

Department of Health and Kinesiology Capstone Experience

The student capstone experience is met by completion of an undergraduate Internship or graduate Practicum. Because 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, students have a variety of capstone experiences from which to choose. This choice should be guided based on the field of career interest. While many students complete these experiences at Agencies in the immediate East Texas area, the Agency can actually be located almost anywhere across the globe, as long as a Facility User Agreement is established between the Agency and the University.

The Facility User Agreement Requirement

What is a Facility User Agreement?

- A Facility User Agreement is a legal document which establishes a working relationship between the University and the Agency, permitting a student to acquire an educational experience by working under Agency personnel. **A student cannot obtain an Internship or Practicum credit in an Agency where there is no Facility User Agreement established.**

Current Internship & Practicum Facility User Agreement Contracts (as of October, 2011)

1) Schools

- All Saints Episcopal School
- Arp ISD
- Bishop Lynch High School
- Bishop TK Gorman High School
- Bullard ISD
- Casady School
- Chapel Hill High School
- Esterville Lincoln Central High School
- Gladewater ISD
- Hill Junior College
- Kaufman ISD
- Lon Morris College
- Lonestar College
- Longview ISD
- Marshall ISD
- Pan American University
- San Jacinto College North
- Southwestern Assemblies of God University
- Spring Hill High School
- Trinity Valley Community College
- The University of Texas at San Antonio
- Tyler Junior College

- Van ISD
- West Rusk County ISD
- Whitehouse ISD

2) Hospitals & Physician Clinics

- Allied Pain Management
- Atlanta Memorial Hospital
- Azalea Orthopedics and Sports Medicine Clinic – Golden Road location
- Azalea Orthopedics – Donnybrook location
- Baylor Family Health Center – Dallas
- Bethesda Health Clinic (multiple departments)
- Cozby-Germany Hospital – Grand Saline
- Diagnostic Clinic of Longview
- East Texas Medical Center (ETMC) – includes the following departments:
 - Pulmonary
 - Non-invasive cardiology
 - Cath lab
 - Physical therapy
 - Cardiopulmonary rehab
 - Diabetes education
- ETMC – Crockett
- ETMC Cardiopulmonary Rehab (Olympic Center, Tyler)
- ETMC Movement Disorders Center (Olympic Plaza, Tyler)
- ETMC Rehabilitation Center (Olympic Plaza, Tyler)
- Good Shepherd Medical Center – Marshall
- Good Shepherd Medical Center Institute for Healthy Living (Longview) – includes the following but not limited to:
 - Wellness & fitness programs for area population
 - Cardiac rehab
 - Physical therapy
 - Occupational therapy
 - Speech therapy
- HealthPlex at Memorial – Sulphur Springs
- Palestine Regional Rehab Hospital
- Pathology Associates of Tyler
- Saint Anthony’s Free Medical Clinic
- Saint Francis Health System – Dallas
- Mother Frances Hospital – includes the following departments:
 - Pulmonary
 - Non-invasive cardiology
 - Cath lab
 - Physical therapy
 - Cardiopulmonary rehab
 - Diabetes education
- The University of Texas Health Center at Tyler
- Tyler Bariatrics
- Tyler Cardiovascular Consultants

- Tyler Nephrology Associates
- Women, Infants & Children Clinic

3) Rehabilitation & Physical/Occupational/Speech Therapy (note: some also listed above)

- Azalea Orthopedics & Sports Medicine Clinic – physical therapy & occupational therapy
- AK Fitness Therapy Center
- Cancer Foundation for Life – rehab for cancer survivors
- Children’s Physical Therapy Services
- Choice Rehab at XTC Fitness
- ETMC Cardiopulmonary Rehab
- ETMC Rehabilitation Center – physical, occupational, & speech therapy
- Direct RehabMed – physical therapy
- Hopkins County Memorial Hospital Healthplex – physical, occupational, & speech therapy (Sulphur Springs)
- Lake Fork Physical Therapy (Emory, TX)
- Trinity Mother Frances Hospital Cardiopulmonary Rehab
- MultiSport Health Center – specializes in physical therapy for athletes (Bellaire)
- New Dimensions Rehab – physical therapy
- Palestine Regional Rehab Hospital – physical, occupational, & speech therapy
- Physical Therapy Services
- Reunion Plaza Senior Rehab Care – physical, occupational, & speech therapy
- Spero Rehab (Katy, TX)
- Texas Physical Therapy Specialists
- Texoma Physical Therapy (McKinney)

