

MHK INTERNSHIP HANDBOOK 2018-19



Department of Kinesiology



Department of Kinesiology
MISSION

It is the mission of the Department of Kinesiology to advance the multi-disciplinary study of human movement through the integration of innovative research, teaching and learning practices, and by fostering collaborative community partnerships to enhance human performance and quality of life..

Statement on
Academic Honesty

The Department of Kinesiology subscribes to the strictest interpretation of academic integrity. Faculty members and students bear joint responsibility in assuring that cheating on any examination and assignments is not tolerated. Likewise, plagiarism is considered a serious academic offense and will be handled as such.

Breaches of academic integrity will be handled under the disciplinary proceedings as outlined in Senate Bylaw 31.

Objectives of the Graduate Program

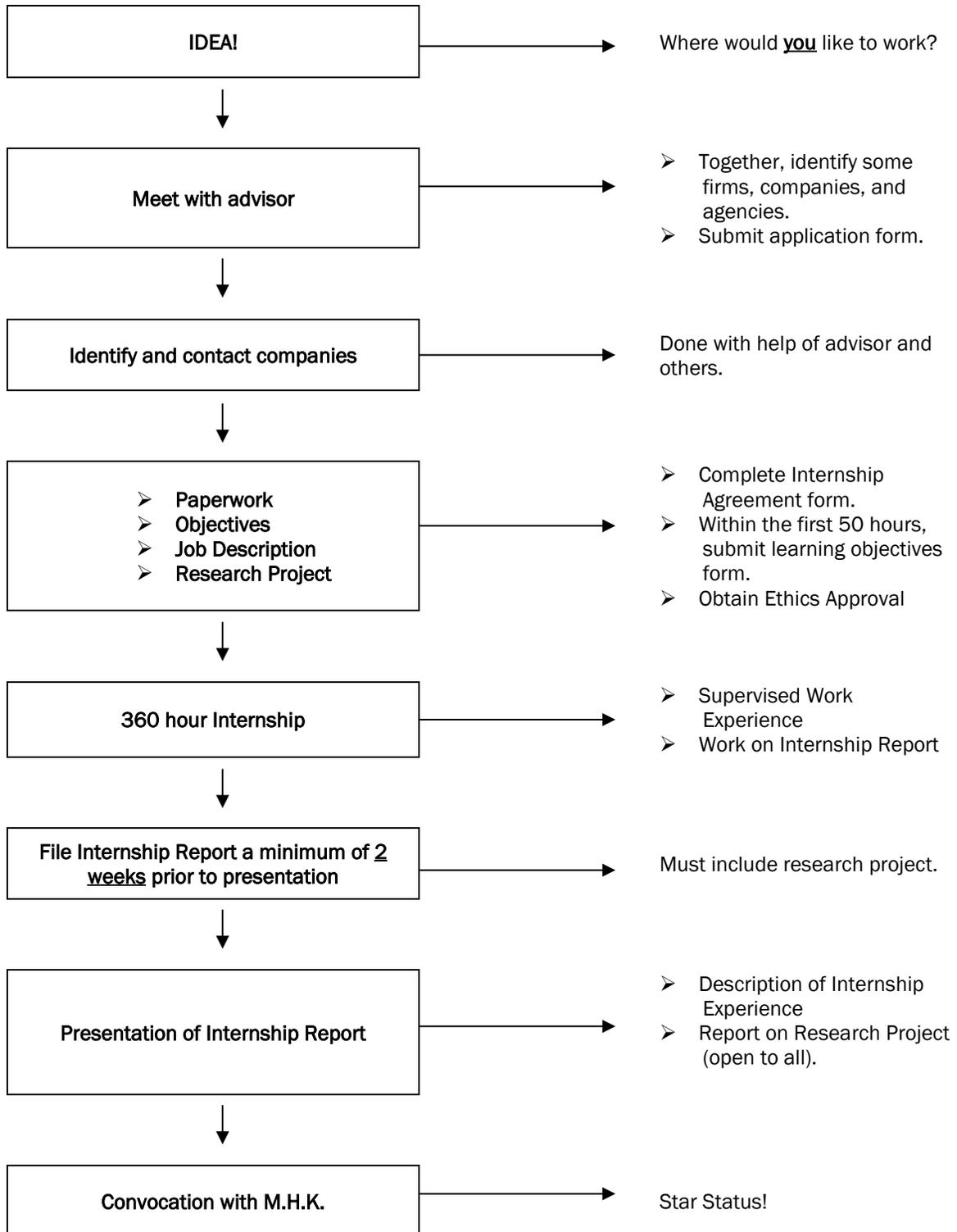
The aim of the graduate program is to produce scholars who have the desire and competence to contribute to the knowledge of human behaviour in the broad field of physical activity. As primary requirements, students will develop the capacity to:

- Identify and investigate problems in the field
- Independently design and conduct research
- Communicate at a scholarly level, including be able to read and critically evaluate related literature
- Apply theoretical content in a practical performance-based setting.

