Credit Hours: 1  
Room: Cascades Campus  
Schedule:  
Course Instructor: Kara Witzke, Ph.D.  
Office Location: TYKH 302G  
Office Phone: 541-322-2063  
E-Mail: kara.witzke@osucascades.edu  
Office Hours:  
Teaching Assistant: None  
Office Location:  
Office Phone:  
E-Mail:  
Office Hours:  

COURSE DESCRIPTION:  
Seminar Pre-Internship (1 credit).  

Prerequisites: Junior or Senior standing  
Co-requisites: None  

LEARNING RESOURCES:  
1. Required Text: none  
2. Internet access to access our Canvas site at: https://oregonstate.instructure.com  
3. Download the free Canvas mobile app  

STUDENT LEARNING OUTCOMES:  
Upon completion of this class, students in KIN 307 will be able to:  
1. Identify potential internship sites based on their career and/or academic interests.  
2. Identify professionals who could write letters of recommendation on their behalf.  
3. Construct a list of potential internship responsibilities accompanied by measurable learning outcomes based on their anticipated internship placement.  
4. Design a personal resume and cover letter to accompany an internship application.  
5. Practice interviewing skills in a mock interview and critique the performance of their peers.  
6. Schedule at least one interview at a potential internship site.  
7. Argue for the importance of professionalism in the workplace, supported by examples of professional behaviors that reflect this value.  

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  

COURSE CONTENT: Topics covered will include:  
1. Professionalism in the workplace  
2. Locating an internship site  
3. Writing learning outcomes  
4. Resumes and cover letters  
5. Interviewing skills  

EVALUATION OF STUDENT PERFORMANCE:
<table>
<thead>
<tr>
<th>Attendance (3 pts/class)</th>
<th>30 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for practicum/internship</td>
<td>5 pts</td>
</tr>
<tr>
<td>Professionalism discussion</td>
<td>5 pts</td>
</tr>
<tr>
<td>List of potential internship sites</td>
<td>20 pts</td>
</tr>
<tr>
<td>Development of initial learning outcomes</td>
<td>20 pts</td>
</tr>
<tr>
<td>Development of expanded learning outcomes</td>
<td>20 pts</td>
</tr>
<tr>
<td>Resume, references, &amp; cover letter</td>
<td>30 pts</td>
</tr>
<tr>
<td>Mock interview</td>
<td>20 pts</td>
</tr>
<tr>
<td>Professionalism paper</td>
<td>20 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>170 pts</strong></td>
</tr>
</tbody>
</table>

Grading Standard: 170 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
1. Classroom Attendance and Participation (3 pts each, 30 pts total).
2. Application for practicum/internship (5 pts): Complete the fillable application and submit to Canvas.
3. Professionalism discussion (5 pts): participate in a discussion board with the class about what it means to be professional.
4. List of potential internship sites (20 pts). You will compile a list of 5 potential internship sites with complete contact information for the site and contact person.
5. Development of Initial learning outcomes (20 pts). You will select a potential class of internship sites (e.g. PT clinic, cardiac rehab facility, personal training studio, public health office, etc) and will be enrolled into a group on Canvas. You will work on at least 5 potential learning outcomes for that type of internship. The lecture will help you practice writing these prior to the assignment, along with how to use Bloom’s Taxonomy Action Verbs when writing objectives.
6. Development of expanded learning outcomes (20 pts). For each initial learning outcome, you will research and compile a list of at least 3 specific skills needed to master that outcome.
7. Resume, list of references, & cover letter (30 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. As an accompaniment to your resume, you will design a cover letter specific to one potential internship site in your area of interest.
8. Mock interview (10 pts panel, 10 pts interview). You will be assigned to an interview panel of three students. Your panel will prepare 5 interview questions for three of your peers who will each be interviewed separately. Your panel will serve as the interview committee while
students not on the panel (or being interviewed) will serve as the decision committee. Interviewees will not know the questions ahead of time and will be expected to think on their feet, just like in a real interview.

9. **Professionalism paper (20 pts).** This reflective paper will assess your value of professionalism as a result of taking this course. See Canvas for more detailed instructions.

**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](http://oregonstate.edu/studentconduct/offenses)

**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 are collaborative efforts between students, faculty, and Disability Access Services (DAS). Student with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 737-4098.”

**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.
**Course Schedule** (subject to change at the discretion of the instructor. Always check Canvas for the most current due dates).

<table>
<thead>
<tr>
<th>WEEK</th>
<th>“WEEK” DATES</th>
<th>TOPIC</th>
<th>Due to Canvas by 11:59 pm on the last day of the “week” listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/9-1/15</td>
<td>Intro to each other and to the internship process</td>
<td>Completed application for practicum/internship</td>
</tr>
<tr>
<td>2</td>
<td>1/16-1/22</td>
<td>Professionalism</td>
<td>Professionalism discussion on Canvas</td>
</tr>
<tr>
<td>3</td>
<td>1/23-1/29</td>
<td>Finding sites</td>
<td>List of 5 potential internship sites with contact info</td>
</tr>
</tbody>
</table>
| 4    | 1/30-2/5     | Writing learning outcomes  
Division into groups  
Setting up Google Doc in Canvas Collaboration | List of initial learning outcomes for one of the sites you chose |
| 5    | 2/6-2/12     | Resumes & cover letters, Career Center speaker | Resume and cover letter draft |
| 6    | 2/13-2/19    | Writing expanded learning outcomes | Expanded learning outcomes |
| 7    | 2/20-2/26    | Interviewing skills, Career Center speaker | - Resume and cover letter final |
| 8    | 2/27-3/5     | Interview questions | - List of five potential interview questions developed with your interview panel group |
| 9    | 3/6-3/12     | No class- prepare for mock interview | |
| 10   | 3/12-FINALS  | Mock Interviews | Professionalism paper |