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PHYSICAL EDUCATION TEACHER EDUCATION 399R COACHING INTERNSHIP SYLLABUS



Brigham Young University Department of
Teacher Education 205 MCKB

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THE COACHING INTERNSHIP

The purpose of this coaching internship experience is to transfer classroom learning into “real-life” coaching experiences in the work world. Internship experiences can be valuable and rewarding for you as you prepare for a career in coaching. On-the- field experience in coaching provides you with an opportunity to test personal ideas and coaching methods under the supervision and direction of a seasoned head coach. In some internship situations an intern may have responsibilities with the sophomore or J.V. team. In others, an intern may become an assistant under the head coach and work with the varsity team.

The learning outcome is that students will demonstrate their ability to coach by successfully completing at least 50 hours under the supervision of a head coach

Coaching internships may be completed in the public schools in Utah County and in Salt Lake County. Some special assignments may be made in schools in Wasatch, Juab, and Davis School Districts. LDS Church sports programs do not qualify for this internship program.

One basic requirement for this internship experience is that programs and teams have a direct supervisor. There must be personnel who have the direct legal responsibility for the team, the program, and who will supervise and evaluate your performance.

In the past internship students have, on occasion, taken high school team members to practice sessions and to games in their own car. This practice is prohibited. BYU students should not transport members of the team *at any time or under any circumstances*. The high school administration should provide for all transportation of all students.

This course is part of your preparation for licensure in a major that is part of the BYU Educator Preparation Program (EPP). This course will help you fulfill the EPP Outcomes (<https://learningoutcomes.byu.edu/>) required for accreditation. Advisors in Education Student Services (350 MCKB / 801-422-3426) can answer questions you have about the licensure requirements (<Http://education.byu.edu/ess/licensing.html>) for your teaching major.

PROCESS FOR THE INTERNSHIP EXPERIENCE

To be considered for an internship experience, you must be either a **Physical Education Teacher Education major** and have taken PETE 430 and the specific coaching class in sport you will be doing your internship or a **Coaching & Teaching Physical Education minor** and must have completed the same as previously mentioned and a minimum of 10 hours in the major or minor program. It is most beneficial for your experience to have as many of the total required classes as possible.

APPLYING FOR THE INTERNSHIP

You are to complete a *Coaching Internship Approval Form* **prior** to when you desire to begin the internship **with signatures** of principal and coach. Submit the completed approval form to Coach Tara Hall.

249F SFH, tara.hall@nebo.edu A one- or two- page autobiography emphasizing any past performance and/or coaching experience must accompany the approval form. First aid and CPR are also required and copies of your cards should accompany this form.

If you are unable to obtain an internship, speak to Tara Hall for assistance. Every attempt is made to assist you in finding an internship in the sport you request. When this is not possible, be prepared to coach in an alternate sport.

Following is a list of high school interscholastic activities and the season in which they are conducted in the high schools.

Fall Sports

(Register for Fall Semester)

Cross Country (Aug-Oct)

Football (Aug-Nov)

Golf (Boys) (July-Oct)

Soccer (Girls) (Aug-Oct)

Tennis (Girls) (Aug-Oct)

Volleyball (Aug-Nov)

Fall/Winter Sports

(Register for Fall Semester)

Basketball (Nov-March)

Drill (Aug-March)

Swimming (Oct-Feb)

Wrestling (Nov-Feb)

Winter/Spring Sports

(Register for Winter Semester)

Baseball (Jan-May)

Golf (Girls) (Feb-May)

Soccer (Boys) (Feb-May)

Softball (Feb-May)

Tennis-(Boys) (Feb-May)

Track and Field (Jan-May)

REGISTERING FOR THE INTERNSHIP

You must contact Coach Hall to make arrangements for an internship. Coach Hall must approve the sport, the coach, and the school. Once the internship has been approved, you will be notified that you may register for PETE 399R, the coaching internship. You determine the number of credits in which to enroll after the internship has been approved in consultation with Coach Hall. 50 hours of coaching are necessary to earn one credit hour. One credit hour fulfills the requirement. It is possible to take up to four credits during your internship. Previous coaching experience with high school teams, little league, or other competitive teams WILL NOT be accepted for credit nor will it meet the requirement for the internship.

You must enroll in PETE 399R the semester **during** which you begin the actual coaching experience (i.e., register in September if you start coaching in November). Because of the nature of internships, it is possible to petition to add an internship after the add/drop deadline. Credit WILL NOT be given for the internship experience *after* the season/semester has been completed. If you begin an internship halfway through a semester, and do not complete the internship until the following semester or later, a “T” grade will be given. “T” simply means work in progress. A grade change will be submitted when all work has been completed.

ACCEPTANCE

The next step is to interview with the head coach and the high school principal. Final approval for the internship is made after you have been accepted by the head coach and the school principal and the *Internship Application* has been submitted online and approval given for you to register.

Pre-Internship Orientation

Each individual student will receive an individual orientation from Coach Hall on the following topics:

- Using the Internship Registration and Management System (IRAMS)
- Assignments and expectations
- Grading Procedures
- Standards of personal conduct
- The nature and amount of supervisory contact between Coach Hall and intern
- The Internship Master Agreement (IMA) or IMOU which outlines the obligations of the student, university, and internship provider.
- Procedures for unanticipated termination of the internship.

