KINE 463, 1-3 units

Course Description - 2013 -2015 Catalog

70 - 200 hours of concentration specific practical experience over a ten-week period at an approved agency that provides clinical/exercise/fitness/health promotion programs. Students participate in program administration under the direct supervision of an approved on-site coordinator. CR/NC grading only.

Prerequisite: Junior or Senior standing, minimum GPA of 2.0, successful completion of relevant concentration coursework and consent of fieldwork coordinator.

Note: KINE 463 is a required course of the B.S. in Kinesiology program. Students following either the Exercise Science or Health Promotion Track must complete a 1-3 unit internship experience.

Registration Information

Students will be required to register for the fieldwork experience. Students will have to pay for the minimum number of units and the student MUST be registered in school during the quarter of the fieldwork experience.
Table of Contents

4 Introduction
4 Objectives
5 Prerequisites
6 Definitions
6 To Be Considered for a Internship/Fieldwork Assignment
7 Selecting a Site
8 Contact with Agency
9 Review of Entrance Steps and Processing
10 Deadlines
11 Additional and Review Information
12 Student Responsibilities (Before, During, and After)
13 End of Internship/Fieldwork Check List (students)
14 Required Forms
15 Authorization for Internship/Fieldwork Placement
16 Internship Expectations/Goals and Objectives Form

Appendix
17 Completing the Internship Expectations/Goals and Objectives Form
18 Student Folder Checklist (sample)
19 Fieldwork Log (sample template)
20 Student Exit Questionnaire (sample template)
21 Health Education Specialist – Log Guidelines
24 Evaluation #1 – completed by on-site supervisor
25 Evaluation #2 – completed by on-site supervisor
Introduction

Throughout its history, Cal Poly has emphasized hands-on, career-oriented education, where bridges are regularly made between general principles and practical applications. In keeping with this philosophy, the Kinesiology Department offers a fieldwork program which provides a supervised, professional field experience in a variety of settings appropriate for the students’ interests and career goals. This practical education helps students develop a realistic approach toward securing employment in their chosen profession. These practical experiences provide the essential bridge between theory and practice and/or administration in Kinesiology related areas.

Objectives

The Student

Transition for students from the world of academia to the world of work becomes more complex each year. A fieldwork experience forms a valuable link between students’ formal studies and their career goals by allowing both exploration of career interests and development of professional skills.

For many students at Cal Poly, the cornerstone of the career development process is a fieldwork experience. Fieldwork opportunities are available to the students on either a part-time (70 - 200 hours) or a full-time basis. These experiences can provide a financial stipend, but most experiences are done on an unpaid basis. Some agencies will hire the student as an entry-level employee and this will allow the student more opportunity to be paid. The student will receive academic credit (Credit/No Credit grading) for the fieldwork when all University criteria are met.

The Host Agency

Fieldwork experiences provide hosting agencies the opportunity to be a partner in the preparation of future professionals. Fieldwork is also an ideal way for the agencies to assess potential employees, and because students are expected to undertake substantive projects, useful work is accomplished.

The University

Fieldwork experiences strengthen the educational process by preparing future professionals as well as assisting in the development of a cooperative working relationship between the university and the hosting agencies.
Prerequisites

The Cal Poly undergraduate student will have successfully completed relevant curriculum in Kinesiology, specialized classes in their chosen track and University mandated General Education requirements before initiating the fieldwork experience.

