



BSE HPE Sport Coaching Concentration Internship Handbook

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Health and Physical Education Major - B.S. Degree Guidelines for KH 4730/4740

PURPOSE

The internship is viewed as the culminating experience for students majoring in the sport coaching concentration. You are expected to apply the sum total of your knowledge and experiences including observation, practical, and theoretical abilities. The Internship also is viewed as a time to apply the knowledge in planning, organizing, assessing, and implementing sport, physical activity, health and wellness programs in various settings including, but not limited to, corporate fitness, health clubs, YMCA's, wellness centers, athletic clubs, child development/day care centers, senior centers, and GSU Athletics. This also is the time to develop ideas and skills for continued improvement of sport and recreation programming.

GOALS OF THE INTERNSHIP

1. To develop an awareness of the personal and physical requirements of working in the sport and recreation field
2. To develop an increased ability to engage in self-evaluation in assessing strengths as well as areas of need.
3. To provide re-examination of your own goals and values in view of the complex demands of the recreation and sport field.
4. To further develop knowledge and awareness of the relationship of health and physical activity to an individual's well-being.
5. To provide an opportunity to observe experienced professional in the field of sport coaching, recreation, health and wellness.
6. To provide an opportunity for actual work experience that will enhance the development and improvement of all aspects and facets of the practitioner-client experience.
7. To become a professional who is able to carry out the functions of a recreation, sport coaching professional including competencies in program planning, daily routine evaluation of programs and clients, control and management of programs, rapport development and use of technology to engage clients in physical activity.

INTERNSHIP OPTIONS

Students complete an internship at a single site. Fall and Spring internships will span the entire 15 week semester. May and Summer sessions combine for a total of 11 weeks. Regardless of the semester, a total of 375 hours is required for the semester. For Fall and Spring semester internships, a student will work 25 hours a week during a 15-week semester. A student will work 34 hours a week during the 11-week May/Summer semester. To select a site for the internship the student should consult with HPE undergraduate program coordinator. **NOTE: A minimum grade of B is required for KH 4730/4740**

PLANNING FOR THE INTERNSHIP

A. Application Dates

Application for internship must be submitted **one semesters** in advance of the semester the internship is scheduled to be completed. **Note: All course work must be completed by the start of the internship.**

1. Deadline for Fall internship is the first Friday of May.
2. Deadline for Spring internship is first Friday of October.
3. Deadline for Summer Internship is the first Friday of March.

B. Finding your internship site

The best way to find an internship site is to use the list of approved internship sites on the KH website under the HPE program. Scroll down to the section titled Program Details and click on Additional Information. Do not use the approved list for Exercise Science internships.

You also are welcome to find your own internship site. You will be required to complete the HPE Internship Initial Report and the Clinical Agreement Request Form if you are requesting a new site.

Contact the approved site supervisor and identify yourself as a prospective GSU sport coaching intern. Arrange for an **on- site interview** if they are accepting interns. **Do NOT** ask for a phone interview or arrange an internship by telephone. Students must go to the prospective site with their resume and complete the interview. Signatures are required in the **Initial Report (see document in this handbook)**. Submit the Initial Report to the HPE internship coordinator via email.

C. Site requirements

Potential agencies for internship experiences are expected to meet the following criteria:

1. The site supervisor must have a minimum of a bachelor's degree in health, physical education, recreation, coaching, or related field.
2. The site supervisor must have a minimum of 3 years of employment in the respective

field. This does not need to be 3 years at the current location.

3. The program at the site is expected to provide an opportunity for well- rounded experiences in sport, physical activity, and/or health and wellness.
4. The site supervisor must assign the intern a special project.

D. Application and Advisement

1. The student must apply for the internship by the deadline date assigned for the semester you wish to intern by completing the following forms.
2. The forms are:
 - a. Check list
 - b. HPE Internship Initial Report
 - c. Clinical Agreement Request Form if you are requesting a new site
 - d. Resume
 - e. CPR card copy – must be valid through the end of your internship – those that expire during the internship will not be accepted. **Must be American Heart Association BLS (Basic Life Support). Online only courses will not be accepted.**
 - f. Background check
 - g. Tort Liability.

E. Background checks

All HPE students should have a criminal background check on file with the CEHD prior to the internship experience. Students requiring an additional background check for their particular internship site may incur an additional expense. Any change in the criminal background status must be reported to the university supervisor.

