UNIVERSITY OF WISCONSIN - MILWAUKEE
COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF
KINESIOLOGY

KIN 489: FIELDWORK KINESIOLOGY INTERNSHIP AND SEMINAR
STUDENT HANDBOOK

For students admitted to the BS Kinesiology program prior to September 6, 2016

Updated: July 2017
# Table of Contents

1. Introduction
   A. Overview of place-based fieldwork internship
   B. Overview of the seminar course

2. How Starts Now: Preparing for Internship
   A. Eligibility
   B. Securing a Fieldwork Internship Site
   C. Declaring Internship Interest and Enrolling in KIN 489
   D. Additional Information for Preparing for Internship

3. Role and Expectations of the Student Intern

4. Appendices
   A. KIN 489 Fieldwork Internship Timeline for Students
   B. KIN 489 Fieldwork Internship Declaration Form
   C. Verification of Pre-Internship Fieldwork Form
   D. KIN 489 Fieldwork Internship Administrative Steps and Tasks Checklist
   E. Memorandum to Students from UWM Risk and Assurances
DEPARTMENT OF KINESIOLOGY FIELDWORK INTERNSHIP
CAPSTONE EXPERIENCE PROGRAM DESCRIPTION

1. INTRODUCTION

The Kinesiology (KIN) Fieldwork Internship, as a capstone experience, affords students the opportunity to integrate and apply the knowledge, skills, and abilities acquired through Bachelor of Science in Kinesiology (BSK) curriculum coursework in a commercial, corporate/industrial, clinical, community, or education setting focusing on health, fitness and wellness. Through the internship experience, students are exposed to and expected to contribute to the provision of services or programs within a supervising agency and under the immediate supervision of a health, fitness or wellness professional for a specific clientele. The goals of the internship are two-fold: (a) to facilitate continued learning along with application of acquired knowledge and skills and (b) to facilitate professional development as preparation for transitioning to next professional steps after undergraduate education and training. These goals are accomplished through successful completion of a 14-credit course, KIN 489: Kinesiology Internship and Seminar, which includes a place-based fieldwork internship and a seminar course.

Kinesiology majors interested in pursuing a fieldwork internship as a capstone experience should carefully review the requirements for internship eligibility and completion outlined in the Bachelor of Science in Kinesiology and Kinesiology Minor Student Handbook along with the entire contents of this Fieldwork Kinesiology Internship Student Handbook. The fieldwork internship is a required component of the Health Promotion Track of the BSK program. Students should contact their academic advisor and the KIN Internship Coordinator two semesters prior to the term in which they intend to enroll in KIN489 to ensure specific eligibility criteria for enrollment into and completion of the fieldwork internship course are planned for and met.

A. Overview of place-based fieldwork internship

The primary goal of the place-based portion of KIN 489 is a fieldwork internship experience that provides the student with supervised exposure to and responsibility for participating in, planning, facilitating, and evaluating a variety of services and programs within a health, fitness, or wellness organization. Specific experiences, roles, and responsibilities afforded to student interns varies considerably and is depending on the organization or setting in which the fieldwork internship takes place. Examples of internship experiences and roles may include (but are not limited to): exposure and expectation to observe and contribute to the direct provision of exercise and/or wellness services and programs with clients, follow and assist with organization/business administration practices and procedures and be an integral member of the organization’s work team to acquire a breadth of on-the-job knowledge and in-depth training in areas specifically related to human movement.

The goal of the fieldwork internship is accomplished through the following objectives- student interns will:

1. Obtain professional training and applied learning under optimal condition to further skills and professional development.
2. Complete placement with approved organizations and field training sites that align with student’s academic attainment and career goals.
3. Become a functional, integral part of both the fieldwork organization and the university – students contribute fully and meaningfully to the mission and objectives of the organization.
4. Be provided with an abundant amount of knowledge and application for students – the specific quality of the experiences gained are largely dependent on the student’s commitment to the process.

To meet the objectives of the fieldwork internship, student interns will:

1. Complete at least 640 hours of place-based work and assignments under the supervision of designated, approved fieldwork internship agency.
2. Provide evidence of ongoing work-related supervision and mentoring by one or more designated members of fieldwork internship agency professional staff through duration of fieldwork internship.
3. In coordination with KIN 489 Seminar course, document progress and experience gained throughout the duration of fieldwork internship.
4. In coordination with KIN Internship Coordinator, receive a completed performance evaluation from fieldwork internship supervisor by the end of the fieldwork internship.