Meeting with the Coach: Once you have talked with Coach Hall, you make an appointment with the head coach to determine what will be expected of you during the internship. Suggested questions you should ask during the interview with the coach:

1. What will be my specific coaching assignment? What will be my responsibilities during practice sessions and during games?
2. What are the team policies and the player rules and regulations? Do you want me to handle infractions of these policies or rules by players? What are my responsibilities with regard to team rule infractions?
3. What time commitments must I make with regard to practice sessions, home and away games, team meetings, special coaches meetings, reviewing films, scouting opponents, etc.?
4. What are my responsibilities for practice and game equipment, for preparing facilities that will be used, for my own transportation to away games, for keeping records or statistics, for scouting opponents, etc.?
5. What dress/attire am I expected to wear at practice sessions and games?
6. And, finally, find out any other expectations or responsibilities the coach might have for you that have not been identified above.

During the interview you should be prepared to let the coach know what previous coaching or playing experience you have had and how you can contribute to the success of the team. It is also important to let the coach know your expectations as well. Discuss with the coach what you would like to learn and the coaching

duties you would like during the internship. *Have the head coach sign the Coaching Internship Approval Form.*

Meeting with the School Principal: Schedule an appointment with the school principal. Introduce yourself, explain the Coaching Internship Program (if necessary), and find out any procedures, policies, restrictions, etc., with which you need to be acquainted. This meeting with the principal is important as it protects you if a question ever arises as to why you are on campus and what role or responsibility you have in working with high school students. *Have the principal sign the Coaching Internship Approval Form*

REQUIREMENTS FOR THE INTERNSHIP/COURSE OUTLINE

Documentation is required as part of the internship experience. This documentation provides information required for registration and evidence of learning, and it is important that these assignments and reports be well-written, **typed** in a neat, organized manner, and submitted to Coach Hall as specified. The documents are outlined below and are the criteria used in determining your grade for the internship. All forms are located in the appendix to this syllabus or are available online as fillable forms.

BEFORE the Internship

1. **Coaching Internship Approval Form**—Complete the approval form—when your plans are approved, schedule appointments with the principal and the supervising coach and get signatures—and turn it in to a Faculty Advisor.
2. **Online Internship Application**—The information requested on Internship Application Worksheet should be gathered and submitted online either with or after the Coaching Internship Approval Form. It requires approval before you will be able to register for the class.
3. **Job Description**—Include a job description of your coaching assignment on the Online Internship Application Worksheet.
4. **Internship Housing Information**—If you are single and not living in BYU approved housing the information in this form must be given to the Off-Campus Housing Office or you will be charged a *nonrefundable* \$25 fine.
5. **A copy of Current CPR/First Aid Certification**
6. **A 1-2 page Resume** highlighting your experience as a player, or any previous coaching experience the sport in which you desire an internship. Give one copy to the head coach, and one copy into Coach Hall with the rest of your paperwork.

These forms are due prior to beginning your internship.

DURING the Internship

1. **Goal Statements**

Part I—*Goal Statement and Action Plan (due 2 weeks into internship)*—This goal statement is to be completed after you have been orientated to the coaching experience and have been given your coaching assignment by the head coach. The form should be submitted to a Faculty Advisor **within two weeks** after the internship assignment has begun. You should retain a copy of the completed form.

Part II—*Goal Statement Evaluation (due at the completion of internship hours)*—Part II is a statement indicating if the goals established at the beginning of the internship were reached. This form is to be completed and submitted at the end of the internship experience.
2. **Weekly Reports**—A **weekly report** is to be submitted **each Monday** to Coach Hall (DO NOT wait and turn in all reports at the end of the internship). A copy of the season's game schedule and a practice time schedule are to be *attached to the first week's report*. These weekly reports are the communication source between you and a Faculty Advisor and are an important part of the evaluation of your progress.

Note: These reports may be handwritten or, but MUST be legible.
3. **Evaluation by the Head Coach**—Two evaluations of your performance are to be made by the head coach. One is a mid-season progress report (due when completed half of internship hours) and the second is the final evaluation (due at the completion of internship hours). You give the head coach a copy of the mid-season progress report form and the final evaluation form. The evaluations are to be completed by the head coach, reviewed with you, and then given or mailed to Coach Tara Hall at the appropriate time (mid-season or at the end).

- 4. Assessment of Provider**—Two written assessments of the internship must be turned in. One must be submitted when you have completed half of your hours and the other at the completion of your internship. The form is provided in this syllabus. Coach Hall will be visiting you during at least one game and one practice to check on your progress and the provider.

AFTER the Internship

- 1. Student's Self-Evaluation (due at the completion of internship hours)**—Complete the self-evaluation on your performance and identify the value received from the experience.
- 2. Student's Appraisal of the School and the Experience(1 due when half of intership hours are completed and one due at the completion of internship hours)** —Evaluate the school site and the personnel involved with your internship experience.
- 3. Final Written Paper** (due prior to the oral evaluation)—This written paper is the *report of the internship* and is to be submitted at the conclusion of the internship, prior to the final oral evaluation. The paper should include a description of the responsibilities you had working with the team and a description of how the program was administered. The description of how the program was administered should include the following: policies and procedures concerning equipment, budget, facilities, uniforms, transportation, player rules and regulations, etc. The paper should also include a discussion of beneficial experiences, problems that were faced and attempts made to solve them, as well as an overall discussion of the entire experience. This paper is *in addition to* your self-evaluation.
- 4. A Final Oral Evaluation and Interview**—At the end of the internship experience, you meet with Coach Hall to discuss your internship experience and to discuss any other pertinent information about the internship. All forms and papers are to be completed and submitted prior to scheduling the oral review. This oral evaluation is to be scheduled at the completion of the coaching experience and must be completed *before* **FINALS WEEK** at the **end of the semester or term**.
- 5. Thank You Letter to the Head Coach(due at the completion of internship hours)** —You are to send a thank you letter to the head coach and include a copy of the letter with the final written reports.

