



# INTERNSHIP RESOURCE GUIDE

## 3-CREDIT HOUR COURSE



## TABLE OF CONTENTS

Your Internship At A Glance	3
What Is An Internship?	4
Introduction To KINE 420	4
What Makes A Good Intern?	5
Where Do I Go To Find An Internship?	5
How Do I Contact An Agency?	6
Student Eligibility For The Internship	6
Responsibilities	7
Competencies	9
Grading	9
Written Reports	10
Appendices	11

## YOUR INTERNSHIP AT A GLANCE

### ***Getting Started...***

The Kinesiology Internship is a self-directed, supervised, practical learning experience. It provides you with a capstone experience during which practical application of theoretical knowledge takes place in the realm of a real world setting of your choice. You can intern in or outside of Abilene. Tips for securing an internship are in this resource guide. The internship may be a paid position – often it is not. The internship (3-credit hours) requires a minimum of 160 clock hours to meet departmental requirements. This is a capstone course. Note: students are not allowed to walk at graduation until they complete all required credit hours of their degree plan including this internship.

### ***Before the internship begins...***

Keep the following in mind as you follow these steps: you **MUST** be registered for the internship and have completed all appropriate paperwork **PRIOR** to your first day as an intern **OR** you may have to begin your hours again at 0 hours.

1. Print a copy of the *Internship Resource Guide: 3-Credit Hour Course* from the ACU website and while there is a sample syllabus in the appendix, it is a good idea to email your faculty mentor to request that he or she email his/her syllabus to you.
2. Read and understand the resource guide before completing any paperwork.
3. Submit your completed application with a resumé to your faculty mentor for approval.
4. Secure an internship.
5. Deliver a copy of this resource guide to your agency supervisor (in print or electronically).
6. Submit your completed student-university internship contract to your faculty mentor before taking it to the departmental advisor.
7. Complete the contract (& clinical affiliation agreement as needed) with the internship agency.
8. Complete the student section of verification and submit it to your faculty mentor.
9. Once your paperwork is in place and your internship is verified by your faculty mentor **you will be registered in KINE 420. 0\_ by the departmental advisor after you submit Appendix D.** The course section numbers vary by faculty mentor and internship locale (in-town vs out-of-town).
10. Verify the best way to communicate with your faculty mentor and submit internship reports (via email, phone, snail mail...).

### ***Once the internship has begun...***

1. Complete the SAILS assessment. A link will be emailed to you IF it is being conducted that semester.
2. Submit your written work to your faculty mentor in a timely fashion throughout your internship.
3. Communicate any concerns that may arise to your site supervisor, faculty mentor, or both.
4. Submit your site supervisor's evaluation upon completion.

***Your account will be billed*** for three (3) credit hours and a fee (explained on the current syllabus obtained from your faculty mentor).

DETAILED INFORMATION FOLLOWS

## WHAT IS AN INTERNSHIP?

*“All genuine knowledge originates from direct experience.”* Mao Tse-tung

*“Nothing ever becomes real until it is experienced.”* John Keats

An internship isn't just a temporary job – it is a short-term, practical experience outside of the classroom during which you are encouraged to actively explore your career field. Many organizations offer unpaid internships in the belief the experience you gain *is* your compensation. Occasionally, an internship may offer wages or will barter a professional certification at their expense for your time and effort.

## INTRODUCTION TO KINE 420

This internship is offered for three credit hours by Abilene Christian University and is required of all students majoring in the following Kinesiology degree tracks: KNHP, KNPT, KNOT, KGEN, and KSRM. The Kinesiology major is offered as a Bachelor of Science degree through the College of Education and Human Services. Students enrolled in KINE 420 pay for the three credit hours (may be part of block tuition) and a special fee based on the agency's location in Abilene or outside of Abilene. This is a capstone course.

The internship is a cooperative arrangement between the Department of Kinesiology and Nutrition at Abilene Christian University and an approved agency. Internship sites may be in school, corporate, clinical, community, or commercial settings.

You are responsible for locating your internship. During the internship, you are expected to be mindful about your goals while working at the internship agency and to reflect actively on what is being learned by submitting reports as explained later in this guide. Select a site that will offer you the following:

- An opportunity to apply what you have learned in the classroom in the workplace setting of your choice
- Valuable input from employees at the agency
- An opportunity to discover your personal work-style preferences
- The beginnings of a professional network

It is through the internship program that the depth of technical skill and stature of the profession and the variety of professional goals confront the student. Following the internship, students may choose to immediately pursue a career in their chosen field and seek full-time employment, while others may choose to enter graduate school. Whatever the choice, the individual student will have matured through the experiences of the internship as a capstone experience.

## WHAT MAKES A GOOD INTERN? \*

### **Personal and Professional Characteristics**

Personality	Positive work ethic – buy into the
Intrinsic motivation	Agency’s vision and mission,
Enthusiastic	but avoid internal politics
Responsible	Self-starter – don’t make anyone show
Arrive early and stay late	you/tell you what to do more than once
Meet all deadlines	unless sincerely necessary (and some
Say “yes!” as often as possible	complicated tasks will require you to
Attend all meetings	be guided more than others)

### **Affiliations**

Certifications  
Student membership in university or professional associations

### **Experiences**

Leadership roles  
Scholarly activity (in a class or as a special project)

### **Relationships**

Find a mentor – hopefully this will be your Agency Supervisor who will teach you, support you, and evaluate you  
Willing to get to know your co-workers

### **Skills, Knowledge, and Abilities**

Good written and oral communication skills  
Knowledgeable in this field

\*based in part on content found at [www.internships.com](http://www.internships.com)

## WHERE DO I GO TO FIND AN INTERNSHIP?

- Check the list of previous internship sites at <http://www.acu.edu/academics/cehs/programs/kinu/student-opportunities/internships.html>
- Contact previous/present/or local seasonal employers
- Check the internet (ACU’s career center, [www.collegecentral.com](http://www.collegecentral.com), [www.internships-usa.com](http://www.internships-usa.com), [www.internships.com](http://www.internships.com), [www.vault.com](http://www.vault.com), etc.)
- Internship Fair or Job Fair
- Contact faculty
- Community agencies/businesses in your field of interest
- Consult family/friends/church connections/ACU alumni database
- National internship books: *Peterson’s Internships*, *America’s Top Internships*, *The Internship Bible*, *The National Directory of Internships*

## HOW DO I CONTACT AN AGENCY?

### **Telephone**

This is a common first step.

Begin with a script in mind. "Hello, my name is \_\_\_\_\_. "Ask to speak to the person who handles the student internship program by name if possible or ask to speak to the person who coordinates internships. "I am a junior/senior at Abilene Christian University majoring in Kinesiology. I am interested in (your area of interest) and believe that an internship with you would be good for both of us."

In case the intern supervisor has time, be prepared to converse about your goals, the internship requirements from ACU, and why you are interested in working there. It is fine to mention what you hope to get out of the internship, but it is important to also let them know what you bring to them!

### **Personal Visit**

This usually occurs when you are trying to find out who the internship supervisor is at a site. Visiting lets the people there see your face in order to recognize you next time.

### **Email**

This may be growing as a common first step and you can attach a resume. The email, in essence, becomes a substitute cover letter.

## STUDENT ELIGIBILITY FOR THE INTERNSHIP

1. Identify any courses specifically required before the internship (based on track) and/or placement in junior summer or at end of all course work as a senior. Your faculty mentor or the departmental advisor may help with this.
2. Prerequisites: faculty mentor approval and completion of 90 hours and KINE 372/373 except for KSRM, which instead requires KINE 301 Risk Management.
2. Once approved by your faculty mentor, deliver a completed and signed Appendix D to the KINE academic advisor who will enroll you in KINE 420.
3. Be aware that once you communicate with an internship site, there may be a requirement that you hold a current certificate in First Aid/CPR/AED, and undergo screenings or a background check. PT and OT interns may be expected to provide a clinical affiliation agreement. If so, see your faculty mentor.

