

KIN 475 & 490
Culminating Experience
Seminar and Internship
Fitness and Sport Management
T 1:00PM-1:50PM
TBE B-170

INSTRUCTOR

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COURSE DESCRIPTIONS

KIN 475

Bridges the professional sequence and the clinical experience of students enrolled in supervised on-site professional experiences. Prerequisite: Concurrent enrollment in KIN 490 and consent of instructor. 1 credit.

KIN 490

Supervised on-site professional experience in local settings that encompass all age groups including health clubs, YMCA's, industry, nursing homes, and senior activity centers. Prerequisites: Senior standing and consent of instructor. 3 credits.

STUDENT LEARNING OBJECTIVES

- To understand the purpose of professional internships.
- To be able to write formal letters of application.
- To be able to prepare a professional resume and presentation.
- To understand the concept of professionalism.
- To understand the interview process and applicant role.
- To understand the process of credentialing, certification, and licensure.
- To understand the role, purpose, and importance of graduate school.

TEXTBOOK

Office of Career Services. (2014-2015). Career Services Handbook. Published annually by the Office of Career Services.

Career Handbook: <http://hirearebel.unlv.edu/publications.html>

EVALUATION

- 10% (or 10 points) Attendance/Participation
- 10% (or 10 points) Five Bi-Weekly Report Forms/Journal Entries
- 15% (or 15 points) Joint Internship Agreement, Special Project Proposal, and Mid-Term Evaluation Conference.
- 25% (or 25 points) Candidate Interview Simulation & Candidate Portfolio

- 40% (or 40 points) Culminating Experiences (Special Project/Final Internship Evaluation & Grade Recommendation)

Grading Scale:

92% - 100% = A
90% - 91% = A-
88% - 89% = B+
82% - 87% = B
80% - 81% = B-
78% - 79% = C+
72% - 77% = C
70% - 71% = C-
68% - 69% = D+
62% - 67% = D
60% - 61% = D-
Below 60% = F

INTERNSHIP PROTOCOL

A normal three (3) credit sport and fitness management experience should require about 10 actual hours of work experience per week. The primary purpose of the internship is to enable each student to meet their educational objectives through participation in a well-planned and well-organized practical experience. The internship, therefore, is to be considered an individualized program of study. Students are encouraged to seek and select sponsoring organizations that offer a diversity of leadership and management opportunities in areas that correspond to their own professional goals. Consequently, some sponsoring organizations may be requested frequently by students, while others are selected only occasionally.

The sponsoring organization supervisor (SOS) and the student, with the assistance of the faculty internship supervisor, should cooperate in planning a comprehensive practical experience that meets the educational needs of the student. This experience should include hands on opportunities in management, program development, and leadership. If possible, the internship should provide the student with both experience and understanding of a variety of professional functions. These functions might include budgeting, record keeping, personnel, supervision, public relations, programming, facility management, and maintenance. Whenever possible, interns should be given the opportunity to participate in management meetings that are related to assigned duties, even if these meetings are policy making or executive board situations.

SPONSORING ORGANIZATIONS

In order to be eligible for participation as an approved internship site, a sponsoring organization should display the following qualities and characteristics:

1. Be professionally recognized and competent in the student's field of study or area of specialization.
2. Offer opportunities for observation and participation in those aspects of their programs, operations, and management procedures that correspond with the student's educational needs.
3. Have facilities and equipment that conform to contemporary standards that are appropriate for meeting student needs.
4. Employ staff members who are qualified through education, through experience, and/or through certification, that would make them qualified to supervise internship students.
5. Have sound management procedures in the areas of budget, public relations, personnel

policies, operations, maintenance, and in-service training, which can serve as excellent educational examples.

JOINT INTERNSHIP AGREEMENT

Cooperative agreements between UNLV and Sponsoring organizations are initiated by the Department of Kinesiology & Nutrition Sciences, through currently enrolled students, by using the Joint Internship Agreement form. After a student selects a sponsoring organization, and it is approved by a faculty supervisor, the Joint Internship Agreement is signed by all appropriate parties. The signed Joint Internship Agreement form then serves as a document that is similar to a contract. The Joint Internship Agreement form should be signed and then filed in the faculty supervisor's office, prior to, or as soon as possible, during the internship experience.

