



College of Health Sciences
Division of Kinesiology
and Health

KIN/HLED 4015: INTERNSHIP

KIN/HLED 4016: RESEARCH

REPORTS



Direct Questions to:
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REPORT 1

Desired Goals & Expectations

The Internship/Research Experience should help you meet your professional goals.

However, **YOU** need to develop a clear definition of those goals, specifying what you would like to achieve with your experience. This will not only enrich your experience, but it will also provide your Site Supervisor with information on what you expect from the experience.

REPORT 1, CONTINUED

At least TWO typed pages, single spaced

Part I

Please describe your short term and long term goals and expectations of this experience. Be as specific as possible, including exactly what you expect to learn and how much time you'd like to spend on each goal. Use the following questions to spark your thinking as to some possible things you may address.

- What kinds of modalities or equipment would you like to experience or operate?
- What new skills, exercises, manipulations, etc. would you like to learn or be a part of?
- What administrative duties would you like to be a part of (i.e. staff meetings, patient charting and progress reports, record keeping, etc.)?
- Keeping in mind the skills and knowledge you have learned from your classes, how can you apply these to your internship/research?
- What things do you NOT want to participate in?



REPORT 1, CONTINUED

At least TWO typed pages, single spaced

Part II

Please answer ALL of the following questions related to your internship site.

- Why have you chosen this site?
- What are the philosophy and/or mission statement of the facility?
- Have you reviewed the policies and procedures of the internship/research site?
Do you see anything that may warrant further explanation?
- How does this experience relate to your future profession?
- How can the site supervisor help you meet your goals and expectations?
- What are your impressions of the first two weeks of your internship/research experience?



BI-WEEKLY REPORTS

REPORTS 2-7 MUST BE SUBMITTED EVERY OTHER WEEK, UNTIL THE END OF INTERNSHIP.

At least ONE typed page, single spaced

01 Part I

Please provide a detailed summary of the projects and activities you have participated in over the previous two weeks.

02 Part II

Discuss how your experience has measured up to meeting your short-term and long-term goals and expectations (refer to Report 1).

Be as specific as possible, including exactly what you expected to learn and how you reached that goal. Please discuss particular modifications if necessary.

03 Part III

Describe any successes or challenges you are faced with, and how you are handling them. Include other thoughts and feelings related to your experience.



FINAL REPORT

At least **THREE** typed pages,
single spaced



01

Part I

Please provide a detailed summary of the projects and activities you have participated in over the last two weeks of the internship/research experience. In addition, be sure to include a descriptive summary of your overall experience.

02

Part II

Discuss how your experience has measured up to meeting your short-term and long-term goals and expectations (refer to Report 1). Be as specific as possible, including exactly what you expected to learn and how you reached that goal. Please discuss particular modifications if necessary.

03

Part III

Discuss particular aspects and activities that you enjoyed/disliked during your internship/research experience. What successes/challenges were you faced with? How did you handle any adversity? How effective was your supervisor(s) in fostering learning?

04

Part IV

In relationship to the skills and knowledge you have learned from your classes, how did you utilize them to become an asset to your internship's site? What role did this experience play in helping you with future career decisions?