GRADING

You should be fully aware that academic credit will not be granted merely for hours spent on the job. Grades will be awarded based on the *quality of the academic work done*. You should be aware that as the number of credits increase, there will be a corresponding increase in the academic expectations (in addition to the actual number of hours of work required).

Coach Hall will determine the grade for the internship. It will be based upon *punctuality* in submitting weekly and final reports, the *quality and completeness* of assignments and overall academic performance. Comments and recommendations from the head coach will be strongly considered, but will not be the sole nor principal basis for the grade. Percentages used to evaluate your performance are as follows:

Weekly Reports and Supervision.....	30%
Student's Evaluations:.....	40%
Goal Statements—(Part I and Part II)	
Self-evaluation	
Appraisal of School and Experience	
Final Written Paper—Report of Internship	
Head Coaches Evaluations:.....	20%
Final Oral Interview:.....	10%

All students are expected to complete all assignments. A grade will not be given until all requirements have been completed.

GRADING SCALE

A	95% - 100%
A-	90% - 94%
B+	87% - 89%
B	84% - 86%
B-	80% - 83%
C+	77% - 79%
C	74%- 76%
C-	70%- 73%
D+	67% - 69%
D	64% - 66%
D-	60% - 63%
F	0% - 59%

Best Practices

SUPERVISION: Students participating in the internship program will be observed by Coach Hall and the head coach. Coach Hall will visit you and observe both practice sessions and game situations as time and travel permit.

PROFESSIONALISM: While participating in the internship experience, you are encouraged to develop a friendly and professional relationship with personnel of the cooperating agency or school. As normal a professional climate as possible should be cultivated so that the internship will be rewarding. Where possible, use your own initiative and ideas, so long as there is harmony with the policies of the agency or school. Professionalism includes too many facets to discuss fully; however, there are some important points with which you definitely need to be concerned.

Dependability: It is vital that the school and coaching staff receive a fair amount of dependable work from you. Everything outlined and accepted for you to do should be accomplished in good form.

Punctuality: Closely related to dependability is *punctuality*. An important part of your obligation during your internship experience is to be at the assigned station sufficiently early each day to make necessary preparations, i.e., having materials, supplies, equipment, and facilities ready before the time of the event.

Initiative: Most coaches will appreciate an individual who has the initiative and creativity to move forward with programs and ideas; however, you must be cooperative at all times in accomplishing the purposes and goals of the school and coaching staff.

Accepting Constructive Suggestions: Some of you will make errors during your experience, and it is difficult to provide solutions to these and other problems ahead of time; but honesty with self, with the school, and with others who are involved is important. Acknowledging that errors are made, accepting responsibility for your actions, and being open to constructive suggestions opens the way to learning, provides for good communications and relations with the head coach, and enhances completion of the work in a proper manner.

Positivity: Do not think or talk negatively about the position, the coaches, or the program. Approach negative situations with a positive outlook and attempt to correct and improve them. This will benefit both you and the school.

Dress: Appearance has much to do with impressions created not only at the beginning but throughout the total experience. At all times clothing should be in good taste, clean and well pressed. Hair and person should be well groomed at all times, according to the activity being conducted. University standards must be adhered to at all times. This will help maintain a positive attitude toward school personnel and the participants in the program.

Preparation: Do not attempt to just “get by.” Know what you are doing—the head coach and team members can soon detect the individual who is not prepared. Remember, the well-prepared individual is a confident person. In relation to being prepared, the coach needs to know your comprehension levels, skills and attitudes, and that you will plan in advance the things that need to be done ahead of time and will not be rushed just before the planned event. Planning should involve knowledge of at least the following: approximate number of participants, their ages and backgrounds, facility and equipment needs and availability, time of activity, appropriate dress, leadership assistance needed, and how to inform participants of the time, place and dress. The outstanding coach is enthusiastic, shows no favoritism, insists on proper discipline, is sympathetic to the participants’ desires, and finally, conducts a great program!

Benefits of Internships

The benefits of internships are divided into three groups of people who actively participate in internships: Students, Departments/University, and Experience Providers.

Students

- Gain exposure to real-world problems and issues that perhaps are not found in textbooks.
- Cultivate adaptability and creativity in a dynamic world.
- Increase marketability to employers. On average, only 30% of graduating seniors have job offers before graduation; however, after completing an internship, that figure rises to 58%.
- Evaluate specific companies or specific careers prior to committing to full-time employment—a “try before you buy” type experience.
- Ease transition from being a student to entering the workforce.
- Increase opportunities within a company for faster advancement and growth.
- Increase self-confidence in the workplace while developing an expanded network of associates and professionals.
- Facilitate a higher starting salary than non-interns. In a recent study interns received, on average, \$2,240 more than non-interns for starting salary.
- Have résumé-building experiences while applying academic concepts and principles.
- Spread the gospel in many areas through example and lifestyles.
- Have opportunities to fund college education.
- Have personal growth experiences and exposure to different job opportunities.
- Have hands-on opportunities to work with equipment and technology that may not be available on campus.
- According to interns from BYU, students gain the following benefits through academic internships: experience, skill development, perspective, supervision, professional connections, academic credit, earnings, the opportunity to represent BYU, and to provide service to others.

