

**WAYNE STATE UNIVERSITY
COLLEGE OF EDUCATION**

DIVISION: Kinesiology, Health and Sport Studies (KHS)
PROGRAM AREA: Kinesiology (KIN)
KHS WEB SITE: <http://coe.wayne.edu/kinesiology/index.php>
COURSE #/TITLE KHS 8750 Internship in KHS
SECTION #: CRN – 13791
TERM/YEAR: Fall 2016
COURSE CREDIT: 4-8 credit hours (50 hours per 1 course credit)
COURSE LOCATION: University approved internship site
TIME/DAY: Individually arranged between on-site supervisor and student
INSTRUCTOR: Linda Jiménez, M.Ed.
OFFICE LOCATION: 2153 Faculty/Administration Building
OFFICE HOURS: Call, text or email to set up an appointment
TELEPHONE: Campus: (313) 577-6219
Google Voice: (313) 241-6ESS (include your name in message)
Skype: vidainc
ooVoo: lindajimenez
EMAIL: Jimenez.L@wayne.edu

COURSE DESCRIPTION:

KHS 8750 - Professional experience in public or private institutions relevant to student's field of specialization. Initial plan of involvement and final evaluation. Prereq: Successful completion of two-thirds of master's coursework; written consent of advisor.

MAJOR/MINOR TOPICS:

Practicing a profession in kinesiology.

LEARNING OUTCOMES:

This course involves an individually arranged, supervised, educational, and professional experience at an approved on-campus or off-campus based internship site.

LEARNING OBJECTIVES:

The course is designed to address the following:

1. To provide students with a culminating learning experience that will allow them to apply, expand and refine the knowledge, dispositions, and skills they acquired during the pursuit of their Master's exercise and sport science track degree.
2. To offer students an opportunity to work under the direct supervision of an experienced professional in either a clinical or non-clinical health and exercise program of their choosing.
3. To provide students with an opportunity to gain experience through direct participation and/or observation on how to effectively engage with co-workers as well as clients/customers in various professional work situations.
4. To allow students to gain practical insights regarding the typical work-related expectations in a specific clinical or nonclinical health and exercise related employment setting.
5. To provide students with an opportunity to reflect on and assess their own personal strengths and limitations as a developing professional in the field.

TEXT:

None required

REFERENCES:

Research journals and news articles relating to discussion topics, videos, and guest lecturers will be distributed throughout the course via Blackboard, if needed.

METHOD OF INSTRUCTION:

Lecture and instructional technology using Blackboard and other shareware applications

ASSIGNMENTS:

Students are required to complete the following assignments:

1. The students will write a "Reflective Summary" paper that represents an in-depth personal reflection of the internship experiences at their chosen internship site. Reflective summaries must be 5-7 pages, double-spaced, and submitted via the assignment tool in Blackboard.
2. The student will submit an internship log to document his/her internship work. The student and site supervisor at the end of the placement must sign the work log or site timesheets documenting a **minimum** of 50 hours per credit hour.
3. The student will submit a document or artifact of an internship project or assignment completed during the placement. The style of this document or artifact is to be decided by each student. Some examples include, but not limited to, Word document, PowerPoint, Prezi, event flyer, iMovie, photos, YouTube video, internship exam/quiz, materials of a presented workshop, etc.
4. An internship performance evaluation is to be submitted by the student's site supervisor at the end of the field experience. If the student worked in a number of positions under the direction of more than one supervisor, this form should be completed by the individual who had the most contact with the student. More than one evaluation may be completed if deemed appropriate by the agency.

All assignments are due on the last day of class of the semester for which the student has registered to complete his/her internship and submitted via the assignment tool in Blackboard.

1. Reflective Summary paper - 20 points
2. Internship Log - 10 points
3. Submission of a document or artifact - 20 points
4. Supervisor's internship performance evaluation - 50 points

CLASS POLICIES:

Students are required to follow the basic course enrollment procedures as posted on the Division of KHS website and they are responsible for the timely submission of their completed internship application package. Once an internship site has been approved, students are assigned to an experienced professional who serve as on-site supervisor. While working in close collaboration with the academic coordinator for internships (Linda Jimenez), the on-site supervisor is responsible for directing the student's day-to-day internship activities.