Table of Contents

Critical Path for Internship Route.....	4
Graduate Kinesiology Internship Program Description.....	5
Ethics Approval.....	6
Guidelines for Preparing the Internship Report	7
Guidelines for the Internship Presentation.....	9
Critical Task Checklist.....	10

Critical Path for Internship Route



Graduate Kinesiology Internship Program Description

The Graduate Kinesiology Internship Program is designed to provide students with a challenging opportunity to enrich their classroom studies (seven graduate level classes) with a structured experientially-based field-work experience. Kinesiology interns will be given the opportunity to:

1. learn current methods from knowledgeable practitioners;
2. apply theoretical content in a practical kinesiology-based setting;
3. measure and evaluate their skill set and knowledge base relative to the needs of the field;
4. explore a Kinesiology career option,
5. gain a greater appreciation for the role and function of Kinesiology professionals, and;
6. work in conjunction with their co-operating professional and their advisor in the formation and implementation of their research project.

The internship will consist of a minimum of 360 hours in an applied, research-driven Kinesiology work experience with a research component. Students will be required to secure an internship experience in conjunction with a graduate faculty member from the Kinesiology Graduate Program prior to registering for the internship. Students must also complete an "Internship Learning Objectives Form" prior to completing 50 hours of their experience and their work experience will be supervised and evaluated (mid-term and final evaluation) by their co-operating professional.

Students participating in the Graduate Kinesiology Internship Program must fulfill a research project to receive credit for the internship experience. A research proposal must be submitted and approved by a graduate advisor. **If the research involves human subjects a research ethics application must be completed (see page 7)**

The internship (i.e., satisfactory completion of the internship experience and Final Report) will be graded on a Satisfactory/Unsatisfactory basis by the graduate advisor. One copy of the student's *Internship Report* (i.e., all completed internship forms, reflection section, and the research article) will be spiral bound and deposited in the General Office in the Department of Kinesiology. Once approved, the student will make a presentation of the internship report to the graduate faculty and students. The Final Report must be submitted to the student's advisor **for display two (2) weeks in advance** of the proposed presentation date. Notice of the presentation must be circulated seven days in advance of the session by the Faculty of Graduate Studies. Presentation of the Internship Report should be made prior to the close of the term immediately following the internship experience. The Final Report will be filed in the Front Office (i.e., PDF and hard copy)

The internship option is open exclusively to Kinesiology graduate students who have completed a minimum of four (4) graduate courses.

Co-operating Professional Eligibility:

Professionals in the field who agree to provide an enriching, challenging learning opportunity for a graduate student. The host agency must agree to provide the necessary space and equipment required for the student to carry out his/her duties and research as well as agree to supervise, support and evaluate the graduate intern.

Ethics Approval

- If your internship research involves human subjects, you must obtain ethics approval from the Research Ethics Board (REB).
- Ethics must be obtained *prior* to beginning your internship research.
- All graduate students submitting a Research Ethics Board (REB) application must complete the [TCPS 2 tutorial on the web](#), and submit their certificate of successful completion of the TCPS2 On-Line Tutorial with their application. The Certificate does not need to be submitted with subsequent applications. It is also understood that each faculty advisor is responsible for educating their students about research ethics.
- Each internship student must complete an [Internship REB Form](#) for research projects that involve only minimal risk. Any research project involving more than minimal risk (e.g., if audio or video taping is occurring, if there is any deception, or if participants are not adults) will need to be written up using the standard ethics application form and submitted to the University REB for review. The guidelines and standard ethics approval forms can be found on the Research Ethics Board [website](#).
- Once completed, a copy of the Internship REB Form and the TCPS 2 tutorial certificate must be submitted to the Chair of the Kinesiology Undergraduate Research Ethics Board for final clearance and for filing. Clearance from the Chair of the Kinesiology Undergraduate REB is required before the proposed research is conducted. The student will not be allowed to conduct the research, and hence, complete their degree requirements if the form and certificate have not been completed. It is recommended that the ethics form and discussion regarding any ethics issues related to the proposed research project be completed up front with the cooperating professional when the other internship paperwork is being completed.
- Please see your advisor for samples of successful REB applications.
- Upon receipt of ethics approval a copy of the final letter must be submitted for your file.



Guidelines for Preparing the Internship Report

PHYSICAL FORMAT

Internship Template in MS Word

An Internship Template is now available on the Kinesiology [website](#).

For questions regarding your Internship Report format, please contact Sharon Horne (shorne@uwindsor.ca).

For technical questions about the template please read the instructions carefully before you call the Help Desk at extension 4440 or e-mail helpdesk@uwindsor.ca.

Note: The Internship Report must be typed (double-spaced) and a copy filed following the completion of your internship experience. The Final Report will be filed (i.e., PDF copy) in the Human Kinetics Front Office.