Department/University

- Validates the university's curriculum in a working environment.
- Improves post-graduation statistics for the university.
- May accelerate corporate fund-raising efforts.
- Allows the university to admit more students because many interns spend the semester off campus.
- Provides learning experiences that are more valuable than case studies and lectures.
- Connects faculty to current trends within their professional field.
- Develops more competitive and employable graduates.
- Increases program credibility and student excellence as well as stronger ties with alumni in the professional fields.

Experience Providers

- Creates the opportunity to recruit future employees. (In one year, Hewlett Packard recruited 70% of its new hires from its pool of interns.)
- Gives the opportunity to evaluate prospective employees virtually risk free.
- Saves money since an intern receives less pay and fewer benefits than a full-time employee.
- Functions as flexible, cost-effective work force without long-term commitments.
- Frees up professional staff to pursue more creative projects.
- Offers a year-round source of highly motivated preprofessionals.
- Garners quality candidates for temporary or seasonal positions and short-term projects.
- Brings new and innovative ideas to an employer.
- Presents an excellent way to find new, energetic, and skilled employees who bring latest industry knowledge fresh from lectures and other campus resources.
- Seamlessly converts student interns to full-time employees who can be immediately productive.
- Strengthens the bond with the university and projects a favorable image in the community.
- Allows the employer the opportunity to have an impact on molding the lives of students.

BRIGHAM YOUNG UNIVERSITY HONOR CODE



Students enrolled in an internship are expected to adhere to the BYU Honor Code. Some of the portions most applicable to an internship setting are stated below.

Brigham Young University exists to provide a university education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere can be preserved through commitment to conduct that reflects those ideals and principles.

As a matter of personal commitment, students, staff, and faculty of Brigham Young University are expected to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

Be honest

Live a chaste and virtuous life

Obey the law

Use clean language

Respect others

Abstain from alcoholic beverages, tobacco, tea, coffee, and drug abuse

Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat and clean, consistent with the dignity of representing Brigham Young University and The Church of Jesus Christ of Latter-day Saints.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty of BYU represent the principles and standards of the Church. These members of the BYU community commit themselves to observe the following standards, which reflect the direction of the BYU Board of Trustees and the Church publication—For the Strength of Youth:

Clothing should be modest in fabric, fit, and style, and appropriate for the occasion. Skirts and shorts should be knee length or lower. Clothing which is sleeveless, strapless, or revealing is not acceptable. Shoes should be worn in public . . . areas.

A clean and well-cared-for appearance should be maintained. Hairstyles should be clean and neat, avoiding extreme styles. Men's hair should be trimmed above the collar, leaving the ear uncovered. If worn, mustaches should be neatly trimmed. Earrings for men are unacceptable, and beards are not acceptable, except for certified medical reasons.

ECCLESIASTICAL ENDORSEMENT

Your annual ecclesiastical endorsement must be in effect during the semester of your internship

Mutual Obligations

The following mutual obligations are outlined in the Master Internship Agreement between Brigham Young University and your internship provider. It is essential that each party meets all of its obligations. It is your responsibility to become familiar with the obligations required of the university, the provider, and you. If you have questions, or if these obligations are not being met, call your BYU Faculty Advisor.

BYU SHALL

1. Assume general responsibility for the pre-internship orientation, academic instruction, advisement, and evaluation of the student.
2. Communicate and consult with the Experience Provider to facilitate the successful operation of the internship program.
3. Inform the student that he/she is subject to the general rules, policies, and procedures of the Experience Provider.
4. Respond in a timely manner via the BYU Faculty Advisor to any complaints concerning the student.
5. Approve, in consultation with the Experience Provider, the BYU students who will be placed in internships and the dates for which their internships will be in effect.
6. Cooperate with the Experience Provider in determining and formulating work descriptions and job assignments for the students.
7. Provide liability insurance to cover damage or harm caused by Intern in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

THE EXPERIENCE PROVIDER SHALL

1. Accept a mutually approved student without discrimination because of race, color, sex, creed, national origin, religion, age, or disability.
2. Accept the primary responsibility for supervision and control of the student at the worksite.
3. Designate a qualified supervisor who will also serve as liaison with the BYU faculty advisor and the student.
4. Provide a work description and orient the student to the Experience Provider's rules, policies and procedures.
5. Evaluate the Intern's performance and notify BYU's Faculty Advisor of any cause of dissatisfaction with or of any known misconduct on the part of the Intern.
6. Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program.
7. Comply with all the federal, state, local and municipal laws, ordinances and codes applicable to Experience Provider.

