

## COACHING INTERNSHIP INFORMATION AND CHECKLIST

### BEFORE YOUR INTERNSHIP

1. Have taken or be currently taking PETE 430 (Principles of Coaching) class and the specific coaching class (330R-347) by the time your internship BEGINS.
2. **Read** through the Coaching Internship Syllabus. Keep it handy because you'll need to print some pages .
  - a. The portion of the packet that you need to **really read** through most thoroughly are pages 3-6.
  - b. Go to byu.edu homepage and type in "coaching internship" in the search BYU window to find that syllabus and forms.
3. Contact Coach Hall (email tara.hall@nebo.edu) to determine what sport and where you are planning on doing your internship, and whether or not there is a master agreement with that school. **The school and sport you choose is completely up to you.** For a list of programs that have been successful in the past, go to [www.uhsaa.org](http://www.uhsaa.org), roll over "Sports and Activities," pick the season and sport you are interested in. You will then be able to see state tournament results from previous years. Coach Hall can also give you suggestions.

### **UHSAA Sanctioned Sport Seasons**

**Fall Sports** (August – November) **Register by April prior to starting internship**

Cross Country (Boys/Girls) Soccer (Girls)

Football Tennis (Girls)

Golf (Boys) Volleyball (Girls)

**Winter Sports** (November – March) **Register by August prior to starting internship**

Basketball (Boys/Girls) Wrestling

Swimming and Diving (Boys/Girls)

**Spring Sports** (March – May) **Register by December prior to starting internship**

Baseball Softball (Girls)

Golf (Girls) Tennis (Boys)

Soccer (Boys) Track and Field (Boys/Girls)

4. CPR/First Aid certification
  - a. I will need a copy of your cards (front and back) with your application.
  - b. If you need certification, try contacting Elli Martin. She is a BYU police officer who certifies people.
    - i. \$ 45 – takes about 2 ½ hours to get certified in CPR for 2 years/First Aid for 3 years, and a book.
    - ii. Red Cross takes about 6 hours, is \$54 for 1 year of CPR and 3 years of First Aid.
  - c. Elli's phone numbers are (801) 489-5967 and (801) 856-6122 (cell).
5. Write a **1 – 2 page** resume highlighting your experience as a player, or any previous coaching experience in the sport in which you desire an internship. **Give one copy to the head coach, and turn one copy into Coach Bone along with the rest of your paperwork.**

6. If you are single, and living in Off-Campus (non-BYU approved) Housing, fill out “Internship Housing Information” form, and return it to the Off-Campus Housing Office.
7. Complete the “Coaching Internship Approval Form for PETE Majors or Coaching Minors” and the “Internship Application Worksheet.” (Found in the packet).
  - a. Meet with the head coach and principal to get signatures for these forms.
  - b. Meet with the coach to get a description of your duties and responsibilities as an intern.
  - c. You are **NOT** to take on coaching a separate team all by yourself (i.e. JV, fresh/soph)
  - d. **MAKE SURE THE ADDRESS IS WHERE YOU WILL BE LIVING AT THE TIME OF YOUR INTERNSHIP!!!**
8. Contact Coach Hall (email [tara.hall@nebo.edu](mailto:tara.hall@nebo.edu)) to set up a time to bring paperwork (approval form, application worksheet, CPR/FIRST AID Cards, resume) in for final approval.
9. Complete Online Internship Application
  - a. Sign into My BYU/Route Y, and Type “Intern01” into the Quick URL box
  - b. Your Online Internship Application should pop up.
  - c. Make sure you click save for every section, and then “Save All and Submit Application” at the bottom.
10. An email will be sent to Coach Bone for approval.
  - a. Once approved, you can register for the class; and once you are registered you may begin.

**DO NOT BEGIN YOUR INTERNSHIP BEFORE YOU HAVE BEEN APPROVED**

- b. **You** choose your load at the time of registration (1 credit = 50 hrs of face to face coaching time—on the field, court, etc. - **NO TRAVEL TIME**). If there the entire season, 100 hours would be easy to accumulate. You may register for up to 4 credits.

**DURING YOUR INTERNSHIP**

**11. Complete the following forms**

- a. Weekly log sheets (due each Monday by email [tara.hall@nebo.edu](mailto:tara.hall@nebo.edu))
- b. Game and practice schedules (due by Friday of first week by email [tara.hall@nebo.edu](mailto:tara.hall@nebo.edu))
- c. Goal Statement I (due by Friday of second week by email [tara.hall@nebo.edu](mailto:tara.hall@nebo.edu))
- d. Mid evaluation (due when you have reached half of the hours you have registered for by email [tara.hall@nebo.edu](mailto:tara.hall@nebo.edu))

**AFTER YOUR INTERNSHIP**

**12. Complete the following**

- a. Final Coach Evaluation
- b. Goal Statement II
- c. Student Appraisal of School/Agency
- d. Final Paper
- e. Copy of written thank you to head coach
- f. Final oral evaluation with Coach Bone

**Good luck, work hard, and have fun!**