

***FLORIDA INTERNATIONAL UNIVERSITY***  
***College of Education***  
***Department of Teaching and Learning - Physical Education***  
***Spring 2015***

**Course Number:** PET 4946  
**Title:** Sport and Fitness Internship  
**Credits:** Nine (9) Credit Hours  
**Days/Room:** Varied based on internship placement  
**Instructor:** **Brian Betancourt, MS, ACSM-HFS**  
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Office hours: By appointment only

**Last Day to Drop Course with a DR grade: Monday – March 25, 2015.**

**Course Purpose:** This course is designed to be a practical experience in sports and fitness where the application of concepts within sport and fitness situations are highlighted using tasks, activities, and meetings coordinated by staff mentors and supervisors. The focus of the experience is to guide the novice sport leader to develop insights and competencies in the areas specific to their career interests. The student will apply content knowledge to practical, career related activities and experiences.

**Expectations:** Students are expected to find an internship opportunity in order to complete 400 hours during the semester and all assigned tasks in a thorough and timely manner. The expectation is that all students will behave professionally within the context of the course. The student is expected to attend scheduled meetings with FIU and field supervisors, submit all required assignments on time, and are prepared with written reports and oral presentations during and at the end of the internship experience. All items scheduled on the calendar are mandatory.

**Program Objectives/Course Outcomes:** Upon completion of this course, the following understandings, skills and dispositions of the student will be augmented. The student will:

- Apply knowledge of human anatomy, physiology, nutrition, health, and kinesiology to various applications in the field of sports and fitness, health and wellness
- Apply training, conditioning, and psychology and professional practice knowledge to experiences in sports and fitness, health and wellness
- Articulate, interpret and apply regulatory rules and issues associated with coaching and fitness and sport in general
- Address the sociological, historical, political, and philosophical aspects of sport in professional practice
- Discuss human behavior with respect to coaching sport and fitness with other professionals in the field
- Pursue a career in the disciplines of sport, coaching, fitness, and other health-related fields
- Develop business-related marketable skills
- Demonstrate a critical eye when evaluating peers and accept constructive criticism graciously
- Demonstrate professional performance, skills, knowledge, attitude, personality and goals while working within the field of sport and fitness, health and wellness
- Begin networking for the purpose of earning employment

**Professionalism:** At this point in a student's educational career, the expectations for professional and appropriate behavior are high. You are a representative of this university, the program and of yourself. The hope is that you will aspire to your own high expectations. These expectations include but are not limited to: regular and prompt attendance, completing assignments/tasks/responsibilities as requested, instructed, and on time, appropriate dress, no cell phones at the internship site, no dealing with personal matters at work. Do not expect the syllabus/policies/due dates to change because of an unexpected obstacle in your life. Due dates will not change, nor will the no late work accepted policy.

**Dress Code:** The way you dress is the way you are perceived. No: tank tops or spaghetti straps, flip flops, hats, sunglasses, earphones, ripped/torn clothing, no offensive or vulgar statements on clothing while in class or at your site. Avoid anything which could be construed as sexy. **Internship Site:** Each student is expected to follow whatever dress code is outlined to him/her by site supervisor. Discuss appropriate dress with your site supervisor prior to beginning your internship.

**Verbal/oral communication** is how we express our thoughts and opinions. It is also the primary way in which competence and intelligence is evaluated. Make every effort to be clear and concise and use appropriate vocabulary when speaking with others, (professionals in the field, professors, FIU staff, and other students). Conduct yourself in a professional manner at all times on or off campus. Even when you may not know it, you are being heard and observed. When meeting/being introduced to new people, always shake their hand, introduce yourself, make eye contact, and be respectful. Leave slang and other inappropriate words at the door and utilize your infinite vocabulary instead.

**Check emails DAILY – and reply in a timely manner, within 24 hours on business days.**

When emailing, be sure to have an appropriate subject line (what is the email about). Use a greeting and the name of whomever you are emailing with Dear \_\_\_\_\_ or Good afternoon \_\_\_\_\_ etc. Address field professionals, instructors and teachers as Dr./Mr./Mrs./Ms./Professor and their last name. Do not assume you may use an instructor's first name. ALWAYS PROOFREAD YOUR EMAILS. Check SPELLING and make sure that you have communicated what you intended to. Use appropriate grammar and capitalizations. Write as a professional, not as a kid texting a friend. To end an email use a closing such as Sincerely, \_\_\_\_\_; Best Regards, \_\_\_\_\_; Thank you, \_\_\_\_\_; Etc. Be sure to put your name after the closing. Do not assume that the person receiving the email knows who it came from.

