

**The University of Texas at Tyler
College of Nursing & Health Sciences
Department of Health & Kinesiology**

POLICIES & PROCEDURES

HECC 4370/4371, Internship & HECC 5391, Practicum (M.Ed., Health & Kinesiology Students Only)

Internships & Practicums

The Department of Health and Kinesiology offers a range of degrees at both the undergraduate and graduate levels, with each degree having a different emphasis in the various health and kinesiology fields. Both the B.S. Degree in Kinesiology for Athletic Training licensure and the M.S. Degree in Clinical Exercise Physiology require a strong clinical component with direct patient contact as part of each curriculum. While other degrees do not require clinical rotations, students pursuing other degrees may opt for experience in a clinical setting based on career interest or graduate studies, to satisfy the requirements for Internship or Practicum. The following Internships and Practicums are required for each degree plan listed.

1. HECC 4370/4371, Internship
 - B.S., Health Studies (Non-Teaching Track Only)
 - B.S., Kinesiology (Non-Teaching Track, Teaching Track, & Athletic Training Track)
2. HECC 5391, Practicum
 - M.Ed., Health & Kinesiology
 - M.S., Clinical Exercise Physiology
3. HECC 5392, Practicum
 - M.S., Clinical Exercise Physiology
4. HECC 5397, Internship
 - M.S., Clinical Exercise Physiology

Policies and Procedures. Internships and Practicums are applied (i.e., clinic-based, field-based, research) experiences providing educational training in a real-world setting that cannot be learned in a typical class. Students are expected to follow the policies, procedures, and directives of the Internship/Practicum site (i.e., Agency, Department, or Program), meeting all scheduled commitments and arrangements in connection with the Internship/Practicum experience team. Grading is Credit / Noncredit . **The following information applies to HECC 4370, HECC 4371, and HECC 5391, M.Ed., Health & Kinesiology students only. The M.S. Degree in Clinical Exercise Physiology follows a separate protocol for both HECC 5391 and HECC 5392 Practicums as well as**

HECC 5397, Internship, which is discussed in the Policies & Procedures packet specifically for this degree plan.

I. Considerations and Selection Criteria for Site Placement

- A. The Internship should be completed when the student has achieved senior status or anticipates graduation no later than the semester following Internship enrollment. Likewise, Practicums should be completed with the expectation of graduation no later than the semester following Practicum enrollment.
- B. It is the student's responsibility to identify an appropriate site for the Internship or Practicum, with final determination of site placement resting with the Internship/Practicum faculty advisor.
- C. Students seeking additional assistance in choosing an Internship/Practicum site can contact Krista Richardson, in the Department of Career Services, at 903-566-5581.
- D. If a student chooses a site which does not have a current User's Agreement with the Department of Health and Kinesiology, the Internship/Practicum faculty advisor will forward the request to Leanne Davis, secretary to the dean of the College of Nursing and Health Sciences, to initiate the following User Agreement submission process:
 - 1. The Department of Financial Services mails two original copies of the User Agreement to the site.
 - 2. The site signs both copies of the User Agreement and mails them back to the Department of Financial Services.
 - 3. The Department of Financial Services signs both copies of the User Agreement, keeps one for university records, and sends one back to the site.
- E. The above process usually takes about a 7-10 business days. An exception to this time frame is when the site wishes to change the User Agreement, which requires involvement of the university legal team. The student is **NOT** allowed to begin Internship/Practicum hours until the User Agreement has been established.
- F. The Internship/Practicum site should allow or encourage an environment which provides some of the following opportunities to develop and demonstrate a range of practice skills:
 - 1. Assess individual and community needs for health and/or kinesiology
 - 2. Plan effective health and/or kinesiology programs
 - 3. Implement health and /or kinesiology programs
 - 4. Evaluate the effectiveness of health and/or kinesiology services
 - 5. Coordinate provision of health and/or kinesiology services
 - 6. Act as a resource person in health and/or kinesiology
 - 7. Communicate health and/or kinesiology needs, concerns, and resources
 - 8. Apply appropriate research principles and methods in public health and/or kinesiology

