

GUIDELINES FOR STUDENT INTERNSHIPS (KINS 4035)

(FOR ALL STUDENTS SEEKING CAREERS IN Kinesiology: Personal Training, Cardiac Rehabilitation, Strength Training, Corporate Fitness, Wellness, Research, Sport Marketing/ Management, Pre-Professional (PT, OT, MD))

1. Complete an internship application packet by obtaining a packet from Mrs. Mardis or the Kines office (Brown 102). You will need to find a site, contact the supervisor listed for the site you are interested in and apply for an internship at their site. If you are interested in a site that is not listed, please discuss this with Mrs. Mardis. For all sites not listed, an internship affiliation agreement must be secured **prior** to starting your internship.
2. Student liability insurance **is** required. You are required to have liability insurance during the semester that you are completing hours in your internship. ULM uses APEL Professional Student Liability Insurance. The amount is currently **\$20** for a 2 year insurance policy. You are **NOT** cleared to begin your internship until liability insurance and packet has been turned in.
3. A current CPR certification is required before beginning your internship. You may take the online cpr certification at the AHA website, or at www.icpri.com or any facility of your choice. You will be responsible for providing CPR.
4. During the first week of the internship, plan to attend the group meeting **TBA** in Brown Hall with your ULM Internship Coordinator (Mrs. Mardis) to discuss all projects, assignments and meetings that are expected of every intern throughout the semester.
5. All interns will complete a special project during the semester. A brief description of the special project should be provided on the Project Proposal Form and will be turned in at 2nd group meeting. Site supervisor AND Internship supervisor must approve the project.
6. At every group meeting, you will turn in signed timesheets and any other documentation or assignments due.
7. Self Reflectopm paper (Or Power Point presentation is required)
8. Your internship should be considered a professional job. Treat it as such. Call your site supervisor if you are sick, late, etc. If problems arise, consult Mrs. Mardis and your site supervisor early on before a minor concern becomes a major concern.
9. Record your **cumulative** hours for the internship on the provided timesheet and have site supervisor sign it weekly. 6 Credit Hours – 220 Hours (~17-18 hours/week)

Internship Projects criteria/ideas:

Topic and Format: The topic should be a mutual decision between the student and the clinical instructor(s). It MUST be evidence-based project that will result in a usable product. We highly suggest the topic and format be determined within the first 3 weeks of the internship with an outline and timeline ready to share with Mrs. Mardis by the 2nd group internship meeting.

Examples from past projects include:

- Teach staff how to find literature online including setting up RSS feeds on clinical questions
- Synthesize literature on latest surgical updates, modalities or special tests
- Participate in a research project or a portion of a research project
- Create a patient oriented bulletin board • Create a poster for educational purposes
- Create a patient education video, booklet, brochure
- Research information on health issues related to different cultures within the community
- Develop an information packet regarding community services for individuals with specific diagnoses/conditions or patient populations
- Develop or modify educational information for different cultural groups or patient populations
- Update existing presentations or computerize a presentation
- Create standardized forms for evaluations, progress notes, discharge
- Design new exercise programs or re-design old programs
- Create/modify/update the student information packet for the site
- Design an interdisciplinary student journal club or grand rounds
- Participate in a marketing project • Create a caregiver packet
- Participate in an administrative project or a portion of a project
- Find information and costs for a new piece of equipment
- Develop a brochure on accessible public transportation for patients/clients
- Participate in, or develop, a screening program (community screening, injury screening for nurses and aides, fall prevention, etc.)
- Develop a system for loaning used equipment (standing frames, outgrown pediatric equipment)
- Design templates for medical equipment letters of medical necessity (with literature justifications)
- Collection of best standardized outcome measures to be used with individuals with a specific diagnosis/condition

Responsibilities of Student Intern

Students have sole responsibility for investigating and negotiating an internship arrangement with potential sites. The department will not actively participate in seeking the internship site; however, the department will actively “authorize” an internship site once one is selected by the student. Some previously approved sites are established in the immediate area and the student is encouraged to become informed of these facilities. Initiating an interview with the potential internship site supervisor prior to final approval is an important step in ensuring compatibility between the student and internship site. Attempts are made to select internship sites that provide excellent learning environments and quality supervision. Site experience with internships, quality and extent of site supervisor(s) experience, plus geographic location are some of the factors determining whether the department will enter into an agreement with the potential internship site. Large comprehensive programs often offer the complexity and variety of programming desired for a student’s internship experience. Internship sites are approved by the internship coordinator.

The student should agree to:

1. Adhere to all university policies associated with the internship.
3. Plan and execute all requirements of the internship.
4. Become familiar with all internship site policies, procedures, and practices when applicable.
5. Understand legal and professional limits and responsibilities.
6. Function as an integral member of the internship site staff. Be prompt, reliable, and loyal to the internship site. Determine and accept roles and responsibilities.
7. Notify the internship site supervisor in the event of an illness or other reasons for an unavoidable absence.
8. Notify university faculty supervisor of events leading to extended absences from internship.
9. Keep a daily/ weekly time log.
10. Complete a weekly progress report of all activities and submit to the course Moodle page by the Friday of the following week.
11. Collect final evaluation forms from the internship site supervisors.
12. Complete a minimum of 220 clock hours at the designated site.
13. Make recommendations concerning needs of the course and program to the department.
14. Complete an Internship Project(s) approved by site supervisor and university faculty supervisor.
16. Submit a bound Portfolio to the university faculty supervisor at the completion of internship activities.

