



GRADUATE
Kinesiology
INTERNSHIP PROGRAM

DEPARTMENT OF KINESIOLOGY
UNIVERSITY OF WINDSOR

95-795

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Kinesiology Internship Program
DEPARTMENT OF KINESIOLOGY
University of Windsor
Windsor, ON N9B 3P4
Phone: (519) 253-3000, ext. 2430
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Graduate Kinesiology Internship Program Description

What:

The Graduate Kinesiology Internship Program is designed to provide students with a challenging opportunity to enrich their classroom studies (seven graduate level classes) with a structured experientially-based field-work experience. Kinesiology interns will be given the opportunity to:

1. learn current methods from knowledgeable practitioners;
2. apply theoretical content in a practical kinesiology-based setting;
3. measure and evaluate their skill set and knowledge base relative to the needs of the field;
4. explore a Kinesiology career option,
5. gain a greater appreciation for the role and function of Kinesiology professionals, and;
6. work in conjunction with their co-operating professional and their advisor in the formation and implementation of their research project.

The internship will consist of a minimum of 360 hours in an applied, research-driven Kinesiology work experience with a research component. Students will be required to secure an internship experience in conjunction with a graduate faculty member from the Kinesiology Graduate Program prior to registering for the internship. Students must also complete an "Internship Learning Objectives Form" prior to completing 50 hours of their experience and their work experience will be supervised and evaluated (mid-term and final evaluation) by their co-operating professional.

Students participating in the Graduate Kinesiology Internship Program must fulfil a research project to receive credit for the internship experience. A research proposal must be submitted and approved by a graduate advisor. **If the research involves human subjects a research ethics application must be completed.** The guidelines and Student Ethics Approval Forms can be found on the Office of Research Services website <http://www.uwindsor.ca/reb>. The sample consent form found on this site must be followed for your research. If you deviate from the suggested format, rationale must be provided. Please see your advisor for samples of successful Research Ethics Board applications. Please see the REB website for the deadline dates for submission and the different phases of research under which approval can be sought. A copy of your REB approval letter must be signed by the Graduate Coordinator and placed in your file before research can begin.

The internship (i.e., satisfactory completion of the internship experience and Final Report) will be graded on a Satisfactory/Unsatisfactory basis by the graduate advisor. One copy of the students *Internship Report* (i.e., all completed internship forms, reflection section, and the research article) will be spiral bound and deposited in the General Office in the Department of Kinesiology. Once approved, the student will make a presentation of the internship report to the graduate faculty and students. The Final Report must be submitted to the student's advisor **10 days in advance** of the proposed presentation date. Notice of the presentation must be circulated seven days in advance of the session. Presentation of the Internship Report should be made prior to the close of the term immediately following the internship experience. The Final Report will be filed in the Front Office (i.e., PDF and hard copy)

The internship option is open exclusively to Kinesiology graduate students who have completed a minimum of four graduate courses.

Co-operating Professional Eligibility:

Professionals in the field who agree to provide an enriching, challenging, learning opportunity for a graduate student. The host agency must agree to provide the necessary space and equipment required for the student to carry out his/her duties and research as well as agree to supervise, support and evaluate the graduate intern.

Process:

1. Students are eligible during any one of the three academic terms (i.e., Fall, Winter, or Summer).
2. All internship experiences must be formally approved in advance. The graduate student, co-operating professional and a graduate Kinesiology professor must sign the *Internship Agreement Form* (student responsible for collecting and submitting form). A copy of the completed form will be filed with the Graduate Secretary.
3. Employers are encouraged to post an internship opportunity by completing an *Application for a Kinesiology Graduate Student Intern Form* and forwarding it to the Department of Kinesiology.
4. Students may secure their own internship in collaboration with his/her faculty advisor.
5. The students' research proposal must be submitted and approved by their graduate advisor.
6. Once the internship term has been completed, students must submit their *Internship Reports*.
7. Students must make a formal presentation of their *Internship Report* to the graduate and faculty and students. The Report must be filed with the graduate advisor in advance of the proposed presentation date. **Notice of the presentation must be circulated ten days in advance of the session.**
8. A final copy of the Report will be filed in the front office (i.e., PDF copy and hard copy).