A majority of the following classes, or the equivalent of, will have been completed by the student in the Exercise Science and Health Promotion tracks

- General Education (History, Philosophy, Speech, English, Economics, Sociology, etc.)
- Nutrition for Fitness and Sport
- Human Anatomy, Muscle Anatomy, Human Physiology, Biology, Chemistry
- Healthy Living or Multicultural Health
- First Aid/CPR – AED
- Statistics/Mathematics, Measurement & Evaluation
- Physiology of Exercise
- Electrocardiography and EKG Interpretation
- Pathophysiology
- Biomechanics/Motor Learning and Control
- Adaptive Physical Activity
- Professional Activities: Aquatics, Racquet Sports, Weight Training, Aerobic Conditioning
- Planning Health Promotion Programs: Theory and Practice
- Chronic and Communicable Diseases
- Managing Kinesiology Programs
- Exercise and Health Gerontology
- Worksite Health Promotion Programs
- Testing and Exercise Prescription
- Speech Communication
- Organizational Theory or other Business classes
- Media & Technology in Science and Human Performance
- Senior Project

In addition to the core curriculum in Kinesiology, Health Education Specialist Concentration students will have successfully completed the following classes:

- Drug Education
- Community Health Promotion
- Comprehensive School Health Education
- Nutrition
- Microbiology
Definitions

Agency: The name of the site where the internship/fieldwork experience will be completed.

Agency Supervisor: The person who is directly responsible for the student at the fieldwork site. This supervisor will evaluate and guide the student. (On-site supervisor)

Authorization Form for Field Work Placement: This is a required form that MUST be obtained by the student from the Fieldwork Coordinator, at least TWO quarters prior to the expected experience. The form needs to be completed prior to the start of the internship experience.

Field Work Coordinator: The Kinesiology Department faculty member responsible for coordinating the fieldwork experience (Jenny Olmstead). This faculty member is responsible for supplying the necessary forms and information to the students, setting informational meetings with the students once each school year or as needed; helping students obtain an internship/fieldwork site and coordinating all aspects of the fieldwork with the University (Human Resources and Contract and Procurement Services, Risk Management), Kinesiology Department and the agency.

To Be Considered for a Fieldwork Assignment:

1. The student must have junior or senior status. Or approval from Fieldwork Coordinator and On-site Supervisor.
2. The student must complete and “Application for Fieldwork Placement” TWO full quarters before anticipated experience.
3. The student must have a current CPR/AED certification that will remain current throughout the time of the experience.
Selecting an Internship/Directed Fieldwork Site

It is primarily the student’s responsibility to arrange for an internship/fieldwork experience. However, placement at a site will result from the combined efforts of the student, the Kinesiology Department Fieldwork Coordinator, and the on-site supervisor at the agency.

Internship/fieldwork experiences can be found by contacting the Kinesiology Department Fieldwork Coordinator, going to the internet, and/or personal contact with agencies that the student is interested in. Students’ faculty academic advisors are also good resources as are current/former students who are/have completed their internship/fieldwork experiences.

The selection of a site should match the student’s need to fulfill his/her professional goal(s). The following points should be considered when selecting a site:

1. The site should be a recognized and established hospital/clinic, private/public/non-profit or corporate setting that welcomes students.

2. The site should have a well-balanced program that provides a variety or experiences, appropriate for the students continued professional growth.

3. The site must have a qualified supervisor for the student. This supervisor should be willing to mentor the student, initiate daily/weekly evaluations, be available for problem-solving, to introduce the student to new skills and to guide the student in a professional manner.

4. The site staff should be willing to conduct and orientation program and provide active leadership training for the student.

5. The site should have sound administrative policies and procedures relating to budget and finance, publicity and public relations, operations and personnel management.

6. The site should encourage the student’s professional growth.

7. The on-site supervisor must be willing to periodically evaluate the students and hold the student responsible to complete assigned tasks.
Contact with Agency

It is suggested that the student make the initial contact with the agency/agencies. This can be done by phone, email or personal contact. A resume and cover letter may also be required the agency.

After the initial contact, the agency will/may request the following:

1. A resume (if not already sent). Resume workshops, through the University Career Services, are highly recommended.

2. A statement of the student’s internship/fieldwork or career goal. This should be a one-sentence statement.

3. A formal application. This may or may not be required and will be unique to each site.

4. A list of references and/or letters (one to three) of recommendation. Not all sites require a list of references or letters. These letters should be from at least one university professor, one person with whom the student has worked for and one personal reference.

