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. The journal must include internship hours, 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 Internship Site Supervisor halfway through and on the last day of the internship, respectively. Review both evaluations with the Internship Site Supervisor, sign, and return the evaluations 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 paper must include an overall description of the internship, agency, performance 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 summary paper is provided on page 13 of this Packet.

- Complete the Internship Evaluation (page 14) 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
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 Packet and will abide by those responsibilities at all times during my participation in the internship.

___ I understand that if I misrepresent the internship experience to Kinesiology, fail to abide by the Responsibilities of the Student, or attempt to participate in the internship in a semester other than the one for which I am registered, I may be subject to academic disciplinary action in accordance with Kinesiology's academic misconduct policy, which may include loss of internship credit and/or the University of Michigan's denial of my coverage under any professional and/or commercial liability insurance provided by the University of Michigan with respect to my internship activities.

___ I understand that the University of Michigan is not responsible for any expenses, property damage, or personal injury that I may incur in connection with my participation in the internship, except to the extent that any such expenses, property damage, or personal injury are directly caused by the University of Michigan.

___ I understand that successfully completing my onsite internship activities is only a part of the overall internship experience and I must complete the academic components outlined in this Packet.

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

__________________________________________  ___________________________
Student Name (Printed)  UMID Number

__________________________________________  ___________________________
Student Signature  Date

For Office Use Only

Date Received: ________________

Internship Coordinator Initials:
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 Internship Coordinator (Pete Bodary, pfbodary@umich.edu or (734)615-8071) 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 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: ___________________________
Student Name: ___________________________  Today’s Date: ___________________________

Internship Title: ___________________________  Internship Dates: ___________________________

Internship Site: ___________________________  Internship Site Supervisor: ___________________________

Phone: ___________________________  Email: ___________________________

Brief Description of Student’s Duties:

____________________________________________________________________________________

____________________________________________________________________________________

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


**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:

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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__________________

**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 Site Supervisor: ___________________________

Phone: ___________________________  Email: ___________________________

Brief Description of Student’s Duties:

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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_________________________

**Student: Please return to Internship Coordinator at the midpoint of the semester.**
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 Internship Learning Plan. 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
University of Michigan, School of Kinesiology
Movement Science
Internship Evaluation

1. Name: ____________________________ Date: ____________________________

2. Internship Site: ____________________________ Position Title: ____________________________

3. Start Date: ____________________________ End Date: ____________________________

4. Compensation paid by Internship Site (circle all that apply):
   - Unpaid
   - Hourly Wages
   - Stipend
   - Other (please specify): ____________________________

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? ________________________________________________________________