Presentation Outline

- History of the Program
- Obtaining NCACE Accreditation
  - National Council for Accreditation of Coaching Education
- Developing a Coaching Internship
- Requirements & Responsibilities
- Paper work: Forms, Checklists & Rubrics & Evaluations
- Benefits of the Coaching Internship
History of Program 1986-2000

• Department of Health, Physical Education & Dance
  – No major
  – General Education Requirement
  – Coaching Education Program for Elementary Education Majors
    • Concentration or focus area
Obtaining Accreditation  
2000 - 2005

• Attend the NCACE Portfolio Preparation Workshop at the National Coaching Educator’s Conference

• I attended 4 or 5 times
Obtaining Accreditation
2006 – 2013

- Program Changes
  - 2005 – Department has a Major
  - Leisure and Sport Studies
- 2 Tracks or Specializations
  - Coaching/Athletic Administration
  - Health and Fitness
Obtaining Accreditation 2006 – 2013

• Revised the Coaching Program
  – HEA 105 – Emergency Care and Risk Management
  – PED 201 – Scientific Basis for Human Movement
  – PED 222 – Methods, Techniques and Problems of Athletic Coaching
  – PED 205 – Sport Behavior
  – PED 270 – Sport and Society
  – PED 335 – Methods & Evaluation in Athletics
  – PED 340 – Coaching Education Internship
## Obtaining Accreditation 2006 - 2013

<table>
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<tr>
<th>Domain &amp; Standards</th>
<th>Course(s)</th>
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<tr>
<td>1. Philosophy &amp; Ethics</td>
<td>PED 205, 222, 270, 335</td>
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<td>2. Safety &amp; Injury Prevention</td>
<td>HEA 105, PED 205, 222</td>
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<td>3. Physical Conditioning</td>
<td>PED 201, 205, 222, 270</td>
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<td>4. Growth &amp; Development</td>
<td>PED 205, 222, 335</td>
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<td>5. Instructional Strategies</td>
<td>PED 205, 222, 335</td>
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<td>6. Sport Skills &amp; Tactics</td>
<td>PED 222, 335</td>
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<tr>
<td>7. Organization &amp; Administration</td>
<td>HEA 105, PED 222, 335</td>
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<tr>
<td>8. Evaluation</td>
<td>PED 205, 222, 270, 335</td>
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</table>
Obtaining Accreditation 2006 – 2013

• PED 340 – Coaching Internship
  • Meets All Domains
Coaching/Athletic Administration Program

- Coaching/Athletic Administration Program
  - NCACE Nationally Accredited Jan. 2013
  - Minor - August 2014
Why Accreditation is Beneficial

- Continual Review & Evaluation of the program - Accountability
- Assures that students completing the program meet the top National Standards
- Increase in Enrollment – through Advertisement & Marketability
  
  - 2006 – 2008 - 35 – 50 students
  - 2008 – 2010 - 50 – 90+ students
  - 2010 - 2013 – 100+ students
  - 2013 – 2015 – 100 – 150+ students
Coaching Internship

- “Hands-on” Practical Capstone Experience
- Opportunity to apply theories, principles & skills
- Monitored experience
- Specific learning goals
- “Real-life” Coaching Environment
- Similar to Student Teaching
Developing a Coaching Internship

• Policies
  – Site Selection
  – Academic Credit Hours
  – Absence and Attendance
  – Legal Background Clearances
  – Code of Conduct
    • Academic Honesty
    • Professionalism
Appendix A – Coaching Internship Eligibility and Application Form

SPT 340 - COACHING INTERNSHIP

Name _________________________________________________ Date __________________
ID# __________________________________________________________________________
KU Email ________________________________________ Tel ___________________________
Academic Advisor ______________________________________________________________

Please Circle Yes or No and enter the requested information

Coaching/Athletic Administration Specialization Yes NO
Completed SPT 222 Yes NO Grade __
Completed at least 60 academic Credits Yes NO GPA __
Has the student earned a “C” or higher in all LSS courses? Yes NO
If no, what courses need to be repeated _____________________________________________?
How many “Disposition” letters are currently in the student’s file? _________________
Which semester does the student plan on completing the Coaching Internship? _________________
(Circle one) Spring Fall Of what year? _________________

