AUGUSTA UNIVERSITY
Department of Kinesiology

Internship Manual
KNHS 4960

A Guide for Agencies and Students Participating in the Internship as Part of the Requirements for the Bachelor of Science in Kinesiology

Version: 7/31/2019
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INTRODUCTION

The field experience is one of the major strengths of the curriculum. Properly structured experiences compliment and reinforce the knowledge and skills acquired in the classroom and laboratory courses.

General Information

- This course involves supervised fieldwork in a professional setting with emphasis on administration, supervision, and program leadership.
- The internship is offered during the fall, summer, and spring semesters for 15 credit hours (a total of 450 contact hours).
- Students must complete their internship in an agency related to their career objectives. Agency must have a current Memorandum of Understanding (MOU) on file with Augusta University. (See Appendix A for the New MOU Initiation Form to be completed by the student and given to their academic advisor.)

Objectives of the Internship

Student

- To observe, practice, and apply theories and techniques learned in the classroom.
- To become acquainted with a program and professionals in the students’ chosen career field.
- To recognize leadership strengths and limits and to help alleviate weaknesses through concentrated work experience.
- To develop new interest in the community health profession.
- To develop insights and perspectives of self and of others while deciding on career goals.

Augusta University

- To improve the educational process and enlarge the scope of the curriculum.
- To provide a laboratory for application of theoretical knowledge.
- To provide a continuing opportunity for evaluation of the student’s needs, abilities, and progress leading to adjustments in the curriculum.
- To provide an opportunity for faculty to learn about professional community health leaders and agencies.
- To provide for evaluation of the total kinesiology curriculum as well as the field experiences.
- To extend and improve Augusta University’s relationships with the community.

Health Agency/Organization

- To provide an opportunity to assist in the preparation of future professionals.
- To provide an opportunity to evaluate and recruit students for later employment.
- To enlarge the available staff which will allow for variations and for an increase in professional activities.
- To provide an opportunity for the exchange of ideas between professionals and students.
General Expectations of the Agency

Since the internship is one of the most important steps in professional preparation of students, agencies must meet the following requirements to be approved as an internship location.

- The agency must have a desire to participate in an educational program for the purpose of improving the preparation of personnel for the profession.
- There must be evidence of a sound professional philosophy in the agency’s operation of programs and services.
- The agency must have sound administrative procedures including adequate financial budget, personnel policies, and a staff development program.
- The agency must have adequate facilities and equipment to conduct a broad and varied program.
- The agency must have capable staff qualified through both education and experience to supervise the student. The agency should provide the student with a desk and/or workspace.

Procedure for Selection of Agency

- Interns must do their internship in a facility that has a current, signed MOU with Augusta University. Internship sites are typically located in Georgia and South Carolina, but can be in any state that meets the criteria and is willing to sign the MOU with Augusta University. Information on agencies will be available for students to select internship opportunities.

- The Office of the Dean, College of Education (COE) is responsible for maintaining a list of current MOUs with the COE and Department of Kinesiology. If a new internship location is desired, the information found in Appendix A is needed to assist the representative of the COE in establishing the MOU. This form is to be completed by the student and returned to their academic advisor.
RESPONSIBILITIES DURING THE INTERNSHIP

Responsibilities of the Agency (Site) Supervisor/Preceptor

The Agency (Site) Supervisor/Preceptor serves as an agency-based teacher offering instruction and supervision to the student utilizing the agency’s operation to further the student’s professional competence. The duties may include, but are not limited to:

- Challenge the student with meaningful experiences, which meet both the student and agency needs.
- Develop, with the student, his/her learning experiences and assignments.
- Inform the student of all relevant personnel policies and procedures.
- Interpret the internship goals to the agency board or controlling authority of the agency.
- Monitor the student to protect and enhance the quality of the agency’s services as well as the student’s well-being while affiliated with the agency.
- As necessary, schedule periodic conferences with the student to discuss schedules, work performances, and future assignments.
- Evaluate and review with the student his/her performance. Evaluations should be completed at the midpoint of the internship and at the end. Any issues that occur should be brought to the attention of the internship coordinator in order for corrective action to be taken in a timely manner. All evaluations are sent electronically by the Internship Coordinator. There are no paper forms of evaluations.
- Provide the student reasonable freedom to participate in staff meetings, activities, projects, and programs.
- Provide an opportunity for the student to learn and if possible gain experience in the following areas:
  - Administration: policies, procedures, legal status of agency, board-staff, relations, budgeting, record keeping, personnel, and supervisory practices
  - Program: planning procedures, leadership, operation, and evaluation
  - Facility and operations: long range planning and design of physical facilities, maintenance, purchasing of equipment, and office management
  - Public relations: citizen involvement, publicity, reporting, speaking, and coordination with other agencies

