



The University of Texas at Tyler
Department of Health and Kinesiology

Health and Kinesiology
Capstone Experience
Student Internship/Practicum
Manual, Guidelines and Evaluation Criteria

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INTERNSHIP PROCEDURE CHECKLIST
"WHAT DO I NEED TO DO WHEN?"

1. Attend the Health and Kinesiology Internship Advisory meeting to be held prior to the end of both the Fall and Spring semesters. You will be notified via e-mail about the exact date and place of the meeting so please make sure to check your student account regularly. Although you should plan on attending the Internship Advisory meeting prior to your last semester or once you have reached 100 semester hours, you can attend the advisory meeting anytime throughout your tenure at UT Tyler.
2. Prior to registering for an internship you must have completed 3 of the following 4 classes (undergraduate)
Kinesiology Majors:
 - a. HECC 4308 Ethics
 - b. KINE 3311/3112 Physiology of Exercise/Laboratory
 - c. KINE 3334/3135 Biomechanics and Anatomical Kinesiology/Laboratory
 - d. KINE 3331/3132 Human Motor Control and Learning/LaboratoryHealth Majors:
 - a. HECC 4308 Ethics
 - b. ALHS 3350 Heath Biometry
 - c. ALHS 3360 Principles of Community and Public Health
 - d. ALHS 4320 Principles of Epidemiology
3. Choose an internship site and make contact with that agency (call the agency first to arrange for an interview); however, IT MUST BE APPROVED BY MRS. MORRISON OR YOUR ACADEMIC ADVISOR. If you do not have a specific site in mind, the Health and Kinesiology faculty can help you with a list of internship sites available.
4. Have internship agreement signed filled out by you and your agency and return it to the Health and Kinesiology Department for signatures of the internship/practicum coordinator and department chair. You must obtain the signature of Mrs. Morrison before you turn it in to the main office. You do not have to get the Department Chair's signature; the office staff will obtain the Department Chair's signature for you.
5. Once the internship agreement is filled out and signed by Mrs. Morrison and Dr. Marzilli, Dr. Marzilli will register you for the agreed upon credit hours (3-6). Mrs. Morrison will send you an email at the beginning of the semester to confirm your internship experience. For every 3 credit hours you register for you can expect a minimum of 180 hours at your internship site.
6. Schedule an initial meeting between your internship site supervisor, Mrs. Morrison and yourself. It is preferable that this meeting be face to face, although in rare cases of conflicting schedules, a phone conference may have to be conducted instead. Also, it is your responsibility to schedule a final meeting between the agency supervisor, Mrs. Morrison, and yourself. This meeting must be face to face (if within a 100 mile driving distance); otherwise a phone conference will suffice.
7. A separate blackboard site will be maintained—one for internships and one for practicums. During your experience, post a weekly summary, which includes a daily log (journal) where you briefly describe your experiences and activities. Also include the number of hours you worked. These postings will be checked by Mrs. Morrison on a weekly basis and feedback will be given as deemed appropriate.
8. Upon completion of your internship:
 - a. Prepare a final report (3-5 pages typed) and ask your internship site supervisor to complete the internship evaluation form.
 - b. Place all forms in Mrs. Morrison's mailbox in the HPC Building, Department of Health and Kinesiology office at least one week before the end of the semester.

**UNIVERSITY OF TEXAS AT TYLER
DEPARTMENT OF HEALTH AND KINESIOLOGY
INTERNSHIP LETTER OF AGREEMENT**

This letter of agreement is between the University of Texas at Tyler (hereafter referred to as “The University”) and _____ SI# _____, a student intern, and _____ the site
(Students Name) (Student ID#) (Internship Site)
at which the internship will take place (hereafter referred to as the “Agency”). The internship will be supervised by _____, who will be responsible for the evaluations of the student intern and the overall
(Internship Supervisor)
supervision of the internship. The starting date will be _____ and will conclude not before _____.
(Start Date) (End Date)

The intern shall be considered a member of the professional staff and have the accompanying responsibilities and privileges. It is required that the intern work a minimum of 180 total hours (equivalent of 3 credit hours). Although exact hours cannot be established, it is recommended that the intern work approximately 15 hours per week to complete the internship within one semester. This may vary according to the needs of the supervising agency and the opportunities for the intern.

