

Saint Joseph's College

HE 400 – Health & Wellness Promotion Internship SE 410 – Exercise Science Internship SE 411 – Sport Management Internship

Fall 2019

Course Web Site

<https://sjcme.brightspace.com/d2l/home>

Faculty

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Course Summary

This course has been designed to provide you with the opportunity to gain valuable insight into the field so that you may better correlate your academic experience with professional experience and reflect that on your resume. The internship requires a position with an organization that meets the general learning outcomes noted below. The faculty advisor supervises your responsibilities to insure a positive experience and fulfillment of those outcomes.

Student Requirements for Participation

1. Rising junior or senior status
2. 2.5 GPA in the Major and/or permission of the instructor
3. Completed Internship Program Application
4. Resume on file with the faculty advisor

Course Overview

An internship is a planned work experience in a field that is of interest to you and will provide a learning experience that will prepare you for your career. It is an opportunity to apply the knowledge you have gained in your studies to an occupation and employer that is appealing to you. You will also be able to acquire new skills that will be transferable to future employment. Most students who participate in an internship find that it is a rewarding experience that enhances their career development.

Course Learning Objectives

The internship provides students with the opportunity to:

Cognitive Development Goals

1. Apply knowledge and skills related to the concepts, principles, and methodologies of one's major or discipline and liberal arts education thereby connecting theory to practice.
2. Acquire new knowledge in a new setting to enhance classroom education.
3. Integrate or synthesize knowledge from diverse disciplines, courses and areas of experience.
4. Apply higher order thinking skills, such as critical thinking, analysis, synthesis, evaluation, and complex problem solving, to "real world" situations.

Communication Skills

1. Oral Communication: Verbally express ideas clearly and persuasively with clients, supervisors and colleagues and to participate effectively in discussion.
2. Written Communication: Express ideas clearly and persuasively in writing as evidenced by acceptable student accomplishment in at least three (3) of the following:
 - a. Student daily logs
 - b. Student/faculty or Student/supervisor email communication
 - c. Student description/rating of internship duties and internship supervisor
 - d. Student reports and papers

General Skill Development Goals

1. Develop skill competencies specific to an occupation or profession.
2. Increase skills for understanding and working with people of diverse backgrounds and cultures and to work effectively within diverse environments.
3. Acquire additional interpersonal communication and interaction skills.
4. Develop skills to work effectively within formal and informal networks and work cultures.
5. Further develop observation, recording and interpretation skills.
6. Develop skills needed for effective citizenship.
7. Acquire skills in leadership.
8. Develop an understanding of the workplace, operational procedures, and organizational structure within the specific discipline

Personal Development Goals

1. Develop self-awareness.
2. Clarify one's own values.
3. Develop self-reliance and self-confidence.
4. Develop and use an ethical perspective.
5. Develop career awareness, direction and exploration of vocation

Course Requirements

1. Complete a minimum of 40 hours/credit hour of internship work experience during the semester. (Note: 1 credit hour = 40 hours)
2. Keep in regular contact with the instructor.
3. Complete a weekly journal on Brightspace that includes reflections of your internship experience for each week of the internship. Each weekly entry should be at least a ½ page but no more than 1 page and **include the number of hours you worked that week, as well as the total cumulative hours.**

Some questions that you may want to think about when writing your journal entries include:

- What did you do this week?
- What were the best/worst things that occurred this past week?
- What compliments/criticisms did you receive this week?
- What are some of the pros/cons of working in this position?
- What contributions to the organization have you made this week?
- What did you learn this week?

Due date: Every Friday during the course of the semester.

4. Write the following 2 papers (minimum of 2 pages each) on these topics:
 - **Write about the organization you are working for:**
 1. What type of industry are they in?
 2. What is their mission?
 3. What are their goals and objectives?
 4. What products and/or services do they provide?
 5. What have you been doing in your internship (duties, responsibilities, activities, tasks)?
 6. How has the internship been going?

Due date: September 26th

- **A final evaluation of your internship experience:**
 1. What did you learn about yourself?
 2. What skills did you acquire?
 3. What did you learn about the organization?
 4. What did you learn about the organization's clientele?
 5. Did you accomplish your goals?
 6. How would you rate the overall experience?

Due date: December 6th

5. Facilitate the process of having your supervisor complete a mid-term and final job performance evaluation covering your internship. Your instructor will provide you with the evaluation form or ask you to send your supervisor's contact information.

Mid-term due dates: *October 18th*
Final due date: *December 6th*

Course Requirements/Evaluation:

Job Performance Evaluation	300 points
Weekly Journal	100 points
Writing Assignments (2 papers x 50 pts)	<u>100 points</u>
Total:	500 points

Grading

A = 465–600 pts (93-100%)	A- = 450–464 pts (90-92%)	
B+ = 440-449 pts (88-89%)	B = 415-439 pts (83-87%)	B- = 400-414 pts (80-82%)
C+ = 390-399 pts (78-79%)	C = 365-389 pts (73-77%)	C- = 350-364 pts (70-72%)
D+ = 340-349 pts (68-69%)	D = 315-339 pts (63-67%)	D- = 300-314 pts (60-62%)
F = < 300 (<60%)		

The internship must be completed no later than ***December 6th***
Your **performance evaluation** and final journal entry journal must also be
submitted by ***December 6th***

**For each day a paper is submitted late you will be penalized one letter grade.
Also, if you quit or are terminated from your internship before completing the
required hours or if you violate Saint Joseph's College core values of
honesty and integrity you will receive an "F" for the class.**

STUDENT INTERN RESPONSIBILITIES

Attendance

It is expected that students will arrive at the internship site on time. Inform your site supervisor and college supervisor if you are absent for any reason. Check with your site supervisor to see if you need to make up any work for missed time. If your internship requires travel between facilities, make sure you arrive at all sites on time.

Appearance

It is expected that you will dress as a professional within the standards set by the internship facility.

Professionalism

As a representative of the college and this department, it is expected that you will conduct yourself in a professional manner. You should uphold the rules and regulations pertaining to your internship facility. Avoid making unsolicited, critical comments about the internship site, site staff, your professional program, college faculty and students. Maintain confidentiality regarding site staff and clients. Refrain from the use of alcoholic beverages or non-prescription drugs while on the internship site.

Attitude

Try to exhibit a positive attitude, demonstrating enthusiasm and concern towards staff and program participants.

Communication

Share information with your site supervisor and accept guidance and feedback. Arrange for periodic oral feedback from your site supervisor. Be open to suggestions and criticism regarding areas identified as needing improvement.

Personal Initiative

Exercise initiative in carrying out assigned responsibilities. Take advantage of opportunities for learning and skill development.