



**DIVISION OF HEALTH, PHYSICAL  
EDUCATION AND RECREATION**

**Sports Management Program**

**PER 475**

**INTERNSHIP MANUAL**

**FOR STUDENTS, FACULTY  
AND INTERNSHIP SITES**

# **INTERNSHIP MANUAL**

**FOR STUDENTS, FACULTY  
AND INTERNSHIP SITES**

**CONTACT INFORMATION:**

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## **DSU Sport Management**

### **Internship Philosophy**

The internship program is designed to provide a capstone experience for senior-level students. The purpose of this experience is to expand the student's practical experience in an Sports Management setting. The experience will allow the student to apply the knowledge, skills, and abilities they have developed in the classroom to a relative work setting or an advanced program of study. The goal of the internship program is to increase the amount of "hands-on" learning the student received and simultaneously assist the intern site in a productive manner.

### **Introduction**

This *Internship Manual* is designed to assist students, faculty supervisors, staff, administrators, and agency supervisors in understanding the aims, objectives, principles, policies, procedures, and requirements for the PER 475: Internship in Sports Management course. Therefore, it serves as a guide for the internship experience and a supplemental aid for the course syllabus.

The internship student is an emerging professional who, in the future, must guide the course of his/her own career. Consequently, a major portion of the responsibility for the success of the Internship experience rests with the student and the supervising agency.

The Internship is the opportunity for the student to apply professional knowledge and expertise in the field under the direction and supervision of a credentialed Sports Management related supervisor. The student should receive varied internship experiences ranging from evaluation to documentation to rehabilitation. The variety and intensity of the experiences should allow the student to apply his/her knowledge and practical skills. The student should be challenged in such a manner that both strengths and weaknesses are evident. Such experiences can only be assured through careful planning by the student and the agency supervisor.

The PER 475: Internship in Sports Management course offers 12 credit hours to final semester senior Sports Management students.

## Internship Guidelines

The following is a brief outline of the internship experience requirements.

1. The student will complete a FULL SEMESTER experience depending on placement working and abiding by the staff and employee required hours of related work for 12 semester hours credit. The **experience is to be continuous and completed during the final semester of their degree program, following completion of all Exercise Science Major required courses.** The student is expected to follow the rules, regulations and policies of the agency/school.
2. The student will not assume any other employment or outside assignment **unless approved** by the Internship Coordinator.
3. Prior to enrollment of PER 475: Internship in Sports Management the student must:
  - a. **Have completed all course work**
  - b. **Have completed all mastery of clinical proficiencies (70% or greater on all five practical exams)**
  - c. **Have proof of professional liability insurance on file with Exercise Science Coordinator**
  - d. **Have proof of CPR/AED/FA certification cards on file with Exercise Science Coordinator**
  - e. **Have visited your Internship Site and interviewed with your agency/school supervisor**
  - f. **Have contents of the student internship folder as listed in Appendix A and syllabus**
4. The student must provide a resume, **approved by the Sports Management Coordinator**, to the agency/school.
5. The agency/school will assign a staff member qualified by professional certification, education and experience to supervise the student. This supervisor will outline the student's schedules and the student will complete weekly hour logs (found on the LMS) while at the internship site.
6. The student will participate in planning the internship experience, **submit weekly specific reports to the Internship Coordinator**, and have periodic conversations with the agency/school and University Supervisors.

7. During the internship experience, the student should gain insight into the following desirable activities:
  - a. Assessment Procedures
  - b. Equipment maintenance techniques, procedures and/or problems
  - c. Budget preparation, presentation and administration
  - d. Any political considerations of policy implementation or consideration
  - e. Records and/or reports used by the agency

### **Coordination of Internship**

The Internship Coordinator is responsible for making periodic visits to meet with the student and agency during this assignment. **It is the student's obligation to maintain contact with the Internship Coordinator should any problems or concerns arise.** In order for students to receive the best possible experience, they should be on duty at all specified times. This may include evenings, weekends and/or holidays.

### **Application and Resume**

**The student will file an Application for Internship Placement form with the Exercise Science Director (Appendix B). A resume for the student is also due at this time.**

### **Selection of the Internship Agency/School**

The prospective internship student must realize, from the beginning, the importance of the decision in selecting an agency/school for the professional internship experience. In most instances, the professional career of the student will be measurably influenced by the agency/school selected for the internship experience.

Exercise Science Students at Delta State University will **meet with the Internship Coordinator and begin planning the internship experience at least one semester prior to doing the internship.** Selection of the internship site should be the combined effort of the student and the Internship Coordinator. The selection of the internship site should be matched with the student's needs so that the individual student can best fulfill present and future career desires and goals. When the student makes a final decision in selecting an internship site, the agency/school may then be contacted by the Internship Coordinator before solidifying final acceptance.

In the beginning of the selection process of an internship site, the student should:

1. Visit with DSU HPER and Exercise Science faculty concerning potential agencies/schools.
2. Discuss potential locations with fellow professionals.

3. Consider all personal reasons that are very important in selecting a site (i.e., finances, geographical location and professional setting desired).
4. Choose their top 3 internship sites.

After the student has selected a potential internship site and determined a realistic site, it is necessary to initiate procedures to set up interviews with prospective agency personnel. This is most commonly done with a letter of inquiry; however, other procedures such as a personal visit or telephone conversation may be acceptable with approval from the Internship Coordinator.

Students may be allowed to commence the Internship only when the agency/school has a supervisor with the educational and experiential qualifications to supervise the student and memorandum of agreement has been signed by both institutions/facilities.

The following factors are considered in selecting an internship agency/school:

1. The agency/school should show evidence of a sound professional philosophy.
2. The agency/school should show evidence of adequate acceptance and support.
3. The agency/school and its staff should be willing to provide opportunities for active participation as well as observation of program procedures.
4. The agency/school should have adequate equipment and facilities that are available for internship student use.