B. Overview of the seminar course
The primary goal of the seminar course is to support the student through the completion of the place-based fieldwork internship, maintain connectedness to UWM for BSK curriculum completion, and provide support and resources sharing for continued professional development. To accomplish these goals, students will:

1. Assess, synthesize and verbalize their experiences: knowledge utilized, skills gained, challenges faced and growth gained.
2. Provide and receive peer support and accountability during the fieldwork internship to complete coursework and share ideas and resources.
3. Understand and apply “SMART” goal and objective setting practices for developing professional skills and evaluating successes and challenges in accomplishing goals.
4. Identify professional strengths and weaknesses, evaluate career aspirations and develop a strategy to pursue education and/or career development upon completion of undergraduate education.
5. Demonstrate ability to combine knowledge and skills to identify a problem/need, generate alternatives, conduct research, access and interpret information and generate a solution, program or plan than can be implemented.

The objectives of the seminar course are accomplished through regular engagement in the KIN 489 seminar course and satisfactory completion of all readings, assignments and activities as outlined in the course syllabus, available upon request.

The remaining sections of this handbook provide guidelines for successful completion of a fieldwork internship as a capstone experience – from attaining academic eligibility through securing a fieldwork placement to final student and supervisor performance evaluations and submission of final projects.
2. HOW STARTS NOW: PREPARING FOR INTERNSHIP

A. Eligibility for Internship

The following requirements must be satisfied before enrolling in KIN 489: Kinesiology Internship and Seminar:

- Completion of all BSK Health Promotion Track curriculum requirements as outlined in the Bachelor of Science in Kinesiology Student Handbook.
- A cumulative UWM GPA of 2.50 or higher and a cumulative GPA of 2.75 or higher for all Kinesiology Core courses (KIN: 300, 320, 330, 350, 351, 360, 361 and 400)
- A grade of C or higher in all Health Promotion track required courses (KIN: 301, 302, 303, 430, 336, 480, 481)
- Verification of ≥100 hours of post-high school and pre-internship paid or unpaid work experience in health, fitness, wellness or other relevant setting
- Verification of current CPR/AED (with live skills check)
- Students should remember that KIN 489 is intended to be a culminating educational experience and as such, should be completed during the final term prior to graduation and will require commitment and effort equal to 14 credits of course work: at least 640 hours of fieldwork and completion of all seminar course requirements.

B. Securing a Fieldwork Internship Site

What are your interests and where would you like to learn? Fieldwork Internships come in many varieties and take place in a wide array of settings – here are a few examples:

- Workplace or Corporate Wellness: work for an organization as a part of their in-house workplace/corporate wellness programs/department (e.g., Harley Davidson Employee Wellness) or for an organization that provides workplace/corporate wellness programs for others (e.g., WorkingWell with the WAC provides wellness for Kohl's Corporation)
- Commercial Fitness and Wellness: work for an organization as part of their professional staff to provide health/fitness/wellness services and programs directly to clients and members (e.g., the Y, WAC, RUFP or many others)
- Community Fitness and Wellness: work for a community or government organization as part of their professional staff to provide health/fitness/wellness program to participants (e.g., Milwaukee County Parks & Recreation)
- Athletic/Sports Strength and Conditioning: work with a specific sports team or athletic training team/department as a member of the training staff (e.g., UWM Panther Athletics, Milwaukee Bucks, Phoenix Swim Team, etc.)
- Pre-PT / Rehabilitation aide: work with an organization as part of their professional staff to provide aide, rehabilitation, and other services for clients or patients (e.g., Aurora Health Care, Genesis Rehabilitation Services)
- AND MANY MORE ... these are just a FEW examples. Get started researching, talking with professionals and other students, observing or shadowing professionals at their work and asking questions!

