



LEWIS-CLARK STATE  
— COLLEGE —

Division of  
Movement and Sport Sciences

# Internship Handbook



# Division of Movement and Sport Sciences Internship Handbook

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## **Division of Movement and Sport Sciences Internship Handbook**

### **Program Overview**

#### *Introduction*

The Health and Kinesiology internship experience is designed to provide students enrolled in HLTH/KIN 494 with practical experience at designated sites in the community. Under the supervision of an On-site Supervisor and a Faculty Supervisor, students have an opportunity to apply previous classroom learning to real-world problems and solutions at the internship site. The internship, a paid or unpaid experience, should be mutually rewarding for the student and supervising organization.

#### *Eligibility*

In order to be eligible to begin an internship, a student must meet the following criteria:

1. Completion of 70% of classes in the program of study
2. A minimum cumulative GPA of 2.0
3. Proof of CPR/AED/1<sup>st</sup> Aid certification
4. Completion of an internship orientation workshop
5. Approval of the Faculty Supervisor
6. Approval of the On-site Supervisor

#### *Responsibilities*

In accordance with Policy 2.122 of the Lewis-Clark State College Policies and Procedures Manual, the following duties are also expected of the student, Faculty Supervisor, and On-site Supervisor:

#### The student will:

1. Be responsible for the agreed service hours.
2. Inform the On-site Supervisor if he/she is unable to attend a scheduled shift, prior to the agreed upon hours.
3. Not work in a room alone with a client unless specifically screened and cleared to do so by the Agency.
4. Not transport a client unless specifically screened and cleared to do so by the Agency.
5. Keep a record of completed hours of service.

#### Lewis-Clark State College will:

1. Require students and assigned faculty to conform to the policies and procedures of the Agency.
2. Ensure that the Faculty Supervisor is available by telephone at all times when the student is in the Agency.
3. Ensure the Faculty Supervisor communicates periodically with the On-site Supervisor concerning the student's performance and learning.

4. Ensure that students and Faculty Supervisors are informed of, and comply with, all applicable Agency rules and regulations.

The On-site Internship Supervisor will:

1. Provide the student with orientation and training.
2. Provide normal supervision and guidance as needed in the performance of the tasks as described in the course syllabus.
3. Communicate periodically with the student and Faculty Supervisor concerning the student's performance and learning, and will provide a copy of the final evaluation to the student and Faculty Supervisor.
4. Share the Agency's risk management plan, emergency plan, and personnel policies and procedures with the student.

**Course Description**

HLTH/KIN 494 is designed to deliver health-, wellness-, or athletic-related service to a school, agency, or organization that works with children, adolescents, adults, or older adults. This course will involve structured opportunities intentionally designed to promote student learning and development. Therefore, a student who wishes to enroll in internship must have completed a minimum of 70% of classes in the program of study.

**Observation**

On-site observation by the Faculty Supervisor will be conducted throughout the student's internship. It is the student's responsibility to maintain consistent communication with the Faculty Supervisor and the On-site Supervisor to schedule meetings and observations.

**Course Requirements for HLTH/KIN 494 Internship Students**

It is the responsibility of the student to read and understand the course syllabus. The student is expected to attend scheduled in-class sessions and meetings with internship supervisors. The student earns one (1) credit of internship for 45 contact hours completed at the internship site.

*Prior to internship, the student will:*

1. Enroll in HLTH/KIN 494 in the section that ties to their major/emphasis area.
2. Attend scheduled internship class sessions and complete the internship orientation workshop and related trainings.
3. Review the course syllabus.
4. Review the internship handbook and other course materials, as assigned.
5. Investigate internship sites.
6. Identify an internship site and provide the On-site Supervisor a copy of his/her resume and a list of completed coursework.
7. Obtain permission from the On-site Supervisor to seek site approval from the Faculty Supervisor.
8. Complete and submit the Initial Site Description paperwork to the Faculty Supervisor.
9. Sign and submit the Confidentiality Statement to the Faculty Supervisor.

10. Schedule and participate in a meeting with the On-site Supervisor and the Faculty Supervisor.
11. Provide the On-site Supervisor with a copy of the internship handbook and the evaluation form.
12. Meet additional requirements of the internship site (e.g., submitting fingerprints, attending trainings), if applicable.
13. Complete the safety assignment.

