

Graduate Internship Agreement
Department of Kinesiology, Sport, and Recreation
Board of Trustees of Eastern Illinois University



The following are the agreement conditions for the EIU Department of Kinesiology, Sport, and Recreation

for _____ for Internship experience at
(Name of Student)

_____ beginning _____ and ending _____
(Cooperating School/Agency)

This contract is valid only during the specified period above.

Introduction

The Internship involves a minimum of 120 **hours** field experience conducted in a setting as similar as possible to that in which interns subsequently intend to seek employment and must be in the student's area of concentration in Kinesiology, Sport, and Recreation. The nature of this experience should be very much like that of a regular job position, but with closer supervision than is usually the case with an employed professional. The level of training at the point of entry into Internship will insure that the arrangement will be mutually beneficial to the host's agency and to the interns.

I. Responsibilities of the EIU Department of Kinesiology, Sport, and Recreation

- A. The Internship Coordinator assists students in arranging placement at cooperating agencies.
- B. The Internship Coordinator: (a) approves students for registration in the Internship and for placement at an appropriate site, and (b) acts as liaison between the department and site.
- C. The university's insurance plan will provide liability coverage for students currently enrolled in Internship.
- D. The Department will instruct students on the importance of respecting the confidential and privileged nature of all information which may come to their attention with regard to services provided to the cooperating agency's clientele and the agency's records.
- E. The Department will send only students who are believed to be in good health at the time of reporting for their educational experience.
- F. The Department will review from time to time with the agency's designated liaison person any proposed changes in the experiences to which students are assigned.

II. Responsibilities of the University Supervisor:

- A. The University Supervisor will communicate with the site supervisor and intern prior the first week of the Internship to review the expectations of the Internship experience.
- B. The University Supervisor will correspond regularly with the intern for supervision.
- C. The University Supervisor will consult with the on-site supervisor about the intern's performance.
- D. The University Supervisor will assign course grades after consultation with the site supervisor.

III. Responsibilities of Student Interns:

- A. Students are required to attend all Internship planning meetings prior to enrolling in Internship and carry out all requirements prior to securing an internship which must be approved by both the University, Department and Department Coordinator.
- B. Students are required to arrange Coordinator approval to register for the Internship. The Department Chair will register students upon approval of Internship.
- C. Students must complete 120 clock hours on-site (40 hours per credit). The on-site supervisor sets the daily schedule. Any student who does not complete these requirements will not receive credit for Internship.
- D. Students are required to perform the functions agreed upon in the Internship plan and other functions as directed by the site supervisor.
- E. Students must demonstrate behavior in accordance with the highest ethical and professional standards.
- F. Students must dress professionally. (No visible body piercings or tattoos; Hair should be neat and styled; No t-shirts or shorts with any type of logo except the name of the agency where you are working.)
- G. Students must always remember that any information that is personal or confidential concerning the workplace must remain confidential and cannot be discussed with anyone but the workplace supervisors.
- H. Students should always act according to agency's policies and procedures. If you have a question or concern about policy always ask your supervisor and discuss the situation with him or her before acting. If you have anything in your background that could affect your internship, **you must** share it with both your internship supervisor and your EIU supervisor immediately, if you have not already done so.
- I. Additional malpractice Insurance and/or appropriate physical exams or tests that are a requirement of the agency will be obtained at the student's expense. Proof of the malpractice insurance and other requirements must be submitted to the coordinator before the student can begin the internship.
- J. Students credit will be determined by the following:
 - 1. One written evaluation completed by your direct supervisor in the internship setting and one written evaluation completed by the internship coordinator.
 - 2. Successful completion of the 120 hour requirement in the internship setting.
 - 3. Completion of a typed log of the internship turned in after completion of the 120 hours of internship. Note: If anything happens during the internship that is out of the ordinary in any way, call your internship coordinator immediately.
 - 4. A final typed report to be submitted to the site supervisor and turned into the internship coordinator after completion of the 120 hours of internship.
- K. Students will be considered part-time students through EIU if they are enrolled in less than a full load. (Students are allowed to enroll concurrently in additional EIU credits via distance learning if needed to be considered full time). If you would like to purchase health insurance through EIU, you must arrange this before the semester begins through the EIU Financial Aid Office. The phone number at EIU is 581-5290.
- L. Students must work to improve their performance in response to feedback made by the site and university supervisors.
- M. Students must meet as scheduled with the site and university supervisor for consultation about work and for a final evaluation of the Internship.

IV. Responsibilities of the Agency:

- A. On-site supervision should include a minimum of one hour per week face-to-face supervision, including consultation about the intern's actual workload.

- B. Interns are neither to replace staff nor to render services except as identified for educational value.
- C. The agency will arrange for a student orientation program for the purpose of familiarizing the student with the agency's philosophy, policies, and procedures.
- D. The agency will make available those educational experiences mutually agreed upon by the parties during the term of this agreement. Further, they will provide an opportunity for the intern to participate in the routine professional activities. These should include: administration, use of educational, occupational, and personal-social information; consultation with staff; referral of clients; and staff meetings.
- E. The student must complete 120 clock hours on-site.
- F. The designated site supervisor should:
 - 1. Inform the intern about the policies and procedures governing the site.
 - 2. Participate in the development of the intern's objectives for the Internship.
 - 3. Arrange for professional working space and facilities for the intern's use.
 - 4. Provide a minimum of one hour per week supervising the intern's work, including consultation about the intern.
 - 5. Make provisions for the intern to attend agency's area and regional meetings, conferences, workshops, etc., which the site supervisor normally attends, if appropriate.
 - 6. Contact the on-campus supervisor as needed.
 - 7. Complete a midterm and final evaluation of the intern's performance on forms provided by the university.
- G. A site supervisor may expect as a result of his or her role support from the university supervisor as needed.

V. Further Agreements:

- A. Student interns shall be expected to adhere to administrative policies, standards, schedules, and practices of the agency while participating in this program. Students shall not be deemed to be employees of the agency and will not be entitled to participate in any benefit plans sponsored by the agency for the benefit of its employees.
- B. The parties herein from time to time shall confer on plans, problems, and changes related to the educational experiences of the students.
- C. Either the University or the agency may request the withdrawal of a student from any agency when the student is determined by the agency or the University to be in violation of EIU student policy on student conduct code, the University shall withdraw for reasons of health, performance, or other causes which may or might interfere with the agency's or the University's policies or services.
- D. Neither the University nor the school/agency in the execution of the educational program herein will discriminate against any person because of said person's race, creed, color, national origin, sex, age, or disability.