The Agency may request an on-site interview. If the distance, time and other factors do not allow this (i.e. an out-of-state agency), then a phone interview can be arranged.

Upon completion of the interview(s) the student will notify the Internship/Fieldwork Coordinator of the outcome of the interview(s).
Review of Entrance Steps and Processing

Step 1. **Authorization for Internship/Fieldwork Placement Form.**
  - Obtain from internship/fieldwork coordinator.
  - Must be submitted at least TWO quarters prior to expected quarter of experience.

Step 2. After the application has been submitted, the student will be required to submit the following:

  - An up-to-date department curriculum sheet with a schedule of remaining classes and when the classes will be taken.
  - A current resume and cover letter
  - Verification of CPR/AED certification
  - Internship location confirmation and site supervisor signature on Authorization form.

Note: A check-list of the above will be given to the student and one copy will be kept in the student’s internship file in the Kinesiology Department Internship/Fieldwork Coordinator’s office. (See Appendix).

Completion of ALL items on the “Folder Checklist,” is the student’s responsibilities and the file must be complete at least three weeks prior to the scheduled internship/fieldwork. DEADLINES on next page.

The student will meet with the Kinesiology Department Internship/Fieldwork Coordinator to discuss his/her responsibilities during and after the fieldwork experience at least one week prior to beginning the internship/fieldwork experience.
Internship/Fieldwork Deadlines

The following deadlines MUST be adhered to and ALL required paperwork, including site confirmation, MUST be in the Kinesiology Department Internship/Fieldwork Coordinator’s office on or before the specified date. Failure to comply with the deadlines may result in the deferment of the internship by at least one quarter.

APPLICATION DEADLINES:

SUMMER Quarter: 1st week of Winter Quarter

FALL Quarter: 1st week of Spring Quarter

WINTER Quarter: 1st week of Summer Quarter

SPRING Quarter: 1st week of Fall Quarter

SITE confirmation should occur at least ONE month prior to the experience.

ALL information must be in your file at least THREE weeks prior to your internship/fieldwork start date.
KINE 463, 1-3 units

Additional and Review Information

1. The internship/fieldwork experience should be planned, if possible, so that the student will start and end the experience within the confines of any given quarter. This is important for liability concerns. If an experience will require 2-3 quarters to complete, approval from Fieldwork Coordinator is required. Student will receive a grade of RP (report in progress) until ALL internship hours are completed. At the time of completion, the fieldwork coordinator will submit a grade change form (please allow approximately 3 weeks for processing of grade change).

2. Pre-fieldwork involvement in fitness testing through the Kinesiology Department PolyFit Program is highly recommended.

3. Memberships in professional organizations are highly recommended. American College of Sports Medicine membership will be required for the Clinical Exercise Science and Worksite, Commercial Health & Fitness students in order to be eligible for the required liability insurance IF the internship is unpaid. Certifications from nationally recognized organizations are highly recommended.
   c. American Council on Exercise ([www.acefitness.org](http://www.acefitness.org))

4. If you need help with resume and cover-letter writing, the Career/Placement Center in the Student Services, on campus, has qualified personnel to help you. Resumes should be designed specifically for the site(s) that the resumes are being sent to. Cover letters should also reflect some knowledge about the site(s) being applied to and should be individualized. “One size does NOT fit all”!

5. Termination of the Internship/Fieldwork: In spite of everyone’s best effort, problems may arise causing special concern to the on-site supervisor or the student. In such cases, the Kinesiology Department Internship/Fieldwork Coordinator should be informed as soon as possible for assistance. If problems or concerns are of serious nature, the student may be withdrawn from the assignment at his/her own request or upon the recommendation of the on-site supervisor. Examples of situations which may result in termination could include, but not limited to: unexcused absences or tardiness; failure to comply with company regulations; theft; unwillingness to meet goals and objectives; personality conflicts; alcohol or other drug abuse use that interferes with the student’s ability to perform. Additionally, if the agency is not providing the student with the agreed upon experience, a conference call will be initiated by the internship/fieldwork coordinator to the on-site supervisor to try to resolve the problem. This call is made ONLY after consultation with the student to determine exactly what the problem(s) are. Termination of the experience may occur and a new site for the student will be investigated if the problems cannot be resolved.
STUDENT RESPONSIBILITIES – This is YOUR responsibility!!