Each student will be expected to engage in an interview with the agency/school; therefore, **professional attire and behavior will be mandated.** The student should be prepared for each interview with a clearly stated list of objectives for the internship experience. The student should prepare for the interview by becoming familiar with important aspects of the agency/school.

**All correspondence is to be typed/word processed with clean, correct and appropriately styled copies sent to agencies/schools. A clean copy of all correspondence is to be kept in the student's folder.** A summary record of all telephone calls or other communication, whether initiated by the student or by agency/school personnel, **is to be kept in the student's folder.**

### **Mechanics of Placement**

Throughout the process of agency/school selection, **the student is responsible for keeping the Internship Coordinator advised of his/her progress.** Once the student has made a tentative choice, the following tasks should be completed by the Internship Coordinator and/or student:

1. Arrange a confirmation appointment with the Internship Coordinator
2. Prior to the time of the confirmation appointment, gather information from agency/school supervisors:
  - a. Signed agreement between University and Agency

- b. Collect copy of proof of liability insurance
  - c. Collect copy of CPR/AED/FA cards (front and back)
3. The list of paperwork that must be submitted to the Internship Coordinator is located in Appendix A.

**Criteria for confirmation will be based on the student's:**

1. Readiness to confirm
2. Preparedness with agency/school literature
3. Ability to relate anticipated internship experiences to future goals

**Once confirmation is achieved, the student will:**

1. Send an acceptance letter to the cooperating agency/school supervisor
2. Send "thank you" letters to all other agencies/schools contacted
3. Submit completed Internship folder to the Internship Coordinator
4. Read the course syllabus of PER 475 (Appendix D)
5. Complete the internship experience/affiliation addendum (Appendix E) and place in your internship folder

### **Absences**

Students are expected to report for duties as scheduled by the agency/school. **Any absences from duty, including a single day or portion thereof, which did not receive prior approval in accordance with established agency/school procedures shall be considered as an absence without leave.** Where the absence is determined excusable on conditions which negated prior approval, the student will be allowed to continue the Internship and the condition of absence without leave shall be excused. **The immediate agency/school supervisor shall be the official to whom students are responsible for reporting to, in the case of absences.**

In case of sudden illness or other emergencies, the student shall immediately notify the agency/school office by telephone or messenger. **Absences must be approved by the agency/school supervisor. A physician's order may be required, before absences are approved. Students shall follow the institutions' work schedule for all holidays and breaks.**

**You can not exceed 3 absences, and all absences must be made up.**

### **Dress, Appearance and Conduct**

Students are expected to conduct themselves as professionals and in accordance with the

standards of the agency/school. Since the personal appearance of students conveys to the public a general impression of the University and the agency/school, **appropriate attire should be conducive to the work environment.**

### **Housing and Transportation**

The **student is expected to assume all expenses incidental to living in the area of the internship** experience and to work out satisfactory housing and transportation arrangements in order to be able to carry out Internship assignments.

The student should visit the assigned area in advance to arrange for living facilities. Agency/school personnel may be able to assist the student in locating housing.

### **Grades (Evaluation)**

Evaluation of the student internship experience will be made at the termination of the scheduled assignment on the basis of agency supervisor's evaluations (mid-intern and end-intern) of student performance (Appendix F) and University written requirements. The Internship Coordinator will determine the final grade evaluation. **It is essential that students meet appropriate deadlines when submitting all materials to the Internship Coordinator in order to avoid the academic penalties outlined in the course syllabus.**

### **Student Responsibilities**

- You are representing the University in the community and are expected to be professional at your internship site at all times. This includes your attendance, attire, speech, use of cell phones during work, and personnel interactions.
- Accept the responsibilities associated with the internship site with the same interest and enthusiasm as if accepting a full-time paid position.
- Report early for work.
- Perform work responsibilities in a professional manner, participate in all agency training, and attend all staff meetings.
- Abide by all policies, rules, and regulations of the agency while completing your internship requirements.
- If you have a conflict at your internship site, address it immediately with your agency supervisor and internship advisor.
- Take initiative and ask questions.



As part of a “team” providing services for the benefit of individuals and the public, each student must cooperate with fellow workers and all program/facility participants in order to set a high standard of work performance. Unwillingness or failure to cooperate shall be cause for dismissal.

# Appendix A

## **INTERNSHIP PACKET REQUIRED MATERIALS:**

1. Internship Application
2. Required core curriculum course work completed
3. Resume w/ References
4. Proof of Professional Liability Insurance
5. Proof of current CPR/AED/FA card
6. Proof of Auto Insurance
7. Waiver form for any missing insurance (Auto)

**All agency/school correspondence will be typed/word processed, with only clean, correct and appropriately styled copies being sent to agencies.**

# Appendix B

## APPLICATION FOR INTERNSHIP

Name: \_\_\_\_\_ DSU ID #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Local Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Can you provide your own transportation? \_\_\_\_\_

Total number of credit hours at DSU: \_\_\_\_\_ Transfer hours: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Expiration Date of CPR: \_\_\_\_\_

List locations and type of intership (college, clinic, etc) in which you would like to complete based on your interest and career goals. (List in order of preference). Include the contact information for the site as well. (Director/supervisor/number/email)

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

*\*\*You will not be enrolled into PER 465 until you have received notification of internship placement.*

Please attach a copy of your professional resume and references to this application.

