

# **INTERNSHIP (HHP 4920 or 4990)**



**Department of Kinesiology  
The University of North Carolina at Pembroke  
Pembroke, NC 28372**

# Internship Site Proposal

(to be signed by both the UNCP Student-intern and the Intern Site Supervisor)

UNCP Student-Intern Name: \_\_\_\_\_

Proposed Assignment

Site and Address: \_\_\_\_\_

\_\_\_\_\_

Name of Assignment Site Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Assignment Site Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Site Supervisor's E-mail: \_\_\_\_\_

UNCP-Intern Reporting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Student Intern Signature:** \_\_\_\_\_ Date \_\_\_\_\_

*[I agree to conform with all site assignment policies and procedures as they pertain to the completion of my internship]*

**Site Supervisor's Signature:** \_\_\_\_\_ Date \_\_\_\_\_

*[As the site supervisor, I agree to provide the above named UNC Pembroke student-intern with the experiences pertinent to this internship site. I understand that the intern can be involved in a variety of responsibilities and learning experiences that could include observing, reporting, participating, assisting, supervising, managing, etc in the area of Kinesiology and related fields.]*

## INTRODUCTION

Internship experiences are essential in the preparation of professionals in exercise and sport science. These experiences will provide support to classroom instruction as well as practical learning experiences.

Cognizant of the value of work-learning experiences, UNC Pembroke has developed this guide for students, faculty, and representatives of the cooperating agencies who are willing to participate in the internship program. It should be emphasized that this is only a guide, and changes can be made in order to maintain and strengthen the quality of student work-learning experiences.

Internship is reserved for upper level baccalaureate students (i.e., last semester senior unless there are extenuating circumstances) who are majoring in, or emphasize a program of studies in, kinesiology. It is administered by the Department of Kinesiology in cooperation with a variety of public and private service agencies. The student is an intern for a time period of at least 100 hours (for HHP 4920) and 200 hours (for HHP 4990) under the supervision of cooperating assignment personnel.

At first, the student is expected to observe and assist until they are somewhat familiar with the staff, assignment clientele, general policies, procedures, organizational pattern, facilities and equipment, rules, regulations, etc. Later the student should assume increasing responsibilities, and as soon as is practical, be given increased work responsibilities including stand alone tasks whenever possible.

The Internship Advisor (or University Advisor) is the faculty member assigned to HHP 4920 or HHP 4990 course, and that faculty member directs specific internship assignments. This person monitors the internship process in order to provide guidance and support to the student.

### **OBJECTIVES FOR INTERNSHIP**

The Internship is essentially a work-study program. This is not to be confused with any state or federal work-study program. The purpose is to afford the student a variety of field-study opportunities in order that he/she may test and relate those principles and theories learned in the classroom with the practical and applied methods and techniques utilized in professional practice. For the student, the internship is a critically important phase of his/her professional preparation. For the profession, the student's internship will be a major factor in assuring the needed flow of the entry of well-qualified and competent personnel into the field of sports management administration.

#### **Objectives are:**

1. To give the student-intern opportunities for practical experience to increase his/her knowledge and skill at the face-to-face, supervision and executive levels of leadership.
2. To help the student gain an understanding and appreciation of the roles, duties and responsibilities of a full-time practitioner.
3. To assist the student in becoming more aware of the dynamic and challenging nature of his chosen professional vocation.
4. To expose the student to the work of professional organizations and other related community groups and to encourage him/her to participate in their respective activities.

5. To provide the student with learning experiences that will strengthen his/her understanding of human beings and human relations and help him/her develop his/her professional abilities to get along with people.
6. To initiate learning experiences which will assist the student in discovering his/her strengths and weaknesses as a professional practitioner.
7. To emphasize the reasons for professional leadership as well as those competencies necessary for utilizing proper methods and techniques for initiating and conducting meetings, programs and other professional services.

