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|  | University of North TexasCollege of EducationKinesiology, Health Promotions, RecreationHLTH 4850.001Fall 2025 |

**Course Description**

The internship course is a planned, supervised, and evaluated practice experience in Kinesiology or Health Promotion. The goal of the practicum is to provide an opportunity for the student to synthesize, integrate, and apply practical skills, knowledge, and training learned through courses, to gain experience in a professional work environment, and to work on projects that are of particular interest to the student.

**Prerequisites (recommended):** Departmental Approval

**Required Textbook and Course Materials:** None

**Instructor Contact Information**

* Alex Fernandez
* Office: PEB 205 I
* Email: Alex.Fernandez@unt.edu
* Office hours: Tues/Thurs 10:00 – 10:45A, 12:30 – 1:30P

**Communicating with Your Instructor**

The primary mode of communicating with me is via my UNT email. When emailing me please include in the subject line the course number (HLTH 4850) followed by your inquiry. When inquiring about class announcements, you may contact me by replying in Canvas. I will send out announcements via Canvas if my office hours change on any given day.

**Please send all e-mails from your UNT e-mail account as e-mails generated from external accounts will not be answered.**

Connect with me through email and/or by attending office hours. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.

You can expect a response within two business days Monday-Thursday. Messages sent on Friday- Sunday will be answered the next Monday. If there is an emergency and you must receive a response from me over the weekend, please include EMERGENCY, in all caps in the subject line and I will do my best to address the issue.

**How to Succeed:**

You must sign into the canvas course regularly to stay up to date with Canvas announcements and assignment deadlines. It is your responsibility to submit deliverables by the due dates outlined in the syllabus and Canvas. I plan to contact you all individually to check in on your progress and how I can support you, so make an effort regularly check your Canvas messages and student email. If you need anything from me during your internship, please contact me so I can advocate on your behalf. I want you to get the most out of this experience and will do everything I can to help you.

**Course Objectives:**

By the end of this course, you will be able to:

* Demonstrate an awareness of your own strengths and areas for development.
* Make decisions and solve problems using sound, inclusive reasoning, and judgment.
* Prioritize and complete tasks to accomplish organizational goals.
* Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
* Employ personal strengths, knowledge, and talents to complement those of others.

\*Objectives are from the [National Association of Colleges and Employers Career Readiness Competencies](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)

**Course Expectations:**

You are expected to:

* Complete 120 internship hours taking direction from assigned internship site supervisor. All hours must be completed on-site.
* Complete internship related academic coursework as assigned.
* Keep record of all hours worked and tasks completed for internship site supervisor and submit to me.
* Adhere to any additional departmental requirements for the course.
* Represent the university and self in a professional manner (e.g. fulfill requirements, be on time, dress appropriately, etc.) and abide by the [UNT student code of conduct](https://policy.unt.edu/sites/default/files/07.012%20Code%20of%20Student%20Conduct_0.pdf).
* Follow the rules and regulations of the internship site.
* Communicate regularly with the internship site supervisor, especially when questions or problems arise. Respond to emails within 24 hours during site business hours.
* Consult me if an internship-related problem should arise that is not satisfactorily resolved.

**Liability Insurance:**

Liability insurance is not a requirement, but we do recommend you have coverage for the duration of your internship. Some internship sites will require additional training and coverage prior to starting the internship. It is your responsibility to comply with the internship site requirements. Indicate in Canvas whether you have purchased or decided to opt out of purchasing liability insurance.

**Technical Requirements/Assistance**

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

[Hours](https://www.unt.edu/helpdesk/hours.htm) are:

* Monday-Thursday 8am-midnight
* Friday 8am-8pm
* Saturday 9am-5p
* Sunday 8am-midnight

Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

* Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

**Technical Skill Requirements:** Students will need a computer with Internet access, Microsoft Word or a Word compatible program, and Adobe Acrobat Reader. Students must have the ability to send and receive email, create send and receive Microsoft Word documents, print Word documents OR open and print pdf files. All work will be done on Canvas. As such, the ability to navigate Canvas, including the ability to post to discussion boards, will be necessary.

**Netiquette:** Please check the Announcements area where I will put important information. Communication online is different than that of face-to-face classes. Try to use good "netiquette" when communicating with your classmates. Remember that your fellow students can't see your facial expression, hear you giggling, or notice your gestures. I expect that everyone will treat the others in this class with the same respect that they would wish to be treated. However, I also have confidence from the start that this will happen. Realize that although you may never meet many of your classmates, you can still create lasting friendships in the online environment.