# Appendix C

**Student Name:** \_\_\_\_\_ **Week:** \_\_\_\_\_

<i>Date:</i>	<i>Time In</i>	<i>Time Out</i>	<i>Total Hours</i>	<i>Details</i>	<i>Signature</i>

**Total Hours this week:** \_\_\_\_\_

**Total Hours for semester (Running Total):** \_\_\_\_\_

# APPENDIX D

PER 475 Internship in Sports Management  
Course Syllabus  
Fall 2023  
On Site Internship  
Meeting Times and locations TBA

## Faculty Information

Casey Bourgoyne Charles, M Ed.  
cbourgyne@deltastate.edu – When possible, please use the Canvas message system to contact me.

Campus office location: Wyatt Gym 111

## Office Hours

Monday – 2:00-5:00pm

Tuesday – 9:00am-10:45am & 2:00-4:00pm

Wednesday – 2:30-3:30pm

Thursday – 9:30am-10:45am

Friday – 9:50am-10:50am

Communication plan: Allow 48 hours for responses to emails and messages; responses will be given from Monday at 8am until Friday at 5pm. Grades will be recorded by the week after the assignment is due. Weekly announcements and emails will be sent through canvas.

## Course Materials

### Recommended Supplemental Materials

**Gibson, A.L., Wagner, D.R. and Heyward, V.H. 2019. Advanced Fitness Assessment and Exercise Prescription, 8<sup>th</sup> ed. Champaign, IL: Human Kinetics**  
ISBN: 978-1-492561347

## Course Description

### **GENERAL DESCRIPTION: (12 semester hours)**

PER 475. INTERNSHIP IN SPORTS MANAGEMENT. Field experience in an exercise science/fitness facility.

12 Hours - Fulfills the capstone experience requirement. (F, S)

## Purpose

Acquaints the entry-level exercise science student with the opportunity to gain practical experiences within a clinical and/or traditional setting. The student will apply knowledge skills and abilities acquired during academic preparation at their chosen professional setting under the direct supervision of a qualified professional

## Program Learning Outcomes

This course helps students achieve the following program learning outcomes:

**PLO1.** Graduates in Sports Management have the ability to articulate how the historical concepts, ideas of past individuals and groups engaged in sport, physical education or recreation relates to the present philosophies in the field of Health, Physical Education, and Recreation.

**PLO2.** Graduates in Sports Management have a working knowledge of and the ability to conduct sport facility operations, including but not limited to, staffing and management for physical education, sport, or recreation programs, facility scheduling, risk management planning and budget development.

**PLO3.** Graduates in Sports Management possess the necessary dispositions that support continual professional growth and development required of sports.

## Course Student Learning Outcomes

At the completion of the course students will:

**SLO1.** Perform laboratory and field assessments of health-related physical fitness and analyze results. (PLO1,4)

**SLO2.** Design exercise and weight management programs based on client data and information. (PLO1)

**SLO3.** Discuss and apply concepts of physical fitness assessments and exercise prescription. (PLO1)

**SLO4.** Demonstrate hands on knowledge and techniques at their site placement. (PLO3)

**SLO5.** Assess clients in balance, posture, and other health components to improve wellbeing.(PLO2)

**SLO6.** Demonstrate knowledge of cardiovascular, pulmonary, metabolic, and musculoskeletal risk factors or conditions that may require consultation with medical personnel before testing or training. PLO4

**SLO7.** Identify proper and improper technique in the use of equipment; and apply methods to monitor exercise intensity. PLO4

**SLO8.** Demonstrate the ability to discuss the physiological basis of the components of physical fitness; accurately measure and interpret the measurement of each component; screen clients for fitness testing; adapt testing protocols according to health appraisals and medical history; and understand the effects of common prescription drugs on exercise testing and prescription. (PLO1)

## Major Course Activities

**Journal entries:** Students will submit via Canvas a weekly journal describing their experience of each day. The journal entry must be typed and dated. Journals are due by 11:59pm on Sunday. Each journal entry should include a thorough, non-repetitive description of activities with an insightful evaluation of accomplishments and problems. Proper sentence structure, grammar,

spelling, and punctuation are expected. (A minimum of 150 words/ day, 750 words/week). Please see journal rubric.

**Semester Assignments:** Throughout the semester you will have 4 assignments to complete. It will be based on prior knowledge from previous coursework, based on your site and duties and will require some research.

**Hour Logs:** Upload electronically and use the hour log sheet provided. Use a scanner app to upload, do NOT upload a picture taken with your phone. You will NOT receive credit for hour logs that are not signed by your immediate supervisor. Each hour log should include the hours accumulated that week and the total hours accumulated for the semester (running total).

**Midterm Evaluation:** The mid-term evaluation form is to be completed electronically by the agency supervisor. The student must communicate with internship supervisor to set a meeting time so that the student, agency supervisor, and internship supervisor could meet virtually, or by scheduled visit to verbally discuss and review evaluation.

**Final Evaluation:** The final evaluation form is to be completed by the agency supervisor and (confidentially) submitted hard copy, via email to internship supervisor.

**Student Site Critique/Evaluation:** The student must complete a site assessment that is due by final exam week. It must be typed and double-spaced. (12 font Times New Roman, 2 page min.)

**Special Project:** The student must facilitate, host/participate or create an activity/event that is beneficial to the organization and field of exercise science. Project must be approved by instructor. Ideas for special project should be submitted and discussed with instructor and supervisor within the first two weeks of internship. Project should include artifacts such as PowerPoint, plans, flyers, brochures or analysis, along with reflection/summary. It must consist of activities outside of your internship duties (2 page min).

## Evaluation and Grading

**The course instructor and internship site supervisor will evaluate the student.** The student will receive a letter grade, which will ultimately be determined by the course instructor. The grade will be based on the completion of the above grading criteria. Late assignments will be deducted at one point per day. After 7 days late, half credit will be the maximum points possible.

