

**Western University Faculty of Health Sciences, School of Kinesiology**  
**KIN 3889 – Kinesiology Internship, 4-month**

**NOTE:** All course information including grades, assignments, deadlines, etc. are available via Brightspace. Check the website regularly for course announcements.

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**COURSE DESCRIPTION (including prerequisites/anti-requisites):**

This is a Pass/Fail, 0.5 credit internship course that provides students with preparatory workshops and applied professional learning experience for a period of 4 months at an organization (either domestic or international) that has been approved by the Faculty of Health Sciences.

Using an application/interview process, selected students will be enrolled in the course once hired by external employers and upon completion of all agreements, training, and health and safety forms.

Students must be hired in a full-time, paid internship (minimum 30 hours per week for 10 weeks). Students must complete all required assignments to earn the course credit. Performance while on internship (e.g. professionalism, punctuality, attendance, etc.) is considered when assessing whether a student receives a passing or failing grade.

All course information including grades, assignment outlines, deadlines, etc. are available via OWL Brightspace. Check the website regularly for course announcements.

This course may not be used as a substitute for any other course in the Faculty of Health Sciences. On successful completion, credit for the course will be given in the year in which initial registration in the course took place.

**Prerequisites:**

- Completion of second year in the School of Kinesiology with a minimum average of 70%, no academic offences or failures.
- Completion of all preparation and training workshops.
- Approval of, and acceptance into, an internship work term and permission from the Faculty of Health Sciences.

**Antirequisites:** HealthSci 3990.

*You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course.*

**Extra Information:** Pass/Fail. 0.5 course.

Credit for this course will not be given unless a minimum 4-month internship and all other mandatory components have been completed. This course may not be used as a substitute for any other course in the School of Health Studies. On successful completion, credit for the course will be given in the year in which initial registration in the course took place.

*Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course, and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.*

## **GENERAL LEARNING OUTCOMES**

Upon successful completion of the Health Sciences Internship, the student will:

- Develop new knowledge and skills to facilitate connections between theory and practice.
- Demonstrate gains in personal development (e.g., heightened self-awareness, citizenship, understanding of work and personal values, career and professional development, etc.).
- Identify opportunities in their discipline and see connections between other areas of study.
- Articulate transferable skills and career competencies.
- Identify areas for future knowledge and skill development.

Learning outcomes specific to each student's internship will be identified and agreed upon by the student, supervisor, course instructor, and placement coordinator at the start of the internship (see "Course Requirements" for more details).

## **COURSE REQUIREMENTS**

The student must complete the required agreements, training, and health and safety forms prior to the start of the internship, as well as assignments during the internship.

The student will participate in the following structured activities aimed at enhancing the work experience and contribute towards the student's learning.

All assignments must be submitted via OWL Brightspace by the dates below (corresponding to the internship start date and total length of the internship). Failure to complete one or more of these assignments may result in a Fail in the internship course. It is up to the student to identify and record the assignment deadlines to ensure that they are submitted on time.

In addition to the internship deliverables, the placement coordinator will conduct a mid-point site visit or check-in call with the student and the supervisor.

The supervisor will also be asked to complete two evaluations at the middle of the internship and at the end of the internship.

Internship assignments:

1. **Internship Agreement:** Prior to the start of the internship, the student will meet with the placement coordinator to sign an Internship Agreement.
  
2. **Learning Contract:** At the start of the internship, the student will complete a Learning Contract in a collaborative manner with the supervisor, to be approved by the course instructor. Instructions are available on OWL Brightspace. The Mid-Point Reflection must be **completed and submitted via OWL Brightspace**.

Assignment deadlines can be found below. These correspond to the term/date in which the internship begins and the length of the internship:

#### 4-MONTH INTERNSHIP

##### SUMMER START

Internship Start Date	Learning Outcomes Due Date
May 1 – May 7	May 15
May 8 – May 15	May 23
May 16 – May 23	May 31
May 24 – May 31	June 7
June 1 – June 7	June 15
June 8 – June 15	June 23
June 16 – June 23	June 30

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

##### FALL START

Internship Start Date	Learning Outcomes Due Date
September 1-September 7	September 14
September 8-September 15	September 22
September 16-September 23	September 30
September 24-September 30	October 7
October 1-October 7	October 14
October 8-October 15	October 22
October 16-October 23	October 30

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

### WINTER START

Internship Start Date	Learning Outcomes Due Date
January 2-January 7	January 14
January 8-January 15	January 22
January 16-January 23	January 30
January 24-January 31	February 7
February 1-February 7	February 14
February 8-February 15	February 22

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

- 3. Mid-Point Reflection:** At the middle of the internship, the student will complete a Mid-Point Reflection activity designed to monitor the student's progress at the internship site. Instructions are available on OWL Brightspace. The Mid-Point Reflection must be **completed and submitted via OWL Brightspace**.