Graduation Requirements:

Sport Management

1. Five courses from 95-500, 95-501, 95-502, 95-503, 95-505, 95-506, 95-562, 95-595.
2. Two other graduate courses chosen in consultation with the internship advisor.
3. Internship (95-795).

Applied Human Performance

1. Five of 95-504, 95-522, 95-523, 95-524, 95-525, 95-526, 95-527, 95-528, 95-595.
2. Two other graduate courses chosen in consultation with the internship advisor.
3. Internship (95-795).

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UNIVERSITY OF WINDSOR

Internship Learning Objectives
(Due prior to the completion of 50 hrs. in placement)

Graduate Student's Name: _____ Term: _____

Agency: _____

Employer's Signature: _____

Directions:

- a) Please complete the following four sections.
- b) Forward the completed form to your advisor by the end of the second week of the internship experience. A copy must also be filed with your advisor and the Kinesiology Graduate Secretary.
- c) Please prepare these objectives in consultation with your Cooperating Professional.

SECTION A: Technical skills and competencies you hope to heighten (e.g., skills related to the technical aspects of your position).

1. _____

2. _____

SECTION B: Interpersonal skills that you hope to enrich through your internship (e.g., leadership skills, communication skills, etc.)

1. _____

... continued on next page

Mid-Term Appraisal that is Emailed to Supervisor (SHORT VERSION)
(Supervisors have the option of using the Short Version or the Long Version)

Please complete the following, sign the form and fax the completed form to my attention.

If you wish to use the more detailed forms that were previously used, please complete the attached form and fax it to my attention.

Name of Student: _____

Company Name: _____

Supervisor's Name: _____

“Are you satisfied with the student's performance?”

YES

NO

If NO, please explain:

“Are there any reasons why the student should not continue on their internship?”

“Are there any concerns that should be addressed?”

Signature: _____

**Mid Term Performance Appraisal
(LONG VERSION)**
(Due in your advisor's office at the Mid-Point of Placement)

Intern's Name: _____

Organization: _____

Evaluator: _____

Signature: _____

Date: _____

Have the results of this assessment been shared with the intern? YES ? NO ?

Scale:

Outstanding 5	Very Good 4	Average 3	Marginal 2	Unsatisfactory 1	Not applicable NA
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Communication Skills:

Written Expression ____ Oral Expression ____

Comments:

2. Ability/Willingness to Work Independently ____

Comments:

3. Dependability ____

Comments:

4. Quality of Work _____

Comments:

5. Quantity of Work _____

Comments:

6. Interpersonal Relations _____

Comments:

7. Ability/Willingness to Learn _____

Comments:

8. Acceptance of Criticism and Suggestions _____

Comments:

9. Organization/Planning Skills _____

Comments:

Major Strengths of the Student:

1. _____
2. _____
3. _____

Areas Needing Improvement:

1. _____
2. _____
3. _____

Overall Assessment (*please check*): Pass ?

Not Pass ?

Comments:

Please return the completed form to:

Graduate Kinesiology Internship Program
DEPARTMENT OF KINESIOLOGY
University of Windsor
Windsor, Ontario N9B 3P4 Fax: 519-973-7056

**Master of Human Kinetics
Internship Program FINAL REPORT to be emailed by Front Office to Supervisor (SHORT VERSION)**

We are in the process of switching the marking for the Internship for our Masters of Human Kinetics students. We were hoping to email you a Mid-Term Appraisal and a Final Performance Appraisal but were unable to get the Mid-term out in time so they have been combined.

Please complete the following, sign the form and fax the completed form to my attention.

If you wish to use the more detailed forms that were previously used, please complete the attached form and fax it to my attention.