Researching and securing fieldwork sites is the responsibility of the student. There are several resources available to assist you with this process:

- KIN 300 Professional Preparation course – this class can help you identify your professional interests and help you develop a “next step” strategy for completing your degree and beyond.
- Kinesiology Internship Coordinator – you should express your interest in internship to this individual as soon as possible; they can help you articulate your interests/skills, identify potential fieldwork internship sites and help you navigate the process.
- BSK website at: [http://uwm.edu/healthsciences/academics/bachelors-kinesiology/](http://uwm.edu/healthsciences/academics/bachelors-kinesiology/) – located here are fieldwork internship handbooks, forms, resources and references for you to use.
• Academic Advisor – work together with your academic advisor and share your goals and interests; they can help direct you to courses, faculty members and steps to help you.
• Other students currently or previously engaged in the internship process – do not go it alone! Use your colleagues for ideas and support

C. Declaring Internship Interest and Enrolling in KIN 489

Administration and paperwork for your fieldwork internship is officially triggered by submitting a KIN 489 Fieldwork Internship Declaration Packet to the KIN Internship Coordinator by the DUE date. Preparation of administration steps and paperwork can begin earlier, but fieldwork internship may not be available or honored if declaration is received AFTER the DUE date.

In general, students should express interest and begin planning for fieldwork internship two semesters prior to the term in which internship will be completed. For example, if a student intends to complete their fieldwork internship during fall term, planning and preparation should begin during the spring prior. Fall, summer and spring are considered terms for fieldwork internship purposes.

Due Dates for Declaring Internship Interest are:
• JULY 1 for Fall term KIN 489 enrollment and placement
• NOVEMBER 15 for Spring term KIN 489 enrollment and placement
• APRIL 1 for Summer term KIN 489 enrollment and placement

A Fieldwork Internship Timeline for Student Planning is provided as Appendix A of the handbook for quick reference. This timeline indicates when students should contact the Kinesiology Internship Coordinator, due dates for declaration packets and general timelines for completion of fieldwork internships.

The KIN 489 Fieldwork Internship Declaration Packet consists of:
• Fieldwork Internship Declaration Form
• Verification of Pre-internship Fieldwork Form
• Certificate of current CPR/AED (with live skills check)

Images of these forms are included as Appendix B and Appendix C of the handbook for reference and copies for your use are available from the KIN Internship Coordinator and available to download at:
http://uwm.edu/healthsciences/academics/bachelors-kinesiology/

Several subsequent steps and tasks must be completed by the student, the KIN internship coordinator and UWM, and the fieldwork internship agency once a student has declared internship. Successful and timely completion of all the administrative steps and tasks are necessary for students to begin their fieldwork internships. Students should keep in mind that any fieldwork internship is contingent upon academic eligibility and timely completion of all administrative tasks. Students are encouraged to take an active role in monitoring the progress of administrative steps and tasks and making sure all are completed.

To facilitate student monitoring and engagement in the process, a checklist of requirements steps, tasks and forms is provided as Appendix D of the handbook for quick reference.

Student will receive official confirmation and acceptance to the KIN 489: Fieldwork Internship and Seminar course once all necessary steps on the administrative checklist are completed. Until this point, enrollment in KIN 489 and placement in an agency for fieldwork are contingent.
D. Additional Information for Preparing for Internship

Taking courses in conjunction with KIN 489 Fieldwork Internship and Seminar:
Students may petition to enroll in one (1) undergraduate course up to 4 credits concurrently with enrollment in and completion of KIN 489. A written request for an exception to policy and explanation of how the student will manage the time and workload demands of completing KIN 489 concurrently with another course must be submitted to the KIN Internship Coordinator and the BS Kinesiology Program Director. Approval must be granted by the BS Kinesiology Program Director and approval can be contingent upon discussion with and permission from the KIN Internship Coordinator and the Fieldwork Internship Agency supervisor. Approval must be requested and granted prior to enrollment in a course.

Internship Placement Contingencies:
The placement of students into fieldwork internships is a complex process often requiring at least 6-8 weeks or more of lead time for negotiating Affiliation Agreements (AA), executing Memorandums of Understanding (MOU) and assigning supervisory responsibility within the fieldwork internship agency. Final grades for required courses may not be posted prior to declaring internship and delivery of agreement and understanding documents to the fieldwork agency. Therefore, all agreements and plans between the student, UWM, KIN, and the agency must be understood to be contingent until the checklist of academic and administrative tasks is complete.

