



**TEXAS WOMAN'S**  
UNIVERSITY

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# Kinesiology Internship Manual

KINS 4476 – Internship in Sport Management

KINS 4936 – Internship in Cardiac Rehab

KINS 4946 – Internship in Corporate Fitness

KINS 5113 - Professional Internship in Sport Management

KINS 5123 - Professional Affiliation



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## **INTRODUCTION**

The internship is the final course undergraduate students must complete to earn the Bachelor of Science degree in Kinesiology. The KINS 4476 – Internship in Sport Management, KINS 4936 – Internship in Cardiac Rehabilitation, and KINS 4946 – Internship in Corporate Fitness courses include a virtual classroom and an internship component. Virtual classroom materials will be made available to you in Canvas at the beginning of the internship semester.

Graduate students who are completing an internship as their culminating experience in the MS in Kinesiology – Exercise Physiology or the MS in Kinesiology – Sport Management programs will enroll in the following courses: KINS 5123 Professional Affiliation for Exercise Physiology and KINS 5113 Professional Internship in Sport Management for Sport Management.

This internship manual provides a comprehensive overview of the goals and objectives of the Kinesiology internship program. It is designed to assist you in understanding the general requirements of the internship, outline the procedures for establishing eligibility to enroll in the internship courses, and offer guidance on initiating contact with prospective internship sites.

The information in this Internship Manual is intended to serve as a general guide for students, faculty, and site supervisors. However, the policies, procedures, and other content outlined herein are subject to revision or modification at the discretion of the program, school, or university administration. Such changes may occur in response to updates in program policies, accreditation requirements, or other relevant considerations. While efforts will be made to communicate significant changes promptly, it is the responsibility of all stakeholders to ensure they are referencing the most current version of the manual.

## **OVERVIEW OF INTERNSHIP**

The internship experience is designed to provide Kinesiology students with opportunities to gain practical experience in sport management, cardiac rehabilitation, and corporate fitness.

A successful internship will be mutually rewarding for you and your site. The purpose of the internship experience is to provide you with meaningful, hands-on opportunities to apply the knowledge and skills gained through academic coursework in real-world professional settings. Internships bridge the gap between theory and practice, allowing you to explore your chosen field, gain valuable workplace experience, and develop professional competencies essential for future career success.

These experiences also help you build confidence, clarify career goals, and establish professional networks, while contributing to the host organization's mission and goals.



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### **VACCINE REQUIREMENT INFORMATION**

TWU academic programs may require students to comply with vaccination requirements imposed by the University, clinical or hospital partners, or applicable state laws. Students are responsible for reviewing the immunization requirements applicable to their program which are available on the TWU Student Health Services Immunization Compliance webpage, at <https://twu.edu/student-health-services/immunization-compliance/>.

The University will consider written requests for exemption from vaccination requirements based on (i) documented medical contraindications, or (ii) sincerely held religious beliefs or other reasons of conscience. All exemption requests are evaluated on a case-by-case basis and approval is not guaranteed. Students are strongly encouraged to submit complete exemption documentation as early as possible. Students enrolled in programs with clinical components are advised to submit all required exemption materials no later than five (5) months prior to the commencement of any clinical placement.

**Important:** An exemption granted by TWU is applicable only within the University's academic environment. Such exemption does not extend to affiliated clinical sites and does not guarantee any clinical placements. Clinical practice sites may independently determine whether to accept or reject such exemptions and may impose their own procedures or requirements. Students with known medical objections, allergies, or other concerns related to vaccinations are advised to consult their licensed healthcare provider prior to matriculating in a program with immunization requirements. **Failure to complete a required immunization series within the timeframes established by the Centers for Disease Control and Prevention (CDC) may result in a student being deemed ineligible for clinical placement, unable to meet course requirements, and at risk of delayed program progression or graduation.**

Additional details regarding the exemption request process are available on the [Student Health Services Immunization Compliance webpage](#).

### **HEALTH INSURANCE**

You are strongly encouraged to maintain active health insurance coverage during your internship semester. Some internship sites may require proof of health insurance as a condition of placement. It is your responsibility to verify and submit any required health insurance documentation to the site.



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### **PRE-INTERNSHIP ELIGIBILITY AND COMPLIANCE REQUIREMENTS**

You must complete pre-internship eligibility and compliance requirements and submit proof of completion to the SHPK Administrator of Student Services by the corresponding internship deadlines.

If you are not eligible to begin your internship in the originally intended semester and your internship is subsequently delayed, it is your responsibility to ensure that all compliance requirements and documentation—including but not limited to background checks, immunizations, certifications, and trainings—are current, valid, and unexpired for the semester in which you plan to complete your internship. Failure to maintain updated compliance may result in delays or ineligibility for placement.

