

**KIN 494 – Internship:
Center of Achievement Internship Description**

Location: The Center of Achievement
18111 Nordhoff street Northridge CA 91330-8287
(818)677-2182

Internship Requirements

Qualifications

- Minimum 2.5 GPA
- Successful completion of at least BIOL 211, 212, 281 and KIN 201/L
- Successful completion of KIN311 for Land program internship
- Successful completion of KIN313 for Aquatic program internship
- Recommendation from your KIN311/ KIN313 lab instructor
- Pass clinical test during New Staff / Intern Orientation
- Current CPR/AED certification
 - o If you are not currently certified, you will have until the end of the third week of the semester to obtain certification.
 - o We will offer CPR training through the center for a reasonable price. Time and date will be given at orientation

Duties

- Work as an assistant with one or more designated clients to assist them through their exercise program.
- An intern student may be called upon to correctly answer questions posed by either a client or new student assistant regarding exercise techniques or equipment usage.
- An intern student will also be made available to help independent clients correctly learn their exercises and prepare for their final testing at the end of each semester.
- If for some reason your designated client is absent, and there are no other immediate duties with other client's necessary, an intern student are then required to work on the maintenance of the lab area, including cleaning, general pick up and towel upkeep.
- Correctly fill out the time log sheet (provided by internship coordinator) after each week and get a signature from clinical supervisor.

Attendance & Punctuality

- Arrive each day on time and attend the entire session
- In case of an emergency, please call COA at 818-677-2182 if you will not be able to attend a session or if you will be late.

-If you do not show up, or if you show up late, the clinical supervisor will file an adherence policy form. Three violations will result in termination of your internship at the Center of Achievement.

Attendance Log

- Due on or before the last day of the COA session to internship supervisor in the Center.
- Neatly handwritten or typed with each intern hour signed off by clinical supervisors.
- Please keep a daily log of all of your hours over the semester.
- Each day, include: date, start time, end time, total time, and a general description of what you did.
- Before turning in you completed log at the end of the semester, total your hours at the end of your log sheet.

Grading (this internship is credit/no credit)

Units

1 unit = attend twice a week, 40 hours over the semester

2 units = attend four times per week, 80 hours over the semester

3 units = attend six times per week or attend four times per week with additional projects as assigned, 120 hours over the semester

Attendance & Punctuality

- You are required to attend entire 60min of session at the COA.
- 3 adherence violations will result in termination of internship at the Center of Achievement.
- Upon termination, it is students' responsibility to find another location to complete remainder of internship hours.
- You have one semester to complete internship hours.
- If you do not complete your required hours, you will receive grade "NCr" no credit

Instructions for Applying

1. Email Jae Lim Clinical Coordinator at the Center jae.lim@csun.edu and he will provide you with the exact orientation date and time
2. Attend New Intern Orientation
 - a. Land program
 - i. Comfortable gym wear
 - ii. Bring schedule of the class and work
 - iii. Review KIN311 material prior to the orientation
 - b. Aquatic program
 - i. Bring swimsuit and towel
 - ii. Bring schedule of the class and work
 - iii. Review KIN313 material prior to the orientation

3. Go to the CSUN Kinesiology Advising Moodle site:
<http://moodle.csun.edu/course/view.php?id=46611>
4. Under “KIN 494: Academic Internship” you will find the Internship Instructions and the Internship Application. Within that same section you will find the “Center of Achievement Internship” Description. Read the Center of Achievement Internship description carefully to make sure that you understand what is involved and your responsibilities.
5. Complete the Academic Internship Application Form
 - a. The “Internship Site Supervisor” and “CSUN Kinesiology Faculty Sponsor” will be announced at Orientation
6. Complete pages 1 and 3
7. On Page 2,
 - a. Name of Agency: **The Center of Achievement**
 - b. Address of Agency: **18111 Nordhoff street Northridge CA 91330-8287**
 - c. Phone Number **(818)677-2182**
 - d. General description of Work or observation to be performed: **Works as an assistant with one or more designated clients to assist them through their exercise program. Correctly answer questions posed by either a client or new student assistant regarding exercise techniques or equipment usage. Help independent clients correctly learn their exercises and prepare for their final testing at the end of each semester. Work on the maintenance of the lab area, including cleaning, general pick up and towel upkeep.**
 - e. Start Date: **Monday 3rd week of the semester**
 - f. End Date: **Thursday of the last week of instruction for CSUN**
 - g. Approximate # of hours per week at the Agency/site: **Please put your required hour divided by 13 weeks. (Example; 1unit: 40 hrs required → Write 3hrs/week)**
 - h. Agency / Site supervisor NAME: **will be announced at Orientation**
 - i. TITLE:
 - j. EMAIL Address:
8. On page 3,
 - a. Internship Site: **The Center of Achievement**
 - b. Internship Site Supervisor Name:
 - c. CSUN Kinesiology Faculty Sponsor Name:
9. For weekly schedule, turn in your availability sheet during new intern orientation (you will be assigned to specific days later)
10. Turn in the completed application to Jae Lim or internship supervisor
11. If your application is accepted we will contact you with a permission number to add KIN 494