



BSE HPE Sport Coaching Internship Handbook

College of Education and Human Development
Department of Kinesiology and Health
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Georgia State University, a unit of the University System of Georgia, is an equal educational opportunity institution and is an equal opportunity/affirmative action employer.

Health and Physical Education Major - B.S. Degree

Guidelines for KH 4730 Internship I and KH 4740 Internship II

PURPOSE

The purpose of the internship is to afford the student practical experience in planning, organizing, assessing, and implementing sport, physical activity, health and wellness programs in various settings including, but not limited to, corporate fitness, health clubs, YMCA's, wellness centers, athletic clubs, senior centers, and GSU Athletics.

INTERNSHIP OPTIONS

One Internship Site

Students completing an internship in Fall or Spring semester can select one site for both internship classes (KH 4730 and KH 4740). A total of 375 hours is required for the semester. Typically, a student will work 25 hours a week during a 15 week semester. For summer internships, a student completes the internship at a single site over the May and Summer sessions combined (11 weeks), and 34 hours a week are required. To select a site for the internship the student should consult with their KH advisor in the HPE program. **NOTE: A minimum grade of B is required for KH 4730 and KH 4740.**

Two Internship Sites

Students completing an internship in a Fall or Spring semester, can select two different sites for internship (one site for KH 4730 and a separate site for KH 4740). A *minimum of 185* hours are required for each internship, for a total of 375 hours for the semester. Typically, a student will work 25 hours a week during a 15 week semester. To select a site for the internship the student should consult with their KH advisor in the HPE program. **NOTE: A minimum grade of B is required for KH 4730 and KH 4740.**

SITE REQUIREMENTS

Potential agencies for internship experiences are expected to meet the following criteria:

1. The site supervisor must have a minimum of a bachelor's degree in health, physical education, recreation, coaching, or related field.

2. The program at the site is expected to provide an opportunity for well-rounded experiences in sport, physical activity, and/or health and wellness.
3. Additionally, the site supervisor must assign the intern a special project.

Before you begin your internship

Students are required to attend the internship orientation class session listed in the syllabus for KH 2211. A video recording of this session will be available on the HPE webpage.

Contact the approved site supervisor and identify yourself as a prospective GSU sport coaching intern. Arrange for an **on- site interview** if they are accepting interns. **Do NOT** ask for a phone interview.

Students must go to the prospective site with their resume/vita and complete the interview. Signatures are required in the **Initial Report (see page 5)**. Submit the Initial Report in icollege.

Responsibilities of the Parties

It is understood that responsibilities of the internship are shared between the University (Department), the student, and the agency of assignment. The student responsibilities are set forth as follows:

Student Responsibilities:

1. To have a prepared vitae.
2. To be dependable, arrive on time, do assigned work conscientiously, inform the supervisor when absence will be unavoidable.
3. To display initiative at all times.
4. To be professional in appearance: **neat, clean, and suitably dressed.**
5. To act in a professional way: be **courteous, discreet, reliable, objective, non-defensive and logical.**
6. To strive toward excellence at all times.
7. To strive to exceed performance expectation whenever and wherever possible.
8. To question the agency personnel and the university coordinator about incompletely understood facets of the experience in order to maximize learning.
9. To file all reports and evaluation forms on time.
10. To complete satisfactorily all of the requirements for the internship.

BACKGROUND CHECKS

All HPE students should have a criminal background check on file with the CEHD prior to the internship experience. Students requiring an additional background check for their particular internship site may incur an additional expense. Any change in the criminal background status must be reported to the university supervisor.

<http://education.gsu.edu/student-services/office-of-field-placements/criminal-background-checks/>

Student Checklist

Student Name: _____

Panther ID: _____

Semester of Internship : _____

Requirements	Completed
Initial Report	
Valid CPR Card Exp. Date: _____	
Criminal Background Check	
Resume	

When you have checked off all the items on this list, submit your entire packet in a single file in this order with this checklist on top to Dr. Deborah Shapiro dshapiro@gsu.edu or in person, Suite 137 Sports Arena,
NO LATER than the
assigned deadline date.

Deadline for Spring and Summer Internships is the first day of registration for each semester
Deadline for Fall Internship is the First Monday in June.

NOTE: Any packets not turned in by the deadline date will have to wait until the following semester to begin the internship.