# ABILENE CHRISTIAN UNIVERSITY

## RESPONSIBILITIES

### **INTERN to AGENCY**

The intern will:

- A. conform with agency regulations.
- B. plan thoroughly and in advance for all assignments.
- C. carry out all assignments to the best of his/her ability.
- D. complete a written evaluation of each meeting and/or activity the intern has planned and/or conducted.
- E. be well-groomed and appropriately dressed for all assignments.
- F. notify the agency supervisor well in advance in cases of absence from work.
- G. accept the agency's philosophy, methods, leadership, and program. If asked for suggestions by the agency supervisor, give constructive criticism and suggestions.
- H. be tactful, friendly, courteous, and respectful to all.
- I. be cheerful, and praising of good work.
- J. use discretion as to people with whom the intern associates and visits.
- K. consult with the agency supervisor when confronted with problems the intern cannot satisfactorily solve alone.
- L. consider him/herself a co-worker of the agency staff, not someone due special privileges.
- M. complete assignments and responsibilities as outlined in the Agency/Student Contract.
- N. become a productive, contributing member of the agency program in the delivery of services.

### **INTERN to UNIVERSITY**

The intern will:

- A. develop the Student/Agency Internship Contract with his/her agency supervisor. This contract must describe the specific responsibilities of the student and agency. Send it to your faculty mentor before beginning work.
- B. submit reports to the faculty mentor. This includes the cover sheet and typed report for each segment.
- C. present a report (evaluation) of the entire experience to the faculty mentor.
- D. represent the Department of Kinesiology and Nutrition in upholding the ideals of Abilene Christian University.
- E. complete assignments and responsibilities as outlined in the University/Student Contract and the *Internship Resource Guide*.

# ABILENE CHRISTIAN UNIVERSITY

## **UNIVERSITY to INTERN**

The faculty mentor will:

- A. represent the university in all official arrangements with selected agencies.
- B. review and discuss each contract item with the student, then sign the contract as the representative of the department and the university.
- C. evaluate written reports and keep the intern informed of his/her progress.
- D. make one on-site visitation during the semester to observe the intern in the work. Some exceptions may be made and email, telephone or mail contact is expected.
- E. maintain open communication with the student and agency on all matters pertaining to the placement.
- F. determine the final grade for the internship student by combining the faculty mentor's and agency supervisor's evaluations.

## **UNIVERSITY to AGENCY**

The faculty mentor will:

- A. make final decisions on placement of the student with the agency.
- B. approve for placement with the agency a student who is competent and who will not only "take" experience from the agency, but will be a contributing member of the agency staff.
- C. maintain open communication at all times with the agency concerning its cooperation and supervision of the intern.
- D. plan to make an on-site visit regarding the work of the intern and the university program in general. Some exceptions may be made and email, telephone or mail contact will substitute.

## **AGENCY to UNIVERSITY**

The agency supervisor will:

- A. approve the internship.
- B. meet with the intern periodically to discuss progress.
- C. meet with or contact the faculty mentor to discuss the intern's progress.
- D. evaluate the internship experience and offer recommendations for improvement to the university.
- E. discuss curriculum offerings as related to the intern's strengths and weaknesses and suggest changes.

## **AGENCY to INTERN**

The agency supervisor will:

- A. develop a working contract with the intern that clearly delineates the intern's role and responsibilities in the agency. This should be developed during the first week of the internship with copies provided to the intern and the student's faculty mentor at the university.
- B. present the intern with an overview of the agency's purposes, policies, administration, programs, and physical plant.
- C. inform the intern of all applicable rules and regulations governing agency staff.



## ABILENE CHRISTIAN UNIVERSITY

- D. present the intern to the agency staff as a co-worker to insure professional status.
- E. orient the intern to the community/membership: its political, religious, economic, social, and ethnic background.
- F. encourage the highest standards and then praise the intern for work well done.
- G. present formative evaluations in a constructive, objective, and tactful manner.
- H. schedule periodic conferences with the intern to discuss progress.
- I. complete agency reports, review them with the intern, and (after being signed by both the supervisor and the intern) send\* reports promptly to the faculty mentor. \*student may send in reports
- J. complete the final evaluation form.

## COMPETENCIES

Be certain you read and understand the overall outcome and competencies listed and explained in the syllabus. The information that follows about written reports is directly linked to the fact that each intern is expected to do the following.

1. Assess the role, duties and responsibilities of a full-time health promotion professional.
2. Develop a personal professional philosophy.
3. Identify and evaluate his/her personal and professional growth.
4. Be able to think critically.
5. Be able to produce quality work.
6. Demonstrate habits of mind that foster integrative and higher level thinking.
7. Conduct necessary research that addresses a critical issue in the field of kinesiology/therapeutic science in general particularly as it may relate to this particular internship site.
8. Reflect and demonstrate their ability to think critically, globally, and missionally about their discipline.

## GRADING

Be certain you read the grading and grading scale information listed and explained in the syllabus.

## WRITTEN REPORTS

### Preparing Each Internship Report

Keep a daily journal on your computer or mobile digital device to keep track of the following suggested categories (hours *and* comments). This will enable you to complete the required sections of your reports. Your work will be thorough. Once each report is ready to send to your faculty mentor, print the cover sheet and have the agency supervisor sign it. In general, your faculty mentor expects this within a short time period so check with him or her regarding due dates based on *your* internship.

#### Suggested Categories

Conferences	Evaluations	Testing
Observations	Planning	Study
Assignments	Orientation/Training	Activities
Successes	Customer Contact	Meetings
Staff Interviews	Problems	
Other:		

You will submit reports according to the following schedule. Use the appropriate report cover sheet. Each cover sheet with an explanation about the assignment/report noted below can be found in the Appendices.

<u>Report Cover Sheet</u>	<u>Due</u>	<u>Evaluation</u>
40-Hour Report	at 40 hours	<i>Faculty Mentor</i>
80-Hour Report	at 80 hours	<i>Faculty Mentor</i>
<i>Note: covers hrs 41-80; submit by 100 hrs Mentor will email Site Supervisor</i>		
Faith Reflection Paper*	at 120 hours	<i>Faculty Mentor</i>
Capstone Research Paper*	between 120-160 hrs	<i>Faculty Mentor</i>
160-Hour Report	at 160 hours	<i>Faculty Mentor</i>
<i>Note: covers hrs 81-160</i>		
Internship Evaluation	at 160 hours	<i>Evaluation Form from Site Supervisor</i>

\***Capstone Requirements** include 1) a resumé, 2) the SAILS assessment (a link will be sent to your email if SAILS is being conducted that semester), 3) the Faith Reflection Paper, and 4) the Capstone Research paper.

**Faith Reflection Paper** – Due at 120 hours. Think critically about faith and vocation; discuss the integration of faith into practice in your professional field.

500 word minimum

10% of overall grade

**Capstone Research Paper** – Due between 120-160 hours. Address a critical issue in the field of Kinesiology/Exercise/Therapeutic Sciences.

2000 words

5 appropriate research sources

10% of overall grade

## APPENDICES

A.	Syllabus (see your faculty mentor or email him/her for the most current syllabus)	12
B.	Application For Kinesiology Internship	17
C.	Suggested Resumé Content	19
D.	Internship Approval Form From Faculty Mentor To KINE Advisor	21
E.	Student – University Internship Contract	22
F.	Student – Agency Internship Contract	23
G.	Kinesiology Internship Verification	24
H.	40-Hour Report Cover Sheet	25
I.	80-Hour Report Cover Sheet	26
J.	Faith Reflection Paper Cover Sheet	27
K.	Capstone Research Paper Cover Sheet	28
L.	160-Hour Report Cover Sheet	29
M.	Site Supervisor Evaluation of Intern	30
N.	Clinical Affiliation Agreement	31
O.	Clinical Affiliation Agreement (Without Student Status Clause)	38

# ABILENE CHRISTIAN UNIVERSITY

## APPENDIX A

Syllabus – Be sure to receive the most current syllabus from your faculty mentor.

Abilene Christian University  
Department of Kinesiology and Nutrition  
Course Syllabus  
**Kinesiology Internship**

Term: \_\_\_\_\_ KINE 420. \_\_\_\_ & 420. \_\_\_\_\_ 3 credit hours

### Mission Statements

*Abilene Christian University:* To educate students for Christian service and leadership throughout the world.

*College of Education and Human Services:* To equip students for global ministry through exemplary practice and service in education and human services.

*Department of Kinesiology and Nutrition:* To prepare students to serve and lead through the development of healthful lifestyles.

### About the Course

**Credit:** 3 hours

**Prerequisites:** Faculty mentor approval and completion of 90 hours and KINE 372/373 except for KSRM, which instead requires KINE 301 Risk Management. Course enrollment by academic advisor upon receipt of Appendix D.