FACULTY SUPERVISOR

The Department of Kinesiology & Nutrition Sciences at UNLV will designate one faculty supervisor who will have the responsibility of monitoring the educational experience of each internship student. The student's internship experience will be evaluated through bi-weekly reports, special projects, mid-term evaluations, final evaluations, and general professional conversation. In some cases, additional telephone conversations, as well as occasional site visitations may become appropriate.

SPONSORING ORGANIZATION SUPERVISOR (SOS)

The sponsoring organization will designate one professional staff member to serve as the internship student's on site supervisor. This individual is responsible for working with the student to develop and implement a systematic program experience that is designed to meet the student's educational needs and professional goals. The SOS will become the student intern's special *teacher* or *mentor* throughout the internship process. The *quality* of this supervision is critical to the success of the internship experience, and is the very heart of professional socialization and professionalism. In addition, the SOS is responsible for reviewing and signing all reports/papers submitted by the student, evaluating the student's special project, completing the student's mid-term and final evaluations, and recommending grades.

INTERNSHIP STUDENT

An internship is a professional course of study with *both* an experiential and academic component. The internship student, therefore, has the responsibility of conducting themselves in a professional manner throughout the internship process, and to document their experiences through the submission of all written reports and assignments, to the faculty supervisor, on the designated due dates. It is expected, that a three (3) credit internship will consist of 10 clock hours of supervised work per week, and that the preparation of all written work and assignments *are not to be included* as part of the work week.

LENGTH OF INTERNSHIP

In general, the internship experience will be one full semester in length just like any other normally scheduled college course, with normal academic vacations and holidays. The Department of Kinesiology & Nutrition Sciences and UNLV must approve exceptions to this policy.

PAID EMPLOYMENT OR STIPENDS

In general, students enrolled in KIN 475/490 will not receive salaries, wages, or stipends for their efforts. However, if the sponsoring organization wants to award wages, benefits, or special privileges, there will be no objection.

INSURANCE POLICY

UNLV does not provide insurance coverage for students on internships. However, students are encouraged to have medical as well as personal liability insurance during the internship experience. UNLV considers all insurance matters to be the responsibility of the student. If a sponsoring

organization has medical, liability, or any other insurance requirements, UNLV considers such requirements or arrangements to be between the student and the sponsoring organization.

CROSS TRAINING

The principle of cross training is greatly encouraged during the internship process. In other words, interns should be exposed to, and receive supervised experience, in as many different professional experiences as is feasible. Both the quality and quantity of varied experiences is important, but generally speaking, the more the better.

BI-WEEKLY REPORTS

Throughout the internship period student interns are required to submit bi-weekly report forms. The forms will be collected five (5) times, every two (2) weeks.

SPECIAL PROJECT

The internship student, in cooperation with the sponsoring organization supervisor, is expected to design and complete a special project (e.g., marketing campaign, community service project, member appreciation initiative, patient care/evaluation, etc.) of significance and lasting value to the sponsoring organization. The nature and scope of the special project should be consistent with the student's educational background and career goals, however, the primary purpose of this project is to make a professional contribution to the sponsoring organization. A special project proposal should be completed and submitted to the faculty supervisor no later than the end of the third (3rd) week of the semester.

MID-TERM EVALUATION

The mid-term evaluation conference is especially important because it provides structured feedback to student interns on their performance to date. The sponsoring organization supervisor is expected to conduct a mid-term evaluation conference with the intern, complete and sign the mid-term evaluation form, and have the student submit the signed form to the faculty supervisor.

FINAL EVALUATION

The final evaluation conference is especially important because it allows the student intern to assess their progress during the entire internship, and should assist the sponsoring organization supervisor in determining a grade recommendation for the student. The sponsoring organization supervisor is expected to conduct a final evaluation conference with the intern, complete and sign the final evaluation form, and have the student submit the signed form to the faculty supervisor, during the final examination week that is listed in the 2015 Fall Calendar <http://www.unlv.edu/registrar/calendars> and MyUNLV.

GRADING

At the conclusion of the internship, the sponsoring organization supervisor (SOS) is expected to complete and sign the grade recommendation form, and then have the student submit the form to the faculty supervisor. This form enables the SOS to recommend a final letter grade for the internship, as well as a letter grade for the special project.

UNLV WebCampus

This course will utilize WebCampus for communicating, submitting internship forms, and disseminating information. The Course Content link gives students access to the syllabus and mandatory internship forms, and the KIN 475/490 Journal-Entries portal is used for uploading forms/posting messages. To access course materials, go to the UNLV homepage (<http://www.unlv.edu/>) and select WebCampus from the Quick Links menu at the top of the page. Click on the WebCampus icon and the University of Nevada, Las Vegas link; the log in page has instructions regarding your user name and password.