**Failure to secure an internship site and turn in pre-internship compliance paperwork by the internship deadlines noted in the internship manual will result in the postponement of your internship until the following semester.**

### **INTERNSHIP DEADLINES**

**Deadlines for submission of ALL pre-internship requirements are:**

**Fall Semester** - Second Friday in July - 5:00 PM (CST)

**Spring Semester** - Third Friday in November - 5:00 PM (CST)

**Summer Semester** - Third Friday in April - 5:00 PM (CST)

### **Checklist of Pre-Internship Eligibility and Compliance Requirements**

Prior to enrollment in internship courses, you are required to complete all **SHPK requirements** as well as **site-specific requirements** associated with your internship site. SHPK requirements apply to all students, while site-specific requirements vary by internship site. SHPK has formally agreed to collect and verify certain site-specific compliance documentation prior to the start of the internship, particularly for clinical (hospital) sites. Only those site requirements mutually agreed upon for SHPK collection are outlined in this handbook. Internship sites may impose additional requirements beyond those listed. You are responsible for contacting your internship site to identify and complete any additional requirements. Enrollment in internship courses will not be permitted until all required SHPK and agreed-upon site-specific documentation has been submitted and approved.

**Failure to secure an internship site and submit SHPK compliance paperwork by the internship deadlines noted in this manual will result in the postponement of your internship until the following semester.**



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These documents may be submitted electronically or in person to the SHPK Administrator of Student Services, Jill Denniston, at [jdenniston@twu.edu](mailto:jdenniston@twu.edu), and/or Internship Coordinator, Brenda Watson, at [bwatson5@twu.edu](mailto:bwatson5@twu.edu), in Pioneer Hall 216/217. Emailed attachments are accepted; however, photographs or images of documents (e.g., those taken with CamScanner or similar apps) will not be accepted. Please ensure all documents are submitted as proper file attachments in PDF or similar standard formats. **Include your major and student ID number in all communication.**

**SHPK Pre-Internship Eligibility and Compliance Requirements**

1. Completion of all coursework, including all major and minor requirements, with a grade of “C” or better. (Check with your academic advisor if you have questions)
2. Minimum cumulative GPA and Kinesiology major GPA of 2.75. (Check with your academic advisor if you have questions)
3. The internship site must be approved by the SHPK Administrator of Student Services if it is not a pre-approved site. Please allow a minimum of 4-6 weeks for a site to be approved. (See the Approved Internship Sites and Out-of-Area Internship Sites sections for more information)
4. Bloodborne Pathogens Training.
  - a. You will be automatically enrolled in this training in Bridge. Once enrolled, you will receive an email from TWU Risk Management titled “Welcome! Learning Awaits” with your Login ID and instructions to create a password to access the training. If you are not enrolled in the training in the semester immediately preceding your internship, please contact Jill Denniston or Brenda Watson to be administratively added to the course.
  - b. You must complete the training with a passing score of 80%. Print your certificate of completion and file it with the SHPK Administrator of Student Services, Jill Denniston.
5. Current passport-sized headshot of yourself. (A clear selfie is acceptable)
6. Signed and dated receipt of the following forms:
  - a. Site Details and Internship Proposal Form (For Sport Management students only) - pages 21-22;
  - b. Internship Site Details and Student Goals Form (For Cardiac Rehab and Corporate Fitness students only) - pages 23-24;
  - c. Student Understanding of Internship Responsibilities (required of all students) - page 25.
7. Schedule a meeting with the SHPK Administrator of Student Services, Jill Denniston, before the internship deadline to review and submit all compliance requirements. You



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are responsible for initiating this meeting— the administrator will not reach out. Multiple meetings may be scheduled if needed. Do not wait until the final weeks preceding the internship deadline to schedule this meeting. Failure to submit all pre-internship eligibility requirements will delay your internship and graduation.

### Site-Specific Pre-Internship Compliance Requirements

In addition to the requirements listed above, you must submit any additional documentation required by your specific internship site. SHPK has formally agreed to collect and verify certain site-specific compliance documentation prior to the start of the internship. Only those site requirements that have been mutually agreed upon for SHPK collection are outlined below. Internship sites may impose additional requirements beyond those listed. You are responsible for contacting your internship site to identify and complete any additional requirements. You must refer to the list of pre-approved internship sites to identify the pre-internship compliance requirements of your internship site.

1. Current CPR/Basic Life Support (BLS) certification.
  - a. American Heart Association CPR/Basic Life Support (BLS) **for Healthcare Provider** certification (not Heartsaver/Lay Responder classes).
    - i. CPR certification cannot be 100% online.
    - ii. Check the [American Heart Association](#) website for available classes.  
Cardiac Rehab must have American Heart Association BLS certification.
2. Current immunization records.
  - a. Immunizations must be current with TWU Student Health Services (SHS). LOCATE AND SUBMIT THESE ASAP! All immunization records must be submitted at least 2 weeks before the internship paperwork deadline. Instructions for submitting and accessing immunization records:
    - i. Go to [TWU Online Student Health](#) (OSH) and log in with your TWU credentials.
    - ii. Scan and upload immunization records with full dates (mo/day/yr) into TWU SHS Patient Portal.
    - iii. SHS will review and verify your [immunization compliance](#).
    - iv. Go to the Immunization tab (left-hand side of the screen) → scroll down the page until you see a green Print button → Click on this Print button to generate your Immunization Report. The Immunization Report is required for student files. Submit your Immunization Report to SHPK.
    - v. The Immunization Report must indicate that SHS has verified all immunization requirements and display “None” under Missing Requirements at the bottom of the page.
  - b. Immunizations include: *(Some clinical sites may require additional immunizations)*