THE STUDENT SHALL

1. Comply with all Experience Provider policies and procedures.
2. Complete the internship during dates specified, unless released by the Experience Provider, submitting all reports and assignments as required.
3. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
4. Report serious problems including physical, safety or personnel to the Experience Provider supervisor and the BYU Faculty Advisor.
5. Adhere to the BYU Honor Code and Dress and Grooming Standards.
6. Receive and read a copy of the Master Internship Agreement between BYU and the Experience Provider and agree to abide by its terms by clicking that you agree to the Student Internship Agreement when you complete your Internship Application *online*. (This document, Mutual Obligations, is your copy of the Master Internship Agreement.)
7. Be enrolled in an internship course.
8. Complete all BYU Internship assignments and course work as outlined by the applicable department.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.
13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University

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These files can be found individually as Word files on this webpage.

Department of Teacher Education
COACHING INTERNSHIP APPROVAL FORM (PETE MAJORS)

Name	Major	BYU ID #
Present Address		E-mail
		Present Phone
Permanent Address		Permanent Phone
		Anticipated Graduation Date (MM/YY)

Class Standing: Sophomore £ Junior £ Senior £
GPA: Overall GPA— _____ GPA in Major— _____ • Gender— Age— _____
Marital Status: Single £ Married £ Name of Spouse: _____
Autobiography: Attach a typed, one- or two-page autobiography highlighting your experience as a player or any previous coaching experience in the sport or sports in which you desire an internship.

Internship Application Worksheet:

I have completed the [online Internship Application](#) and received approval to register
First Aid and CPR: £ I have attached copies of my current certifications in CPR and First Aid to this application

A PETE student must complete the first semester of the
 PETE major before being eligible for an internship assignment.

Semester and Year you desire an internship: Fall _____ Win _____ Spr _____ Su _____	
Sport in which you desire your internship:	
Desired geographic location for internship:	
High School in which you desire your internship:	
Name, Title, Phone, and Address of the Head Coach at the school in which you request an internship:	Signature of Head Coach
Name, Title, Phone, and Address of the Principal at the school in which you request an internship:	Signature of Principal
Signature of Student	Signature of Advisor , Tara Hall

Return this form to: Coach Tara Hall
 PETE Department
 249F SFH or tara.hall@nebo.edu
 Brigham Young University Provo, UT 84602-2212

Department of Teacher Education
COACHING INTERNSHIP APPROVAL FORM (COACHING MINORS)

Name	Major	BYU ID#
Present Address		E-mail Address
		Present Phone
Permanent Address		Permanent Phone
		Anticipated Graduation Date (MM/YY)

Class Standing: Sophomore £ Junior £ Senior £
GPA: Overall GPA— _____ GPA in Major— _____ • Gender— Age— _____
Marital Status: Single £ Married £ Name of Spouse: _____
Autobiography: Attach a typed, one- or two-page autobiography highlighting your experience as a player or any previous coaching experience in the sport or sports in which you desire an internship.

Internship Application Worksheet:

I have completed the *online* Internship Application and received approval to register

First Aid and CPR: £ I have attached copies of my current certifications in CPR and First Aid to this application

A student must complete a minimum of ten (10) credit hours in the Coaching & Teaching Physical Education Minor before being eligible for an internship assignment. Prerequisite and coaching courses that should be completed prior to the internship experience are listed below. Indicate those courses that have been completed and your grade for each course.

COACHING COURSES	COMPLETED	GRADE
ExSc 320 BASIC ATHLETIC TRAINING		
ExSc 321 BASIC ATHLETIC TRAINING LAB		
NDFS 100 Essentials of Human Nutrition		
PETE 230 K-12 PHYSICAL ACTIVITY CONTENT & SKILLS I		
PETE 229 Physical Education Pedagogy (Prerequisite PETE 230)		
PETE 300 Advocacy for Physical Education		
PETE 330R-347 COACHING TECHNIQUES (class covering your internship sport)		
PETE 364 SCIENTIFIC BASES OF SPORT 1: MOTOR LEARNING		
PETE 366 SCIENTIFIC BASES OF SPORT 3: EXERCISE PHYSIOLOGY		
PETE 430 PRINCIPLES OF COACHING		

Semester and Year you desire an internship: Fall _____ Win _____ Sp _____ Su _____

Sport in which you desire your internship:

Desired geographic location for internship:

High School in which you desire your internship:

Name, Title, Phone, and Address of the Head Coach at the school in which you request an internship:	Signature of Head Coach
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Name, Title, Phone, and Address of the Principal at the school in which you request an internship:	Signature of Principal
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Signature of Student	Signature of Faculty Advisor , Tara Hall
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Return this form to: Coach Tara Hall
 PETE Department
 249F SFH or tara.hall@nebo.edu
 Brigham Young University Provo, UT 84602-2212

Online Internship Application Worksheet Department of Teacher Education

(this information is needed to complete the online application — required before registration is allowed)

1. Gather the information requested on this form. *Your information should be where you will be living while completing your internship.*
2. Go online and begin registration for this class (initially there is no "A" to add the class. Click on APPROVED *Internship Application* link above where you add classes to complete form, using the information gathered below.)
3. Enter all requested information and submit. After the instructor approves your application, it goes to the Internship Office for approval, and then you receive an e-mail saying you can register for the class. If there is an international aspect to the internship, the International Internship Coordinator will also have to approve your application.
4. If you have any questions, contact the instructor:

Coaching Minors & PETE Majors— Tara Hall * 513-314-7053 * tara.hall@nebo.edu

PLEASE PRINT

Student Name		ID#	E-mail	
Address				
City	State	Zip	Phone	
Experience Provider (school)			Main Phone	
Address			City	State Zip
On-Site Supervisor (head coach)			Direct Phone	
Position/Title (Sport)			E-mail	

