

**University of Michigan, School of Kinesiology
Applied Exercise Science Internship Packet
AES 403**

Internship Definition

An internship is a form of experiential learning; it is a real life work experience relevant to the student's major. The experience must provide the student with a skill set that can be used outside the University environment.

Internship Purpose

The primary purpose of an internship is to give the student the opportunity to apply theory in a real work setting and to develop professional skills to enhance their academic coursework. An internship bridges the gap between the academic environment and a future work environment. It provides students with a realistic understanding of the day-to-day aspects of a particular industry. In addition, it may help the student review and revise future academic and career plans and/or find her/his first professional position.

Eligible Internships

An internship must be meaningful, the student will be participating in the workplace, not simply doing clerical or errand work; it must also be paraprofessional in nature, the student must be properly supervised and mentored by a qualified full-time employee of the organization.

Prerequisites for Academic Credit

Students majoring in Applied Exercise Science with a Junior standing (min of 54 credits), maintaining a 2.5 GPA or higher, and who have completed the following courses are eligible to receive credit for an approved experience:

- AES 242: Essentials of Exercise Physiology.
- AES218: CPR and have a current certificate.
- SM 217: Business Communications or MVS 219: Scientific Writing.

Initial Approval

Students must meet with the Faculty Internship Mentor (FIM) Professor Kern to obtain initial approval or provide the following information in written form.

- Provide evidence that the experience can translate into relevant work in the exercise science field and their personal career goals.

Final Approval

Students must submit pages 3, 4, 6, & 8. Students will complete pages 3 & 4. Students will work with their supervisors to complete page 8, the learning plan. Pages 6 & 8 will be signed by the student and the supervisor. All four pages will be sent to the FIM for final approval. Credit approval is not guaranteed and is at the discretion of the Faculty Internship Mentor. All documents must be approved before an override will be issued.

Please note: **No credit will be awarded for an experience before it is completed and it may not be on your schedule for the term before you do the work. No retroactive credit will be awarded. All paperwork must be approved before the experience starts.**

- The internship must last a **minimum of 4 weeks** and a minimum of 50 hours to receive 1 credit, (50 hours of work completed=1 credit; 100 hours of work completed=2 credits; 150+ hours of work completed=3 credits). You may choose to work additional hours beyond those for which you are eligible to receive credit.
- The course may be on your schedule the term after the internship ends (e.g.: for a spring/summer internship, AES 403 may be listed on your spring/summer *or* fall schedule).
- While AES 403 is repeatable, you cannot receive credit for the same internship more than once. A second AES403 can also count toward your concentration electives.
- You will be required to pay for the number of credit hours for which you register. Late fees will be assessed for registering after the start of a term. Fees follow the rules posted on the Office of the Registrar's site (<http://www.umich.edu/~regoff/tuition/>).
- After you receive the override, register for AES403.

During Your Internship:

You will maintain a weekly journal during the internship. Please use the format found in the Module section of Canvas. It is suggested that each Friday you record in your journal the number of hours worked that week, as well as a description of what projects/activities you participated in, and your main accomplishments for that week. Each journal entry should conclude by listing your goals for the next week. Each week's journal entry should be at least two paragraphs: Para. 1) A description of the week's activities, and Para. 2) Your goals for the following week.

- **Upload the journal every week to Canvas by midnight Sunday starting the first week and ending the last week of the internship. Check Canvas for a written format.**

Evaluations

Give the midterm and final evaluation forms to the site supervisor halfway through and on the last day of the internship, respectively. Both evaluations must be submitted from your supervisor directly to the Faculty internship Mentor via email. The midterm evaluation is due at the midpoint of the internship; the final evaluation is due within one week of the end of the internship. Specific dates will be sent to the student via Google calendar.

At the End of the internship:

- Post a final reflection paper to Canvas. See additional instructions for the format.
 - Update your e-portfolio/resume with a description of your internship and related work samples (when permitted by the employer)
 - Complete the Internship Site Survey. A link to the survey (Student Evaluation of Internship site) can be found in the Modules section of the Canvas site.
 - A passing grade of 75/100 on journal and paper and overall rating of 2.5 from employer evaluation
- Information regarding the requirements for the final papers and e-portfolio is provided later in this packet.