- Student ineligibility prior to agency contracts: When a student is about to be placed into a fieldwork internship and it is discovered that the student does not qualify for the fieldwork internship based upon academic eligibility or other administrative requirements before an internship contract is executed (AA and MOU), the fieldwork internship will/can be postponed until such time when the student meets the established criteria.
- Student ineligibility after agency contracts: Once an internship contract is executed (AA an MOU), the University has a responsibility to facilitate the internship experience. If it is discovered that the student does not qualify for the fieldwork internship based on academic eligibility or other administrative requirements after the time contracts have been executed, the student and the KIN Internship Coordinator will be notified that a final grade for the internship shall not be posted until such time as the student meets the criteria for eligibility and completion of the internship. The student shall remain responsible for all aspects and assignments including dates and deadlines for completing the fieldwork internship as originally provided for in the contract (MOU). Upon completion of the internship, the KIN Internship Coordinator shall inform the student in writing of the grade earned and that shall serve as the final grade notice for purposes of grade appeal. Once all criteria for eligibility and completion of the internship have been met, the internship grade will be posted to the student’s transcript.

Academic Misconduct:
A student’s internship placement and start date shall be immediately suspended if the student is accused of academic misconduct, and shall remain suspended until such time as the case is resolved. If a student is exonerated, the internship will be initiated in a timely manner. If the student is found to have violated the UWM Academic Misconduct Policy, the student’s internship will be cancelled and the student suspended from KIN 489 in accordance with Policy.

Fieldwork Internship Repeat Policy:
KIN 489: Kinesiology Internship and Seminar may not be repeated. This course may be taken one time only. Students who fail this course or are terminated from their internship may appeal to the BS Kinesiology Program Director or appointed Department of Kinesiology committee for reinstatement. A student who recognizes a problem with the fieldwork internship agency or experience prior to fourth (4th) week may, upon approval of the KIN Internship Coordinator, withdraw from KIN 489 Internship and Seminar and be allowed to repeat the fieldwork internship and seminar course during the following semester, provided an internship site is available. If the student withdraws a second time, they must appeal to the BS Kinesiology Program Director for permission to re-enroll a third time.
3. ROLE AND EXPECTATIONS OF THE STUDENT INTERN

The student enrolled in KIN 489: Kinesiology Internship and Seminar assumes certain role and expectations. These include:

Review, understand and accept the insurance and protection policy of the University of Wisconsin-Milwaukee as outlined in the Memorandum to Students on Clinical or Field Education Programs. An image of this form is attached as Appendix E of the handbook for reference and is available at: http://uwm.edu/risk-management/. General topics covered include:

- Liability Protection: General, professional and medical malpractice is extended to you, while participating at a facility/institution, as afforded by the Wisconsin State Statutes as long as identified conditions are met. See memo for complete list. There may be fieldwork sites in specified states that additional arrangements must be made for – contact the KIN Internship Coordinator and UWM Risk and Assurances office for details.
- Health and Accident Insurance: Neither health nor accident insurance is provided for you by the University or the facility/institution providing your practicum. It is advisable that students maintain their own personal health insurance and protection for any personal property.
- Workers’ Compensation Insurance: Workers’ Compensation Insurance is not available for you because you are not an employee of the University or the facility/institution providing your practicum.
- Additional Requirements: Many facilities and institutions require additional health and safety screening or training – some may require additional professional liability insurance above the limits provided by Wisconsin State Statutes. Students are responsible for completion of and adherence to additional health/safety screening and training as well as additional fees and out-of-pocket costs associated. Items that often arise for Kinesiology fieldwork internships that you should be aware of include (check with your internship agency for completeness!):
  - Criminal Background Check: UWM KIN requires a CBC be completed and results reported to the KIN Internship Coordinator before the 1st day of fieldwork. Students are responsible for requesting the CBC and for paying the fees (~$40) to PreCheck using the instructions provided by the KIN Internship Coordinator.
  - Verification of current certification in CPR/AED with live skills check: UWM KIN requires this as a part of the initial Declaration for Internship.
  - Others to ask about and be aware of based on fieldwork agency requirements: Proof of vaccination, drug testing, fire and life safety, infection control, blood borne pathogens training, etc. Students are responsible for completing and providing proof if necessary.