**Time management:** Everyone must assume that all rules and policies put into place apply to them. The syllabus is there for a reason. Please be sure to map out your semester on a calendar very early on and use time management techniques to keep yourself together. It is well known that during internship, students tend to get overwhelmed. Be prepared and do not procrastinate. It is recommended that students do not hold a full time job while completing their internship. If you are unable to let a job go, you are still fully responsible for whatever workload is asked of you. If you are unable to complete the necessary duties and assignments because of your full-time job or other responsibilities, it will be recommended that you drop the course and you will be asked to finish your internship at a time that is workable for you. Prioritizing is something that every professional must be able to do.

**Punctuality/Attendance:** It is NEVER okay to be late! If you are going to be absent unexpectedly, you must communicate with your site supervisor or whoever is in charge of you at your site. Always try to call sooner rather than later when an emergency or an illness comes up. Do not wait until the last minute to call. If you do not get through directly to someone at your site, continue trying until you do. Always follow up to make sure that your message got through.

Being a professional does not mean that you are expected to know all things. It is always in your best interest to ask questions when unsure of expectations. Be sure to determine who and when your supervisor is available for you to ask questions.

## **Course Assignments/Requirements:**

**NO LATE WORK ACCEPTED!!! LATE WORK WILL RECEIVE A ZERO!!!**

1. Attend **ORIENTATION MEETING** with the Internship Coordinator to clarify and answer questions concerning internship placement, course requirements and expectations. Any student not attending a meeting will not be awarded the points.
2. **INTERNSHIP APPROVAL FORM (IAP)/CONTRACT FOR CLINICAL SETTING:** A completed IAP must be submitted to the Internship Coordinator by the deadline. Any student completing his internship at a clinical setting must ALSO complete a Contract for Clinical Setting (docs in Internship Packet).
3. **INTERNSHIP AGREEMENT/CONTRACT:** Each student will meet with the site supervisor prior to the first week of the semester and develop the parameters, working hours and schedule, discuss duties and expectations. The typed agreement must be submitted in **HARD COPY FORMAT** and is due at the first Senior Seminar class. See internship agreement guidelines for more specific information.
4. **REFLECTIVE WRITING SEMINAR AND WRITING SAMPLE:** All students will learn about and practice the skill of reflective writing. Students must be in attendance to earn points. Students will submit a practice reflection in order to get feedback to help with all other reflections throughout the semester.
5. **REFLECTIONS** – every student is expected to keep a daily/weekly log of positive, negative and learning experiences. From these logs, a monthly self-evaluation/reflection must be typed and submitted via Blackboard on the designated DUE dates. Please see reflection guidelines for additional information.
6. **INDIVIDUAL MEETING** - Attend scheduled meeting(s) with FIU supervisor to discuss progress, concerns, hours, goals, etc. Meetings are mandatory and will not be rescheduled due to no shows.
7. **MID-TERM EVALUATION** – All site supervisors must complete the intern evaluation form and have a meeting with the intern to discuss progress, expectations and growth. Students are responsible for evaluation form being complete including all signatures. **HARD COPY FORMAT.**
8. **SITE VISITS** – The University Supervisor (US) and student together will schedule a minimum of one visit to the internship site. The student will be expected to show the US around, introduce her to any and all people with whom the intern works with and demonstrate/show skills and/or projects/tasks while at the site.
9. **FINAL EVALUATION** - All site supervisors must complete the intern evaluation form and have a meeting with the intern to discuss the grade given on the evaluation. Students are responsible for making sure the site supervisor fully completes the evaluation form. Students must sign the document prior to submission. Students will turn in the evaluation form in **HARD COPY FORMAT** at the final Senior Seminar meeting.
10. **TIME LOGS** – 400 hours is the minimum! Any student accumulating less than 400 hours will fail this internship. No incompletes will be given. All time logs must be up to date and readily available when meeting with instructor. Last day to complete hours is Thursday, April 23, 2015. All time logs will be turned in via **HARD COPY FORMAT** at final Senior Seminar meeting.
11. **PROFESSIONALISM** – The expectation is very high in regards to professional behavior. Students will start with 5 points for professionalism. For each incident, demonstrating a lack of professionalism, a point will be deducted. Examples include but are not limited to: not writing emails appropriately, being late for class or internship, being late with any assignments, not showing up for scheduled meetings or classes, not turning in assignments, etc.