### About the Teacher (Student's Faculty Mentor)

**Faculty Mentor:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Office Hours:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ Fax: 325.674.6788

**Email:** \_\_\_\_\_

**Mail:** ACU Box 28084, Abilene, TX 79699

### Course Content and Information

**Catalog Description:** Supervised field experience where the student is involved in a public, medical, commercial, or private agency work environment, experiencing a variety of settings for a minimum of 160 hours.

**Synopsis:** Juniors and Seniors following the degree tracks for the Bachelor of Science in Kinesiology take this course. The internship focuses on using academic preparation while developing marketable skills as they apply to fitness, health promotion, sport or rehabilitation settings. The *Internship Resource Guide* provides general information and forms to help the student through the process of applying for the internship, completing reports, and receiving evaluations. **This is a capstone course.**

**Class Format and Conduct of the Course:** The internship format varies from agency to agency. The student is responsible for submitting paperwork in a timely fashion and maintaining communication with the agency professional and his/her university faculty mentor.

**Fee:** A special fee is required. Always check for the current fee. Recent fees: a) \$150.00 in Abilene and b) \$300.00 out-of-Abilene.\* Students will be enrolled under the section number of his/her faculty mentor. The odd numbered section is local and the even numbered section is out-of-Abilene.

**Library:** The Brown Library has hundreds of resources addressing the fields of Kinesiology.

# ABILENE CHRISTIAN UNIVERSITY

**Required Text:** Department of Kinesiology and Nutrition. *Internship Resource Guide*. Abilene Christian University, available from your faculty mentor and on the ACU website.

**Other Information:** Students who wish to participate in internships outside of Abilene must make arrangements for appropriate documentation of **Affiliation Agreements** and supervision if the distance is greater than 200 miles. Affiliation Agreements often take several weeks and should be planned for well in advance of the intended internship period. Be aware that some sites will require certain workplace testing and background checks, which should also be started well in advance in case they take awhile for the agency to receive your results.

### Evidence of Christian Perspective

Several topics that benefit from discussion of Christian behavior include 1) professionalism, 2) leadership, and 3) employee performance standards. The internship offers a “real world” experience in which the ACU intern develops not only workplace competencies, but also demonstrates appropriate professional and ethical behavior.

### Overall Outcome and Competencies

The intent of the internship is to provide transition from the student’s undergraduate preparation to a professional setting. Students will **gain factual knowledge and experience** during the internship, which they will **apply** to performing daily tasks. The student-intern should conscientiously review personal knowledge, skill, and professional growth in contemplation of entering his/her chosen profession.

	Competency	Measurement Instrument	Measurement Standard
1.	The student will assess the role, duties, and responsibilities of a full-time health promotion/allied health professional in the internship setting while developing a personal philosophy of practice.	A. Written Reports	A. The student explains the role, duties, and responsibilities of a full-time health promotion professional in the internship setting and justifies course information in the field. He/she describes a personal health promotion philosophy in his/her written reports.
2.	The student will develop positive relationships within the internship agency and between the agency and the university.	A. Written Reports	A. The student describes the positive relationships the intern developed within the internship agency and between the agency and the university.
3.	The student will identify and evaluate his/her personal growth in the ability to engage in professional, contemporary thinking and practice in the internship setting and how he/she was able to frame questions, carry out critical analysis, and produce quality work.	A. Written Reports	A. The student describes his/her personal and professional growth. Reports include discussion of issues as they arose and explains how the intern analyzed and worked through the issue. He/she evaluates his/her successes (and/or failures) during the internship.
4.	The student will create an up-to-date resumé as part of the application process.	A. Resumé (Capstone)	A. The student submits a resumé.

ABILENE CHRISTIAN UNIVERSITY

5.	The student will process information learned during the internship for future choices concerning employment, areas of specialization, and/or graduate study.	A. Written Reports	A. The student evaluates and describes information gathered during the internship for his/her future choices concerning employment, areas of specialization, and/or graduate study.
6.	The student will reflect on the internship experience from the perspective of the Christian in the workplace and relate experiences to personal spiritual growth and values.	A. Reflection Essay (Capstone)	A. The student submits a reflection essay about ways he/she could (or could not) integrate faith into the workplace based on his/her internship experience, and relates the internship experience to personal spiritual growth.
7.	The student will conduct necessary research that addresses a critical issue in the field of kinesiology/therapeutic science, As possible, the student will utilize this research to propose a special project that will be of value to the supervising agency.	A. Research Paper (Capstone)	A. The student submits a paper of at least 2000 words with a minimum of five references.

**Major Assignments That Fulfill Capstone Requirements**

Integrative Capstone Course Requirement	How the Requirement is Met in KINE 420
<p>Learning Outcomes:</p> <ol style="list-style-type: none"> <li>1. Habits of mind that foster integrative thinking between the liberal arts core curriculum and Kinesiology.</li> <li>2. Achievement and demonstration, through creative project, of the ability to frame questions, carry out critical analysis, and produce work of substantial complexity and quality related to their chosen field of study.</li> <li>3. Reflect and demonstrate their ability to think critically, globally, and missionally about their discipline.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students are required to integrate diverse areas of thinking related to patient care and communication with patients/client/colleagues using knowledge gained in Science courses, Communications, English, and social sciences such as psychology and explained in written reports.</li> <li>2. Students are required to submit reflective written reports that explain the problems they have helped analyze and solve. They will address real-life and complex problems of actual clients in their field that require critical analysis.</li> <li>3. Students are required to submit a reflective essay and written reports that involve how they are thinking critically, globally, and missionally while they are</li> </ol>

ABILENE CHRISTIAN UNIVERSITY

	working with clients. It must address the integration of faith into practice in the field.
<p>Specific Elements:</p> <ol style="list-style-type: none"> <li>1. 2000 word paper worth 10% of the overall grade, including 5 appropriate research sources.</li> <li>2. Assignment that demonstrates the student to think critically about faith and vocation in Kinesiology.</li> <li>3. A skills and accomplishments inventory summarizing the students accomplishments, activities, service, leadership, internships, integrative thinking, knowledge, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. A research paper that addresses a critical issue in the field of kinesiology/ therapeutic science and meets length/reference requirements. 10% of the overall grade. <b>Format – CRITICAL!</b> <ol style="list-style-type: none"> <li>1. Place a heading on the upper right hand of the first page that includes: <ul style="list-style-type: none"> <li>• Banner ID;</li> <li>• Citation style utilized in the paper (use MLA unless your mentor requires APA);</li> <li>• <b>No other</b> identifiable information (name, department, instructor, etc.);</li> </ul> </li> <li>2. Use a readable professional academic font of size 11 or 12.</li> <li>3. Name the file in the following format: <b>Last_first_bannerid.pdf</b></li> <li>4. Submit the document to your faculty mentor in PDF form ONLY.</li> </ol> </li> <li>2. A reflective essay (500 words) that discusses the integration of faith into practice in the field. 10% of the overall grade.</li> <li>3. Students submit a resumé.</li> </ol>

**Course Calendar:** Varies. A schedule will be agreed upon with the faculty member when an internship is obtained and the start date is known.

**Attendance:** The student is expected to report to each workday or special event at this workplace.

**Students with Disabilities:** Any student with a documented disability that will impact your work in this class is requested to visit with me during the first two weeks of class after class or during office hours. Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call our office directly at (325) 674-2667. All discussions will remain confidential.

# ABILENE CHRISTIAN UNIVERSITY

**Academic Integrity:** Violations of academic integrity and other forms of cheating, as defined in ACU's Academic Integrity Policy, involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying and represent actions contrary to the behavioral norms that flow from the nature of God. Violations will be addressed as described in the Policy. While the university enforces the Policy, the most powerful motive for integrity and truthfulness comes from one's desire to imitate God's nature in our lives. Every member of the faculty, staff and student body is responsible for protecting the integrity of learning, scholarship and research. The full Policy is available for review at the Provost's office web site (<http://www.acu.edu/campusoffices/provost>) and the following offices: provost, college deans, Dean of campus life, director of student judicial affairs, director of residential life education and academic departments.