Labor Disputes during Internship: Student interns are not allowed to replace staff during the course of the internship. If work or appropriate supervision stoppage occurs, student should notify the KIN Internship Coordinator immediately. The KIN coordinator will support and act on behalf of the student intern during resolution of the issue, whether temporarily or for an extended period of time. The KIN Internship Coordinator will review alternatives with the student involved and work toward a suitable alternative site or arrangement as applicable and necessary.

Enrollment as a student at UWM: Student will register for KIN 489: Kinesiology Internship and Seminar course and will pay the appropriate fees tuition and fees as required by the University.

Follow all policies and procedures as outlined by the fieldwork internship agency and supervisor, including but not limited to attending and completing required trainings, meeting all schedule commitments and arrangements made in connection with training assignments and roles within the organizations, performing all duties to the best of one’s ability, communicating with agency supervisor as appropriate and expected and maintaining a professional demeanor and acting responsibly throughout the internship.

Complete the seminar course portion of KIN 489 through regular attendance and assignments and communicate with KIN Internship Coordinate professionally, consistently and timely throughout the capstone experience.
APPENDICES

A.  KIN 489 Fieldwork Internship Timeline for Students
B.  KIN 489 Fieldwork Internship Declaration Form
C.  Verification of Pre-Internship Fieldwork Form
D.  KIN 489 Fieldwork Internship Administrative Steps and Tasks Checklist
E.  Memorandum to Students from UWM Risk and Assurances
### Appendix A. KIN489 Fieldwork Internship Timeline for Students

<table>
<thead>
<tr>
<th>Two Terms Prior</th>
<th>One Term Prior</th>
<th>TARGET TERM for INTERNSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
<td><strong>FALL</strong></td>
</tr>
<tr>
<td>KIN Internship Coordinator EMAILS all prospective students</td>
<td>SUMMER</td>
<td>Enrolled in KIN 489</td>
</tr>
<tr>
<td>1. Express initial interest to KIN Internship Coordinator – schedule initial meeting to discuss</td>
<td>KIN Internship Coordinator EMAILS all prospective students</td>
<td>1. Fieldwork Internship: Exact dates to be determined with agency (~16-20 weeks; late Aug. - mid Dec.)</td>
</tr>
<tr>
<td>2. Begin research and search for Fieldwork Internship Agency</td>
<td>1. Search for and secure Fieldwork Internship Agency</td>
<td>2. Seminar Course: per UWM Schedule of classes for fall term</td>
</tr>
<tr>
<td><strong>SUMMER</strong></td>
<td>FALL</td>
<td>SPRING</td>
</tr>
<tr>
<td>KIN Internship Coordinator EMAILS all prospective students</td>
<td>Enrolled in KIN 489</td>
<td>Enrolled in KIN 489</td>
</tr>
<tr>
<td>1. Express initial interest to KIN Internship Coordinator – schedule initial meeting to discuss</td>
<td>1. Fieldwork Internship: Exact dates to be determined with agency (~16-20 weeks; late Jan. - mid May.)</td>
<td>1. Fieldwork Internship: Exact dates to be determined with agency (~13-16 weeks; late May - mid Aug.)</td>
</tr>
<tr>
<td>2. Begin research and search for Fieldwork Internship Agency</td>
<td>2. Seminar Course: per UWM Schedule of classes for spring term</td>
<td>2. Seminar Course: per UWM Schedule of classes for 12-week summer session</td>
</tr>
<tr>
<td><strong>FALL</strong></td>
<td>SPRING</td>
<td>SUMMER</td>
</tr>
<tr>
<td>KIN Internship Coordinator EMAILS all prospective students</td>
<td>Enrolled in KIN 489</td>
<td>Enrolled in KIN 489</td>
</tr>
<tr>
<td>1. Express initial interest to KIN Internship Coordinator – schedule initial meeting to discuss</td>
<td>1. Search for and secure Fieldwork Internship Agency</td>
<td>1. Fieldwork Internship: Exact dates to be determined with agency (~16-20 weeks; late Aug. - mid Dec.)</td>
</tr>
<tr>
<td>2. Begin research and search for Fieldwork Internship Agency</td>
<td>2. JULY 1: DECLARE – Submit Declaration packet to KIN Internship Coordinator</td>
<td>2. Seminar Course: per UWM Schedule of classes for fall term</td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td>SUMMER</td>
</tr>
<tr>
<td>KIN Internship Coordinator EMAILS all prospective students</td>
<td>Enrolled in KIN 489</td>
<td>Enrolled in KIN 489</td>
</tr>
<tr>
<td>1. Express initial interest to KIN Internship Coordinator – schedule initial meeting to discuss</td>
<td>1. Search for and secure Fieldwork Internship Agency</td>
<td>1. Fieldwork Internship: Exact dates to be determined with agency (~13-16 weeks; late May - mid Aug.)</td>
</tr>
<tr>
<td>2. Begin research and search for Fieldwork Internship Agency</td>
<td>2. APRIL 1: DECLARE – Submit Declaration packet to KIN Internship Coordinator</td>
<td>2. Seminar Course: per UWM Schedule of classes for 12-week summer session</td>
</tr>
</tbody>
</table>
Appendix B. KIN 489 Fieldwork Internship Declaration Form