Grading

A student will receive a grade of S/U. Grades will be based on the completion of:

- An appropriate number of hours
- Mid-term and final evaluation from the site supervisor.
- Timely weekly journal and reflection paper, as described later in this document.
- Link to e-portfolio or resume.
- Student Internship Evaluation.
- Unless otherwise noted, all of the above will be due to the Faculty Internship Mentor via Canvas **within one week of your internship end date.**

International Internships

International experiences fall under the University of Michigan Related Travel or [UMRT](#). All students on UMRT must [register their travel](#) on MCompass and purchase [UM International Health Insurance](#) through GeoBlue. Remember to check the [UM Travel Warning and Restriction](#) site to make sure additional requirements are not required for your travel.

If you have any additional questions regarding international requirements contact Vanessa Barton, the Academic Program Manager of Global Engagement bartonva@umich.edu.

All appropriate documents must be completed before an override can be issued.

Internship Information - Completed by Student and Submitted Via Email to Faculty Internship Mentor:

NOTE: The internship information must be submitted to the Faculty Internship Mentor via email along with a completed copy of the (Student Acknowledgement, Internship Learning Plan, and Supervisor Responsibilities pages **before** an override will be issued to register for AES 403).

Credit Hours (Circle one): 1 2 3 Term and Year You will **Register** for AES403: _____

Student Name: _____ UM ID# _____ Graduation Year: _____

Telephone: _____ Email Address: _____

Internship Organization: _____

Address of Internship Site (and site name if different from organization name):

Company Website _____

Internship Position Title: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Telephone: _____

Supervisor's Email Address: _____

Internship Compensation other than credit (Circle all that apply):

Paid Hourly Paid Stipend Unpaid

Internship Beginning Date: _____ Internship Ending Date: _____

Hours Per Week: _____

Please describe how you learned about this position: _____

Job Description: Describe in detail the roles and responsibilities you will hold during the internship. Please list duties and projects to be completed. If additional space is needed, please attach an extra sheet.

Student Acknowledgement - AES403

Please read and **initial** each statement below.

___ I have thoroughly read and understand the Responsibilities of the Student section of this document and agree to abide by those responsibilities, as well as by the Internship Learning Plan.

___ I understand that if I misrepresent the internship experience or fail to abide by the Responsibilities of the Student section of this document that I can risk being subject to Kinesiology's academic misconduct policy and/or loss of internship credit.

___ I understand that neither the University of Michigan, or any of the University's employees or agents, are responsible for any of the expenses, property damages or personal injuries that I may experience or that I may cause to others, in connection with my participation in this internship.

___ I am aware that if I'm asked to sign a Non-Disclosure Agreement (NDA), non-compete, releases and or waivers, that I have the right to have a site's form reviewed by mine or my family's attorney (or Student Legal Services) and decide for myself whether or not to sign it.

___ I understand that successfully completing my work onsite is only one part of the experience and that in order to receive a satisfactory grade, I must complete the academic components outlined in this packet.

___ I agree to conduct myself in a professional manner in all of my internship activities, both in and outside of the internship site setting. I will represent the excellence of the School of Kinesiology's AES Program and the University of Michigan in all that I do relevant the internship.

I certify that I have read the information above and that I understand it.

Student Name (Printed)

UMID Number

Student Signature

Date

Internal use only

FIM Initials _____

Credits to be issued _____ Enrollment term _____

Responsibilities of the University**Faculty Internship Mentor - FIM**

- Advise students on choosing internship sites.
- Discuss internship opportunity with the student to verify that it is a legitimate experience that will aid his or her career goals, supplement material taught in Kinesiology courses, and meet all criteria described in the definition of an internship found in this document.
- Discuss with the student how the internship experience will fit into the student's academic plan.
- Review the Internship Learning Plan.
- Gather all documents provided by the student and enter grades (S/U) based on the student's completion of internship requirements.
- Read student's papers and evaluations and discuss any concerns with the faculty internship mentor.
- Submit final grades to the Registrar's Office for official recording.

