

Department of Kinesiology

Internship Protocol and Student Responsibilities

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.
 - 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)
 - Student will need to fill out Part 2 and 3 of internship application form with the site supervisor.
 - Student – obtain and attach site supervisor's business card.
 - Student and site supervisor must sign the form.
- Return the internship form to Dr. Brown, Dr. Klossner or other faculty as indicated.
 - Note: Sports Medicine = Dr. Klossner/ Others = Dr. Brown
 - Make an appointment to see Dr. Brown, Dr. Klossner or designated faculty member
 - Dr. Brown, Dr. Klossner or designated faculty member will evaluate the internship for approval
 - If approved, student will receive an email from the Department of Kinesiology and will be given a course and section number prior to the start of the semester.
 - Student will go to Testudo and register for the internship BEFORE the end of schedule adjustment
- Register for internship on Testudo using assigned instructor (likely Dr. Brown or Dr. Klossner), course and section number.

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Student Responsibilities / Expectations to the Department*

- Attend one required internship meeting at the beginning of the semester. If unable to make one of the designated meeting times, make an appointment with Dr. Brown or Dr. Klossner one week of the schedule meetings. Please note, it is critical that you turn in your application and get approval by the second week of classes so you may receive a stamp and register before the end of schedule adjustment. Do NOT wait until the last minute. Applications received prior to the last day of schedule adjustment may NOT be process (and thus you will not be able to register / earn credit for your internship!)
- Review Syllabus. All details are outlined in the syllabus.
- Meet with internship supervisor to set expectations for internship and outline how you will meet your hour requirement
- Keep a hour log/ daily journal of your activities each time at the internship site. See syllabus for hour log URL.
- Submit bimonthly journals via Canvas (for Dr. Brown and Dr. Klossner). If you are registered under a research faculty member in the department of Kinesiology then you will follow their requirements for internship expectations.
- Turn in the following documents to Dr. Brown or Dr. Klossner on/ or prior to the last day of the semester (i.e. last day of classes prior to finals week). These forms may be found on the Kinesiology on the class canvas page.
 1. Supervisor and Self-Evaluation Forms
 - a. Remind on-site supervisor to complete the *Internship Supervisor Evaluation of Student* form.
 - b. Schedule a time PRIOR to the last week of classes to review evaluation forms with supervisor.
 - c. Complete a *Student Internship Self-Evaluation* form and review this with your site-supervisor.
 - d. Turn in both evaluation forms (supervisor and self-evaluation) to Dr. Brown or Dr. Klossner by the last day of classes.
 2. Complete the *Student Evaluation of Internship Site/ Supervisor*. You do NOT need to review this with your supervisor unless you wish to do so. Turn this in by the last day of classes.
 3. Write a 1-2 page summary of internship at the end of the experience turn in by last day of classes.
 4. Make sure all hour logs are complete by the last day of classes.
 5. All documents and assignments are due by the last day of classes

***Please note your final internship grade will be based up meeting all of the above expectations.**