PLEASE READ THE FOLLOWING CAREFULLY.

BEFORE

1. Is your file complete?
2. Does the department coordinator have the following
   a. your address and phone number?
   b. start date and hours to be completed at site?
3. Have you registered for KINE 463? You must be registered for KINE 463 to receive credit for your internship hours.
4. Have you paid your fees?

DURING

Please finalize your “pet project” with your on-site supervisor as soon as you can and start to keep a separate journal of what you are doing for this “pet project”. This project should also be approved by the Kinesiology Department Faculty Coordinator. * NOT ALL EXPERIENCES WILL REQUIRE A PET PROJECT, please contact fieldwork coordinator for specific guidelines pertaining to your individual internship experience.

Your internship/fieldwork logs are to be kept on a weekly basis. Your logs should reflect your experiences, what you have learned, what you can improve on and some of the significant things that you did.

The logs are to be sent to the designated Kinesiology Department Internship/Fieldwork Coordinator or faculty member EVERY MONDAY. You will submit all logs to the Kine 463 Poly Learn Site. Format for the logs will be provided by the coordinator and posted on Poly Learn. Only logs completed using the provided templates will be accepted. NO hand-written logs will be accepted.

Please remind your on-site supervisor to send the first written evaluation half-way into the experience and the final evaluation, with the assigned grade, upon completion of the experience. The evaluation forms will be provided to on-site supervisors by student intern.

END-OF-Internship/Fieldwork

Please note that the final grade will not be submitted until the following has been received*:
1. Your exit questionnaire
2. Your on-site supervisor’s first and final evaluation
3. ALL of your weekly logs, and/or reflection papers
4. A written report of your “pet project” (template will be provided by coordinator and posted on blackboard)

* An report in progress “RP” grade will be submitted until ALL of the above have been received and considered to be acceptable.
End of Internship/Fieldwork Check List (Student)

Note: ALL items must be received before a Credit grade will be issued. An “RP” (report in progress) grade will be assigned until all items have been received and are acceptable.

[ ] Weekly Logs for each week of the internship/fieldwork or reflection papers as required.

[ ] Evaluation Forms from on-site supervisor (half-way and final evaluations).

[ ] Student Exit Questionnaire template provided by coordinator, posted on Poly Learn.

[ ] Critique of Pet Project template provided by coordinator, posted on Poly Learn.
REQUIRED FORMS

The following forms must be completed prior to the start of any internship. Submit these forms to the Kinesiology Internship/Fieldwork Coordinator.

1. Internship/Field Experience/ Practicum Authorization Form
2. Internship Expectations/ Goals and Objectives Form
# Internship/Fieldwork / Practicum Authorization Form

**KINESIOLOGY DEPARTMENT – Cal Poly San Luis Obispo**

<table>
<thead>
<tr>
<th>COURSE NUMBER: KINE 463</th>
<th>DATE: _____________________</th>
</tr>
</thead>
</table>

## STUDENT INFORMATION

Student Full Name: ___________________________  ID #: __________________

Cal Poly E-mail Address: ___________________________  KINE Track: __________________

Phone Number: ___________________________

---

### INTERNSHIP INFORMATION

**Brief description of experience (may attach)**

Start Date: ___________  End Date: ___________  Total Hours to be Completed: ___________

