



**College of Natural & Health Sciences  
School of Sport & Exercise Science**

**SES 692: Graduate Internship in Sport and Exercise Science – Summer 2019**

**Instructor:** Dr. Brent Oja  
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**UNC Catalog Description:** Consent of instructor. Supervised experience structures to the special focus and functions of the student's graduate program. S/U graded. Repeatable, maximum of six credits.

**Course Objectives:**

At the completion of the internship, students should be able to (with appropriate levels of effort):

- Facilitate a smooth transition from the classroom environment to the professional world.
- Apply classroom, textbook, laboratory etc. knowledge to a professional setting.
- Demonstrate a professional approach and attitude toward their work.
- Demonstrate competency in specific skills required for post-graduate experience.
- Demonstrate strong communication skills in the context of professional expectations (verbal and written).

**Required Forms:**

The student is responsible for ensuring that the internship application form is completed and submitted to the Internship Director prior to course enrollment. The Internship Application form can be downloaded at <http://www.unco.edu/nhs/sport-exercise-science/resources>

- **Internship Application Form** – This form starts the enrollment process and should be provided to the Internship Director before the established deadline.
- **Internship Hours Log** – This form is necessary to track your internship hours weekly throughout the semester. It is completed by you and initialed and dated by your Field/Site Supervisor. This form can be found on canvas and is to be turned in every two weeks.
- **Midterm Evaluation** - This form is located on Canvas. The form needs to be completed by your internship organization. This form should be uploaded to Canvas midway through the internship.
- **Student's Evaluation** - Students are to fill out a form to evaluate their internship organization and their experiences. This form can be found on Canvas.
- **Final Evaluation** – This form will be provided by the Internship Director via Canvas for you to give to your supervisor to fill out. The completed form must then up be uploaded to Canvas.

**NOTE: Students will only be able to apply internship hours the semester they are registered NO EXCEPTIONS.**

## Student Evaluation:

This course is pass-fail (S = satisfactory; U = unsatisfactory)

A satisfactory grade is the result of completing the following:

- Weekly Log Sheets: Upload weekly log sheets with summaries of your work, daily and weekly totals of your hours, and a running count of your required hours. These log sheets should be signed by you and your supervisor. Your supervisor does not need to write comments for every day, but a comment from your supervisor every week would be appreciated. Hours and log sheets **MUST** be completed and submitted every *two weeks*.
- Weekly Journal Logs: The journal should be detailed and include information such as your responsibilities, duties, tasks, and projects you work on each week, as well as positive experiences and/or challenges that you have faced in the position. You are required to upload a new journal to Canvas every two weeks. These journals should be concurrent with your hour logs.
- Evaluations: Everyone is encouraged to schedule meetings with supervisors throughout the semester to get face-to-face feedback on your work. You are required to turn in a midterm and final evaluation completed by your organization to Canvas. Your supervisor must give a satisfactory review of your work in their midterm and final evaluation. You also need to complete your evaluation of your internship site (Midterm - approximately **June 28<sup>th</sup>**/Final evaluation document & Student evaluation – **Due August 9<sup>th</sup>**).
- Interview Paper: Additionally, the student will be required to conduct an on-site interview with an employee at the organization and write a paper (2-3 pages) summarizing that interview. The interview should be turned in **approximately one month after the start of the internship** to Canvas. An interview must be completed, the paper cannot consist of content from secondary sources (e.g., online biography). Here are a set of questions to guide you in the interview:
  - What is the individual's current job, and what are their primary responsibilities?
  - What is a "typical" workday like? What is his/her work schedule like?
  - What is his/her educational background & professional background?
  - What motivated this person to go into his/her particular job/career?
  - What is rewarding about his/her career?
  - What challenges does he/she face in his/her current career?
  - What skills are most important for someone getting into that particular career?
  - What are his/her current professional goals?
  - What advice would he/she give to a current student hoping to enter this career?
  - What are some current trends he/she sees occurring in this field?
- Final Portfolio: A detailed and thorough portfolio will be **due on Friday August 9<sup>th</sup>**. In your portfolio, include photos and work samples (with appropriate captions/explanations) to complement the information you discuss in your final report. The portfolio is meant to be, for example, a showcase of your professional abilities to be used when on a job interview. The portfolio should be 6 to 8-pages that summarizes the following:

- A thorough description of your internship experience, including duties, responsibilities, and any key projects/events with which you were involved. Students should use photos and work examples to describe what they have done. This should not be a typical 6 to 8-page paper that you would turn in for class.
- Impact/Evaluation/Self-Analysis: In evaluating your internship experience, consider the following questions:
  - In what areas did you experience the most professional growth?
  - What specific skills did you develop during the internship that will prepare for your next employment opportunity?
  - What insights have you gained about the sport industry?

**Capstone Option:** Students who are already employed at a sport organization may choose the capstone option. This option requires the student to perform an impactful project to benefit both the sport organization and the student's professional development (i.e., a project worthy of putting on a resume). The project does not have to be adopted by the sport organization, but it must be completed. Students who choose this option do **NOT** have to complete the following:

- a) Midterm, Agency, or Final Evaluations
- b) Interview Paper
- c) Weekly Journals

Additionally, students will be allowed to use their normal work hours to fulfill their hour logs. Once the project is completed, students are to create a portfolio/final report of what the project consisted of and the results of the project. The capstone option requires instructor consent. Students are required to email the instructor and request the capstone option by the Friday of the first week of the semester. After requesting this option, students will have to provide the necessary paperwork (provided by the instructor) to gain final approval. These documents will detail what the project consists of, and will require signatures from the student, employer, and instructor. Students are encouraged to contact the instructor as soon as possible to begin discussing various project ideas and possibilities. The capstone and its final portfolio/report are due on **August 9<sup>th</sup>**.

An unsatisfactory grade is the result of failure to:

- Complete the required number of work/contact hours at the agency.
- Provide weekly documentation of work/contact hours with an indication of duties/activities for the week.
- Complete weekly journal logs.
- Submit a well-written interview of an on-site employee (free of plagiarism).
- Keep the UNC Internship Director or Instructor advised of any changes in agency Field/Site Supervisor and supervisor's contact information.
- Submit the evaluation of your internship site/experience.
- Receive an acceptable midterm and final evaluation from the agency.
- Turn in acceptable and plagiarism free final portfolio.
- Complete the capstone project and turn in acceptable and plagiarism free final portfolio (if chosen).
- Maintain professional ethics.

**Please see final page for important information!**

**Honor Code:** All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: **Honesty, Trust, Respect, Fairness, and Responsibility**. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

**Plagiarism and Cheating:** It is expected that you familiarize yourself with the use of authority, and that ideas taken from articles, books, etc., will be properly noted in all papers submitted. It is important to remember that to copy or liberally paraphrase someone else's work without proper attribution is plagiarism. Unless otherwise instructed by the teacher, all work should be formatted using APA (6<sup>th</sup> ed.) style. It is your responsibility to be familiar with the proper guidelines for referencing material used in your work.

**Academic Misconduct Policy:** In accordance with university policy, instances of cheating on examinations, plagiarism, or other offenses that violate rules of fair conduct will be reported to the committee on academic misconduct for investigation. Sport Administration students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations or projects, and similar acts or the attempt to engage in such acts are grounds for disciplinary action. This action can include the following in addition to any University disciplinary action:

1. A zero for the assignment.
2. A failing grade for the course.
3. Expulsion from the UNC Sport Administration program.

**UNC Disability Resources:** It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or to an accurate assessment of your achievement (e.g. time-limited exams, inaccessible web content, use of videos without captions), please communicate this with your professor and contact Disability Support Services (DSS) to request accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more about the accommodation process at <http://www.unco.edu/disability-support-services/>