

**Syllabus & Forms for Internship**  
**KINE 4388 and KINE 4389 and 4589, Graduate Internships**  
**Exercise Science and Fitness Management Internship**  
**Spring 2013**

**Professor and Internship Coordinator: Brad Heddins, MS**  
**Office: 149 MAC                      Office Hours: M, W 1:00-2:30**  
**Email: [heddins@uta.edu](mailto:heddins@uta.edu)      Phone: 817-272-1335                      Fax: 817-272-3233**

**Credit:** 3 hours for 4388 and 4389, 5 hours for 4589

**As the Professor for this course, I reserve the right to adjust this course in any way that serves the educational needs of the students enrolled in this course. No syllabus or manual can be written to account for all possible situations, concerns or crisis. Therefore your Professor and Site Supervisor have the final say in all disputes. If you have a problem, dispute, or complaint you must contact me in writing first. I will then meet with you and will provide you in writing a signed copy of my decision. You cannot state that you “spoke with me” about your problem as a reason for your actions. Do not attempt to represent the views of your Professor or the University in matters of dispute with your site supervisor.**

**Final Deadline: All internship hours, evaluations and hourly forms and special project must be completed by the deadline of May 1, 2013 at 11:00 a.m. or you will receive an INCOMPLETE for the course. ALL ITEMS ARE DUE BY 11:10 NO LATER. Ten points will be taken off your final grade for items turned in late and for every day the internship is not completed or forms are not turned in.**

**Required Class Time Meetings:** There will be three mandatory hourly meetings held during the semester. All meetings are held in 150 MAC. *Failure to attend any of these meetings will result in -10 points being taken off from your final grade. Failure to turn in items BY 10 MINUTES AFTER THE START OF THE MEETINGS will result in -10 points being taken off your final grade. Absence: Only University excused absences will be accepted as reasons for missing the meetings. Work is not a University excused absence.*

**Initial Meeting: (attend one of the two offered)**

Wednesday, January 16 at noon or Thursday, January 17 at 1:00 p.m.

Items due: ***Special Project Proposal and Objectives form.*** You should meet with your site supervisor to complete this form. Objectives are the responsibilities you will have and what you will learn at the site. Please see the grading section for more information on the Special Project.

**Mid-Term Meeting: (attend one of the two offered)**

Wednesday, March 20 at noon or Thursday, March 21 at 1:00 p.m.

Items due: ***Mid-term evaluation form with updated hourly form.***

**Final Meeting: Only one time offered.**

Wednesday, May 1 at 11:00 a.m. – NOT AT NOON – 11:00. This coincides with our Awards Day Luncheon for graduating seniors. We will meet at 11:00 and go to the Awards Luncheon located in the MAC afterwards.

Items due: ***Internship hours must be completed and your completed final evaluation and hourly forms and special project must be turned in by this date or you will receive an INCOMPLETE.***

**Minimum Required Hours for Internship:** Your internship site supervisor may require more than the minimum hours required by the UTA Department of Kinesiology. In such cases, once you accept the hourly requirements of your internship site supervisor you are required to complete those hours by the deadline set for the course. Even a verbal agreement is binding but it is highly suggested you get your hourly requirements in writing from the site. For the courses the minimum required hours are 135 for 4388 and 4389 and 225 for 4589.

- **All internship hours must be completed by the deadline of May 1, 2013 at 11:00 or you will receive an INCOMPLETE for the course. Ten points will be taken off your final grade for every day the internship is not completed.**

**Prerequisites:** KINE 4315, 4329, 4331, 4400 (or concurrent enrollment), **purchase of professional liability insurance** through the Department of Kinesiology, and permission of your advisor and the Professor for the course, Brad Heddins.

***How to Purchase the Student Liability Insurance:*** This must be purchased from the Kinesiology secretary in room 147 MAC prior to starting an internship in order to be cleared to register for the class. You must pay with a \$5 cashier's check or money order (no personal checks or cash). Payment plus the following information – name, social security number, and internship site (if available) should be attached to the cashier's check or money order. Make the cashier's check or money order payable to **UT Arlington Department of Kinesiology**. After this is purchased you will be cleared to register for the class by the Kinesiology secretary. Please note that this \$5 is not your tuition payment. You must also pay your tuition or you will be dropped from the course.

***How to register for the course:*** Once you have paid for your liability insurance you may register for the course. This can be done before the site is found if needed. **YOU MUST REGISTER FOR THE COURSE BEFORE REGISTRATION ENDS FOR ANY GIVEN SEMESTER. THESE REGISTRATION DEADLINES MAY BE FOUND ON THE UTA WEBSITE UNDER A-Z INDEX, THEN SEARCHING ACADEMIC CALENDER.**

#### **LIMITATIONS:**

**Interning where you presently work:** You may not do your internship course at the location where you work unless you get prior written approval from Brad Heddins. Each situation is different and every request to do so may not be honored.

