

1.11.1	Knowledge of the health/fitness instructor's role in administration and program management within a health/fitness facility.	Both
1.11.3	Knowledge of how to manage of a fitness department (e.g., working within a budget, interviewing and training staff, scheduling, running staff meetings, staff development).	Both
1.11.4	Knowledge of the importance of tracking and evaluating member retention.	Lab
1.11.6	Ability to administer fitness-related programs within established budgetary guidelines.	Lab
1.11.7	Ability to develop marketing materials for the purpose of promoting fitness-related programs.	Both
1.11.10	Knowledge of basic sales techniques to promote health, fitness, and wellness services.	Lab
1.11.11	Knowledge of networking techniques with other health care professionals for referral purposes.	Both
1.11.12	Ability to provide and administer appropriate customer service.	Lab

NATURE OF COURSE DELIVERY:

Face to face and field experience. Classroom sessions are scheduled Mondays or Wednesdays on the following days:

Wednesday, January 21, 2015
Monday, February 2, 2015
Monday, February 16, 2015
Monday, March 2, 2015
Monday, March 30, 2015
Monday, April 20, 2015

Roundtable discussion (final exam) is scheduled for Monday, May 11th from 7:30-10:15 am.

EVALUATION

Specific requirements that must be fulfilled before a grade can be determined include:

- Completion of specified forms and paperwork unique to the internship site.
- Attendance at all scheduled classroom sessions over the course of the semester.
- Completion of \geq total 150 hours over 10-14 weeks at an internship site that was assigned by the University supervisor.
- Completion of 5 class assignments.
- Email weekly reports with hours log to course instructor by 12:00 pm Saturday morning.
- Attending an assigned roundtable discussion session of the overall experience with the agency.

Type	Points
Class Assignments*	300
Mid-Term Evaluation	100
Final Evaluation	200
Completion of 150 Hours	200
Roundtable Discussion	100
Communication and Professionalism**	100

*(See Assignment Sheet)

***(Being on time, submitting hours on time, communications, attendance, LinkedIn, etc. See section on Professionalism.)

The following semester point accumulation scale will be used by the practicum University Supervisor in determining the final grade:

940 to 1000	=	A
900 to 939	=	A-
870 to 899	=	B+
830 to 869	=	B
800 to 829	=	B-
770 to 799	=	C+
700 to 769	=	C
600 to 699	=	D
< 600	=	F

Professionalism

Kinesiology students are expected to behave in a professional manner. Depending upon the setting professionalism may appear different, but typically consists of similar components. For undergraduate Kinesiology students in a classroom setting professionalism generally comprises the following components:

Attendance – Show up on time to class and pay attention. If you cannot attend a class for a legitimate reason please notify the instructor ahead of time. If you have to unexpectedly miss a class due to something out of your control, contact the instructor within 24 hours to notify them what happened and to see if there is anything you need to do to make up your absence.

Communication – When communicating with the instructor and classmates, either face-to-face or via the assigned George Mason University email address, students should address the other person appropriately, use appropriate language and maintain a pleasant demeanor.

Participation – Participate in class discussions and activities. Demonstrate that you have an interest in the subject matter.

Responsibility/Accountability – Professionals take responsibility for their actions and are accountable. This can occur at multiple levels but generally consists of completing assignments on time, submitting work that is of the appropriate quality, honoring commitments and owning up to mistakes.

Honesty/Integrity – Students are expected to be honest with the instructor, classmates and themselves. Professionals keep their word when committing to something and act in an ethical manner.

Self-Improvement/Self-awareness – One should be aware of their strengths/weaknesses and constantly seek to improve. Professionals regularly seek out opportunities to increase their knowledge and improve their current skill set.

Student Responsibilities

During the internship, which involves a **minimum of 150 hours**, student responsibilities and obligations to the Site, Site Supervisor, and University are summarized below:

1. Report directly to the Site Supervisor for instructions. The intern is responsible for fulfilling duties as stipulated by the site supervisor, and for meeting all scheduled commitments and arrangements;
2. Participate in orientation sessions with their Site Supervisor;
3. Familiarize and abide by rules, regulations, policies and procedures of the Site applicable to their conduct while in the Site's employment;
4. Become an integral and participating member of the Site's staff;

5. Act in a **professional manner and communicate effectively** when working at the Site. You are a representative of George Mason and an ambassador for the Kinesiology program. A positive work experience effectively ‘paves the way’ for the future placement of other interns. It is imperative that a cooperative attitude, good work record, and positive habits be maintained for good rapport between the student, University Supervisor and the Site;
6. Visit, observe and participate, as appropriate, in various levels of the Site’s operations, including meetings, programs, projects, and training sessions.
7. Meet with the Site Supervisor and the University Supervisor during a routine on-site visit of the latter to the Site. If such a meeting is not feasible, the University Supervisor will contact the Site Supervisor by phone or e-mail for feedback regarding the student’s performance;
8. Notify the Site Supervisor in advance when it is necessary to be absent from work; and
9. Interns are to conform to the work and holiday schedule of the site at which they are interning.

Site Supervisor Responsibilities

The Site Supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction, and supervision that furthers a student’s professional competence. By providing a challenging and stimulating work experience, students are allowed to discover their own strengths and weaknesses in their chosen professional career. Thus, the Site Supervisor is expected to assume responsibilities and obligations to the student and the University Supervisor that foster learning and are in line with the KINE 341: *Internship I* course. These are summarized below:

1. Provide the student with a structured and supervised learning experience;
2. Prepare the institution staff for the arrival of the student, and orient the student to the Site’s history (including organizational chart), philosophy, policies regulations, administration, programs and facilities in order to permit the student to function effectively in the internship setting;
3. Conduct meetings with the student to provide consistent and frequent feedback regarding the site’s work expectations and intern performance;
4. **Submit signed copies of the Mid-Term Evaluation and Final Evaluation after discussion and agreement with the intern;**
5. Provide an opportunity for a site visit by the University Supervisor;
6. Immediately notify the University Supervisor of any condition that affects the student’s ability to succeed or complete the agreed upon internship tasks;
7. Direct reimbursement of the student for any costs they are authorized to incur on behalf of the Site, and;
8. Accept the student as a volunteer or paid member of staff (as applicable) and afford them the rights and protections pertaining to that status.

University Supervisor Responsibilities

The University Supervisor serves as a liaison between the student and Site Supervisor. Responsibilities are:

1. Assist the student to develop or acquire resources or skills necessary for the successful completion of assigned tasks;
2. Facilitate resolution of problems that may occur during the internship between the student and the Site;
3. Solicit evaluative commentary and reports from the student and the Site Supervisor;
4. Receive, review and evaluate required submissions from the student and Site Supervisor;
5. Conduct a site visit as arranged by the student and Site Supervisor to become better acquainted with the students’ internship experience and to discuss student progress;

6. Hold **six mandatory class meetings and a final Roundtable Discussion** for students
7. Assess student work and assign a final grade;
8. Advise and assist the Site on matters pertaining to educational enrichment of the internship experience.

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/the-mason-honor-code-2/>]
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

PROFESSIONAL BEHAVIOR: Students are expected to exhibit professional behaviors and dispositions at all times.

CORE VALUES COMMITMENT: The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