PURPOSE

The parties specified in the Agreement have determined that they have a mutual interest in providing for student learning experiences in the Agency. The University has determined that student placements in the Agency are consistent with the goals and objectives of the curriculum and will enhance the program of study. Specifically the following seven domains will be evaluated:

- ◇ Kinesiology and/or Health Related Content
- ◇ Critical Thinking Skills
- ◇ Communication Skills
- ◇ Leadership Skills
- ◇ Integrity/Ethics
- ◇ Technology
- ◇ Human Diversity and Multiculturalism

INTERNSHIP EXPECTATIONS: STUDENT

1. From initial contact/interview I understand that my duties will include:

2.

3. My individual learning outcomes for the internship include:

4. Outline of General Weekly schedule:

TERM

Effective date for the Agreement shall be the dated indicated above. It shall run continuously without necessity for renewal. This agreement may be terminated by either party upon written notice of at least ninety (90) days, provided that such termination cannot occur during the middle of a regular semester and, provided further that, in the determination of the University, termination will not negatively affect students currently placed in the Agency. The party initiating termination will bear costs, if any, resulting from non-cancelable commitments.

PRIORITY OF POLICIES

Students working in the Agency will be subject to University's and Agency's Disciplinary Code. If alleged violations occur, Agency will notify Faculty Supervisor. If such alleged violations reasonable seem to pose a continuous threat to others, the alleged violator may be suspended immediately by the Agency from participation in Agency activities. Agency must immediately notify Faculty Supervisor, who will arrange proper hearing procedures within the University as soon as practical.

The Agency will require student participating in Agency activities to comply with its own operational policies and procedures; however, in the case of inconsistencies, University policies will supersede unless Faculty Supervisor and agency agree on alternative provisions. Agency will provide copies of such policies and procedures to Faculty Supervisor and to students assigned to work in Agency.

General Responsibilities of the Parties:

University will have the following general responsibilities:

1. Notify students of appropriate placement opportunities for the experiential learning activity.
2. Approve placement site and learning objectives.
3. Award University credit to students, where appropriate, at end of placement.
4. Identify for the Agency the personnel serving as the primary contact for specified learning activities.
5. Provide Agency with evaluation forms and deadlines.
6. Inform Agency of the University calendar and initiate discussions of the students' obligations to report to Agency whenever classes are not in session.

Agency shall have the following general responsibilities:

1. Provide opportunities for student observation and/or participation on Agency premises.
2. Provide a safe environment in compliance with all federal and state law and inform University and student of hazardous conditions and unusual circumstances that may create unsafe conditions.
3. Provide to Faculty Supervisor and students written policies and operational procedures to which students are expected to adhere while they are in Agency setting.
4. Provide to Faculty Supervisor a list of duties or job descriptions for student placements with notation of any specific prerequisite skills or abilities.
5. Participate in planning and evaluation sessions with students and, where appropriate, with University Faculty Supervisor.

6. Identify for Faculty Supervisor the Agency personnel primarily responsible for supervising learning activity in Agency.
7. Provide on-site supervision and guidance to learning activity.
8. Provide timely final evaluation of student performance in the manner specified by University.
9. Conduct exit interviews with students that will include discussion of Agency's final evaluation.
10. Notify Faculty Supervisor of unsatisfactory performance or misconduct of a student and provide documentation of any charge to Faculty Supervisor for handling under University policies regulating student behavior and/or academic conduct. If the notice of an incident involving a student reasonable suggests that the students may be an imminent danger to the safety or property of others, the Agency may dismiss the student with immediate notice to Faculty Supervisor. An appropriate hearing will be held for the student as soon as practical.

