Department of Kinesiology

Internship Protocol

☐ Select a site and a supervisor (through internship database*, an advisor’s guidance, the listserv notices or self-selection)
  *Database: sph.umd.edu/content/internships

☐ Pick up the internship application form from Dr. Brown, Dr. Klossner or retrieve it from the Kinesiology website.

☐ Fill out the internship application form.
  o Student - Fill out PART 1 of the internship application form including desired contact and credit hours. (1 credit = 45 contact hours; 2 credits = 90 contact hours; 3 credits = 135 contact hours)
  o Student will need to fill out Part 2 and 3 of internship application form with the site supervisor.
  o Student – obtain and attach site supervisor’s business card.
  o Student and site supervisor must sign the form.

☐ Return the internship form to Dr. Brown, Dr. Klossner or other faculty as indicated.
  o Make an appointment to see Dr. Brown, Dr. Klossner or designated faculty member
  o Dr. Brown, Dr. Klossner or designated faculty member will evaluate the internship for approval
  o If approved, student will receive an email from the Department of Kinesiology and will be given a course and section number
  o Student will go to Testudo and register for the internship

☐ Register for internship on Testudo using assigned instructor (likely Dr. Brown or Dr. Klossner), course and section number.

Student Responsibilities to the Department
  o Student will keep a daily journal of what he/she did each time at the internship site
  o Date and sign each entry, and list the number of hours spent
  o Student will email Dr. Brown or designated faculty member bimonthly summarizing tasks performed (ebrown2@umd.edu). If registered under Dr. Klossner you will submit bimonthly journals via Canvas course site.
  o Student will write a one page summary of internship at the end of the experience and give to Dr. Brown or post on Canvas (Dr. Klossner).
  o Student will turn in the summary and journal to Dr. Brown or Dr. Klossner on the last day of the semester (i.e. last day of classes prior to finals week) depending upon which instructor you registered for the course under.