---

### INTERNSHIP SITE & SUPERVISOR INFORMATION

Company Name: ___________________________

Web Address (if available): ___________________________

Site Supervisors Name: ___________________________

Title: ___________________________

Site Supervisors Email: ___________________________

Phone: ___________________________

Postal Address: ___________________________

Fax: ___________________________

Student Signature: ___________________________

Site Supervisor Signature: ___________________________

---

### ENROLLMENT INFORMATION (to be completed by department)

- **Course prefix and number:** ___________________________
- **Section number:** ___________
- **# of units enrolling:** ___________

- **Quarter of enrollment:** ___________________________
  - ON CAMPUS
  - OFF CAMPUS  (circle one)

- **Completed all required prerequisite courses?**
  - Yes
  - No  
  - Overall GPA: ___________

---

**SIGNATURES**

- Kinesiology Department Internship/Fieldwork Coordinator:

Date Approved: ___________________________

---

*Forms must be submitted prior to the start date of the Internship. Any work done prior to course approval will NOT count for academic credit.*
TO THE STUDENT: Please read through the list of expectations and responsibilities below before signing and dating at the bottom of this form.

- Complete required hours for number of academic credits enrolled and maintain a log of hours completed.
- Perform intern work responsibilities in a professional manner, participate in all agency training and study sessions, attend any/all staff events and functions as deemed necessary by the internship supervisor.
- Abide by all policies, rules, regulations and guidelines of the agency while participating in your internship.
- Participate/assist/observe in a variety of program areas as appropriate for your internship.
- Be prompt, responsible, respectful, and self-motivated during all internship-related activities or work experiences.
- Possess and display positive human relations and communication skills with staff, clientele, and peers.
- Maintain a mature and professional relationship with clients, staff, and peers.
- Behave as a positive role model for the field and in representation of Cal Poly’s Kinesiology Department.
- Dress according to agency protocol and maintain personal hygiene practices at all times. If there is no standard protocol for dress, the student must dress appropriately as a professional to suit the work environment.
- NOTE: If you receive a below average evaluation from your supervisor or you do not complete the required number of hours, you will receive an incomplete and will need to meet with the Kinesiology Fieldwork Coordinator immediately to develop a plan for removing the incomplete grade. Some internship sites require a length of internship exceeding the minimum number of hours per academic credit. Once you begin an internship with a site, the expectation is that you will complete the site's entire internship program. Failure to do so will result in an incomplete or loss of credit.

TO THE SUPERVISOR AT INTERNSHIP SITE: Please read through the list of expectations and responsibilities below before signing and dating at the bottom of this form.

- Inform student of the format of your internship program and discuss/agree upon goals/objectives of the internship.
- Keep on file copies of student’s certifications (such as first aid, CPR) if required by your site.
- Provide intern with a written description of their role and positional standing within your organizational structure.
- Supervise the intern during hours and provide both positive and constructive feedback as part of the learning process.
- Maintain open communication with the Dept. of Kinesiology Fieldwork Coordinator.
- Complete midterm and final evaluations of student performance using evaluation forms provided by student intern.
- Provide exposure to a variety of settings and opportunities as appropriate for the internship.

BOTH STUDENT AND INTERNSHIP SUPERVISOR: Please identify 3-5 goals and objectives, specific to the agency, which the student will engage in during the internship experience (See sample objectives on pg.5). You may attach a printed internship description, a letter on agency letterhead, or you may outline the goals and objectives in the space below:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

We have read the Expectations above and have outlined above (or attached) the Goals and Objectives for the internship

Intern Signature________________________________________________Date____________________

Site Supervisor Signature________________________________________Date____________________

Please return form to: Jenny Olmstead, M.S., Internship/Fieldwork Coordinator
Cal Poly Kinesiology Department
One Grand Ave., San Luis Obispo, Ca 93407
Phone: (805)756-6454 jdolmste@calpoly.edu

Revised: Fall 2013
Jenny Olmstead, M.S., CSCS

16
Completing the Expectations/Goals and Objectives Form

The goals and objectives of the internship are decided upon by the site supervisor and student and reviewed by the Kinesiology Internship/Fieldwork Coordinator to ensure they are in keeping with the student’s academic and professional goals. The objectives may range from observation to hands-on experience as appropriate for the setting. A guide is given below indicating typical internship objectives. You will outline objectives or attach a description for your internship as part of the Expectations/Goals and Objectives Form (one of the required forms to be turned into the Kinesiology Internship Coordinator prior to the start of any internship).