Number of Placements

Agency and University will mutually determine the number of students to be placed in Agency for a given term. Agency and University may decide to have no active placements for a period of time without affecting the continuation of this Agreement.

Nondiscrimination

Both parties give mutual assurance that in performing their duties under this Agreement, they will not discriminate on the basis of race, sex, religion, national origin, age, and handicap. Reasonable accommodation for participation by disabled persons will be made in compliance with Section 504 of the Rehabilitation Act of 1973.

Confidentiality Policy

It is the policy of the Department of Health and Kinesiology that all students must adhere to a statement regarding the confidentiality of patients and clients. This policy is for the protection of the patients and clients; in signing this form the student states that (s)he will not disclose any names or information regarding any patients or clients to peers, friends, faculty or relatives.

Signature Page

(Student – print name)

(Student Phone #)

(Student Email)

(Student Signature)

(Date)

For and on behalf of The Department of Health and Kinesiology:

Internship/Practicum Coordinator

Department Chairman

Mrs. Ronna Morrison, M.S.

(Date)

Dr. Scott Marzilli, Ph.D.

(Date)

(Agency Representative-Internship/Practicum Site Supervisor)

(Date)

Agency Mailing Address: _____

Agency Representative

Phone: _____

E-Mail: _____

Fax: _____

ADDITIONAL REQUIREMENTS

Student Insurance Policy

It is the policy of the Department of Health and Kinesiology that before any student can begin an Internship, student insurance must be purchased through the Department. The purchase of the insurance provides liability coverage of up to \$1 million dollars for 12 months from the purchase date. The student will not be registered for the Internship without documentation that the insurance has been acquired. For documentation, a Cashier's Deposit Form must be picked up from Mrs. Goetz in HPC 3065 and taken to the Cashier's Office. The sales receipt must then be brought back to Mrs. Goetz for proof of payment.

Student Background Check Policy

I. Applicability

- A. Not all students enrolled in degree plans of the Health and Kinesiology Department require background checks; only those who are enrolled in courses requiring direct patient contact or those who enroll in an Internship/Practicum in a school-based setting. However, not all school districts require student background checks. (A listing of East Texas area school districts will soon be posted on the Department website, but for now are included in this packet; the school districts which are underlined and highlighted in yellow are those that require student background checks. However, note that they complete their own background checks and will not accept those conducted by the University.
- B. In student background check must be completed the semester **BEFORE** beginning the experience. **Students requiring background checks may not begin Internships or Practicums until this process has been completed with appropriate results.**

II. Policy & Procedures

- A. If a non-teaching track degree plan student chooses an Agency that is a school setting for which the school district requires student background checks, the school will notify the Department of Health and Kinesiology if the background check is deemed unsatisfactory based on their standards. In the event of an unsatisfactory background check, the school district's human resources department may opt to schedule a meeting with the student concerning the issue or flatly deny the student's application for Internship/Practicum. In such case, the student would need to choose an alternate school district to fulfill Internship/Practicum requirements or choose another site which is not school-based.
- B. For Internship/Practicum site locations which are clinic-based, the background check report will be initially read by Mrs. Morrison (**only after she receives the signed Consent and Release Required Background Check form from the student**), and forwarded to the Chair of the Department of Health and Kinesiology for further review only in the event the report contains negative finding(s). Should this additional review process be warranted, the Department Chair may request that the applicant submit additional information relating to the negative finding(s), such as a written explanation, court documents and police reports. If the background check is still deemed unsatisfactory, the student can opt for a non-clinical based Internship/Practicum if acceptable under the degree plan.
- C. **HEALTH AND KINESIOLOGY FACULTY REVIEW STANDARDS.** In reviewing the background check reports and any information submitted, the Chair of the Department of Health and Kinesiology may consider

the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The Chair will bear in mind both the safety interests of the patient or school-aged student and the workplace, as well as the educational interest of the student. In reviewing background checks and supplementary information, advice may be obtained from University counsel, University police, or other appropriate advisors.