II. Steps to Setting up an Internship/Practicum

- A. The student should complete an Intent to Enroll in Internship/Practicum Form the semester **BEFORE** enrollment and turn this in to the Internship/Practicum faculty advisor.
- B. The student should register for the 3-hour course by following the same procedure as registering for any other 3-hour course.
 1. The Internship/Practicum experience need not be related to the calendar of the semester enrolled for credit.
 2. The Internship/Practicum experience may start when the student is ready to start, regardless of course registration timing.
 3. An award of incomplete "I" will be assigned at the end of the semester if the experience is not completed.
- C. Arrangement of the Internship/Practicum experience should include:
 1. Identification of appropriate experience (see above)
 - a. A wide-range of experiences may be suitable
 - b. Appropriate-level experience related to degree curriculum and goals
 - c. A minimum of 140 clock hours of learning time
 2. Contact of qualified person regarding serving as on-site supervisor (must have a background in an area of health and/or kinesiology)
 - a. On-site supervisor to agree to supervise Internship/Practicum and recommend the grade upon completion
 - b. Correspondence via email or regular mail from on-site supervisor acknowledging the following:
 - i. Verification that he/she will serve as supervisor
 - ii. Verification that he/she has reviewed and approved student proposal (see below)
 - iii. Verification of student completion of Internship/Practicum and award of grade
 3. Completion of Internship/Practicum Contract
 - a. Completion of student contact information with GPA noted
 - b. Identification of the program and site of Internship/Practicum experience
 - b. Identification of the supervisor by name, position, and any other qualifications that are pertinent
 - c. Completion of list of goals and objectives of the experience (based on guidance from the Internship/Practicum site supervisor, with his/her signature); one copy of this form is given to the Internship/Practicum faculty advisor and one copy is retained by the student
 - d. Submission of proposal to on-site supervisor and Internship/Practicum faculty advisor; supervisors have final authority to approve or reject the contract proposal. Completion of student background check and immunizations and TB screening (if required) and purchase of student insurance (if required).

NOTE: Students CANNOT begin an Internship or Practicum experience until each of these steps is complete.

III. Internship/Practicum Requirements

- A. The student must post a Diary of Daily Activities in Blackboard detailing meetings attended, people met, observations, tasks accomplished, and number of hours worked that day.
- B. The student must schedule one or more meetings between the site supervisor and Internship/Practicum faculty advisor. This meeting may be completed in person or on the phone, and the student may be present for the meeting if he/she wishes.
- C. The student must complete a unique project or contribution to the Internship/Practicum site with the following guidelines:
 - 1. Contribution should have prior approval by both faculty advisor and site supervisor
 - 2. Completed project contribution to be left with internship site, and copy submitted in 3-ring binder at final meeting between student and Internship/Practicum faculty advisor for grade assignment
- D. The student must complete an evaluation of the Internship/Practicum site to include a critique of the experience, and suggestions for improvement. (Student Evaluation of Internship/Practicum Site Form)
- E. The Internship/Practicum site must complete an evaluation of the student (Internship/Practicum Site Evaluation of Student Form)
- F. The responsibility of communication of the Internship/Practicum requirements to the on-site supervisor rests with the student.
- G. The student must schedule a meeting with the Internship/Practicum faculty advisor upon completion of the experience. While this is generally considered to be a face-to-face meeting, exceptions are made for M.Ed. Health and Kinesiology students who do not live within a reasonable driving distance to the University. In such case, a teleconference may be scheduled with the Internship/Practicum faculty advisor.
- H. At this meeting, the student must submit a Final Summary Report on the Internship/Practicum experience in a 3-ring binder to include the following:
 - 1. Copies of the Internship/Practicum Contract
 - 2. Description of Internship/Practicum site, discussing its background, history, funding, programs, objectives, agency mission, and accomplishments
 - 3. Diary of Daily Activities
 - 4. Detailed description of unique project(s) developed or administered by the student
 - 5. Site generated reports and pertinent literature, if applicable
 - 6. Copies of all completed evaluations.
- I. The Internship/Practicum faculty advisor completes the Overall Internship/Practicum Grading Form and assigns the student a final cumulative grade for the course.

IV. The Internship/Practicum Site Supervisor's Responsibilities

- A. The site supervisor should prepare a schedule outlining job duties and supervision **BEFORE** the student begins working.
- B. The internship site supervisor should help students develop and enhance their professional role and skills.
- C. As the student's proficiency and knowledge of the site increases, the site supervisor should progressively increase tasks and student involvement through some of the following:
 - 1. Data collection
 - 2. Writing informational brochures
 - 3. Program planning and development
 - 4. Implementation assistance
 - 5. Evaluation of conferences or programs
- D. Direct contact with community clients/patients
- E. The site supervisor should help direct students in their completion of the required unique project.
- F. The site supervisor should provide the Internship/Practicum faculty advisor a written evaluation of the student's performance at end of term and discuss the evaluation with the student.

VI. The Internship/Practicum Faculty Advisor's Responsibilities

- A. The faculty advisor must approve the applied experience Internship/Practicum site, site supervisor, and student tasks as being appropriate to adequately fulfill the purpose of the internship experience.
- B. The faculty advisor should provide a minimum of a phone conference with the site supervisor (and student, if desirable) as set up by the student
- C. The faculty advisor should have phone or internet discussions with the site supervisor to ensure both the student and site are fulfilling responsibilities of the placement experience.
- D. The faculty advisor should receive periodic input from the student for purposes of process evaluation and to determine if the activities occurring are those which were delineated in the field contract.
- E. The faculty advisor should evaluate the quality and quantity of the student's work and assign the final cumulative grade to student based on the site evaluation, final report, and other evidence of performance.
- F. The faculty advisor should maintain copy of student's final report in the department's master file.