Final Internship Appraisal

Name of Student: _____

Company Name: _____

Supervisor's Name: _____

“Are you satisfied with the student's performance? YES NO

If NO, please explain.

“Would you be willing to supervise another student from our department?”

YES

NO

Signature: _____

**Final Performance Appraisal
(LONG VERSION)**
(Due in your advisor's office at the End of the Placement)

Intern's Name: _____

Organization: _____ Evaluator: _____

Signature: _____ Date: _____

Have the results of this assessment been shared with the intern? YES ? NO ?

Scale:

Outstanding 5	Very Good 4	Average 3	Marginal 2	Unsatisfactory 1	Not applicable NA
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Communication Skills:

Written Expression _____ Oral Expression _____

Comments:

2. Ability/Willingness to Work Independently _____

Comments:

3. Dependability _____

Comments:

4. Quality of Work _____

Comments:

5. Quantity of Work _____

Comments:

6. Interpersonal Relations _____

Comments:

7. Ability/Willingness to Learn _____

Comments:

8. Acceptance of Criticism and Suggestions _____

Comments:

9. Organization/Planning Skills _____

Comments:

- Major Strengths of the Student:
1. _____
 2. _____
 3. _____

- Areas Needing Improvement:
1. _____
 2. _____
 3. _____

Overall Assessment (*please check*): Pass ? Not Pass ?

Comments:

Please return the completed form to:

Graduate Kinesiology Internship Program
Department of Kinesiology
University of Windsor
Windsor, Ontario N9B 3P4 Fax: 519-973-7056

Guidelines for Preparing the Internship Report and Presentation

Note: The Internship Report must be typed (double-spaced) and a copy filed following the completion of your internship experience. Please use 12 point font and use 1.5 inch margins. The Final Report will be filed (i.e., PDF and spiral bound copy) in the Human Kinetic's Front Office.

A. Reflection (maximum 20 pages):

1. **Agency, Name of Agency Supervisor, And Date**
2. **Summary:**
 - A brief description of your internship experience.
3. **Impact:**
 - What did you learn about yourself?
 - In what areas did you experience the most professional growth?
 - What insights have you gained into the field of Kinesiology?
 - What insights have you gained relative to the need for research in the area of Kinesiology?
 - Based on your internship experience, what skills would you like to develop in preparation for your career?
 - How has the internship influenced your career goals? Please explain.
4. **Evaluation:**
 - Did the internship experience meet your personal expectations?
 - How would you assess your performance at the agency?
 - Would you recommend this site to future graduate interns?

B. Research Article (maximum 30 pages):

Students are required to submit their **30 page, (inclusive of Tables, Appendices, and Reference List) research article** (i.e., as part of the Internship Report) by the close of the term immediately following the internship experience. The research article must conform with the "Instructions for Authors" as noted in an academic journal (graduate advisor to provide). Sections of the article may include:

Background to the Study

- brief overview of the research problem
- need/justification for the study
- definition of related terms

Review of Related Literature

- synthesis of the literature related to the research topic and the population under investigation

Methodology

- research design
- study population
- instrumentation
- data collection procedures
- data analysis procedures

Results and Discussion

- presentation of the results of the study
- discussion of the results including

Summary and Conclusions

- summary of the research findings
- the implications of the findings
- conclusions drawn from the results of the study

References

Appendices

Note: 1. Prior approval from the University is required for human subjects research projects.

C. Presentation (one hour)

Students are required to present the Internship Report (inclusive of their research article) following the internship experience. The presentation will take approximately one hour (inclusive of a question/answer section). Students must file their Report with their advisor ten days prior to the proposed presentation date. Notice of presentation must be circulated seven days in advance of the session. Students are encouraged to use audiovisual aid/handouts to facilitate their presentations.

1. Internship Report (20 minutes):

Brief overview of the Internship experience

- learning objectives
- assigned responsibilities
- learning outcomes
- evaluation of the experience.

