

MICHIGAN STATE
UNIVERSITY

Memo to Internship Site Supervisor

The Department of Kinesiology at Michigan State University is greatly appreciative of the role that you have agreed to take in the education of our undergraduate Exercise Science students. Prior to the student's internship, please read over the course information materials and contact Keri Morrison (517) 355-4740, if you have any questions or concerns.

<http://www.education.msu.edu/kin/undergrad/kinesiology/493Internship.asp>

It is very important that the student's supervisor understands how the student is assessed, and that the student will need approval and/or assistance with some of the assignments. The student should share the evaluation form that you will be filling out at the beginning of the semester. This should give you a good idea as to how you will be evaluating them. There will be an evaluation of the student at the mid-point of their internship, and at the end of the student's time with you. At the mid-point evaluation, please address how the student can improve their work with you, as well as their professionalism in the work setting.

It is our goal to produce the best future professionals in this field in terms of both theoretical and applied knowledge. In addition, we want to produce students that act professionally in all aspects of their chosen field. If there is a problem with student's behavior, please contact Keri Morrison (contact information is provided below) or the Department of Kinesiology at Michigan State University so that the situation can be addressed immediately. Furthermore, we would appreciate your feedback (both positive and negative) as to how you find our students' preparation for work in the field. Please feel free to call Keri Morrison, or to include this on the student's assessment form. Thank you again for being an important part of our department, and our educational mission.



College of Education

Kinesiology
Intramural Rec Sports-Circle

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Sincerely,

Keri Morrison, M.S.

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