Please list potential sport(s) __________________________ ___________________________
Potential Location(s) __________________________ ___________________________
Intern Supervisor __________________________ Student ____________________________
Signature Date Signature Date

Please return this form to Dr. Smith
Appendix B – Pre-Internship Checklist

SPT 340 - COACHING INTERNSHIP

**BEFORE Starting the Coaching Internship the following tasks need to be completed.**

1. _______ Attend the Mandatory Orientation Meeting with the University Supervisor

2. _______ Meet with Internship Supervisor and complete Coaching Internship Eligibility and Application Form (Appendix A)

3. _______ Meet with University Supervisor and select a potential site for Internship

4. _______ Submit Appendix A to University Supervisor – Dr. Smith

5. _______ Register for Class SPT 340

6. _______ Apply for all required Clearances (Appendix C)
   - _______ Act 34 – Criminal History
   - _______ Act 151 – Child Abuse History
   - _______ Act 114 – FBI Federal Criminal History (Fingerprinting)
   - _______ TB Testing

7. _______ School Districts may require other credentials (i.e. Pa. safe schools, concussion, cardiac tests…)

8. _______ Contact the Athletic Director and possibly the coach at the potential internship site

9. _______ Notify the University supervisor of coaching location

10. _______ Complete Coaching Internship Interview and Approval Form with on-site personnel - Athletic Director, Principal and Coach (Appendix D).

11. _______ Appendix D and Appendix E along with a copy of all the Clearances are due at the first Internship meeting next semester.

*Please direct questions to Dr. Smith - 610-683-4379 or jsmith@kutztown.edu*
Developing a Coaching Internship

• Responsibilities
  – Intern (Student)
  – University Supervisor
  – Field Supervisor (Coach)
  – On-Site Personnel
Appendix D - Coaching Internship Interview & Approval Form

Student’s Name __________________ Date ____________________
Student’s Email Address _______________ Tel # __________________
School District ________________________ Sport _________________
School’s Address ________________________ Sport _________________
Field Supervisor (Coach) _______________ Tel # __________________
Field Supervisor’s Email Address ________________________________

Date Season Starts _______ Date Season Ends ________________

Practice Time _________ Practice Location ______________________

The supervising coach understands that this student will only serve as an assistant with the team and will be under total supervision at all times. The field supervisor further understands that the student at no time will be fully responsible for any coaching responsibilities of the team. The supervising coach and on-site personnel agree to provide professional guidance and evaluate the performance of the student. The student intern agrees to perform the duties required by the supervisors.

_________________________ ________________
Principal’s or Authorized Personnel Signature Date Athletic Director’s Signature Date

_________________________ ____________
Site Supervisor (Coach) Signature Date Student’s Signature Date

Please return a copy of this form to:
Dr. Judith L. Smith, Department of Sport Management & Leadership Studies
Old Main Wing #204, Kutztown University
Kutztown, PA 19530
E mail jsmith@kutztown.edu or Fax # 610 – 683 - 1318
Procedures for the Coaching Internship

• Tasks to do During the Internship

  – 1. Attend all meetings scheduled by the University supervisor.

  – 2. Obtain a 3-ring binder.

  – 3. Keep a daily log. This must be TYPED
Procedures for the Coaching Internship

• Tasks to do During the Internship

• 4. Submit Contest & Practice schedule with times and location
  – Notify all personnel of changes

• 5. Complete Field Experience Checklist
  – Brief summary for each item
Procedures for the Coaching Internship

- Tasks to do During the Internship
  
  6. Minimum of 100 hours at site
  
  7. Complete all written assignments as described in the course outline.
Procedures for the Coaching Internship

• Tasks to do During the Internship

• 8. Follow policies and procedures for coaches and teachers that have been established at the coaching internship site.

• 9. Remind the field supervisor of the mid-term (50 hours) and final evaluations (100 hours)

• 10. Answer the questions from the Student Final Evaluation Form
Procedures for the Coaching Internship

• Tasks to do During the Internship

• 11. Submit Portfolio
  – Part I – All Forms, Clearances & