

# Developing a System to Manage the Internship Program

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# Department of Kinesiology and Health Studies Southeastern Louisiana University



15 years ago	Characteristic	Today
BS in Kinesiology (with concentrations)	Degrees	BS in Athletic Training BS in Health and PE BS in Health Educ & Promotion BS in Kinesiology BS in Sport Management
250	Number of majors	1000
Education	College	Nursing and Health Sciences
<ul style="list-style-type: none"> <li>• 20 per semester</li> <li>• Most health, fitness, wellness</li> <li>• Local sites</li> </ul>	Interns/Internships	<ul style="list-style-type: none"> <li>• 90-100 per semester</li> <li>• Sites reflect varying degrees, interests, career goals</li> <li>• Local and distant/out-of-state sites</li> </ul>

# 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**



# 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.”

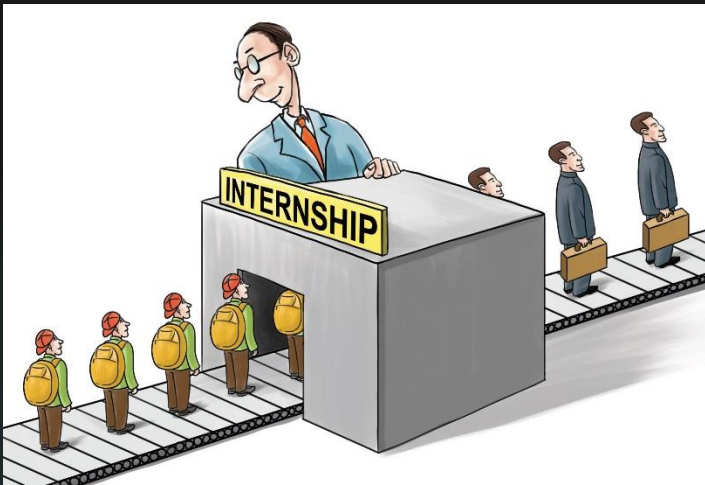
- ▶ KIN/HEDP = 6 cr hrs; min of 320 hours.
- ▶ SPTM = 9 cr hrs; min of 400 hours.

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)

Faculty Supervisor  
Sport Management  
(3 hr course load)



## 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

## 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)



## 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

## Student performance

P/F or grade?

Requirements/expectations  
Criteria for grading

Evaluation instrument  
General  
Program-specific

Feedback, grading  
Program assessment data



# 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



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