**Grading Criteria:****Points Possible:**

1. Orientation Meeting	10 points	
2. Internship Approval Form	5 points	(if necessary a Clinical Setting Contract also)
3. Internship Agreement	10 points	
4. Reflective Writing Seminar	5 points	
5. Reflective Writing Sample	5 points	
5. First Reflection	5 points	
6. Individual Meeting	10 points	
7. Mid-Term Evaluation	5 points	A = 5 B = 4 C = 3 D or F = 0
8. Second Reflection	10 points	
9. Site Visit	5 points	
10. Final Reflection	10 points	
11. Final Evaluation	5 points	A = 5 B = 4 C = 3 D or F = 0
12. Time Logs	5 points	
13. Professionalism	5 points	

**NO LATE WORK ACCEPTED!!! ALL LATE WORK WILL RECEIVE A ZERO!!!**

**Points Possible = 100**

**\*\*\*This course is pass/fail. A student must earn 73+ points out of a possible 100 points on the above list of assignments to pass. Anything less than 73 is failing and student will not pass the course.**

**\*\*\*As a separate component, the student must complete the 400 hours. Anyone earning less than 400 hours will not pass the course.**

**\*\*\*As the third component, all students must receive a satisfactory final evaluation from their site supervisor. Any student receiving an unsatisfactory (C- or lower) evaluation from their site supervisor will not pass the course.**

**\*\*\*Should a student not successfully complete all three components, a failing grade will result.**

**\*\*\*Any student failing the Internship course will be required to complete all of the above components at a new site the following semester or after.**

**This document will be due at the first senior seminar meeting of the semester!!!**

**INTERNSHIP AGREEMENT/CONTRACT GUIDELINES**

Each student will meet with site supervisor before or during the first week of the semester. During this meeting in collaboration with your site supervisor, you must develop an internship agreement that will serve as a contract for the semester stated. The expectation is that there will be a dialogue between the intern and the site supervisor to ensure understanding of expectations from both perspectives. This is a mandatory document which needs to be on file with the university supervisor for you to be eligible for any hours. **Failure to turn in this contract may result in removal from internship.**

\*\*\* The contract must include **ALL** of the following:

- The student's name, panther ID and phone number
- The agency's name, complete address (city, state, zip) and phone number
- A description of the specific site. What type of business is it? What kind of services does it offer?
- Chain of command: direct supervisor (site supervisor) and anyone above or below them with whom you may/will be working with. List name, title, email and phone number of all persons listed.
- Start date (no sooner than the first Monday of the semester – Monday, January 12, 2015) and end date (no later than the last Friday of the semester – Friday, April 24, 2015).
- Will the intern be finished after accumulating 400 hours? Or after a certain date?
- What is the policy if an absence must occur? What is the policy if a student is going to be late?
- Work Schedule: days of the week AND hours scheduled to work each day.
- A list of interns expected, typical, responsibilities/duties/tasks at the site. This must be specific to your position and agency. Consider the program objectives and what you want to get out of this experience.
- Agency/Site Supervisor goals for intern: What does the agency/site supervisor want the intern to learn or demonstrate as a result of completing the 400 hour internship with them?
- Intern personal/professional goals: What does the intern want to learn/achieve over the course of the 400 hour internship?
- Include this statement in the agreement. SPECIAL NOTE: Internship and/or Senior Seminar meetings take precedence over hours at site. The University Supervisor will provide the specifics to each site supervisor at the beginning of the semester. It is the interns' responsibility to be sure the site supervisor is aware of this policy.
- A map and driving directions from FIU MMC must be included with contract.
- Lines for...1. Printed Name 2. Signature and 3. Date for all three below:
  - Student
  - Site Supervisor
  - FIU Internship Coordinator/University Supervisors
- Any other important information that is discussed and agreed upon by both parties (optional).

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- This is a professional document please write it as such. It must be typed and signed by all parties. Nothing, except signatures, should be handwritten in this document.

A **hard copy of this contract** needs to be **hand delivered to the FIU supervisor.** All required signatures must be on the document. It will be submitted at the first Senior Seminar meeting,

## MONTHLY REFLECTION GUIDELINES

**Required Format:** point deductions will occur if format is not followed

- A. minimum 2 full pages
- B. maximum 3 full pages
- C. 11 or 12 point font
- D. double spaced
- E. 1" margins on all sides (do not leave space under your name or between paragraphs)
- F. Use paragraphs and complete sentences. Check for spelling, grammar, proper English
- G. This is a professional/academic paper. Writing should be formal.
- H. No cover pages
- I. Use a header across the top of the page including 1. Student name 2.PID 3. First (Second or Final) Reflection

**Things to do to help you with reflective writing:**

- A. Jot down daily or weekly notes...if you do not, two pages will be tough. If you do, it will not!
- B. The content is based on your experience. It should not be generic.
- C. Be clear, concise and to the point.
- D. Give examples and be specific in your examples (do not just say, I have learned so much... write what it is you learned)
- E. Write formally and professionally, not like an email or as if speaking to or texting a friend.
- F. There should be a variety of things in there, do not focus on one person or event or situation.
- G. A reflection is not a rehashing or play by play of what already happened. Give examples of things that have happened, and express how it pertains to your development as a professional.
- H. Don't just say it went well, smooth, off without a hitch. Explain why and how it impacts you.
- I. Don't paint a rosy picture to cover mistakes, oversights or bad decisions.
- J. Be honest and truthful and use it as a springboard for growth.