Responsibilities of the Site Supervisor

I will:

- Carefully and clearly define the student's internship position, project, activities, and/or other form of assignment.
- Help develop, review, abide by, and conduct the internship in accordance with the student's Internship Learning Plan.
- Provide the student with clear expectations in terms of productivity and educational growth.
- Provide the student with sufficient space, contact with other internship site personnel, materials, supplies, and information needed to accomplish the Internship Learning Plan's goals.
- Help the student to understand the objectives of their internship position, project, activities, and/or assignment and the setting in which they will be conducting such activities (e.g., office rules and dress codes).
- Make the student aware of your expectations with respect to reporting, consultation, and deadlines.
- Supervise the student's progress, performance, and accomplishments in the internship setting.
- Evaluate the student's performance at the mid-point and the end of the internship, using the Kinesiology evaluation forms provided by the student, discuss the evaluations with the student, sign the evaluations, and give the signed copies to the student to turn in to the Faculty Internship Mentor.
- Consult with the internship site's administrator(s) regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues, and/or any other potential areas of concern in connection with the internship.
- Contact the Faculty Internship Mentor (Professor Kern klkern@umich.edu) to discuss any issues that arise during the course of the internship.
- Understand that the student is to be actively engaged at the internship site and **will not** simply be doing clerical or errand activities as part of the internship experience.
- Understand that the student **will not** be expected to incur any costs (other than for personal expenses such as travel to/from the internship site location and meals) associated with this internship experience.
- Understand that the student will be free at any time to refrain from doing an internship activity, to end the day's internship activities, or to end the internship experience altogether.
- Understand that I can end the student's daily internship activities, or end the internship experience altogether, and will communicate any issues I have regarding the internship to the Faculty Internship Mentor.

I certify that I have read the information above and understand it.

Supervisor Name (Printed)

Student Name

Supervisor Signature

Date

Internship Learning Plan

Guidelines

The objectives to be gained through an internship differ among individuals. Establishing Learning Goals ahead of time will help the student get more out of the experience because they will better understand what and how they are learning from the internship. A Learning Plan should include such items as: Learning Goals, Strategies, Self-evaluation methods. The student should prepare the Learning Plan and share it with the Site Supervisor to ensure that he or she understands the student's goals and can help structure the experience accurately.

The following are guidelines for producing the Learning Contract:

1. Learning Goal(s)

Describe what you intend to learn through the internship. Be specific. Is your primary aim gaining, applying, or testing a particular body of knowledge, or acquiring or improving upon a skill (e.g., advocacy, advising, writing, supervising)? Are you interested in testing a career interest and your own suitability for that career, or trying to clarify the direction of your remaining college years? Is your purpose to get a permanent job? Write one sentence for each goal. Number your goals so that the items you list under Strategies and Evaluation Method below will correspond to the relevant goals.

2. Strategies

Describe what you will do to reach your goals. Will you undergo training? How many hours? Will you be working on a specific project? Will you ask your faculty advisor or site supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences or meetings? Do you plan to do some informational interviewing with professionals in the career track you have selected or observe others in action? Have you thought about visiting another site to get a broader perspective? You can use more than one strategy to meet each goal.

3. Self-Evaluation Method

Describe the evaluation method you will use to show others that you have achieved, or made progress toward your learning goals. You will keep a weekly journal and summarize your experience in a five (5) page paper. How will you evaluate yourself? What are you going to do with the information you learn upon the completion of your internship?

Internship Learning Plan

Student Name: _____ Internship Site: _____

Supervisor Name: _____

Learning Goal(s)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Strategies (Your strategies should correspond to your Learning Goals)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Self-Evaluation Method

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Please sign below indicating the student has shared their Learning Plan with you.

Site Supervisor
Signature: _____ Date: _____

Student
Signature: _____ Date: _____

Additional Student Instructions/Guidelines

Weekly Journal

- **By Sunday at midnight post your weekly journal to Canvas**, please use the journal format in Modules. Record in your journal the number of hours worked that week, as well as a description of what projects/activities you participated in, and your main accomplishments for that week.
- Each journal entry should conclude by listing your goals for the next week. Each week's journal entry should be at least two paragraphs: Para. 1) A description of the week's activities, and Para. 2) Your goals for the following week.

