Calvin College
Kinesiology Department
Internship Manual
KIN 346 A/REC 346

Revised 5/23/15
Dear Calvin Student,

As an upper level student majoring in Kinesiology, you are about to undertake an extremely valuable component of your formal education program. That component is the field internship, KIN 346.

Many majors have reported internships as one of the most relevant and helpful experiences in their entire educational process. Skills, knowledge and application ability are considered prerequisite and critical to any service profession, including Kinesiology.

Students have an individual responsibility to become the very best professional possible. In addition, a responsibility is due the internship agency to work with diligence, exhibit enthusiasm, and always be inquisitive, flexible and ethical.

A third responsibility is owed Calvin College and the Kinesiology Department. The bottom line should hopefully be an excellent learning and experiential opportunity for students as well as an enhanced agency service to it constituency.

Student conduct and performance will be closely supervised and evaluated throughout internship. Do not approach this task lightly or with lack of commitment; academic failure is possible.

The following are Calvin College criteria for successful completion of KIN 346 and suggestions for student preparation and conduct. Please read carefully and ask your Internship Contract Supervisor about any unclear directions/requirements.

Work hard and best wishes.
KIN 346/REC 346 Internship
General Information

FORMAT

The following information is divided into three sections: Part I contains agency information, Part II outlines student requirements, recommendations and suggestions, and Part III includes Appendices A-E which include forms and assignments. Agency supervisors and students alike are urged to review both sections for a thorough understanding of Calvin College Kinesiology internship.

OBJECTIVES

KIN 346 is intended to provide a practical, experiential exposure for Calvin College students in their professed vocational interest area. Among desired outcomes, students should show evidence of knowledge, skills and abilities, as well as competencies in a number of the following areas:

A. Organization and administration
B. Leadership techniques
C. Program planning and implementation
D. Marketing (Sport Management only)
E. Personnel development and supervision including interpersonal relationship
   Techniques
F. Public and political relations (Sport Management only)
G. Area/facility planning, development, and risk management
H. Clinical experience (Exercise Science only)

CONTRACT SUPERVISOR – (check the correct box)

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I. Part One: Agency Guidelines

Agency support of student internship is considered a component of comprehensive professional development and is appreciated by Calvin College and the Kinesiology Department. It is imperative that all participants in internship understand that student interns are *surrogate employees* and are therefore subject to all personnel policies and procedures of the sponsoring agency.

*It is incumbent upon the agency that interns not be considered supplemental sources of inexpensive labor. Acceptance of student interns involves the supervising and teaching responsibility necessary for meaningful learning.*

Agency leaders and Internship Supervisors are asked to review the following prior to formal internship:

A. Expect official student placement in correspondence from the Calvin College Kinesiology Department internship supervisor prior to beginning the internship experience. *Only the college internship supervisor may commit a Calvin student to internship. Please attend to this process in a timely manner!*

B. Currently, Calvin College KIN internship requires a minimum of 120 hours for the students in Sport Management, and in Exercise Science. Recreation leadership requires 500 hours and Therapeutic recreation requires 600 hours.

C. Actual work schedule is arranged between the agency and student.

D. Financial compensation or other benefits are the decision of the agency and have no direct relationship with internship. Benefits are nice but are not required as part of internship. It is advisable to have a *written understanding* on any perks or compensation.

E. Student attendance of appropriate staff meetings, orientation sessions, board meetings, applicable workshops/seminars etc. is encouraged.

F. Supervision and counsel are necessary during internship. Discuss informal and *required* formal performance evaluation criteria and schedules.

G. Discuss Calvin College written assignments/requirements of the internship. Please see KIN 347 Basic Info (Appendix A), KIN 346 Journal Entry (Appendix B), Intern Performance Review (Appendix C), and Synthesizing Paper (Appendix D).

H. Student should ask agency supervisor to fill out the “Intern Performance Review” (Appendix C) and submit it DIRECTLY to the Calvin Supervising Professor 10 days prior to the end of the internship. Students are NOT to initiate forms directly with the agency.
AGENCY-COLLEGE GUIDELINES

The Kinesiology Department Chair is the official contact person for the department. Confirmation of student placement and other correspondence will be conducted by a designated Kinesiology faculty member. (KIN 346)

A. A designated college Kinesiology faculty member will work with the agency supervisor to make internship as productive and meaningful as possible.