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- i. Hepatitis B series (3 doses) - either by three doses or a Positive Titer
  - ii. Measles, Mumps, Rubella (2 doses) or MMR Positive Titer
  - iii. Tdap - Tetanus, Diphtheria and Pertussis must be renewed every 10 years.
  - iv. Varicella (2 doses) or Varicella Positive Titer (some sites no longer accept proof of history of the disease).
  - v. TB test - within the past year (some sites require 2-part TB - 2 negative readings in 12 months prior to start).
  - vi. Your internship site may require proof of COVID vaccination. Your site may also require you to follow site-specific safety guidelines for COVID-19. Contact your internship site for details.
  - vii. Current Flu vaccine. Must be current Flu season (September-April), due annually. If you are completing a Fall internship, our clinical sites require timely completion of the current flu season vaccine. The current season flu vaccine is typically not available until late August/early September which is often after the Fall semester has begun; therefore, you must receive the flu vaccine no later than **September 15**. Failure to comply will result in your dismissal from the internship site. File flu shot record with TWU SHS and submit your Immunization Report to SHPK (see #3a above for instructions).
3. A 10-panel drug screen.
  - a. The drug screen can be obtained from Student Health Services (940.898.3826), Minor Emergency of Denton (940.382.9898), Care Now (940.383.2700), or another reputable vendor of your choosing (ex. [Quest Diagnostics](#), [Labcorp](#), etc.)
  - b. Some hospitals require drug screening within 30 days of starting an internship. If this applies to you, contact the Administrator of Student Services, Jill Denniston, directly.
  - c. Screening must detect no controlled substance. Positive drug screening results must be accompanied by a physician's statement verifying the use of prescribed medication. Placement is not guaranteed even with a physician's statement.
4. Current national criminal background check.
  - a. Must be a national check obtained from [www.sentrylink.com](http://www.sentrylink.com).
  - b. Must be completed in the semester prior to the internship.  
Example: Between January and April for a Summer internship.
  - c. Some hospitals require a national criminal background check within 30 days of starting an internship. If this applies to you, contact the Administrator of Student Services, Jill Denniston, directly.
5. Proof of health insurance.





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### **RETENTION OF SITE-SPECIFIC PRE-INTERNSHIP COMPLIANCE DOCUMENTS**

The School of Health Promotion & Kinesiology (SHPK) collects pre-internship documents (such as certifications, immunization records, background checks, and related documents) to comply with the requirements outlined in the affiliation agreements with our internship sites. These records are kept for a limited time - generally 90 days after a student graduates or changes majors out of SHPK, or up to one year after the application semester if a student does not enroll in or complete the internship. After this period, all records are securely destroyed in accordance with university and state guidelines.

### **INTERNSHIP REQUIREMENTS**

You must complete at least 350 hours of internship experience at a sport management, cardiac rehabilitation, or corporate fitness facility, depending on your Kinesiology track. Internships begin on the first day of the semester and end on the last day of the semester. Internships have a 10-week minimum period for completion during the Summer semester and a 15-week minimum during the Fall and Spring semesters. There are no exceptions to this timeline.

**UNDERGRADUATE STUDENTS:** You will enroll in either Internship in Sport Management (KINS 4476), Internship in Cardiac Rehabilitation (KINS 4936), or Internship in Corporate Fitness (KINS 4946) for a total of 6.0 semester credit hours during your internship semester. See the KINS 4476/KINS 4936/KINS 4946 Internship Course Registration section of the internship manual for more information.

**GRADUATE STUDENTS:** You will enroll in KINS 5113 - Professional Internship in Sport Management OR KINS 5123 - Professional Affiliation.

### **INTERNSHIP LEARNING OBJECTIVES & STUDENT HANDS-ON EXPERIENCE**

The internship experience should be structured to provide you with meaningful, hands-on opportunities that align with the classes in the Kinesiology undergraduate curriculum. These objectives are designed to ensure that you gain practical knowledge, develop critical skills, and apply theoretical concepts in real-world settings.

You should be actively engaged in a variety of supervised experiential activities that reflect the scope of the Kinesiology undergraduate program. Whenever possible, learning objectives should be achieved through direct participation rather than observation alone, allowing you to build competence and confidence in your professional role.

Objectives should include the following activities, emphasizing hands-on experiences.

#### **Learning Objectives of a Sport Management Internship:**

1. Effectively integrate concepts and theories from sport management coursework (e.g.,



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sports media, marketing, public relations, venue and event planning, business operations, finance, leadership and management, and research and development) into practical tasks and projects within a professional sports organization.