## Evaluation and Grading

- |                                  |                |
|----------------------------------|----------------|
| 1. Weekly Hour Logs              | 10 points each |
| 2. Weekly Journals               | 10 points each |
| 3. 4 Canvas Assignments          | 10 points each |
| 4. Midterm Supervisor Evaluation | 50 Points      |
| 5. Final Supervisor Evaluation   | 50 Points      |
| 6. Internship Site Critique      | 50 Points      |
| 7. Special Project               | 50 Points      |



**Grading Scale:**

A – 90% + | B – 80-89% | C- 70-79% | D – 60-69% | F - 59% and below

**Late submissions will be deducted as follows:**

10 Point assignments – Deducted 1 point per day late

50 Point assignment – Deducted 5 points per day late

*The grade for the term will be based in part upon the experiences at the internship site.**However, any student removed from their internship experience for reasons associated with lack of professionalism or unsatisfactory performance will receive an F in the course.***Journal Rubric**

<b>Criteria</b>	<b>Ratings</b>			<b>Pts</b>
Content	<b>2.0 pts Good</b> Discussed significant aspects of daily tasks. Included detailed information	<b>1.0 pts Fair</b> Discussed items and details of insignificant activities or relevant to their assigned tasks.	<b>0.0 pts Poor</b> Did not include details, or discuss important or relevant information associated with daily tasks.	2.0
Comprehensibility	<b>2.0 pts Good</b> Can understand all of what is being communicated.	<b>1.0 pts Fair</b> Can understand most of what is being communicated.	<b>0.0 pts Poor</b> Can understand little of what is being communicated.	2.0
Organization	<b>2.0 pts Good</b> Journal entry is logical and effective.	<b>1.0 pts Fair</b> Journal entry is generally logical and effective with a few minor errors.	<b>0.0 pts Poor</b> Journal entry lacks logical order and organization	2.0
Effort	<b>2.0 pts Good</b> Fulfills all of the requirements of the assignment	<b>1.0 pts Fair</b> Fulfills some of the requirements of the assignment.	<b>0.0 pts Poor</b> Does not fulfill requirements	2.0

## Journal Rubric

Criteria	Ratings			Pts
Mechanics	<b>2.0 pts</b> <b>Good</b> Journal is polished; maximum of one grammar or spelling error.	<b>1.0 pts</b> <b>Fair</b> Journal is adequate; maximum of two grammar or spelling errors.	<b>0.0 pts</b> <b>Poor</b> Inadequate; more than two spelling and grammar errors	2.0
Total Points: 10.0				

### Attendance

*Regular and punctual attendance at all scheduled face-to-face and online classes and activities is expected of all students and is regarded as integral to course credit.*

Recent Academic Years have been significantly impacted by the COVID-19 global pandemic. It is essential to the health and safety of students, faculty and staff that we adhere to the CDC recommendation to “stay home if you are sick.” Students who cannot attend a face-to-face class because they are ill shall notify their instructor of their absence. Students shall engage the course content using the course’s Canvas shell to complete missed work due to illness. Students are allowed to make up assignments, quizzes, tests, major presentations, or other graded course activities missed due to illness. Proof of illness from a medical professional is not required, but may be submitted if it is available.

Attendance at each class is required. Students will be expected to work the required days/hours per week. He/she will be required to abide by the attendance and general employment policies demanded by their respective internship site. **If a student requests a day off, due to illness or personal reasons, the course instructor and the Internship Coordinator must also be notified by the student. Students cannot exceed 3 absences.** Students shall follow the institutions’ work schedule for all holidays and breaks. Students must be in attendance each day to complete days/weeks completion of internship. The full 14 weeks are required.

[DSU Policy on Class Attendance](http://www.deltastate.edu/policies/policy/university-policies/academics-students/class-attendance/)

<http://www.deltastate.edu/policies/policy/university-policies/academics-students/class-attendance/>

### Academic Honesty Policy/Grievance Policy/FERPA

[DSU Policy on Academic Honesty: http://www.deltastate.edu/policies/policy/university-policies/academics-students/academic-honesty/](http://www.deltastate.edu/policies/policy/university-policies/academics-students/academic-honesty/)

[Academic Grievance Policy-Undergraduate: http://www.deltastate.edu/policies/policy/university-policies/academics-students/grievance-policy-academic-undergraduate/](http://www.deltastate.edu/policies/policy/university-policies/academics-students/grievance-policy-academic-undergraduate/)

[Academic Grievance Policy-Graduate: http://www.deltastate.edu/policies/policy/university-policies/academics-students/grievance-policy-academic-graduate/](http://www.deltastate.edu/policies/policy/university-policies/academics-students/grievance-policy-academic-graduate/)

**Family Education Rights and Privacy Act (FERPA):** FERPA provides the faculty member the right to discuss issues pertaining to a student’s performance with DSU employees who have a legitimate educational interest. If a faculty member is concerned about a student, the faculty member may submit an alert to the appropriate DSU department. For more information about FERPA, please visit the website:

<http://www.deltastate.edu/academic-affairs/registrars-office/forms-and-policies>

## Etiquette and Civility Online/Netiquette

Netiquette refers to the guidance and expectations for students communicating online in a group setting. This includes discussion forums, email, and any other form of communication used in this course.

- Use proper language. Avoid slang words as much as possible, as this is also an education environment. Read through your papers/messages before you submit them. Never type in all caps; writing in all capital letters is regarded as shouting and could be considered rude.
- Be precise. Being misunderstood is common in online interactions; make sure that what appears perfectly clear to you is not confusing to your readers. Read your messages aloud before you send them.