Enrollment Year	<input type="checkbox"/> Fall (yr)	<input type="checkbox"/> Winter (yr)	<input type="checkbox"/> Spring (yr)	<input type="checkbox"/> Summer (yr)
Enrolled in Section 001 PETE Majors Section 002 Coaching Minors	PETE 399R	Section	# of Credits	Faculty Internship Advisor Tara Hall * 513-314-7053 * tara.hall@nebo.edu (majors)
Duration of Internship	Begin Date:		End Date:	

- I am aware that health insurance is required and will have it in place when I begin the internship.
- I have notified the Off-Campus Housing Office of my living arrangements, if required.
- I have read the 16-item Student Agreement on the next page, the Honor Code, and Mutual Obligations and agree to follow them.
- I have read and understand the Internship Master Agreement.

INTERNSHIP MASTER AGREEMENT Brigham Young University

This Agreement is entered into this _____ day of _____, 201____ (“Effective Date”) between Brigham Young University, a Utah nonprofit corporation and educational institution (“BYU”), and _____ (the “Experience Provider”) located at _____.

1. **PURPOSE.** In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and BYU with respect to student Interns from BYU in an internship arrangement with the Experience Provider.

2. GENERAL CONSIDERATIONS.

- . 2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.
- . 2.2 This Agreement is effective as of the Effective Date and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.
- . 2.3 Experience Provider and BYU shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated in writing by the parties at any time.

For Experience Provider:

_____ Telephone: _____
Email: _____

For BYU:

_____ Telephone: _____
Email: _____

- . 2.4 BYU and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.
- . 2.5 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims, disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and BYU, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.
- . 2.6 This Master Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between BYU and the Experience Provider and their employees, Interns, or agents; but rather is an Agreement by and among two independent contractors. Each Intern is placed with the Experience Provider in order to receive educational experience as part of the employee of the Experience Provider but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by the Experience Provider’s personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker’s compensation coverage for the Interns participating in the educational experience.
- . 2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider’s policies and procedures; (ii) report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at BYU and the Experience Provider; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.
- . 2.8 This Agreement covers (check one): Single location of Experience Provider—i.e., only that location with address listed

above. (Note: a separate agreement will be required for each different location of Experience Provider.) Multiple locations of Experience Provider—i.e., only those locations listed below. (Attach sheet if additional space needed.)

3. RESPONSIBILITIES OF BYU. BYU shall:

- . 3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;
- . 3.2 Make reasonable efforts to ensure that each Intern from BYU is aware of Intern's responsibilities to abide by the terms of Section 2.7, and that each Intern from BYU shall agree to abide by the terms in the "Student Agreement" attached as Exhibit A;
- . 3.3 Make reasonable efforts to ensure that the Intern participates in the internship during the dates specified unless modified by the Experience Provider and BYU. This includes instructing each Intern about the consequences of not completing the internship.
- . 3.4 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;
- . 3.5 Ensure that for each internship, the Internship Coordinator of BYU (i) maintains ongoing contacts with the Intern and the Experience Provider, (ii) discusses the specifics and expectations of the internship with the Intern and the Experience Provider, (iii) monitors

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Rev. 15 October 2014

the Intern's progress with the Intern and the Experience Provider, and (iv) advises the

Intern relative to a program of study related to the internship experience; and 3.6 Provide liability insurance to cover damage or harm caused by the Intern in the amount

of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

4. RESPONSIBILITIES OF THE EXPERIENCE PROVIDER. The Experience Provider shall:

- . 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
- . 4.2 Orient the Intern to the Experience Provider's rules, policies, procedures, methods, and operations;
- . 4.3 Evaluate the Intern's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
- . 4.4 Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to Experience Provider;

4.5 If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider's independent contractor/employment relationship with the Intern; and

4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.

5. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE AFFIXED THEIR SIGNATURES BELOW:

Experience Provider

By _____ Printed Name _____

Date _____

Brigham Young University

By: _____ Printed Name Adrienne Chamberlain

Date _____

Internship Housing Information

Single students serving internships who are living in **non-BYU-contracted** housing (this includes when you are away from campus) are required to submit their housing information to BYU Off-Campus Housing to exempt them from the University policy requirement for **single undergraduate** students to live in BYU-contracted housing. Failure to do so will result in a \$25 **nonrefundable** fine being assessed to your account.

If you are living in BYU-contracted housing while doing an internship locally or commuting within Utah (like to SLC), you don't need to submit any housing information, but you **must** update your contracted residential address to where you're currently living.

Call, fax, or e-mail the required information (see below) to:
 BYU Off-Campus Housing
 801-422-1513 (ph)
 801-422-0182 (fax)
och@byu.edu

If you have questions, contact the instructor:

PETE Majors & Coaching Minors — Tara Hall * 513-314-7053 * tara.hall@nebo.edu

PLEASE PRINT

Student Last Name, First Name		ID#		E-mail	
Internship Living Address					
City		State	Zip	Phone	
Experience Provider (school)				Main Phone	
Internship Experience Provider Address				City	State Zip
On-Site Supervisor (head coach)				Direct Phone	
Position/Title (Sport)				E-mail	
Enrollment Year	<input type="checkbox"/> Fall ____ (yr)	<input type="checkbox"/> Winter ____ (yr)	<input type="checkbox"/> Spring ____ (yr)	<input type="checkbox"/> Summer ____ (yr)	
Enrolled in Section 001 PETE Majors Section 002 Coaching Minors	PETE 399R	Section No.	# of Credits	Coaching —Faculty Internship Advisors: Tara Hall * 513-314-7053 * tara.hall@nebo.edu	
Duration of Internship	Begin Date:			End Date:	