III. Rationale

- A. Health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care.
- B. Clinical facilities are increasingly required by accreditation agencies, such as the Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To utilize these facilities for educational purposes, educational institutions are required to conduct background checks for students and faculty.
- C. Clinical rotations as well as Internships or Practicums in school-based settings are essential elements in certain curriculum programs. Students who cannot participate in these areas may be unable to fulfill the requirements of the particular program. Additionally, many professional organizations responsible for licensure, registration, or certification require individuals to pass a criminal background check as a prerequisite for these credentials or for employment.
- D. The University of Texas at Tyler College of Nursing and Health Sciences is obligated to meet the contractual requirements contained in affiliation agreements between the University and various institutions including healthcare facilities and school districts.

IV. Background Check Report

A. Obtaining a Background Check Report

1. *Non-Teaching Track Degree Plan School-Based Internships/Practicums.* It is the student's responsibility to notify the Internship/Practicum faculty advisor if the chosen school district requires a background check. Students need to contact the administration staff within the school district for specific instructions pertaining to that district. After completion of the background check, the district will notify Mrs. Morrison of the findings. There is generally no charge to the student from school districts for this service. (Exception: Trinity School in Longview.)
2. *Clinic-based Internships/Practicums.* The College of Nursing and Health Sciences has designated *CertifiedBackground.com*, a division of Castle Branch, Inc. to conduct the background checks and issue reports directly to the Department of Health and Kinesiology. **Results from a company other than that designated will not be accepted.** Students and these applicants are responsible for payment of any fees (\$40) charged by the designated company to provide the background check service. See *CertifiedBackground.com* for specific instructions.

B. *Scope.* Background checks include the following and cover the last seven years:

- Texas Statewide Criminal
- Nationwide Sexual Offender Index
- Residence History
- Social Security Alert
- Nationwide Fraud and Abuse Scan
- Nationwide Patriot Act
- Additional counties if out of state

C. *Rights.* Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the Department of Health and Kinesiology will provide applicants or students a copy of or access to the background check report issued by the designated company, and inform them of their rights, how to contact the designated company to challenge the accuracy of the report and that the designated company was not involved in any decisions made by the Department of Health and Kinesiology.

V. *Confidentiality and Recordkeeping*

- A. Background check reports and other submitted information are confidential and may only be reviewed by university officials and affiliated clinical or school-based facilities in accordance with the Family Educational Records and Privacy Act (FERPA).
- B. Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the University's record retention policy.

VI. *Other Provisions*

- A. A background check will be honored for the duration of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the degree program. An officially approved leave of absence is not considered a break in enrollment.
- B. Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program.
- C. Criminal activity that occurs while a student is in attendance at the university may result in disciplinary action, including dismissal, and will be addressed through the university's academic or disciplinary policies.

Immunization and Tuberculosis Screening Requirements

In accordance with State law, the following immunizations are required for all students enrolled in health-related courses which will require direct patient contact in clinical settings.

1. Measles: proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity.
2. Mumps: proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity.
3. Rubella: proof of one dose administered on or after the first birthday or proof of immunity.

4. Tetanus/diphtheria: proof of one “booster” dose of tetanus/diphtheria (within 10 years).
 5. Hepatitis B virus (HBV): proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine. Students will be required to present a letter or other suitable written certification.
- NOTE: Certain exemptions are allowed from the immunization requirements; students should contact the Office of Student Services for information.