SAMPLE TASKS/RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

I. PHYSICAL THERAPY/CLINICAL OBSERVATION SITES:
   - Observation/shadowing of therapists, doctors, physician assistants or other medical providers during treatment and evaluation
   - Greeting and escorting patients in the rehab area/medical office
   - Set-up and take-down of equipment
   - Observation and assistance to therapists in monitoring patient exercises
   - Cleaning and maintenance of the rehab area

II. FITNESS FACILITIES:
   - Observation/shadowing of fitness professionals
   - Completion of any necessary training/orientation period
   - Performing fitness assessments
   - Supervising the exercise floor
   - Prescribing exercises to clients under the guidance of a fitness professional
   - Leading group exercise classes
   - General clerical and filing
   - Cleaning and maintenance of the fitness facility and equipment
   - Completion of any special projects, incentive programs, marketing, etc.
   - Learning about business practices, marketing, inventory, membership policies

III. HEALTH PROMOTION PROGRAMS:
   - Observation/shadowing health promotion or health education professionals
   - Participate in routine department functions (i.e. staff meetings, city council meetings, etc.)
   - Participate in program planning meetings and follow up assignments
   - Assist in health promotion delivery which may include: behavioral modification programs, health screenings, health assessments, and/or community outreach events.
   - Observe fitness center operations if applicable.
   - Assist in program and product development
   - Assist in needs assessment, data collection and/or analysis
   - Research and develop presentation materials (i.e. power point slides, handouts, health education materials, etc.)
   - Helpful reference for additional goals/objectives: [http://www.nchec.org/credentialing/responsibilities](http://www.nchec.org/credentialing/responsibilities)
KINESIOLOGY DEPARTMENT

STUDENT FOLDER CHECKLIST

Name of Student: ___________________________  ID#_________________

Quarter of Internship/Fieldwork _______________  Year:________________

Anticipated Site: ____________________________________________________

<table>
<thead>
<tr>
<th>STUDENT RESPONSIBILITIES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Authorization Form Received</td>
<td></td>
</tr>
<tr>
<td>2. List of Remaining Classes and Quarter to be taken</td>
<td></td>
</tr>
<tr>
<td>3. Graduation date at Evaluations Office correct?</td>
<td></td>
</tr>
<tr>
<td>4. Senior Project completion date _______  Advisor:_______________</td>
<td></td>
</tr>
<tr>
<td>5. Current Resume</td>
<td></td>
</tr>
<tr>
<td>6. CPR/AED Certification (Must be current for period of internship</td>
<td></td>
</tr>
<tr>
<td>for Clinical and Worksite, Commercial students only)</td>
<td></td>
</tr>
<tr>
<td>7. Internship Expectations/Goals and Objectives Form completed,</td>
<td></td>
</tr>
<tr>
<td>signed by site supervisor, and submitted to Internship Coordinator</td>
<td></td>
</tr>
<tr>
<td>8. Received/Reviewed copy of internship/fieldwork manual from</td>
<td></td>
</tr>
<tr>
<td>Coordinator  Please sign that you have read and understand the</td>
<td></td>
</tr>
<tr>
<td>internship guidelines, policies, procedures, and requirements to</td>
<td></td>
</tr>
<tr>
<td>receive credit for KINE 463:</td>
<td></td>
</tr>
<tr>
<td>(Student Signature) _____ (Date)</td>
<td></td>
</tr>
<tr>
<td>(Internship Coordinator) ____ (Date)</td>
<td></td>
</tr>
</tbody>
</table>
SAMPLE Week #1 - Fieldwork Log

Fieldwork log prompts will change weekly. Students will be utilizing Poly Learn to retrieve, complete, and submit weekly logs.