Responsibilities of the Augusta University Academic Advisor (AA) and/or Internship Coordinator (IC)

- Assist the student in selecting an internship site that will meet his/her career needs and interests. (AA)
- Keep an updated file of agencies providing internship opportunities. (AA/IC)
- Review internship assignments and give approval. (AA)
- Provide information to students regarding requirements and reporting procedures. (AA/IC)
- Provide the agency with information concerning its responsibilities as a participant in the internship program. (IC)
- Review the student’s experiences and be available for consultation with student and/or Site Supervisor should it be necessary to meet. (IC)
- Remove the student from an agency when a different assignment would be in the best interest of the student. (IC)
- Serve as a resource for the cooperating agency and the student during internship. (IC)
Responsibilities of the Student

- Complete the required paperwork before any hours can be completed.
- Attend the mandatory internship meeting BEFORE starting the internship.
- Accept responsibility for duties outlined with the agency supervisor and all scheduled commitments and arrangements made during the internship program.
- Complete the Internship Log (Appendix D).
- Submit log EVERY TWO WEEKS, by the date and time stipulated by the internship coordinator during orientation. **Failure to submit the log by the due date can lead to the following actions:**
  - **First late log:** Warning message from the internship coordinator with a courtesy copy to the department chair regarding failure to complete the assignment.
  - **Second late log:** Hours submitted won’t be counted until the student meets with the department chair to discuss failure to complete the assignment and consequences if there is another late log.
  - **Third late log:** The internship will be terminated with a grade of “U” for unsatisfactory.
- Become familiar with the regulations pertaining to the agency and conform to them.
- Accept the agency’s philosophy, methods, leadership, and program. Give constructive suggestions when asked for an opinion.
- Construct mutually satisfactory goals and objectives with the agency supervisor.
- Plan thoroughly and in advance for all assignments.
- Notify the Site Supervisor when it is necessary to be absent from the internship for any reason.
- Dress appropriately for all assignments and maintain a well-groomed appearance.
- Be tactful, friendly, courteous and respectful to everyone - project professional image to participants and staff.
- Consult with the Site Supervisor when confronted with problems that cannot be solved independently. Contact the internship coordinator if additional assistance is needed.
- Express appreciation to the agency staff in person and by letter for providing the opportunity to participate in the intern experience.
- Complete an evaluation of the internship experience at the end of the internship. **All evaluations are sent electronically by the Internship Coordinator. There are no paper forms of evaluations.**
STUDENT PROCEDURES FOR INTERNSHIP PLACEMENT

To clarify the process for placement, the sequence is outlined below:

1. Two semesters prior to enrollment in KNHS 4960, the student is required to meet with their advisor to:
   - Research and select an agency that will enhance career goals. Students are encouraged to consult with faculty members and professionals in the community.
   - Complete all necessary paperwork prior to internship.
   - Complete and sign the checklist for internship (found in Appendix F)

2. Student must contact the selected site and arrange for an interview with the Site Supervisor.
   - Discuss with the potential agency the student’s personal and professional goals and objectives for the internship experience.
   - Provide the site supervisor a copy of the student’s resume.
   - Discuss the specific responsibilities of the internship position and secure a written copy of the job description, if one is available.

3. After the agency and student reach a mutual agreement, the student must confirm there is a current Memorandum of Understanding (MOU). If not, the student must complete the request for the MOU and cannot perform any duties at the site until notified that the MOU has been completed. The MOU form can take up to two months for the approval process. It is the student’s responsibility to submit this form in a timely fashion.

4. Student must purchase Professional Liability Insurance prior to the start of the internship and must be valid through the entire internship. The following is the link to an appropriate student liability insurance company:


   Students need to provide a copy of the verification message as soon as insurance is obtained. A copy may be required by the internship site.

   **This must be printed and a copy must be given to advisor.**

5. Students must have completed a background check before beginning the internship (Appendix B).

   **This must be printed and a copy must be given to advisor.**

6. Students must have current adult/child CPR certification, valid through the end of the internship. This certification must have a hands-on assessment and by an accredited organization. Renewals only may be done online.

