## MSU KINternship Site Supervisor Checklist

This checklist was designed to help supervisors ensure the student is on-task in terms of course work completed, and to ensure the appropriate discussions are taking place at the correct time.

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| **Step #** | **To Do** | **Timelines** | **Completed?** |
| 1. | If you are interested in posting an internship job description, please visit the [Handshake website](https://msu.joinhandshake.com/register) (where we direct our KIN students to seek internship opportunities). | Ongoing. Kinesiology students search for KINternships during the semester before they hope to start . |  |
| 2. | Discuss expectations with your intern (what should they expect in terms of hours, work expectations, etc.). | First week of the student’s internship or prior to the start of the internship. |  |
| 3. | Track students hours.  You are welcome to use the excel sheet provided, or have your own system of tracking student hours. However, these hours need to be tracked on a weekly basis to ensure consistency with the student hours we track here at MSU. | Students are required to submit a weekly hours log for this course. In addition, you should track your intern’s weekly hours so that if their hours are called into question, or they miss a submission, we have some means of comparing information. |  |
| 4. | Discuss Proposal Assignment & Personal Objectives Scale with Student (Proposal Assignment worth 15% of the student’s grade in this class). | This should be completed by the third week of their internship. Students are required to submit a Proposal Assignment & Personal Objectives Scale that includes the objectives they hope to achieve while at your internship site. Please help guide them in terms of feasibility, measureabiltiy, and ambitiousness. |  |
| 5. | **Midpoint of Hours:** Fill in the Midterm Performance Evaluation for your intern via the link provided (worth 10% of student’s final grade in class). | Due at the midpoint of your intern’s hours. The timing will be different for each student, and the student should be asking you as their supervisor to complete the Midterm Performance Evaluation link at the appropriate time.  **Please review the results with your intern**. This is meant to be a learning experience, thus providing “next steps” are crucial in their development. |  |
| 6. | **Midpoint of Hours:** Assess the student on their Personal Objectives Scale they created with their Proposal Assignment (ratings on scale not used as part their final grade, but inclusion of this midpoint Personal Objectives Scale required for the the Final Report, worth 35% of their grade).  ***Note:*** *You nor the student should submit a copy of this Personal Objectives Scale prior to the Final Report (due towards the end of the semester).* | The intern should ask you to fill in the Personal Objectives Scale at the midpoint of their hours. The timing will be different for each student.  **Please review the results with your intern**. This is meant to be a learning experience, thus “next steps” are crucial in their development of their Personal Objectives. |  |
| 7. | **End of Hours:** Fill in the Final Performance Evaluation for your intern via the link provided (worth 15% of student’s final grade in class). | The student should check the syllabus for due dates for their section. There is a chance your intern will not yet have completed all of their hours by our requested due date – that is okay. Please fill in by the due date requested. If the student has completed their hours early, they will request for you to complete the Final Performance Evaluation at that time. |  |
| 9. | **End of Hours:** Fill in the Personal Objectives Scale the intern created for the Proposal Assignment (ratings on scale not used as part their final grade, but inclusion of this end of hours Personal Objectives Scale required for the the Final Report, worth 35% of their grade). | The student should initiate this. We request our students give you enough time to complete this prior to the Final Report deadline (thus, it may be completed prior to finishing their internship hours). |  |
| 10. | Debrief the internship experience with the student. | At the end of the experience, debrief with your intern. What are their next steps? What did they do notably well in achieving? What can they do better in the future? What can you as a site do better in the future? |  |