B. Scheduled visits will be considered a desirable part of student supervisions and evaluation. Additional on-site contact may be made as deemed necessary by the agency supervisor, student, Kinesiology faculty supervisor, or the college.

C. Final grade for student performance will be jointly determined by the agency and college Kinesiology internship supervisor.

D. Disciplinary dismissal will result in a final grade “F” for KIN 346.

E. Financial assistance or related benefits (e.g., housing) is sole choice of the internship agency. Such assistance is encouraged but NOT required by Calvin.

II. PART TWO: STUDENT GUIDELINES

STUDENTS MUST REGISTER THROUGH THEIR CALVIN ACCOUNT AND PAY APPROPRIATE FEES FOR THREE (3) SEMESTER HOURS OF KIN 346. APPROVAL IS THEN EXTENDED BY THE KINESIOLOGY DEPARTMENT.

A. Application Requirements

1. Completion of 50 semester hours
2. 2.0 cumulative Calvin GPA and 2.0 in major coursework (verified by academic advisor)
3. Completion of the following classes:
   (a) KIN 201
   (b) KIN 218
   (c) KIN 240 or 241
4. Completion and submission of the following forms at least 4 weeks prior to internship commencement.
   a. Application for the Professional Internship & Learning Contract
   b. Current, complete resume
   c. Career Goals
   d. Reasons for selection of the internship site
   e. Internship/job description including at least 4 responsibilities
   f. Goal established for the internship
   g. Planned Internship start and completion date, and work schedule
   h. Compensations from agency (if provided)

5. Students are encouraged to complete their internship without enrolling in additional classes.

B. Placement
   (1) Students are responsible to seek their own internship which is reflective of their vocational interests.

   (2) Final approval for internship placement will be determined by the student’s internship advisor reflected in the completion and submission of a signed Application for Professional Internship. Initial conversation regarding internship and the requisite paperwork should take place with the student and his/her academic advisor. Registration for the 3 credit hours can only take place after the Kinesiology Department has approved the planned experience.

C. Time Requirements

   (1) Exercise Science and Sport Management students are required to complete a minimum of 120 HOURS while Therapeutic Recreation students are required to complete a minimum of 600 HOURS and Recreation Leadership students are required to complete a minimum of 500 HOURS on-site for three (3) semester hours of credit.
   (2) Actual time frame should coincide with college semester.
   (3) Work hours shall be designated by the agency.
D. Work Assignments

(1) A primary consideration in student internship is that a VARIETY of work settings be provided. This variety is intended to provide students with a comprehensive exposure and subsequent understanding of the entire agency function.

(2) Interns may be responsible for assisting with special projects, tournaments etc. as determined by the agency supervisor.

E. Compensation

(1) Financial assistance or related benefits (e.g. housing) are the sole choice of the internship agency. Such assistance is encouraged, but NOT required by the College.

(2) STUDENTS ARE ENCOURAGED TO HAVE A CLEAR WRITTEN UNDERSTANDING WITH THE INTERNSHIP AGENCY REGARDING ALL DUTIES AND ANY SALARY AND/OR OTHER BENEFITS PRIOR TO INTERNSHIP INITIATION

F. Required Written Assignments

(1) Completion of the Application for Professional Internship (Appendix A)

(2) Bi-Weekly Journal Entry (Appendix B): The purpose of these bi-weekly journal is twofold: One, documentation of actual work time for the College, and two; students keeping a daily log, may graphically illustrate insights, feelings, and thoughts otherwise lost. Viewed in retrospect, this may prove to be a powerful learning device. THESE INSIGHTS/REFLECTIONS SHOULD RELATE BACK TO LEARNING OBJECTIVES STATED IN THE APPLICATION MATERIALS.

• Reports are due to the faculty supervisor on a bi-weekly basis via email. Unless other arrangements are made, reports will be expected (emailed or postmarked), on Monday of each week.
• Documentation of time alone without professional and individual reflection will be considered unacceptable for fulfillment of this assignment and will be promptly returned to student.
At the conclusion of the internship a summary of your culminating project is to be submitted in writing to your Calvin Internship Supervisor. (2-3 paragraphs should suffice) You should also include evidence of your project, i.e. an exercise plan, brochure, video clip, policy, etc. This project is something that you should think about from the beginning of your hours and then worked on throughout your experience. The topic for your project is something that you will specifically work out with your Calvin supervisor with the support of your agency.