Below is a source with some basic netiquette tips that you may find useful:

<https://elearningindustry.com/10-netiquette-tips-online-discussions>

## Additional Course-Specific Rules, Policies, Expectations

1. Upon completion of the course each student will possess an appreciation for the knowledge, skills and abilities inherent to the demands of the exercise science environment.
2. Within the first week of the semester the student must review the policies and procedures of the internship site with the internship supervisors.
3. The student must obtain the required days per week of work experience for the duration of the semester (**Full Semester Term/(14 weeks)**). (Starting Jan. 18<sup>th</sup>, and ended April 23rd) These days/hours are to be documented on an hour log and due weekly.
4. The student will communicate and manage all course materials via Canvas; therefore, should be aware of deadline sensitive assignments.
5. The student is to be evaluated by the internship supervisor at midterm and again at the end of the final review of experience. These evaluations are to be shared with the student and then forwarded to the Internship Coordinator.
6. The student must complete a site assessment/critique that is due by final exam week. It must be typed and double-spaced.
7. The student must have access to the internet and to his/her Delta State University email account and Canvas during the semester. Check the canvas and email account daily.

**Dress, Appearance and Conduct:** Students are expected to conduct themselves as professionals and in accordance with the standards of the agency/school. Since the personal appearance of students conveys to the public a general impression of the University and the agency/school, appropriate attire should be conducive to the work environment.

**"The DSU College of Education and Human Sciences is committed to creating an educational experience that infuses cultural competence and appreciation for diversity throughout all interactions."**

### Summer PER 765 Tentative Course Schedule/Content Outline

Week 1	Weekly Hour logs, Journal
Week 2	Weekly Hour logs, Journal
Week 3	Weekly Hour logs, Journal, Assignment 1
Week 4	Weekly Hour logs, Journal
Week 5	Weekly Hour logs, Journal, Assignment 2
Week 6	Weekly Hour logs, Journal
Week 7	Weekly Hour logs, Journal, Midterm Evaluation
Week 8	Weekly Hour logs, Journal,
Week 9	Weekly Hour logs, Journal, Assignment 3
Week 10	Weekly Hour logs, Journal
Week 11	Weekly Hour logs, Journal, Assignment 4
Week 12	Weekly Hour logs, Journal
Week 13	Weekly Hour logs, Journal
Week 14	Weekly Hour logs, Journal, Site critique, special project & Final Evaluation

Add and Drop deadlines are listed in the Academic Calendar: <http://www.deltastate.edu/academic-affairs/calendar/>

Other important information may be found in the Course Catalog: <http://www.deltastate.edu/academic-affairs/catalog/>

### Technology

Students will use internet to access canvas for all course materials. For students with offsite placements, we will meet virtually via Zoom Conference for Midterm and Final Evaluations. All internet sources, Canvas, and instructor created media (podcast/videocast), to locate and complete projects to be typed, to locate information about professional organizations, to locate current references in DSU libraries and other locations and locate agencies for information on

selected health/wellness topics. Word, Canvas, internet search engines, and e-mail will be the key programs.

- Use word processor software to produce all written assignments.
- Use Microsoft Office programs
- Make class presentations using PowerPoint
- Use technology relevant to instruction in P.E.
- Communicate with the instructor via Canvas.
- Use library electronic journals to access information.
- Access information from the internet that is professional in quality.

For assistance using Canvas, you can click the help icon in your course, or refer to the [Canvas Student Guide](#). If you experience technical difficulties, or need technical assistance with this course, please contact OIT's 24-hour Help Desk via email at [helpdesk@deltastate.edu](mailto:helpdesk@deltastate.edu) or by phone at 662-846-4444 or 866-264-1465 (toll free). Please include the course name and your 900# when contacting the Help Desk.

[Link to Canvas: https://deltastate.instructure.com](https://deltastate.instructure.com)

[Canvas Technical Requirements: https://community.canvaslms.com/docs/DOC-10720](https://community.canvaslms.com/docs/DOC-10720)

[Canvas Privacy Policy: https://www.canvaslms.com/policies/privacy](https://www.canvaslms.com/policies/privacy)

[Canvas Accessibility Statement: https://www.canvaslms.com/accessibility](https://www.canvaslms.com/accessibility)

## Student Support Services

### Student Success Center

The Student Success Center provides educational learning services and assistance for all students.

Additional information can be found at: <http://www.deltastate.edu/student-success-center/>.

### Roberts-LaForge Library

[The Roberts-LaForge Library](#) provides numerous resources and services for students, faculty, and staff. Along with the diverse print collections there are thousands of full-text journals and eBooks available 24/7 through its website. It also houses a computer lab, group study rooms, and individual study spaces. Research assistance is always available and additional material can be ordered from across the country using Interlibrary Loan. Additional information about the [Roberts-LaForge Library](#) can be found at:

<http://www.deltastate.edu/library/>.

### Writing Resources for Students

- Roberts-LaForge Library: <http://www.deltastate.edu/library/student-writing-resources/>
- <http://www.deltastate.edu/academic-affairs/center-teaching-learning/writing-enhanced-courses/>
- Student Success Center: <http://www.deltastate.edu/student-success-center/academic-support-services-developmental-studies/>
- Writing Center: <http://www.deltastate.edu/artsandsciences/languages-literature/writing-center/>  
Services include individual assistance at all stages of the writing process, including: brainstorming, discovering a thesis, organizing and developing and argument, sentence structure, documentation style, and resumes and letters of application.

## ADA Statement and Disability Services

Information about [Disability Services](#) can be found on the DSU website.