## Sexual Harassment

Harassment will not be tolerated at Abilene Christian University. As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore it is the purpose of this policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the ACU community, including trustees, faculty, staff, students, and volunteers at Abilene Christian University. For a more in-depth look at the university's anti-harassment policy, full definition of harassment, and procedure for reporting, visit: [www.acu.edu/campusoffices/studentlife/judicial/ForStudents/Harassment Policy](http://www.acu.edu/campusoffices/studentlife/judicial/ForStudents/HarassmentPolicy)

## Grading and Grading Scale

- Written Reports/including SAILS assessment if offered during your internship – 15%
- Research Paper ( $\geq$  2000 words) – 10%
- Reflective Essay (500 words minimum) – 10%
- Faculty Mentor Evaluation (resumé is included) – 15%
- Site Supervisor Evaluation – 50%
- The grade of In Progress (IP) may be assigned when the student runs into extenuating circumstances. The missing hours and/or paperwork must be finished as soon as possible. An "IP" will change automatically to Incomplete (I) after a semester and an "I" will be changed to an F after one semester. It is the student's responsibility to follow-up with her/his faculty mentor once the hours have been completed.

A	90-100
B	80-89
C	75-79
D	70-74
F	Below 70

**Assignment Due Dates in Brief** –see intern guide/report cover sheets for more details

<u>Report Cover Sheet</u>	<u>Due</u>
40-Hour Report	at 40 hours
80-Hour Report	at 80 hours
Faith Reflection Paper*	at 120 hours
Capstone Research Paper*	between 120-160 hrs
160-Hour Report	at 160 hours
Internship Evaluation	at 160 hours



ABILENE CHRISTIAN UNIVERSITY

APPENDIX B

APPLICATION FOR KINESIOLOGY INTERNSHIP

This application is to be completed by the student within the semester preceding the internship start date, and must be signed by the student’s faculty mentor. The form and student’s resumé will be forwarded, with the internship assignment request, to the host agency by the student. A meeting may be arranged to discuss the priority choices of the student, the availability of the setting, and the opportunities of the educational experiences.

STUDENT INFORMATION

Name \_\_\_\_\_ Banner ID # \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone # \_\_\_\_\_

Degree Track: \_KNHP \_KNPT \_KNOT \_KSRM \_KGEN Class: \_JR \_SR

Earned Hours \_\_\_\_\_ GPA \_\_\_\_\_ Graduation Date \_\_\_\_\_

Hours to be taken in addition to the internship, if any \_\_\_\_\_

Seeking internship: Semester \_\_\_\_\_ Year \_\_\_\_\_

What field in kinesiology most interests you? Describe the setting and type of business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what you wish to experience during your internship. Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABILENE CHRISTIAN UNIVERSITY

Where do you want to intern? Why?

---

---

What are your strengths and interests as related to working in kinesiology?

---

---

---

---

What might not be your strong suit (something you want to improve) as related to working in kinesiology?

---

---

---

Attach a copy of your resumé.

I understand that I will be responsible for all personal expenses related to completing this internship. These expenses include, but are not limited to: transportation, housing, meals, and perhaps special clothing. I further understand that an internship fee will be charged to offset the costs of telephone contacts and a mileage fee for supervisory site visits.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

# ABILENE CHRISTIAN UNIVERSITY

## APPENDIX C

### SUGGESTED RESUMÉ FORMAT

#### Name

[email](#) • phone • your linked in URL • city, state, zip

---

#### **RECREATION CENTER INTERNSHIP** *(identify job or internship you seek)*

Student with experience working with the public and in teams. Desires to implement program planning for the community youth while learning the business and budgeting procedures for a city recreation center. **Developed an understanding in the following areas:** *(use relevant key terms that link your educ/skills to the position being sought)*

Program Planning • Risk Management • Youth Activity Programming • Business and Professional Writing • Youth Camps • Sport and Recreation Law and Ethics • Communication and Conflict Management • Team Leadership

#### EDUCATION

**Abilene Christian University** • Abilene, TX (August 2018)  
Bachelor of Science in Kinesiology, (GPA: 3.94/4.00)

**Navarro College** • Corsicana, TX (May 2016)  
Associate-of Science General Studies, (GPA 4.00/4.00)

---

#### RELEVANT WORK EXPERIENCE

**D-BAT Abilene** • Abilene, TX (February-May 2018)

Camp Instructor, Lesson Instructor, Desk Clerk: Responsible for managing schedules for lessons and rentals, handling money and deposit procedures, selling memberships, maintaining a clean and safe facility, and performing opening and closing procedures. Instructed the youth in baseball and softball skills. Ensured client satisfaction by providing friendly, knowledgeable service, and ensuring smooth transactions.

**City of Nederland Parks and Recreation** • Nederland, TX (Summers 2016-2017)

Lifeguard: Responsible for preventing accidents and minimizing hazardous situations, communicating facilities rules and regulations with patrons, then enforcing them, and maintaining a safe, sanitary facility.

Water Safety Instructor Aide: Teach children water safety and proper swimming techniques.

**GT Shockers Softball Organization** • Beaumont, TX (Summers 2016-2017)

Assistant 18u Gold Coach: Responsible for coaching first base. Was directly responsible for the infield, pitching, and catching staff. This involved running the athletes through drills and calling pitches during games.

---

# ABILENE CHRISTIAN UNIVERSITY

## **CERTIFICATIONS**

Red Cross Lifeguard • First Aid/CPR/AED • NIH • EthicsCORE

## **TECHNICAL SKILLS**

Microsoft Office • MindBody Business Program • Point of Sale Software

---

## **VOLUNTEER WORK**

Special Olympics • Parkinson's Exercise Study Undergraduate Research Assistant

## **CAMPUS INVOLVEMENT**

Navarro College Softball • Phi Theta Kappa (Navarro College) • Abilene Christian Softball

For more information on this resumé, go to:

**14 Reasons This is a Perfect Resumé for a Recent College Graduate**

Copy and paste this URL in your search bar to see the example and explanations.

<https://www.topresume.com/career-advice/excellent-resume-for-recent-grad-05-2016>

ABILENE CHRISTIAN UNIVERSITY

APPENDIX D

INTERNSHIP APPROVAL FORM FROM FACULTY MENTOR TO KINE ADVISOR

Student, take this completed, signed form to the KINE academic advisor to be registered in KINE 420. Students may not enroll themselves.

Student Intern \_\_\_\_\_

Banner I.D. \_\_\_\_\_

Faculty Mentor \_\_\_\_\_

Semester to be enrolled in the Internship (check one and write in the year)

\_\_\_\_\_ Spring

\_\_\_\_\_ Summer

\_\_\_\_\_ Fall of Year \_\_\_\_\_

Location of Internship

\_\_\_\_\_ In Abilene or

\_\_\_\_\_ Outside of Abilene: (where?) \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The student agrees to complete the work associated with the internship during the semester s/he is *enrolled* and to inform the faculty mentor of any difficulties that might affect satisfactory completion of the internship.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_

Date the Advisor enrolled the student \_\_\_\_\_

ABILENE CHRISTIAN UNIVERSITY

APPENDIX E

STUDENT-UNIVERSITY INTERNSHIP CONTRACT

The following contractual items between \_\_\_\_\_  
(Student Intern)  
and \_\_\_\_\_ discussed and agreed upon  
(Faculty Mentor)

\_\_\_\_\_ constitutes a binding contract for three (3) semester  
(Date)  
hours to be completed within four (4) to 15 weeks, with a minimum of 160 hours of agency  
contact during the \_\_\_\_\_ semester of 2\_\_\_\_\_.

CONTRACT ITEMS

The student intern will:

1. obtain the *Internship Resource Guide: 3-Credit Hour Course* (available on the ACU Kinesiology Dept. web pages under “student opportunities”) and syllabus and be responsible for reading and understanding the contents.
2. submit the appropriate forms to the faculty mentor before seeking registration.
3. submit the appropriate form (App D) to the academic advisor in order to be registered.
4. submit written work to the faculty mentor in a timely fashion before beginning and throughout the internship.
5. provide the intern final evaluation form to the agency supervisor at least one week prior to the date it is due to the faculty mentor.
6. arrange periodic conferences with the agency supervisor and faculty mentor as needed.
7. adhere to all policies, regulations, procedures, and assignment dates as explained in the *Internship Resource Guide: 3-Credit Hour Course*.
8. agree to the current internship fee and/or mileage fees for supervisory visits to the site:  
\_\_\_\_\_. Current rate: \_\_\_\_\_ per mile.