The content of your project is meant to be of a practical nature that is **IN ADDITION** to your basic internship duties and responsibilities. Your project should be something that adds value to the organization and goes above their basic expectations of interns. This project can be a small research project (i.e. vendor or customer satisfaction survey); a plan for additional special events or activities to enhance customer or patron satisfaction or attendance; updates or improvements to a policy/procedure manual; the creation of pamphlets or flyers to promote the organization; a database or mechanism to enhance operations, customer retention, ticketing, or something similar.

Internship Summary Paper (Appendix D - 1page) is submitted within 1 week of completion of the internship.

- Student Name
- Name of internship organization
- Contact information for appropriate organization representative (name; complete address; email; phone number)
- Primary duties and responsibilities during internship
- 2 “best things” and 2 “worst things” about the internship
- What did you learn about yourself as a worker?
- What did you learn about the industry/profession. Do you want to be a part of it?
- Brief Summary of your overall feelings about the internship

**ALL WORK IS DUE THE LAST DAY OF CLASSES AT THE END OF THE SEMESTER.**
G. Grade Determination

(1) Employer Supervisor’s evaluation of intern (Appendix D) 20%
(2) Bi-weekly Journals (Appendix C) 30%
   a) Mechanics
   b) On-line interactions
   c) Timeliness and thoroughness (insights and reflections)
   d) Attendance at all pre-internship orientation classes
(3) Project, written summary and evidence 20%
(4) Summary Paper (Appendix E) 10%
(5) Faculty supervisor evaluation of intern (subjective) 20%

DISCIPLINARY DISMISSAL FROM INTERNSHIP WILL RESULT IN A FINAL GRADE OF “F” FOR KIN 346

ALL FORMS AND APPENDICES MUST BE TURNED IN BEFORE A FINAL GRADE IS POSTED

H. Students may be asked to represent the Kinesiology Department by participating in a post internship forum.
III. Part Three: Appendices

Appendix A- APPLICATION

Calvin College  Department of Kinesiology  KIN 346 Internship

1. General student information

Name:  Local Address:

Phone:  Email:

Calvin Academic Advisor:

2. Placement information

Name of Agency:
Agency Address:
Agency Supervisor Name:  Phone:  Email:

General duties & responsibilities of internship, including work schedule:

3. Internship Schedule.
This document is to be agreed upon by the Calvin student and his/her on-site internship supervisor. 
This sheet should include the following sections:

• Starting and ending dates of the internship:
  o Starting:
  o Ending:

• Schedule/Hours to be worked each week (estimate)

I have read, understand and agree to comply with all criteria for a Kinesiology 346 Internship prescribed in the Internship Packet. In addition I shall work with diligence, exhibit enthusiasm, and be inquisitive, flexible, and ethical.

__________________________
(Intern Signature)

Approved ____________________ OR Disapproved: ____________________ Date: ________

(Kinesiology Advisor Signature)
Appendix B: CAREER SERVICES INTERNSHIP STUDENT AGREEMENT

I. Student Information
Name_________________________________________ Email______________________________
Major/Minor____________________________________ Expected Graduation Date____________
Cell phone________________________________________

II. Internship Employer Information
Employer_________________________________________
Internship Title/Function_________________________________________
Supervisor Name_______________________________ Email______________________________
Company Address_________________________________________
City, State____________________________________ Zip______________________________
Phone_________________________________________
Pay__________________________ Hours per week __________________________
How did you find your internship?_________________________________________

III. Responsibilities of the student
1. As a representative of Calvin College at your internship site, you are expected to perform in a professional manner during the entire course of your internship. Conduct yourself with integrity, respect, and responsibility. This is important both for your career and for future Calvin students who may seek a position at your internship site.

2. The employer and college faculty will review your performance. It is the employer or college’s prerogative to terminate an intern because of unsatisfactory performance. Credit may not be granted in this situation.

IV. Assumption of Risk
1. You are voluntarily agreeing to participate in the Calvin College Internship Program.

2. Use good judgment when applying for, interviewing for, and accepting positions.

3. You will be engaged in an organization and activities over which Calvin has no control. This includes all activities connected with your internship, including travel. For these reasons, it is of particular importance that you pay careful attention to any situation or risk that may be present and which may have the potential to harm you in any way. Calvin College cannot accept responsibility for any such situation, risk, or harm, because Calvin College has no control over those environments. However, Calvin College wants to support and assist you. For that reason, it is very important that you promptly tell your Calvin College professor or Career Development staff of any such potential situation or risk.