Name: ______________________________________

Site: ______________________________________

Week (circle): 1  2  3  4  5  6  7  8  9  10

Date: ______________________________________

Number of hours worked this week: ____________

Brief outline of week’s responsibilities:

New experiences?

Problems/Challenges?

Contributions to program?

Rate your people skills for the week

(-)  1  2  3  4  5  6  7  8  9  10  (+)
KINE 463 – Exercise Science & Health Promotion Fieldwork (1-3 units)

**SAMPLE Student Exit Questionnaire**

(Student interns will access current exit questionnaire prompt via Poly Learn)

Student’s Name: ______________________

Supervisor (on-site): ______________________

Duration of Experience: ___/___/___ to ___/___/___

---

**Part ONE: Please respond to the following questions. You may respond directly below each question in paragraph form.**

Description of the responsibilities you performed.

Do you feel your responsibilities met your expectations? Why or Why Not?

How do you rate your supervisor? Explain.

How do you rate those you worked with? Explain.

What recommendations do you have as to how your experience would have been better?

Would you go to work for this agency if a position were available? Explain.

Do you feel your academic program at Cal Poly adequately prepared you to complete your responsibilities as an intern?

Do you feel adequately prepared to enter a career in your chosen field? Please explain.

---

**Part TWO: Pet Project Critique (~2 pages)**

Please discuss your pet project. What led to your idea for your pet project? What were your responsibilities? How is the project you created going to be utilized by the facility? What were some of the challenges and how did you overcome those challenges?

*Please provide me with a copy of your project if possible. For example, copy of manuscript, educational materials you developed, etc.*

You will submit this document via Poly Learn.
Health Education Specialist Internship/Fieldwork

A. Specific questions to be addressed before the student begins the directed fieldwork experience:
   What are your goals as you enter this experience?
   What do you want to get out of this experience?
   What do you expect to contribute to the agency during this experience?

B. In all of your journal/reflections, please provide descriptions of interactions with staff, clients, community members, patients, students, or others. Document conversations, orientation or planning meetings or other learning/educational events. Reflect on what you learned from these events.

C. In the Introduction Weeks (should occur between week 1-3 of the directed fieldwork), please respond to the following:

1st Week: Describe what you did at the site during your first day.
   The setting: What are your most vivid first impressions of the agency?
   Describe the setting, people, actions and positive or negative feelings.

2nd Week: Describe what you have been doing at the site during your second week.
   Players in the drama: Describe with whom you are working. What is/are their professional titles, what are their views and goals in their current position. Include some personal reactions to the individual or individuals with whom you are working.

3rd Week: Describe what you have been working on during your internship the past few weeks.
   The plot: What activities have you been doing with the person(s) with whom you have been working? Describe the relationship.
   What is your first impression of the first assignments/duties/activities you have been given for your internship.

Mid-Quarter Reflection (should occur between weeks 4-6 of the directed fieldwork)

4th Week: Describe what you have been doing as you approach the mid-point of your experience. Select one specific experience, task or duty to elaborate upon in terms of significance and/or learning. The Plot continued: How do the people with whom you are working react to you? Give some specific examples. How does their reaction make you feel?

5th Week: Describe what you have been doing as you approach the mid-point of your experience. Select one specific experience, task or duty to elaborate upon in terms of significance and/or learning. The Action: How do you think your presence in the agency impacts the clients, community members, students, or staff with whom you work? What impact is the experience having on you? Illustrate your point with experiences you have had this quarter.

