Developing a System to Manage the Internship Program

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<table>
<thead>
<tr>
<th>15 years ago</th>
<th>Characteristic</th>
<th>Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS in Kinesiology (with concentrations)</td>
<td>Degrees</td>
<td>BS in Athletic Training, BS in Health and PE, BS in Health Educ &amp; Promotion, BS in Kinesiology, BS in Sport Management</td>
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<tr>
<td>250</td>
<td>Number of majors</td>
<td>1000</td>
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**Education**  
- 20 per semester  
- Most health, fitness, wellness  
- Local sites

**College**  
- Interns/Internships

**Nursing and Health Sciences**  
- 90-100 per semester  
- Sites reflect varying degrees, interests, career goals  
- Local and distant/out-of-state sites
Issues

- Quantity of majors
- Diversity of degrees, interests, career paths
- Change in college
- Independence vs central mgmt.
- Roles / faculty workload
- Communication
- Documents

Actions

- Learn about other programs
- Clear terminology
- Communicate roles, faculty workload
- Policies, requirements, legal agreements (program-dept-college)
- Evaluation
- Documents
Terminology

Players

- Departments/programs
- University policy documents
- Accrediting standards
- Legal issues

Field-based learning experiences

- Internship
- Practicum
- Clinical
- Field experience
- Student teaching
Senior Internship: HEDP, KIN, SPTM

Defn: “supervised work experience outside the classroom related to skills/knowledge acquired during a degree program requiring a minimum of 120 hours of work per 3 credit hours.”

- KIN/HEDP = 6 cr hrs; min of 320 hours.
- SPTM = 9 cr hrs; min of 400 hours.

Capstone: last semester, max of 6 hrs of remaining coursework)

Prerequisites (program spec): ACCT, MGMT, MRKT, FIN, SPTM.

Distant/out-of-state allowed

Desirable qualifications of sites
Team Roles / Faculty Workload Plan

**Department Head**

Internship Coordinator (3 hrs reassigned time)

**Faculty Supervisor**

Health Educ/Promo (3 hr course load)

Faculty Supervisors

Kinesiology (3 hr course load)

Sport Management (3 hr course load)

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**Internship Coordinator**

**Pre-internship**
- group info sessions
- receive site requests
- complete affiliation agreements
- ensure prerequisites met
- assign interns to fac supervisors
- approve students to enroll

**During Internship**
- orientation session
- manage drug testing
- ensure evaluations are conducted

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**Faculty Supervisors**

Assigned 1 section of internship course
Responsible for 6 to 12 interns

Approve site requests
Conduct site-visits
Communicate with intern and site
Evaluate student
Determine final grade
Affiliation Agreement
Moving from program/dept to college

Issues
KIN, HEDP, SPTM, Nursing, Speech Path, Counseling, Social Work, Family & Consumer Sciences
- Independent operations, affiliation agreements
- Duplication of sites

Goal
Policies/documents that could be used by all programs
- Meet program needs and accreditation standards
- Meet needs/requirements of sites

Outcomes
College-wide affiliation agreement
No expiration date

College-wide policy statements:
- Distant/out-of-state policy
- Drug testing policy
- Criminal background policy

Negotiated issues:
- University liability coverage for students
- Criminal background check
- Drug testing
- CPR certification
- Program training (e.g., confidentiality, HIPAA)
**Student performance**

P/F or grade?
Requirements/expectations
Criteria for grading
Evaluation instrument
  General
  Program-specific
Feedback, grading
Program assessment data

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**Site and university supervisor**

SurveyMonkey

**Site**
Describe key activities/responsibilities at site
Overall rating of site, supervisor, experience
Ideas for improvement

Faculty feedback
* Feedback to sites
* Info and rating for future students

**Faculty Supervisor**

Frequency of communication
Frequency of site visits
Overall rating
Ideas for improvement

Report generated
Used in annual evaluation
Managing Documents

Policy Statements
- Criminal Background Check Policy
- Drug Testing Policy
- Distant/Out-of-State Internship Policy

Administrative Documents
- Affiliation Agreement
- Staffing/Workload Plan
- Course Syllabus
- Evaluation Forms

Student Documents
- Pre-Internship Checklist
- Internship Site Application/Request
- Internship Handbook
- Confidentiality Agreement Form
- Drug Testing Consent Form
- Health Insurance Form