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/Laboratory
   Health Majors:
   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. 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.

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 <u>not</u> 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 Dr. Marzilli, 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 <u>weekly</u> 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.