

KINES 495B/D- Internship Checklist

- ___ 1. Go to <http://hhd.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 include:
7th semester standing, 2.0 cumulative GPA, Kines 395B completed, 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 résumé.
- ___ 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](#) web page for more information.
- ___ 8. Submit the online Kines 495B Internship [application](#) form 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 270 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 CANVAS access in order to receive course announcements, course expectations, course syllabus, and a place for course assignment submissions.**
- ___ 12. Send weekly reports regularly on a 90-hour experience basis with scanned site supervisor signature to CANVAS “Weekly Report Drop Box”. Do not necessarily base it on a calendar week.
- ___ 13. Complete 45 hours/credit (i.e. 6 credits = 270 hours of experience)
- ___ 14. All students are required to complete a professional poster slide & submit to CANVAS drop box area by project due date. Those students completing internship during spring & fall semesters will also submit their poster slide to PSU Copy Central for printing. (Description and printing instructions are posted on CANVAS.) 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.