<http://education.gsu.edu/student-services/office-of-field-placements/criminal-background-checks/>

F. Tort Liability

Tort liability can be obtained with a \$15 future professional membership with the Georgia Association for Health, Physical Education, Recreation and Dance (GAHPERD.org). Click the membership link on the website. Tort liability must be valid through the end of the internship. Proof of tort liability will be required with your internship application.

G. Prerequisites

1. Students must complete all course work before doing an internship including core classes. This means that Area A-G must be completed.
2. The Office of Academic Assistance in the CEHD along with the HPE internship coordinator will verify your program evaluation for internship eligibility.

H. Registration

1. When approved (all paperwork has been turned in, and your site contract has been fully executed), the HPE internship coordinator will contact the responsible person in the KH department to approve you to register yourself for the internship courses. Please make sure all holds on your account are removed.
2. No other course work should be taken during the semester of the internship, unless it is for a pre-requisite for graduate school that is NOT related or required for the HPE degree
3. The total number of credit hours is 8

I. Evaluation

1. Criteria for Grade – The grade for the internship will be A+-F and will be determined using evaluations by the site supervisors as well as other information. Students must pass the internship with a grade of B or higher.
2. Supervisor Rating
 - a. Two ratings of the student by the site supervisor are required. They are submitted with the student's midterm and final reports. A sample copy of the rating form can be found on the KH website, iCollege, and in this handbook.

START/END DATES FOR INTERNSHIPS

- Fall/Spring Semesters: The start date is the first day of classes and the last day is the last day of the semester.
- Summer Semester: The first day of May-Mester and ends the last day of the 7-week summer semester schedule (inclusive of finals week)
- GSU holidays and school breaks are not observed during internship. Your holiday and break schedule will be consistent with the policies of your internship site.
- Students can miss one (1) day of internship for professional development (attending conferences, workshops, in-services).
- Students are not allowed to miss internship for job interviews. All job interviews must be scheduled outside of the internship hours.
- Vacation time during an internship must be approved in advance by the site supervisor and university instructor. The hours missed during the vacation must be made up during the semester of the internship.

ATTENDANCE POLICIES OF THE INTERNSHIP

- 1) A total of 375 hours are required for the semester. Typically, a student will work 25 hours a week during a 15-week semester. For summer internships, a student completes the internship over the May and Summer sessions combined (11 weeks), and 34 hours a week are required.
- 2) Regular attendance is mandatory. In the event of personal illness or extreme emergency, the

site supervisor must be notified prior to the beginning of the day. The site director may be notified if the supervisor cannot be reached. All missed days must be made up before the internship is completed. **Failure to notify your site supervisor of late arrival/absences will automatically result in a half a letter grade reduction.**

3) The intern must be punctual in attendance and reliable in carrying out assigned or assumed responsibilities.

4) **Attendance at all scheduled GSU internship meetings/seminars/classes are required.** Conflicts with internship and work are not excusable absences. **Unexcused misses from scheduled seminars/class sessions will result in a grade reduction of half a letter grade from the final grade.**

5) The internship involvement should parallel that of the Internship site coordinator. The intern must adhere to the daily schedule of the required staff. Internship duties and responsibilities are the prime concern during the semester.

6) Interns are expected to attend all employee functions.

7) In the event of a conflict between the schedule of the university and the assigned internship site, the internship site's schedule will be followed. (For example, if the internship site is open the week of the Thanksgiving holiday, the intern is expected to work during that time period even if the university is closed.)

DRESS CODE POLICY

Dress will depend on specific assignments. When working in an office, professional attire is important. Due to varying duties, occasionally other types of apparel are appropriate. For all sponsored and community events held by the agency/organization, the student will wear a GSU polo shirt unless specifically asked to wear a uniform of the agency/organization with which you are working. GSU shirts can be purchased through the Department.

