

INTERNSHIPS IN EXERCISE SCIENCE
KIN 299

This program presents opportunities for students to pursue practical work experience in their chosen field of study that relates to their professional plans. It is expected that the student intern be a junior or senior with a major or minor in kinesiology. The department expects the student to have completed coursework necessary to carry out the objectives of the internship as well as possess the habits and motivation to be of benefit to the sponsoring agency. Furthermore, the student must understand that he/she represents Hope College during the entire internship and therefore should act professionally at all times.

INTERNSHIP GUIDELINES

1. Required Hours (see "COVID changes" below for pandemic related changes)

3 credits - 150 total hours (10 hours/week, 15 weeks)

2 credits - 105 total hours (7 hours/week, 15 weeks)

1 credit - 60 total hours (4 hours/week, 15 weeks)

There is flexibility in hours per week as long as the total hours are completed. For example, a student may desire to work 20 hours per week for eight weeks during the summer. The 160-hour total would more than meet the three-credit requirement. It is suggested, however, that the internship not be less than four weeks in length and not continue longer than one semester or 15 weeks. Students must register to take their internship in the semester in which the internship will occur (i.e., if you want to do your internship in the summer, you must register in the summer). Internships that are not completed within 6 weeks after the semester is over will receive a failing grade. Be sure to plan in advance.

2. Requirements

a. Completion of correct number of hours (700 points, 70% of grade)

This portion of the grade will also be determined by the field sponsors evaluation of your professional competence.

b. Journal (150 points, 15% of grade): SUBMITTED WEEKLY

A daily record of the experience. This journal must be typed and should include adequate detail associated with student observation and/or activity. Hours of "work" should be included and highlighted such that the grader can easily confirm that the required number of hours have been completed. Journal entries are due the Monday following the completion of hours. If a journal is not submitted the Monday immediately following completion, the hours cannot be counted. It is hoped that this journal would serve as a valuable resource and tool if the student were to be involved in a similar setting in the future. An additional purpose of this journal is to allow students to understand that most (if not all) health professions require a substantial amount of documentation to ensure success.

c. Written reflection / evaluation of experience (150 points, 15% of grade)

Upon completion of the required number of hours, the student will write a concise, honest and thoughtful reflection of the internship experience. The written evaluation must be grammatically correct. See document on reflective writing standards for specific guidelines.

2. Requirements (continued)

d. Additional project (% of grade TBD)

An additional project may be required, if, in the view of the advisor and/or the field sponsor, such a project is warranted. For example, students may create business plans, office flyers or specific rehabilitation programs associated with the internship experience.

INTERNSHIP PROCEDURES

1. Upon expression of interest in an internship, the student must make an appointment to meet with Dr. Dunn.
2. Dr. Dunn will help the student discern the goals and objectives of the internship as well as the rationale for engaging in the project.
2. If the idea warrants further development, the student must identify a site for the internship as well as a field sponsor. Internship opportunities are posted on the Handshake website.
3. The student and field sponsor will meet to discuss the goals and objectives of the internship. After this meeting, the student will fill out the attached application form. This form must be approved by Dr. Dunn before presenting to the field sponsor for signature. The field sponsor must sign the attached application form to indicate that he / she agrees with the methodology for the internship.
4. The signed internship application is completed and returned to Dr. Dunn. The original is retained by Dr. Dunn.
5. To enroll in KIN 299 you must go to: <https://hope.edu/offices/boerigter-center/explore-careers/internships/registration.html> and fill out the correct enrollment form.
6. Dr. Dunn and the student will discuss the journaling process. Journals should be typed and submitted to the Moodle site weekly.
7. The intern will be evaluated by a written evaluation by the field sponsor both halfway through the experience as well as at the end.

COVID Changes:

1. Required Hours:
 - 3 credits - 150 total hours (10 hours/week, 15 weeks)
 - 2 credits - 100 total hours (6-7 hours/week, 15 weeks)
 - 1 credit - 50 total hours (3-4 hours/week, 15 weeks)
2. Further changes:
 - a. If you need to miss days due to COVID quarantine or isolation, you will not be penalized for needing additional time to meet your hour goals.
 - b. If your internship location closes due to COVID restrictions, you will be allowed to seek a new location, or delay the hour requirement without penalty.