

MICHIGAN STATE
UNIVERSITY

GUIDELINES FOR HOSTING A MSU KINESIOLOGY INTERN

Site Supervisor Manual



**College of
Education**

Department of
Kinesiology

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MSU KINternship Staff



Keri Morrison

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Email Address: klm@msu.edu (best contact method)

Contact for: questions regarding student issues, KINternship approval, enrollment process, program overview, student grading and assessment, and Affiliation Agreements.



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Contact for: questions regarding pre-enrollment course, Criminal Background Checks, big picture program goals.

Goals of the KINternship

Big Picture Goals

We would like to take this opportunity to thank you for taking on and mentoring an intern from the Michigan State University Kinesiology Department.

This Internship Course (the "KINternship") is designed to be a culminating experience for senior students who will graduate with a Major in Kinesiology. Our hope for these students during this internship is that they will gain a practical experience in the Kinesiology domain, acquire skills and knowledge that could help with a potential career, and apply knowledge that they have learned

throughout their undergraduate degree in a practical setting. We are pleased and excited to have our students represent the Kinesiology Department, the College of Education, and MSU at their respective internship sites.

KINternship (KIN 492/493) Course Objectives

The primary student learning objectives for this course are to:

- Provide each student with a practical experience in the field of Kinesiology;
- Acquire skills related to a potential future career in Kinesiology;
- Create site-specific objectives/goals, in collaboration with the site supervisor, that students will work to achieve throughout their internship;
- Reflect on experiences through a guided reflection process using the weekly assignments;
- Apply knowledge acquired through Kinesiology courses to a practical experience;
- Improve professionalism in day-to-day interactions with co-workers, patients, residents, clients, etc.;
- Develop an appreciation and understanding of the diverse backgrounds and experiences within a particular work environment.

KINternship Requirements

Affiliation Agreement

- Prior to the MSU KINtern beginning their internship hours, an Affiliation Agreement must be signed. The Department of Kinesiology has an Affiliation Agreement available for internship sites (please visit our KINternship website and complete the online Qualtrics Survey, which includes the Affiliation Agreement).
- If your site has their own internship Affiliation Agreement, we can usually accept that as a replacement. Please contact Keri Morrison (klm@msu.edu) for further questions regarding Affiliation Agreements.
 - *Please note: if MSU Kinesiology Department does not feel that the terms outlined in this KINternship supervision document are being followed, we reserve the right to terminate the Affiliation Agreement with your program and remove the site from our list.*

Required Hours

- Students may not work from home, and they may not collect hours for work without a supervisor or another employee present.
- Students are required to complete a minimum of 135 hours of work at their internship site (135 hours = 3 course credits) to graduate as a Kinesiology Major. However, students are allowed to complete up to 6 credits (270 hours). Each credit is equal to 45 hours of work completed on site. Be sure to ask your intern how many credits they are signed up for prior to the start of the internship.

- Students are required to complete 80% of their weekly hours at their internship site doing Kinesiology related tasks (shadowing, observing, actively completing normal daily tasks of the supervisor's job environment). Less than 20% of the interns' time on a *weekly basis* should be spent completing non-job related (non-kinesiology related) tasks (e.g., coffee runs, shredding paper, filing paperwork, answering phones, checking members in, folding towels, wiping down equipment, making smoothies, etc.).
- As a separate attachment, we have included a weekly hours tracking sheet in an excel file that you are welcome to use to track your intern's hours. The formulas will automatically calculate the intern's weekly and overall hours as you enter the information. Although we require students to log their own hours, if their hours were called into question we would contact you to verify the hours worked. If you have another means of keeping track of your intern's hours, please do not feel like you are required to use the provided excel file.

Timelines

- We suggest interns start seeking internship possibilities the semester *before* they hope to complete an internship (e.g., if they hope to complete a Summer internship, which would begin any time between May and July, they should confirm an internship early in the Spring semester, which starts at the beginning of January).
- Although an intern can begin work or end work at their internship site outside of the regular academic semester, interns can only *count hours that occur within the semester dates in which they are enrolled in the internship class*.
 - For specific semester dates, please visit the MSU Academic Calendar and select the appropriate Academic Year using the following link:
<https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

Mentorship

- This is an opportunity for the Kinesiology Majors to see what working in your field could potentially be like for them in the future.
- Whenever possible, provide your interns with a breadth of opportunities within your field of work.
- Provide your interns with time to ask questions (e.g., set up a weekly debrief meeting with your intern[s]; set up a brief time during lunch to discuss morning events; be open to answering questions when/if gaps in the work day occur).
- If you expect a "slow day" at your work, provide students with an educational opportunity (e.g., have them research a component of your job; ask them questions/have a question and answer session; take the student through some of the administrative tasks of your job; discuss with the student the path you took to end up at your particular job; etc.).
- Please provide regular constructive feedback to your interns (e.g., what are they doing well? What do they seem to be struggling with? What could they do to improve?).
 - If an intern is struggling in a particular area, please communicate with them as early as possible to provide them with an opportunity to improve.

