

## KIN 494: Academic Internship Instructions

### Two Important Things to Remember Before You Begin the Process:

1. The Kinesiology Department is unable to provide internship opportunities related to Physical Therapy and other professional programs (Occupational Therapy, Physician's Assistant, Medical School, etc.). The Kinesiology faculty do not have the extensive background needed to supervise students who are interested in these areas.
2. If you are interested in anything that has to do with Athletic Training, please contact the appropriate faculty member(s) in our department about that degree program. KIN 494 does not support internships in this area as it is a highly specialized degree program.

Step 1: Select an internship site from the CSUN Kinesiology Academic Internships page and apply.

The page can be found at the following address: <https://canvas.csun.edu/courses/37918>. **Choose from the list of approved sites and follow the instructions for applying to the specific site.** Your internship must be closely related to your current degree and option area (e.g. Kinesiology/Applied Fitness, Kinesiology/Dance, Kinesiology/Exercise Science, Kinesiology/Sport Studies, etc.)

Step 2: Find a CSUN Kinesiology FACULTY SPONSOR.

Once you are accepted for an internship:

- If you will be working directly with a CSUN Kinesiology faculty member, that faculty member will serve as both your "INTERNSHIP SITE SUPERVISOR" and "CSUN FACULTY SPONSOR".
- If you will not be working directly with a CSUN Kinesiology faculty member, you must find a CSUN Kinesiology faculty member to sponsor the internship (CSUN FACULTY SPONSOR). The best starting point is to contact your assigned option advisor.

Step 3: Complete an Academic Internship Application Form

- This form can be retrieved from the bins across from Redwood Hall 250 or under the Kinesiology Academic Internships page (as described above).
  - Page One: completed by STUDENT
  - Page Two: completed by INTERNSHIP SITE SUPERVISOR
  - Page Three: completed by STUDENT (Consult with CSUN faculty sponsor and/or the internship site supervisor, as needed)
  - Page Four: completed and signed by INTERNSHIP SITE SUPERVISOR and signed by STUDENT

- If you are completing your internship hours at more than one internship site, you must complete all four pages of this form for each site.
- You will receive a permission number from your FACULTY SPONSOR.

Step 4: Once you have received a permission number from your faculty sponsor, upload your completed internship application form to the course Canvas page. (Note: the course Canvas page is specific to your KIN 494 section, and **different from** general Kinesiology Academic Internships page. You will need to be logged into Canvas to access it.) Upon receipt of your internship application form, the INTERNSHIP COORDINATOR will approve your internship.

Step 5: Complete a Liability Waiver form and an Orientation & Guidelines form. Upload both of these files to the course Canvas page.

*Once enrolled, further instructions, including a syllabus, will be distributed through the course Canvas page. There will be additional, mandatory paperwork required before beginning your internship (see above) and assignments to complete as the semester progresses.*

*Please note: There will be a mandatory in-person meeting on September 7, from 7:00-7:50 a.m., in Redwood Hall 157. There will also be two online meetings later in the semester.*