E-Portfolio Guidelines

If you completed SM 217, you may add to the e-portfolio you created for that course. This internship should be added to your internship tab; or, if you do not have one, you will need to create an "Internship" tab. You should follow the guidelines discussed in SM 217 as you design and create your description for this internship.

If you did not take SM 217, you can create an e-portfolio to use in your future job searches. An e-portfolio should showcase your professional skills and experiences; it is not meant as a personal site, but rather for professional use. You may complete your e-portfolio using any software program you like; Wix.com is highly recommended as it is free, easy to use, and includes many professional templates from which to choose.

Your completed portfolio should include menu tabs for the following: About Me, Resume, and Internship Experience. You may also choose to include samples of your academic work or work you completed as an intern (if you have the permission of your internship supervisor to include such work), and a Contact tab.

- Your "About Me" description should include a brief summary of your education and professional experiences; this is your elevator pitch. Keep it to a maximum of five or six concise paragraphs.
- Your resume should appear in the text box on the page. You should also upload your resume as a PDF for easy download and printing.
- Your "Internship" tab should include a description of this internship (as well as any other internships you have completed). You may also include links to work you completed as an intern, **provided you have your internship supervisor's permission to do so**. This may include written or design work.
- If you choose to include samples of your written and/or design work, you may link descriptions of each sample to a PDF of the sample.
- If you include a "Contact" tab you may include your cell phone and email (or only your email); you may also include a textbox in which typed messages are forwarded directly to an email of your choosing.

Your completed portfolio should be professional in its appearance, it may include professionally relevant pictures, and it should reflect professional writing skills and be free of typos. It is highly recommended that you have someone edit your portfolio to make sure it is well-written, free of typos and that all links work before you submit it to the Faculty Internship Mentor.

Your final e-portfolio must be published and the working URL should be uploaded to Canvas.

If you did not complete SM217 you can upload an updated copy of your resume.

Supervisor Evaluations: Your due dates will be created in Google Calendar please be aware of your evaluation due dates. Use the form provided in Canvas. The evaluation must be emailed directly to Professor Kern at klkern@umich.edu

Reflection Summary

The purpose of your reflection paper is to clearly document that your internship has been a college-level learning experience. The paper should be a minimum of three double-spaced pages. Papers should be thoughtfully written and follow established standards for college-level writing. The following topics are designed to help you clarify your thoughts, but should in no way limit what you include in your paper.

1. Review each academic goal in your Learning Goals. Write an evaluation of your internship performance that indicates how you did or did not reach your goals and why. Relate your evaluation statements to specific events of your internship. You may use these questions as a guide as you complete your responses:

Did you achieve each of your learning objectives? Explain why or why not. What did you find most challenging about this internship? How did you deal with this challenge? What was most valuable about the experience? Based on your experiences, what new information did you learn about this organization and, specifically, the department/position in which you worked as an intern? What skills are most necessary to succeed in this career? Based on this experience, what is the next goal you will seek to achieve to further your professional and personal growth? Did this internship help solidify your career goals?

2. Discuss in detail how your internship provided, or failed to provide opportunities to test theoretical concepts you learned in your academic coursework. Include specific examples that illustrate your perception of the relationship between theory and practice.
3. In your work with practicing professionals, what did you learn from your supervisor, and if applicable, from others you worked with in the organization? How does your supervisor keep abreast of current theory and practice in her/his field?
4. Reflect upon the classes you completed prior to this internship. What topics, discussions, and readings from your coursework helped you to fulfill your internship responsibilities? In which areas do you most need to increase your knowledge/skills? Going forward, what courses do you intend to take to further develop knowledge of your intended profession and the skills necessary to succeed in this profession? The classes you intend to take may be internal to your major or external.
5. During your internship did you find there were practices/skills/knowledge that you feel would have enhanced the experience had you been exposed to them in a course? If so please elaborate on what those were.

Your evaluation of the site

Please fill out your evaluation of the experience. A link to the survey can be found in the Module section of your Canvas site.