2. Proactively strengthen written and verbal communication skills by engaging in media relations, press release writing, or social media content creation relevant to sports audiences and stakeholders.
3. Effectively demonstrate sport management knowledge, skills, and professional communication – both written and verbal - in a professional setting.
4. Successfully execute marketing campaigns and fan engagement strategies, such as media relations, press release writing, or social media content creation relevant to sports audiences and stakeholders.
5. Accurately apply budgeting, scheduling, and/or sponsorship strategies while planning and executing games, tournaments, or community outreach events.
6. Proactively develop insight into leadership practices, team-based projects, and career opportunities in sport management.

If a student is proposing a new internship site, the following hands-on experiential activities must be provided for the sport management intern:

1. Assist with the logistics of sporting events (e.g. setting up venues, coordinating staff/volunteers, managing schedules, etc.); helping run game day operations, organize tournaments, or coordinate community events.
2. Create and execute promotion campaigns, social media content, or fan engagement strategies, running contests, or helping with halftime promotions.
3. Sell tickets, manage ticket databases, or assist with box office operations, providing customer support during events or processing season ticket packages.
4. Assist with sponsor fulfillment, signage, or branded promotions at events; tracking deliverables to sponsors and helping prepare post-event reports.
5. Support coaches and athletes with logistics (e.g. travel coordination, gear management); helping during practices, games, and team meetings.
6. Work with operations staff to maintain sport facilities; schedule field/court time, inspecting equipment, or managing cleanliness and safety protocols.
7. Collect data on fan attendance, social media engagement, or team performance; help analyze trends for business development or marketing purposes.
8. Assist with press releases, post-game reports, or media relations; help manage interviews, record stats, or produce live content (e.g. live streaming or filming).
9. Support fundraising campaigns, alumni relations, or charitable events; engage with the local community through clinics, school visits, or public appearances.
10. Manage databases, prepare reports, or support HR and finance departments, learning the day-to-day operations of running a sports organization.



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**Learning Objectives of a Cardiac Rehabilitation Internship:**

7. Effectively employ appropriate professional skills in experiential setting of exercise science.
8. Appropriately design a fitness or skill-based instruction program based on age, physical condition, and health status.
9. Effectively communicate instruction and feedback to clients/students in exercise science settings.
10. Proficiently demonstrate patient/client monitoring (i.e., exercise leadership, cardiac rate and rhythm, blood pressure).
11. Effectively conduct patient/client assessments (i.e., blood pressure measurement, electrode placement, 12-lead ECG, exercise testing).
12. Appropriately apply patient/client care within cardiac rehabilitation setting (i.e., exercise prescription, patient education, patient counseling).

If a student is proposing a new internship site, the following hands-on experiential activities must be provided for the cardiac rehab intern:

1. To observe and when possible participate in stress testing patients (blood pressure measurement, electrode placement, monitoring the 12 lead ECG).
2. To observe and assist with placement of modified lead configuration (3 lead) for cardiac rehabilitation.
3. To understand the different phases of cardiac rehabilitation.
4. To observe and when possible participate in the exercise counseling of the patients (developing an exercise prescription, discussion of the prescription with the patient).
5. To improve cardiac arrhythmia identification through observation and worksite education.
6. To gain an appreciation of the capabilities of a cardiac patient in terms of exercise tolerance (observation/hands-on experiences with patients while exercising).
7. To understand the facility organizational structure.
8. To participate in special events (with patients, workshop opportunities, seminars, observation of heart surgeries).
9. To present educational seminars/lectures to the patients when and if appropriate and possible (at the discretion of the intern supervisor).
10. To observe (if possible) a bypass surgery, the cath lab, or pulmonary rehabilitation sessions.

**Learning Objectives of a Corporate Fitness Internship:**

1. Effectively employ appropriate professional skills in experiential setting of teaching/coaching or exercise science track.
2. Appropriately design an appropriate fitness or skill-based instruction program based on



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- age, physical condition, and health status.
3. Effectively communicate instruction and feedback to clients/students in physical education/coaching and/or exercise science settings.
  4. Proficiently demonstrate patient/client monitoring (i.e., exercise leadership, cardiac rate and rhythm, blood pressure).
  5. Effectively conduct patient/client assessments (i.e., muscular strength, muscular endurance, aerobic capacity, flexibility, body composition, health risk).
  6. Appropriately apply patient/client care within a wellness/fitness setting (i.e., exercise prescription, exercise progression, health/lifestyle education).

If a student is proposing a new internship site, the following hands-on experiential activities must be provided for the corporate fitness intern:

1. To observe and perform fitness assessments (maximal or submaximal work capacity testing, strength, flexibility, and body composition).
2. To assist in health risk and health screening.
3. To prescribe exercise and guide members in successfully carrying out their exercise programs.
4. To counsel, motivate and educate members on heart healthy activities that can include safe exercises, proper nutrition and healthy lifestyle in general.
5. To become involved in healthy lifestyle programming (risk factor, education, good dietary practices, stress reduction, etc.).
6. To develop or implement workshops for members.
7. To assist with newsletter production.
8. To assist in or initiate special events.
9. To take notice of the organizational structure (membership, personnel, administration, etc.) and attend staff meetings when and if possible.