Termination of an Intern

Please keep in mind the goal of this internship experience from our Department's Perspective is to create a practical educational experience for the intern. Thus we hope that you will be willing to work with the student to help educate them if they are struggling in their internship experience.

According to the KIN 492/493 Syllabus, if a student is terminated from their internship experience, they will receive a 0.0 in KIN 492/493 and may have to re-take the course in order to graduate.

If you feel an intern is not performing their duties and meeting your expectation of them, please use the following protocol (if it is before the midpoint of the semester, please document via email or other written format to the student; if it is at or near the midpoint of the semester, you can use the Midterm Performance Evaluation [worth 10% of the student's grade in the class]):

- Document any difficulties in writing to the intern as soon as they arise;
- Gauge improvements in that/those area(s) in writing to the intern and next steps they need to take in order to improve;
- If the student does not show improvement after the first warning, outline the consequences if they are unable to perform (e.g., termination) AND let them know you are reaching out to the Internship Coordinator (Keri Morrison) to let them know about these problems.
- Send Keri Morrison (klm@msu.edu) an email outlining the documented information from the above bullet points. At this point Keri can also meet with the student.
- If still there are no marked improvements and all formal documentation is received, the student may be terminated from their position.

Website

For the latest syllabus (which briefly outlines the assignments for this class), links to the evaluations, Affiliation Agreements, or other details about the class that are not answered in this manual, please visit our MSU KINternship Website. Link to the KIN 492/493 KINternship website:

<http://www.education.msu.edu/kin/undergrad/kinesiology/493Internship.asp>

Hosting a MSU KINtern – What You Need to Know

Expectations of Site Supervisors

Thank you for your willingness to supervise the internship of an MSU Kinesiology student. We believe the internship experience is an integral part of our students' preparation for life after graduation.

Below are our expectations of you as a "KINternship" Site Supervisor. If you have questions, please do not hesitate to contact Keri Morrison at klm@msu.edu. If these responsibilities are

not completed, the intern cannot receive a passing grade and cannot graduate with a degree in Kinesiology. We hope you will enjoy the experience and it will have value to you professionally.

There is a checklist at the end of this manual for you to use to help align timelines with these expectations.

- **Discuss your expectations for the internship with the intern.** We request this occurs during the first week of the internship (nothing to submit, this is just to ensure expectations are clear from the site perspective for the student).
- **Track the intern's hours.** We ask that supervisors track the intern's hours throughout the internship. In the unlikely event that an intern's records are somehow lost, or the hours submitted by an intern are called into question, this makes another record available. Students may not work from home, and they may not collect hours for work without a supervisor or another employee present.
 - There is a template available for you to use on our [KINternship website](#) under the Site Supervisor Information dropdown menu if you do not have another mechanism to track their hours already.
- **Discuss and guide the intern on the Proposal Assignment and Personal Objectives Scale.** This assignment is due by the end of third week of internship (please refer to the specific date in the Syllabus and/or email you received). They will not need the Personal Objectives Scale to be filled in and signed by you until the Midpoint and End of their internship hours.
- **Complete Midterm Performance Evaluation.** This assignment is completed via the survey link ([Link to Midterm Performance Evaluation](#)): at the midpoint of the internship. We ask that supervisors review the results with the intern within one week of submitting the evaluation.
- **Complete Midpoint Personal Objectives Scale.** The Personal Objectives Scale is a hard copy document that is completed by the supervisor and requires the supervisor's physical signature. The student will provide you with the Personal Objectives Scale, which should be filled in to assess the intern at the midpoint of the internship and again at the end of the internship. The intern submits both versions (the Midpoint & Final Personal Objectives Scale) as part of the Final Report. We ask that supervisors review the results with the intern within one week of completion.
- **Complete Final Personal Objectives Scale.** The Personal Objectives Scale is a hard copy document that is completed by the supervisor and requires the supervisor's physical signature. The Scale is completed at the midpoint of the internship and again at the end of the internship. The intern submits both versions (the Midpoint & Final Personal Objectives Scale) as part of the Final Report (see syllabus for specific due date). We ask that supervisors review the results with the intern within one week of completion.
- **Complete Final Performance Evaluation.** This assignment is completed via the survey link ([Link to Final Performance Evaluation](#)): at the end of the internship. It is due before 5:00 PM on the last Thursday of classes (please refer to the specific date in the Syllabus

and/or email you received). We ask that supervisors review the results with the intern within one week of submitting the survey.

