Credit Hours: 1-15 (variable)  
Room: N/A  
Schedule: Class meets online, all assignments submitted via Canvas  

Course Instructor: Kara Witzke, Ph.D.  
Office Location: CSB 207  
Office Phone: 541-322-2063  
E-Mail: kara.witzke@osucascades.edu  
Office Hours: by appt  

Teaching Assistant: None  

COURSE DESCRIPTION:  
Planned experiences at selected cooperating agencies, companies or institutions; supervised by university and program personnel; supplementary conference, reports and appraisal required. This course is repeatable for a maximum of 16 credits.  

Online Course Description  
This is an online format course that will not meet face-to-face. For the purpose of this course, each new “week” begins on Monday and ends on Sunday at 11:59 pm. While there is some flexibility in when you do many of the activities, there are still strict due dates to adhere to so please visit our Canvas course site often! This is where you will do a majority of your interacting with each other and with me. It is my goal to give every student an equal voice during our time together where ideas and thoughts are expressed openly, freely, and safely. With this in mind, please exercise your very best internet etiquette when interacting with each other.  

Prerequisites:  
1. Completion of EXSS/KIN 307 Pre-Internship Seminar (Students are encouraged to enroll in KIN 307 at least 2 quarters prior to registering for KIN 410 Internship).  
2. Be in the last year (preferably last term) of program  
3. EXSS/KIN major coursework Grade Point Average of 2.25  
4. Cumulative Grade Point Average of 2.50  
5. Approved application for internship, completed the term prior to desired enrollment in KIN 410 (Internship packet, p.8)  

LEARNING RESOURCES:  
1. Required Text: none  
2. Internet access to access our Canvas site  
3. Download the free Canvas mobile app  
4. Access to a scanner or photo-to-PDF app on your mobile device  

STUDENT LEARNING OUTCOMES:  
Upon completion of this class, students in EXSS 410 will be able to:  
1. apply theory and technique to actual situations, beginning the transition from the role of student to that of professional,  
2. receive observational and practical field experience upon which to build their professional careers since experience is often prerequisite to the qualification for a paid position,  
3. receive professional preparation on the job, under the direction of qualified personnel,  
4. be evaluated on his/her developing skills and abilities, and areas of need
5. apply his/her skills toward the success of the cooperating organization, while conforming to the organization’s established standards of professionalism and conduct.

**PROGRAM COMPETENCIES IN Kinesiology:**
Upon satisfactory completion of the degree in **Kinesiology**, the students will have met the program competencies found at [http://health.oregonstate.edu/degrees/competencies](http://health.oregonstate.edu/degrees/competencies)

**COURSE CONTENT: Topics covered will include:**
1. Understanding and adhering to site and supervisor’s expectations
2. Writing learning outcomes
3. Creating a resume
4. Proposing and executing a final project
5. Working as part of a professional team in a real-world setting

**EVALUATION OF STUDENT PERFORMANCE:**

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal discussions</td>
<td>20 pts</td>
</tr>
<tr>
<td>Internship site requirements</td>
<td>10 pts</td>
</tr>
<tr>
<td>Learning outcomes</td>
<td>10 pts</td>
</tr>
<tr>
<td>Final project proposal</td>
<td>10 pts</td>
</tr>
<tr>
<td>Supervisor’s midterm evaluation</td>
<td>10 pts</td>
</tr>
<tr>
<td>Resume and references</td>
<td>10 pts</td>
</tr>
<tr>
<td>Final project</td>
<td>30 pts</td>
</tr>
<tr>
<td>Supervisor’s final evaluation</td>
<td>100 pts</td>
</tr>
<tr>
<td>Total</td>
<td>200 pts</td>
</tr>
</tbody>
</table>

Grading Standard: 200 points possible

- **A** 93-100%
- **A-** 90-92%
- **B+** 87-89%
- **B** 83-86%
- **B-** 80-82%
- **C+** 77-79%
- **C** 73-76%
- **C-** 70-72%
- **D+** 67-69%
- **D** 63-66%
- **D-** 60-62%
- **F** 0-59%

**Policy on absences, late work or missed exams**

Late work (turned in any time after the due date and time) may be turned in up to one week late, for a maximum of 50% credit.

