

George Mason University
College of Education and Human Development
Kinesiology

KINE 341 (005) – Kinesiology Internship I
3 Credits, Spring 2019
Mondays 9:00am – 10:15am – Bull run Hall 253

Faculty Instructor

Name: Ryan Hughes, MS, ATC, VATL, CSCS, CES

Office hours: By Appointment (email me with your availability)

Office location:

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Prerequisites/Co-Requisites

KINE 200, 310, 330, 350, 370

Junior status (60 credits); Current CPR, AED, & First Aid

University Catalog Course Description

Provides a paid or voluntary supervised professional experience in an approved exercise science professional setting under the supervision of a practicum University Supervisor and Agency Supervisor.

Course Overview

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 the good rapport between the student, University 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
8. Supervisor by phone or e-mail for feedback regarding the student's performance;
9. Notify the Site Supervisor in advance when it is necessary to be absent from work; and
10. 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, including 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.

Course Delivery Method

This course will be delivered using face to face and field experience, as well as discussion board use. Classroom sessions are scheduled for **Mondays** on the following days:

Monday, January 28th
Monday, February 11th
Monday, March 4th
Monday, March 25th
Monday, April 8th
Monday, May 6th

Learner Outcomes or Objectives

This course is designed to enable students to do the following:

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in exercise science programming and service delivery;
3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the exercise science professional field.

Professional Standards This course meets the Commission on Accreditation of Allied Health Education Programs (CAAHEP) requirements and covers the following American College of Sports Medicine's Knowledge-Skills-Abilities (KSA's):

KSA	Description	Lecture, Lab, or both
	GENERAL POPULATION/CORE EXERCISE PRESCRIPTION AND PROGRAMMING	
1.7.32	Ability to communicate appropriately with exercise participants during initial screening and exercise programming.	Lab
	GENERAL POPULATION/CORE: SAFETY, INJURY PREVENTION, AND EMERGENCY PROCEDURES	
1.10.17	Ability to identify the components that contributes to the maintenance of a safe environment including equipment operation and maintenance, proper sanitation, safety and maintenance of exercise areas, and overall facility maintenance.	Both
	GENERAL POPULATION/CORE: PROGRAM ADMINISTRATION, QUALITY ASSURANCE, AND OUTCOME ASSESSMENT	
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

Required Texts

N/A

Course Performance Evaluation

In addition to the evaluations below, students must complete 150 hours at their general population site. Failure to complete the required hours will result in a failure of the course.

Type	Points
Completion of Hours and Weekly Reports (150 hours – 12 reports @ 50 points each) <i>Students will submit weekly reports including their hours of experience completed that week and the answer to five questions about their experience that week. Reports must be signed by your Site Supervisor, or if unavailable, the professional you were working with that week. All reports from the previous week will be due by Monday at 11:59pm. If the student completes their hours before the end of the semester, they will receive full credit for any remaining reports.</i>	600
Internship Paperwork (3 @ 100 points each) <i>Experiential Learning Agreement Consent Agreement Internship Expectations</i> <u>** Internship hours will not be counted until all paperwork is signed and submitted</u>	300
Case Studies (4 @ 25 points each) <i>Students will document the evaluation and exercise programming of 4 clients. The first two case studies will be due by Tuesday, March 19th at 4:30pm. The remaining two will be due by Tuesday, May 7th at 4:30pm. (Objective 2)</i>	100
Exercise Instruction (4 @ 25 points each) <i>The Site Supervisor will complete a written evaluation of the student's ability to instruct and monitor exercise in one-on-one and/or group settings. The first two exercise instruction evaluations will be due by Tuesday, March 19th at 4:30pm. The remaining two will be due by Tuesday, May 7th at 4:30pm. (Objective 2)</i>	100
Internship Report (1 @ 100 points) <i>Upon completion of each internship site, students are required to submit their report, which will serve as a comprehensive account of the internship experience (due by May 7th at 11:59pm). (Objective 3)</i>	100
Supervisor's Professionalism Evaluations (2 @ 50 points each) <i>The Site Supervisor will provide a written evaluation of the student's professional appearance, communication skills and rapport with clients/patients and staff at the midterm (due by Tuesday, March 19th at 4:30pm) and at the end of the semester (due by May 7th at 11:59pm). (Objective 3)</i>	100
Attendance (6 meetings @ 25 points each)	150

*Students are expected to attend all class meetings. 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. **Site-specific information discussed in class is confidential.** (Objectives 1-4)*

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

Professionalism

50

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:

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.*

Total Points Possible 1500

Grading Scale

A = 1410–1500	B+ = 1320–1349	C+ = 1170–1199	D = 900–1049
A- = 1350–1409	B = 1260–1319	C = 1110–1169	F = 0–900
	B- = 1200–1259	C- = 1050–1109	

Class Schedule

Date	Discussion Topics
Jan 28th	Introduction to KINE 341
Feb 11th	Co-worker & Client Interaction
March 4th	Application of Course Studies
March 25th	Professional Development & Networking
April 8th	Managing a Fitness Facility: Marketing, Pricing, Budgets, Managing Staff, Equipment/Facility Maintenance, Emergency Procedures
May 6th	Roundtable Discussion

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Professional Dispositions: Students are expected to exhibit professional behaviors and dispositions at all times. Please avoid all inappropriate and hurtful language.

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: <http://cehd.gmu.edu/values/>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the University Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- 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 Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- The Writing Center 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/>).
- 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 Student Support & Advocacy Center staff helps students develop and maintain healthy lifestyles through confidential one-on-one support as well as through interactive programs and resources. Some of the topics they address are healthy relationships, stress management, nutrition, sexual assault, drug and alcohol use, and sexual health (see <http://ssac.gmu.edu/>). Students in need of these services may contact the office by phone at 703-993-3686. Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to <http://ssac.gmu.edu/make-a-referral/>.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.