<http://www.deltastate.edu/student-life/campus-counseling-center/disability-services/>

For assistance with and to make arrangements for accommodation for disabilities, please contact Kashanta Jackson, [Disability Services](#), at the O.W. Reilly Student Health Building, 662-846-4690 or [ada@deltastate.edu](mailto:ada@deltastate.edu). It is the responsibility of students who have professionally diagnosed disabilities to notify the disability coordinator and present documentation in a timely

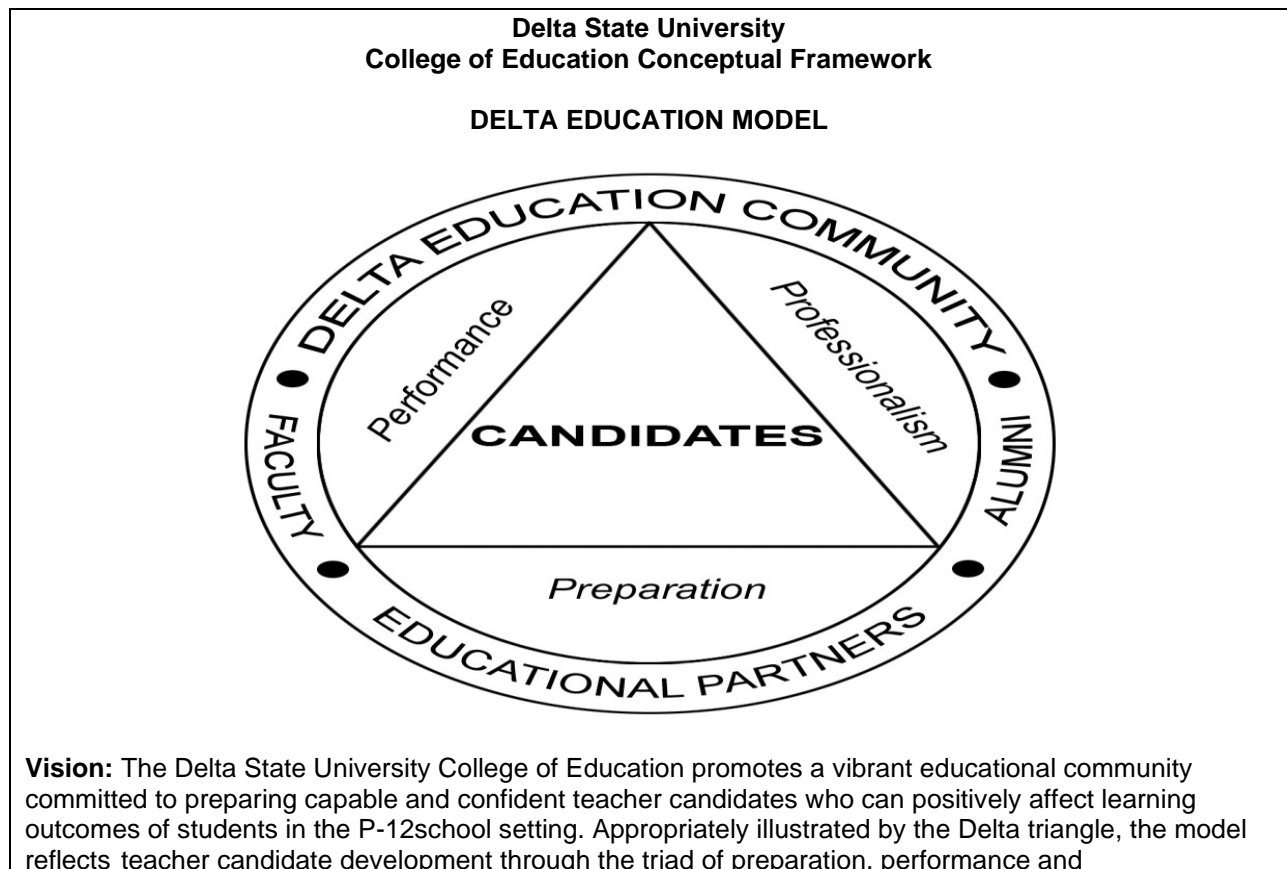
manner so that necessary and/or appropriate modifications can be made to meet any special learning needs. Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.

## Sexual Harassment Statement

In accordance with Title IX, Delta State University is committed to maintaining a learning and working environment free from sexual and gender-based discrimination, harassment, sexual assault, sexual exploitation, sexual intimidation, stalking, dating violence, domestic violence, or any other behavior that is non-consensual or has the purpose or effect of coercing a person or persons. For questions or concerns about Title IX, please visit <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/sexual-harassment/> or contact Deidra Byas, Title IX Coordinator at (662)846-4690 or email [titleix@deltastate.edu](mailto:titleix@deltastate.edu).

## Disclaimer

This syllabus is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events.



professionalism, supported by the larger Delta educational community (faculty, educational partners, and alumni).

**Guiding Principles:**

1. **Education is a lifelong endeavor**, requiring an ever-expanding content knowledge base, a repertoire of skills, and a broad experience base. (GP1)
2. **Education is interactive and reflective**, a process that is accomplished through assessment and reflection of a collaborative nature. (GP2)
3. **Education is culturally contextualized**, requiring both an understanding and appreciation of the diversity of all individuals within the learning community. (GP3)
4. **Education is dynamic**, with change being driven by assessment data and the needs of all segments of the educational community. (GP4)
5. **Education is enhanced by technology**, infused throughout programs and services. (GP5)

**Any violation of the above rules and regulations could result in the student being removed from the class and receiving an “F”. This syllabus is subject to change at any time. If a change is made the instructor will present the information in writing to each student.**

# Appendix E

**INTERNSHIP EXPERIENCE/AFFILIATION ADDENDUM**

(To be Completed Once Student is On-Site)

In consideration of being allowed using the facilities of the \_\_\_\_\_(site) in accordance with the affiliated site agreement between Delta State University and \_\_\_\_\_(student). I agree to abide by the rules and regulations as stipulated by the facility and institution. I am aware of all the rules as applicable to my internship experience concerning, but not limited to, liability insurance, auto insurance, vaccination/inoculations, proof of physical examination, and current CPR/AED/FA certification. I also agree and understand that neither \_\_\_\_\_(site) nor Delta State University are required to provide me with any monetary compensation, medical benefits/coverage, liability insurance and/or lodging during the period of my internship experience.