You are not: a receptionist, computer jockey, or locker room attendant. If you find yourself doing these kinds of things for more than 10% of your time, contact your TWU instructor and the Administrator of Student Services to let him/her know this is not what was agreed upon.

#### **PROCEDURES FOR ARRANGING INTERNSHIP**

You are responsible for securing your internship site – SHPK is not responsible for placing students in internships. You will begin your search for an internship site the semester prior to enrolling in the internship course, and the internship, along with all supporting compliance documents, must be complete and on file with SHPK by the internship deadline.

1. Apply and/or interview with the site supervisor. You may begin your internship hours on the first day of the internship semester, not earlier.
  - a. Internships are competitive.



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- b. Consider scheduling an appointment with [Career Connections](#) for assistance with resume and cover letter review and interview preparation.
2. Meet with the site supervisor and complete the Internship Site Details and Student Goals Form.
  - a. Use the suggested goals as a guide and add to them in accordance with the individual site.
  - b. Obtain your site supervisor's signature once the Internship Site Details and Student Goals Form has been approved.
  - c. Keep a copy of your Internship Site Details and Student Goals Form (Cardiac Rehab and Corporate Fitness students) or Site Details and Internship Proposal Form (Sport Management students). You will be required to upload this document on Canvas at the start of the internship semester and will use this document during the internship course when writing progress reports.
  - d. File one signed copy with the SHPK Administrator of Student Services, Jill Denniston.
3. **Once a site extends an internship offer and you formally accept, the agreement is considered final. You are NOT permitted to change internship sites.**

### APPROVED INTERNSHIP SITES

The purpose of the internship experience is for you to gain practical experience in your academic area of study, where theoretical knowledge is applied in a real-world setting. Internships are intended to provide structured, intentional learning experiences that contribute to a student's academic and professional development. Unlike routine job responsibilities, a qualifying internship must involve the acquisition of *new* knowledge, skills, and competencies that are directly aligned with your field of study. Furthermore, the experience should include clear evidence of professional growth, such as taking on new tasks, participating in mentorship opportunities, or gaining exposure to industry-specific practices.

SHPK internships may be paid or unpaid. However, you may not use your regular employment (i.e. your previous or current full-time or part-time job) to satisfy internship requirements. Internships are designed to provide structured opportunities for learning and professional development *beyond* routine job responsibilities.

Internships serve as a vital bridge between your education and your intended professional career after graduation. Current employment may not be considered a qualifying internship since it does not align with the advanced career path you are pursuing, specifically, a role that requires at least a bachelor's (or master's) degree, rather than a position for which that degree is not necessary. Further, you may not use previous work experience, shadowing, volunteering, or observation experience to satisfy SHPK internship requirements. All Kinesiology internships



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are on-site/in-person learning experiences. Remote and/or hybrid internships are not permitted.

To ensure the integrity of the internship experience and uphold the objectivity of supervisory evaluations, you are prohibited from interning at an agency where you have familial or personal relationships with agency personnel. Such relationships can create potential conflicts of interest, undermine the authenticity of the internship environment, and compromise the impartiality of feedback and assessment. This policy is intended to preserve the educational value of the internship and maintain fairness and professionalism for all. This policy is instituted to safeguard the objectivity of the supervisory process, uphold the fairness and equity of the internship experience, and ensure that all students receive unbiased evaluation and guidance. Strict adherence to this policy is essential to maintaining the integrity of the agency and to fostering a professional environment grounded in ethical standards and conduct.

You are only permitted to enroll in the internship course during the semester in which you are completing your internship. For undergraduate students, no additional courses—undergraduate or graduate—may be taken during the internship semester. Graduate students must follow their plan of study.

A list of pre-approved Kinesiology internship sites is located on the SHPK [webpage](#). Any site not listed requires pre-approval from the SHPK Administrator of Student Services, Jill Denniston, to use for your internship requirements. Choosing an internship site from the pre-approved list is strongly encouraged, as these locations have already been reviewed and approved by university personnel. Each pre-approved site has a legal affiliation agreement on file with the university, which is a required component for all internship placements. Establishing a new affiliation agreement is a complex and time-consuming process that can take several weeks or even months to complete and may not always lead to a finalized agreement between the two parties. There is no assurance that an agreement can be finalized in time, or at all, which may jeopardize your ability to begin or complete the internship as scheduled.

### **Out-of-Area Internship Sites**

Some of the internship sites are located outside of the Dallas/Fort Worth metroplex. If there is not a site listed in your geographic location, or if you wish to intern at a site not currently approved, it is your responsibility to contact the SHPK Administrator of Student Services, Jill Denniston, to request approval and submit documentation/information supporting your request. You must provide the site's contact information so the process of establishing a legal affiliation agreement can begin—please note this process can take several weeks or even months to complete. Additionally, you will need to submit an overview of your responsibilities at the site, including a list of duties or goals. This information must be submitted to the SHPK



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Administrator of Student Services, Jill Denniston, as soon as possible. Delay in providing this information may result in the postponement of your internship.