RESPONSIBILITIES OF THE PARTIES

It is understood that responsibilities of the internship are shared between the University (Department), the student, and the agency of assignment. The student responsibilities are set forth as follows:

Student Intern Responsibilities

Prior to starting the internship:

- a. Have a prepared resume.
- b. Complete all paperwork
- c. Seek appropriate approvals

During the internship:

It is important to keep in mind that you are a representative of both GSU and the agency/organization you are interning with. Whether you are supervising a facility, leading a game, working in membership, etc, your appearance, attitude, and personality is a direct reflection of GSU and the internship site. What you say and do creates an image for the consumer/customer/public. Guests visiting the facility will make important judgments and form opinions concerning the agency based on you and your ability and desire to provide quality services and customer care. Consider the following student responsibilities:

- a. Be dependable, arrive on time, do assigned work conscientiously, inform the supervisor when absence will be unavoidable.
- b. Display initiative at all times.
- c. Be professional in appearance: neat, clean, and suitably dressed.
- d. Act in a professional way: be courteous, discreet, reliable, objective, non-defensive and logical.
- e. Strive toward excellence at all times.
- f. Strive to exceed performance expectation whenever and wherever possible.
- g. Question the agency personnel and the university coordinator about incompletely understood facets of the experience in order to maximize learning.
- h. File all reports and evaluation forms on time.
- i. Complete satisfactorily all the requirements for the internship.

Post Internship

- a. Return any materials borrowed from the internship site and/or university
- b. Evaluate the internship site. These forms will be available on the KH website
- c. Send a written thank you note to the internship supervisor and staff
- d. Provide HPE program coordinator with current contact information

Internship Site Supervisor

- a. To familiarize the student intern with the policies, practices and traditions of the organization.
- b. To assist the student intern in recognizing the growth and developmental characteristics of learner/client and how to meet the different needs and interests of the learners/clients.
- c. To provide the student intern with several periods of observation before assuming duties.
- d. To aid in the development of rapport between the student intern and himself/herself.
- e. To provide the student intern with specific descriptive feedback on their work performance.
- f. To ensure that the student intern is under continuous supervision at all times by a staff member.
- g. To ensure that the student intern is not used as a substitute staff

- h. To remain with the student intern while he/she is working until assistance is no longer needed.
- i. To transmit on a daily basis knowledge and experience to the student intern through suggestions and constructive criticism.
- j. To evaluate the student and submit to the university supervisor midway and at the end of the placement period, an assessment of the student intern's performance, using provided rating forms. *All evaluations are to be reviewed with the student intern.*

University Internship Coordinator

- a. To communicate with both site supervisor and student intern on a regular basis regarding satisfactory progress with requirements, problems, and evaluation.
- b. To plan and put into operation all aspects of student internship program deemed appropriate.
- c. To assist the site supervisor in understanding the policies and procedures of the university program.
- d. To lend assistance, as a helping agent, to the student intern in every way possible.
- e. To assess student intern's performance in cooperation with the site supervisor and submit recommendation of final assessment.
- f. To attend and direct student internship seminars as scheduled during the semester.

INTERNSHIP POLICIES

* All GSU student code of conduct policies apply to the internships

General Policies

1. From the beginning of the internship to its conclusion, you are expected to observe the regulations, rules, procedures, and policies required of a regular employee.
2. Criminal Background status – It is your professional responsibility to notify the HPE program coordinator and OAA of any changes in your criminal background status during your internship. Failure to disclose a possible change in criminal background status to the program coordinator can result in the removal from the internship with a “WF” and possible removal from the program.
3. An intern must complete by the specified date all assignments made by both the internship site coordinator and the Department.
4. Interns must maintain client confidentiality at all times

5. Planning and homework is required. This includes any curriculum, training sessions, reports, evaluations, etc.
6. Professional Attire. Arrive at your internship site dressed appropriately for the work environment in which you are in.
7. Professional behavior, professional attitudes and consideration of the needs of others are paramount when working with clients, staff, administrators and members of the community.
8. Confer immediately with the site supervisor and the university program coordinator if major problems occur.
9. Removal from internship site – Internship supervisors, administrators, and university supervisors have the right to ask that the intern be removed from a placement for a variety of reasons. **If this is due to unprofessional behavior or violations of codes of conduct of the organization then the intern will be removed from the internship with a WF. The student may or may not be allowed to continue in the program or repeat the internship.**
10. Communication – Interns must respond to internship site coordinators, and university program coordinator in a timely manner either by phone or email. **Failure to return phone calls or emails will result in a drop in letter grade by one grade.**

