

ACE Field Experience/Internship Instructions (KINS 195A)

Read instructions thoroughly prior to submitting this contract to the department.

IMPORTANT INFORMATION

- **All sections must be completed in ink and legible. Incomplete contracts will not be processed.**
- All contracts are due to the department office by **Friday of the second week of the semester**. Any contract submitted after that date will not be accepted.
- **Do not begin field experience/internship until the contract has been processed by the department office and you have been enrolled in the course with the appropriate unit value.**
- Field experience/internship hours must be completed the semester in which you enroll for the course. Hours from a previous semester, winter, or summer will not be accepted.

Contract and Enrollment Instructions (all fields must be completed and contact information must be current)

- **Section A:** Complete this section with site supervisor. Site supervisor's signature is required. Unit value must be checked based on hours you will complete.
- **Section B:** Complete and sign where indicated.
- **Section C:** Check appropriate internship option in consultation with Faculty Advisor. The Faculty Advisor must sign where indicated.
- Submit **original contract to the department office for enrollment; faxed or copied contracts will not be accepted or processed.**
- **Notify the department office in writing of any contract changes immediately** (i.e., site, supervisor information, description of duties, etc.). **A new contract may be required.** Unit value cannot be changed after census date.
- Incomplete grades from a prior KINS 194/195 will prevent students from enrolling in future internships. Incompletes are reviewed and considered on a case-by-case basis.
- Registration holds or unit caps will prevent the department from completing the registration process for this course. It will be the student's responsibility to follow-up with the appropriate department(s) to have holds removed.

Internship Guidelines

- Follow the policies and procedures of the internship site.
- Attendance is crucial. Be present and punctual on assigned days.
- You must act and dress professionally at all times.
- Each internship site is different, duties and responsibilities may vary. Be enthusiastic and willing to learn.
- Communication skills are essential. Demonstrate initiative and interest in assigned tasks.
- **Any concerns regarding your site should be reported to your Faculty Advisor in writing immediately.**

Grading

KINS 195A Field Experience/Internships are **Credit/No Credit** (CR/NC) courses. You must complete all requirements as instructed by your Faculty Advisor in order to receive full credit.

KEEP A COPY OF THIS AND ALL INTERNSHIP INFORMATION FOR YOUR RECORDS. PROSPECTIVE EMPLOYERS MAY ASK FOR PROOF OF YOUR FIELD EXPERIENCE.

Students may not use any of the following activities as part of on-campus KINS 194/195 internship series:

1. Tutoring Students
2. Grading and/or evaluation student work
3. Clerical, technical or custodial labor
4. Training students in the use of equipment
5. Conducting small discussion groups
6. Supervising class related activities/labs
7. Handling classroom equipment
8. Performing classroom/lab demonstrations
9. Maintaining faculty office hours
10. Performing classroom/lab instruction
11. Creating assignments for students
12. Preparing course materials
13. Administering examinations
14. Assessing student performance
15. Assisting a faculty's research by:
 - a. developing and operating research equipment
 - b. preparing and caring for research materials
 - c. collecting and arranging data
 - d. developing source materials
 - e. summarizing reports
 - f. searching for research literature and compiling bibliographies
 - e. assisting in the conduct of experiments

Autism Center for Excellence (ACE)
KINS 195A-Field Experience/Internship Contract

Prior to submitting a contract read instructions carefully. All contracts are due by **Friday of the second week of the semester**. Any contract submitted after that date will not be processed. Do not begin field experience/Internship until the contract has been processed by the department office and you have been enrolled in the course with the appropriate unit value (verified via Student Center).

Section A. Site Information (All fields must be completed in ink and legible; complete section with site supervisor)			
Name of Agency (Print full name) Autism Center for Excellence		Agency Website ucpsacto.org	
Mailing Address CSUS, Dept. of Kinesiology & Health Science, 6000 J Street, SLN 3002, Sacramento, CA 95819-6073	City	State	Zip
Phone (916) 548-2562	Fax (916) 278-6475		
Site Supervisor Printed Name, Position/Title Carrie Strong, Clinical Director		Email Address cstrong@ucpsacto.org	
Learning outcomes/Description of duties (please be detailed in your description):			
<ul style="list-style-type: none"> • Work 1:1 with children with autism, ages 8-13 in an after school socialization program. Help assigned child to participate in group activities, teach social interaction skills, and implement behavior plans to address problem behaviors. • Assist program team staff with set up of equipment and running group activities. In addition, creating and running new group activities on assigned days. 			
Select One Unit Value: <input type="checkbox"/> 1 unit=45 hours/semester <input type="checkbox"/> 2 units=90 hours/semester			
Site Supervisor Signature			Date / /
Section B. Student Information (complete and sign where indicated)			
Student Printed Name (as it appears on current student records)			
Student ID #		Email Address	
Phone Number ()			
Student Signature			Date / /
Faculty Advisor's Printed Name			
Faculty Advisor's Signature			Date / /

For office use only: Date Enrolled: ____/____/____ Staff: _____ Course Code: _____