Failure to meet the aforementioned contract items will affect the internship final grade. We hereby acknowledge that the items in this contract constitute a binding agreement for the period of time covered by this internship.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

ABILENE CHRISTIAN UNIVERSITY

APPENDIX F

STUDENT-AGENCY INTERNSHIP CONTRACT

Name of Student Intern \_\_\_\_\_

Agency (Site) \_\_\_\_\_

Site Supervisor: Please indicate below whether or not the student has been accepted as an intern.

\_\_\_\_\_ **This agency *accepts* the following student as an intern for the period stated below and under the specifications listed below:**

Start Date \_\_\_\_\_ Tentative End Date \_\_\_\_\_

Stipend/benefits (if any) \_\_\_\_\_

General description of assignments for the intern and identify one or two learning experiences that will benefit the intern.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **The agency *does not accept* this student as an intern at this time.**

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Agency (Site) Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

To be returned to the student's faculty mentor along with Appendix G, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student and agency may keep a copy.

ABILENE CHRISTIAN UNIVERSITY

APPENDIX G

KINESIOLOGY INTERNSHIP VERIFICATION

**PART I: (To be filled out by the Intern and submitted with the Contract, App F)  
PLEASE PRINT**

Name of Intern \_\_\_\_\_ Date \_\_\_\_\_

Intern's Address \_\_\_\_\_  
\_\_\_\_\_

Intern's Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Intern's ACU E-Mail \_\_\_\_\_

Name of Internship Agency \_\_\_\_\_

Agency's Address \_\_\_\_\_

Name of Agency (Site) Supervisor \_\_\_\_\_

Site Supervisor's E-Mail \_\_\_\_\_

Site Supervisor's Phone \_\_\_\_\_

Total Number of Internship Hours Required by this Agency: \_\_\_\_\_ (160 are required by the university)

**PART II: (To be filled out by Agency (Site) Representative)**

According to our records, the information above is accurate and this intern's position with this agency is verified.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

To be returned to the student's faculty mentor, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student and agency may keep a copy.



ABILENE CHRISTIAN UNIVERSITY

APPENDIX H

KINESIOLOGY INTERNSHIP 40-HOUR REPORT

**Instructions to the Intern:**

This is the *cover sheet* for your report. **Keep a daily journal** in which you write notes nightly during your internship and keep track of hours spent doing various duties with your reflections on what you did and how it went. You might choose to keep your journal on your computer to make preparing your reports even quicker. Untimely and poorly-written reports have the power to lower your internship grade. DUE at the conclusion of 40 hours. Clarify due dates and formats with your faculty mentor.

Dates of this report: from \_\_\_\_\_ to \_\_\_\_\_

Name of Intern \_\_\_\_\_

Signature of Site Supervisor \_\_\_\_\_

Distribution of hours (approximate distribution by category - **will total 40** – hours 0-40)

Conferences _____	Evaluations _____	Testing _____
Observation _____	Planning _____	Study _____
Participation _____	Orientation _____	Other _____

Be sure to highlight your initial thoughts about this professional experience as you write this narrative report. The following prompts will prove helpful. (Do NOT list and answer.)

1. What did you learn? What do you still want to learn?
2. What was easy or difficult? What was exciting or sad?
3. Who are you working with? What is his/her background?
4. Problems encountered and methods of solution
5. Satisfying experiences
6. How applicable is this experience thus far to your professional growth?
7. Share helpful comments and suggestions for ACU to prepare future interns.
  - a. How well has your ACU coursework prepared you?
  - b. What would be helpful to add to ACU’s curriculum based on your experience?

Attach typed pages to this cover sheet that provide the following as applicable.

1. A record of meetings, conferences, and training sessions attended.
2. A record of activities, assignments, and experiences.
3. Copies of materials prepared by you (agenda, flyer, newsletter, workout, etc.)

To be returned to the student’s faculty mentor, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student and agency may keep a copy.

# ABILENE CHRISTIAN UNIVERSITY

## APPENDIX I

### KINESIOLOGY INTERNSHIP 80-HOUR REPORT

#### Instructions to the Intern:

This is the *cover sheet* for your report. **Keep a daily journal** in which you write notes nightly during your internship and keep track of hours spent doing various duties with your reflections on what you did and how it went. You might choose to keep your journal on your computer to make preparing your reports even quicker. Untimely and poorly-written reports have the power to lower your internship grade. Clarify due dates and formats with your faculty mentor.

Dates of this report: from \_\_\_\_\_ to \_\_\_\_\_

Name of Intern \_\_\_\_\_

Signature of Site Supervisor \_\_\_\_\_

Distribution of hours (approximate distribution by category - **will total 40** – hours 41-80)

Conferences _____	Evaluations _____	Testing _____
Observation _____	Planning _____	Study _____
Participation _____	Orientation _____	Other _____

Now it is time to report about new experiences/thoughts/feelings as you've spent more time at this agency.

Your report is a narrative – not a “list and answer.”

1. What have you learned during this 40 hours compared to the first 40 hours?
2. What new experience was easy or difficult?
3. What new skills have you acquired in this job role?
4. Has your site supervisor allowed you to do some things unsupervised yet? Explain.
5. How have you been resourceful?
6. What leadership have you seen around you? Have you been a leader? If so, how?
7. Have you had a challenging or rewarding moment with a co-worker or client? Explain.
8. Other: let your faculty mentor know what's going on...

Attach typed pages to this cover sheet that provide the following as applicable.

1. A record of meetings, conferences, and training sessions attended.
2. A record of activities, assignments, and experiences.
3. Copies of materials prepared by you (agenda, flyer, newsletter, workout, etc.)

To be returned to the student's faculty mentor, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student and agency may keep a copy.

**APPENDIX J**

Faith Reflection Paper Cover Sheet

Student Intern \_\_\_\_\_

Date \_\_\_\_\_

**From the syllabus:**

**Evidence of Christian Perspective**

Several topics that benefit from discussion of Christian behavior include 1) professionalism, 2) leadership, and 3) employee performance standards. The internship offers a “real world” experience in which the ACU intern develops not only workplace competencies, but also demonstrates appropriate professional and ethical behavior.

**Assignment:**

Congratulations! You have completed many hours at your internship site and have no doubt had a number of interesting interactions with co-workers and clients. This assignment calls on you to purposefully think about your internship experience from the perspective of a Christian in the workplace. Relate experiences regarding your personal spiritual growth and values or that of others.

This Faith Reflection must address the integration of faith into practice in the field. Demonstrate your ability to think critically, globally, and missionally about your discipline through your reflection paper. The following are intended to guide your thinking and writing (do NOT list and answer):

- Is this a Christian or secular business?
- What is the purpose of this business? (rehab, fitness, sport, etc)
- Are persons who work there open about their faith? Why or why not?
- Are clients who receive care open about their faith? Why or why not?
- Are you open about your faith? Why or why not?
- How could (or not) you integrate faith into the workplace?
- How did (or not) this experience aid your personal spiritual growth?
- What, if anything, would you like to see in a workplace that openly allows discussion of faith (including faiths other than Christian)?

In 500 words, discuss the integration of faith into practice during your internship. DUE at 120 hours.

This comprises 10% of your overall grade.

To be returned to the student’s faculty mentor, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student may keep a copy.

APPENDIX K

Capstone Research Paper Cover Sheet

Student Intern \_\_\_\_\_

Date \_\_\_\_\_

**Assignment:**

It is exciting that you are experiencing the day-to-day activities of a workplace site representative of your future workplace in kinesiology (commercial, corporate or community, sport) or therapeutic science (pre-physical therapy, pre-occupational therapy, other clinical). You are to research a critical issue in your field – perhaps it even came up during this internship.

You may already have a great topic, but if not, the following are intended to guide your thinking and writing (do NOT list and answer):

- Is there an education or certification issue under review for your field?
- Is there a controversial treatment being used or proposed for use?
- Have you analyzed a current component of a job description that you feel needs to be changed? Why? How?
- How can you help your clients/trainees comply with a training regimen or treatment?
- What is needed to help your clients/trainees make helpful changes in order to improve results from rehab or training?
- After observing client/trainee success or failure - should any treatments/programs be slowed down or sped up outside of standard protocol?