*During the internship, the student will:*

1. Complete the time log daily.
2. Complete daily journal entries.
3. Draft (5) questions to ask their site supervisor about the profession.
4. Schedule and participate in an interview with their site supervisor. The interview should consist of the student asking the site supervisor (5) questions about the profession that were written by the student.
5. Complete the On-site Supervisor/student meeting notes.
6. Attend scheduled internship class sessions.
7. Provide progress report form to the On-site Supervisor.
8. Meet with the Faculty Supervisor.
9. Schedule and participate in a mid-semester progress meeting with the On-site Supervisor and the Faculty Supervisor.
10. Schedule and participate in a final evaluation meeting with the On-site Supervisor and the Faculty Supervisor.

*After the Internship, the student will:*

1. Submit an Internship Portfolio, that includes:
  - a. Completed Checklist of Responsibilities.
  - b. Proof of orientation workshop completion.
  - c. Updated resume.
  - d. Completed Initial Site Description form.
  - e. Completed Confidentiality Statement.
  - f. Completed time log.
  - g. Completed journal entries.
  - h. Results from interview with site supervisor.
  - i. Supervisor and student meeting notes.
  - j. Mid-term Evaluation by On-site Supervisor.
  - k. Final Evaluation by On-site Supervisor.
  - l. Completed Internship Reflection/Evaluation form.
  - m. Completed Safety assignment.
  - n. Evidence of completed FERPA training.
  - o. Evidence of completed HIPAA training.
  - p. Evidence of completed Title IX training.

2. Give a presentation or submit a final paper (see syllabus for expectation) that includes, but is not limited to:
  - a. Description of how the clients with whom they worked benefited from the internship experience.
  - b. Description of what the intern learned about him/herself and what he/she gained as a result of delivering this service.

## **Expectations**

### *Reasonable Accommodations for Students*

In compliance with the Americans with Disabilities Act of 1990 and Section 504-508 of the Rehabilitation Act of 1973, LCSC provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional/psychiatric, physical, visual, or hearing disabilities. Students seeking reasonable accommodations should contact Student Counseling Center/Disability Services, in Reid Centennial Hall Room 111 or phone 208.792.2211 in Lewiston and in Coeur d' Alene at 1031 N. Academic Way, Suite 140 or phone 208.666.6707. The following guidelines have been established for students requesting accommodations:

1. Accommodations for all reasonable requests will be made after an individualized assessment is completed of documented disabling conditions. To request reasonable accommodations, students need to contact the Student Counseling Center/Disability Services, listed above, to document the condition and access a range of supportive services.
2. Students receiving reasonable accommodations should discuss their needs with each instructor at the beginning of each semester.
3. Students with disabling conditions must qualify for the program by the same criteria as all other students.
4. The program will not use any test or criterion that has a disproportionate, adverse effect on a person with a disability.
5. The otherwise qualified student must meet the academic standards for participation in the program.

### *Alcohol and Drugs*

The Lewis-Clark State College Student Policy and Procedures Manual (policy 5.105; pp. 9-10) details the following:

“Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor’s prescription is prohibited on College-owned or controlled property (as that term is herein and hereafter used, College-owned or controlled property includes student housing owned by or

rented through the College), or at any College-sponsored or supervised function (see campus policy on alcohol or drug abuse, and rules on sanctions for alcohol and drug abuse; [www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/](http://www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/)).

### *Dress Code*

The dress code criteria are in place to ensure that:

- a. MaSS students present a positive personal and professional image.
- b. MaSS students present an image that promotes confidence and trust among others and represents pride in LCSC.
- c. MaSS students maintain standards of hygiene and universal safety precautions.

#### *Dress Code Expectations/Guidelines:*

1. MaSS students should be cognizant of the culture of the internship site.
2. MaSS students should wear appropriate clothing for the requirements of the internship site. Professional casual attire is expected. Clothing that could be considered offensive by others should not be worn (i.e., clothing advertising alcohol or drugs, offensive language, ripped or torn, etc.).
3. Shoes should be well maintained, clean, and close-toed.
4. Socks must be worn.
5. MaSS students will manage personal and oral hygiene to eliminate odors throughout the internship experience. MaSS students assume responsibility for appropriate oral hygiene after eating.
6. Hair, including facial hair, is to be kept neat, clean, and well groomed.
7. Hair styling should not interfere with internship responsibilities.
8. Fingernails must be clean, short, and trimmed.
9. Make-up is not to be worn in excess.
10. Clothing, breath, and hair are to be free from the odor of smoke.