The WSU internship placement officially begins on the 1st day of class and ends on the last day of class for the designated term. Students will have various work arrangements between these dates. We expect our students to demonstrate high standards of professionalism and performance at all times. This means timely communication to site supervisors for tardiness, absences, and/or challenges.

All assignments must be typed with student's name and Wayne State email address and submitted through Blackboard or other electronic means. There are no makeup exams or assignments. Assignments are posted on Blackboard under the coursework content folder. **NO LATE WORK WILL BE ACCEPTED.** There are no exceptions.

A strict attendance policy is required because this class is a participatory academic placement. The students' outcomes are based on internship engagement. Therefore, successful completion of activity courses requires regular attendance and full participation is expected.

Students are responsible to check Blackboard on a regular basis and before contacting instructor for questions. All class updates, schedules, site visits, assignments, grades, PowerPoint presentations, resources, and announcements are posted on Blackboard.

All communication from me will be sent to your WSU email account. Be sure that your WSU email is your primary email or change your settings so that your WSU emails are forwarded your most utilized email

address. It is strongly recommend that you regularly check your WSU email and verify its capacity limit and settings.

If you are having trouble, please contact Computing & Information Technology (C & IT) at (313) 577-HELP. Services hours are Monday-Friday 7:30am to 10:00pm and weekends 9:00am to 4:00pm. Live chats are also available during business hours.

Please feel free to talk with me any time during the semester regarding your progress or any problems you may be encountering relative to this class.

ACADEMIC DISHONESTY – PLAGIARISM AND CHEATING:

The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University’s Undergraduate Bulletin (<http://bulletins.wayne.edu/ubk-output/index.html>), the Undergraduate Student Handbook (<http://comm.wayne.edu/files/undergradhandbook.pdf>), and in print and online versions of the Graduate Catalog (<http://www.bulletins.wayne.edu/gbk-output/index.html>) under the heading “Student Ethics.” **It is every student’s responsibility to read these documents to be aware which actions are defined as plagiarism and academic dishonesty.** Sanctions could include failure in the course involved, probation and expulsion, so students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (<http://www.doso.wayne.edu/student-conduct-services.html>). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.

o Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student’s test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a “cheat sheet” during an exam.

o Fabrication: Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.

o Plagiarism: To take and use another’s words or ideas as one’s own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.

o Other forms of academic misbehavior include, but are not limited to: (a) unauthorized use of resources, or any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.

Anyone with specific questions regarding academic misbehavior should consult the Student Conduct Services website at <http://www.doso.wayne.edu/codeofconduct.pdf> or http://www.doso.wayne.edu/student-conduct/Academic_Integrity.html

KHS UNDERGRADUATE AND GRADUATE STUDENT EXCLUSION POLICY

The Kinesiology, Health, and Sports Studies (KHS) division of the College of Education values the student experience and endeavors to ensure that our students have the opportunities, tools, and support to succeed. Students are encouraged to seek assistance from their instructors, counselors or advisors.

The individual program areas in KHS review the academic records of each student at the close of every academic term. If sufficient academic progress, as described below and by program requirements, is not attained, a student may be considered for program exclusion, which will result in the cancellation of any future course enrollments in KHS and removal from the KHS program.

The following criteria will be used to determine exclusion for inadequate academic progress:

KHS Undergraduate students may be excluded if you:

- Have taken and earned below a C in a core/major course twice – no overrides will be granted for a third attempt.
- Fail to earn at least a 2.50 semester GPA in the term following the placement of an academic probation hold.
- Earned or maintained a cumulative GPA below a 2.50 for more than three academic semesters after completing 40+ credits at WSU.
- Violate the *Academic Integrity* policy pursuant to the Student Code of Conduct.

Note: The 2.50 cumulative GPA is required for College of Education undergraduate students and exceeds the minimum 2.0 cumulative GPA used by the University to determine academic probation. This policy applies to Level 2 students and students directly admitted to programs without the Level 1 and 2 distinction.

KHS Graduate students may be excluded if you:

- Were offered “qualified admission” and failed to earn at least a 3.0 in your first academic semester.
- Have taken and earned below a B- in a graduate course twice – no overrides will be granted for a third attempt.
- Fail to earn at least a 3.0 semester GPA in the term following an academic probation hold.
- Earned a cumulative GPA below a 3.0 for more than three academic semesters.
- Violate the *Academic Misconduct* policy pursuant to the Graduate Student Handbook.