KIN 475/490
Class Sequence & Assignment Calendar
August 24 – December 12

The instructor reserves the right to amend this syllabus. Any changes will be announced and/or distributed in class. It is your responsibility to keep abreast of changes.

DATE	LECTURE AGENDA & ASSIGNMENTS	DUE DATE
8/25	Introduction & Orientation	<i>Welcome to the Culminating Experience</i>
9/1	UNLV Office of Career Services Assignment: Joint Internship Agreement Form	9/4 WebCampus 11:00PM
9/8	The Wide World of Kinesiology Career Goal Statement Assignment: Special Project Proposal Form	9/11 WebCampus 11:00PM
9/15	Writing Professional Cover Letters & Resumes Graduate School/Job Announcement Selection Materials Assignments: #1 Bi-Weekly Report Form #1 Bi-Weekly Journal Entry	9/18 WebCampus 11:00PM
9/22	Office of Career Services Recess <i>cover letter/resume</i>	<i>Use this time wisely</i>
9/29	Graduate School/Job Application Processes Cover Letter & Resume Peer Review Assignments: #2 Bi-Weekly Report Form #2 Bi-Weekly Journal Entry	10/2 WebCampus 11:00PM
10/6	Employability Skills #1	<i>Cover letter/Resume Prep</i>
Mid-Semester 10/13	Office of Career Services Recess <i>Mock Interview</i>	<i>Use this time wisely</i>
10/20	Employability Skills #2 Assignments: Mid-Term Evaluation Conference Form #3 Bi-Weekly Report Form #3 Bi-Weekly Journal Entry	10/23 WebCampus 11:00PM
10/27	Networking & Professional Organizations Health Sciences Specialist & Mock Interview Discussion	<i>Health Sciences Specialist Interview & Mock Interview Summary prep</i>
11/3	Candidate Interview Simulations (7) Candidate Portfolio Due Assignments: #4 Bi-Weekly Report Form #4 Bi-Weekly Journal Entry	11/3 In-Person Submission 1:50PM
11/10	Candidate Interview Simulations (7) Candidate Portfolio Due	11/10 In-Person Submission 1:50PM

11/17	Candidate Interview Simulations (6) Candidate Portfolio Due Future Student Advice Assignments: #5 Bi-Weekly Report Form #5 Bi-Weekly Journal Entry	11/17 In-Person Submission 1:50PM
11/24 Thanksgiving Recess November 26-27	Special Project Finalization Recess Steps: 1. Proofread and check Special Project for spelling/grammar errors. Peer or professional (UNLV Writing Center) review is highly recommended. 2. Email Special Project rough draft to instructor (WebCampus) and SOS. 3. Address feedback and make appropriate changes.	11/24 WebCampus 11:00PM <u>Submit ASAP</u>
Study Week 11/30-12/5 12/1	Senior Showcase Presentations Set-up: 12:30PM-1:00PM Senior Showcase: 1:00PM-2:00PM Location: BHS Foyer (lobby) Assignment: Senior Showcase Presentation (Special Project)	12/4 WebCampus 11:00PM
Final Exam Week 12/7-12/12 No class	Assignment: Final Evaluation & Grade Recommendation Form (Internship/Special Project)	12/11 WebCampus 11:00PM

INSTITUTIONAL POLICIES:

Academic Misconduct: All forms of academic misconduct (e.g., cheating, plagiarism, paying another to do the work for you, using a previous student’s assignments, etc.) are prohibited and will result in a failing (F) grade and Office of Student Conduct hearing. Please consult the instructor if you have any questions or concerns about academic misconduct.

Office of Student Conduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

Copyright – The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC) – The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor

during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor before or after class to discuss your accommodation needs.

Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, January 30, 2015, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.

Rebelmail – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

Library Resources – Students may consult with a librarian (www.library.unlv.edu/consultation) about research needs. For this class, the subject librarian is Xan Goodman. UNLV Libraries provides resources to support students’ access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at www.library.unlv.edu/

Final Examinations – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

Any other class specific information - (e.g., absences, make-up exams, extra credit policies, plagiarism/cheating consequences, policy on electronic devices, specialized department or college tutoring programs, bringing children to class, policy on recording classroom lectures, etc.)