Consequences: MaSS students who arrive at their internship site improperly dressed will be dismissed from the internship site. Ongoing violations will be managed through the program improvement process.

#### *Jewelry:*

1. MaSS students with pierced earlobes may wear small, studded earrings or unadorned gold or silver hoops.
2. Small studs are to be used if a piercing is present in the nose.
3. Neither LCSC nor the agency is responsible for jewelry or other valuables lost during the internship experience.

### *Chronic or Unstable Medical/Emotional Illness*

All MaSS students who attend internship experiences must be of stable physical and emotional health to perform the expectations of the site.

1. It is the responsibility of the student to disclose to the Director of Disability Services any new or chronic personal medical or emotional condition that could potentially jeopardize the maintenance of a safe environment and safe care for a client or the student.
2. The Disability Services Office will determine a course of action which may include:
  - a. Notification of the faculty and site supervisor who need to know about the situation for client and student safety.
  - b. Removal of the student from the internship setting until the problem is resolved.
  - c. Requiring a primary healthcare provider's release to document the student's safety to return to the internship setting.
  - d. Provision of additional resources and assistance from Disability Services and/or the Student Counseling Center.
3. Examples include (but are not limited to) brittle diabetes in which the student could suffer hypoglycemia, frequent panic attacks, minor surgeries which could influence movement and pain, seizure disorders, unstable asthma, chest pains, or back injuries/disabilities.

All information related to these issues will be considered a part of a student's educational record and thus will be protected by appropriate laws.

### *Other Issues*

1. No tobacco (including "chewing tobacco") use is allowed during the internship experience. Breaks for smoking are not permitted during internship days. Use of nicotine patches by chronic smokers is an individual responsibility.
2. All MaSS students are responsible to know the effects and side-effects of their personal medications. Any influence from these medications that could alter judgement or potentially jeopardize the provision of safe actions in the internship settings or safety to the student must be reported to the faculty and site supervisors, and/or to the Director of the Student Counseling Center/Disability Services, prior to engaging in internship responsibilities. In these circumstances, the faculty supervisor and/or Director of the Student Counseling Center/Disability Services, reserves the right to remove any student from the internship setting. Attendance policies apply if MaSS students are unable to attend their internship due to their prescription regimen. A primary healthcare provider's release may be required to assure the student's safety in some situations. The faculty and site supervisors, and/or the Director of Disability Services, will assess the student's ability to participate and will direct the student accordingly. If a safe assignment for the student cannot be found, the student will be asked to leave the agency. This will count as an absence.
3. Pregnancy: MaSS students who are pregnant or may become pregnant should be aware



that certain internship settings may not be appropriate for them. It is the student's responsibility to speak with their healthcare provider about limitations, to obtain written documentation of the limitation, and to notify the faculty supervisor and/or the Director of Student Counseling Center/Disability Services. The faculty supervisor and/or the Director of Student Counseling Center/Disability Services will assess the student's ability to participate and will direct the student accordingly.

4. **Illness/Injury/Surgery:** Students who become ill, are injured, or have surgery during enrollment in a MaSS program should be aware that certain internship situations may not be appropriate for them. It is the student's responsibility to speak with their healthcare provider about limitations, to obtain written documentation of the limitation, and to notify the faculty supervisor. The faculty supervisor, and/or the Director of Student Counseling Center/Disability Services, will assess the student's ability to participate and will direct the student accordingly.
5. **Communicable Disease:** If a student has a potentially communicable disease (e.g., hepatitis A, mumps, giardia, shigella, salmonella, or similar), he/she must notify their faculty supervisor and/or Director of Student Counseling Center/Disability Services immediately and action will be determined in consultation with Student Health Services and/or the Public Health Department. It is the student's responsibility to speak with their healthcare provider about limitations, to obtain written documentation of the limitation, and to notify the faculty supervisor. The faculty supervisor and/or Director of the Student Counseling Center/Disability Services will assess the student's ability to participate and will direct the student accordingly.
6. If a student has exited a workplace under disagreeable conditions, and if that site is a potential internship site for the student, the student should notify the faculty supervisor of this circumstance. Doing so avoids a potentially difficult situation for both the student and internship site personnel.

