

INTERNSHIP GUIDELINES

In order to receive course credit for your internship, students **must** register for KIN 488 (just like you would for any other course you would take a UA).

- Students must work in a field related to kinesiology. Examples include PT/OT/PA/AT/Med/Chiro, strength and conditioning, personal training, sport management, worksite wellness, and nutrition. Jobs outside the field that a student may be working in addition to their internship will not count, if not under the umbrella of kinesiology
- Students may **not** conduct internships with relatives or other undergraduate students serving as supervisors. This is a conflict of interest.
- Students must be registered in at least 1 credit hour for that particular semester in order for any hours worked at their chosen internship site to count for credit.
- Students may **not** count hours worked outside of the semester in which they register towards their internship hour requirements. If you were not registered for at least 1 credit hour of KIN 488 when those hours were worked at your internship site, those hours can NOT count towards your KIN 488 credit.
- Previously worked hours will **not** count towards your internship unless extra hours were verified from a previous semester in which you were registered for KIN 488.
- At the beginning of each semester, the instructor of the internship course will send registered students correspondence regarding the specific requirements of the course. This information will also be posted on the course blackboard page.
- **Students CAN work at two or more different locations within the same semester**, so long as two or more supervisor contact forms are completed. The hours worked at each must be logged appropriately and verified by all supervisors.
- **Students CAN split up the internship hours and locations as they choose.**
- Students can take anywhere between 1 to 12 credit hours of internship over one or multiple semesters.

- For example, I can register for 12 hours in one semester or I can register for 6 hours of internship in the fall, 2 hours in the spring, and 4 hours in the summer.
- In order for a final grade to be assigned:
 - All required work hours (30 hours per each 1 credit hour) needed to meet the credit hour requirements **must** be completed within the semester in which the credit hours were registered.
 - The student's supervisor must verify all hours worked and recommend a passing grade.
- Grade changes for incomplete KIN 488 credits cannot be changed until such time as all requirements for all credit hours registered for during that semester are completed; a grade change cannot be made for partial completion of requirements within any given semester.