**Agreement Required:** The University of Texas at Arlington must have a signed “**Educational Affiliation Agreement**” with any site before the student may start an internship there. The Department of Kinesiology has a list of sites that we have an agreement with that you may obtain from Brad Heddins. Any new site found cannot be used if the agreement is not signed and approved by the University. Additionally any new site may be rejected by Brad Heddins for any reason. Most common reasons are that the site does not offer the right experience or is not related to your degree.

**UTA Email Communication:** Since we are not meeting on a weekly basis you must be responsible and **check your UTA email** to keep up with postings and reminders. **There is no excuse for not knowing about deadlines or changes to the course.**

**Holidays:** You must let your Site Supervisor know if you will not be available on holidays or the days surrounding holidays. **These holidays include, but not limited to, Martin Luther King Day, Spring Break, Good Friday, Labor Day, Memorial Day, Fourth of July and Thanksgiving.** Regardless of the UTA calendar it is the decision of your site supervisor whether or not you can have any days off. Believe it or not, not everyone celebrates Spring Break.

#### **Description of Course Content:**

**KINE 4388. EXERCISE SCIENCE INTERNSHIP (0-9)** Individualized academic training in an external professional exercise science setting (e.g., hospital, physical therapy, university laboratory) under the direct supervision of an exercise science professional.

**KINE 4389. FITNESS MANAGEMENT INTERNSHIP (0-9)** Designed on an individual basis to allow the student to apply academic training in a professional fitness center under the direct supervision of a fitness specialist. Prerequisite:

**KINE 4589. FITNESS MANAGEMENT INTERNSHIP (0-15)** Designed on an individual basis to allow the student to apply academic training in a professional fitness center under the direct supervision of a fitness specialist.

**Required Textbooks:** An Internship Manual will be provided on blackboard. You must read and agree in writing to the rules and regulations of the internship or you will not be allowed to take the course. No changes may be made to this manual by the student.

**CONCEPT FOR THE COURSE: Exercise Science Internship**

1. The internship is designed to be taken during or near your last semester at UTA. It may not be taken if you have not completed the pre-requisites. Approval from your advisor is required. You should have your internship site set up as soon as possible the semester before and at the very least by the end of the semester. If you do not have a site set up within two weeks of the prior semester ending please contact me for help and guidance. There is a list of approved internship sites that include PT, cardiac rehabilitation, graded exercise testing (4388) or fitness/wellness and corporate fitness (KINE 4389). You must obtain this list directly from me either in a group setting meeting or one on one. The list will not be posted.

2. It is recommended that you compile a list of at least three of your top choices. Many sites take only one or two interns. Contact the sites by email first, then by phone if needed. Sometimes site supervisors change and the list may not be accurate, so be prepared for that. If this happens simply ask for the site supervisor for internships. They can give you more details about their internship. It is a good idea to let them know your availability (schedule for the semester during which you will be doing the internship) as sometimes the student's hours do not match those of the site.

- You must let your site supervisor know if you will not be available on holidays or the days surrounding holidays. **These holidays include, but not limited to, Martin Luther King Day, Spring Break, Good Friday, Labor Day, Memorial Day, Fourth of July and Thanksgiving.** Regardless of the UTA calendar it is the decision of your site supervisor whether or not you can have any days off. Believe it or not, not everyone celebrates Spring Break.

If the site has an opening; you will need to set up **an interview**. Bring your resume and a copy of your transcript (a departmental print out will be sufficient – no official copy needed). Treat this as a professional interview by dressing professionally. This is your opportunity to evaluate the site, as well. Ask specific questions about your duties and what skills and knowledge you can expect to acquire. The site supervisor can be your best reference for a job when you graduate if you do well in your internship. Never underestimate the need for multiple professional references.

- You may obtain help with a resume and cover letter by going to the UTA Career Center web page. They also have sessions to look over your resume and can offer interview help. As the professor of the course I can evaluate resumes but I ask that you contact the Career Center first.

3. When you have chosen your internship site, complete an **Internship Application for KINE Internship Program** and email or bring to your professor, Brad Heddins, [heddins@uta.edu](mailto:heddins@uta.edu). My phone is 817-272-1335 if you would like to speak with me. This form and others are located at the end of this syllabus.

