

Internship/Fieldwork (KIN 198; KIN 280, KIN 285) Information

Finding an internship/fieldwork site

In addition to the KIN email announcements, you receive about internship/fieldwork opportunities, good resources when looking and preparing for an internship/fieldwork are on the SJSU Career Center's web site:

<http://www.sjsu.edu/careercenter/students/>

Enrollment

Once you secure an internship/fieldwork you can then proceed to enroll in the internship/fieldwork course. Complete the internship specifications form (next pages) in collaboration with your site supervisor. Then scan the forms for subsequent upload when you fill out your online enrollment form. **Before uploading your internship specifications forms, make a copy to give to your site supervisor.**

The KIN internship enrollment form you need to complete is online here under Internship Requirement:

<https://www.sjsu.edu/kinesiology/Students/CurrentStudents.php>

University-Organization Agreement (UOA)

Check that there is a university-organization agreement (UOA) between your site and SJSU if you will be participating in an **unpaid** internship.

Look here to see if a UOA already exists between your site and SJSU:

<https://app.calstates4.com/sjsu/program-sites>

If your site is not on the list, **ask your site manager/owner** to use the URL below to begin the process of getting a UOA. **Do NOT** fill out the online proposal form yourself. Only personnel from the community agency have the authority to register their site and establish a UOA with SJSU.

<https://app.calstates4.com/sjsu/sjsu-partner-proposal-form>

Ask your site supervisor to let you know when the online registration of their site is in progress.

If you will be participating in a **paid** internship, a UOA is not required. Instead, you will need to attach proof of employment at the bottom of the online enrollment form. A recent pay stub or an offer letter will suffice. The employment verification document must include your full name.

Once you are enrolled, course information will be available to you on Canvas. Look through all the information carefully so you know what the requirements are for the internship/fieldwork course. Since there are no in-person class meetings all connections with the kinesiology internship manager and communication about the course are done through Canvas.

San José State University; Kinesiology Department
Internship Specifications Form – please print clearly or type

Students: Please complete this form in consultation with your site supervisor and **provide your site supervisor with a copy.**

Start Date (first day of classes): _____ End Date (last day of instruction): _____ # Hours: _____

Identify 3 learning outcomes expected. At the end of your internship/fieldwork you will be able to:

- 1.
- 2.
- 3.

Summary of planned activities: (List a minimum of 4)

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Site Supervisor's Signature

Date

Print Site Supervisor's Name

Site Supervisor's Title & Name of Site

Student's Signature

Date

Print Student's Name

Learning Plan

Section I: Student Data

Student's Name: _____ Student ID: _____

Email: _____ Telephone Number: _____

Primary Emergency Contact: _____ Relation: _____

Daytime Telephone: _____ Cell Phone Number: _____

Secondary Emergency Contact: _____

Daytime Telephone: _____ Cell Phone Number: _____

Section II: Learning Site

Learning Site: _____

Contact Name: _____

Address: _____

Email: _____ Telephone Number: _____

Section III: Course Data

Course Title: _____ Faculty Name: _____

Service Objectives (list your primary responsibilities at the Learning Site): _____

Learning Objectives (describe how your primary responsibilities support/further your course work): _____

Planned Number of Service Hours: _____ Start Date: _____ End Date: _____

I have reviewed and approve the Learning Plan set forth above.

Faculty Signature: _____ Date: _____

Student Initial: _____

**Internship/Fieldwork Specifications
Participation Guidelines**

1. I will devote _____ hours per week towards completion of the service and learning objectives listed in my learning plan (internship/fieldwork specifications form) for a total of _____ service hours, effective from _____ to _____. I agree to complete all paperwork required by my department or site supervisor as part of this learning (internship/fieldwork) experience.
2. I understand and acknowledge that there are potential risks associated with this learning (internship/fieldwork) experience, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the learning site, (c) the physical characteristics of the learning site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the learning site, (e) any travel associated with the learning site, (f) the time of day when I will be present at the learning site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and wellbeing are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this learning experience (internship/fieldwork), I nonetheless voluntarily choose to participate in this learning experience. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this learning experience (internship/fieldwork), I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the learning site's rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the learning site if I believe I will be late or absent; and (g) respect the privacy of the learning site's clients.
5. While participating in this learning experience (internship/fieldwork), I will not (a) report to the learning site under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or learning site representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the learning site's proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or learning site representative during the term of my placement. I understand that the learning site may dismiss me if I engage in any of these behaviors.
6. I agree to contact the Internship Program Director if I believe I have been discriminated against, harassed or injured while engaged in this learning activity. The Internship Program Director will report the issue to the University's Equal Opportunity (EO) Manager, who will determine the disposition of the allegation or complaint.
7. I understand and acknowledge that neither the University nor the learning (internship/fieldwork) site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning experience. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

Print Student Name _____

Student Signature _____

Date: _____