Georgia State University
HPE Sport Coaching Undergraduate Program
SAMPLE - Internship Evaluation



Student's Name: _____ Date: _____

Site: _____ Person Evaluating: _____

Circle One: Midterm Evaluation Final Evaluation

One copy to be completed by the intern's site supervisor at 175 hours of the practicum experience. Circle the number below that corresponds to how you see the student in his/her relationships with the clients and the staff. Feel free to add comments in explanation of your evaluation.

Cooperating Specialist: Please email the evaluation to:

Deborah Shapiro, PhD
dshapiro@gsu.edu

Using the scale below, rate the quality of the intern's performance during their fieldwork experience.

- | | |
|-------------------|----------------------|
| 5 = Excellent | 2 = Below Average |
| 4 = Above Average | 1 = Poor |
| 3 = Average | N/A = Not Applicable |

Personal Attributes:

Circle One:

1. Appearance	5	4	3	2	1	N/A
2. Poise & Self-Confidence	5	4	3	2	1	N/A
3. Sense of Humor	5	4	3	2	1	N/A
4. Initiative	5	4	3	2	1	N/A
5. Attitude	5	4	3	2	1	N/A
6. Patience	5	4	3	2	1	N/A
7. Punctuality	5	4	3	2	1	N/A
8. Dependability	5	4	3	2	1	N/A
9. Self-Control	5	4	3	2	1	N/A
10. Voice: Quality	5	4	3	2	1	N/A
11. Voice: Projection	5	4	3	2	1	N/A
12. Voice: Tone	5	4	3	2	1	N/A

13. Use of English Language	5	4	3	2	1	N/A
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Personal Relationships:

1. Gives encouragement when needed	5	4	3	2	1	N/A
2. Cooperative/courteous attitude	5	4	3	2	1	N/A
3. Sincerity/concern for others	5	4	3	2	1	N/A
4. Functions well with and adjusts to individual needs	5	4	3	2	1	N/A
5. Respects opinions of others	5	4	3	2	1	N/A
6. Ability to benefit from constructive criticism	5	4	3	2	1	N/A
7. Concern for others	5	4	3	2	1	N/A
8. Tact	5	4	3	2	1	N/A
9. Honesty	5	4	3	2	1	N/A

Preparation:

1. Proper use of warm up/cool down	5	4	3	2	1	N/A
2. Effective/accurate presentation of subject matter	5	4	3	2	1	N/A
3. Ability to demonstrate skills	5	4	3	2	1	N/A
4. Ability to explain skills	5	4	3	2	1	N/A
5. Evidence of thorough preparation	5	4	3	2	1	N/A
6. Knowledge of emergency procedures	5	4	3	2	1	N/A
7. Utilization of motivational techniques	5	4	3	2	1	N/A
8. Effective presentation of exercises	5	4	3	2	1	N/A

Organization & Management:

1. Ability to effectively organize group activity	5	4	3	2	1	N/A
2. Use & care of equipment	5	4	3	2	1	N/A
3. Use of safety precautions	5	4	3	2	1	N/A
4. Effective use of available space	5	4	3	2	1	N/A

5. Effective time management	5	4	3	2	1	N/A
6. Ability to secure client attention when needed	5	4	3	2	1	N/A
7. Flexibility in adapting to unanticipated situations	5	4	3	2	1	N/A

Professional Competencies:

1. Participation in staff meetings	5	4	3	2	1	N/A
2. Provides for individual differences	5	4	3	2	1	N/A
3. Demonstration of leadership skills	5	4	3	2	1	N/A
4. Ability to keep clients constructively active	5	4	3	2	1	N/A
5. Follows tasks through to completion	5	4	3	2	1	N/A
6. Endeavors to resolve problems individually	5	4	3	2	1	N/A
7. Flexibility in adapting to unanticipated situations	5	4	3	2	1	N/A

EVALUATION CONTINUES ON NEXT PAGE

Internship Project:

The internship project is a required portion of the internship experience. Failing this section will result in a failing grade (U) for the student. Please answer as best as you can.

Did the student complete the project to your specifications: YES NO

If not, please explain:

*Attach information if more space is needed.

Did the student present this project to the staff/community as required? YES NO

If not, please explain:

*Attach information if more space is needed.

What grade would you give this student on this project and presentation?