<table>
<thead>
<tr>
<th>Due Dates for Declaring Internship for Capstone:</th>
<th>Return completed form to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY 1 to declare for FALL TERM</td>
<td>Dr. Laura J. Rooney, PhD, MS</td>
</tr>
<tr>
<td>NOVEMBER 15 to declare for SPRING TERM</td>
<td>Clinical Associate Professor</td>
</tr>
<tr>
<td>APRIL 1 to declare for SUMMER TERM</td>
<td>Enderis Hall, Room 423</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lrooney@uwm.edu">lrooney@uwm.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
</tr>
<tr>
<td>Internship Term</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Name &amp; Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Email</td>
</tr>
<tr>
<td>Supervisor Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Start &amp; End Dates</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Internship work arrangements</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Brief Description of role/tasks (attach descriptions if helpful)</th>
</tr>
</thead>
</table>

Have you discussed with your supervisor that your internship commitment is provisional until your academic review and course registration are complete?

By submitting this form, I confirm that I will be completing my fieldwork internship experience as a part of the KIN489 Internship course as reported on this Internship Declaration Form.

I grant permission to the internship coordinator with the University of Wisconsin – Milwaukee College of Health Sciences and Department of Kinesiology to contact the agency and supervisor reported on this Internship Declaration Form to confirm the information provided and initiate the administration process necessary for site placement during the term indicated.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Appendix C. Verification of Pre-Internship Fieldwork Form

Verification of Pre-Internship Fieldwork Hours Form

This form must be completed and submitted with your Internship Declaration Form to the Kinesiology Internship Coordinator to be considered eligible to register for and complete KIN489 as a capstone experience for the Bachelors of Science in Kinesiology degree.

Due Dates
for Declaring Internship for Capstone:
    JULY 1 to declare for FALL TERM
    NOVEMBER 15 to declare for SPRING TERM
    APRIL 1 to declare for SUMMER TERM

Return completed form to:
Dr. Laura J. Rooney, PhD, MS
Clinical Associate Professor | BSK Internship Coordinator
Enderis Hall, Room 423
lrooney@uwm.edu | 414-229-6694

<table>
<thead>
<tr>
<th>Student Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Student ID Number</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Internship Term</td>
</tr>
<tr>
<td>Total # of hours</td>
</tr>
<tr>
<td>accumulated</td>
</tr>
</tbody>
</table>

I verify that the fieldwork hours, agency, supervisor and roles/tasks reported on this fieldwork verification form are true and accurate to the best of my knowledge.

I grant permission to the internship coordinator with the University of Wisconsin – Milwaukee College of Health Sciences and Department of Kinesiology to contact each agency and supervisor reported on this fieldwork verification form to confirm the information provided.

I grant permission to each agency and supervisor reported on this fieldwork verification form to release information about my volunteer or paid work experience to the University of Wisconsin – Milwaukee College of Health Sciences and Department of Kinesiology.

