

**Health, Human Performance and Athletics**

**Internship Syllabus and Instructions**

**(For all majors and minors except Athletic Training)**

**HHPA 487**

**Spring 2020**

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Course Syllabus

**Course:** HHPA 487  
**Course Name:** Internship in Health and Human Performance  
**Credit Hours:** 1-5

**HHPA Internship Instructors:**

<b>HHPA 487 Section #</b>	<b>Major or Minor</b>	<b>Instructor (s) Name</b>
04	Human Performance: Physical Activity and Fitness Studies	Jeff McNamee
05	Human Performance: Exercise Science	Janet Peterson
06	Human Performance: Physical Education	Jeff McNamee
07	Health Education/Public Health	Janet Peterson
08	Coaching Minor	Jeff McNamee
09	Sports Management Minor	Jeff McNamee

**Contact Information for Internship Instructors:**

Janet Peterson: [japeters@linfield.edu](mailto:japeters@linfield.edu) 503 – 883 - 2255  
Jeff McNamee; [Jmcnamee@linfield.edu](mailto:Jmcnamee@linfield.edu) 503 - 883 - 2604

HHPA Internship Coordinator: Janet Peterson.

**Questions about the internship process may be directed to [japeters@linfield.edu](mailto:japeters@linfield.edu).**

**Catalog Description**

**HHPA 487 Internship** – Opportunities to gain supervised practical work experience in athletic training, exercise science, physical activity and fitness studies, physical education, health education, coaching or sports management. Open to advanced students who have completed prerequisites including requirements for entrance into a teacher education program, if applicable. (\$60 fee for Athletic Training-HS only). *Prerequisites: junior or senior standing, internship contract and instructor approval. 1-10 credits, a maximum of 5 credits may be applied toward the major.*

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**Course Objectives**

The internship experience provides practical application of academic knowledge and is highly beneficial for students who seek employment in the areas of health, physical fitness, exercise science or physical education outside the traditional school setting. The internship serves as a culminating experience for majors in the HHPA department and is designed to prepare students for jobs or graduate school.

Specific objectives include:

- Provide students with practical experience in a professional setting.
- Allow students to apply theory to practice and begin the transition from student to professional.
- Provide students opportunities to develop their skills and knowledge within an area of professional interest.
- To provide students with experiences to broaden their concepts of their professional fields.
- Provide a means by which Linfield College and the Department of Health, Human Performance and Athletics can interact with and communicate with organizations and other professionals in the field
- Provide opportunities for cooperating organizations to become involved in the preparation of future professionals

**Disabilities Statement**

*McMinnville:* Students with disabilities are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student with a disability and feel you may require academic accommodations please contact Learning Support Services (LSS), as early as possible to request accommodation for your disability. The timeliness of your request will allow LSS to promptly arrange the details of your support. LSS is located in Melrose Hall 020 (503-883-2562). We also encourage students to communicate with faculty about their accommodations.

**Academic Integrity:** Linfield College has a policy regarding academic integrity. All students enrolled in this course are expected to follow it. Linfield College operates under the assumption that all students are honest and ethical in the way they conduct their personal and scholastic lives. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered a violation of academic integrity. Furthermore, a breach of academic integrity will have concrete consequences that may include failing a particular course or even dismissal from the college. The entire policy can be found in the Student Handbook and Planner. If unsure about whether your work reflects an appropriate level of "*academic integrity*" do not hesitate to discuss the matter with the instructor before the work is started. Violation of the Academic integrity policy will result in a failing score on the assignment in question and a report to the college conduct board

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**HPHA 487 STUDENT INTERNSHIP OVERVIEW**

**Purpose of the Internship experience:**

For those who seek employment in the areas of health, exercise science or physical education outside the traditional school setting, an internship experience provides practical application of academic knowledge. The internship serves as a culminating experience for majors in the HHPA Department and is designed to enhance academic and career goals.