**First Reflection - please address as many of these questions as you can in your first reflection.**

- A. What is a typical day like?
- B. How has your site supervisor or another employee impacted you positively? Negatively?
- C. How do you feel when you are at your internship? Why?
- D. What has been the most stressful thing you have had to deal with? How did you handle it?
- E. In what ways have you grown in your first month?
- F. What was the hardest thing to get used to at the site?
- G. Discuss progress on your own personal and professional goals? Elaborate.
- H. AHA! moments or memorable situations. What happened? Why was it memorable?

**Second Reflection - please address as many of these questions as you can in your second reflection.**

- A. What SPECIFICALLY have you learned in the past month?
- B. What would you like to learn about/experience before the end of your internship?
- C. Decisions of the site supervisor...agree/disagree, why? How would you have handled it? Why?
- D. How is your relationship with those you work with? Elaborate.
- E. Update on progress of personal and professional goals?
- F. How did you handle a tough situation? How did you overcome an obstacle?
- G. How does your site supervisor give you constructive criticism? How do you feel about giving and receiving constructive criticism?
- H. AHA! moments or memorable situations. What happened? Why was it memorable?

**Final Reflection - please address as many of these questions as you can in your final reflection.**

- A. Did you choose the correct internship? Would you choose another one or the same again? Why?
- B. How could you have made more out of your experience? What would you do differently?
- C. What was the most memorable experience you have had this semester. Something that you will never forget.
- D. What do you attribute your successes to?
- E. What do you attribute any failures/mistakes/disappointments to?
- F. What would you tell another intern coming to your site next semester to do in order to prepare for the experience?
- G. Which course(s) at FIU have helped you the most throughout the internship experience? Why?
- H. How have you grown as a professional within this experience?
- I. Who would you like to thank? Why?









**Course Calendar**  
**PET 4946 – Spring 2015 - Sports and Fitness Internship**  
**CALENDAR SUBJECT TO CHANGE**

DUE DATE	ASSIGNMENTS	NOTES	Location/Method of Delivery/Time
Thurs, August 28	Orientation Meeting	MANDATORY/internship placements	ZEB 212 @ 3:30 pm
Thurs, September 25	Orientation Meeting	MANDATORY/internship placements	ZEB 212 @ 3:30 pm
Fri, October 16	Orientation Meeting	MANDATORY/internship placements	ZEB 212 @ 3:30 pm
Fri, November 14	Internship Approval Form due...Contract for Clinical Setting if necessary	No student may begin their internship until this document is complete and turned in to Professor Lugo	<u>Hard Copy ONLY</u> delivered to Professor Lugo's mailbox in ZEB 213 no later than 3:00 pm
Mon, January 12	First official day of internship	Begin calculating 400 hours on this date (not prior to)	At Internship Site
Fri, January 16	Internship Agreements due at first Senior Seminar Class	Check PantherSoft for room <u>HARD COPY ONLY</u>	Assigned classroom @ 2:00 pm
Fri, January 23	Reflective Writing Seminar at Senior Seminar Class	Sample writing due to BlackBoard Sunday, January 25	Assigned classroom @ 3:30 pm
Fri, February 6	First Reflection due	Guidelines in syllabus	Uploaded to Blackboard before midnight (EST)
Fri, February 13	Individual Meetings (1/2 of students)	Location TBA Beginning at 3:30 pm	One on one with Prof. Lugo
Fri, February 20	Individual Meetings (other 1/2 of students)	Location TBA Beginning at 3:30 pm	One on one with Prof. Lugo
Any day after February 13	Site Visitations	Will be scheduled with each student individually.	At Internship Site
Fri, March 6	Second Reflections due	Guidelines in syllabus	Uploaded to Blackboard before midnight (EST)
Fri, March 6	Mid-Term Evaluations due	Form in syllabus <u>HARD COPY ONLY</u>	Delivered to Professor Lugo's mailbox in ZEB 213 no later than 3:00 pm
TBA	Site Expo	10:00 am - noon	ZEB 120 (courtyard)
Fri, April 17	Final Reflections due	Guidelines in syllabus	Uploaded to Blackboard before midnight (EST)
Thurs, April 23	Last day to accumulate 400 hours of internship	400+ hours must be accumulated by this date. If additional time is needed, speak to Prof. Lugo directly.	At Internship Site
Fri, April 24	-Final Evaluations due -Time Logs due	All documents due in person in <u>HARD COPY ONLY</u> at Senior Seminar class	Assigned classroom @ 3:30 pm