Additionally, students enrolled in health-related courses which require direct patient contact or students who are enrolled in a non-teaching track degree plan where a school-based setting is chosen for Internship or Practicum, are required to submit written verification of an annual TB skin test with the date and results verified by a physician or public health personnel. Students with known positive skin tests must submit a yearly release from a physician, Physician’s Assistant, or Nurse Practitioner. Any validated document of immunization is acceptable, provided it shows the day, month, and year when each immunization was received. The documents must be signed by a physician or public health personnel. Students who have not had a recent TB skin test, may have this performed at The University of Texas at Tyler Health Clinic, which is a service provided under Student Health Fees.

THE UNIVERSITY OF TEXAS AT TYLER
THE DEPARTMENT OF HEALTH AND KINESIOLOGY
INTERNSHIP/PRACTICUM EVALUATION FORM

Date: _____

Name of Student: _____ SI#: _____

Internship Site Supervisor: _____

Position or Title: _____

Internship Site: _____

Period Covered by Evaluation Form

From: _____ To: _____

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the student's strengths and weaknesses. Be as accurate and objective as possible in your appraisal. The evaluation should be based upon the total internship experience and not upon isolated incidents alone. The evaluation form should be shared with the student through an evaluation conference with the agency supervisor.

The following categories should serve as a guide in completing the internship evaluation report:

- | | | |
|-----|---|--|
| 5 | = | Superior |
| 4 | = | Good |
| 3 | = | Satisfactory |
| 2 | = | Needs Improvement |
| 1 | = | Unacceptable |
| n/a | = | Not applicable to this Internship Experience |

Ratings of 4 or 5 should be given only to students demonstrating above average professional competencies.

I. Content Knowledge

- _____ Independently determines how information applies to and is relevant to a task or subject area in health and kinesiology
- _____ Has displayed knowledge and understanding of basic clinical laboratory equipment within the health and kinesiology fields
- _____ Ability to apply knowledge in a practical way
- _____ Is able to identify and apply health/kinesiology concepts, principles and theories
- _____ Actively seeks and is alert to potential learning situations
- _____ Consistently uses health and kinesiology terminology accurately and effectively
- _____ Has displayed an outstanding understanding of the content knowledge within Health and Kinesiology

Other noted knowledge traits: _____

Recommended Overall Rating on Content Knowledge Performance: _____

II. Professional Critical Thinking

- _____ Presents and interprets information (i.e., data, ideas, concepts) accurately and appropriately
- _____ Conducts and evaluates research on kinesiology/health concerns from multiple perspectives
- _____ Ability to organize a conclusion that is complete, logical, and consistent with evidence presented
- _____ Ability to connect ideas or develop solutions in a clear and coherent order
- _____ Can independently compare and contrast information, identify problems, and find solutions to problems
- _____ Can identify and assess performance/health characteristics
- _____ Can prescribe treatments to improve performance/health
- _____ Is able to recognize a problem and proceed on own initiative

Other noted Critical Thinking traits: _____

Recommended Overall Rating on Professional Critical Thinking: _____

III. Professional Communication

- _____ Ability to orally communicate ideas
- _____ Strives for quality in written expression
- _____ Employs good voice and speech presentation, tone and inflection
- _____ Voluntarily offers positive/negative and useful ideas which contribute to a group
- _____ Accepts and uses feedback to revise and implement a plan independently
- _____ Demonstrates poise and confidence when answering questions
- _____ Demonstrates effective interpersonal interaction

Other noted Professional Communication traits: _____

Recommended Overall Rating on Professional Communication: _____

IV. Professional Leadership Performance

- _____ Established work goals
- _____ Success in achieving goals
- _____ Displays ability to organize people and resources
- _____ Completes assignments on or before due date
- _____ Displays ability to lead and direct
- _____ Is able to gain and hold respect and confidence of associates
- _____ Delegates responsibility effectively
- _____ Collaborates effectively with team members and community agencies
- _____ Demonstrates back-up planning skills