In consideration of being allowed to use the facilities of the \_\_\_\_\_(site) or any affiliates, I hereby agree to assume full responsibility for my own safety, and indemnify, save and hold harmless and defend the \_\_\_\_\_(site) and Delta State University and all its employees and agents, acting officially or otherwise, from any liability, claims demands, actions, debts, and attorney fees arising out of, or in any manner predicted on, loss or damage to the property of, injuries to, or death on any persons whatsoever, which may occur resulting from my presence, acts, or omissions within the limits of the \_\_\_\_\_(site) and its facilities in connection with the aforesaid program, and do hereby waive forever any demands or claims therefore.

\_\_\_\_\_  
Internship Student Signature

\_\_\_\_\_



Name (please print)

---

Date

---

Witness Signature

---

Name (please print)

---

Date

# Appendix F

## Intern Evaluation Form

### Midterm Evaluation

Name \_\_\_\_\_ (Student Name)      Agency Name \_\_\_\_\_

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

**Instructions:**

This form is to be completed by the site supervisor of the organization hosting the field experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form.

<u>PERFORMANCE AREA</u>	<u>LESS THAN ADEQUATE</u>	<u>ADEQUATE</u>	<u>MORE THAN ADEQUATE</u>	<u>EXCELLENT</u>
ABILITY TO ORGANIZE AND CARRY OUT TASK	1      2      3 Has some difficulty organizing and carrying out assigned tasks.	4      5      6 Manages to organize and carry out most assigned tasks	7              8 Very well organized and carries out assigned task in a professional manner	9              10 Exceptionally well organized. Carries out assigned task in an exemplary manner
Comments:				
QUALITY OF ASSIGNED WORK	1      2      3 Below expectations. Needs frequent instruction and supervision. Work	4      5      6 Meets expectations. Needs some supervision. Quality of work is competent.	7              8 Usually exceeds expectations. Needs very limited	9              10 Consistently exceeds expectations. Work is always of highest quality.

	completed is less than satisfactory.		supervision. Work is of very good quality	
Comments:				
TIME MANAGEMENT	1 2 3 Procrastinates much of the time. Does not complete most tasks in a timely manner.	4 5 6 Average ability to manage time. Some procrastination, but most tasks completed on time.	7 8 Very efficient in managing time. All tasks are completed on schedule	9 10 Exceptional ability to manage time on tasks. Most works is completed ahead of schedule.
Comments:				
ABILITY TO COMMUNICATE ORALLY	1 2 3 Has difficulty conveying information/ideas to individuals and groups. Does not seem to be comfortable with oral communication.	4 5 6 Can competently express information/ideas to individuals and groups. Reasonably comfortable in most situations.	7 8 Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communications.	9 10 Exceptional ability to communicate information/ideas effectively to individuals and group. Very comfortable and confident during oral communication.
Comments:				
ABILITY TO COMMUNICATE IN WRITTEN FORMAT	1 2 3 Below expectations Has difficulty conveying information/ideas in writing. Numerous errors	4 5 6 Can satisfactorily convey information/ideas in writing. Usually free of errors.	7 8 Very effective in conveying information/ideas in writing. Errors are rare.	9 10 Exceptional ability to communicate information/ideas in writing. Work is creative.
Comments:				
DEPENDABILITY & RESPONSIBILITY	1 2 3 Sometimes fails to complete work. Requires a great deal of supervision in order to produce work.	4 5 6 Can be counted on to have task completed when required. Sometimes needs some supervision to do so.	7 8 Can always be counted on to have task completed. Is conscientious in performance of all assigned duties.	9 10 Exceptionally dependable and responsible in all circumstances.

Comments:				
INITIATIVE & ENTHUSIASM	1 2 3 Must be pushed to get projects started and completed. Does not display enthusiasm for assigned work.	4 5 6 Usually enthusiastic about assigned work. Sometimes waits for assignments and projects rather than taking initiative.	7 8 Self-starter. Makes the most of opportunities. Enthusiastic and request additional responsibilities.	9 10 Consistently exceeds expectations in this area. Regularly requests opportunities to explore new assignments and projects. Makes the most of every opportunity.
Comments:				
ABILITY TO WORK WITH OTHERS IN THE ORGANIZATION	1 2 3 Usually gets along with people in the organization. Rarely initiates contact with other people and could be more outgoing.	4 5 6 Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.	7 8 Very good relationship with personnel at all levels of contact. Interaction is positive and productive.	9 10 Exceptionally good relationships with personnel at all levels. Interaction is positive, productive and sensitive to the needs of others.
Comments:				
PROFESSIONAL APPEARANCE & BEHAVIOR	1 2 3 Needs to be reminded frequently about appropriate attire and behavior in the work setting.	4 5 6 Seldom needs to be reminded of appropriate attire and behavior in the work setting.	7 8 Appearance and behavior is always appropriate to the works setting.	9 10 Appearance and behavior is exceptional and worthy of emulation by others.
Comments:				
ABILITY TO ACCEPT & UTILIZE SUGGESTIONS TO IMPROVE PERFORMANCE	1 2 3 Almost always rejects or discounts suggestions to improve performance. Rarely, if ever, attempts to utilize suggestions.	4 5 6 Usually accepts suggestions to improve performance. Usually successful in utilizing suggestions.	7 8 Always welcomes suggestions to improve performance. Makes a concerted effort to utilize suggestions.	9 10 Always welcomes and solicits suggestions to improve performance. Exceptionally successful in the endeavor.
Comments:				

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1. During the period of this internship, the above named student observed and/or worked in the following areas of our organization:

\_\_\_\_\_

\_\_\_\_\_

2. Describe briefly the greatest strength and strong points of this student as observed by you and/or your staff:

3. Provide suggestions for improvement:

4. Please indicate your feeling toward having this student as an intern:

Particularly desire to have him/her \_\_\_\_\_

Pleased to have him/her \_\_\_\_\_

Satisfied to have him/her \_\_\_\_\_

Would have preferred not to have had him/her \_\_\_\_\_

5. In comparison with other employees you have of similar age and experience, how would you rate this intern?

One of the few outstanding \_\_\_\_\_

Dependable and typically effective \_\_\_\_\_

Acceptable \_\_\_\_\_

Unsatisfactory \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

### Intern Evaluation Form

#### Final Evaluation

Name \_\_\_\_\_ (Student Name) Agency Name \_\_\_\_\_

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

**Instructions:**

This form is to be completed by the site supervisor of the organization hosting the field experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form.