GUIDELEINES FOR EVALUATION OF STUDENT INTERN

- a. Evaluation always seems to be difficult, thus, an additional comment may help. Although the student will receive a grade, special effort is made to minimize this fact. The student is encouraged to implement the teaching-learning process as best he/she can and let the final evaluation take care of itself. The intern is not expected to perform as a "master" or "complete" professional during or even at the end of his/her practicum. It is the University's position that professional preparation is a long-term process, and internship is an *initial* effort in *one* aspect of the program. If the student demonstrates attributes as cited on the evaluation form, recognizes his/her relative strengths and weaknesses, and definitely shows commitment toward improving his/her abilities, the endeavor will have served its main purpose in the program.
- b. Because the internship supervisor will be in constant contact with the intern, his/her opinion will be an important consideration in the overall evaluation of the progress and level of performance demonstrated. His/her opinion, along with as many different sources as possible will be taken into account by the university supervisors who officially assign internship grades.
- c. Ultimately, it will be the responsibility of the university supervisors to determine the final grade. This will be done after careful consideration of all reports from and conferences with the internship supervisor and the intern.

d. Forms to aid in evaluation will be furnished by the university supervisor. It is suggested that they be used as points of departure in discussing with the intern the nature of his/her progress.

e. Interns should be aware of how and why the supervisor thinks they are progressing with respect to specific points suggested by the forms. Confidential remarks can be added when the evaluations are sent back to the university supervisors. There are times when situations are difficult to explain in writing so always feel free to call or ask for a conference with the university supervisors.

f. Since grading procedures differ at various universities it should be stressed that the full grading scale of A+ through F will be used in an attempt to reflect a fair and realistic evaluation based on the various reports of potential and progress observed. Again, this elaboration about grading is for the information of the intern and supervisor and is not intended to reflect emphasis placed on grades in conferences with the student intern.

STANDARDS FOR GRADING

Internship grades are determined for section on an "A+-F" scale. *Grades will be determined through a combination of input provided by the university supervisors and the internship supervisor.*

1. The intern receiving an "A+" grade has:

- 1) Consistently demonstrated outstanding academic and teaching ability, thorough planning, organization and evaluation for a student intern.
- 2) Completed all performance goals established by his/her supervisor.
- 3) Displayed creativity in planning and enthusiasm in class/program presentations.
- 4) Shown a high order of effectiveness in human relations with clients and members of the profession.
- 5) Exercised good judgment in dealing with situations.
- 6) Makes adjustments based on past performance and reflective analyses.
- 7) Proved to be innately reliable and dependable.
- 8) Utilized a variety of instructional models and assessment methods in all classes/coaching.
- 9) Demonstrated effective coaching/teaching resulting in client learning within units taught.
- 10) Set and achieved personal goals.
- 11) Recognized and attended to clients' individual differences.
- 12) Exhibited excellent professional attitudes and responsibilities.

2. The intern receiving an "A" grade has:

- 1) Consistently demonstrated outstanding academic and teaching ability, thorough planning, organization and evaluation for a student intern.
- 2) Completed all but a few of the performance goals established by his/her supervisor.
- 3) Displayed creativity in planning and enthusiasm most of the time in class/program presentations.

- 4) Shown a high order of effectiveness in human relations with clients and members of the profession most of the time.
- 5) Exercised good judgment most of the time in dealing with situations.
- 6) Makes some adjustments based on past performance and reflective analyses.
- 7) Proved to be reliable and dependable.
- 8) Utilized several instructional models and assessment methods in all classes/coaching.
- 9) Demonstrated effective coaching/teaching resulting in client learning within most units taught.
- 10) Set and achieved most of their personal goals.
- 11) Recognized and attended to the majority of clients' individual differences.
- 12) Exhibited exceptional professional attitudes and responsibilities.

3. *The intern receiving an "A-" grade has:*

- 1) Consistently demonstrated good academic and teaching ability, planning, organization and evaluation for a student intern.
- 2) Completed most of the performance goals established by his/her supervisor.
- 3) Displayed good creativity in planning and enthusiasm most of the time in class/program presentations.
- 4) Shown a good level of effectiveness in human relations with clients and members of the profession most of the time.
- 5) Exercised good judgment most of the time in dealing with situations with prompting.
- 6) Makes good adjustments based on past performance and reflective analyses.
- 7) Proved to be reliable and dependable.
- 8) Utilized several instructional models and assessment methods across most classes.
- 9) Demonstrated effective teaching resulting in client learning within most units taught.
- 10) Set and achieved most of their personal goals.
- 11) Recognized and attended to some of clients' individual differences.
- 12) Exhibited good professional attitudes and responsibilities.