### *Excused Medical Absence*

To earn a passing grade in the internship, all required internship hours must be completed. Due to the nature of the internship experience, it is difficult to "make up" missed time. When extenuating circumstances are present and the student has arranged in advance, the faculty supervisor will make every effort to provide opportunities for the student to acquire hours needed to fulfill course requirements. It remains the intern's responsibility to meet the terminal objectives of the course. If an equivalent and timely make-up experience cannot be provided, the intern may receive an "I" (incomplete) for the internship course. The remaining internship hours must be completed in the subsequent semester and within four weeks of the term in which the incomplete was given.

If the student is otherwise qualified to be in the internship course but has a medical condition interfering with aspects of the course, the college will make a reasonable effort to address necessary changes to accommodate the student. The disability accommodation process is based on an individualized assessment, on a case by case basis.

## **Liability**

All MaSS students automatically pay for liability insurance through student course fees. No student is permitted in an internship setting without appropriate liability coverage. The College's liability coverage for the school, faculty, and staff is provided through a self-funded program administered by the State of Idaho Risk Management Program. Limits of liability are \$500,000 per occurrence, which amount is the school's limit of liability under the Idaho Tort Claims act specified in Idaho Code 6-901 through 6-929. Each party, their agents, employees, and students, shall be responsible for their own negligence, intentional acts, or claims which may arise during the internship experience.

## **Troubleshooting**

### *Difficulties During the Internship*

If the site supervisor or faculty supervisor identifies that a student's performance in the internship is deficient, a meeting will be scheduled with the student, the site supervisor, and the faculty supervisor. During the meeting the deficiencies will be discussed and suggestions will be made for possible remedies. The nature of the problem and suggested solutions will be communicated to the student in writing, and a specific time frame (i.e., no longer than 2 weeks) identified during which the student should attempt to overcome the deficiencies. If the deficiency is not resolved by the end of the time frame, the faculty supervisor will schedule an additional meeting to discuss possible actions to be taken. These include extending the internship, placement at another site, or removal from the internship site to give the student an opportunity to remedy the deficiencies. A student who is removed from the internship site must wait until the next semester to enroll in and complete the class. Before assignment to a second internship, the student must demonstrate to the satisfaction of the faculty supervisor that all deficiencies have been removed. Appeal of this decision may be made to the division Chair.

### *Error/Incident*

1. Any student who makes an error or is involved in an incident in the internship setting must notify the site supervisor immediately.
2. The student will complete an LCSC incident report form and any agency incident forms within 24 hours.
3. The agency incident form is given to the site supervisor.
4. The completed LCSC form is given to the faculty supervisor who will forward it to the division office. A copy is placed in the student's file.

### *Internship Injury Policy*

MaSS students who experience physical injury while in the internship setting must report the

incident to the 1) internship site supervisor and 2) faculty supervisor. Any costs incurred because of an injury at the internship site are the responsibility of the student.

*If an injury occurs:*

1. Notify the internship site supervisor and the faculty supervisor.
2. Complete Incident Reports at both the internship site and with the college.
3. The site supervisor and/or the faculty supervisor should refer the student to the Emergency Department if true emergency treatment is needed.
4. If emergency care is not needed, contact the agency's department supervisor.
5. The site supervisor, faculty supervisor, and MaSS student should follow the agency's policies for accidental injury and assist the student with completing needed actions.
6. MaSS students are responsible to follow the requirements of their individual insurance plans.
7. MaSS students may also seek care by their personal care provider. All costs incurred in relation to the injury or event are the responsibility of the student.
8. Report incident and actions to the MaSS Division Chair and faculty supervisor through email.

*Student Grievance*

Should an intern feel he/she has been wronged or treated unjustly, he/she should seek to remedy the problem using the following protocol:

1. Meet with the faculty supervisor within (5) days of the incident. A record of the meeting and faculty supervisor decision will be provided to the intern within (5) working days after the meeting.
2. If a satisfactory outcome is not achieved, meet with the division Chair no later than (5) days after the intern has received the faculty supervisor's decision in writing.
3. After these steps are taken, and if the issue is still unresolved, the student may file a formal grievance with the Student Hearing Board as described in the LCSC Student Handbook.

# Performance Improvement Plan

## Intern Performance Improvement Plan Form

Student Name: \_\_\_\_\_ Program/Year: \_\_\_\_\_/\_\_\_\_\_

The purpose of this form is to notify you that your performance is below the expected level for the internship. To continue toward successful completion of the course, the steps outlined here must be achieved. Failure to do so may result in course failure.

