

San José State University
Department of Kinesiology
Syllabus for Internships/Fieldwork (KIN 198, 280, 285)

Course and Contact Information

Instructor: Dr. Cole Armstrong

Office Location: SPX 114

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Office Hours: (Days and time) *By appointment*

Class Days/Time: No in-person class meetings; all work is conducted via Canvas

Classroom: Canvas

Prerequisites: Upper division standing; GPA overall of 2.0; [KIN 70](#) or instructor consent

Course Description

1-6 unit(s)

Practical professional experiences related to the field of Kinesiology. Experiences are varied and can include exercise testing, prescription and evaluation; program leadership, design, and/or administration; coaching; and sport medicine internships.

Course may be repeated for credit for up to 6 units.

Course Format

Technology Intensive, Hybrid, and Online Courses (Required if applicable)

Online via Canvas.

Credit Bearing Internships

For unpaid internships complete a University Organization Agreement (UOA) from the organization where the internship is taking place. If the internship is paid, a UOA is not needed.

Course Goals

Internships/fieldwork enable the student to develop an understanding of actual operations, events, and professional responsibilities, as well as gain critical field-specific knowledge and skills. The internship/fieldwork experience is an essential component in a student's course of study designed to facilitate the integration of theoretical, applied, and academic subject matter in the field of Kinesiology.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

1. Demonstrate how information learned in Kinesiology classes applies to employment contexts.
2. Demonstrate professional behavior in the workplace.
3. Synthesize practical and theoretical information and apply knowledge to employment contexts.

Required Texts/Readings

Textbook

None

Other technology requirements / equipment / material

Access to Canvas.

Library Liaison (Delete if not applicable)

Adrianna Poo. adrianna.poo@sjsu.edu

Course Requirements and Assignments

Communication (4 points)

Internship Check In #1 and #2.

Check in #1 (when half of all hours completed), Check in #2 (when all hours completed)

Directions: Fill out and upload your Internship Activities & Time Log (when you have completed half and all of your hours. Your site supervisor's signature is required.

Also, complete upload SJSU Kinesiology Internship Check-in #1 and #2 written response documents.

.25 points will be deducted every day that the Check-in is late. Check-ins will not be accepted after a week. Email submissions are not permitted.

Internship/Fieldwork Report (4 points)

Students will complete a maximum 8 page written response which highlights the experiences completed during the internship course. A thank you letter is also required. Specific assignment instructions available on the Canvas site.

Internship Supervisor Evaluation (4 points)

Each student is required to be evaluated by their internship supervisor. The instructor will provide the evaluation link to each supervisor, but students are encouraged to remind their supervisor to complete the evaluation.

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to

internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

Final Examination or Evaluation

There is no final exam.

Grading Information

The internship and fieldwork classes are pass/fail. As a result, students must obtain a grade of 7 out of 12 or better to pass the class. The 12 total points which make up the final grade are listed above.

Classroom Protocol

Course Notes

- Check Canvas announcements when you first register to be sure you have not missed any important messages that may have been sent out before you added the internship/fieldwork course.
- Attend the online course meeting and/or review the posted video.
- Take the communications component of the course seriously. For your online check-ins (submitted on Canvas assignments page) you can be brief but you must provide enough information to clearly convey what you've been doing for the hours leading up to each check in. Follow the instructions provided on Canvas.
- Complete all hours you registered for by the last day of classes. There are no incomplete grades for an internship/fieldwork. Hours must be completed on or before the last day of class in order to receive credit.
- Check that you have completed all elements outlined in the internship/fieldwork enrollment form and on Canvas.

- Use the template provided on Canvas for your internship/fieldwork report. The report is due by 11:59 pm on the last day of classes.
- Conduct yourself in a professional manner at all times.
- Send your site supervisor a thank you letter at the completion of your internship/fieldwork.
- Internship/fieldwork requirements are the same for all courses (198, 280, 285). The primary differences pertain to the nature of the work being done (e.g., exercise physiology internships differ from sport management) and the level of work being done (graduate students have more experience and education so can be expected to be engaged in more complex endeavors).

General Internship/fieldwork Guidelines for Students

- Ask for help when in doubt. Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/she can assist you in determining the best way to respond to difficult or uncomfortable situations.
- Be punctual and responsible. You are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and those whom you serve rely on your punctuality and commitment to serve professionally throughout the fieldwork.
- Call your site if you anticipate lateness or absence. Be mindful of your commitment, people are counting on you.
- Respect the privacy of all clients. If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.) it is vital that you treat it as privileged information. You should use pseudonyms in your journal and reflective paper if you are referring to clients or the people you work with.
- Show respect for the organization you work for. Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.
- Conduct yourself appropriately: You are in a work situation and are expected to treat your supervisor and others with courtesy, respect, and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise.
- Be flexible. The level or intensity of activity at a service site is not always predictable. Your ability to adapt to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Cautions - Do NOT:

- Use your cell phone or other mobile device while at your site working.
- Report to your service site under the influence of drugs or alcohol.
- Give or loan a client money or other personal belongings.
- Make promises or commitments to a client you cannot keep.
- Give a client or agency representative a ride in a personal vehicle.
- Tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived sexual with a client or community organization representative.
- Tolerate inappropriate verbal exchanges or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity. Report issues to the SJSU's Chief Diversity Officer, Dr. Kristen Dukes at kristin.dukes@sjsu.edu
- Engage in any type of business with clients during the term of your service.
- Enter into personal relationships with a client or community partner representative during the term of your service.

University Policies

Per [University Policy S16-9](#), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on [Syllabus Information web page](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>). Make sure to visit this page to review and be aware of these university policies and resources.