



Master of Science Plan B Internship Option Policy

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Adopted on January 19, 2001, and effective immediately.

Policies

1. Students electing the internship option must fulfill all of the regular requirements for the Plan B option of the master's degree in their concentration, plus successfully complete 4-6 credits of KIN 893, Internship in Kinesiology.
2. The internship shall be conducted at a site arranged by the student and approved in advance by the student's advisor and guidance committee. A minimum of 60 hours must be completed per semester credit-hour of KIN 893. This minimum may be satisfied by completing 45 hours of on-site work and 15 hours of off-site work per credit-hour per semester. For example, a student enrolling for a 4-credit internship that spans 15 weeks will be expected to spend an average of at least 12 hours per week at the internship site and 4 hours per week on reading and preparatory work, for a minimum total of 240 hours of work. An on-site supervisor shall be identified by the student and approved by the advisor. At the conclusion of the internship, the on-site supervisor will be asked to prepare a letter evaluating the student's work. This letter shall be included in the appendix of the final internship report (see guidelines below).
3. The guidance committee shall consist of at least two members selected according to University Plan B Guidance Committee policy (see Academic Programs book). It is recommended that a third member be selected, in addition to the two faculty members required by University policy. This additional member could be, for example, a doctoral candidate in the student's emphasis area, or the on-site internship supervisor.
4. The student shall prepare, present and defend an internship proposal (see guidelines below) prior to beginning any internship work. The completed written proposal must be provided to all committee members at least two weeks in advance of the scheduled proposal defense date. Approval of the proposal by the committee is required before on-site work begins.
5. Generally, the proposal presentation should consist of a 15-30 minute talk in which the student briefly outlines her/his academic background and career plans, provides a brief overview of the proposed internship objectives and activities, explains how the internship will advance the stated career plans, and provides a summary of how the work will be evaluated. After the presentation, questions may be addressed to the student by the audience, not to exceed 15 minutes total. After the question/answer period, the guidance committee will meet privately with the student to engage in scholarly inquiry and discussion about the internship and to address any specific concerns. The student will then be asked to leave the room while the committee deliberates on the outcome of the defense. The committee shall decide on one of four outcomes: approved with no changes, approved with minor changes (student's advisor to be the final arbiter of the revised proposal), approved with major changes (revision to be resubmitted to all committee members for re-evaluation), or rejected. Following these deliberations, the student will be apprised of the committee's decision.
6. During the internship work, the student shall keep a daily log of activities and observations, plus records of readings, policies and procedures, workshops, in-services and other training. These records, plus samples of the student's work (e.g. brochures or flyers prepared in conjunction with the internship work, outlines of a lecture given by the student, copies of web pages prepared by the student, etc.) should be included in the appendix of the final report. During the course of the

internship, the student shall be required to provide the advisor with weekly updates on the internship log by email.

7. Upon conclusion of the internship, the student shall prepare, present and defend a final report on the internship (see guidelines below). The final defense meeting serves as the student's final certifying examination. This final presentation and defense shall follow the same procedures outlined above for the proposal defense, with the addition of a brief report on the outcomes of the internship experience and its impact on the student's career plans.
8. The internship proposal presentation and the defense of the internship report shall be open to the public. The internship advisor shall notify the Graduate Studies Secretary at least 14 days in advance of defense, and the Graduate Studies Secretary shall notify KIN faculty and graduate students within 7 days in advance of the defense. Notification shall be via email and written notices posted on the Graduate Studies bulletin board by the Graduate Studies Secretary.
9. Copies of the final report, revised if and as directed by the committee at the final defense, shall be provided to the student's major advisor and to the Kinesiology Department. The department copy should be flat-bound and turned in to the graduate secretary before the end of the semester in which the final defense occurred. Approved binding methods include spiral, pressure, and pin methods; three-ring binders are not acceptable. Hardcover, book-style binding is acceptable but not required.

Guidelines for Preparing the Internship Proposal and Final Report

Students shall follow the University Guidelines for Preparing Theses and Dissertations in preparing the internship proposal and final report. This document specifies content and format for the title page, table of contents, body of the paper, and appendices.

Proposal

Chapter 1: Introduction

Briefly describe your academic and professional background. Discuss your short- and long-term career plans and how this internship advances those plans. Provide a brief overview of the internship site, an outline of the proposed purposes of the internship, and a synopsis of the major activities that will be undertaken to achieve those objectives. Include a glossary of any uncommon terms, abbreviations and acronyms that will be used in the text.

Chapter 2: Proposed Internship Procedures

- Describe the institutional setting and the persons who will be responsible for directing and supervising the internship. Provide a brief professional biography of your proposed on-site supervisor.
- Discuss the clientele with whom you will be working.
- Indicate the total amount of time that will be devoted to the internship. Outline the anticipated distribution of these hours by specific days, weeks and months. Include a breakdown of any anticipated time to be spent off-site doing related reading, studying or preparation of materials.
- List the specific objectives of your proposed internship. Under each objective, list and describe the activities that will be undertaken to achieve it. Include descriptions of the specific techniques that will be employed, the populations to whom they will be applied, any work or training that will be undertaken to prepare for the activity, and how you propose that the outcome of the activity be evaluated. At the end of this section, provided a timeline showing when each activity will take place.

Final Report

The final report shall consist of Chapters 1 and 2 (amended as required by the guidance committee at the proposal defense), plus the following:

Chapter 3: Outcomes of the Internship

For each specific objective, describe the degree to which the proposed activities were completed and the extent to which they served to achieve the objective. Describe in the text and include in the appendix any relevant material such as records of readings, policies and procedures, workshops, in-services and other training, as well as samples of your work (e.g. brochures or flyers prepared in conjunction with the internship work, outlines of a lectures you gave, copies of web pages you prepared, etc.). Explain any deviation from the proposed activities, including both omitted and added activities.

Chapter 4: Conclusions and Recommendations

Summarize the effectiveness of your internship experience in advancing your career goals. Describe any limitations or shortcomings of the experience and how you might have altered the internship plan to overcome them.

Appendix:

- Daily log of activities and observations.
- Items described in Chapter 3 (see above)
- Copy of the final evaluation letter from the on-site supervisor.
- Literature review to support internship activities, if required by the guidance committee.