**Who needs an internship (Internship Requirements)?**

The following is a list of the internship requirements by major/concentration:

- **Human Performance: Physical Activity and Fitness Studies:** 487 (internship) – minimum of 3 credits.
- **Human Performance: Exercise Science:** a minimum of three credits from 480 (independent study), 487 (internship) and or 490 (senior thesis).
- **Human Performance: Physical Education:** 487 (internship) at least 3 credits -OR- Oregon Initial Teaching Licensure via the Linfield Teacher Education Program
- **Health Education:** 487 (internship) at least 3 credits -OR- Oregon Initial Teaching Licensure via the Linfield Teacher Education Program

The following minors may opt to include 487 (internship) in their program:

- **Minor: Coaching:** 487 (internship) at least 3 credits
- **Minor: Sports Management:** 487 (internship) at least 3 credits

**How many credits count for an internship?**

While students may earn up to 10 internship credits of internship experience, only five (5) credits will count toward the completion of a major. For each credit in which a student is enrolled, students must spend **45 hours** in the internship setting.

**What **Documents** do I need to complete and upload to my Blackboard ePortfolio (instructions for accessing Blackboard are below):**

- Internship contract
- Goals and Objectives
- Time log and Journal
- Project proposal
- Project report form and evidence of project
- Final report/reflection
- Site supervisor evaluation (top portion completed by you and bottom portion completed by your site supervisor)

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**HHPA INTERNSHIP INSTRUCTIONS**

**Electronic Internship Portfolio- on BLACKBOARD:**

Students completing a section of HHPA 487 (internship) must maintain all documents in an electronic portfolio (ePortfolio) in Blackboard. Once you have completed the Internship Information Log (step 2 below) an invitation to the Blackboard ePortfolio site will be sent to you via your Linfield Email. Your Blackboard ePortfolio will be accessible by your internship instructor, the HHPA internship coordinator (administrator) and you.

- All internship documents are available on the Blackboard site.
- Download a copy of the word fillable document to your computer.

**Saving and uploading documents to the ePortfolio:**

- Save each completed document as Document Title- your last name (for example my Completed scanned internship contract would be saved as: Internship contract – Peterson.pdf)

**Save a copy of all of your internship documents for your records.**

**STEPS TO COMPLETE YOUR INTERNSHIP**

- 1. Secure an internship site:** Locate an internship site and obtain approval from the site supervisor and your HHPA internship coordinator. Ideally, this should be done **prior** to the beginning of the semester in which you intend to conduct the internship but no later than the second week of the semester you are registered for the internship.
- 2. Complete the Internship information log:** Fill in all the required information on the electronic internship information log. You will need to have your site supervisor name and contact information. The Internship information log is linked [here](#): or copy and paste the following URL into a new web browser: <https://forms.gle/CP3uZhCSfHMdysqJ8>
- 3. Access the HHPA 487 Blackboard Internship site:** Once you complete the log in step two, you will be added to the Blackboard Internship site. If you are registered for internship, you will automatically have access to the Blackboard internship site.
- 4. Complete the Internship Contract:** Complete the Internship Contract form- including all required signatures. Provide the site supervisor with a copy of the Site Supervisor Information sheet. **Upload a copy of the completed internship contract to Blackboard prior to beginning any internship work.** This must be completed before initiating any internship work.
- 5. Register for Internship (HHPA 487):** Register for internship credit using an [add/drop slip](#) or the [online add/drop form](#). Be sure to register for the appropriate section and number of credits. Each credit registered for requires 45 hours or internship work. If using the online add/drop form **include number of credits registering for**. The section numbers are as follows:

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<b>Section Number</b>	<b>Major Concentration/minor area</b>	<b>Instructor 2019 - 2020</b>
487 – 04	Physical Activity and Fitness Studies	Jeff McNamee
487 – 05	Exercise Science	Janet Peterson
487 – 06	Physical Education	Jeff McNamee
487 – 07	Health Education	Janet Peterson
487 – 08	Coaching	Jeff McNamee
487 – 09	Sports Management	Jeff McNamee

6. **Complete the Internship and professional goals and objectives:** Develop and submit internship goals and objectives based on your professional goals and internship site needs. Include a description of the internship and your responsibilities as agreed upon by the site supervisor. The internship and professional goals and objectives form should be completed and uploaded to Blackboard within the first two weeks of initiating your internship experience.
7. **Track your time using the Time Log and Journal:** Using the time log template provided in your electronic portfolio, keep a log and journal of internship activities. Update time logs on a weekly basis. The time log should include date worked, hours, and activities completed during this time. Upload updates to your weekly time log are due no later than noon each Monday. Submit the time log to Blackboard each week.
8. **Meet with your Linfield internship instructor:** Attend the internship information meeting at the start of the semester you are registered for. Attend regularly scheduled meetings with your HHPA internship instructor as established at the beginning of each semester. You should meet a minimum of **four times**:
  - a. The internship information meeting
  - b. As soon as a site is identified.
  - c. Mid – semester.
  - d. At completion of your internship experience.
  - e. Other times as agreed upon with your internship instructor.
9. **Complete an Internship Project:** Initiate, organize, implement and evaluate an individual project of your choosing. This project should be consistent with your professional internship objectives and also be mutually beneficial to you and the internship site.
  - a. **Project Proposal Form:** Submit your **project proposal** to the site supervisor and upload a completed copy to your blackboard electronic portfolio within the first three week of starting the internship/project.
  - b. **Project Final Report:** Once your project is finished, complete the internship project final report form and upload to blackboard.
  - c. **Project Evidence:** You will also need to upload a copy of the project or evidence of your internship project. These documents must be uploaded by the end of your internship experience.

