KINESIOLOGY INTERNSHIPS

KINES 493 Course Prerequisites:
In order to be approved for an internship, you must meet the following criteria:

- FOR SUMMER 2020 enrollment: Junior standing, 3.0 GPA and PERM/INST
- FOR FALL 2020 enrollment: Junior standing and PERM/INST
- Must provide a current unofficial transcript
- Must have a current CPR/AED certification (Red Cross, American Heart, etc.)
- Must have passed a background check - Castlebranch
- Must have completed the Internship Orientation video and quiz found on the career services website

Policy Statement:
All internships are subject to approval by the Internship Coordinator. Students are required to get approval of their internship before they start. I also reserve the right to pull any student out of their internship based on feedback from their site supervisor.

The Internship Coordinator can offer ideas and possible locations, but it is the responsibility of the student intern to secure their own internship location. You will need to secure a site supervisor at the location who will be your point of contact. You will need to gather their Name, phone number, direct work email address, and a description of what kind of work place it is and what you intend to do there during your internship.

Internship Coordinator:
Heidi Hopkins
heidihopkins@boisestate.edu
Appointments by request
INTERN ELIGIBLE STUDENTS:
To make the process move efficiently, please email heidihopkins@boisestate.edu the following documents in the semester prior to taking the Internship credits (i.e. Summer and Fall internships send info in Spring - before March 31; Spring internships send info in Fall before October 31)

1. Unofficial transcript
2. Copy of current CPR card - needs to be current during internship
3. Copy of completed background check - should be completed within a year of starting the internship - use department Castlebranch-see form
4. A brief description of where you will intern and how many credits you are seeking. 3 credits of internship are required and although the credits can be broken up, it is reported that 3 credits in one location has offered a good opportunity to develop learning and build relationships with the intern site.
5. AFTER you send the above items to the Internship Coordinator and the IC agrees with the internship, you may submit your application for your internship which is found in the Career Services Website. You will click on Internships and see the application pull up. Complete the application and submit. https://www.boisestate.edu/career/gain-experience/
6. When you complete the application, you will see this line: "TO VIEW THE STUDENT ON-LINE INTERNSHIP WORKSHOP" please also view the video and complete the 10 question quiz that pops up.
7. After the application has been approved by the Internship Coordinator, it will automatically push to the Site Supervisor’s email that you provided on the application. When the SS approves, it will automatically push to the registrar’s office and they will process it and the class KINES 493 will show up on your student center for you to register.
8. Hours must be logged and can occur during the semester that you are registered for. Hours can not count before the official start of the semester or after the due date in the syllabus (usually approximately 2 weeks before the end of the semester). 1 credit = 45 hours, 2 = 90 hours, 3 = 135 hours
9. You will be required to complete assignments as outlined in the syllabus. Due dates will be listed and it is imperative that you pay close attention to those dates.