   **This must be printed and a copy must be given to advisor.**

7. The student must have their advisor checklist (Appendix F) completed and signed before submitting it to the internship coordinator by the mandatory internship meeting.
ADDITIONAL POLICIES

Exit Exam Policy
Internship students are required to complete a kinesiology exit exam (EE) prior to their internship. This EE is designed to verify the student is ready and academically prepared to enter into their internship experience. The EE will be given the week prior to internship or the first week of internship. The date, time, and place of the EE will be provided to all interns via e-mail from the internship coordinator.

The EE is a 54-question multiple-choice exam that spans the content areas of all kinesiology majors. The students will be provided with a study guide. The students will have 50 minutes to complete the EE.

For grading purposes, the following structure will be implemented for the internship:

- 90% or higher: a “Certificate of Distinction” signed by the Dean of the College of Education
- 80-89%: a “Certificate of Merit” signed by the Kinesiology Department Chair

Grading stipulations and consequences:
- Students earning lower than 70% on the EE must retake the EE at the midterm of their internship.
- Students who score lower than 70% on their retake must write a 10-page research paper reflecting their chosen concentration. This paper will be graded by the kinesiology department chair, who will determine the student’s pass or fail score.

Grade Procedure
1. The final grade (Satisfactory or Unsatisfactory) will be determined by the student’s performance at the internship site, written assignments, and review/discussion of their internship. All written assignments should be typed, grammatically correct, and reflect a professional job.
2. All assignments must be completed before receiving a grade in the class.

Students with Disabilities
To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), as soon as possible. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided.

Academic Integrity
The definition of Academic Dishonesty is academic dishonesty including both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

The faculty member, AA or IC, shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. After hearing the student(s)’ explanation or defense, the faculty member, AA or IC, will determine whether or not academic dishonesty has occurred and will decide what penalty will be imposed. The faculty member, AA or IC, will consult with his/her chair and dean in making these decisions. Penalties may include reprimand or no credit for the assignment or exam, or re-
submission of the paper, or make-up exam, or failure of the course depending on severity of the infraction.

After a determination of dishonesty, the faculty member, AA or IC, shall notify the Office of the Dean of the student’s major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student’s record and shall remain on file with the Dean’s office for at least four years. The Dean shall refer second or subsequent offenses to the University Committee on Academic Integrity established under this policy. The faculty member, AA or IC, shall also inform the student of the appeals process available to all Augusta University students.

Proof of claiming hours that were not actually worked will be automatic grounds for failure of the internship. A student receiving a failing grade for falsifying hours must provide a written letter to the Department Chair stating a reason to be allowed a second attempt to register for the internship the following semester. The Department Chair will meet with the student to determine whether the request will be honored.

If the student is allowed to take the internship again and there is another falsification of hours the student will be immediately failed without another opportunity to take the internship.
Appendices

Please note that the manual reflects the most current form for submission and will continue to be updated, as needed.

Appendix A: Initiate New MOU Form
Appendix B: AU Background Check Form
Appendix C: Initiating Contact with a Potential Site
Appendix D: Internship Log
Appendix E: Recommended Internship Timeline
Appendix F: Advisor Checklist
Appendix G: FAQs
Appendix A

Initiate New MOU Form

For all new MOUs, please print out Appendix A and complete the form.

Completed forms need to be returned to the student’s academic advisor for their signature.
<table>
<thead>
<tr>
<th>Facility Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Address:</td>
<td></td>
</tr>
<tr>
<td>Facility Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

| Facility approver (Name, title, email): |  |
| (owner, president, or authorized approver) |  |

| Facility Contact (Name, title, email): |  |
| (if different from above): |  |

| Facility supervisor’s name & email: |  |
| (student’s supervisor), if different from above: |  |

| Student(s) Name: |  |
| Students(s) Email Address: |  |
| Students phone number (optional) |  |

| Basic description of student’s role: |  |
| (i.e., not washing floors, emptying trash) |  |

| Mission of the Facility: |  |

| Date student requests to start: |  |
| (Allow 30 days to process new MOU) |  |
| Out of state (30+ days to process) |  |
| Out of country (60 days minimum to process) |  |

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dept. Chair</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Check your department: □ Advanced Studies & Innovation □ Kinesiology □ Teaching & Leading

Return this form (after Dept. Chair approval) to the Dean’s Office in College of Education (University Hall, Suite 345) or email Elizabeth Majchrzak, emajchrzak@augusta.edu 706-737-1499.
Appendix B

AU Background Check Form

Background checks are required every 12 months.