Description of Event/Date of Event/Signature (add additional pages if necessary):

Student Learning Objective(s) (add additional pages if necessary):

Date of Next Review: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Response Included:  Yes  No

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....

Student has attained expected level of performance following remediation

Date: \_\_\_\_\_

\_\_\_\_\_ Initials: \_\_\_\_\_

Recommendations:

Date	Skills Remediated	Faculty Signature

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please note: Form initiated by faculty supervisor with copies to:

- Academic Advisor
- Division Chair
- Student

Final signed copy will be placed in the student's file in the division office.

## HLTH/KIN 494: Internship

### Checklist of Responsibilities

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

#### Responsibilities Prior to Internship

Date Completed	Task
_____	1. Enroll in HLTH/KIN 494 in the section that ties to his/her major/emphasis area
_____	2. Attend scheduled internship class sessions and complete the internship orientation workshop and related trainings
_____	3. Review the course syllabus
_____	4. Review the internship handbook and other course materials, as assigned
_____	5. Complete FERPA training
_____	6. Complete Title IX training
_____	7. Complete HIPAA training
_____	8. Investigate internship sites
_____	9. Identify an internship site and provide the On-Site Supervisor with copy of his/her resume and a list of completed coursework

- \_\_\_\_\_ 10. Obtain permission from the On-site Supervisor to seek site approval from the Faculty Supervisor
- \_\_\_\_\_ 11. Complete and submit the Initial Site Description paperwork to the Faculty Supervisor
- \_\_\_\_\_ 12. Sign and submit the Confidentiality Statement to the Faculty Supervisor.
- \_\_\_\_\_ 13. Schedule and participate in a meeting with the On-site Supervisor and the Faculty Supervisor
- \_\_\_\_\_ 14. Provide the On-site Supervisor with a copy of the internship handbook and the evaluation form
- \_\_\_\_\_ 15. Meet additional requirements of the internship site (e.g., submitting fingerprints, attending trainings), if applicable

**Responsibilities During Internship**

<b>Date Completed</b>	<b>Task</b>
_____	1. Complete time log daily
_____	2. Complete journal entry daily
_____	3. Construct (5) questions about the profession that can be asked of the site supervisor
_____	4. Interview site supervisor and record responses
_____	5. Complete safety assignment
_____	6. Complete On-site supervisor/student meeting notes
_____	7. Attend scheduled internship class sessions
_____	8. Schedule and attend a minimum of three (3) meetings with the Faculty Supervisor
_____	9. Provide progress report form to the On-site Supervisor
_____	10. Schedule and participate in a progress meeting with the On-site Supervisor and the Faculty Supervisor

## Responsibilities After the Internship

**Date Completed**

**Task**

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1. Submit an Internship Portfolio, that includes:

- Completed Checklist of Responsibilities.
- Proof of orientation workshop completion.
- Updated resume.
- Completed Initial Site Description form.
- Completed Confidentiality Statement.
- Completed time log.
- Completed journal entries.
- Results of completed interview with site supervisor.
- Supervisor and student meeting notes.
- Mid-term Evaluation by On-site Supervisor.
- Final Evaluation by On-site Supervisor.
- Completed Internship Reflection/Evaluation form.
- Completed Safety assignment.
- Evidence of completed FERPA training.
- Evidence of completed HIPAA training.
- Evidence of completed Title IX training.

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2. Give a presentation that includes:

- Description of how the clients with whom they worked benefited from the internship experience
- Description of what the intern learned about him/herself and what he/she gained as a result of delivering this service

**HLTH/KIN 494: Internship**

**Initial Site Description**

**Intern Information**

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Course Information**

Number of Credits: \_\_\_\_\_

Course Number and Section: \_\_\_\_\_

Course Title: \_\_\_\_\_

Approved Start Date: \_\_\_\_\_

(to be completed by course instructor)

**Site Information**

Name of Site: \_\_\_\_\_

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

Site Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_



**Site Supervisor Information**

Site Supervisor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Best Days/Times to Contact: \_\_\_\_\_

***Reasons for Site Selection:***

***Planned Activities/Responsibilities:***

***Proposed Work Hours and Days:***





## HLTH/KIN 494: Internship

### On-site Supervisor and Intern Meeting Notes

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

### Checklist of Essential Information Discussed

**Directions:** You and your On-site Supervisor will be meeting to discuss important information that will help your internship be successful for everyone involved. Please check all items below (and provide the date of completion) that you and your On-site Supervisor discussed.