4. *The intern receiving a "B+" grade has:*

- 1) Consistently demonstrated good academic preparation and teaching ability, planning, organization and evaluation for a student intern with consistent help from the supervisor.
- 2) Completed most of the performance goals established by his/her supervisor with consistent help from the supervisor.
- 3) Used good judgment in various situations with guidance from the supervisor.
- 4) Recognized and attended to clients' individual differences when prompted.
- 5) Used some appropriate teaching techniques.
- 6) Been consistent in good planning and enthusiastic presentation.
- 7) Demonstrated effective teaching resulting in client learning within most units taught with guidance from the supervisor.
- 8) Exhibits good professional attitudes and responsibilities with prompting.

5. *The intern receiving a "B" grade has:*

- 1) Met the minimum requirements of good academic preparation and teaching ability, planning, organization and evaluation for a student intern with persistent help from the cooperating teacher.

- 2) Completed some of the performance goals established by his/her supervisor with consistent help from the supervisor.
- 3) Used good judgment in some situations with guidance from the supervisor.
- 4) Sometimes recognized and attended to clients' individual differences when prompted.
- 5) Used some appropriate teaching techniques with the supervisor's help.
- 6) Been inconsistent in planning and enthusiastic presentation.
- 7) Met the minimum requirements resulting in client learning within most units taught with guidance from the supervisor.
- 8) Exhibits professional attitudes and responsibilities with prompting.

6. The intern receiving a "B-" grade has:

- 1) Not met the minimum requirements of good academic preparation and teaching ability, planning, organization and evaluation for a student intern with help from the site supervisor and university supervisors.
- 2) Only completed some of the performance goals established by his/her supervisor with consistent help from the site supervisor and university supervisor.
- 3) Not consistently used good judgment in some situations with guidance from the site supervisor and university supervisor.
- 4) Recognized and attended to client's individual differences only when prompted by site supervisor and university supervisor.
- 5) Used some appropriate teaching techniques with the site supervisor and university supervisors help.
- 6) Been inconsistent in planning and enthusiastic presentation.
- 7) Rarely met the minimum requirements resulting in client's learning within most units taught with guidance from the site and university supervisor.
- 8) Only exhibited professional attitudes and responsibilities toward with prompting from both site and university supervisors.

7. The intern receiving a "C+" grade has:

- 1) Met the minimum requirements during the student internship term only with consistent help from the site and university supervisors.
- 2) Completed only a few of the performance goals established by his/her supervisors.
- 3) Used the traditional methods of presentation in most classes.
- 4) Indicated unsatisfactory mastery of subject matter in some classes.
- 5) Has shown marginal abilities in relating with clients and organization for programming.
- 6) Shown potential for professional growth, and exhibited marginally developed qualities for successful performance at this time.

8. The intern receiving a "C" grade has:

- 1) Met the minimum requirements during the internship term only with substantial help from the site and university supervisors.
- 2) Completed only a few of the performance goals established by his/her supervisors.
- 3) Used the traditional methods of presentation in all classes.
- 4) Indicated unsatisfactory mastery of subject matter in most classes.
- 5) Shown marginal abilities in relating with clients and program organization.

6) Shown little potential for professional growth, and exhibited marginally developed qualities for successful teaching at this time.

9. The intern receiving a "C-" grade has:

- 1) Met some of the minimum requirements during the internship term only with consistent help from the site and university supervisors on a daily basis.
- 2) Completed only one or two of the performance goals established by his/her supervisors.
- 3) Used the traditional methods of presentation in all classes.
- 4) Indicated unsatisfactory mastery of subject matter in most classes.
- 5) Has shown marginal abilities in relating with clients and program organization with help from site and university supervisor.
- 6) Shown some *potential* for professional growth, and exhibited marginally developed qualities for successful teaching at this time.

10. The University reserves the right to grant a "D" grade to any student who, in the judgment of the university supervisors, should not be working in the sport coaching, physical activity or wellness fields. This student is judged to have inadequacies in one or more of the following:

- 1) Poor judgment in handling clients and colleagues.
- 2) Inadequate knowledge of subject matter.
- 3) Poor professional relationships with site supervisor, university supervisors, and/or administrators.
- 4) Lack of imagination in the use of methods and the development of techniques, which more strongly motivate clients.
- 5) Poor record in attendance and promptness.
- 6) Shows little potential for professional growth and poor qualities for successful teaching.

