Department of Kinesiology

268Rec Hall, University Park, PA 16802 **814 865-1326**

INTERNSHIP PROGRAM

This agreement is between **«Site_Name»** and the **Department of Kinesiology** of The Pennsylvania State University for the mutual goal of training **«Full»** during an internship under the direction of a supervisor in the employ of the internship site identified above.

The internship is intended to provide the student with a culminating/integrating experience in a typical work setting that is appropriate for each student's course of study and their short- and/or long-term career goals.

This program will commence on **«Begin»** and will terminate on **«End»** unless terminated sooner by either party with 30 days' written notice. It may be terminated immediately if conditions so require. Therefore, it is understood and agreed between the parties as follows:

RESPONSIBILITIES OF **«Site_Name»:**

If your site has not had a Penn State intern in the past, please provide the Department of Kinesiology with written materials explaining the purpose of your program, an overview of the programs available to internship students, a list of specific responsibilities to be assigned to the student, and the name of the person who will be assigned to supervise the student for the duration of the time agreed upon.

1. Confer with the student prior to the start of the internship to:
   a. Describe the expectations of the business/agency
   b. Assign specific responsibilities and an on-site supervisor
2. Monitor the student's progress in fulfilling assigned responsibilities.
3. Evaluate the quality of the student's on-site performance at the completion of the internship.
4. Assign the student any unanticipated responsibilities that have educational merit or value.
5. Sign each weekly report written by the student to be mailed to the University Internship Coordinator to attest to the validity of the report.

RESPONSIBILITIES OF THE DEPARTMENT OF KINESIOLOGY, PENNSYLVANIA STATE UNIVERSITY:

1. Inform the student that professional and general liability insurance is not provided by the University. If such insurance is required by the cooperating agency/institution, it must be obtained by the student or supplied by the agency.
2. Assign an Internship Coordinator to monitor the student's progress through reports, a final written report, and periodic phone conferences.
3. Penn State affirmed that students would comply with all rules of the practicum site.

SIGNATURES

THE PENNSYLVANIA STATE UNIVERSITY		INTERNSHIP SITE	
Coordinator of the Option	Date	On-Site Supervisor	Date
Administrator, Department Head	Date	Authorized Signature	Date
		Title When Different from On-Site Supervisor	Date
		Student's Signature	Date

At the beginning of the internship, please return a signed copy to:

Lori A. Gravish Hurtack, M.S.
Internship Coordinator
Department of Kinesiology
The Pennsylvania State University
268F Recreation Building
University Park, PA 16802
Fax: 814 865-1275

SAMPLE