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 or retrieve it from the Kinesiology website.

☐ Fill out the internship application form.

  o Student - Fill out PART A 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 B and C 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 or other faculty as indicated.

  o Make an appointment to see Dr. Brown or designated faculty member
  o Dr. Brown 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 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)
  o Student will write a one page summary of internship at the end of the experience.
  o Student will turn in the summary and journal to Dr. Brown on the last day of the semester (i.e. last day of classes prior to finals week)