Scope of internships:
Internships are opportunities for students to learn in a non-class room environment. The goal of an internship typically is to gain exposure or to experience first hand the activities and duties associated with various professions. This may be undertaken to help individuals decide whether they want to go into that profession or to gain professional experience that will make them more competitive in the job market.

Examples of internships that are acceptable for HHD credit:
1) Shadowing or observing physical therapists, occupational therapists, or clinical exercise physiologists.
2) Working in a professional setting with the goal of learning more about the field and that particular area of the profession.
3) Working in a research setting, typically outside of MSU.

Guidelines for the internship:
1) This must be an educational experience, i.e. not a job in a professional setting with little educational value.
2) Additional restrictions will be placed on internships that are paid. Only the hours spent in learning activities will be counted toward the enrolled credits.
   a) Examples of activities that are not considered appropriate educational activities are answering phones, filing, cleaning, or maintaining equipment.
3) The internship must be a unique experience for you. That is, if you already have experience with the type of activity that you will be exposed to in the proposed internship, then you cannot use that experience for course credit.
4) NO MORE THAN 3 CREDITS MAY BE TAKEN FOR AN INTERNSHIP OF A SINGLE TYPE or AT THE SAME INTERNSHIP SITE. For example, you may not enroll in more than 3 credits working with an orthopedic rehabilitation physical therapist (even if you work in two different settings). You may enroll for additional credits with a physical therapist working in another area, e.g. pediatric physical therapy.
   NOTE: this does not mean that you cannot spend as much time as you would like in any one environment, only that there is a limit to the number of credits that you may take for that experience.

Setting up an internship:
1) Students are responsible for identifying the sites for their own internships.
2) The student then needs to notify the internship coordinator the sites to which they would like to go. (It is better to have a few and have them ranked as some sites have limited internship spots.)
3) The internship coordinator will send out a list of students wishing to partake in an internship to the site.
4) Most internship sites will request an interview.
5) After both the facility and the student have expressed an intent to enter into a commitment to each other a 'contract' must be completed (this includes an agreement of the goals/ objectives to be achieved during the internship.)
   NOTE: 45 hours of internship experience is required per enrolled credit.

What you will be enrolled in:
1) KIN498 - Internship
   EXAMPLE: If you are doing 90 hours of internship, you will be enrolled in 2 credits of KIN498.
2) If you do more than one internship (either at different times or sites), you will enroll in KIN498 again as each time/site will require a new internship agreement between yourself and the facility. You will be enrolled in two sections of the internship class, but ONLY ONE section of KIN498 will be open on D2L. All of you reports will be submitted to the dropbox in the open D2L site. See below for how to name the reports.

Requirements:
You must:

1) keep a log of your hours and activities using the form supplied on the Internship website and on D2L

2) submit 3 Update Reports (typed essay, 1-page minimum, 12 point font, 1-1.5 spacing, as a MS Word document) to be submitted to the course D2L dropbox according to the schedule outlined below. The report should minimally include the following:
   a) Dates covered by report;
   b) Total hours worked during the reporting period;
   c) Cumulative hours worked toward completing internship;
   d) A detailed description of what you did on the job since the last report (relate this to your goals);
   e) Any general comments, concerns, or interesting observations that you would like to record about your experiences.

Due: Quarterly, roughly this will be Weeks 4, 8, and 12 in the Fall or Spring semesters. Exact dates will be specified on the D2L website.

* If you will be starting your internship “late”, submit an Alternative Report Submission Schedule (ARSS) with dates that correspond to 1-, 2-, 3- and 4- quarters of your internship hours.

Naming scheme: KIN498_<SECTION>_<TERM> Report<#> <Last name_First initial>
For example: If I were enrolled in section 008 of KIN498 in the Fall of 2015 and I was submitting my first report the file name would look like this:
KIN498_008 Fa15 Report 1 Wilson_R

3) Write a Final Report: Towards the end of your internship you will write a Final Report (typed, 3-4 page minimum, 12 point font, 1-1.5 spacing, as a MS Word document) which will be posted to D2L.

The report should be a personal reflection of your internship experiences (e.g. a cursory description of the activities that you were exposed to and some of the highlights of your learning experience, Was the internship what you expected? If not, why? What new knowledge and/or experiences did you gain that you feel will help you in your professional goals?) and should incorporate a reflection on the goals that you set for yourself during this internship.

Also,

- identify several options for your next professional step, e.g. the PT schools to which you might be interested in applying.
- explain what you will need to do to take that next step, e.g. get the applications from the PT schools and identify all of the steps that you will have to take to apply.
- propose a plan for successfully getting yourself to the next step, e.g. plan out how you will complete the application process.
- include a one page evaluation of the site, e.g. was this a good experience, were the professionals respectful towards you, should we continue to work with this facility.

Due: At the end of the semester, preferably before your Exit Interview
4) **Evaluation by Site Supervisor**

   Your site supervisor will need to provide a written evaluation of your conduct/ performance during your internship. This evaluation may be in the form of:
   - the Evaluation Form found on the HHP internship webpage
   - an evaluation form that the site has created
   - a letter written by your site supervisor

   **Due:** Preferably it is returned before or at your exit interview. It can be sent by mail, e-mail, fax or brought by the student in a sealed envelope (with the Site Supervisor’s signature over the sealed flap).

5) **Exit Interview**

   You must attend an Exit Interview with Dr. Wilson. The interviews will take place during the last week of the semester and during final week during the semester and during the last week and a half during the summer session.

   You will need to schedule one Exit Interview per internship of that term. So if you complete 2 internships in a semester, then you will need to sign-up for two consecutive Exit Interview times.

   A link to a scheduling site (such as Doodle.com) will be sent to you as the times for Exit Interviews will be outside normal office hours.

In order to receive a **“Pass” grade** for the credit load described above, the following criteria must be satisfied:

- Update Reports and Final Report must be complete and turned in on time.
  - Failure to submit reports on time may result in you not passing your internship.

- Your Site Supervisor MUST provide you with a **POSITIVE** evaluation.

- Your supervisor MUST provide verification that you have completed the agreed upon hours. This may be satisfied by either signing your log/ document that summarizes all of your internship hours or as expressed within the evaluation letter.

- All supervisor paperwork is due **during the last week of the academic term.**

- Attend and participate in your internship exit interview.