4. Record your hours the internship on a daily basis and turn the **hourly form** in with your mid-term and final evaluations. The hours must be signed off on weekly by your site supervisor. For a 3 hour internship, you are required to complete a minimum of 135 hours (or more if required by your site). There is form to record your hours with this syllabus but you may turn in one used by your site if they have one. Your 3 credit internship requires 135 hours minimum at the site. If your site requires more hours you are bound by their requirements.

5. It is the student's responsibility to alert the site Supervisor to complete the **mid-term evaluation** form when you have accrued ½ the required hours or when the March 20<sup>th</sup> deadline arrives. If you do not have half of your hours by March 20<sup>th</sup> the form must still be filled out and turned in. **You should set up a meeting with the site**

**Supervisor to review the mid-term evaluation and determine if you need to make any performance changes. DO NOT FORGET TO WRITE YOUR 5 OBJECTIVES ON THE MID-TERM AND FINAL EVALUATION. THIS ALLOWS YOU TO BE BETTER RATED BY YOUR SUPERVISOR.** Fax, email or bring by the evaluation form along with your updated hourly form to Brad Heddins.

6. Turn in the **final evaluation and hourly form and special project** to Brad Heddins when the internship is completed. The forms are due no later than the 11:00 a.m. mandatory meeting on Wednesday, May 1, 2013. Failure to meet this deadline will result in an INCOMPLETE for the course.

7. Your internship should be considered a professional job. This cannot be treated as just another class at UTA. You are considered an employee and this means you are expected to be polite to the other staff, punctual, dependable, well groomed and appropriately dressed. **Never underestimate the need for multiple professional references to add to your resume. This greatly helps in your job search and acceptance into higher education programs.**

Missing a day with the excuse that you need to deal with family matters, study for another course, go out of town, or because you are too tired are not looked on favorably by your internship Site Supervisors. Many students in the past have received low scores and had trouble finishing their hours due to unscheduled absences during the semester. Many have been dropped by sites for lack of attendance. If you are truly ill and must miss a day, call your internship Supervisor before your scheduled arrival time and inform him/her. Also, ask your Supervisor what is considered appropriate attire for your site. In addition, it is inappropriate to use your cell phone (calls, internet, texting, etc.) while on duty for your internship hours.

**As stated before, as the Professor for this course, I reserve the right to adjust this course in any way that serves the educational needs of the students enrolled in this course. No syllabus or manual can be written to account for all possible situations, concerns or crisis. Therefor your Professor and Site Supervisor have the final say in all disputes. If you have a problem, dispute, or complaint you must contact me in writing first. I will then meet with you and will provide you in writing a signed copy of my decision. You cannot state that you “spoke with me” about your problem as the reason for your actions. Do not attempt to represent the views of your Professor or the University in matters of dispute with your site supervisor.**

**Grading Policy:** Your grade is based upon the following criteria:

**(A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F <60%)**

Mid Term Evaluation provided by your site supervisor	40%
Final Evaluation provided by your site supervisor	40%
<u>Special Project graded by your site supervisor and professor</u>	<u>20%</u>
Total	100%

**Additional Grading: 10 points** will be deducted from your final grade for failure to complete hours or failure to turn in of each individual form and special project by deadlines provided. Also any **feedback** via email from your site supervisor will be added to your evaluation form and taken into consideration for your final grade.

**Deadlines:**

- Special Project Proposal & Objectives form. January 16 at noon or January 17, 1:00 p.m.
- Mid-term evaluation and updated hourly form. March 20 at noon or March 21, 1:00 p.m.
- Completed hours, final evaluation and hourly forms, special project. May 1 at 11:00 a.m.

**Special Project:** This is something that should be agreed upon by you and your Site Supervisor. The project should benefit the site and yourself. If your Site Supervisor does not require a project you still have to complete

one for the course. You should be able to upload the project to a provided MavSpace link. I will provide this link at a later date.

**Guidelines for Special Project:** Must be put into WORD or PowerPoint presentation format and turned in at the end of the semester by the deadline. For PowerPoint provide a minimum of 15 slides that does not include the title slide or references. For WORD provide a minimum of 15 pages and no greater than double spaced content. One inch maximum formatting for margins. You may provide pictures and charts but keep in mind that the content and the overall presentation appearance will be part of the grade. Simply providing 15 slides with a single sentence and picture on each will not be acceptable. Make this project look like 20% of your final grade.