11. The intern receiving an "F" grade has:

- 1) Shown both unsatisfactory attitude and conduct in relations with site and college authorities.
- 2) Lacked the ability to handle clients, to develop their interest, or to establish good motivating techniques.
- 3) Compiled a very poor record of attendance and promptness.

12. The intern receiving a "WF" was withdrawn from the internship experience at the request of the site supervisor and/or the jurisdiction of the college authorities.

- 1) The student may or may not be allowed to continue in the program.

13. The intern receiving an "I" is unable to meet the full requirements of a course due to non-academic reasons beyond his or her control. In order to qualify for an "I", a student must:

- 1) Have completed most of the major assignments of the course (generally all but one); and
2. Be earning a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course, including examinations, and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the university supervisor in person or in writing of the reason. A grade of incomplete is awarded at the discretion of the university supervisor and is not the prerogative of the student. Conditions to be met for removing a grade of incomplete are established by the university supervisor. Registering in a subsequent semester for a course in which a grade of incomplete has been received will not remove the grade of incomplete. (See Section 1350.30, paragraph 2 of the catalog) No student may graduate with an “I” on his or her record.

14. The intern receiving an “IP” is unable to meet the full requirements of the course. The student intern will need to complete another section of internship during the next semester. Upon successful completion of the internship, the IP grade will be replaced.

Final Grade Computation for Internship:

See syllabi for details

Internship Checklist

Student Name: _____

Panther ID: _____

Semester of Internship : _____

Requirements	Date Completed	University Supervisor signature
Check list (include this form)		
Internship Application		
Clinical Agreement Request (only if seeking a new site not on the approved list)		
Valid CPR Card (provide copy of card) CPR Exp. Date: _____		
Criminal Background Check (provide copy)		
Tort Liability (provide a copy) or GAHPER membership # _____ GAHPED memb Exp, Date: _____		
Resume		

When you have checked off all the items on this list, submit your entire packet in a single file in this order with this checklist on top to Dr. Deborah Shapiro dshapiro@gsu.edu or in person, Suite 137 Sports Arena,
NO LATER than the assigned deadline date.

Deadline for Fall Internship is the first Friday in May
Deadline for Spring Internship is the first Friday in October
Deadline for Summer Internship is the first Friday in March

NOTE: Any packets not turned in by the deadline date will have to wait until the following semester to begin the internship unless permission has been granted by the university supervisor a minimum of two weeks in advance of the due date.

Internship Application

Instructions: The report is to be completed by the student for and returned to the university supervisor by assigned deadline date with completed packet. **An online editable version of this form is available on the HPE webpage.**

Term of Internship: Semester _____ Year _____ Date of Application _____

Student Name _____

Student Panther ID Number _____ Student E-mail _____

Student **Current** Address _____

Student Telephone Number (**including Area Code**) _____

Facility Assigned _____

Facility Address _____

Street Address and suite # (if applicable)

City

State

zip code

Facility Telephone Number (**including Area Code**) _____

Facility Fax Number (**including Area Code**) _____

Agency Supervisor's Direct Telephone Number _____

Agency Supervisor's Email _____

Facility Director's Name _____

Facility Supervisor's Name _____

APPLICATION CONTINUES ON NEXT PAGE

DESCRIPTION OF WHY YOU ARE INTERESTED IN COMPLETING YOUR INTERNSHIP WITH THIS AGENCY/ORGANIZATION (Must be typed in paragraph format)

DESCRIBE ANY RELATIONSHIP OR PREVIOUS WORK YOU HAVE DONE WITH YOUR REQUESTED INTERNSHIP SITE/SUPERVISOR AND THE LENGTH OF TIME AND FREQUENCY WITH WHICH YOU HAVE WORKED WITH THIS SITE/SUPERVISOR

DESCRIPTION OF JOB RESPONSIBILITIES: (must be typed. One can use bullet points but must use complete sentences with detailed descriptions).

