

## GUIDELINES FOR STUDENT INTERNSHIPS (KINS 4035)

(FOR ALL STUDENTS SEEKING CAREERS IN Kinesiology: Personal Training, Cardiac Rehabilitation, Strength Training, Corporate Fitness, Wellness, Research, Sport Marketing/ Management, Pre-Professional (PT, OT, MD))

1. Complete an internship application packet by obtaining a packet from Mrs. Mardis or the Kines office (Brown 102). You will need to find a site, contact the supervisor listed for the site you are interested in and apply for an internship at their site. If you are interested in a site that is not listed, please discuss this with Mrs. Mardis. For all sites not listed, an internship affiliation agreement must be secured prior to starting your internship.
2. Student liability insurance is required. You are required to have liability insurance during the semester that you are completing hours in your internship. ULM uses APEL Professional Student Liability Insurance. The amount is currently \$100,000 for a 2 year insurance policy. You are NOT cleared to begin your internship until liability insurance and packet has been turned in.
3. A current CPR certification is required before beginning your internship. You may take the online cpr certification at the AHA website, or [www.icpri.com](http://www.icpri.com) or any facility of your choice. You will be responsible for providing CPR.
4. During the first week of the internship, plan to attend the group meeting ~~TBA~~ in Brown Hall with your ULM Internship Coordinator (Mrs. Mardis) to discuss all projects, assignments and meetings that are expected of every intern throughout the semester.
5. All interns will complete a special project during the semester. A brief description of the special project should be provided on the Project Proposal Form and will be turned in at a group meeting. Site supervisor AND Internship supervisor must approve the project.
6. At every group meeting, you will turn in signed timesheets and any other documentation or assignments due.
7. Self Reflectopm paper ( ~~Power Point presentations~~ required)
8. Your internship should be considered a professional job. Treat it as such. Call your site supervisor if you are sick, late, etc. If problems arise, consult Mrs. Mardis and ~~your s~~ supervisor early on before a minor concern becomes a major concern.
9. Record your time during your internship. You will be required to submit a time log to your supervisor.

Internship Projects criteria/ideas:

Topic and Format: The topic should be a mutual decision between the

### *Responsibilities of Student Intern*

Students have sole responsibility for investigating and negotiating an internship arrangement with potential sites. The department ~~will~~ not actively participate in seeking the internship site; however, the department will actively "authorize" an internship site once one is selected by the student. Some previously approved sites are established in the immediate area and the student is encouraged to become informed of these facilities. Initiating an interview with the potential internship site supervisor prior to final approval is an important step in ensuring compatibility between the student and internship site. Attempts are made to ~~select~~ select internship sites that provide excellent learning environments and quality supervision. Site experience with internships, quality and extent of site supervisor(s) experience, plus geographic location are some of the factors determining whether the department ~~will~~ will enter into an agreement with the potential internship site. Large comprehensive programs often offer the complexity and variety

## Kinesiology 4035- Portfolio Information

Toward the end of the 4035 internship semester, you will turn in a portfolio. Please follow specifically the guidelines on Moodle and below to compile your personal portfolio.

The main purpose of this portfolio is to serve as a collaboration of all documents that are pertinent to your degree and highlight the depth and breadth of your work during your studies in the kinesiology program. You are developing this portfolio as a means for you, the faculty and possibly a



4.

5.

6.

7.

8.

How Do I Use My Portfolio During the Interview Process?