Other noted performance traits: _____

Recommended Grade on Professional Leadership Performance: _____

V. Professional Ethics

- _____ Makes and defends decisions based on appropriate ethical principles
- _____ Recognizes the ethical dilemmas encountered in sport, physical education and health related fields
- _____ Is consistent but fair in professional relationships
- _____ Consistently uses honesty, integrity, and an acceptable code of ethics when dealing with people, problems and situations
- _____ Displays evenness of disposition and absence of tension symptoms

Other noted Professional Ethics traits: _____

Recommended Overall Rating on Professional Ethics: _____

VI. Use of Technology

- _____ Able to locate relevant information using more than two appropriate technologies and information systems
- _____ Independently organizes information using appropriate technology
- _____ Displays ability to utilize technology specific to Health and Kinesiology
- _____ Is proficient using a computer and related software
- _____ Provided a novel approach to solving a problem using technology

Other noted technology traits: _____

Recommended Overall Rating on Use of Technology: _____

VII. Human Diversity and Multiculturalism

- _____ Understands/is sensitive to group needs
- _____ Evaluates differing points of view
- _____ Recognizes and accept individual differences in people, regardless of race, culture, gender or age
- _____ Provides insightful reflections and clear connections to the complexities of diverse communities

Other noted Diversity traits: _____

Recommended Overall Rating on Human Diversity and Multiculturalism Performance: _____

VIII. Professional Attitude and Personality

- _____ Displays initiative and imagination
- _____ Attends meetings
- _____ Understands, follows and upholds agency rules and regulations
- _____ Accepts suggestions and criticisms willingly
- _____ Is enthusiastic
- _____ Is cheerful and friendly
- _____ Exhibits pleasant, tasteful personal appearance
- _____ Displays sense of humor

Other noted professional attitude traits: _____

Recommended Overall Rating on Professional Attitude and Personality: _____

IX. Agency Supervisor Comments

Please make any additional comments, recommendations, etc., you may have concerning the student being evaluated.

Based on your evaluation of the student's performance, please indicate any strengths and/or weaknesses associated with the student's preparedness for this Internship experience (i.e., areas of perceived strengths and weaknesses related to our curriculum).

Signatures

I have reviewed my evaluation as completed by my supervisor.

Student: _____
(Student Signature)

I have reviewed my evaluation with the student through a personal conference.

Internship Site Supervisor: _____
(Internship Site Supervisor Signature)

Guidelines for Completion of Final Summary Report

Directions: Upon completion of your internship, place final report and final internship evaluation form in Mrs. Morrison's mailbox in the HPC Building (H&K Office). The exact due date will be announced via e-mail during the course of the semester.

Please include each of the following sections in your final report (3-5 typed pages):

- AGENCY DESCRIPTION-Philosophy, goals and objectives of overall system and units involved, organizational structure, programs and services, areas and facilities, and general administrative policies and procedures (attach a copy of the organizational chart showing lines of authority, policy and procedures manual, etc.).
- STUDENT-Goals and objectives, accomplishments, problems and difficulties encountered.
- PROFESSIONAL EXPERIENCES-Nature and scope of internship experience; program areas: arts and crafts, sports and athletics, dance, drama, music, etc; settings—playgrounds, centers, special facilities, parks, etc.; populations served—physically handicapped, mentally retarded, emotionally disturbed, wellness, cardiac rehabilitation, etc.
- SPECIAL PROJECTS ASSIGNED-Nature and scope of any special projects assigned by agency supervisor (attach copies).
- PROFESSIONAL DEVELOPMENT-Orientation sessions, workshops, conferences, seminars, symposiums, etc.
- SELF-ANALYSIS OF INTERNSHIP EXPERIENCE-Personal and professional growth, development of competencies, recognition of strengths and weakness, suggestions for self-improvement, surfacing of future career interests.
- RECOMMENDATION RELATIVE TO UNIVERSITY, AGENCY, AND AGENCY SUPERVISOR-
Recommendations and suggestions to the University for improving the internship experience.
Recommendations and suggestions to the agency for improving the internship experience.
Recommendations and suggestions to the agency supervisor for improving the internship experience.