
Course Syllabus

**University of Wisconsin – Whitewater
College of Education and Professional Studies
Department of Health, Physical Education, Recreation and Coaching**

**PEPROF 493
RECREATN 492, HEALTHD 492, PEPROF 492
Internship / Field Study in Health, Human Performance, & Recreation
3-12 Credits**

Instructors:

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Required Texts:

There are no required textbooks for this course.

Course Website:

The course CANVAS site will be used to disseminate course materials and for assignment submissions. Please login right away and check on the site regularly throughout the semester.

Introduction/Description:

The internship is a culminating learning experience for students studying in the fields of health, physical education, or recreation. This experience allows students the opportunity to practice the application of theory and apply the knowledge acquired through academic preparation, while learning the skills of an entry level practitioner. Experience at an internship site offering health, physical education or recreation services not only draws on major and minor course offerings, but allows the integration of coursework from all fields of study during the development of professional skills.

The internship is an in-depth, supervised, hands-on work and study experience, preferably at the supervisory or mid-management level, where the student has a degree of responsibility for planning, directing, and supervising the work of others. In addition, the student selects, with the guidance of the agency supervisor, a major project for which she/he has total responsibility. The desired result of this course design is to stimulate good judgment and sound decision making while improving problem solving, communication, human development, and relation building skills.

Prerequisites:

Students participating in internship should obtain the consent of Dr. Andrea Ednie, Internship Coordinator. Students must also meet the following prerequisite requirements:

- Junior or senior standing in the university
- Have substantial coursework background related to chosen field of study
- Be within 9 credits of completing their major/minor
- Completed PEPROF 209 previous to their internship semester
- Submitted to Dr. Ednie BEFORE THE DEADLINE:
 - Completed and signed internship site agreement form
 - Resume
 - Learning objectives
 - Background check results
- For clinical or university placements: minimum 3.0 GPA

****Some field study agencies may require items above and beyond those required by the university (such as but not limited to proof of insurance, physical examinations, immunizations, certifications, grade point averages). If additional requirements are necessary to satisfy placement at an internship site, the student and agency must establish whether or not requirements have been met.**

Placement Process:

Students are responsible for obtaining their internship/field study. It is expected that students will contact an agency, explain that they are seeking an internship/field study, and apply for the internship/field study positions. The university internship coordinator/instructors will help by brainstorming ideas with students and sharing placement contacts based on recent successful student placements. The university internship coordinator/instructors will support students through the application process, however, it is important that students take the initiative to apply for positions.

Variable Credit / Required Hours:

Fifty (50) hours of internship service should be planned for each unit of study desired. Be certain to consider and set aside time needed for personal errands, sickness, holiday vacations, or other business. *A maximum average* of 40 hours per week may be scheduled on your site agreement. *A minimum* site stay of 10 weeks is required for PEPROF 493 Internship. Students must be *registered* for the internship course in order to begin counting internship hours. As an intern, students are entitled to any holiday scheduled by the university, *however it is up to the student to clear these absences with your agency supervisor using the appropriate advance notice required of all professionals of that agency. Supervisors are not obligated to grant your request for time off.* Days which were planned for work, but turn in to absences do not count toward the internship hours. Days spent at professional conferences or meetings as part of internship are credited toward internship service, and are encouraged as part of the experience. Time spent preparing papers for your internship count toward your internship hours.

Goals and Objectives of Internship Program:

1. To provide the student with the opportunity to integrate and connect academic materials to the world of the practitioner, while building professional skills in an agency of health, physical education or recreation services.
 - a. to acquire leadership experience in a professional setting by participating in daily operations and by planning and implementing a major project.
 - b. to gain an overview of the organizational operation including its philosophy, clientele relations, staffing and personnel patterns, administration policies, and budgeting processes.
 - c. to gain experience with communication skills; writing memos, reports, or proposals; speaking to individuals and groups, at meetings, or programs; and computer communications as applicable.
 - d. to acquire experience in applying concepts of human development and education by maintaining appropriate professional relationships with co workers, and agency's clientele.
2. To provide the opportunity for the student to learn from a qualified and experienced professional in the field, who can facilitate the learning process and assist in identifying student strengths and weaknesses.
 - a. to identify a path of professional development appropriate for the internship student.
 - b. to provide consistent level of professional supervision, guidance, and evaluation.
 - c. to place students with supervisors who have an earned degree in a related field of study, and significant work experience.
3. To provide the agency with unique opportunities of sponsoring an internship student.
 - a. to provide an entry level, professionally trained personnel resource for a specifically designated period of time.
 - b. to provide the opportunity for the agency and the supervisor to develop their own profession by contributing to the training of a future colleague.
4. To provide the university with the unique opportunities of sponsoring an internship student.
 - a. to maintain current knowledge of practical situations encountered in the professional practice.
 - b. to receive feedback for potential curriculum development.