<b>Date Completed</b>	<b>Task</b>
_____	Tardiness or absence from internship
_____	Dress code
_____	Essential paperwork (e.g., planning documents, required forms)
_____	Keys
_____	Security issues
_____	Facility maintenance
_____	Document storage
_____	Equipment care and storage
_____	Phone usage
_____	Reporting (i.e. concerns, problems, changes, etc.)

- \_\_\_\_\_ Giving advice to clients/participants
- \_\_\_\_\_ Physical contact with clients/participants
- \_\_\_\_\_ Social media engagement with clients/participants
- \_\_\_\_\_ Dealing with disruptive behavior
- \_\_\_\_\_ Issues related to client/participant confidentiality
- \_\_\_\_\_ Safety considerations
- \_\_\_\_\_ Medical conditions and medications of clients/participants
- \_\_\_\_\_ Medical clearance for client/participant participation
- \_\_\_\_\_ Injury reports and procedures
- \_\_\_\_\_ Training sessions needed for personnel
- \_\_\_\_\_ Informing participants about risks involved in activities
- \_\_\_\_\_ Informing participants about medical signs and symptoms
- \_\_\_\_\_ Administering first aid and medicine
- \_\_\_\_\_ Emergency procedures
- \_\_\_\_\_ Evacuation during emergencies
- \_\_\_\_\_ Procedures for fire, terrorism, intruders, etc.
- \_\_\_\_\_ Course related information
- \_\_\_\_\_ Class assignments
- \_\_\_\_\_ Hours of service
- \_\_\_\_\_ Evaluation and grading
- \_\_\_\_\_ Internship Handbook
- \_\_\_\_\_ Course syllabus

\_\_\_\_\_ Intern resume and qualifications

\_\_\_\_\_ Schedule date for interview

**Internship Job Description**

**Directions:** With the help of your On-site Supervisor, please develop an Internship Description by responding to the following questions.

1. What is your role?
  
  
  
  
  
  
  
  
  
  
2. Do you have an internship (job) title?
  
  
  
  
  
  
  
  
  
  
3. Provide a list of your internship responsibilities.

**Intern Signature:** \_\_\_\_\_

**On-site Supervisor Signature:** \_\_\_\_\_

## HLTH/KIN 494: Internship

### On-site Supervisor Mid-term Evaluation Form

Please provide responses to the following questions:

1. Name of LCSC Intern: \_\_\_\_\_
2. Name of On-site Supervisor: \_\_\_\_\_
3. Title of On-site Supervisor: \_\_\_\_\_
4. On-site Supervisor Telephone Number: \_\_\_\_\_
5. On-site Supervisor Email Address: \_\_\_\_\_
6. Internship Site Name: \_\_\_\_\_
7. Internship Site Address: \_\_\_\_\_

Please rate each of the following questions regarding the services conducted by the LCSC intern using the following scale:

5 – Exceptional; 4 – Good; 3 – Satisfactory; 2 – Adequate; 1 – Unsatisfactory

Rating	Services
_____	Kept appointments and was on time for internship hours.
_____	Completed all projects and assignments on time.
_____	Maintained a professional demeanor
_____	Demonstrated effective work habits and planning skills
_____	Demonstrates education and experience to complete tasks assigned
_____	Interacted well with co-workers and supervisors
_____	Interacted well with participants, parents, and/or community

- \_\_\_\_\_ Maintains confidentiality
- \_\_\_\_\_ Communicated effectively with supervisor and clients/participants
- \_\_\_\_\_ Used effective teaching/coaching/communication methods
- \_\_\_\_\_ Used effective management and organizational skills
- \_\_\_\_\_ Reacted positively to constructive feedback
- \_\_\_\_\_ Met the site supervisor's expectations

