

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**COURSE OUTLINE**

**HEFI 406 – Orientation to Internship**

**Prepared By:** Deborah Molnar  
Janet L. Parcell Mitchell, PT, DPT, ATC, CSCS

**SCHOOL OF SCIENCE, HEALTH, AND CRIMINAL JUSTICE**  
Health and Fitness Promotion  
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## HEFI 406 Orientation to Internship

- A. **TITLE:** Orientation to Internship
- B. **COURSE NUMBER:** HEFI 406
- C. **CREDIT HOURS:** 1
- D. **WRITING INTENSIVE COURSE:** No
- E. **COURSE LENGTH:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**  
One hour of lecture per week
- H. **CATALOG DESCRIPTION:** This course is a pre-requisite course that prepares students for HEFI 407. Best practices in searching for internship opportunities as well as the fundamentals for developing an internship contract that meets SUNY Canton guidelines are discussed. Students are expected to submit an internship proposal which includes anticipated goals and objectives for the internship, as well as a timeline for completion. Students are provided guidance in documenting daily reflections and activities in a journal and for building a professional portfolio.

I. **PRE-REQUISITES/CO-COURSES:** Senior level status in HEFI program.

J. **GOALS (STUDENT LEARNING OUTCOMES):** By the end of this course, the student will:

<i>Course Objective</i>	<i>Institutional SLO</i>
a. Perform a search for potential internship opportunities.	1. Communication
b. Construct a professional introductory letter and resume.	1. Communication
c. Develop an internship proposal.	1. Communication 4. Inter-intrapersonal
d. Develop an open line communication and sound working relationship by visiting the internship site and meeting with the field supervisor.	1. Communication 4. Inter-intrapersonal
e. Develop an internship contract with a statement of goals, proposed time schedule and an outline of specific activities that will achieve those goals.	1. Communication 2. Crit. Thinking 3. Prof. Competence 4. Inter-intrapersonal

K. **TEXTS:** n/a

L. **REFERENCES:** n/a

L. **EQUIPMENT:** N/A

N. **GRADING METHOD:** Pass/Fail

O. **MEASUREMENT CRITERIA/METHODS:**

Internship opportunity search summary and rationale for selection  
Internship proposal  
Introductory letter  
Resume  
Proposed contract

**P. DETAILED COURSE OUTLINE:**

**I. Conducting a search**

- A. Goals and interests
- B. Geographic areas
- C. Facility type

**II. Preparing professional letter/resume**

- A. Introductory letter
- B. Resume

**III. Preparing the proposal**

- A. Goals
- B. Objectives
- C. Description of the sponsoring agency
- D. Rationale for selection
- E. Sponsor expectations

**IV. Meeting the field supervisor**

- A. Punctuality
- B. Professional appearance
- C. Attitude
- D. Organization
- E. Interest in the Field

**IV. Developing and presenting a contract**

- A. Schedule of planned work hours
- B. Planned activities
- C. Supporting documentation of activities
- D. Evaluation of activities

**V. Internship Assignments**

- A. Weekly journal
- B. Portfolio
- C. Internship summary
- D. Evaluations

**Q. LABORATORY OUTLINE: N/A**