David O. McKay School of Education
DEPARTMENT OF TEACHER EDUCATION
205 MCKB • Brigham Young University • Provo UT 84602-5099

Indicate your PETE situation <input type="checkbox"/> Minor <input type="checkbox"/> Major	BRIGHAM YOUNG UNIVERSITY COACHING INTERNSHIP WEEKLY REPORT	Please duplicate and complete one form for each week of your internship (to be turned in each week to your Faculty Advisor).
Name	Week of (date)	
Sport	School	
My personal goal this week		
Team goal this week:		
<i>Briefly describe your coaching assignments and any other responsibilities completed this week. Record the hours spent coaching.</i>		
Monday		
Hours		
Tuesday		
Hours		
Wednesday		
Hours		
Thursday		
Hours		
Friday		
Hours		
Saturday		
Hours		
Total hours for week	Cumulative hours for season	

BRIGHAM YOUNG UNIVERSITY
COACHING INTERNSHIP
GOAL STATEMENT AND ACTION PLAN—PART I

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Identify three major goals (objectives) you plan to achieve with your athletes during this internship experience and three major goals you plan to achieve for yourself. Briefly discuss how you plan to accomplish each goal. *Use additional pages if necessary.* (Reminder: All forms should be typed.) **Due within two weeks of start of internship.**

MAJOR GOALS WITH ATHLETES (in order of priority)

1.

2.

3.

MAJOR GOALS FOR MYSELF (in order of priority)

1.

2.

3.

BRIGHAM YOUNG UNIVERSITY
COACHING INTERNSHIP
GOAL STATEMENT EVALUATION—PART II

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Discuss how successful you were in meeting each goal you established at the beginning of the internship experience. Discuss each goal. Use additional paper if necessary.

MAJOR GOALS WITH THE ATHLETE

1.

2.

3.

MAJOR GOALS FOR MYSELF

1.

2.

3.

Name

Date

Coaching Assignment (Sport)

Head Coach

Experience Provider / School

BRIGHAM YOUNG UNIVERSITY
COACHING INTERNSHIP
STUDENT SELF-EVALUATION

Reflect on the skills and aptitudes you demonstrated while coaching in this internship experience. Write comments that reflect the progress you made in the improvement of your coaching skills. Describe the events that illustrate your actions and behavior for each following question. Under Improvement Strategies indicate how you could improve on your performance.

1. Were your actions and behavior (in practices and in contests) consistent with your philosophy?

Improvement Strategies:

2. Were you able to communicate effectively with the athletes, other coaches, parents, officials, and administrators?

Improvement Strategies:

3. How effective were you in teaching sport skills? Were you able to explain and demonstrate skills to the athletes? Were you able to correct errors in the players' skill performance?

Improvement Strategies:

4. Were you able to analyze the game strategies and make adjustments to correct weaknesses? (For individual sport events answer this question in relation to adjusting the strategy of the individual performer.)

Improvement Strategies:

5. Did you systematically plan the season and daily workout and practice sessions? Did you make effective use of practice time? If you were not involved in planning practice sessions, comment on the effectiveness of the workout and make suggestions on how you would do things differently.

Improvement Strategies:

6. To what extent did you manage the equipment and facilities effectively? Did you inspect the equipment and facilities regularly to provide for a safe environment? Were maintenance records kept and filed? If you were not given these responsibilities, comment on how you would handle equipment and facilities.

Improvement Strategies:

REPORT OF THE INTERNSHIP

FINAL PAPER

Discuss your assignment in relation to the quality of the experience and the quantity of work or time you spent during the internship. (*Limit this evaluation to 3 pages or less.*)

In addition, answer the following questions:

A. What could ***YOU*** have done to improve your internship experience?

B. What could ***BYU*** have done to improve your internship experience?

Name

Date

Coaching Assignment (Sport)

Head Coach

BRIGHAM YOUNG UNIVERSITY

COACHING INTERNSHIP

Experience Provider

STUDENT'S APPRAISAL OF SCHOOL/AGENCY

Code: A—Always, F—Frequently, O—Occasionally, S—Seldom, N—Never (check the appropriate column)

	A	F	O	S	N
Did your head coach orient you effectively to your coaching assignment?					
Was your head coach of assistance in your developing an effective working relationship with the other coaches and the athletes?					
Did your head coach appear interested in you as an individual?					
Did your head coach provide adequate opportunity and training to help you improve your coaching and teaching skills?					
Did your head coach motivate you to improve yourself?					
Did you receive adequate instructions or assistance from the head coach in the conduct of your coaching assignment?					
Did the head coach schedule conferences or meet with you to provide feedback and an on-going evaluation of your coaching performance?					
Was the head coach willing to listen to whatever suggestions or recommendations you offered?					
Was he/she willing to discuss them with you?					
Comment on your relationship with the head and assistant coaches:					

4. Comment on the school and the situation as a future place for students to participate in an internship experience.

5. Other suggestions, considerations, or statements regarding the experience at this school or agency:

**BRIGHAM YOUNG UNIVERSITY
COACHING INTERN
MID-SEASON PROGRESS REPORT**

Intern's Name	Date
Coaching Assignment (Sport)	Head Coach
Experience Provider	Head Coach Signature

Instructions: The head coach or supervisor of the intern should complete this form. Please evaluate the student objectively, comparing him/her with other students of comparable academic level and training. It is also suggested that the head coach discuss this evaluation with the intern. A Faculty Advisor will use this evaluation to guide and counsel the intern.