4) Hospice

- Heart’s Way Hospice (Longview)
- Hospice of East Texas

5) Public Health

- Bethesda Health Clinic
- Department of State Health Services
- Greater Purpose Youth Center
- H.O.P.E. Inc (Jacksonville)
- People Attempting to Help (PATH)
- Smith County Northeast Texas Public Health District
- Special Health Resources for Texas, Inc. (private, non-profit organization in Longview which focuses on HIV/AIDS and substance abuse treatment & prevention)
- Texas Department of Health Regions 4/5
- Texas Department of Family & Protective Services
- East Texas Food Bank
- Women, Infants, & Children Clinic (Jacksonville)
- Women, Infants, & Children Clinic (Tyler)

6) Special Population Organizations

- East Texas Wheelers and Walkers
- Healthy Figures Weight Loss and Treatment
- Muscular Dystrophy Association
- Sante Pediatric Services
- Special Olympics – Southeastern Wisconsin

7) Fitness Facilities

- 360 Fitness
- Accelerate Performance Enhancement Center (APEC)
- Baylor Tom Landry Fitness Center (Dallas)
- Crull Fitness (Richardson)
- Double D's Gym (Emory)
- Downtown YMCA of Greater Tulsa
- KH Fitness
- Premier Fitness
- Woodcreek Athletic Club
- YMCA (Whitehouse)

8) Dental

- The Family Dentist (Corsicana)
- Ty Black DDS

9) Miscellaneous

- Anderson Drug (pharmacy – Athens)
- Cobb Cycling
- Dance EFX (Lillington, NC)
- Health First MMS – insurance preauthorization & billing agency
- Iconone Multisport (San Antonio)
- Marine Recruitment Center of Tyler
- Nelson Pharmacy (Brownfield)
- Purebody Nutrition
- The Cooper Aerobics Institute (Dallas)
- Tyler Azzurri FC
- Viverae (Dallas)
- Windridge Therapeutic Equestrian Center (Longview)

******Address and contact information of each agency is available upon request***

How do I obtain a Facility User Agreement if I choose an Agency not on the above list?

If a student chooses a site which does not have a current Facility User Agreement with the Department of Health and Kinesiology, send an email to rcowan@uttyler.edu with the following information (in this order):

1. Facility Name
2. Address of facility
3. Name of the person who has the authority to sign agreement (contact person)
4. Telephone number of contact person
5. Fax number of contact person (if available)
6. Email of contact person
7. Community Based, Hospital Based, or Long Term Care Based?

Mr. Cowan 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 Facility User Agreement to the site.
2. The site signs both copies of the Facility User Agreement and mails them back to the Department of Financial Services.
3. The Department of Financial Services signs both copies of the Facility User Agreement, keeps one for the university records, and sends one back to the site.

The above process ***usually takes about 7-10 business days***. An exception to this time frame is when the site wishes to change the Facility User Agreement, which requires involvement of the university legal team.

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:

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|-------------------|--|
| 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/Laboratory |

Health Majors:

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|--------------|---|
| a. HECC 4308 | Ethics |
| b. HECC 4333 | Tests and Measurements |
| 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 MR. COWAN 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. For clinical sites and some school-based settings there will be additional requirements. Please see Mr. Cowan concerning these requirements.
4. 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. You may purchase liability insurance at the Enrollment Services Center from the Cashier's station. A receipt must be taken to the Internship Coordinator before you can register for the course.
5. Have internship agreement signed filled out by you and your agency as well as Health and Kinesiology Committee signatures. Once you have obtained these, return it to the Health and Kinesiology Department for signatures of the internship/practicum coordinator and department chair. You must obtain the signature of Mr. Cowan 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.
6. Once the internship agreement is filled out and signed by Mr. Cowan, Internship/Practicum Advisors, and the Chair, Mr. Cowan will register you for the agreed upon credit hours (3-6). Mr. Cowan 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.

7. Schedule an initial meeting between your internship site supervisor and Mr. Cowan. Also, it is your responsibility to schedule a final meeting between the agency supervisor and Mr. Cowan. These meetings will consist of phone conferences.
8. 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 Mr. Cowan on a weekly basis and feedback will be given as deemed appropriate.
9. 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 Mr. Cowan's mailbox in the HPC Building, Department of Health and Kinesiology office at least one week before the end of the semester.