Student Roles: In the rare case that a student does not fulfill role expectations in relation to professional conduct, university expectations, or personal arrangements, removal from the internship placement and assignment of failing final grade may occur.

Student Role in relation to professional conduct:

1. Obtain a placement by making initial contact with an agency and successfully completing an application process.
2. Become familiar with and adhere to agency policies and practices, as do other professional employees.
3. Neat and clean grooming and dress which is appropriate for the job tasks to be performed are necessary at all times.
4. Arrange mutually agreeable work assignments with agency supervisor.
5. Perform assignments and responsibilities to the best of your ability.
6. Consult your supervisor if you encounter a problem.
7. Work the agreed upon hours, including weekend, holiday, or evening hours.
8. Take opportunities presented to develop professional skills and abilities. Integrate this learning with previous knowledge.
9. Follow the policy and duties outlined by the agency, meeting all scheduled commitments and arrangements made in connection with internship assignments.
10. Share your ideas and knowledge with agency personnel.
11. Be supportive of the agency's leadership and programming methods.

Student Role in relation to university expectations:

1. Make arrangements with the university internship coordinator for internship the semester prior to your participation (see specific due dates for submissions).
2. Know what is expected of internship students as outlined in this guide.
3. Know the due dates for assignments and submit them accordingly.
4. Maintain personal copies of reports submitted to university coordinator.
5. Arrangement for personal liability insurance if the agency does not provide such coverage to internship students.
6. Contact the university coordinator if questions arise which require clarification.
7. Assist in arranging a visit from the university coordinator with you and your supervisor at your internship site. This visit will consist of:
 - a. A brief meeting between you, your supervisor, and university coordinator to discuss the progress of the internship
 - b. Observation of the site facilities and programs.

Student Role in relation to personal arrangements:

1. Register and pay fees for course units.
2. Arrangement for food, housing, transportation to and from the agency site, and other living expenses.
3. Arrange personal liability insurance if the agency does not provide such coverage to internship students.
4. Schedule outside activities at a level appropriate to the time you have committed to your internship. Internship is an intensive experience, and outside course loads, sports, and work have been known to interfere. Plan in advance to avoid conflict and stress.
5. Make arrangements for any salary, stipend, or scholarship with the internship agency you select. Level and rate of payment is up to the internship agency, and is

not required of the agency by the university. The internship is a hands-on practice course, not a job.

Agency Supervisor Role:

1. Have initial conference with the student to determine what type of learning experience will be mutually beneficial and rewarding and will provide challenge, growth, and success for the student.
2. Review student-developed goals and objectives to verify their feasibility of achievement within the agency. Goals and objectives which cannot be achieved within the agency should be returned to the student for revision. It is not the role of the agency supervisor to draft the student's goals and objectives; this is the student's responsibility.
3. Inform the student of and monitor compliance to additional/unique requirements of the agency for participation in the internship, such as but not limited to proof of insurance, physical examinations, immunizations, certifications, grade point averages, or other requirements during the initial meetings to arrange the internship.
4. Indicate acceptance of the student as an intern worker by completing the "Internship Proposal/Agreement" form.
5. Consult with the university coordinator as necessary. Most communications will be completed by phone, mail or email rather than on-site meetings.
6. Inform the university coordinator of serious absenteeism or emergencies that occur involving/affecting the students during the internship.
7. Prepare the agency staff for the arrival of the student to encourage integration at all appropriate levels as a fully functioning professional participant in agency activities, projects, and programs.
8. Orient the student to the philosophy, policies, programs, and services provided, and instruct student on personnel policies.
9. Provide necessary program supplies, equipment, and work space for activities conducted by the student worker.
10. Inform student as to their liability insurance coverage available through the agency.
11. Confer with the student at least once a week to arrange schedules, discuss work performance and to analyze problems.
12. Complete a "midterm progress report" and a "final evaluation" which are included in this guide for the student. These reports should be discussed with the student, then forwarded to the university coordinator. The student's final grade can not be submitted until all documentation, these reports included, are submitted.
13. Cooperate with the university in evaluating the internship program and provide input into the curricular development process. Suggestions to better prepare students are welcome and desired.