If one is not current, the student must print out and complete Appendix B.

Completed forms (after processing by Public Safety) are submitted to the academic advisor.
Augusta University
POLICE DEPARTMENT
524 15th Street; Augusta, Georgia 30912-7500
(706) 721-2911

AU Student Background Check Consent Form

I hereby authorize the Augusta University Police Department to receive any criminal history information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I understand that I am required to complete the Student's portion of this form in its entirety, and must present my AU Student ID and a positive ID (Driver's License, State ID Card, or Passport), to verify my identity when dropping off this form at the AU Police Department, and that my failure to do so will result in a delay or denial of this form being processed.

<table>
<thead>
<tr>
<th>Student's Name (Last, First MI)</th>
<th>Date of Birth</th>
<th>SSN</th>
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<table>
<thead>
<tr>
<th>Sex:</th>
<th>Race:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◯ Male</td>
<td>◯ White</td>
</tr>
<tr>
<td>◯ Female</td>
<td>◯ Hispanic</td>
</tr>
<tr>
<td></td>
<td>◯ Black</td>
</tr>
<tr>
<td></td>
<td>◯ American Indian or Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>◯ Asian or Pacific Islander</td>
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<tr>
<td></td>
<td>◯ Unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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</tbody>
</table>

Special provisions – (check all that apply)

- □ Children
- □ Elderly
- □ Mentally Disabled
- □ N/A

<table>
<thead>
<tr>
<th>In this position will you be working with or attending to:</th>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
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</tbody>
</table>

This authorization is valid for 30 days from date of signature.

Instructions: Complete the above form and drop it off at AU Police Dispatch located in the Annex II building (HTT), at 524 15th Street; Augusta, GA, for processing. You can drop off the form at any time. Your background check should be ready for pickup the next business day by 4 PM, at AU Police Dispatch, with the exception of weekends and holidays. You may call (706) 721-2911 to see if your form is ready for pickup or we can notify you by e-mail. (See page 2 for processing instructions.)

☐ I want to be notified by e-mail when my Background Check is ready for pickup, my e-mail address is: ____________________________

FOR AU POLICE USE ONLY

☐ Student’s identification □ was / □ could not be verified by: ____________________________ (Officer’s Name).

I have conducted a criminal history check on the above named student and found:

- □ NO CRIMINAL HISTORY
- ☐ CRIMINAL HISTORY

(See attached and/or Comments)

<table>
<thead>
<tr>
<th>Comments:</th>
<th>Date:</th>
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</thead>
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</tbody>
</table>

PSD Signature: ____________________________ Date: ____________________________

PSD - SC Form 01202016

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Appendix C

Initiating Contact with a Potential Site

**Before initial contact**
- Determine the appropriate contact person through the site’s website or the point of contact (POC) on the MOU list. Send the POC a professional e-mail regarding interest. See template:

```
Dear (Title) (Name),

My name is (your name). I am a senior at Augusta University, currently completing my bachelor’s degree in kinesiology with a concentration in (name concentration). Before we graduate, we are required to gain experience as an intern at a location specific to our future career goals. In looking at our approved location list, (the location) peaked my interest because of (x, y, and z). I would be very interested in speaking with you to discuss my potential as an intern with you during (internship semester). I have attached my resume for your review. Please let me know if there’s anything else you may need from me. I look forward to hearing from you.

Respectfully/Sincerely (choose one),
Your name
Your contact information
```

**After initial contact**
- Schedule an appointment to meet with the internship site contact. Work with their schedule. Show flexibility in time and interest in meeting.
- Be ON TIME for the appointment.
  - Example: For an 11:30am appointment, be at location **no later than** 11:25am. An 11:30am arrival is not on time for an 11:30am appointment.
- Dress in appropriate professional attire.
  - Professional: polo shirts, button-up shirts, slacks, khakis, dress pants, blouse, dresses, closed-toe shoes (flats, loafers, etc.), combed hair, ironed clothes, etc.
  - Not professional: short skirts, sandals (flip flops), gym clothes, messy or unkempt hair, shorts, crop tops, graphic tees, leggings, wrinkly clothing, cleavage, heavy perfume/cologne, etc.
- Take an additional resume to the meeting.
- Have questions prepared to get the information needed to decide on the internship site.
- **Silence your cell phone** before going into the internship site. Not vibrate. Silent.

