The Internship course is an excellent experience to work with a professional in the areas of Kinesiology & Health Sciences to see if a student would like to make this profession their career. The course is 3 credits for completing at least 90 hours of internship and to write a 10 page review of literature research paper. The research paper will satisfy the Major Writing Requirement for the Major. You can complete all of the internship hours during the semester that you are in the course, or you can complete the hours for the internship during the summer before a fall semester or during the winter break before the spring semester. The internship experience may be on campus or off campus, paid or unpaid. The form below MUST be completed and approved by the Dean of Undergraduate Studies before you can start collecting your internship hours. After it is approved by the Dean an override for KINE 498 will be completed so that you can then register for KINE 498. It’s alright if this registration takes place over the summer or during the first week of classes.

The procedures for completing the internship:

1. Locate a professional to be your mentor for this internship experience. Dr. McCoy or Dr. Charles may help you find internships in the Williamsburg area.

2. Contact Dr. McCoy (rwmcco@wm.edu) or Dr. Charles (jmchar@wm.edu) to have your internship experience approved.

3. Complete the internship request form from Dean of Undergraduate Studies and have it returned to their office before you start an internship. The form can be printed from their website at: 
   http://www.wm.edu/as/undergraduate/forms/InternshipAcademicCredit.pdf
   See the description on how to complete this form from Dr. McCoy or Dr. Charles. Make sure that it is signed by the supervisor at your internship site before you send it to Dr. Charles or Dr. McCoy. The Department fax number is (757) 221-2761.

4. Keep a daily log of your internship hours to verify that you have completed at least 90 hours

5. Complete a review of literature research paper related to your internship. This paper should be at least 10 pages on a topic directly related to your internship. It should include research references from refereed sources. It must be in APA format. Dr. Charles or Dr. McCoy will review the paper one or two times to help you with the format. This paper will satisfy the Major Writing Requirement in the Department. This paper is due at the end of classes for the semester you are getting credit for the course. It is a great idea to complete it well before this date because you will be busy with your other courses.
6. Complete a one page self-evaluation of your internship experience and have it sent to the faculty member in Kinesiology in charge of the internship.

7. Have the site supervisor complete a confidential evaluation form that is mailed directly to the faculty member in Kinesiology in charge of the internship.