KINES 495B/D- Internship Checklist

1. Go [http://www.hhdev.psu.edu/kines/undergraduate/495b](http://www.hhdev.psu.edu/kines/undergraduate/495b) for information regarding your internship requirements.

2. Students will need to upload a degree audit when completing the online internship application. Students must have all prerequisites for Kines 495B complete. Prerequisites are – 7th semester standing, 2.0 cumulative GPA, Kines 395B, and a minimum of 9 credits of 400-level Kines courses.

3. Students must attend a mandatory announced informational meeting (at least one semester prior to internship starting date) to become familiar with course expectations, projects and liability insurance.

4. Students will contact potential sites using phone and by sending cover letter and resumé.

5. Follow-up with sites (via phone) that interest you, if the reply deadline referred to in the cover letter has passed.

6. Make a final selection of your internship site.

7. Obtain professional liability insurance. See [Kines Practicum Experience](http://www.hhdev.psu.edu/kines/undergraduate/495b) web page for more information.

8. Submit the online Kines 495B [Internship application form](http://www.hhdev.psu.edu/kines/undergraduate/495b) by the announced deadline in the semester prior to beginning of your practicum.

9. Kines 495 B/D is a departmentally controlled course. You cannot schedule this course yourself. Once your completed online application for Kines 495B/D section 001 has been approved by the Internship Coordinator, the Undergraduate Support Assistant in 275 Rec Hall will schedule you for 6 credits of Kines 495B and if indicated, the additional Kines 495D credits listed. Please be advised that if you do not have the proper prerequisites, your application/request for internship placement may be denied.

10. Contact on-site supervisor one week prior to your start date to check on first day time schedule, procedures, and dress code policies.

11. Keep a daily log. You will need this information for your weekly reports. This course requires that each student have Penn State ANGEL access in order to receive course announcements, course expectations, course syllabus and DROP BOX area for course assignment submissions.

12. Send weekly reports regularly on an 80 hour experience basis with scanned site supervisor signature to ANGEL “Weekly Report Drop Box”. Do not necessarily base it on a calendar week.

13. Complete 40 hours/credit (i.e. 6 credits = 240 hours of experience)

14. Complete a professional poster to present at University poster function (description and printing instructions are posted on ANGEL). A printing fee will be charged to your student account to cover the printing cost of your poster.

15. Attend mandatory poster forum on the scheduled date posted on course syllabus for spring and fall semesters.

16. Make sure that the on-site supervisor has submitted the online final evaluation form on time to meet the grading deadline for the semester.

17. After you have completed your internship, please send your on-site supervisor a thank you card/letter as an act of professional courtesy.