Please be aware that if you choose an out-of-town internship site, our ability to support you may be more limited. While we can assist through phone calls and email communication with you and your supervisor, students in the Dallas/Fort Worth area have greater access to in-person support, including site visits if issues arise.

### **INTERNSHIP TIMELINE**

Internships begin on the first day of the semester and end on the last day of the semester. Internships have a 10-week minimum period for completion during the Summer semester and a 15-week minimum during the Fall and Spring semesters. There are no exceptions to this timeline.

Internship hours may not be completed before the first day of class or after the last day of class in the semester in which you are registered for an internship. In addition, you may not complete internship hours on days in between semesters. TWU student liability insurance begins on the first day of the semester and ends on the last day of the semester. You may attend an orientation meeting before the semester begins. Orientation hours may be counted in your logs.

Your travel time to and from the internship facility, along with lunch breaks, may not count toward the required 350 hours. You are expected to adhere to the agency's work schedule, including recognized holidays. You should be aware that university closures—such as Spring Break, Thanksgiving Holiday break, or other university holidays—do not apply to your internship unless the agency is also closed. If any approved time off affects the completion of required internship hours, you are responsible for planning ahead and working with your site supervisor to develop a plan to make up the missed hours to fulfill program requirements.

### **STUDENT AND SITE SUPERVISOR RESPONSIBILITIES**

#### **Student Responsibilities**

The internship placement process is designed to ensure a positive experience for all parties involved. Its success depends on the cooperation of both the interns and the site staff. SHPK values its strong, collaborative relationships with agency partners who generously provide meaningful internship opportunities for students. These partnerships are essential in bridging academic learning with real-world experience, and SHPK is committed to maintaining trust and mutual respect that sustain them.





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As a representative of the School of Health Promotion and Kinesiology, you are expected to conduct yourself with tact, professionalism, and respect at all times while at your internship site, as this professional performance and conduct upholds SHPK's positive reputation and ensure these internship opportunities remain available for future students. Failure to uphold these standards may result in grade penalties or other disciplinary actions, including possible removal from the internship course.

It is your responsibility to communicate promptly and respectfully with the internship site if you decide not to accept an internship offer or if your internship semester is postponed due to failed coursework, missed deadlines, or personal circumstances or actions. Failure to notify the site may reflect poorly on you, SHPK, and the university. Clear and timely communication with the site demonstrates professionalism, preserves the university's partnerships, and ensures continued opportunities for future students.

During the internship, you are not to serve as a receptionist, data entry clerk, or locker room attendant. If tasks like these make up more than 10% of your responsibilities, promptly inform your TWU instructor, the Administrator of Student Services, and the internship site supervisor, as these activities do not align with the agreed-upon internship duties. Hours spent performing such duties will not count towards your 350-hour requirement.

### **Student Conduct and Performance During Internship**

Failure to earn at least a grade of "C" or better in KINS 4476, KINS 4936, KINS 4946, KINS 5113, or KINS 5123 will result in the repeating of the internship. A course in which you earn a grade of less than "C" may be repeated only once. If you earn a grade of less than C (D or F) twice in the same Health Studies, Kinesiology, or Public Health course you will be dismissed from the program.

If you do not complete at least 350 hours of internship in the semester in which they are registered, you will receive a grade of "F" and will have to re-enroll in your respective internship course. A grade of Incomplete is not permitted for any internship class in any SHPK program.

You are expected to approach the internship as you would a professional job. You must conduct yourself in a professional manner and dress appropriately for the workplace. You are expected to demonstrate professional conduct at all times. This includes respectful and ethical behavior, appropriate dress, clear communication, and a positive attitude. Your performance should reflect responsibility, reliability, and a commitment to learning and contributing meaningfully. Consistent and punctual attendance is essential—arrive on time, be prepared, and communicate promptly if you encounter any issues. Appropriate professional attire will be dictated by the internship site. If your internship site requires a specific uniform, you are





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responsible for complying with the internship site's dress code. Failure to uphold these standards may result in grade penalties or other disciplinary actions, including possible removal from the internship course.

Any requests for time off must be submitted to the internship site supervisor in writing and in advance. If an unexpected situation arises that causes you to be late, you must notify your site supervisor immediately by phone.

If issues arise regarding your conduct, behavior, performance, or attendance, the site supervisor will address those concerns directly with you. In some cases, you may be required to attend a meeting on campus with the Administrator of Student Services, Jill Denniston, and the internship instructor to discuss the concerns. If the issues are not resolved, you may be dismissed from the internship site and receive a grade of "F" for the internship course.

If dismissal occurs before the 12th class day, you are responsible for dropping the internship course. Additionally, you will be required to meet with the Administrator of Student Services, Jill Denniston, and the internship instructor to explain the circumstances, re-register for the internship course in a future semester, and submit a letter to the School of Health Promotion and Kinesiology outlining a plan for corrective action.