**Please respond to the following questions:**

1. Please identify things the intern could improve upon for the remainder of the internship.

**On-site Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## HLTH/KIN 494: Internship

### On-site Supervisor Final Evaluation Form

**Please provide responses to the following questions:**

8. Name of LCSC Intern: \_\_\_\_\_

9. Name of On-site Supervisor: \_\_\_\_\_

10. Title of On-site Supervisor: \_\_\_\_\_

11. On-site Supervisor Telephone Number: \_\_\_\_\_

12. On-site Supervisor Email Address: \_\_\_\_\_

13. Internship Site Name: \_\_\_\_\_

14. Internship Site Address: \_\_\_\_\_

15. Was having an LCSC intern of benefit to your program? If so, please provide specific examples.

16. Were there disadvantages to having an LCSC intern in your program? If so, please provide specific examples.

17. Would you like to have an LCSC intern again?

18. Please rate your satisfaction with the LCSC intern's performance:

- \_\_\_\_\_ Very pleased
- \_\_\_\_\_ Pleased
- \_\_\_\_\_ Somewhat pleased
- \_\_\_\_\_ Displeased
- \_\_\_\_\_ Very displeased

**Please rate each of the following questions regarding the services conducted by the LCSC intern using the following scale:**

5 – Exceptional; 4 – Good; 3 – Satisfactory; 2 – Adequate; 1 – Unsatisfactory

<b>Rating</b>	<b>Services</b>
_____	Kept appointments and was on time for internship hours.
_____	Completed all projects and assignments on time.
_____	Maintained a professional demeanor
_____	Demonstrated effective work habits and planning skills
_____	Demonstrated education and experience to complete tasks assigned
_____	Interacted well with co-workers and supervisors
_____	Interacted well with participants, parents, and/or community
_____	Maintained confidentiality
_____	Communicated effectively with supervisor and clients/participants
_____	Used effective teaching/coaching/communication methods
_____	Used effective management and organizational skills
_____	Reacted positively to constructive feedback



## HLTH/KIN 494: Internship

### Internship Reflection/Feedback

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**On-site Supervisor:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Directions:** After you have completed your internship field work, please reflect on your experiences and respond to the questions below. Please remember that you should not share personal identifying information about clients.

1. Describe the individuals or groups to whom your agency provided service (i.e. age, gender, ethnicity, socioeconomic status, educational level, etc.).
  
  
  
  
  
  
  
  
  
  
2. What service does your agency provide?
  
  
  
  
  
  
  
  
  
  
3. What did you actually do during the internship?
  
  
  
  
  
  
  
  
  
  
4. How successful do you think you were at completing your internship role? What difference did you make to the agency?



11. Would you consider seeking employment in this field after graduation? Why/Why not?

12. Please identify which five (5) of the following classes helped you prepare the most for your internship. Please circle your choices.

**Course Number/Name**

HLTH 215: Elementary Health Science/Methods  
HLTH 245: Death and Dying  
HLTH 246: Human Sexuality  
HLTH 247: Stress Management  
HLTH 248: Behavior Change  
HLTH 253: Nutrition  
HLTH/KIN 272: Fitness and Wellness  
HLTH 342: Community Health  
HLTH 343: Sport Nutrition  
HLTH 352: Technologies for Health and Wellness Prof  
HLTH 354: Addiction and Performance  
HLTH 453: Health Promotion  
HLTH 454: Wellness Coaching  
KIN 216: Physical Education for the Elementary Teacher  
KIN 220: Social-Cultural Aspects of Sports  
KIN 221: History of Sport  
KIN 241: Sports Officiating  
KIN 248: Sports Medicine  
KIN 260: Introduction to Kinesiology and Health  
KIN 261: Skill/Analysis: Court Sports  
KIN 262: Skill/Analysis: Field Sports  
KIN 267: Skill/Analysis: Strength Development  
KIN 268: Skill/Analysis: Core and Flexibility  
KIN 269: Skill/Analysis: Education Gym and Mvmt  
KIN 340: Advanced Coaching Theory  
KIN 341: Techniques and Methods of Coaching Basketball  
KIN 342: Techniques and Methods of Coaching Baseball  
KIN 343: Techniques and Methods of Coaching T&F  
KIN 344: Techniques and Methods of Coaching Football  
KIN 345: Techniques and Methods of Coaching Volleyball