A _____ B _____ C _____ D _____ F _____

Sport Coaching Internship Approved Sites Spring 2018		
Category	Site	Contact
General Fitness	Ace Your Waist 749 Moreland Ave. SE Atlanta, GA 30316	Aaron Moore 404-913-1223
General Fitness	BodyPlex of Suwannee Georgia Fitness 3131 Lawrenceville- Suwannee Rd. Suwannee, GA 30024	Jason Vance 770-614-6140
General Fitness	BodyWise Health & Fitness, Inc.	Kathryn Yancey 404-396-3624 or 404-604-9820
General Fitness	Bolt Fitness 1377 Dresden Road Atlanta, GA 30319	Holland Hamilton 678-429-5344
General Fitness	Concourse Athletic Club 8 Concourse Pkwy Atlanta, GA 30342	Eric Tucker 770-698-1625
General Fitness	Continuum Sports 754 Peachtree St., NE, Suite 105 Atlanta, GA 30308	Kyle O'Doy 678-459-2492
General Fitness	Decatur DeKalb YMCA	404-377-9622
General Fitness	Dunwoody Country club	770-392-7798
General Fitness	Emory University Woodruff PE Center	
General Fitness	FitWit Foundation (kids and teens) Off site locations at a variety of schools	The FitWit Foundation@fitwit.com 423-341-1009
General Fitness	FormWell Personal Fitness Training 7840 Roswell Road Building 400 Suite 475 Sandy Springs, GA 30350	Cody Parks 770-804-1898
General Fitness	Georgia State University Rec Center	Jenny Lehigh 404-413-1774
General Fitness	Georgia Tech Recreation Center 750 Ferst Dr. Atlanta, GA 30332	Elisha Smith 404-385-7529
General Fitness	Go Tarryn! Personal Training P.O. Box 76831 Atlanta, GA 30358	Tarryn J. Hoff 404-617-1239
General Fitness	Hamilton (Bradley) Wellness Center	
General Fitness	IQ Fitness and Wellness 2302 B Peachtree Road Atlanta, GA 30309	Paul Rodgers 404-869-8003

Sport Coaching Internship Approved Sites		
Category	Site	Contact
General Fitness	Kerwin B. Lee Life Center 2197 Young Rd. Stone Mountain GA 30080	Emily James 770-543-0372
General Fitness	The Forum Athletic Club 3393 Peachtree Rd. Lenox Square Plaza Level Atlanta GA 30326	Jeff MacFarland 678-904-1940
General Fitness	Urban Perform 678 Joseph E. Boone Blvd NW Atlanta GA 30314	Sasha Burse 678-341-0393
General Fitness	Village Fitness 1231 Glenwood Ave Atlanta GA 30316	Shecky Benham 678-705-4363
General Fitness	WOW! Fitness 200 Parkbrook Dr. Ste 140 Woodstock GA	Michael Hamlin 678-888-0500
Sport Coaching	Georgia State University	Contact office of specific sport
Senior Fitness	Calvin Court Senior Retirement Community 479 E. Paces Ferry Rd. Atlanta GA 30305	*Must have GPA 3.2 or higher Denetra Little 404-261-1223
Senior Fitness	Lenbrook Senior Community 3747 Peachtree Rd. NE Atlanta GA 30319	Ashley Hamilton 404-504-2425
Senior Fitness	Senior Connections 5238 Peachtree Rd. Chamblee GA 30341	Debra Furtado 770-455-7602
Senior Fitness	Somerby of Peachtree City 200 Rockaway Rd Peachtree City GA 30269	Jessica Holt 770-487-1900
Corporate Fitness	Capitol Hill Fitness Center Georgia Department of Public Health 2 Peachtree St NW, 1st floor, Atlanta, GA 30303	Llaina.Rash@dph.ga.gov (404) 463-3459 *Additional background check required
Corporate Fitness	Cooper Corporate Solutions Chick-Fil-A 5200 Buffington Rd. Atlanta GA 30349	McKay Kirkland, Wellness Coordinator Mckay.kirkland@chick-fil- a.com (404) 765-2447
Corporate Fitness	Coca Cola Health Works Athletic	404-676-2001

Sport Coaching Internship Approved Sites		
Category	Site	Contact
Corporate Wellness	Corporate Sports Unlimited (Variety of Corporate locations) Delta Airlines Facility: 1030 Delta Blvd. Atlanta GA 303369	Carla Hardy 770-432-0100
Corporate Wellness	Division of Federal Occupational Health Sam Nunn Federal Center 100 Alabama St. Atlanta GA 30303	404-562-7703
Corporate Wellness	Home Depot - Health Fitness Corporation	Gary Nather Direct 770- 433-8211 ext 1-7133 815-479-9163 *Must have GPA 3.2 or higher