



## **Kinesiology, Health & Sport Studies**

### **KHS 8750 – GRADUATE INTERNSHIP PROCEDURES FOR ENROLLMENT**

Both the “Exercise and Sport Science” and “Wellness Clinician/Research” specialization tracks of the WSU Master of Education in Kinesiology degree provide students with the option to complete a graduate internship (KHS 8750) as a culminating learning experience to finish the academic degree requirements.

In order to enroll in KHS 8750...

- ✓ Students must have successfully completed KIN 6320 (Fitness Assessment and Exercise Prescription).
- ✓ Students must contact the academic coordinator for the graduate internships (consult faculty for current coordinator) at the beginning of the semester that precedes the semester during which the internship will be taken in order to notify the coordinator of the plan to enroll in KHS 8750 and to start the required application process.

The KHS 8750 graduate internship application process involves the following four steps:

1. Students should select an appropriate internship site and experience that aligns with their individual professional development and career goals. This can include internships in the areas of corporate and community fitness / wellness, personal training, sports medicine / athletic training, strength and conditioning, cardiac rehabilitation, and other approved pertinent clinical site experiences within the scope of the academic degree field.

Note: At this stage, students are invited to browse through an existing large data base of both WSU in-house and external internship opportunities that is kept in a designated file box located just outside of room 2337 Applebaum Bldg. Moreover, students may also propose other potential internship sites and experiences for consideration, such as working with a KHS faculty member as part of a research team.

2. Once a potential internship site has been identified, students are required to contact the appropriate personnel at that site to determine whether they will have an opening and are willing to accept the student as an intern for the upcoming semester.

Note: At this stage, the selected internship site may require students to undergo a formal interview process (e.g., in-person or by phone) as part of the site's own regular internship application review procedures.

3. Once an internship site has officially agreed to accept a student as an intern, it becomes the student's responsibility to submit to the academic internship coordinator all required KHS 8750 internship application materials in a timely manner (and no later than 6 weeks prior to the start of classes of the semester in which a student plans to enroll in KHS 8750).

The completed KHS 8750 internship application package consists of the following:

- KHS 8750 Statement of Relationships (i.e., the long standard "legal form")

This form needs to be filled out online by the student, and then printed out and signed by an appropriate person from the proposed internship site (see last page on form: "Administrator", "Program Director" or "On-Site Supervisor").

- KHS 8750 Exercise Science Internship Agreement (i.e., the "contract")

This form needs to be filled out online by the student and then printed out. It does not require a signature from the on-site supervisor of the proposed internship site but must include (as an attachment) a description of the specific internship assignment (i.e., a list of internship student expectations and responsibilities).

4. The application will be submitted to the University for further review. The internship coordinator will then notify both the student and onsite-supervisor once official WSU approval has been granted.

The KHS 8750 graduate internship is counted as a 4 credit hours course towards the degree. For each credit hour enrolled in KHS 8750, students are expected to demonstrate a minimum of 50 hours of documented internship work. Thus, a typical 4 credit hours internship experience per semester will require at least 200 hours of work in order to satisfy this particular curricular requirement.

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