- ***Be aware that as MSU interns, they are Mandatory Reporters.*** MSU requires that all interns report child abuse, child neglect, sexual assault, and child pornography. For more information please visit the [MSU Youth Programs: Registration, Safety Assurance, and Education website](#).
- ***Help ensure MSU interns are compliant with the youth regulations.*** For all MSU Interns working with minors, the following regulations applies:
 - Interns should be limited in their one-on-one contact with participants.
 - Interns should have no personal, non-programmatic related electronic communication with participants.
 - Interns may not take pictures of participants or post information about participants to social media sites without parent/guardian permission.
 - Interns may not meet participants off-site or off-hours.
 - Interns may not give personal gifts to participants.
 - Interns may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for participants.
 - Interns may not possess a firearm or other weapon at any time working with participants.
 - Interns must adhere to all university regulations regarding drivers and vehicles.

Now that you have agreed to host a MSU Kinesiology Intern, a “KINtern”, below is a checklist that represents a list of items that should be completed.

As the main goal of this experience for the student is to learn, we want to ensure ample opportunity for feedback and growth. There are some evaluations which are summative and count towards the intern’s final grade in this course (noted on the checklist below). However, there are also items that need to be completed in this checklist that are used as formative feedback (meaning not used as part of their final grade, but will hopefully provide an opportunity to discuss your intern’s progress).

MSU KINternship Site Supervisor Checklist

This checklist was designed to help supervisors ensure the student is on-task in terms of course work completed, and to ensure the appropriate discussions are taking place at the correct time.

<i>Step #</i>	<i>To Do</i>	<i>Timelines</i>	<i>Completed?</i>
1.	If you are interested in posting an internship job description, please visit the Handshake website (where we direct our KIN students to seek internship opportunities).	Ongoing. Kinesiology students search for KINternships during the semester before they hope to start .	<input type="checkbox"/>
2.	Discuss expectations with your intern (what should they expect in terms of hours, work expectations, etc.).	First week of the student's internship or prior to the start of the internship.	<input type="checkbox"/>
3.	Track students hours. You are welcome to use the excel sheet provided, or have your own system of tracking student hours. However, these hours need to be tracked on a weekly basis to ensure consistency with the student hours we track here at MSU.	Students are required to submit a weekly hours log for this course. In addition, you should track your intern's weekly hours so that if their hours are called into question, or they miss a submission, we have some means of comparing information.	<input type="checkbox"/>
4.	Discuss Proposal Assignment & Personal Objectives Scale with Student (Proposal Assignment worth 15% of the student's grade in this class).	This should be completed by the third week of their internship. Students are required to submit a Proposal Assignment & Personal Objectives Scale that includes the objectives they hope to achieve while at your internship site. Please help guide them in terms of feasibility, measureability, and ambitiousness.	<input type="checkbox"/>

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| 5. | <p>Midpoint of Hours: Fill in the Midterm Performance Evaluation for your intern via the link provided (worth 10% of student's final grade in class).</p> | <p>Due at the midpoint of your intern's hours. The timing will be different for each student, and the student should be asking you as their supervisor to complete the Midterm Performance Evaluation link at the appropriate time.</p> <p>Please review the results with your intern. This is meant to be a learning experience, thus providing "next steps" are crucial in their development.</p> | □ |
| 6. | <p>Midpoint of Hours: Assess the student on their Personal Objectives Scale they created with their Proposal Assignment (ratings on scale not used as part their final grade, but inclusion of this midpoint Personal Objectives Scale required for the the Final Report, worth 35% of their grade).</p> <p><i>Note: You nor the student should submit a copy of this Personal Objectives Scale prior to the Final Report (due towards the end of the semester).</i></p> | <p>The intern should ask you to fill in the Personal Objectives Scale at the midpoint of their hours. The timing will be different for each student.</p> <p>Please review the results with your intern. This is meant to be a learning experience, thus "next steps" are crucial in their development of their Personal Objectives.</p> | □ |
| 7. | <p>End of Hours: Fill in the Final Performance Evaluation for your intern via the link provided (worth 15% of student's final grade in class).</p> | <p>The student should check the syllabus for due dates for their section. There is a chance your intern will not yet have completed all of their hours by our requested due date – that is okay. Please fill in by the due date requested. If the student has completed their hours early, they will request for you to complete the Final Performance Evaluation at that time.</p> | □ |