2,000 words

Minimum of 5 references

DUE between 120-160 hours.

This comprises 10% of your overall grade.

**Format - CRITICAL!**

1. Place a heading on the upper right hand of the first page that includes:  
Banner ID;  
Citation style utilized in the paper (use MLA unless your mentor requires APA);  
**No other** identifiable information (name, department, instructor, etc.);
2. Use a readable professional academic font of size 11 or 12.
3. Name the file in the following format:  
**Last\_first\_bannerid.pdf**
4. Submit the document to your faculty mentor in PDF form ONLY.

To be returned to the student's faculty mentor, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student may keep a copy.

ABILENE CHRISTIAN UNIVERSITY

APPENDIX L

KINESIOLOGY INTERNSHIP 160-HOUR REPORT

Instructions to the Intern:

This is the cover sheet for your report. Keep a daily journal in which you write notes nightly during your internship and keep track of hours spent doing various duties with your reflections on what you did and how it went. You might choose to keep your journal on your computer to make preparing your reports even quicker. Untimely and poorly-written reports have the power to lower your internship grade. Clarify due dates and formats with your faculty mentor.

Dates of this report: from \_\_\_\_\_ to \_\_\_\_\_

Name of Intern \_\_\_\_\_

Signature of Site Supervisor \_\_\_\_\_

Distribution of hours (approximate distribution by category - will total 80 - hours 81-160)

Conferences _____	Evaluations _____	Testing _____
Observation _____	Planning _____	Study _____
Participation _____	Other _____	

Now it is time to report about your total experience as you conclude your time at this agency. The following guidelines will prove helpful as you write your narrative. (Do NOT list and answer.)

1. What have you learned during this final half of your internship compared to the first half?
2. What new experience was easy or difficult?
3. How would you assess the role, duties, and responsibilities of an employee in this workplace?
4. What have you been able to do unsupervised? Explain.
5. How would you evaluate your personal/professional growth?
6. What one thing would you change here if you could?
7. What is your personal philosophy of practice now?

Attach typed pages to this cover sheet that provide the following as applicable.

1. A record of meetings, conferences, and training sessions attended.
2. A record of activities, assignments, and experiences.
3. Copies of materials prepared by you (agenda, flyer, newsletter, workout, etc.)

To be returned to the student's faculty mentor, Department of Kinesiology and Nutrition, ACU Box 28084, Abilene, TX 79699-8084. The student and agency may keep a copy.

ABILENE CHRISTIAN UNIVERSITY

APPENDIX M

KINESIOLOGY INTERNSHIP AGENCY FINAL EVALUATION OF INTERN

Instructions to the Intern: This report is to be completed by your Site Supervisor at the conclusion of your internship. Ask him or her to review it with you before you mail it to your faculty mentor at ACU Box 28084, Abilene, TX 79699-8084. You may hand-deliver it to your faculty mentor’s office or another location designated by your faculty mentor. Clear any electronic submissions with your faculty mentor.

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Name of Agency \_\_\_\_\_

Instructions to the Agency Supervisor: Please evaluate this intern’s performance during the second half of the internship experience. It is always helpful to receive your opinion of the student’s academic/practical education. Attach additional pages with comments if desired.

- 1. Intern’s attitude:
2. Intern’s academic preparation for this experience:
3. Intern’s resourcefulness:
4. Intern’s ability to work with co-workers and supervisors:
5. Intern’s ability to work with clients, patients, and members:
6. Intern’s leadership ability:
7. Intern’s daily preparation:

8. Indicate Internship Number Grade \_\_\_ or circle one: 100 95 90 85 80
75 70 65 60 55 50 45 40 35 30 25 20
15 10 5 0

This contributes 50% of their final grade; other assignments and papers comprise the other 50%.

Site Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor \_\_\_\_\_ Date Received \_\_\_\_\_

# ABILENE CHRISTIAN UNIVERSITY

## APPENDIX N

### CLINICAL AFFILIATION AGREEMENT WITH Abilene Christian University

**This Clinical Affiliation Agreement (the “Agreement”),** is entered into by and between Abilene Christian University (“**University**”) of Abilene, Texas and \_\_\_\_\_, which has clinical facilities located at \_\_\_\_\_ (“**Facility**”). University and Facility agree to the following:

#### PURPOSE

University has a Kinesiology & Nutrition Department (“**Program**”) through which University provides its students academic and clinical experience. University desires for Facility to provide certain students of University with clinical experience through Facility's clinical facilities, and Facility is willing to provide such experience.

#### **1.0 RESPONSIBILITIES OF UNIVERSITY**

University shall:

- a) plan the educational activities for the Program’s clinical experience at Facility after consultation with and approval by Facility;
- b) provide qualified teachers at University to teach the pre-requisite core curriculum and support courses in the Program;
- c) provide administrative functions for each student in the Program which are the same functions as provided all other students at University;
- d) provide a faculty member to be available for consultation while students are at Facility to supervise students participating in the Program. The faculty member will (i) be currently licensed, if necessary, in the state in which University is located, (ii) be clinically competent; and (iii) carry liability insurance and provide evidence of same to Facility.
- e) instruct students to abide by Facility’s patient care policies and guidelines. Information regarding Facility’s applicable policies and guidelines will be available at the time of student orientation at Facility;
- f) if applicable, provide Facility with the appropriate forms to be used in evaluating the performance of students in the program;

## ABILENE CHRISTIAN UNIVERSITY

- g) require students to comply with the regulatory and accreditation standards provided by the Facility at the time of student orientation at Facility;
- h) provide information to each student on the Hepatitis B vaccine, its efficacy, safety, method of administration and benefits of being vaccinated and suggest that students be vaccinated for Hepatitis B;
- i) confirm students have been tested for tuberculosis within one (1) year of commencement of the Program and are tested at least annually while participating in the Program. The student shall provide evidence of such testing and the results to Facility upon arriving at Facility.
- j) confirm students have been instructed in Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC) and are currently certified in Basic Life Support (“BLS”) cardiopulmonary resuscitation prior to student arriving at Facility and provide evidence of such confirmation to Facility prior to student arriving at Facility and upon request of Facility thereafter;
- k) provide proof of professional liability insurance covering students placed at the Facility in the amounts of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate prior to beginning the clinical assignment at Facility and upon request of Facility thereafter. Such insurance shall be evidenced by a Certificate of Insurance issued by an insurance company acceptable to Facility;
- l) provide to Facility at least one month prior to students arriving at Facility a letter outlining the needs of the students, names of students and supervising faculty member, and length and dates of clinical experience;
- m) consider promptly any complaints made by Facility against a student and participate in joint problem solving. Patient safety and welfare shall be the primary concern. Student issues will be documented by the Facility and provided to the designated Faculty member and/or other representative of University. Facility, in its sole discretion, may require permanent withdrawal of any student from Facility at any time for cause;
- n) require student to submit a criminal background check using information obtained from [www.certifiedbackground.com](http://www.certifiedbackground.com) which searches county, state and national databases. The student will provide a written report of the results or electronic access to the report upon arriving at Facility. At Facility’s request, any student provided to Facility will submit to a more extensive criminal background check (beyond [www.certifiedbackground.com](http://www.certifiedbackground.com) services).
- o) confirm that each student is aware of and complies with the Employee Health policies and procedures of Facility; and



## ABILENE CHRISTIAN UNIVERSITY

- p) ensure that each student and University faculty member at all times while at Facility wears a name tag, badge, or other identifying label that clearly states the student or faculty member's identity and the name of University.

### **2.0 RESPONSIBILITIES OF FACILITY**

Facility shall:

- a) provide cooperation to promote success of the Program;
- b) provide equipment and supplies which are necessary for patient treatment at Facility;
- c) provide work space for students at the Facility;
- d) as available, provide suitable clinical experience situations as prescribed by the curriculum provided by University;
- e) assist with clinical teaching and supervision of agreed upon number of students in the Program;
- f) upon request by University, formally evaluate performance of students in the Program using the form provided by University;
- g) retain responsibility for patient care;
- h) reserve the right to determine the manner in which its equipment shall be operated;
- i) to the extent allowed by law, assume no professional or financial liability for injury to students or faculty except that which might occur as a member of the public; and
- j) provide access to acute emergency care at student's expense in the event of an accident or injury to a student on Facility's campus.
- k) any student provided to Facility will submit to a drug test at request of Facility. The University will be responsible for the reasonable cost of the test and will pay for such upon receipt of the bill;
- l) Provide an orientation of Facility and assigned patient care areas to student

### **3.0 RESPONSIBILITIES OF UNIVERSITY AND FACILITY**

University and Facility shall:

- a) agree upon the number of students to be placed in Facility for clinical rotations prior to the beginning of each semester in which students are assigned to and accepted by Facility;
- b) understand there will be no exchange of monies between the University and the Facility for this Program;

# ABILENE CHRISTIAN UNIVERSITY

- c) revise or modify this Agreement in writing if both parties agree to the revisions or modifications; and
- d) comply with all applicable federal and state laws, rules and regulations.

