

**Sam Houston State University**  
**KINE4394: Internship**  
**Fall 2017**  
**College of Health Sciences**  
**Department of Kinesiology**

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<b>Office Hours</b>	By appointment; may meet at SHSU main campus Virtual Office checked before 10am on class days
<b>Class Times</b>	TBD (Set by internship location)
<b>Class Location</b>	TBD (Internship location)
<b>Course Description</b>	This course provides the student with opportunities to demonstrate competencies developed in previous courses by working in an agency under the supervision of a qualified practitioner. Prerequisites: Senior standing and KIN493 (KINE4393) or HED493 (HLTH4393). Credit 3
<b>Textbooks/Materials</b>	Exercise Science Internship Manual (found in Blackboard)  Blackboard  You must use your <b>Sam email account</b> . Emails from non-SHSU email accounts will not be acknowledged.
<b>Course Format</b>	This is an internship class where you will be placed at an agency under the supervision of a qualified practitioner.

**Course Requirements:** See internship manual - 200 hours of internship experience are required for each 3 hour section of 4394. If you opted to do extra service learning hours as part of KINE 4393, you may bring in up to 50 hours to apply toward your internship total.

**If you have a concentration in exercise science, 400 hours (2 sections of 4394) are required for graduation. The 2 sections may be completed in different semesters.**

**Attendance policy:** Your schedule and attendance will be worked out with your internship location. You must complete 200 hours of internship experience per 3 hours of academic credit.

**Failure to complete the required hours will result in an “IP” (in progress grade) until hours are completed. Be aware that an IP will push back your graduation date if you are a graduating senior this semester.**

**IDEA Objectives:**

1. Essential: Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
2. Important: Developing skill in expressing myself orally or in writing.

**Course Goal:** Successfully complete an internship in a field related to the student's intended career path.

**Learning Outcomes:** After completing this course, the student will be able to

1. Identify employment and/or graduate school opportunities.
2. Discuss the unique circumstances that shape the mission of the internship site.
3. Communicate in a professional manner.

**Course Expectations:**

1. **Assignments:** Assignments are due by the end of the day (11:59PM) on the assigned date unless otherwise specified. Late assignments will not be accepted. Assignments must be turned in electronically unless otherwise specified.
  - a. **"Oops Card":** Each student will be granted one "Oops Card". This can be used to submit one assignment late. You must indicate you will use the "Oops Card" prior to the assignment submission deadline. The assignment is due 48 hours after the original due date. This is the only time late assignments will be accepted. Use it wisely. The "Oops Card" may not be used for examinations (quizzes) or discussion boards.
  - b. **Grading Policy:** I am happy to review your grade on any assignment or test. However, keep in mind that the grade following review will stand even if it is a LOWER score. Should you wish for me to review the grade on an assignment or test, you must provide via EMAIL a written explanation of why you think your score was unjustified including specific references to assignment directions, relationship to the rubric (if applicable), parts of the assignment/test you believe to be of issue, and justification/explanation based upon the textbook, other assigned materials, or materials cited in your assignment. Appeals must be submitted within one week of the posting of the grade.
  - c. **Make-up Policy:** Late assignments are not accepted with the exception of the use of the "Oops Card" (allows a single assignment to be submitted 48 hours after the initial due date, professor must be notified prior to the initial due date, may NOT be used on discussion board, quizzes, or exams). All electronically submitted assignments are allowed a 1 hour grace period to allow for potential computer issues. Assignments submitted more than 1 hour following the due date and time will not be graded and will receive a 0.
2. **Drop/add/withdraw:** It is your responsibility to make sure that you are officially enrolled in this course. If, at any point, you decide to attend this course no longer, it is your responsibility to officially drop or withdraw from enrollment. Failure to do so may result in a failing grade.
3. **Syllabus subject to change:** The syllabus, while a guide to provide expectations, does not and cannot cover every possible situation that may arise within a course. The instructor reserves the right to modify the syllabus should the need arise. The syllabus also does not address every possible behavior that may result in failing the course. It is your responsibility to act in a fashion befitting an adult and college student. Content may change in keeping with new research and literature, and events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

4. **Email Etiquette:** Most communication about the course (general questions, questions about assignments, etc.) should be through the “Virtual Office” on Blackboard. Email should only be utilized for communicating about grades, etc. When communicating with me via email, you must follow the etiquette below; otherwise I reserve the right of not replying to your email.
  - a. Be sure to include a meaningful subject line, including your class number (4394); this helps clarify what your message is about and may also help me prioritize reading your email. This determines where your email will be filed. If you have a question, indicate that in the subject line.
  - b. Just like a written letter, be sure to open your email with a greeting like Dear Prof. Dougherty:
  - c. Use standard spelling, punctuation, and capitalization. THERE'S NOTHING WORSE THAN AN EMAIL SCREAMING A MESSAGE IN ALL CAPS. Stay away from abbreviations and do not use emoticons (those little smiley faces).
  - d. Write clear, short paragraphs and be direct and to the point; I consider your email communication as business.
  - e. Be friendly and cordial, but do not try to joke around (jokes and witty remarks may be inappropriate and, more commonly, may not come off appropriately in email).
5. **Electronic submission of assignments:** Assignments must be submitted to Blackboard. Assignments must conform to the guidelines below:
  - a. Submitted in the **.docx or PDF** format. Use “save as” to make sure you are saving your files in the correct format.
    - a. Files submitted in other formats may not be graded and will receive a 0 (zero) if I am unable to open them.
    - b. You will receive 1 warning about file format. After that, a 0 will be recorded if I cannot open the file.
  - b. Check to make sure the file attachment went through. If the attachment is not there, the assignment will be considered late. If you do not see a piece of paper by your name, the file did not attach.
  - c. Do not wait until the last minute to submit your assignment. If you are unable to upload the assignment, it will be considered late. (There is a 1 hr grace period on assignments to allow for differences in computer time, slow uploads, etc.)
  - d. Some assignments may utilize plagiarism detection, such as TurnItIn or SafeAssign. This will be set up through Blackboard and may require the assignment be submitted in 2 locations.
  - e. Assignments must be presented in a visually appealing manner (meaning, easy to read and follow) using APA 6<sup>th</sup> edition as a guideline unless the assignment specifies otherwise.
  - f. Blogs, discussion boards, journals, etc. should be completed within Blackboard (not by submitting a file). You may choose to copy and paste from a file, but please submit within the text box so your assignment is easy for everyone to view.