Kinesiology 4035- Portfolio Information

Toward the end of the 4035 internship semester, you will turn in a portfolio. Please follow specifically the guidelines on Moodle and below to compile your personal portfolio.

The main purpose of this portfolio is to serve as a collaboration of all documents that are pertinent to your degree and highlight the depth and breadth of your work during your studies in the kinesiology program. You are developing this portfolio as a means for you, the faculty and possibly a future employer to systematically assess your performance, experience and career path.

You should be documenting how you have mastered the competencies in this program as you have moved through the curriculum of your degree plan.

In addition to fulfilling the various course assignments throughout your internship program, your completed portfolio is a product required for graduation. It is your responsibility to turn in your final portfolio in a word document on or before specified due date.

What Is a Portfolio?

A portfolio is a binder, book or online site that shows off your work and abilities. It goes beyond a cover letter and a résumé. A portfolio is a job-hunting tool that you develop that gives employers a picture of who you are—your experience, your education, your accomplishments, and your skills. Not only does it show the employer who you are, but it also displays what you have the potential to become. It is designed to do one thing—**to support you as you market yourself!**

Top Six Reasons to Have a Portfolio

1. Distinguish yourself from the competition.
2. Turn the interview into an offer.
3. Increase the salary offer by impressing the interviewer.
4. It is tangible proof of your abilities.
5. It might help you get promoted.
6. It can help you find the position that is right for you!

Where to Begin

You should start developing your portfolio by first doing a self-assessment. Evaluate what you have to offer and what the best ways are to market your assets. You should decide which skills and experiences you have will relate to the needs of the interviewer, or what you would most like the interviewer to see. If you don't have much work experience—most students don't—you'll need to mine your school work, volunteer work, and hobbies for evidence of the relevant skills you know

you have. For example, if you did event promotions for a campus organization, include a copy of a flyer or poster you designed. Some items listed below will not pertain directly to each individual.

The following is a list of items you may want to include:

- **Table of Contents** (for easy reference)
- **Career Summary and Goals:** A description of what you stand for (such as work ethic, organizational interests, management philosophy, etc.) and where you see yourself in two to five years.
- **Traditional Résumé (Curriculum Vitae):** A summary of your education, achievements, and work experience, using a chronological or functional format.
- **Skills, Abilities and Marketable Qualities:** A detailed examination of your skills and experience. This section should include the name of the skill area; the performance or behavior, knowledge, or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill.
- **Samples of Your Work:** A sampling of at least 3 of your best work from other courses , including reports, papers, studies, brochures, projects, presentations, as well as, ALL projects, brochures etc. from the 4035 Internship.
- **Awards and Honors:** A collection of any certificates of awards, honors, and scholarships.
- **Conference and Workshops:** A list of conferences, seminars, and workshops you've participated in and/or attended.
- **Transcripts, Degrees, Licenses, and Certifications:** A description, or copy, of relevant courses, degrees, licenses, and certifications. Degree plan information sheet obtained from flightpath OR a copy of unofficial transcript (obtain from banner.ulm)
- **Test Results:** Document professional or graduate school testing results (such as ACSM or GRE), if applicable.
- **Military records, awards, and badges:** A listing of your military service, if applicable.
- **References:** A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and experience. At least one reference should be a former manager. This can be included on your resume.

In addition to the above list of items to include in your portfolio, you will include:

- **Detailed description of your internship site project (or the project itself if applicable)**
- **Detailed description of your internship site responsibilities/job**
- **ACSM OR GRE test score results copy (if applicable)**

Organizing Your Portfolio

1. You should keep your portfolio in a professional folder.
2. Come up with an organizational system of categories to put your items together. Sample categories are as follows: Work Experience, Education, Awards and Certificates, Special Skills, Personal Accomplishments, Background. Use tabs or dividers to separate the various categories.
3. Your portfolio should be no more than 25 pages. The shorter it is, the better because an employer will only really absorb 6-10 samples.

4. Every page should have a title, a concise caption, and artifact. Captions should explain the process you went through and the resulting benefits, such as: "This is a flyer I designed for the promotion of the American Marketing Association Membership Drive. We gained over 50 new members that year." Use the same type of action verbs you would in a résumé.
5. Photocopy full-page samples to a smaller size, if needed.
6. Make the layout and design consistent, and don't get overly decorative—keep it clean and use lots of white space.
7. You may also consider including a disk or CD with samples of your work. An on-line portfolio is another option.
8. Once you have put together your portfolio, you should create a title page, table of contents, and introduction. The introduction is your opportunity to tie together your portfolio contents and summarize your qualifications.

How Do I Use My Portfolio During the Interview Process?

- Bring the condensed version of your portfolio with you to the interview and be prepared to present all the information within it to the interviewer. You may not always want to leave a condensed version of your portfolio. Interest in the position and cost should help you decide.
- Announce at the beginning of the interview that you have a portfolio and would like to present it at some point during the interview.

You can use your portfolio to support your responses. For example, the interviewer might say, "I see that you have worked on your school newspaper. What were your favorite writing assignments?" You might reply, "My favorite assignments include this article (turn portfolio towards the interviewer and show them the article in the portfolio) that required a lot of research and this creative writing.