### **ROLES AND RESPONSIBILITIES OF THE STUDENT-INTERN**

1. Complete Appendix A and submit to course instructor listed on Braveweb. Course instructor will provide override for the course after assuring the student is eligible for the internship.
2. Complete all internship forms within the designated time period for doing so.
3. Submit a final digital portfolio as described by the course instructor (e.g. Weebly, PowerPoint, Prezi, etc.)

### **STUDENT EVALUTION AND GRADING**

The evaluation and grading for HPER 4990 is based on an evaluation report (70% of grade), submitted by the Assignment supervisor, and the digital portfolio (30% of grade), submitted by the student. The portfolio should reconstruct and synthesize the student's experiences during the internship and their "on the job" experiences to contribute to professional preparation and growth of the student-intern. The digital portfolio should include pictures demonstrating the intern at work, samples of work/documents created by the intern, summaries of weekly activities and the takeaways from that activity, and anything else that the student chooses to provide to demonstrate his/her proficiency in the internship environment. The portfolio influences the intern's final grade, but more importantly, the intern should see this as an opportunity to create a sample of work that demonstrates his/her knowledge and acumen, a piece that could be shown to potential employers to justify the intern being hired.

The assignment supervisor will rate the student's performance at the end of the internship experience and submit it to the University supervisor. The form may be found in Appendix B.

### **LIABILITY STATEMENT**

The University assumes no responsibility for the student's personal liability. Agencies normally have liability insurance plans covering both staff and clients.

While accidents and lawsuits are rare, no one is immune to liability suits and everyone is held personally accountable for his acts. Therefore, student-interns are advised to become knowledgeable about legal liability.

The University accepts no responsibility for workmen compensation nor payment of the student for services rendered.

**APPENDIX A**  
**[to be filled out by the student-intern]**

**Internship Placement Information**

**Instructions to the Student** – complete this form and return to your advisor. A copy will be sent to your Agency Supervisor.

Student-Intern Name \_\_\_\_\_ Banner ID# \_\_\_\_\_

Address during Internship \_\_\_\_\_  
(PO Box/Street) City State Zip

Home Address \_\_\_\_\_  
(PO Box/Street) City State Zip

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_

Internship Assignment \_\_\_\_\_

Assignment Address \_\_\_\_\_  
(PO Box/Street) City State Zip

Internship Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Assignment/Job Description of Student-Intern – Check the course in which you are enrolled:

- HHP 4920 (student must complete at least 100 hours of work)
- HHP 4990 (student must complete at least 200 hours of work)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature

Date

**APPENDIX B**  
**Student Evaluation Rating Sheet**  
 (To be filled out by the Assignment Supervisor)

Student's Name \_\_\_\_\_

Title of Internship Assignment \_\_\_\_\_

RATING SHEET

**PERSONAL QUALITIES** – such as poise/tolerance, interest and respect for others/appearance – neatness, cleanliness; pleasing tone; general demeanor – a good sport; self application – industrious, confident, thorough/physical condition/emotional stability.

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

**PROFESSIONAL QUALITIES** – such as appears genuinely interested in the field appears genuinely interested in the assignment/is an enthusiastic worker/dresses appropriately/prompt/carries work to completion/knows when to ask for help/distinguishes between significance and trivia/is a flexible, adaptable worker;

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

**LEADERSHIP QUALITIES**

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

**INTELLECTUAL QUALITIES**

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

**PROFESSIONAL KNOWLEDGE** – as shown by awareness and understanding of philosophy of sports management

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

**COMMUNICATION SKILLS**

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

**TOTAL ESTIMATE OF ABILITY AND PROFESSIONAL PROMISE**

UNSATISFACTORY	POOR	AVERAGE	ABOVE AVERAGE	SUPERIOR

Please provide a final grade for this intern: A A- B+ B B- C+ C C- D+ D D- F Number of Hours Completed on Site: \_\_\_\_\_

Assignment Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_