Continued >>
KINE 463, 1-3 units

6th – 8th Week: Describe what you have been doing as you approach the mid-point of your experience. Select one specific experience, task or duty to elaborate upon in terms of significance and/or learning. What is the significance of what you have described in relation to one, some, or all of the following:

a. Promoting Health and Well-being  
b. Healthy Communities  
c. Your Future Career Goals  
d. Other developing ideas  

9th – 10th Week: Analysis: As you approach the end of your experience, how have your initial impressions of the experience been altered? What about your expectations about what you anticipated you would learn from the experience AND what you would contribute to the agency? If they have not changed, describe observations that confirmed your initial impressions.

Critique: Write a summary of your experiences. What is the significance of what you have described in relation to your academic preparation and your growth as a new professional? Illustrate your point with experiences you have had this quarter. Include any special experiences or highlights you might have had.

Note: Your completed journal is due on the Monday of Finals Exam Week.
SAMPLE FORMS ON THE FOLLOWING PAGES

On-Site Supervisor Evaluations (2)

These evaluations will be sent to the on-site supervisor by the Internship/Fieldwork Coordinator during the first week of the internship.
Agency/On-site Supervisor Evaluation of Student

Name of Student: _________________________________________
On-site Supervisor:________________________________________
Agency/Location: _________________________________________
Date:_________

Please evaluate the work of this student during his/her internship. Please check the appropriate column after each question. (Excellent, Good, Fair, Poor). If a question is not applicable, please enter n/a. Thank you.

<table>
<thead>
<tr>
<th>Question</th>
<th>E</th>
<th>G</th>
<th>F</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the student demonstrate thorough knowledge/adequate skills for the work assigned?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Did the student show evidence of advanced preparation for the work assigned?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Was the student punctual in beginning assigned duties?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Was the student responsible in notifying you of absences or tardiness?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Did the student show an understanding of the objectives of your organization?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Did the student become familiar with the regulations pertaining to your organization?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Did the student get along well with other personnel?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Was the student able to accept instructions and helpful criticism?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Did the student demonstrate an awareness of the needs and interests of the clientele?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Was the student able to recognize and work with individual differences in the various groups?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Did the student use initiative and creativity in the performance of duties?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Did the student demonstrate the ability to handle problem situations smoothly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Did the student meet each task with enthusiasm?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Was the student properly dressed for work and make a good personal appearance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Was the student able to work independently with minimum supervision?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Did the student leave facilities and equipment in good working order after use?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Do you feel the student effectively fulfilled all assigned responsibilities?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Did the student appear to have the necessary communication skills?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Did the student have adequate preparation for any testing that was required?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Was the student able to interpret testing scores/results?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Was the student able to advise and counsel clientele as needed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Was the student adequately prepared to lead activity sessions?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Did the student show adequate business knowledge if/as needed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Did the student fulfill his/her responsibility in the completion of a “pet project”?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please make a few explanatory comments concerning any item that was marked Fair or Poor.

Supervisor signature:______________________________________________
Student signature:_________________________________________________
KINE 463, 1-3 units

Kinesiology Department - College of Science and Math

EVALUATION # 2 (Final Evaluation)

Name of Student: ____________________________
Site: _______________________________________
On-site Supervisor: __________________________

I. Please evaluate (using a check mark or “x”) the student on the following scales in comparison to other similarly assigned students/personnel (please feel free to attach a separate page for additional comments):

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Relations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willingness to accept responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses sound, logical judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits Professional Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. What do you feel is the student’s probability for success in the fitness/wellness/health field?

III. What suggestions would you offer for the development of the student entering his/her chosen field? (other than more experience)

IV. What special problems, if any, affected the student’s performance of objectives, such as deficiencies in the student’s training, etc.?

V. If you had a position available in your agency, would you hire this student? YES____ NO____
If “No”, please explain:

VI. Based on your evaluation of the student’s performance with you, what grade would you assign the student?

   Excellent = A
   Good = B
   Adequate = C
   Needs Improvement = D

GRADE: _____________

Signature of on-site supervisor __________________________ Date _____________

Please return this evaluation, in the self-addressed envelope provided, to the Internship Coordinator.

~THANK YOU!