

KINESIOLOGY INTERNSHIP PROCEDURES

Students seeking to complete an internship should begin selecting and designing your internship several weeks ahead of your desired starting date by following the steps listed below.

1. Find potential internship site

Students should identify an internship that enhances personal academic achievement. Assistance in finding an internship may be found through the Cornell Dimensions Program, Kinesiology Department web site, advisor and other department faculty members. Students may also seek a potential internship site with a personal contact (advising faculty member must give final approval if this is a new site).

2. Develop the internship experience

- A. Consult with the site supervisor to determine the assignments and responsibilities for the internship experience. Although the description may change somewhat before or during your internship, this section should be as accurate a description as possible.
- B. Write a statement that explains what personal academic goals can be achieved through this internship.

3. Establish final project(s)

Working with your advisor or faculty member sponsoring your internship, establish a final project that is appropriate for your internship experience and your personal academic goals.

You might:

- A. Compile a portfolio of written work that may include a reflective journal, a set of formal papers, observations, or other written work completed as part of the internship.
- B. Develop and deliver a summary presentation including specific description of the internship responsibilities and roles, skill and knowledge gained and a discussion of how this internship helped you achieve your personal academic goals.
- C. Present results of research completed on a topic, problem, or area of interest related to the internship experience.

4. File all necessary paperwork with your Advisor and the Registrar

- A. For internship completed during the regular school year:
<http://www.cornellcollege.edu/registrar/gb-resources-student/Internship-w-mealrefund%20Revised%202012.pdf>
- B. For internship completed during the summer:
<http://www.cornellcollege.edu/registrar/Summer%20Internship%20form%202014.pdf>

5. Return Intern Evaluation Form to faculty sponsor

Provide the internship site supervisor the following form to be completed as part of your evaluation. It may be returned by email or regular mail. The form may be found at <http://www.cornellcollege.edu/kinesiology/internships/index.shtml>, click on Intern Evaluation at the bottom of the page.

6. Complete post internship evaluation

- A. Provide written information requested on End of Internship Evaluation. You will be asked to explain:
- how the internship helped you meet your goals
 - how this experience helped you to grow personally and professionally
 - what classroom experience(s) and/or specific classes were useful to you during your internship.

7. Deadlines

- A. Cornell regulations require that Internship Proposals must be filed BEFORE the first day of the internship.
- B. Final project, Intern Evaluation, and End of Internship Evaluation are due by NOON on the Friday following the 18th day of the block.