

GUIDELINES FOR STUDENT INTERNSHIPS (KINS 4035)

(FOR ALL STUDENTS SEEKING CAREERS IN Kinesiology: Personal Training, Cardiac Rehabilitation, Strength Training, Corporate Fitness, Wellness, Research, Sport Marketing/ Management, Pre-Professional (PT, OT, MD))

1. Complete an internship application packet by obtaining a packet from Ms. Mardis' office in Brown Hall 114 or request it by emailing mardis@ulm.edu. **FIRST**, You will need to find your own location to complete the internship. You may use the list of facilities that currently have contracts with ULM Kinesiology but are not obligated. **NEXT**, Contact the supervisor listed for the site you are interested in and apply for an internship at their site. If you are interested in a site that is not listed, please discuss this with Ms. Mardis. For all sites not listed, an internship affiliation agreement must be secured **prior** to starting your internship.
2. Student liability insurance **is** required. You are required to have liability insurance during the semester that you are completing hours in your internship. ULM uses APEL Professional Student Liability Insurance. The amount is currently **\$20** for a 2 year insurance policy. You are **NOT** cleared to begin your internship until liability insurance and packet has been turned in.
3. A current CPR certification is required before beginning your internship. You may take the online cpr certification at the AHA website, or at www.icpri.com or any facility of your choice. You will be responsible for providing a current CPR certification.
4. During the first week of the internship, plan to attend the group meeting **TBA** in Brown Hall with your ULM Internship Coordinator (Ms. Mardis) to discuss all projects, assignments and meetings that are expected of every intern throughout the semester.
5. All interns will complete a special project during the semester. A brief description of the special project should be provided on the Project Proposal Form and will be turned in at 2nd group meeting. Site supervisor AND Internship supervisor must approve the project.
6. At every group meeting, you will turn in signed timesheets and any other documentation or assignments due.
7. Self -Reflection paper is required at the final meeting **TBA (usually last Friday of the semester)**.
8. Your internship should be considered a professional job. Treat it as such. Call your site supervisor if you are sick, late, etc. If problems arise, consult Ms. Mardis and your site supervisor early on before a minor concern becomes a major concern.
9. Record your **cumulative** hours for the internship on the provided timesheet and have site supervisor sign it weekly.

6 Credit Hours – 220 Hours (~17-18 hours/week over 13 weeks)