Suggested ideas for the project include but are not limited to:

- Informational ECG file. Both real life ECGs and descriptions of each.
- Documenting a workout program. Specific exercises and how to do them.
- Nutritional Information. Types of foods, supplements, healthy vs. unhealthy foods for your clients.
- Outlining your organization of a special event. Include tasks, flyers, programs, information about event.
- Information on a specific disorder or injury. Knee, shoulder, concussion. Surgery and rehab techniques.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog. For undergraduate courses, see [http://wweb.uta.edu/catalog/content/general/academic\\_regulations.aspx#10](http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10); for graduate courses, see <http://www.uta.edu/gradcatalog/2012/general/regulations/#grades.>]

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code: *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule 50101, §2.2*, suspected violations of university's

standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Internship forms are provided on the following pages.**

Agreement \_\_\_\_\_  
 Objectives/Spec Project \_\_\_\_\_  
 Mid-term Eval \_\_\_\_\_  
 Final Eval \_\_\_\_\_  
 Special Project \_\_\_\_\_  
 Hours \_\_\_\_\_

### Internship Application for KINE Internship Program

***Due Date: Must be turned in before the semester starts and when you have been accepted at a site or by the January 16 or 17 meetings. Failure to do so will result in ten points being deducted off your final grade.***

Name:	Date:
Internship Course Number: KINE 4388 <input type="checkbox"/> or 4389 <input type="checkbox"/> or 4589 <input type="checkbox"/>	
Internship Semester:	
Phone numbers where you may be reached: Cell	
Home:	Work:
Email:	
Degree: M.S. <input type="checkbox"/> Fitness/Wellness <input type="checkbox"/> Clinical: <input type="checkbox"/>	
Proposed Date of Graduation:	
List below the grades you obtained in KINE 3315 and 4315. Only if you have completed the courses.	
Exercise Physiology KINE 3315 Choose a grade	
Fitness Assessment/Programming KINE 4315 Choose a grade	
Site of Internship:	
Internship Supervisor:	
Supervisor's email:	
Address of Facility:	
Phone of Supervisor:	
Estimated start date:	

## Special Project Proposal and Objectives for Internship

***Due Date: Must be turned in after the first week of your internship or by the January 16 or 17 meetings. Failure to do so will result in ten points being deducted off your final grade.***

**\* Special Project is mandatory, objectives are part of the evaluation process.**

<b>Name:</b>	<b>Supervisor:</b>
<b>Special Project (34% of your grade).</b> Must be put into WORD or PowerPoint presentation format and turned in at the end of the semester by the deadline. For PowerPoint provide a minimum of 15 slides that does not include the title slide or references. For WORD provide a minimum of 15 pages and no greater than double spaced content. One inch maximum formatting for margins. You may provide pictures and charts but keep in mind that the content and the overall presentation appearance will be part of the grade. Simply providing 15 slides with a single sentence and picture on each will not be acceptable. Make this project look like 34% of your final grade. <b>Special Project Proposal:</b>	
Five objectives for evaluation – must be measurable and specific. Your objectives are the tasks you will be performing. Must state objective and how will measure. Example: Obtain skills to measure blood pressure during exercise and exercise testing. Supervisor will over read BP measurements.	
1.	
2.	
3.	
4.	
5.	



# UTA Department of Kinesiology Internship Hours (Page 2)

This form is to be signed weekly by the site supervisor

**DUE DATE: Updated form must be turned in with the mid-term evaluation on or before the March 20 and 21 meetings. Additionally the completed form must be turned in at the end of the internship or by May 1, 2013 at 11:00 a.m.. Failure to do so will result in ten points being deducted off your final grade.**

<b>Semester:</b>	<b>Name:</b>		
<b>Site/Supervisor:</b>			
Date	Responsibilities	Daily Hours	Supervisor's Signature (weekly)
	<b>Total Hours for Internship:</b>	<b>Page Total:</b> _____	

University of Texas at Arlington

Department of Kinesiology

B.S. in Exercise Science Mid-term Internship Evaluation

**DUE DATE: When 67.5 hours is completed for 4388 and 4389 or when 112.5 hours is completed for 4588 and 4589 or at least by the March 20 & 21 meetings.**

**Failure to do so will result in ten points being deducted off your final grade.**

Name:		Date:
Phone:	Graduation Date:	Credit Hours:
Internship Site		Supervisor
Address:		
Supervisor Phone:		Supervisor email:

**Performance Criteria**

Rating Category	Rating Description/Explanation	
Outstanding Competence	3	Performed responsibility with a <b>high degree of skill</b> after training; showed a high level of interest in gaining new experiences and knowledge; made significant contributions to the program. Supervisor would assign a <b>grade of A</b> for performance of this responsibility/skill.
Effective	2	Level of performance for this skill/responsibility is <b>average</b> as well as, competence level and knowledge. Supervisor would assign a <b>grade of B</b> for performance of this responsibility/skill.
Needs Improvement	1	Level of performance for this skill/responsibility is <b>below average some of the time</b> . Competence level and knowledge need improvement. Supervisor would assign a <b>grade of C</b> or lower for this skill/responsibility.