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	of supervision in order to produce work.	Sometimes needs some supervision to do so.	performance of all assigned duties.	
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Comments:				
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Comments:				
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Comments:				
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Final Course Grade you feel internship student deserves:

- A Outstanding-Consistently exceptional in fulfilling requirements
- B Good- Frequently met and exceeded minimum requirements
- C Average- Met minimum requirements but needs to demonstrate more initiative
- D Poor- Completed required hours but lacked ability to perform assigned tasks completely
- F Failure- Did not complete required hours or assignments

1. Please take this opportunity to provide both general and specific feedback concerning your experiences both with your internship student and the exercise science internship experience as a whole. This feedback is of vital importance to the DSU-HPER faculty in curriculum planning and development.

Questions to consider:

- Do you feel you and the specific clientele you serve benefitted from the student intern experience?
- What are specific knowledge areas, skills, and/or abilities in which your intern student was deficient?
- What is your opinion of the organization of the internship experience, including level of communication with the internship advisor?
- Any additional comments that you feel would be instructive to the university supervisor in evaluating and providing guidance to this intern

2. If a position were available in your organization, would you be willing to hire this intern?

(This question is not intended to receive any sort of commitment from. It is designed to assist us in evaluating the qualifications of this intern). YES \_\_\_\_\_ NO \_\_\_\_\_

3. Would you be willing to consider another intern from this university? YES \_\_\_\_ NO \_\_\_\_

Evaluator Signature: \_\_\_\_\_

# APPENDIX G

*Potential and approved internship sites for internship (This is not an inclusive list)*

## **Potential Placement Areas:**

Athletic trainer (high school, collegiate, professional), Cardiovascular technologist, Cardiac Rehab, Fitness professional (personal trainer, corporate), Strength & Conditioning Coach, Medical assistant, Respiratory therapist, Physician, Surgical technologist

## **Clinical – Inpatient/Outpatient**

### **Delta Regional Medical Center (Cardiac Rehab)**

1400 East Union Street  
Greenville, MS 38703  
662-378-3783

### **Greenwood Leflore Hospital**

1401 River Rd

Greenwood, MS 38930  
662-459-7000

**Baptist Memorial Hospital-Desoto (Southaven,MS)**

7601 Southcrest Pkwy  
Southaven, MS 38671  
662-772-4000

**St. Dominic Memorial Hospital**

969 Lakeland Dr.  
Jackson,MS  
Dr.Flint (601)-942-8375

**Panola Medical Center**

303 Medical Center Drive  
Batesville, MS 38606  
662-563-5611

**North Mississippi Medical Center (NMMC)**

1030 S. Madison St.  
Tupelo, MS 38801  
662-377-4141

**Commercial Fitness & Wellness/Sports Performance**

**Beacon Wellness Center**

N Oak Ave  
Ruleville, MS  
Brent Langston, Supervisor  
662-756-1800

**Chicot Memorial Medical-Community Outreach Center**

2729 Highway 65 82  
Lake Village, AR  
Darren Toney, Director  
870-265-9200

**Baptist Health Plex**

717 Manship Street  
Jackson, MS  
601-968-1766

**Hodding Carter Memorial YMCA**

Bob Williams, Executive Officer  
1688 Fairground Road  
Greenville, MS 38703  
662-335-7258

**BUC Athletics**

LaVante Epton, Owner-Trainer  
255 S. Walnut St.  
Greenville, MS 38701  
662-368-6511

**DSU Athletic Training**

Abby Havard  
662-846-4480

**DSU Strength & Conditioning**

Colton Haynes  
662-846-4300

**Delta Sports Fitness & Fun Gym**

Laura Harris, (662-588-3591) Owner/Operator  
1321 Hwy 8 West Suite 4  
Cleveland, MS 38732

**Endurance Physical Therapy**

2018 McIngvale Rd #102  
Hernando, MS 38632  
662-298-2276

**Delta Wellness Center**

Kendarius Moore, Manager  
210 Church Street | Leland, MS 38756  
[kmoore@deltahhealthalliance.org](mailto:kmoore@deltahhealthalliance.org)  
office: (662) 686-3909 | cell: (662) 390-3319

**Liability Insurance Options**      **For All Specializations**

**Option 1:**

You can purchase Professional Liability online from [Healthcare Providers Service Organization](#) for a cost of approximately **\$30.00**

**Option 2: For All Specializations (particularly good for students who are already members of AAPHERD)**

**Step 1:** Join MAHPERD online at <https://www.mahperd.com> for a cost of **\$20.00**

**Step 2:** Purchase Liability Insurance online from [Forrest T. Jones and Company](#) or 1-800-265-9366 for a cost of **\$12.00** Please note that although the application says "Student Teachers" it is valid for all specializations.

**Option 3: ONLY for Exercise Physiology & Fitness/Wellness Specializations**

**Step 1:** Join [ACSM](#) online for a cost of **\$10.00**

**Step 2:** Contact Seabury & Smith at 1-800-503-9230 to purchase professional liability insurance through your ACSM membership for a cost of approximately **\$40.00**