Signature:                      Date:
### Fieldwork Agency #1:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Supervisor/Contact Name</th>
<th>Supervisor/Contact Email</th>
<th>Supervisor/Contact Phone</th>
<th>Total # Hours</th>
<th>Dates of Hours (began → ended)</th>
</tr>
</thead>
</table>

Brief description of your role, tasks, experiences and knowledge/skills acquired or practiced:

### Fieldwork Agency #2:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Supervisor/Contact Name</th>
<th>Supervisor/Contact Email</th>
<th>Supervisor/Contact Phone</th>
<th>Total # Hours</th>
<th>Dates of Hours (began → ended)</th>
</tr>
</thead>
</table>

Brief description of your role, tasks, experiences and knowledge/skills acquired or practiced:

### Fieldwork Agency #3:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Supervisor/Contact Name</th>
<th>Supervisor/Contact Email</th>
<th>Supervisor/Contact Phone</th>
<th>Total # Hours</th>
<th>Dates of Hours (began → ended)</th>
</tr>
</thead>
</table>

Brief description of your role, tasks, experiences and knowledge/skills acquired or practiced:
### Fieldwork Agency #4:

<table>
<thead>
<tr>
<th>Agency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor/Contact Name</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Contact Email</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Total # Hours</td>
<td></td>
</tr>
<tr>
<td>Dates of Hours (began → ended)</td>
<td></td>
</tr>
</tbody>
</table>

Brief description of your role, tasks, experiences and knowledge/skills acquired or practiced:

### Fieldwork Agency #5:

<table>
<thead>
<tr>
<th>Agency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor/Contact Name</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Contact Email</td>
<td></td>
</tr>
<tr>
<td>Supervisor/Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Total # Hours</td>
<td></td>
</tr>
<tr>
<td>Dates of Hours (began → ended)</td>
<td></td>
</tr>
</tbody>
</table>

Brief description of your role, tasks, experiences and knowledge/skills acquired or practiced:

### What “counts” for purposes of Pre-internship Fieldwork hours?

- You must accumulate at least 100 hours of unpaid or paid experience in settings closely related to the health, fitness, wellness or sports fields post high school and pre-internship.
- Fieldwork hours must be accumulate in at least 20 hours increments per agency. Your fieldwork hours can accumulate with one agency (all 100 hours) or up to 5 agencies with at least 20 hours each.
- Your role, tasks and contributions should be meaningful and have enhanced your knowledge and professional development and contributed to the agency with which you worked.
- Fieldwork experiences MUST related closely to health, fitness, wellness or sports fields
  - For example: group exercise instructor, community walk leader, coaching assistant, race programmer, officer or other recognized leadership role in a professional organization, etc. → Yes.
  - For example: child care provider, food service server, participant in athletic or fitness, member of an organization, self-study and learning, etc. → No.
- If you are not sure whether an experience qualifies, please ask the internship coordinator.
## Appendix D. KIN 489 Fieldwork Internship Administrative Steps and Tasks Checklist

<table>
<thead>
<tr>
<th>Task Description</th>
<th>By whom?</th>
<th>How?</th>
<th>By When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fieldwork Internship Declaration Packet</td>
<td>Student</td>
<td>Completed forms must be submitted to KIN Internship Coordinator by DUE date</td>
<td>July 1, November 15 or April 1 as applicable for target term</td>
</tr>
<tr>
<td>Verification of Academic Eligibility for KIN 489 Fieldwork Internship</td>
<td>KIN Internship Coordinator</td>
<td>Review of student transcript and advising report by KIN Internship coordinator and confirmation from CHS student academic advising.</td>
<td>Within 1st week after receipt of declaration packet</td>
</tr>
<tr>
<td>Fieldwork Internship Agency Packet Sent</td>
<td>KIN Internship Coordinator</td>
<td>Letter of Introduction, UWM Affiliation Agreement (if necessary) and UWM KIN Memorandum of Understanding/Student Acceptance sent to Fieldwork Agency contact provided by student</td>
<td>Within 1st week after receipt of declaration packet after verification of academic eligibility</td>
</tr>
<tr>
<td>Completion of Criminal Background Check</td>
<td>Student</td>
<td>KIN Internship Coordinator will provide student with information to request a CBC from PreCheck (KIN Dept CBC provider)</td>
<td>CBC results must be received by KIN Internship Coordinator before 1st day of fieldwork.</td>
</tr>
<tr>
<td>Check with Fieldwork Internship Agency for any other pre-requisites</td>
<td>Student</td>
<td>Agencies may have additional requirements student is responsible for completing, such as proof of vaccination, drug testing, etc.</td>
<td>By 1st day of fieldwork or per arrangements with fieldwork agency</td>
</tr>
<tr>
<td>Enrollment in KIN 489: Fieldwork Internship and Seminar course</td>
<td>Student</td>
<td>Enroll in KIN 489 for 14 credits; may need permission from academic advisor to access through PAWS</td>
<td>By the 1st day of the academic term of fieldwork internship</td>
</tr>
<tr>
<td>Fieldwork Internship Agency Packet Received</td>
<td>Fieldwork Internship Agency</td>
<td>UWM Affiliation Agreement (if necessary) and UWM KIN Memorandum of Understanding and Student Acceptance received and executed with necessary signatures and dates.</td>
<td>By 1st day of fieldwork.</td>
</tr>
<tr>
<td>Other: As applicable or necessary for student fieldwork internship placement</td>
<td>TBD as applicable</td>
<td>TBD as applicable</td>
<td>TBD as applicable</td>
</tr>
</tbody>
</table>
Appendix E. Memorandum to Students from UWM Risk and Assurances