**After the meeting**
- The next day, e-mail the interviewer to thank them for their consideration and for meeting.
- Once you have selected your location, be sure to get verification from the site that the dates you are looking at are agreeable to the site coordinator.
- If you’ve interviewed with other places, inform them that you will not be doing your internship at their site, and thank them for meeting with you.
Appendix D

Internship Log

It is required for the intern to document their hours, as well as describe their daily duties. Each day, the student should record the hours they work, their duties for the day, and any reflection of their internship. The student must obtain a supervisor signature for each log submission. The following templates are provided for the student to record hours.
# Internship Hour Log

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Total Weekly Hours</th>
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<tbody>
<tr>
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<td>Weekly Hours:</td>
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</tr>
</tbody>
</table>

Total Log Hours: ________________________________

Total Accumulated Hours: _____________________

Supervisor Signature: ________________________
SAMPLE Internship Log (Good Example)

02/12/2018 Monday
Total: 8 hours
10:00-6:00 | 8 hours
Today I helped one of the PT techs prep discharge papers for patients. If a patient is not discharged in-clinic (because they phone cancelled or neglected to show up to their last 3 appointments), the clinic sends them a packet detailing their discharge. It contains the letter notifying them of their discharge, and a packet of at-home exercises the patient can use to hopefully strengthen themselves on their own.

02/14/2018 Wednesday
Total: 18 hours
8:00-6:00 | 10 hours
Happy Valentine’s Day! The Student PT is letting the other intern & I sit in on his evaluations to better understand the roles of a PT. The eval that I got to sit in on was really interesting. A patient has tendinopathy in his subscapularis muscle of his left arm and a 50% partial tear in his supraspinatus. His goal is to use PT to prevent him from having to have surgery to repair the rotator cuff & be able to play golf again! He also winked at me multiple times which was mildly uncomfortable but he is very nice overall.

02/15/2018 Thursday
Total: 28 hours
8:00-6:00 | 10 hours
Today a young patient (15 yo) started treatment for a badly sprained ankle. The Student PT was working with her to increase ankle stability and stretch out the surrounding muscles to prevent them from cramping.

02/16/2018 Friday
Total: 32 hours
8:00-12:00 | 4 hours
Sad things happened today. There was a lack of communication with the Tricare Insurance provider, and the majority of the clinic’s copays jumped up $10 from $20 to $30 now. As a result, many of the patients wanted to be discharged despite them not having finished all of their treatment. The Student DPT taught me how to isolate the median nerve in the arm.

02/19/2018 Monday
Total: 40 hours
10:00-6:00 | 8 hours
Today I met my new favorite patient! She has had extreme pain in her right elbow that began as Lateral Epicondylitis (tennis elbow), but progressed so extremely that she ended up getting surgery to fix it…. 3 years ago. The pain has been constant so she is seeking PT to attempt to relieve her symptoms.

02/21/2018 Wednesday
Total: 50 hours
8:00-6:00 | 10 hours
Today the patient that I got to sit in on the eval with the Student PT worked a lot with him on the manual table to palpate and essentially isolate the exact movements that cause the patient the most pain. The patient obviously wasn’t thrilled to be continually put in pain, but he was an excellent sport. The Student PT also demonstrated a technique to fatigue the muscles in the arm.

02/22/2018 Thursday
Total: 60 hours
8:00-6:00 | 10 hours
Today I got to sit in on another eval with the Student PT. The patient is suffering from bilateral joint pain in both knees and hips due to arthritis. However, the left side is much more painful for her. The SPT was having a difficult time trying to pinpoint her pain due to her not being very vocal when he put her legs into a position that caused her pain, but it was a good example of how to communicate with patients when they aren’t quite sure how to respond. The patient also has very tight IT bands in her legs that The SPT let me feel.

Log Total: 60 hours // Total Hours to Date: 200 hours
SAMPLE Internship Log (Poor Example)

If a submitted log looks similarly to the following example, the student will be asked to redo and resubmit the log. Failure to do so will result in hours not being counted.