Fax, mail or email this evaluation to:

**Brad Heddins, MS**

**Internship Coordinator**

**University of Texas at Arlington, Kinesiology**

**500 West Nedderman Street, Box 19259**

**Arlington, Texas 76013**

**817-272-1335**

**F: 817-272-3233**

**[heddins@uta.edu](mailto:heddins@uta.edu)**



## Internship Evaluation Form - Mid-term (Page 2)

**DUE DATE: When 67.5 hours is completed for 4388 and 4389 or when 112.5 hours is completed for 4588 and 4589 or at least by the March 20 and 21 meetings. Failure to do so will result in ten points being deducted off your final grade.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Rating Ranges:

- 3 Outstanding/high degree of skill
- 2 Effective/average
- 1 Needs Improvement /below average
- NA Not Applicable

Skills/Responsibilities	Rating	Comments
Punctual	Choose one	
Meets Deadlines	Choose one	
Organizational Skills	Choose one	
Writing Skills	Choose one	
Communication Skills	Choose one	
Rapport with Staff	Choose one	
Professionalism	Choose one	
Internship Project	Choose one	
Quality of Work	Choose one	
Objective 1	Choose one	
Objective 2	Choose one	
Objective 3	Choose one	
Objective 4	Choose one	
Objective 5	Choose one	

Additional Comments (if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Points Scored/Possible Points \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ %

Grade I would assign \_\_\_\_\_

Do you wish to have the UTA Internship Coordinator contact you concerning this evaluation?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

University of Texas at Arlington

Department of Kinesiology

B.S. in Exercise Science Final Internship Evaluation

***DUE DATE: When 135 hours is completed for 4388 and 4389 or when 225 hours is completed for 4588 and 4589 or by the final meeting at 11:00 a.m. on May 1, 2013. Failure to do so will result in ten points being deducted off your final grade.***

Name:		Date:
Phone:	Graduation Date:	Credit Hours:
Internship Site		Supervisor
Address:		
Supervisor Phone:		Supervisor email:

**Performance Criteria**

<b>Rating Category</b>	<b>Rating Description/Explanation</b>	
Outstanding Competence	3	Performed responsibility with a <b>high degree of skill</b> after training; showed a high level of interest in gaining new experiences and knowledge; made significant contributions to the program. Supervisor would assign a <b>grade of A</b> for performance of this responsibility/skill.
Effective	2	Level of performance for this skill/responsibility is <b>average</b> as well as, competence level and knowledge. Supervisor would assign a <b>grade of B</b> for performance of this responsibility/skill.
Needs Improvement	1	Level of performance for this skill/responsibility is <b>below average some of the time</b> . Competence level and knowledge need improvement. Supervisor would assign a <b>grade of C</b> or lower for this skill/responsibility.

Fax, mail or email this evaluation to:  
**Brad Heddins, MS**  
**Internship Coordinator**  
**University of Texas at Arlington, Kinesiology**  
**500 West Nedderman Street, Box 19259**  
**Arlington, Texas 76013**  
817-272-1335      F: 817-272-3233      [heddins@uta.edu](mailto:heddins@uta.edu)



## Internship Evaluation Form – Final (Page 2)

***DUE DATE: When 135 hours is completed for 4388 and 4389 or when 225 hours is completed for 4588 and 4589 or by the final meeting at 11:00 a.m. on May 1, 2013. Failure to do so will result in ten points being deducted off your final grade.***

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Rating Ranges:

- 3 Outstanding/high degree of skill
- 2 Effective/average
- 1 Needs Improvement /below average
- NA Not Applicable

Skills/Responsibilities	Rating	Comments
Punctual	Choose one	
Meets Deadlines	Choose one	
Organizational Skills	Choose one	
Writing Skills	Choose one	
Communication Skills	Choose one	
Rapport with Staff	Choose one	
Professionalism	Choose one	
Internship Project	Choose one	
Quality of Work	Choose one	
Objective 1	Choose one	
Objective 2	Choose one	
Objective 3	Choose one	
Objective 4	Choose one	
Objective 5	Choose one	

Additional Comments (if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Points Scored/Possible Points \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ %

Grade I would assign \_\_\_\_\_

Do you wish to have the UTA Internship Coordinator contact you concerning this evaluation?

\_\_\_\_\_ Yes      \_\_\_\_\_ No