**Description of Evaluation Items (see Canvas for due dates)**

1. **Reflective journals (5 pts each, 20 pts total).** Following weeks 2, 4, 6, and 8, you will submit a 200-300 word description of your professional experiences and a reflection on the previous two weeks.

2. **Internship site requirements (10 pts).** You will provide an overview of your site responsibilities. These should include your duties as an intern as well as the organization policies related to dress code, punctuality, illness (who do you contact if you’re sick), etc. These must be typed and signed by your site supervisor. See Canvas for an example.

3. **Learning outcomes (10 pts).** You will create a list of 5 measurable internship objectives that
have been developed and agreed upon by your supervisor and yourself. These objectives must be able to be mastered by the conclusion of your internship. Use Bloom’s taxonomy of action verbs. **Bold** your action verbs. (See Canvas for example).

4. **Resume and list of references (10 pts).** With assistance from the Career Center, you will design a professional resume and a list of at least three professionals you could ask to provide letters of recommendation.

5. **Final project proposal (10 pts).** You will work with your supervisor to decide on a final project that will benefit both you and the organization. The project should be substantial and should require considerable effort on your part. You could provide an in-service/training, design promotional or educational materials for patients, research new techniques, design a website...there is flexibility but the project should be of value to the organization.

6. **Final project (30 pts).** You will submit your final project or documentation about what you did for your project. This could be notes and a video recording of your presentation, written materials you created, or a detailed description about what was accomplished. Your supervisor’s evaluation of your project will count for half of your project grade.

7. **Midterm evaluation (10 pts).** Your supervisor will complete and review an evaluation of your performance by the end of the 5th week. Points are awarded for turning in the evaluation.

8. **Final evaluation (100 pts).** Your supervisor will mail your final evaluation to me. Be sure to give it to him/her at least 2 weeks in advance (during the 8th week) so s/he has ample time to complete it.

9. **Signed timesheet (mandatory).** Submit your signed final timesheet via Canvas.

10. **Student evaluation of site (mandatory).** Submit your evaluation of your practicum site.

**DIVERSITY STATEMENT**
The College of Public Health and Human Sciences strives to create an affirming climate for all students including underrepresented and marginalized individuals and groups. Diversity encompasses differences in age, color, ethnicity, national origin, gender, physical or mental ability, religion, socioeconomic background, veteran status, sexual orientation, and marginalized groups. We believe diversity is the synergy, connection, acceptance, and mutual learning fostered by the interaction of different human characteristics.

**EXPECTATIONS FOR STUDENT CONDUCT**
The Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning, in keeping with the educational objectives of Oregon State University. This code is based on the assumption that all persons must treat one another with dignity and respect in order for scholarship to thrive. For the full Student Conduct Code see [http://oregonstate.edu/studentconduct/](http://oregonstate.edu/studentconduct/)

Academic or Scholarly Dishonesty is prohibited and considered a serious violation of the Student Conduct Code. It is defined as an act of deception in which a Student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. For specifics related to offenses proscribed by the University see: [http://oregonstate.edu/studentconduct/offenses-0](http://oregonstate.edu/studentconduct/offenses-0)

**RELIGIOUS HOLIDAY STATEMENT**
Oregon State University strives to respect all religious practices. If you have religious holidays that are in conflict with any of the requirements of this class, please see me immediately so that we can make alternative arrangements.

**STUDENTS WITH DOCUMENTED DISABILITIES**
“Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained
approval please contact DAS immediately at 541-737-4098 or at http://ds.oregonstate.edu. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations."

OSU-CASCADES ETHOS STATEMENT
The guiding vision of OSU-Cascades is to contribute significantly to intellectual, cultural, ecological, social and economic vitality. To achieve that goal, the OSU-Cascades community will strive to model principles and practices of a thriving, equitable and sustainable society. A culture of learning and exploration provides significant rewards to its members; those rewards are best achieved when all community members (faculty, staff, administrators, students and Board of Advisors) strive to honor the following principles:

1. Respect the dignity and uniqueness of individuals. This principle applies to a diversity of cultures, belief systems, academic ranks and academic/professional disciplines.
2. Aspire to excellence and integrity in every endeavor.
3. Consider current and future generations in every deliberation.
4. Demonstrate leadership in service to community.