1. Briefly discuss the position and responsibilities assigned to intern.

2. Check the appropriate column:

Code: E—Excellent, VG—Very Good, A—Average, F—Fair, U—Unsatisfactory

	E	VG	A	F	U
Dependable in completing assignments					
Takes directions					
Able to communicate with athletes and coaches					
Takes initiative					
Able to organize materials and events					
Knows sport skills and tactics					
Produces quality work					
Attends as required					
Punctual					
Overall performance					

3. Comment on student's performance:

Please submit this evaluation to: **PETE Majors and Coaching Minors**

Coach Tara Hall
 PETE Department
 249F SFH or tara.hall@nebo.edu
 Brigham Young University
 Provo, UT 84602-2212

**BRIGHAM YOUNG UNIVERSITY
COACHING INTERNSHIP FINAL EVALUATION**

Name	ID#	
Coaching Assignment (Sport)	Date	
Experience Provider		
Supervisor's Name (Print)	Supervisor's Position	Supervisor's Signature

To be completed by the Head Coach or Immediate Supervisor

Please evaluate the student objectively, comparing the intern with other students or workers of comparable academic level or with other personnel assigned the same or similar tasks. Remarks are particularly helpful, and any additional comments or information that will help to provide a clear picture of the intern's performance and responsibilities can be attached to this form. This evaluation will be used to assist in determining a grade for the student and as a basis for counseling. It is strongly suggested that the head coach or supervisor discuss this evaluation of the student's performance with the student. Please be candid; this joint evaluation is of paramount importance to the student's professional and personal development. Because this evaluation is a factor in determining this individual's grade, it is an education record under the Family Education Rights and Privacy Act. Under this law, the student has a legal right to examine this evaluation upon request.

Please check the appropriate space to indicate the student's progress or attainment and make any additional comments in the space provided. There may be statements that do not apply to your situation or may request information not available to you. If this is true simply omit responding to those items.

*The content of this recommendation will be disclosed to prospective employers and may be reviewed by the student.
(Please type or print with black ink, if possible.)*

Code: E—Excellent, VG—Very Good, A—Average, F—Fair, U—Unsatisfactory

PART I—Personal Qualities	E	VG	A	F	U
Sets a positive example in the use of language, in deed or action, and in appearance.					
Respects student athlete's rights and abilities.					
Has a positive attitude and enthusiastic personality.					
Has emotional stability and self-control.					
Cooperates with and has good interpersonal relations with the athletes, other coaches, staff and the parents.					
Knows how to motivate athletes.					
Helps the athletes know and follow the training rules, team rules, and the consequences of breaking such rules and requirements.					
Is honest and fair in dealing with athletes/coaches.					
Is concerned about the athletes' academic achievements as well as athletic ability.					
Is loyal and supportive to the head coach and the school's athletic policies.					
Demonstrates and teaches good sportsmanship to players.					
Is respectful toward opponents, parents, officials, media, etc.					
Can communicate effectively with athletes, coaches, parents, etc.					

Code: E—Excellent, VG—Very Good, A—Average, F—Fair, U—Unsatisfactory

PART II—Knowledge of the Sport and Methods of Coaching	E	VG	A	F	U
Is knowledgeable of the skills and techniques necessary for each position in the sport.					
Uses sound up-to-date methods to teach skills and techniques (drills, scrimmage, etc.).					
Is knowledgeable and effectively uses up-to-date offensive and defensive strategy in the sport.					
Has a good knowledge of scouting techniques, can scout effectively and can effectively use scouting reports.					
Evaluates team personnel in drill performance and in practice sessions effectively.					
Evaluates game performance effectively.					
PART III—General Functions and Responsibilities	E	VG	A	F	U
Uses the daily practice time efficiently.					
Uses and cares for facilities and equipment efficiently.					
Is knowledgeable about training and conditioning programs and procedures for the athlete.					
Performs game management tasks efficiently.					
Uses proper procedures for prevention of injuries.					
Uses proper procedures for handling injuries.					
Is able to properly fit equipment to prevent injuries.					
Employs reasonable and prudent conduct to avoid negligence and liability.					
Assists in program evaluation effectively.					
Is capable of assisting in evaluating officials.					
Understands the importance of good relations with all news media, fans, and parents.					
Knows and abides by the school and/or district policies governing athletics.					
COMMENTS:					

Please submit this evaluation to:

PETE Majors and Coaching Minors

Coach Tara Hall
 PETE Department
 249F SFH or tara.hall@nebo.edu
 Brigham Young University
 Provo, UT 84602-2212

Intern's Name

Intern's Signature

Coaching Assignment (Sport)

Date

BRIGHAM YOUNG UNIVERSITY
COACHING INTERNSHIP

Experience Provider

To be completed by student.

I agree / disagree with my Head Coach (supervisor's) evaluation.

If you DO NOT concur with your Head Coach or supervisor's evaluation, please comment as to your reason.