Assignment deadlines can be found below, corresponding to the term/date in which the internship begins:

### SUMMER START

Internship Start Date	Midpoint Reflection Due Date
May 1 – May 7	July 4
May 8 – May 15	July 8
May 16 – May 23	July 12
May 24 – May 31	July 16
June 1 – June 7	July 19
June 8 – June 15	July 23
June 16 – June 23	July 27

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

### FALL START

Internship Start Date	Midpoint Reflection Due Date
September 1-September 7	November 9
September 8-September 15	November 13
September 16-September 23	November 17
September 24-September 30	November 21
October 1-October 7	November 24
October 8-October 15	November 28
October 16-October 23	December 2

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

### WINTER START

Internship Start Date	Midpoint Reflection Due Date
January 2-January 7	March 11

January 8-January 15	March 15
January 16-January 23	March 19
January 24-January 31	March 23
February 1-February 7	March 27
February 8-February 15	March 31

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

4. **Final Report:** At the end of the internship, the student will submit a Final Report. Instructions can be found on OWL Brightspace. The Final Report must be **completed and submitted via OWL Brightspace.**

Assignment deadlines can be found below, corresponding to the term/date in which the internship begins:

#### SUMMER START

Internship End Date	Final Report Due Date
August 1- August 7	August 21
August 8-August 15	August 30
August 16-August 23	September 6
August 24-August 31	September 14

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

#### FALL START

Internship End Date	Final Report Due Date
December 1-December 7	December 21
December 8- December 15	December 29
December 16- December 23	December 30
December 24- December 31	January 14

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

#### WINTER START

Internship End Date	Final Report Due Date
April 1-April 7	April 21
April 8- April 15	April 29
April 16- April 23	May 7
April 24- April 30	May 14

\* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

### **EVALUATION**

Students must successfully complete all the internship assignments noted above.

**\*IMPORTANT:** HEALTHSCI 3990 Pass/Fail. If the student does not submit ALL of the above assignments by the stated deadlines, they will receive a Fail for the course.

Students must write their Learning Contract, Midpoint Reflection, and Final Report in their own words. Plagiarism is not tolerated whatsoever.

In addition to completing the assignments above, students will be evaluated on their performance while on internship. Students are expected to represent themselves in a way that is professional and positively represents Western University and the Faculty of Health Sciences. Failure to do so may result in a Fail in this course.

## **COURSE/UNIVERSITY POLICIES**

### **Support Services**

There are various support services around campus and these include, but are not limited to:

1. Academic Support and Engagement - <http://academicsupport.uwo.ca>
2. Wellness and Well-being - <https://www.uwo.ca/health/>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombuds Office -- <http://www.uwo.ca/ombuds/>

The websites for Registrarial Services (<http://www.registrar.uwo.ca>), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: <http://westernusc.ca/services/>) and the Student Development Services, should be provided for easy access.

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.

### **Statement on Gender-Based and Sexual Violence**

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at:

[https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html).

### **Student Code of Conduct**

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed and set out the disciplinary procedures that the University will follow. For more information, visit <https://www.uwo.ca/univsec/pdf/board/code.pdf>

## **Absence from Course Commitments**

Students must familiarize themselves with the Policy on [Academic Consideration – Undergraduate Students in First Entry Programs](#)

Students missing course work for medical, compassionate, or extenuating circumstances can request academic consideration by completing a request through the [central academic consideration portal \(Student Absence Portal\)](#). Students are permitted one academic consideration request per course per term **without** supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g., December and April exams) and for practical laboratory and performance tests (typically scheduled during the last week of the term).

Students should also note that the instructor may **designate** one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Academic consideration requests may be denied when flexibility in assessment has already been included. Examples of flexibility in assessment include when there are assessments not required for calculation of the final grade (e.g. 8 out of 10 quizzes), when there is flexibility in the submission timeframe (e.g. 72 hour no late penalty period), or when timed assessments (e.g., quizzes) are available over an extended period of time (e.g., when you are given a 72 hour time period to start – and finish – the assessment).

Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course syllabus. Supporting documentation for academic considerations for absences due to illness should use the [Student Medical Certificate](#) or, where that is not possible, equivalent documentation by a health care practitioner.

## **Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following [website:](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)  
[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

## **Plagiarism**

Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase or summarize another author's ideas without acknowledging that the ideas belong to someone else. All papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers

submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com ([www.turnitin.com](http://www.turnitin.com)).

### **Use of Artificial Intelligence for the Completion of Course Work**

Within this course, you may only use artificial intelligence tools (e.g., “ChatGPT”) in ways that are specifically authorized by the course instructor. All submitted work must reflect your own thoughts and independent written work.

### **Re-submission of Previously Graded Material**

Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

### **Use of Statistical Pattern Recognition on Multiple Choice Exams**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

### **Accessibility Statement**

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation or review [The policy on Accommodation for Students with Disabilities](#)

### **Correspondence Statement**

The centrally administered e-mail account provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner. Students are further expected to attend to announcements presented through Brightspace, and to read emails generated in this way.

### **Use of Electronic Devices**

#### **During Lectures and Tutorials**

Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class.

## Copyright and Audio/Video Recording Statement

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.

## Contingency Plan for an In-Person Class Pivoting to 100% Online Learning

In the event of a situation that requires this course to pivot to online content delivery, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on Brightspace for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

## Online Proctoring

Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: <https://remoteproctoring.uwo.ca>.

## Appealing a Grade Within this Course

You have the right to appeal any grade within this course. The grounds for a grade appeal may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the student's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation.

Appeals generally proceed in this order:

1. Course instructor (informal consultation)
2. The Undergraduate Chair (submission of written request)
3. Associate Dean, Undergraduate Programs (submission of written request)

In the case of perceived procedural unfairness, steps 2 and 3 are carried out within the Department and Faculty offering the course. In the case of extenuating medical or compassionate circumstances that impact on a grade, steps 2 and 3 are carried out within a student's Home Department and Faculty.

A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the Department within three weeks of the date that the mark was issued. In the case of a final grade in a course, the written request for relief must be submitted to the Chair of the department by January 31<sup>st</sup> (for first-term half courses) or June 30<sup>th</sup> (for second-term half courses or full-year courses).