University Coordinator Role:

1. Monitor the student's experience and be available for consultation with either student or agency supervisor. This may in some cases be shared with other faculty on an assigned basis and will generally be done by phone, mail, or email.

2. Oversee the student's curricular program to ensure the student has adequate preparation prior to the internship. This responsibility is shared with the student's advisor.
3. Assist the student to prepare for internship by clarifying the internship procedures, describing the evaluation process and review the student's proposed goals and objectives.
4. Advise the student in identifying, evaluating, and selecting an internship site.
5. Advise agency supervisor on internship procedures and the selection of acceptable internship work assignments.
6. Review proposed internship work assignments to assess the amount of credit allowable for the internship experience.
7. Supervise arrangements for and give final approval to internship placement assignments.
8. Serve as liaison between the agency and the University.
9. Upon completion of the internship, review all assignments and documentation submitted by student, and based on this information, assign the student a final grade.

Social Justice:

The University of Wisconsin-Whitewater is dedicated to a safe, supportive and non-discriminatory learning environment. It is the responsibility of all undergraduate and graduate students to familiarize themselves with University policies regarding Special Accommodations, Misconduct, Religious Beliefs Accommodation, Discrimination and Absence for University Sponsored Events. (For details please refer to the Undergraduate and Graduate Timetables; the "Rights and Responsibilities" section of the Undergraduate Bulletin; the Academic Requirements and Policies and the Facilities and Services sections of the Graduate Bulletin; and the Student Academic Disciplinary Procedures" [UWS Chapter 14]; and the "Student Nonacademic Disciplinary Procedures " [UWS Chapter 17]).

Evaluation of Student Work:

Internship and combined Field Study/Internship grades will be based on the following items (see field study-only grades on the following page):

Midterm progress report	20 points (due by the internship midpoint)
Monthly papers	80 points (due on the 1 st of each month)
Major project outline	20 points (due by the end of week 3 in internship)
Evaluation of major project	30 points (due one week post major project)
Student final evaluation	25 points (due one week following internship end date)
Supervisor final evaluation	<u>25 points</u> (due one week following internship end date)
TOTAL:	200 points

**** The work hour tracking sheet, signed by the site supervisor, must be submitted in order to pass the class.**

Field Study grades will be based on the following items (when not combined with an internship):

Midterm progress report	20 points (due by the internship midpoint)
Monthly papers	80 points (due on the 1 st of each month)
Student final evaluation	25 points (due one week following internship end date)
Supervisor final evaluation	<u>25 points</u> (due one week following internship end date)
TOTAL:	150 points

**** The work hour tracking sheet, signed by the site supervisor, must be submitted in order to pass the class.**

Note: Evaluation of all written documents includes spelling, grammar, consistent logical thought and proper source referencing. These are both college performance standards and integral to professional preparation.

Other Course Policies/Expectations:

1. Assigned work and Due Dates: Due dates are listed on the course CANVAS site and assignments are to be submitted on CANVAS before the end of the day they are due. Points will be deducted for each late day after the due date. Extensions will only be granted in justified cases. NOTE: This does not include workload, sporting events, field trips etc.

Always save a copy of your assignment in case it is not properly uploaded to CANVAS or I am unable to open the file.

Always submit your work on CANVAS. Do not email assignments to the instructor.

2. Cheating/Plagiarism: Students are expected to follow the academic integrity policy of the university. This includes not committing acts of academic dishonesty, such as plagiarism, cheating, and other forms of misrepresenting academic work. Any student caught by the instructor cheating and/or plagiarizing will be given a grade of "0" (ZERO) for that assignment, and may be reported to the Dean of Students. This includes improper source referencing. I will not accept any assignments that lack proper citations and will send them back for re-writes. If you knowingly omit or falsify citations, you are guilty of plagiarism and will be dealt with accordingly. The UW-W policy on academic integrity can be found at: <http://www.uww.edu/dean-of-students/faculty-and-staff-resources/academic-misconduct-procedures>

3. Email: Students must use their UW-W email (or the email as identified in WINS) for course communications.