### **Site Supervisor Responsibilities**

To ensure the integrity and educational value of the internship experience, the designated site supervisor must be a full-time employee of the agency and possess advanced knowledge and expertise in your academic field of study. This typically includes substantial professional experience, specialized training, or advanced academic credentials relevant to the discipline.

Effective supervision is critical to the success of the internship and should promote an environment where you can reflect on your experiences, develop new competencies, and make connections between academic knowledge and professional application. The site supervisor is expected to provide close, one-on-one supervision throughout the 350-hour internship.

This includes, but is not limited to:

- Offering regular, direct feedback on your performance and professional development.
- Assigning tasks and responsibilities that align with your academic objectives and foster the acquisition of new, field-specific skills.
- Meeting with you to discuss progress, challenges, and learning outcomes.
- Ensuring that you are engaged in meaningful work that reflects the practices and standards of the profession.

**The site supervisor will use the following criteria for grading (Sport Management) your performance:**



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- **Attitude** - You are expected to possess an open-minded attitude.
- **Dependability** - You are expected to be dependable, as this is essential if you are to be of real service to the company/hospital. If you cannot report at an appointed time, it is your responsibility to notify the supervisor. If you are undependable, you may be dismissed from your internship site and earn a grade of "F".
- **Communication** - You are expected to ask questions about things that you do not understand. You serve the needs of the agency by providing services and by acting as a vital link between the company and the employees.
- **Responsibility** - You assume responsibilities similar to those of a professional, and are expected to serve with the same high standards as company/hospital staff. You are expected to maintain confidentiality throughout the internship. You are expected to become familiar with your job assignments, and are encouraged to offer suggestions or changes they may see necessary.
- **Professionalism** - You represent not only yourself, but the School of Health Promotion & Kinesiology at Texas Woman's University. Work performance during the internship can have a tremendous impact on your future career. Conduct yourself professionally in all aspects of the internship process, including the interview. Dress appropriately (ask your supervisor for guidelines). If you should decide to turn down a site with whom you have applied, be courteous and call the supervisor as soon as possible. Failure to decline an internship opportunity in a professional, timely manner may affect your future career opportunities and the integrity of TWU and the School of Health Promotion & Kinesiology.

**The site supervisor will use the following criteria for grading (Cardiac Rehab & Corporate Fitness) student performance:**

- **Technical Skills** – You demonstrate skills in fitness testing, exercise prescription, and the field of Exercise Physiology.
- **Communication Skills** – You demonstrate strong communication skills by interacting professionally with staff and clients, both in written and verbal forms. Effectively convey information, actively listen, and adapt your communication style to suit different audiences. You are also capable of presenting information clearly and confidently to groups, contributing to a positive and informed work environment.
- **Professional Skills** – You consistently demonstrate key professional skills through a positive attitude, a strong sense of responsibility, and a proactive approach to tasks. Exhibit confidence and professionalism in your conduct, take initiative when appropriate, and display emerging leadership qualities. Additionally, collaborate effectively with co-workers, contributing to a productive and respectful team environment.



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### **UNDERGRADUATE STUDENTS: INTERNSHIP COURSE REGISTRATION**

All internship courses require SHPK permission to enroll. You must meet the pre-internship eligibility and compliance requirements outlined in the Internship Manual prior to being approved to enroll in KINS 4476, KINS 4936, or KINS 4946. You must register for the Kinesiology Internship course, KINS 4476, KINS 4936, or KINS 4946, at the end of the semester prior to completing the internship. You do not schedule an appointment with your academic advisor to receive registration codes for the internship course. Instead, you will receive an email from your academic advisor indicating the registration code has been placed on your self-service portal timeline once semester grades have been posted and once all pre-internship eligibility requirements have been verified. It is your responsibility to self-enroll in the respective KINS 4476/KINS 4936/KINS 4946 course once the registration code has been placed on your self-service portal. SHPK does not enroll students in internship courses.

You will enroll in either Internship in Sport Management (KINS 4476), Internship in Cardiac Rehabilitation (KINS 4936), or Internship in Corporate Fitness (KINS 4946), depending on your academic track, for a total of 6.0 semester credit hours during the internship semester.

### **GRADUATE STUDENTS: INTERNSHIP COURSE REGISTRATION**

All internship courses require SHPK permission to enroll. You must meet the pre-internship eligibility and compliance requirements outlined in the Internship Manual before being approved to enroll in the KINS 5113 or KINS 5123 course. Your Graduate Academic Advisor will consult with Jill Denniston and Brenda Watson, to confirm your enrollment eligibility. You must register for your graduate internship course at the end of the semester before completing the internship.

### **UNDERGRADUATE STUDENTS: INTERNSHIP COURSE AND CANVAS**

Course materials and assignments for KINS 4476, KINS 4936, and KINS 4946 will be accessible on Canvas at the start of the internship semester. All internship-related assignments must be submitted through Canvas. You must check your TWU email and Canvas regularly.

### **GRADUATE STUDENTS: INTERNSHIP COURSE AND CANVAS**

Course materials and assignments for KINS 5113 and KINS 5123 will be accessible on Canvas at the start of the internship semester. All internship-related assignments must be submitted through Canvas. You must check your TWU email and Canvas regularly.