I understand and accept responsibility for the agreements of this program, as listed above.

Signed by student_________________________________________ Date__________________________
Appendix C- BI-WEEKLY JOURNAL ENTRY

Calvin College      Department of Kinesiology      KIN 346 Internship

Written bi-weekly and due on the following Monday before 5 pm.

1. Activity Entry – What kinds of professional activities were you involved with this week?

2. Hours of Your Activities: Dates: ___________________

   Mon: _____  Tue.: _____  Wed.: _____  Thurs: ____  Friday: _____  Sat: _____

   Mon: _____  Tue.: _____  Wed.: _____  Thurs: ____  Friday: _____  Sat: _____

   Hours for this two week time period: _________
   Total Internship Hours As of Today: ________

3. Personal Reflections.

   a. What did I do well?

   b. What could I do better for next time?

   c. What can I do or say to make this experience the best possible for me?

   d. Identify new important insights you learned/experienced this week.

   e. As a Christian, how do I exhibit my faith in my work?
Appendix D
Employer Intern Performance Review-Career Services

Employee/Intern Information

Employee Name: 
Job Title: 
Department: 
Manager: 
Review Period: to

Employer: 
Date: 

Review Guidelines

At least one week prior to this review, notify the intern of the review, and assign the intern a self-review.

Goals

Briefly describe the goals of the employee. Were the goals achieved? If no, then why not?

Goal #1:

Goal #2:

Goal #3:
Use this rating key for the following evaluation:

1 = **Unsatisfactory**  
   Does not perform required tasks. Requires constant supervision

2 = **Marginal**  
   Needs improvement in quality of work. Completes tasks, but not on time.

3 = **Meets Requirements**  
   Meets basic requirements. Tasks are completed on time.

4 = **Exceeds Requirements**  
   Goes above and beyond expectations.

5 = **Exceptional**  
   Always gets results far beyond what is required.

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<th>(5) = Exceptional</th>
<th>(4) = Exceeds Requirements</th>
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<td>Generates Creative Ideas And Solutions</td>
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Additional Comments:

Provide Suggestions For Self-Improvement:

Supervisor/Manager Feedback:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

I, acknowledge receipt of review, and my signature does not necessarily indicate agreement.

Intern Signature    Date

Supervisor Signature    Date
Appendix E – SUMMARY PAPER

Calvin College
Department of Kinesiology
KIN 346 Internship

Write a 1 page, single spaced review of your internship experience. Begin with the requirements from the Internship Packet F.5 p. 9 and summarize the key themes of your reports. Conclude the paper explaining how you have grown personally and professionally through this experience.
Top Ten Tips for getting the most out of your internships

1. **Take responsibility:**
   Strive to have the experiences included in your objectives. Balance your desires and the needs of the employers. Do not be a passive participant.

2. **Don't be afraid to ask questions:**
   Use an opportunity to learn. Seek advice when you are unsure.

3. **Take initiative:**
   Ask for additional work, tackle tough problems with new solutions, ask if you can attend extra meetings and events on your time.

4. **Get to know people:**
   Expand your professional network, build relationships with as many people as you can, introduce yourself and be friendly to everyone in the office.

5. **Connect your experience:**
   Spend time reflecting on what skills you are learning so you can articulate them in future interviews - tangible accomplishments, understand your strengths and weaknesses, career direction.

6. **Get to work early:**
   Show up early, work hard and leave a little bit later than scheduled, take short lunch hours/breaks. Call your supervisor immediately in the morning if you are ill (and this should be rare).

7. **Listen well:**
   Take notes so you can refer back to the original assignment goals. Ask for help early, not when your project deadline is near. Show respect and value the opinion of experienced staff.

8. **Be neat and clean:**
   Be careful about your grooming; be aware of how you are presenting yourself. Notice how others dress in jobs similar to yours and dress at least as well.

9. **Don't just quit:**
   You may feel uncomfortable, not qualified for the position or bored at first. It is important to stick it out. Ask your supervisor for more responsibility, some different assignments, and discuss your concerns. If you still are having difficulty, consult with internship staff or your professor before quitting. Quitting creates missed opportunities for future students. Sometimes students learn the most from difficult experiences.

10. **Be enthusiastic:**
    Find ways to enjoy your work and make sure to let your supervisor know what you like about your internship, identify the skills you want to develop in your internship and look for opportunities to learn. Take any training that is available from your employer and supplement it with reading manuals/books recommended by your supervisor.