KIN 346: Techniques and Methods of Coaching Soccer  
KIN 347: Techniques and Methods of Coaching Tennis/Golf  
KIN 349: Techniques and Methods of Coaching Wrestling  
KIN 352: Youth Sports and Recreation  
KIN 355: Strategies for Teaching Physical Activities  
KIN 361: Biomechanics Laboratory  
KIN 362: Biomechanics  
KIN 363: Physiology of Exercise  
KIN 364: Exercise Physiology Laboratory  
KIN 370: Motor Learning/Motor Development  
KIN 381: Tests & Measurements in Physical Education  
KIN 410: Sport Psychology  
KIN 411: Exercise Psychology  
KIN 421: Philosophy of Sport  
KIN 425: Ethical Decision-Making Sport Leaders  
KIN 433: Balance and Mobility  
KIN 434: Exercise Prescription  
KIN 435: Aging and Physical Activity  
KIN 436: Personal/Group Training Certification Preparation  
KIN 467: Physical Activity and Rec for Indv with Spec Nds  
KIN 472: Outdoor Education  
KIN 484: Community Relations in Sport  
KIN 485: Sport Law  
KIN 486: Org/Adm of Health, PE, Recreation, and Athletics  
KIN 487: Sport Administration  
KIN 488: Sport Facilities and Event Mgmt  
KIN 489: Sport Marketing and Advertising  
KIN 498: Senior Research Project I  
KIN 499: Senior Research Project/Seminar II

13. Would you recommend your internship site for LCSC Interns in the future? Please explain.

14. How would you rate your learning experience with this agency? (Please circle your answer).

- a. Excellent
- b. Good
- c. Average
- d. Fair
- e. Poor

Please explain your choice of rating.

15. Did you feel that your duties were an important part of the agency's function?  
Why/Why not?

16. Did your On-site Supervisor lend assistance during your internship? Please provide examples.

17. What were the most valuable aspects of your internship site placement?

18. What were the least valuable aspects of your internship site placement?

19. What are strengths of the internship site?

20. What are weaknesses of the internship site?



21. What are strengths of the internship On-site Supervisor?

22. What are weaknesses of the internship On-site Supervisor?

## **HLTH/KIN 494: Internship**

### **Safety Assignment**

Please respond to the following questions:

1. What are the necessary skills and knowledge required for your internship role?
2. What necessary skills and/or knowledge have you already acquired? What are areas where you could improve? What steps will you take to ensure you are adequately prepared?
3. Please list the semester and year in which you earned First Aid/CPR/AED certification.
4. Describe how your daily internship plans are based on sound educational principles and best practices.
5. Describe how each of your daily internship plans, as identified above, fit into the internship site's mission and long-term plans.

6. How do you communicate your plans to your site supervisor?
  
7. Identify and describe the assessment(s) you will use to determine the client(s)/participant(s) abilities.
  
8. If a client/participant is not developmentally ready for an activity, please describe how the activity will be adapted.
  
9. Identify and describe strategies you will use to group clients/participants for safety concerns according to age, ability level, and size.
  
10. Describe how clients/participants will be informed of dangers inherent to the activity(s) they were asked to perform.
  
11. Describe how clients/participants will be informed of the agency and activity rules.
  
12. Describe the method(s) you will use to stop activity in an emergency situation?

13. Describe how you will position yourself to ensure proper supervision of all activity.

14. Describe how participants will be given proper demonstrations and directions for performance of expected skills and activities.

15. What steps will you take to inspect equipment and facilities to ensure safety requirements are met?

16. How will safety and emergency procedures be shared with participants?

## HLTH/KIN 494: Internship

### Confidentiality Statement

Lewis-Clark State College and the Movement and Sport Sciences Division abide by the Healthcare Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). As a part of these laws, the College and the intern agree to not use or disclose protected health information and/or student education records other than as permitted or required by this Agreement or as required by law. The College and the intern agree to use appropriate safeguards to prevent use or disclosure of the protected health information and/or student education records other than as provided by this Agreement.

All information related to the health-care of clients in any agency or the education of students in primary, secondary, and post-secondary schools is strictly confidential. Any notes used during internship must be destroyed prior to leaving the internship site. Any intern who knowingly or unknowingly reveals information related to a client or student in other than appropriately designated settings will be referred to the Division Chairperson. Such behavior could result in a failing grade from the class.

Confidentiality is defined as action taken by the intern, educator, or healthcare provider to preserve the anonymity of the client. Information used for class presentations will contain no identifying information. When copying records from any setting, all copies need to have pertinent identifying data removed. Confidentiality also includes the security of any electronic data (e.g., computers, telephone, e-mail, fax, and cell phone conversations).

I have read and understand the confidentiality statement and will follow HIPAA and FERPA guidelines.

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(Intern Printed Name)

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(Date)

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(Intern Signature)