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### **SHPK INTERNSHIP CONTACT INFORMATION**

**Jill Denniston**

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## Site Details and Internship Proposal Form (for Sport Management students only)

File this form with the SHPK Administrator of Student Services

### STUDENT INFORMATION

Name of Student (Intern): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Student Email: \_\_\_\_\_

### SITE INFORMATION

Name of Internship Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name and Title of Site Supervisor: \_\_\_\_\_  
Supervisor Phone: \_\_\_\_\_  
Supervisor Work Email: \_\_\_\_\_  
Dates of internship (Start and End Dates): \_\_\_\_\_  
Internship Schedule (Days and Hours): \_\_\_\_\_

Role as Intern:

- Be specific in identifying your roles as an intern.

Detailed Overview of Responsibilities:

- Be specific in identifying your responsibilities as an intern.



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Goals for Internship:

- Multiple goals written as specific, measurable statements regarding what you want to learn from the experience. Use the SMART (Specific, Measurable, Achievable, Relevant, Time-bound) framework.
- Example: Goal 1: By the end of week 3, I will contribute to two marketing or promotional campaigns for the sports organization.

Plans for How You Expect to Attain Goals:

- Outline the activities that will help you meet each of your goals.

Deliverable Major Project:

- Provide ample details and note smaller projects that may be completed as a part of the major project, or in addition to the major project, while engaged in the internship.

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Student Name (Printed)

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Student Signature

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Site Supervisor Signature

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Date



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## Internship Site Details and Student Goals Form

(for Cardiac Rehab & Corporate Fitness students only)

File this form with the SHPK Administrator of Student Services

### TYPE OF INTERNSHIP (check one)

- ☐ Cardiac Rehab Internship – KINS 4936  
☐ Corporate Fitness Internship – KINS 4946

### STUDENT INFORMATION

Name of Student (Intern): \_\_\_\_\_

Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

### SITE INFORMATION

Name of Internship Site: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor Work Email: \_\_\_\_\_

Dates of internship (Start and End Dates): \_\_\_\_\_

Internship Schedule (Days and Hours): \_\_\_\_\_

Directions to facility: (PLEASE BE SPECIFIC and ATTACH A MAP, i.e., building name, which part of hospital, different building, etc.)



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**PROJECTED INTERNSHIP GOALS**

NOTE: These objectives are a compilation of target goals established by both the intern and the site supervisor. The objectives listed in the internship manual are to be used as a guide, but students are not limited to them. You must fill out this sheet with the goals that you and your site supervisor agree upon, both of you will sign it, and return it to the Administrator of Student Services before the start of your internship. Please keep a copy of these goals for your records.

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Student Name (Printed)

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Student Signature

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Site Supervisor Signature

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Date





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## Student Understanding of Internship Responsibilities

File this form with the SHPK Administrator of Student Services

Please initial next to each statement:

- \_\_\_\_\_ I have read a copy of the Internship Manual and understand my responsibilities, necessary paperwork, and professional behavior required of my internship.
- \_\_\_\_\_ I understand that my internship must be treated as a professional job. I will act appropriately, dress professionally, and notify my site supervisor in writing ahead of time if I need time off. If I'm late, I will call in advance. If there are concerns with my behavior, performance, or attendance, my supervisor may counsel me, and I may be required to attend a campus meeting. If the issue remains unresolved, I may be dismissed from the internship, resulting in an "F" for the course(s). If this occurs before the 12th class day, I must drop the internship course(s), meet with SHPK Internship personnel, re-register the following semester, and submit a letter to the School of Health Promotion & Kinesiology outlining steps I will take to correct my behavior.
- \_\_\_\_\_ I understand that if I must re-register for the internship due to not passing or withdrawing from the course previously, it will be my final opportunity to complete it. If I do not earn a grade of "C" or better on this second attempt, I will be dismissed from the School of Health Promotion and Kinesiology.
- \_\_\_\_\_ I understand that I must enroll in my internship courses within 2 years of completing my prerequisite coursework. If I do not, I will have to successfully demonstrate skills competency. This will require making arrangements with an exercise physiology instructor and passing a technical skills test.
- \_\_\_\_\_ Information for KINS 4476, KINS 4936, KINS 4946, KINS 5113, and KINS 5123 courses will be posted in Canvas at the beginning of the internship semester. I understand that I must check my TWU email account and Canvas regularly.
- \_\_\_\_\_ I understand that it is my responsibility to complete my on-site orientation training, onboarding, and on-site compliance paperwork prior to beginning my internship hours. I understand that failure to complete my on-site orientation training, onboarding, or on-site compliance requirements promptly may result in a delay or termination of my internship.
- \_\_\_\_\_ I understand that it is my responsibility to promptly communicate with the internship site if I choose not to accept an internship offer or I need to delay my internship to another semester. I understand that my failure to communicate with my internship site may prevent a future internship placement and my graduation.

This original acknowledgement will be placed in my SHPK internship file.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_