Experiential learning is a valuable element for health and kinesiology professionals. An internship enables the student to gain practical experience as a professional under conditions conducive to educational development. The internship is a time-limited, supervised period of health or kinesiology education activities carried out in a kinesiology- or health-oriented organization.

All Health and Kinesiology majors who are not in Teacher Certification options are required to complete an internship (6 credit hours, 360 hours of time on site).

**Health and Kinesiology majors are eligible to apply for internship if they have:**

- Completed all degree requirements of the major and support work;
- A minimum GPA of 2.0;
- Are within 12 hours of graduation (including the 6 hours of the internship).

Students who do not meet the GPA requirements will not be allowed to complete the internship. The department advisor will assign students who do not meet the GPA requirement two upper level courses (3 credit hours each) to take in place of the internship course.

Mandatory meetings are held in the semester prior to the student’s enrolling in the internship. Meeting dates for each semester are published on the internship website. These meetings are held in May/June (for Fall), September/October (for Spring), and February/March (for summer). Students are required to meet with their academic advisor prior to the meeting to verify that they are eligible for the internship. A mass email will be sent within the first week of classes to all KIN and HTH majors with >110 hours to inform them of this requirement and to ease the burden on the advising staff. Students must bring a signed degree plan from the advisor to the mandatory internship meeting.

Students who miss the mandatory meeting will result in being ineligible for the internship. The student will be eligible to complete their internship the following semester.
Students requesting an internship at a site that requires a criminal background check are responsible for having the background check completed and submitted to the internship site for approval. Students are responsible for paying any fees associated with the completion of the background check. The students must have the background check completed and accepted by the internship site when the work plan for the internship is submitted.

**Appeals process for previous work experience:**
Students who wish to appeal the internship requirement due to prior work experience may do so by completing and submitting the following form with written documentation to a four-member reviewing committee. Prior work experience is defined as a minimum of 3 years full time work experience in the field of the respective degree. Written documentation submitted with form includes: 1) a letter from the student detailing his/her work experience and why they are requesting an appeal, how it fits his/her degree plan, and his/her career goals, 2) the student’s resume, 3) a letter from his/her work supervisor verifying employment and 4) a signed degree plan from your advisor and stating the extent of their job responsibilities and the relationship to the degree. The appeals packet must be received by the department internship coordinator (Tunetha Wren Parchem, Tunetha.wren@utsa.edu, MB 3.438) by the deadline provided by the internship coordinator. The committee will meet prior to the internship meeting to discuss the appeals and make a recommendation to the Department Chair for approval. Students who are denied the appeals must attend the internship meeting and complete the internship.

**Appeals process for last 12 hour rule:**
Students who wish to appeal the internship requirement regarding the last 12 hour rule may do so by completing and submitting the following written documentation to a four-member reviewing committee. The appeal request will include up to 3 additional credit hours to be taken with the internship (no more than 3 courses and the internship). Written documentation includes 1) a letter stating the reason for the appeal, 2) a schedule of your courses, 3) a tentative internship schedule, 4) a work or athletic schedule (if applicable), and 5) an official transcript. Your schedule needs to be in a daily and weekly format to ensure that the committee depicts your entire schedule. The appeal packet must be received by the department internship coordinator (Tunetha Wren Parchem, Tunetha.wren@utsa.edu, MB 3.438) by the deadline that is provided by the internship coordinator. The committee will meet prior to or after the internship meetings to discuss the appeals and make a recommendation to the Department Chair for approval. Students who are denied the appeals must complete the internship the following semester.