

# Planning for Your KIN 410 Internship

The following list, in succession, needs to be completed BEFORE you may start your internship.

Students are responsible for finding their own internship placements. We maintain a list of approved internship sites, which can be found under **Approved OSU-Cascades Internship Sites** (<https://osucascades.edu/kinesiology/internships>). If you would like to do your internship at a site not on this list, please work with the Internship Coordinator at least one to two terms prior to your planned internship term.

## One to two terms prior to internship:

### 1. Complete the Kinesiology requirements:

- Major in Kinesiology at OSU-Cascades
- KIN 307 Pre-internship Seminar
- Cumulative GPA of 2.25
- Kinesiology Major Cumulative GPA of 2.50.

## One term prior to start of the internship:

### 2. Meet with your Academic Advisor:

- Determine #credit hours (3 minimum)
- Identify internship site. **START EARLY!** Students often experience difficulty in getting sites to respond. This may take more work than you anticipate.

### 3. Meet with your Site Supervisor:

- Discuss with supervisor an agreement for your internship.
- Agree on #credit hours
- Have them sign the Joint Work Agreement in the [KIN 410 Internship packet](#).

### 4. Meet with the Kinesiology Internship Coordinator ([KINinternships@osucascades.edu](mailto:KINinternships@osucascades.edu)):

- Schedule time to discuss internship, goals, responsibilities and preliminary learning objectives. **\*If you skip this step, your Experience Request in handshake will not be approved!**

### 5. Submit an Experience Request in Handshake (<https://osucascades.edu/cdc/students/handshake>):

- You will need to enter the confirmed credits/hours of the internship as well as contact information for your Internship Site Supervisor, Faculty Supervisor (the Internship Coordinator at OSU-C) and Academic Advisor. Once you submit the request and it is approved by the Career Development Center, an email requesting approval from your Experience Request in Handshake is sent to the following parties in order from first to last:

**Internship Site supervisor:** Once they approve it, it is sent to your..

**Faculty Supervisor (Internship Coordinator at OSU-C):** Once they approve it, it is sent to your...

**Academic Advisor:** Once they approve, they will allow you to register for KIN 410

*\*\*\*Each party will have 5 business days to approve the Experience Request before the approval link expires. Please inform and follow up with each party once you submit a request to ensure they know what to look for. Please note that this email from Handshake is sometimes filtered into spam/junk if any of the parties is having a hard time finding it.*

### 6. Student: When all above tasks are completed, **Register for KIN 410**