A. Reflection (maximum 20 pages):

- 1. Agency, Name of Agency Supervisor, And Date**
- 2. Summary:**
 - A brief description of your internship experience.
- 3. Impact:**
 - What did you learn about yourself?
 - In what areas did you experience the most professional growth?
 - What insights have you gained into the field of Kinesiology?
 - What insights have you gained relative to the need for research in the area of Kinesiology?
 - Based on your internship experience, what skills would you like to develop in preparation for your career?
 - How has the internship influenced your career goals? Please explain.
- 4. Evaluation:**
 - Did the internship experience meet your personal expectations?
 - How would you assess your performance at the agency?
 - Would you recommend this site to future graduate interns?

B. Research Article (maximum 30 pages):

Students are required to submit their **30 page, (inclusive of Tables, Appendices, and Reference List) research article** (i.e., as part of the Internship Report) by the close of the term immediately following the internship experience. The research article ought to conform with the "Instructions for Authors" as noted in an academic journal (graduate advisor to provide). Sections of the article may include:

Background to the Study

- brief overview of the research problem
- need/justification for the study
- definition of related terms

Review of Related Literature

- synthesis of the literature related to the research topic and the population under investigation

Methods

- research design
- study population
- instrumentation
- data collection procedures
- data analysis procedures

Results and Discussion

- presentation of the results of the study
- discussion of the results including

Summary and Conclusions

- summary of the research findings
- the implications of the findings
- conclusions drawn from the results of the study

References

Appendices

Note: Prior approval from the University is required for human subjects research projects.

Guidelines for the Internship Presentation

A. Presentation (one hour)

Students are required to present the Internship Report (inclusive of their research article) following the internship experience. The presentation will take approximately one hour (inclusive of a question/answer section). Students must file their Report with their advisor two weeks to the proposed presentation date. Notice of presentation must be circulated seven (7) days in advance of the session. Students are encouraged to use audiovisual aid/handouts to facilitate their presentations.

1. Internship Report (20 minutes):

Brief overview of the Internship experience

- learning objectives
- assigned responsibilities
- learning outcomes
- evaluation of the experience.

2. Research Article (20 minutes)

- Overview of the topic, brief justification of the need for the study, brief synthesis of the related literature.
- Methodology including brief review of study population, instrumentation, data collection and analysis procedures
- Presentation and discussion of the study results
- Summary, conclusions and implications drawn from the study, recommendations for future research

3. Question Period (20 Minutes)

Critical Task Checklist

- Determine preferred route for securing M.H.K. degree (thesis or internship). Students are eligible during any one of the three academic terms (i.e., Fall, Winter, or Summer). If going the internship route, discuss 360 hour placement interests with your graduate advisor.
- Discuss placement possibilities with your graduate advisor (students can work with their advisor to secure their own placement).
- Once placed, ensure that the [Internship Agreement Form](#) is completed and filed with your advisor (copy to the Kinesiology Graduate Secretary). All internship experiences must be formally approved in advance. The graduate student, co-operating professional and a graduate Kinesiology professor must sign the Internship Agreement Form (student responsible for collecting and submitting form). A copy of the completed form will be filed with the Graduate Secretary.
- Employers are encouraged to post an internship opportunity by completing an [Application for a Kinesiology Graduate Student Intern Form](#) and forwarding it to the Department of Kinesiology.
- Discuss a possible research topic with your advisor and employer early in the placement. Students may secure their own internship in collaboration with his/her faculty advisor.
- Within the first 50 hours of the placement, complete the [Internship Learning Objectives Form](#) and file a copy with your advisor and the Kinesiology Graduate Secretary. The student's research proposal must be submitted and approved by their graduate advisor.
- If required, complete a [Research Ethics Application](#).
- Ensure that a [Mid-Term Performance Appraisal](#) is completed around the midway through the placement (normally after 180 hours). The completed form must be forwarded to your advisor's office.
- Ensure that a [Final Performance Appraisal](#) is completed (normally after 360 hours). The completed form must be forwarded to your advisor's office.
- Once the internship term has been completed, students must submit their *Internship Reports*. Prepare the Internship Report (Reflection and Research Article) in concert with the Guidelines (please use the [Internship Report template document](#)). A copy of the Draft Report must be forwarded to your advisor (2 weeks in advance of the proposed presentation date). Notice of the presentation must be circulated by the Kinesiology Graduate Secretary seven days in advance of the proposed presentation date.
- Deliver the Internship Presentation (Reflection and Research Article) in concert with the Guidelines.
- File the completed [Evaluation of the Agency Form](#) with the Graduate Coordinator.
- File the completed [Evaluation of the Agency Supervisor Form](#) with the Graduate Coordinator. Students must make a formal presentation of their *Internship Report* to the graduate and faculty and students. The Report must be filed with the graduate advisor in advance of the proposed presentation date. **Notice of the presentation must be circulated two (2) weeks in advance of the session.** A final copy of the Report will be filed in the front office (i.e., PDF copy and hard copy).
- If you pass all of the graduate program requirements, [Apply to Graduate](#).
- Convocate with the MHK Degree!!!