GRADING:

All assignments are due on the last day of class of the semester for which the student has registered to complete his/her internship and submitted via the assignment tool in Blackboard. Course grades are based on the following evaluations:

1. Reflective Summary paper - 20 points
2. Internship Log - 10 points
3. Submission of a document or artifact - 20 points
4. Supervisor’s internship performance evaluation - 50 points

A	=	95-100	C	=	74-76
A-	=	90-94	C-	=	70-73
B+	=	87-89	D+	=	67-69
B	=	84-86	D	=	64-66
B-	=	80-83	D-	=	60-63
C+	=	77-79	F	=	Less than 60 points

GENERAL NOTE ON GRADING:

The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student’s performance in a course. For undergraduates and post-degree students C grades will be awarded for satisfactory work that satisfies all course requirements; B grades will be awarded for very good work, and A grades will be reserved for outstanding performance. [For graduate students B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance.] Please note that there is a distribution of grades from A-F within the College of Education and ‘+’ and ‘-’ are recorded and used to distinguish grade point averages.

MEDICAL WITHDRAWAL:

A student who sustains, during the course of the semester, an injury or illness that prevents him/her from further participation in this class may apply for a “(partial) medical withdrawal” and *may* receive complete or partial reimbursement of tuition paid for this class. A physician’s statement is required. Forms to use to apply for “medical withdrawal” may be obtained from the Registrar, or from www.wayne.edu (type in “forms and instructions” in the search box).

ENROLLMENT/WITHDRAWAL POLICY:

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Academics. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. **Because withdrawing from courses may**

have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: http://reg.wayne.edu/Withdrawing_From_a_Course.php

FINAL DATE FOR STUDENTS TO INITIATE WITHDRAWAL IS 11/13/16.

COURSE PARTICIPATION VERIFICATION

As an undergraduate or graduate student enrolled in classes this semester, we want to alert you to a new University policy on the verification of course participation. This is mandatory for all students and it is required that all instructors assist in this process within the first two weeks of the semester.

Verification of course participation is a federal requirement that the University must enact in order for Wayne State to continue to distribute federal financial aid. The faculty must confirm your participation within two weeks or an automatic administrative withdrawal (forced drop) will occur for the courses in which you are registered but for which the instructor has no indication of your participation in the first two weeks.

The positive aspect of this new policy is that it provides us with an opportunity to respond early to any student problems that we can assist in resolving. We will make every effort to initiate contact by the faculty member, or other advisor, to see if some assistance is needed or to see if there is anything we can do to keep you in the courses/programs.

"I" - INCOMPLETE

The mark of "I" (Incomplete) is given to a student when s/he has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions.

University grading policy states that a written contract should be signed by the student and instructor, specifying all work to be completed. In order to alleviate questions about incomplete courses and to assist students and instructors, the Office of the Registrar has prepared a template Contract for Completion of Incomplete Coursework. You can find the template contract at <http://reg.wayne.edu/pdf-forms/incomplete.pdf>. **Incompletes are not granted for students that have not attended, missing several assignments, missed exams, or failing the course.**

STUDENT DISABILITIES SERVICES:

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located in the Adamany Undergraduate Library. The SDS telephone number is 313-577-1851 or 313-202-4216 (Videophone use only). Once your accommodation is in place, someone can meet with you privately to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student's accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.

RELIGIOUS OBSERVANCE POLICY:

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

STUDENT SERVICES:

The [Academic Success Center](#) (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit www.success.wayne.edu for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).

The [Writing Center](#) is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit <http://clasweb.clas.wayne.edu/writing> to obtain information on tutors, appointments, and the type of help they can provide.

SEEDS OF SUCCESS IN THE WORKPLACE:

Develop the skills of an independent learner.

Maintain a high standard of integrity and personal responsibility.

Be committed to continual professional development and improvement.

Respect everyone around you regardless of his or her position or status on campus.

Think about the possible outcomes of your actions before you act.

Take into account the feelings of others, especially related to their present state of mental or emotional well-being.

Be sensitive to cultural and/or gender differences.

Exercise common courtesies. Think twice before making a joke (any joke) or comment.

Always remember, if you are not sure if the reasonable person would be offended by your words, behaviors, or actions, then do not say anything or act out. It is always better to be more careful and err on the side of caution.

CLASS SCHEDULE:

Individually arranged between on-site supervisor and student.