## 4.0 TERM AND TERMINATION

This Agreement shall remain in effect for three (3) years beginning May 1, 2013 and ending April 31, 2014 unless sooner terminated as provided herein. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party by certified mail, return receipt requested. The termination shall not take effect until students who are enrolled at the time such notice is given have completed the courses in which they are enrolled.

## 5.0 NOTICE

Any notice, request or other communication required to be delivered under this Agreement shall be in writing and shall be deemed to have been given or made if delivered personally, by overnight delivery service, by United States mail, to the parties at the following addresses, or at such other addresses as shall be specified in writing by either of the parties to the other in accordance with the terms and conditions of this subsection:

If to Facility:

If to University:      Abilene Christian University  
ACU Box 28084  
Abilene, TX 79699  
Attn: Sheila Jones

## 6.0 STATUS OF STUDENTS

University and Facility understand and agree that while faculty and students are participating in the Program, faculty and students are not employees of Facility. Accordingly, faculty and students are not entitled to any of the rights or benefits established for Facility's employees, such as salary, vacation, sick leave with pay, paid holidays, insurance, and/or worker's compensation coverage.

## 7.0 MISCELLANEOUS

7.1 Non-discrimination. University and Facility shall not unlawfully discriminate in their respective performance of this Agreement.

## ABILENE CHRISTIAN UNIVERSITY

- 7.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings. This Agreement may not be altered, amended or modified except by a written document executed by both parties.
- 7.3 Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the substantive laws of the State of Texas (but not including its conflict of laws rules if and to the extent such rules would apply the substantive laws of another jurisdiction). Venue for litigation of any dispute arising under this agreement or any lawsuit to enforce or interpret this Agreement shall be in an appropriate court located in Taylor County, Texas. The parties agree that Taylor County is the county in which performance of this Agreement shall take place.
- 7.4 Severability. Should any clause or provision of this Agreement be held or ruled unenforceable or ineffective by a court of law, such a ruling will in no way affect the validity or the enforceability of any other clause or provision contained herein.
- 7.5 No Waiver. No waiver by University or Facility of any breach of any term, provision or condition contained in this Agreement, or the failure to insist upon strict performance thereof shall be deemed to be a waiver of such term, provision or condition as to any subsequent breach thereof or a waiver of any other term, provision or condition contained in this Agreement. The exercise of any right or remedy hereunder shall not be deemed to preclude or affect the exercise of any other right or remedy provided herein.
- 7.6 Confidentiality. University acknowledges that the intent of federal and state privacy laws, is to assure that Confidential Information, will remain confidential and will be used only by those with appropriate authority as necessary to fulfill the purpose of this Agreement. University acknowledges that students, faculty and other University representatives may access Confidential Information during the performance of their function under this Agreement. As such, University represents and warrants that its agents, employees and representatives (collectively hereinafter “Representatives”) will maintain such information as confidential and will not disclose such information to third parties or other Representatives of University, who do not require the information in order to fulfill this Agreement, except as permitted by law or order of the court. Should University, through its Representatives, for any reason otherwise disclose the information, University will immediately notify Facility. University warrants that it will train all Representatives concerning this provision of the Agreement.

ABILENE CHRISTIAN UNIVERSITY

EFFECTIVE the date set forth above. Executed as of the dates below, by and between University and Facility through their duly authorized officers, thereby binding themselves, their successors and assigns and representatives for the faithful and full performance of the terms and provisions of this Agreement.

**FACILITY:**

**ABILENE CHRISTIAN UNIVERSITY:**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Printed)

Name: \_\_\_\_\_  
(Printed)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

ABILENE CHRISTIAN UNIVERSITY

Exhibit A

STUDENT CONFIDENTIALITY AGREEMENT

I understand that while I am participating in an educational program at \_\_\_\_\_ facility, I may have access to Confidential Information. Confidential Information is valuable and sensitive and is protected by law and by Facility policy. The intent of federal and state privacy laws and Facility policies is to assure that Confidential Information will remain confidential and will be used only by those with appropriate authority as necessary to accomplish Facility’s mission.

Confidential Information is information about patients, participants of Facility benefit plans and programs, customers, physicians on the medical staff of a Facility hospital, credentialing, peer review, quality review, committee records, personnel records, payroll records, salary and compensation information, logon and password information, employee health information, or information related to operations about Facility that is not generally available to the public. I may learn of or have access to some or all of this Confidential Information orally, through a computer system or through documents.

If I need access to Facility’s computer system I will be assigned a unique logon ID and password, as well as other access control devices such as cards or tokens. I agree that I will keep these logon IDs, passwords, and other access control devices assigned for any purpose secure and confidential. I acknowledge the unique logon ID and password are equivalent to a legal signature. I will be held accountable for any access utilizing my unique logon ID. Access cards and other facility security devices will be kept secure.

Access to Confidential Information is permitted only as authorized and as required for legitimate purposes in the performance of my student role.

I understand that patient information will be available for educational purposes to authorized students enrolled in educational programs affiliated with the Facility for use within the department maintaining those records. Removal of any part of the patient’s medical record or information that identifies a patient is prohibited.

Requests for access for formal research purposes require a waiver from the Facility’s Institutional Review Board. In order to access and compile data for educational studies, I understand I must present a written request and consent of my instructor.

Students are prohibited from removing information that identifies a patient from the Facility.

I understand the above requirements and I agree to abide by these requirements. I understand that my violation of this Agreement may result in my being terminated from my participation in the program at Facility.

\_\_\_\_\_  
Printed Student’s Name

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

# ABILENE CHRISTIAN UNIVERSITY

## APPENDIX O

### CLINICAL AFFILIATION AGREEMENT (WITHOUT STUDENT STATUS CLAUSE)

#### WITH Abilene Christian University

**This Clinical Affiliation Agreement (the “Agreement”)**, is entered into by and between Abilene Christian University (“**University**”) of Abilene, Texas and \_\_\_\_\_, which has clinical facilities located at \_\_\_\_\_ (“**Facility**”). University and Facility agree to the following:

#### PURPOSE

University has a Kinesiology & Nutrition Department (“**Program**”) through which University provides its students academic and clinical experience. University desires for Facility to provide certain students of University with clinical experience through Facility's clinical facilities, and Facility is willing to provide such experience.

#### **1.0 RESPONSIBILITIES OF UNIVERSITY**

University shall:

- a) plan the educational activities for the Program’s clinical experience at Facility after consultation with and approval by Facility;
- b) provide qualified teachers at University to teach the pre-requisite core curriculum and support courses in the Program;
- c) provide administrative functions for each student in the Program which are the same functions as provided all other students at University;
- d) provide a faculty member to be available for consultation while students are at Facility to supervise students participating in the Program. The faculty member will (i) be currently licensed, if necessary, in the state in which University is located, (ii) be clinically competent; and (iii) carry liability insurance and provide evidence of same to Facility.
- e) instruct students to abide by Facility’s patient care policies and guidelines. Information regarding Facility’s applicable policies and guidelines will be available at the time of student orientation at Facility;
- f) if applicable, provide Facility with the appropriate forms to be used in evaluating the performance of students in the program;