Site Supervisor's Signature

Student's Signature

University Supervisor signature

Date (signed by university supervisor)



Georgia State University
HPE Sport Coaching Undergraduate Program
SAMPLE - Internship Evaluation



Student's Name: _____

Date: _____

Site: _____

Person Evaluating: _____

Circle One: Midterm Evaluation Final Evaluation

One copy to be completed by the intern's site supervisor at 175 hours of the practicum experience. Circle the number below that corresponds to how you see the student in his/her relationships with the clients and the staff. Feel free to add comments in explanation of your evaluation.

Cooperating Specialist: Please email the evaluation to:

Deborah Shapiro, PhD
dshapiro@gsu.edu

Using the scale below, rate the quality of the intern's performance during their fieldwork experience.

- | | |
|-------------------|----------------------|
| 5 = Excellent | 2 = Below Average |
| 4 = Above Average | 1 = Poor |
| 3 = Average | N/A = Not Applicable |

Personal Attributes:

Circle One:

1. Appearance	5	4	3	2	1	N/A
2. Poise & Self-Confidence	5	4	3	2	1	N/A
3. Sense of Humor	5	4	3	2	1	N/A
4. Initiative	5	4	3	2	1	N/A
5. Attitude	5	4	3	2	1	N/A
6. Patience	5	4	3	2	1	N/A
7. Punctuality	5	4	3	2	1	N/A
8. Dependability	5	4	3	2	1	N/A
9. Self-Control	5	4	3	2	1	N/A
10. Voice: Quality	5	4	3	2	1	N/A
11. Voice: Projection	5	4	3	2	1	N/A
12. Voice: Tone	5	4	3	2	1	N/A

13. Use of English Language	5	4	3	2	1	N/A
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Personal Relationships:

1. Gives encouragement when needed	5	4	3	2	1	N/A
2. Cooperative/courteous attitude	5	4	3	2	1	N/A
3. Sincerity/concern for others	5	4	3	2	1	N/A
4. Functions well with and adjusts to individual needs	5	4	3	2	1	N/A
5. Respects opinions of others	5	4	3	2	1	N/A
6. Ability to benefit from constructive criticism	5	4	3	2	1	N/A
7. Concern for others	5	4	3	2	1	N/A
8. Tact	5	4	3	2	1	N/A
9. Honesty	5	4	3	2	1	N/A

Preparation:

1. Proper use of warm up/cool down	5	4	3	2	1	N/A
2. Effective/accurate presentation of subject matter	5	4	3	2	1	N/A
3. Ability to demonstrate skills	5	4	3	2	1	N/A
4. Ability to explain skills	5	4	3	2	1	N/A
5. Evidence of thorough preparation	5	4	3	2	1	N/A
6. Knowledge of emergency procedures	5	4	3	2	1	N/A
7. Utilization of motivational techniques	5	4	3	2	1	N/A
8. Effective presentation of exercises	5	4	3	2	1	N/A

Organization & Management:

1. Ability to effectively organize group activity	5	4	3	2	1	N/A
2. Use & care of equipment	5	4	3	2	1	N/A
3. Use of safety precautions	5	4	3	2	1	N/A
4. Effective use of available space	5	4	3	2	1	N/A

5. Effective time management	5	4	3	2	1	N/A
6. Ability to secure client attention when needed	5	4	3	2	1	N/A
7. Flexibility in adapting to unanticipated situations	5	4	3	2	1	N/A

Professional Competencies:

1. Participation in staff meetings	5	4	3	2	1	N/A
2. Provides for individual differences	5	4	3	2	1	N/A
3. Demonstration of leadership skills	5	4	3	2	1	N/A
4. Ability to keep clients constructively active	5	4	3	2	1	N/A
5. Follows tasks through to completion	5	4	3	2	1	N/A
6. Endeavors to resolve problems individually	5	4	3	2	1	N/A
7. Flexibility in adapting to unanticipated situations	5	4	3	2	1	N/A

EVALUATION CONTINUES ON NEXT PAGE

Internship Project:

The internship project is a required portion of the internship experience. Failing this section will result in a failing grade (U) for the student. Please answer as best as you can.

Did the student complete the project to your specifications:

YES NO

If not, please explain:

*Attach information if more space is needed.

Did the student present this project to the staff/community as required?

YES NO

If not, please explain:

*Attach information if more space is needed.

What grade would you give this student on this project and presentation?

A _____ B _____ C _____ D _____ F _____