9.	End of Hours: Fill in the Personal Objectives Scale the intern created for the Proposal Assignment (ratings on scale not used as part their final grade, but inclusion of this end of hours Personal Objectives Scale required for the the Final Report, worth 35% of their grade).	The student should initiate this. We request our students give you enough time to complete this prior to the Final Report deadline (thus, it may be completed prior to finishing their internship hours).	<input type="checkbox"/>
10.	Debrief the internship experience with the student.	At the end of the experience, debrief with your intern. What are their next steps? What did they do notably well in achieving? What can they do better in the future? What can you as a site do better in the future?	<input type="checkbox"/>

Discussing the Results of the Performance Evaluations and the Personal Objectives Scales With Your Interns

Discussing the results of these evaluations is necessary in providing ongoing feedback to your interns. Here are some questions to help guide your discussion:

- What are they doing well?
- What are some areas that may need improvement?
- What are the next steps they could take based on those areas they need to improve?

Remember, this is meant to be a productive conversation and learning experience for the student. If there are concerns, please let the program staff know.

Frequently Asked Questions

Q: How do I become an “Approved Internship Site”?

A: To become an Approved Internship Site and be added to our Affiliated Sites List, please fill out the online Qualtrics Survey. A portion of this survey includes an Affiliation Agreement, which needs to be filled out and signed. Once you have completed this survey, and as long as the Course Instructors determine the content of the internship is Kinesiology-related, you will be added to our list of approved sites, which we will post on the KINternship Website. You will remain on this list for three years, at which point you will be required to complete the survey again. If anything changes within the 3 year period (e.g., site name, site address, site phone number, etc.), please submit a new Qualtrics Survey with the updated information so that we can update our records.

Q: What is the criteria for hosting a KINtern? Or what does the student have to do to receive credit for an internship?

A: A student intern must be at a Kinesiology-related site experiencing a job-like opportunity. Students should be completing the majority of their time shadowing, observing, or completing activities (as allowed) rather than non-kinesiology related tasks like coffee runs, shredding paper, filing paperwork, answering phones, checking members in, folding towels, wiping down equipment, making smoothies, etc. We apply an 80%/20% rule, whereby 80% of activities on a *weekly basis* should be considered Kinesiology-related tasks.

Students are required to completed a minimum of 135 hours at their internship site (a student may sign up for up to 270 hours, but no less than 135 hours) during the course of an academic semester. In addition, students have assignments they are required to complete for this class. Please see the Course Syllabus for the details of what is required of the student. Please use the checklist provided to determine your immediate role in the student’s assignments and course work.

Q: How many credits/hours?

A: Students must complete a minimum of 3 credits (135 hours; 45 hours per credit) to graduate from the Kinesiology Major at MSU. Students are allowed to take a maximum of 6 credits (270 hours) of internship.

Q: Are student interns allowed to be paid?

A: Our department allows students to complete a paid internship. However, this should be a discussion between the students and the boss or Human Resources manager at your site to see if there are any policies preventing the student from counting their paid employee hours as internship hours for legal reasons (Does the site want the student to separate the hours spent? Are internship hours to be done outside of the work hours?).

Once the student has discussed this with their boss, then **the site supervisor (or boss) will need to email Keri Morrison directly (klm@msu.edu) informing her of whether or not your site finds this to be acceptable (or if they want the hours separated).**

Either way, the student can do their internship there, but if the student has to separate the hours, then they will need to do the internship hours outside of the paid work (and their duties will not be the same because interns cannot typically do lifts and taking vitals – so that would need to be reviewed between the intern and the boss/supervisor).

Q: How do I share my opportunity? Can you share my opportunity with students?

A: Please share your opportunity using the following:

1) Please fill in the Survey on the KINternship website and include your properly filled out Affiliation Agreement. Be sure to fill in the “key terms” for your site when you are completing the survey. You will be added to our general “site list,” which is posted to the [KINternship website](#).

2) Please complete an “Employer Profile” on the MSU Handshake website (link to <https://msu.joinhandshake.com>) and post the internship opportunities you have available. You should also let Pepa Casselman (carls173@msu.edu) know that you have submitted the profile and that you are interested in further promotion to Kinesiology students.

Q: What are the dates for internship approval?

A: Students are allowed to take an internship any semester (Fall, Winter, or Spring) of their senior year. These dates are set in accordance with the university deadlines. Please visit the [Academic Calendar](#) for specific dates. Students may log hours from the first day of the semester in which they are enrolled, until the week prior to finals week of the given semester.

We suggest the following timelines for students seeking an internship opportunity:

- Fall start (begins the end of August): should secure an internship by the end of June.
- Winter start (begins at the beginning of January): should secure an internship by the end of October.
- Summer start (begins towards the end of May): should secure an internship by the end of February.