<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>Running Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of 3/14</td>
<td>9 hours I set up tables and cleaned up after patients.</td>
<td>9 hours I set up tables and cleaned up after patients.</td>
<td>9 hours I set up tables and cleaned up after patients.</td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>Week of 3/21</td>
<td>9 hours I set up tables and cleaned up after patients.</td>
<td>7 hours I set up tables and cleaned up after patients.</td>
<td>2 hours I set up tables and cleaned up after patients.</td>
<td>9 hours I set up tables and cleaned up after patients.</td>
<td>36</td>
</tr>
</tbody>
</table>

Total: 72 hours

Issues with this log:
1. Hours are not clearly defined (time in/out).
2. Duties are not clearly defined.
3. No signature from supervisor.

Potential assumptions:
1. The student is not attending internship.
2. The site is not viable for any other intern due to lack of duties.
3. The student may need to be removed from site if duties are not reflective of a learning experience.
Appendix E

Recommended Internship Timeline

The following is a recommended timeline for securing an internship through the completion of internship.
Before Internship

• Meet with academic advisor to discuss finding an appropriate internship site.
  o The internship needs to match the student’s professional/career goals.

• Create a short list of sites that are of interest and relevance to career goals. If no sites are of interest, search for locations that are relevant to future career goals.

• Make contact with internship site(s) of interest for the internship experience.
  o See Appendix C for guidelines regarding contacting sites.

• Important reminder: the internship must be an approved site with a current MOU.
  o If no MOU exists, complete a “Request to Initiate MOU” form (Appendix A).
    ▪ Print out and complete the form.
    ▪ Have academic advisor sign the form.
    ▪ Take the form to the Kinesiology Administrative Professional for the department chair to approve.
  o The department will continue the approval process and will notify the student once the MOU is signed and the date it will be effective.

• By midterm of the semester before starting internship, students need to have a confirmed internship location.

• By midterm of the semester before starting internship, students need to have submitted their graduation application to the registrar.
  o Important note: The registrar needs the completed information by midterm. Students should submit their application to their advisor a week or two before midterm for their signature.
  o Verify GPA meets the minimum required to graduate. Students cannot complete internship until their GPA is adequate for graduation.

• Complete all required training/paperwork before the internship orientation meeting.
  o See page 4 and/or Advisor Checklist (Appendix F).

• Attend the mandatory internship orientation meeting. This will be held around midterm of the semester prior to internship. Be sure to check AU email regularly for notification of the date, time, and place of the meeting.
  o For fall and summer internships: The meeting will be held around midterm of the spring semester prior to internship.
  o For spring internships: The meeting will be held at midterm of the fall semester prior to internship.

• Register for KNHS 4960 after receiving notification from the internship coordinator.

• Complete the KNHS Exit Exam.
  o This will be scheduled for the week prior to or the first week of the internship. Please see the exit exam policy for further information.
  o The date, time, and place for the exam will be sent via e-mail.
**During Internship**

- Keep a detailed daily log of internship experience and hours.  
  - Examples of a daily log can be found in Appendix D of the internship manual.  
  - The biweekly daily log will be submitted ON TIME.

- Be sure that the supervisor has completed the online evaluation by the midterm of internship. The supervisor will receive an e-mail from the internship coordinator. The student is responsible for reminding the supervisor about the evaluation.

- Check AU e-mail several times a week, as reminders and information will be sent from the internship coordinator.

- Be sure that the supervisor completes the end-of-internship evaluation.

- Complete the student evaluation form. This form will be done electronically. The IC will send out the form two weeks prior to the end of the semester for completion.

**After Internship**

- **Send a thank you letter to the internship site supervisor** shortly following the completion of internship hours.
Appendix F

Advisor Checklist

This appendix must be printed off and signed by the student and their advisor before they are given permission to register for internship.

Completed and signed forms are submitted to the internship coordinator by the mandatory internship meeting.

Permission to register for internship is provided only by the internship coordinator and will only be given when the Advisor Checklist is completed and submitted.
Advisor Checklist

Advisors, please check the following boxes after completion of the task by the student. Once all documents have been submitted, please sign the paper. Please place the student’s CPR certification, insurance verification, and background check in their folder.

Students, once this checklist has been completed and signed, please return this to the internship coordinator.

Forms should be completed and signed no later than the mandatory internship meeting.

Student Name: ___________________________ ID#: ____________

Expected Semester/Year of Internship: ___________________

Checklist: all items must be completed. There are no exceptions.