## ABILENE CHRISTIAN UNIVERSITY

- g) require students to comply with the regulatory and accreditation standards provided by the Facility at the time of student orientation at Facility;
- h) provide information to each student on the Hepatitis B vaccine, its efficacy, safety, method of administration and benefits of being vaccinated and suggest that students be vaccinated for Hepatitis B;
- i) confirm students have been tested for tuberculosis within one (1) year of commencement of the Program and are tested at least annually while participating in the Program. The student shall provide evidence of such testing and the results to Facility upon arriving at Facility.
- j) confirm students have been instructed in Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC) and are currently certified in Basic Life Support (“BLS”) cardiopulmonary resuscitation prior to student arriving at Facility and provide evidence of such confirmation to Facility prior to student arriving at Facility and upon request of Facility thereafter;
- k) provide proof of professional liability insurance covering students placed at the Facility in the amounts of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate prior to beginning the clinical assignment at Facility and upon request of Facility thereafter. Such insurance shall be evidenced by a Certificate of Insurance issued by an insurance company acceptable to Facility;
- l) provide to Facility at least one month prior to students arriving at Facility a letter outlining the needs of the students, names of students and supervising faculty member, and length and dates of clinical experience;
- m) consider promptly any complaints made by Facility against a student and participate in joint problem solving. Patient safety and welfare shall be the primary concern. Student issues will be documented by the Facility and provided to the designated Faculty member and/or other representative of University. Facility, in its sole discretion, may require permanent withdrawal of any student from Facility at any time for cause;
- n) require student to submit a criminal background check using information obtained from [www.certifiedbackground.com](http://www.certifiedbackground.com) which searches county, state and national databases. The student will provide a written report of the results or electronic access to the report upon arriving at Facility. At Facility’s request, any student provided to Facility will submit to a more extensive criminal background check (beyond [www.certifiedbackground.com](http://www.certifiedbackground.com) services).
- o) confirm that each student is aware of and complies with the Employee Health policies and procedures of Facility; and

## ABILENE CHRISTIAN UNIVERSITY

- p) ensure that each student and University faculty member at all times while at Facility wears a name tag, badge, or other identifying label that clearly states the student or faculty member's identity and the name of University.

### **2.0 RESPONSIBILITIES OF FACILITY**

Facility shall:

- a) provide cooperation to promote success of the Program;
- b) provide equipment and supplies which are necessary for patient treatment at Facility;
- c) provide work space for students at the Facility;
- d) as available, provide suitable clinical experience situations as prescribed by the curriculum provided by University;
- e) assist with clinical teaching and supervision of agreed upon number of students in the Program;
- f) upon request by University, formally evaluate performance of students in the Program using the form provided by University;
- g) retain responsibility for patient care;
- h) reserve the right to determine the manner in which its equipment shall be operated;
- i) to the extent allowed by law, assume no professional or financial liability for injury to students or faculty except that which might occur as a member of the public; and
- m) provide access to acute emergency care at student's expense in the event of an accident or injury to a student on Facility's campus.
- n) any student provided to Facility will submit to a drug test at request of Facility. The University will be responsible for the reasonable cost of the test and will pay for such upon receipt of the bill;
- o) Provide an orientation of Facility and assigned patient care areas to student

### **3.0 RESPONSIBILITIES OF UNIVERSITY AND FACILITY**

University and Facility shall:

- a) agree upon the number of students to be placed in Facility for clinical rotations prior to the beginning of each semester in which students are assigned to and accepted by Facility;
- b) understand there will be no exchange of monies between the University and the Facility for this Program;



# ABILENE CHRISTIAN UNIVERSITY

- c) revise or modify this Agreement in writing if both parties agree to the revisions or modifications; and
- d) comply with all applicable federal and state laws, rules and regulations.

## 4.0 TERM AND TERMINATION

This Agreement shall remain in effect for three (3) years beginning May 1, 2013 and ending April 31, 2014 unless sooner terminated as provided herein. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party by certified mail, return receipt requested. The termination shall not take effect until students who are enrolled at the time such notice is given have completed the courses in which they are enrolled.

## 5.0 NOTICE

Any notice, request or other communication required to be delivered under this Agreement shall be in writing and shall be deemed to have been given or made if delivered personally, by overnight delivery service, by United States mail, to the parties at the following addresses, or at such other addresses as shall be specified in writing by either of the parties to the other in accordance with the terms and conditions of this subsection:

If to Facility:

If to University: Abilene Christian University  
ACU Box 28084  
Abilene, TX 79699  
Attn: Sheila Jones

## 6.0 MISCELLANEOUS

- 6.1 Non-discrimination. University and Facility shall not unlawfully discriminate in their respective performance of this Agreement.
- 6.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings. This Agreement may not be altered, amended or modified except by a written document executed by both parties.
- 6.3 Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the substantive laws of the State of Texas (but not including its conflict of laws rules if and to the extent such rules would

## ABILENE CHRISTIAN UNIVERSITY

apply the substantive laws of another jurisdiction). Venue for litigation of any dispute arising under this agreement or any lawsuit to enforce or interpret this Agreement shall be in an appropriate court located in Taylor County, Texas. The parties agree that Taylor County is the county in which performance of this Agreement shall take place.

- 6.4 Severability. Should any clause or provision of this Agreement be held or ruled unenforceable or ineffective by a court of law, such a ruling will in no way affect the validity or the enforceability of any other clause or provision contained herein.
- 6.5 No Waiver. No waiver by University or Facility of any breach of any term, provision or condition contained in this Agreement, or the failure to insist upon strict performance thereof shall be deemed to be a waiver of such term, provision or condition as to any subsequent breach thereof or a waiver of any other term, provision or condition contained in this Agreement. The exercise of any right or remedy hereunder shall not be deemed to preclude or affect the exercise of any other right or remedy provided herein.
- 6.6 Confidentiality. University acknowledges that the intent of federal and state privacy laws, is to assure that Confidential Information, will remain confidential and will be used only by those with appropriate authority as necessary to fulfill the purpose of this Agreement. University acknowledges that students, faculty and other University representatives may access Confidential Information during the performance of their function under this Agreement. As such, University represents and warrants that its agents, employees and representatives (collectively hereinafter “Representatives”) will maintain such information as confidential and will not disclose such information to third parties or other Representatives of University, who do not require the information in order to fulfill this Agreement, except as permitted by law or order of the court. Should University, through its Representatives, for any reason otherwise disclose the information, University will immediately notify Facility. University warrants that it will train all Representatives concerning this provision of the Agreement.

# ABILENE CHRISTIAN UNIVERSITY

EFFECTIVE the date set forth above. Executed as of the dates below, by and between University and Facility through their duly authorized officers, thereby binding themselves, their successors and assigns and representatives for the faithful and full performance of the terms and provisions of this Agreement.

**FACILITY:**

**ABILENE CHRISTIAN UNIVERSITY:**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Printed)

Name: \_\_\_\_\_  
(Printed)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

# ABILENE CHRISTIAN UNIVERSITY

## Exhibit A

### STUDENT CONFIDENTIALITY AGREEMENT

I understand that while I am participating in an educational program at \_\_\_\_\_ facility, I may have access to Confidential Information. Confidential Information is valuable and sensitive and is protected by law and by Facility policy. The intent of federal and state privacy laws and Facility policies is to assure that Confidential Information will remain confidential and will be used only by those with appropriate authority as necessary to accomplish Facility's mission.

Confidential Information is information about patients, participants of Facility benefit plans and programs, customers, physicians on the medical staff of a Facility hospital, credentialing, peer review, quality review, committee records, personnel records, payroll records, salary and compensation information, logon and password information, employee health information, or information related to operations about Facility that is not generally available to the public. I may learn of or have access to some or all of this Confidential Information orally, through a computer system or through documents.

If I need access to Facility's computer system I will be assigned a unique logon ID and password, as well as other access control devices such as cards or tokens. I agree that I will keep these logon IDs, passwords, and other access control devices assigned for any purpose secure and confidential. I acknowledge the unique logon ID and password are equivalent to a legal signature. I will be held accountable for any access utilizing my unique logon ID. Access cards and other facility security devices will be kept secure.

Access to Confidential Information is permitted only as authorized and as required for legitimate purposes in the performance of my student role.

I understand that patient information will be available for educational purposes to authorized students enrolled in educational programs affiliated with the Facility for use within the department maintaining those records. Removal of any part of the patient's medical record or information that identifies a patient is prohibited.

Requests for access for formal research purposes require a waiver from the Facility's Institutional Review Board. In order to access and compile data for educational studies, I understand I must present a written request and consent of my instructor.

Students are prohibited from removing information that identifies a patient from the Facility.

I understand the above requirements and I agree to abide by these requirements. I understand that my violation of this Agreement may result in my being terminated from my participation in the program at Facility.

\_\_\_\_\_  
Printed Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date