6. **Academic Honesty:** Academic honesty is expected in all work. Ignorance is not an excuse. Penalties will include 0 points for the assignment or exam and loss of any extra credit opportunities. Failure of the course may also be used as a penalty at the discretion of the instructor.
  - a. *Self Plagiarism:* “Self-plagiarism represents a significant problem in academia as it serves to undermine the learning process and outcomes that are a key feature of each course that is offered as a part of a student’s curriculum. As a result, the Department of Health and Kinesiology has a strict policy in place to prevent self-plagiarism in the classroom. Self-plagiarism is defined as the submission of any type of assignment that contains content that is recycled from other assignments or a prior publication that one submits for course credit in another course.
    - a. Each instructor is provided the discretion to evaluate whether a student has engaged in self-plagiarism on a course assignment. If a student is unsure whether use of prior content would constitute self-plagiarism, they must consult with the instructor of the course within a reasonable period of time prior to the due date of the assignment. In most cases, this consultation should take place a minimum of 10 business days prior to submission. Following submission of the assignment, if the instructor deems that the student has engaged in self-plagiarism, he or she has the right to state that the student has violated Section 5.3 of The Texas State University Rules and Regulations dealing with Academic Honesty and the student is thereafter subject to any and all penalties and punishments present in the policy. This may include failure of the assignment and/or failure of the course. Additionally, the student may be referred to the Department Chair of Health and Kinesiology, the Dean of the College of Health Sciences, the Dean of Students, and/or the Provost and Vice-President for Academic Affairs for further academic review.”
7. **Grade Appeals:** Grade appeals must be submitted within 30 days of the end of the semester (after grades are posted). Additional information may be found in the current catalog.

### **Evaluation:**

See “Written Requirements” section of the internship manual for more information.

1. Internship paperwork:
  - a. Contact sheet: 5
  - b. Supervisor resume/credentials: 5
  - c. Application: 5
  - d. Job Description and Objectives: 5
  - e. Current resume: 5
  - f. Internship Release: 5
2. Logs: 75 (5/week; 15 weeks)
  - a. If you complete your hours prior to the end of the semester, you must submit “Hours finished” or similar to receive credit for remaining logs.
3. Mid-internship evaluation: 15
4. Notebook (each component submitted separately)
  - a. Reflection of internship experience: 10
  - b. Agency/institution report: 5
  - c. Professional interview: 5
  - d. Critique for future interns: 10
  - e. Exercise science student internship evaluation: 10
  - f. Presentation: 10
5. Supervisor evaluation: 50 (A 50, B 45, C 40, D 35, F 25)

**Grade Cut-Offs: Percentage based on number rounded to whole number (when rounded to the tenths place, 368.5 becomes 369 but 368.4 becomes 368). Percentages are NOT rounded.**

A: 90% (198 - 220 points)

B: 80% (176 - 197 points)

C: 70% (154 - 175 points)

D: 60% (132 - 153 points)

F < 60% (< 132 points)

**Course Outline by week:**

1. Begin internship, internship paperwork due
2. Continue internship, weekly reflections with daily logs due
3. Continue internship, weekly reflections with daily logs due
4. Continue internship, weekly reflections with daily logs due
5. Continue internship, weekly reflections with daily logs due
6. Continue internship, weekly reflections with daily logs due
7. Continue internship, weekly reflections with daily logs due
8. Continue internship, weekly reflections with daily logs due
9. Continue internship, weekly reflections with daily logs due, mid-internship evaluation due
10. Continue internship, weekly reflections with daily logs due
11. Continue internship, weekly reflections with daily logs due
12. Continue internship, weekly reflections with daily logs due
13. Continue internship, weekly reflections with daily logs due
14. Continue internship, weekly reflections with daily logs due
15. Continue internship, weekly reflections with daily logs due
16. Continue internship, weekly reflections with daily logs due, internship notebook due, supervisor evaluation due

**University Policy and Guidelines**

**Additional Information:** Please visit <http://www.shsu.edu/syllabus/> for Sam Houston State University syllabus information regarding:

Academic Dishonesty

Student Absences on Religious Holy Days Policy

Students with Disabilities Policy

Visitors in the Classroom