☐ Internship site secured (MOU in place or MOU has been approved).
  o Site location: ___________________________

☐ Background check form has been submitted and the student has been cleared.

☐ Liability insurance has been purchased and printed for verification.

☐ CPR certification has been completed.
  o Expiration date: ___________________________

☐ All necessary course substitutions have been submitted.

☐ Graduation application completed (signed by student and advisor) and turned in to chair.

☐ Acknowledgement of discussion and attendance: the mandatory internship meeting will be held around midterm of the semester prior to internship.

Student signature: ___________________________ Date: ____________

Advisor signature: ___________________________ Date: ____________
Appendix G

Frequently Asked Questions

1. When should I start contacting potential internship sites?
   a. You should begin contacting potential site locations absolutely no later than one semester before your internship. The timeline below is a guide.
      i. Fall internship: start by first two weeks of previous spring semester, no later than midterm of previous spring semester
      ii. Spring internship: start by July of previous summer, no later than first week of previous fall semester
      iii. Summer internship: start by midterm of previous fall semester, no later than first two weeks of previous spring semester

2. What paperwork is necessary prior to beginning internship?
   a. The required Augusta University paperwork
      i. CPR certification (current through the end of internship)
      ii. Augusta University background check (must be completed every 12 months)
      iii. Liability insurance (through the end of internship)
   b. Any additional paperwork from internship site
      i. Advisors are not responsible for any outside paperwork. The student must complete any additional required paperwork by the internship site.

3. How do I find out what sites are available?
   a. All academic advisors will have a most recent copy of the approved MOU sites.

4. Where do I find the MOU list?
   a. E-mail your academic advisor for the most updated list of approved MOU sites.

5. Do all approved sites listed in the MOU list accept interns every semester?
   a. No. Approved sites may not accept interns for a variety of reasons. If a student has previously interned at that location, it does not mean that site will accept interns every semester.

6. Can you select any place on the internship list?
   a. No. The Department of Kinesiology is located within the College of Education (COE). The COE includes other departments that also require internship (or similar) hours. The MOU list contains locations that are specific to other COE departments. No kinesiology student is allowed to intern within the listed school systems or within any facility that requires certification beyond their knowledge (i.e., clinical psychology settings). If you are unsure, please ask your advisor.

7. Can I do an internship at a place that I already work?
   a. Yes.

8. Can I get paid for the internship?
   a. Yes. It is the student’s responsibility to negotiate that with the internship site. AU is not involved in any negotiations between student and internship site.
9. What do I do if I want to do my internship somewhere that is not listed on the approved sites?
   a. This is allowed, as long as the student completes the paperwork to initiate an MOU at the location. This process can take up to two months. It is recommended that the student complete the MOU paperwork as soon as possible (see Appendix A).

10. How many hours are required for internship?
    a. Students are required to have 450 hours of internship experience.

11. I’m studying for graduate school. Can those hours count toward my internship?
    a. Yes. A student can use 20 hours of their 450 hours to study for their graduate entrance exams. Proof of class or textbook is required in order to verify this. Students will add 20 hours to a submitted log, signifying these hours.
    b. Please note: studying for a graduate entrance exam brings your applied experience down to 430 hours, but the total semester internship hours remain at 450 hours.

12. Can I take more than one class with the internship?
    a. No. You are only allowed to complete one 3- or 4-credit course in conjunction with your internship.

13. Can I do practicum and internship at the same place?
    a. No. You must complete your internship and practicum at two different locations. In the event that an internship and/or practicum site has multiple divisions of specialties, exceptions may be granted on a student-by-student basis with permission from the internship coordinator and the department chair.

14. Can I do practicum and internship at the same time?
    a. No. You must complete practicum, if required, before you begin your internship.

15. Can I intern at two places for my internship?
    a. Yes, but only at the approval and discretion of the department chair.

16. How do I register for internship?
    a. Registration for internship is provided by the internship coordinator after the completion of the required paperwork. The internship coordinator will send out a notification e-mail with the registration information following the mandatory internship meeting.

17. What is the exit exam policy?
    a. Please see page 8 for guidelines regarding the exit exam.

18. If I begin my internship and things aren't going well, can I start earning hours at another site and let the internship coordinator know later?
    a. No. Any issues should be documented through e-mail with the internship coordinator at the onset of any problem. The internship coordinator will attempt to mediate any issues. Should a student need to leave the site and earn internship hours at a different location, it can only be approved through the internship coordinator.