**Learning Environment:** Though you will be interacting with your classmates primarily online, every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. I encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding ([Code of Student Conduct](https://policy.unt.edu/policy/07-012)) (<https://policy.unt.edu/policy/07-012>).

**Student Academic and Support Services**

UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to [unt.edu/success](https://www.unt.edu/success/) and explore [unt.edu/wellness](https://wellness.unt.edu/). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](http://scrappysays.unt.edu/).

* [Code of Student Conduct:](https://deanofstudents.unt.edu/conduct) provides Code of Student Conduct along with other useful links
* [Office of Disability Access:](http://disability.unt.edu/) exists to prevent discrimination based on disability and to help students reach a higher level of independence
* [Counseling and Testing Services:](http://studentaffairs.unt.edu/counseling-and-testing-services) provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
* [UNT Libraries](http://www.library.unt.edu/)
* [UNT Learning Center:](https://learningcenter.unt.edu/home) provides a variety of services, including tutoring, to enhance the student academic experience
* [UNT Writing Center:](http://writingcenter.unt.edu/) offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
* [Succeed at UNT:](https://success.unt.edu/) information regarding how to be a successful student at UNT

***Mental Health***

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* Student Health and Wellness Center (<https://studentaffairs.unt.edu/studenthealth-and-wellness-center>)
* Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-andtesting-services>)
* UNT Care Team (<https://studentaffairs.unt.edu/care>)
* UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-andwellness-center/services/psychiatry>)
* Individual Counseling (<https://studentaffairs.unt.edu/counseling-and-testingservices/services/individual-counseling>)

***Chosen Names***

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

* UNT Records
* UNT ID Card
* UNT Email Address
* Legal Name

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

***Additional Student Support Services***

* Registrar (<https://registrar.unt.edu/registration>)
* Financial Aid (<https://financialaid.unt.edu/>)
* Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
* Career Center (<https://studentaffairs.unt.edu/career-center>)
* Multicultural Center (<https://edo.unt.edu/multicultural-center>)
* Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-andtesting-services>)
* UNT Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)

**Assessment & Grading**

**Evaluation:** Final grades will be determined based on the percentage of points that you accumulate during the semester. Grades are weighted based on the assignment. Final letter grades will be determined using the grading scale provided below.

**Grading Scale:**

A: 89.5-100%

B: 79.5-89.4%

C: 69.5-79.4%

D: 59.5-69.4%

F: 0-59.4%

**\*Note:** Students will not be allowed to take an Incomplete in this course due to poor planning on their part. If you find you do have a legitimate reason for an Incomplete, please talk with me as soon as possible to discuss the situation and to identify the documentation that will be required to support your request. Please consult the UNT catalog to review conditions under which an incomplete may be granted.

**A Breakdown of Points Possible**

|  |  |  |  |
| --- | --- | --- | --- |
| ACTIVITY    | PERCENT (%)    | POINTS    | YOUR POINTS    |
| Reflection Journals (7 @ 5 pts)    | 5   | 35    |     |
| Peer Discussion (4 @ 30 pts)     | 10    | 120    |     |
| Internship Time Log  (7 @ 5 pts)  | 5    | 35   |     |
| Cumulative Hours (120)    | 75  | 50   |     |
| Mid-term Evaluation    | 2.5  | Pass/Fail   |     |
| End-of-Semester Evaluation    | 2.5  | Pass/Fail  |   |
| **TOTALS**   | **100**   |    |     |

**Total 710**

**Reflection Journals:** Over the course of the semester, you will have several opportunities to apply theoretical and practical knowledge in the field of kinesiology and health promotion and learn and interact with other professionals in the field. Reflection Journals are meant to help you reflect on what you have learned and how your experience has been. It is an unprompted non-judgmental place to share you true thoughts and feelings about the experience. To receive full credit, each reflection should be a minimum of 250 words and meet the formatting requirements outlined in Canvas. **No partial credit will be given, and no late submissions will be accepted.**