2. Research Article (20 minutes)

- Overview of the topic, brief justification of the need for the study, brief synthesis of the related literature.
- Methodology including brief review of study population, instrumentation, data collection and analysis procedures
- Presentation and discussion of the study results
- Summary, conclusions and implications drawn from the study, recommendations for future research

3. Question Period (20 Minutes)

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Evaluation of the Agency

Instructions: Please rate the strengths and weaknesses of the agency in terms of meeting your needs as an intern. Please file the completed form with the Head of Kinesiology. Use the following scale:

Excellent 5	More than adequate 4	Adequate 3	Less than adequate 2	Poor 1	Not applicable NA
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ITEM	SCORE
1. Accepted you as a functional member of the agency staff.	_____
2. Provided you with relevant experiences in administration, supervision and leadership.	_____
3. Provided you with professional growth experiences (e.g., training programs, seminars, other developmental activities).	_____
4. Provided assistance to you meet your personal and professional, and research goals.	_____
5. Possessed the resources essential to the preparation of Kinesiology professionals (e.g., library, equipment, supplies, etc).	_____
6. Provided you with the opportunity to dialogue with other professionals.	_____
7. Provided you with sufficient feedback on your performance.	_____
8. Allowed you the opportunity to test classroom theory in applied situations.	_____
9. Willing to listen to your suggestions or recommendations and discussed rationale for acceptance or rejection).	_____

Additional Comments (use other side of this sheet if necessary):

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Evaluation of the Agency Supervisor

Instructions: Please rate the quality of supervision you received by your agency supervisor during the internship. Please file the completed form with the Head of Kinesiology. Use the following scale:

Excellent	More than adequate	Adequate	Less than adequate	Poor	Not applicable
5	4	3	2	1	NA

ITEM	SCORE
1. Interested in your development.	_____
2. Willingness to discuss the full range of activities at the agency.	_____
3. Ability to respond to your problems and to help you work toward solutions.	_____
4. Quality of conferences with agency supervisor.	_____
5. Adequacy of arrangements made to orient you to the agency.	_____
6. Sensitivity to your needs in accomplishing your objectives.	_____
7. Expression of encouragement and sincerity.	_____
8. Understanding of philosophy and practices in the profession.	_____
9. Flexibility in arranging your task in light of changing situations within the agency and your increasing professional competencies.	_____
10. Openness to change, innovation, and new techniques.	_____

Additional Comments (use other side of this sheet if necessary):

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Critical Task Checklist

- Determine preferred route for securing M.H.K. degree (thesis or internship)
- If going the internship route, discuss 360 hour placement interests with your graduate advisor.
- Discuss placement possibilities with your graduate advisor (students can work with their advisor to secure their own placement).
- Once placed, ensure that the Internship Agreement Form is completed and filed with your advisor (copy to the Kinesiology Graduate Secretary).
- Discuss a possible research topic with your advisor and employer early in the placement.
- Within the first 50 hours of the placement, complete the Internship Learning Objectives Form and file a copy with your advisor and the Kinesiology Graduate Secretary.
- If required, complete a research ethics application.
- Ensure that a Mid-Term Performance Appraisal is completed around the midway through the placement (normally after 180 hours). The completed form must be forwarded to your advisor's office.
- Ensure that a Final Performance Appraisal is completed (normally after 360 hours). The completed form must be forwarded to your advisor's office.
- Prepare the Internship Report (Reflection and Research Article) in concert with the Guidelines noted on page 13. A copy of the Draft Report must be forwarded to your advisor (10 days in advance of the proposed presentation date). Notice of the presentation must be circulated by the Kinesiology Graduate Secretary seven days in advance of the proposed presentation date.
- Deliver the Internship Presentation (Reflection and Research Article) in concert with the Guidelines noted on page 15.
- File the completed Evaluation of the Agency Form with the Graduate Coordinator.
- File the completed Evaluation of the Agency Supervisor Form with the Graduate Coordinator.
- If you pass all of the graduate program requirements, apply to graduate.
- Convocate with the MHK Degree!!!