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- d. Internship projects are kept on file in the HHPA department as evidence of demonstrated professional competence.

**10. Complete Internship final report/reflection:** Using the Internship final report/reflection form write a no longer than five page (12 Font, double spaced with 1” margins) final report and reflection paper about your internship experience. This is a cumulating report and should include all of your internship sites (in the case of multiple sites).

**11. Site Supervisor Evaluation:** Complete the top portion of the site supervisor evaluation form. Provide the site supervisor with the intern evaluation form with the top portion completed. Favorable evaluations must be received, and obligations to the internship site must be fulfilled in order to receive a passing grade in the internship.

- a. **Complete the top portion for the Site supervisor** before submitting to the site supervisor.
- b. Have the site supervisor complete and sign the evaluation and return to the Linfield HHPA internship coordinator in a sealed envelope signed across the back.

OR

- c. The site supervisor may scan the signed form and email to the internship coordinator ([japeters@linfield.edu](mailto:japeters@linfield.edu)).
- d. Or send a copy to HHPA Internship Coordinator: 900 SE Baker St. Unit #458, McMinnville, Or 97128

Save all a copy of all your documents for your records.

**Grading and Evaluation:** All requirements as described above must be completed to earn a passing (satisfactory) grade for HHPA 487 – Internship.

**TERMINATION OF INTERNSHIP EXPERIENCE**

The HHPA internship instructor, in association with the site supervisor shall assess the performance and progress toward achieving internship goals of the student intern on an ongoing basis. If the performance of the student intern is not deemed acceptable, the HHPA internship instructor shall have the responsibility to terminate the internship experience. A terminated internship experience will result in an unsatisfactory grade in the internship course.

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**HHPA 487 Internship Completion Check list**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Read the internship instructions and syllabus. Identify an internship site/experience.  
-Syllabus available on the HHPA website: <http://www.linfield.edu/hhpa/internship.html>

- 2. Attend the internship information meeting at the start of the semester.

- 3. **Fill in the internship information log:** The form is linked [here](#) or copy and paste the following URL into a new web browser: <https://forms.gle/CP3uZhCSfHMdysqJ8>

Receive an invite to Blackboard via your Linfield Email - if you do not receive an invite to the electronic portfolio within a week of submitting this form send an email to inform the internship coordinator to [japeters@linfield.edu](mailto:japeters@linfield.edu). If you have registered for a section of HHPA 487 – then you will automatically be added to the Blackboard site. You are still required to complete the Internship information log.

- 4. **Complete the internship contract.** This needs to be done **BEFORE** starting your internship experience.
  - Meet with your internship instructor
  - Have the site supervisor sign your internship contract.
  - Upload the completed contract to Blackboard
- 5. Register for the Internship (HHPA 487) and appropriate section (04 – 09) and credits using an add/drop form (each credit requires 45 hours of work)- **this needs to be done BEFORE starting your internship experience.**
- 6. Complete the internship and professional goals and objectives
  - Upload the completed goals and objectives form to Blackboard.
- 7 Update the time log weekly (ongoing) – upload weekly to Blackboard.
- 8. Meet with your internship instructor mid-semester (or internship experience)
- 9. Complete an internship project proposal
  - Upload the completed project proposal form to Blackboard.
- 10. Complete the internship project report
  - Upload the completed project report form to Blackboard.
  - Upload evidence of your project to Blackboard.
- 11. Complete the internship final report/reflection form
  - Upload the completed final report/reflection form to Blackboard.
- 12. Provide your site supervisor with the intern evaluation form with the top portion completed.
- 13. Meet with your internship instructor to ensure all documentation is complete.