**Peer Discussion forums:** For the purpose of having a sense of community and shared space in this class, it is helpful to have regular class discussions on Canvas. On the date assigned on the syllabus, I will post a topic/prompt to start the discussion. You are expected to post responses to the original post AND posts of other students in the class. During the discussion process, you should treat your peers and the instructor in a respectful manner. **Students who do not observe this rule will be banned from the discussion forum without notice.** In order to receive full credit for a discussion, you need to make at least three posts. There should be 1 post with your well thought out response to the prompt. In general, an adequate response should take 150 words. This primary response is worth 15 points. You should also have 2 responses to your classmate’s posts, each consisting of 75-100 words. These posts are each worth 7.5 points. Full credit of 30 points will be given to those meeting these criteria and not violating the rules of netiquette. **If you miss a discussion, NO make-up will be offered.**

**Internship Time Logs:** You are expected to keep a detailed running log of all days and times that you are at your internship site. Along with those accurate and detailed days and times, you must list the specific tasks that you completed that day. Please ensure that your site supervisor signs the form located in Canvas and then upload that form into the proper assignment location. The expectation is for you to be thorough and honest with the hours and obtain all signatures that are needed. These will be collected weekly and vetted by me. **No late submissions will be accepted.**

**Cumulative Hours (120):** To obtain 3 credit hours for completion of this course, you must complete 120 clock hours at your internship site. You will record those hours on your time logs and then submit the final number at the end of the semester. Please see the breakdown of points to determine the number needed for the appropriate grade. This is worth 75% of the total course grade so be efficient and effective with keeping up with your times and meeting the expectations of the internship site. **No late submissions will be accepted.**

**Midterm Evaluation:** You will be evaluated throughout the course of this semester by your site supervisor. The first evaluation will be done at the midterm of the semester. You will schedule a meeting with your supervisor and receive feedback on your performance on a form provided by me. You will also evaluate your internship site and supervisor on a separate form and submit that in Canvas. This is Pass/Fail. You must submit **BOTH** written evaluation forms.

**End of Semester Evaluation:** The second evaluation will be completed during the end of the semester prior to finals week. You will schedule a meeting with your supervisor and receive feedback on your performance on a form provided by me. You will also evaluate your internship site and supervisor on a separate form and submit that in Canvas. This is Pass/Fail. You must submit **BOTH** written evaluation forms.

**Attendance Policy**

Students are expected to participate actively each week and to meet all deadlines for course assignments as detailed in the Course Calendar. Information about the University of North Texas’ Attendance Policy may be found at <http://policy.unt.edu/policy/15-2-5.>

**SEMESTER CALENDAR**

|  |  |  |
| --- | --- | --- |
| **Weeks Due** | **Assignment** | **Evaluation** |
| **8/18****Week 1** |  |  |
| **8/25****Week 2** | Reflection Journal 1 |  |
| **9/1****Week 3** | Peer Discussion 1 Reflection Journal 2 Internship Time/Task Log 1 |  |
| **9/8****Week 4** |  |  |
| **9/15****Week 5** | Reflection Journal 3Internship Time/Task Log 2 |  |
| **9/22****Week 6** |  |  |
| **9/29****Week 7** | Reflection Journal 4Peer Discussion 2Internship Time/Task Log 3 |  |
| **10/6****Week 8** |  | Mid-Term Evaluation with Site supervisor |
| **10/13****Week 9** |  |  |
| **10/20****Week 10** | Reflection Journal 5Internship Time/Task Log 4 |  |
| **10/27****Week 11** |  |  |
| **11/3****Week 12** | Discussion 3 Reflection Journal 6Internship Time/Task Log 5 |  |
| **11/10****Week 13** |  |  |
| **11/17****Week 14** | Reflection Journal 7Internship Time/Task Log 6 |  |
| **11/24****Week 15** | Thanksgiving Break |
| **12/1****Week 16** | Peer Discussion 4Internship Time/Task Log 7 |  |
| **12/8****Week 17** | Cumulative Hours | End of Semester Evaluation |

**UNT POLICIES**

**Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.

**ADA Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like

**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex andtherefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C%3A%5CUsers%5Cvfs0010%5CDownloads%5CSurvivorAdvocate%40unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C%3A%5CUsers%5Cvfs0010%5CDownloads%5Coeo%40unt.edu) or at (940) 565 2759.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation:** To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://www.ecfr.gov/>. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa (PDF)](https://clear.unt.edu/sites/default/files/uploads/page-assets/Online/clear_f1_online_student_procedures_rev2018_10_08.doc) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

If an F-1 student is unsure about his or her eligibility or need to participate in this course or an on-campus experiential component for this course, he or she should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the drop deadline.