Memorandum to Students on Clinical or Field Education Programs

Congratulations! You have been accepted by one of the many institutions and facilities affiliated with the University of Wisconsin-Milwaukee to provide practicum experience for its students.

Insurance coverage is one of the aspects of your practicum of which you should be aware. The insuring position of the University with respect to your participation in a practicum is as follows:

I. Liability Protection

General, professional and medical malpractice is extended to you, while participating at a facility/institution, as afforded by Wisconsin State Statutes under the following conditions:

A. The program must be sanctioned by the Dean of the College.

B. Liability protection is extended only for the time specified by the agreement between the affiliate and the School or College.

C. The program provides credit and is a requirement for your graduation.

D. You are a registered student in good standing.

E. If an accident occurs, you were acting within the scope of the program at the time of the incident.

F. You report any incident which may give rise to a claim to the Program Coordinator or Dean of your School or College. (The Coordinator or Dean will advise UWM’s Risk Manager).

G. Should the incident result in a claim or legal action naming you or UWM staff, you must cooperate fully and follow instructions given to you by the UWM’s Legal Affairs or Risk Management staff. (If legal action is needed, legal representation will be assigned by the State of Wisconsin Attorney General.)

II. Health and Accident Insurance

Neither health nor accident insurance is provided for you by the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Be proactive -- make sure that your personal health insurance is in effect and will cover you when you are on location at the facility/institution.

NOTE: The University does not provide insurance for personal property which may be damaged or stolen while you are at a facility or institution. To protect yourself against a potential loss, verify what types of protection you may have under a homeowner’s, renter’s or automobile policy.

III. Workers’ Compensation Insurance

Workers’ Compensation Insurance is NOT available for you because you are not an employee of the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Should you become ill or injured as the result of the field training program, THERE IS NO COVERAGE FOR THE COSTS OF MEDICAL INSURANCE.

Again, protect yourself by making sure that you have personal health and accident insurance.
IV. Additional Requirements

Many facilities and institutions, regardless of the discipline for which you are taking a practicum, are requiring additional health and safety training, including examinations, immunizations, and criminal background checks. Some facilities also require additional professional liability insurance above the limits provided by Wisconsin State Statutes.

Additional fees and out-of-pocket costs may be required for providing these assurances to the facility/institution. In all cases, you should verify what is required by each facility/institution with the Program Coordinator or Dean of your School of College. Examples include:

1. Proof that health and accident insurance are in effect.
2. Health record and proof of immunizations.
3. A University of Wisconsin-Milwaukee photo I.D. card to be worn while on duty at facility/institution.
4. Criminal background history may be checked.
5. Evidence of competency in:
   1. Regulatory Requirements of the Joint Commission on Accreditation of Health Care Organizations (JCAHO)
   2. CPR Certification
   3. Fire and Life Safety
   4. Chemical Safety
   5. Infection Control
   6. Training in the OSHA Bloodborne Pathogens Standard

NOTE: Check with your Program Coordinator to determine if any of the above may be required. In many cases, you may not be allowed to begin clocking hours on your practicum until all the facility's requirements are met.

Should you have any questions regarding these matters, please contact your Program Coordinator or the Risk Management Office. We wish you well in your clinical internship or field training experience!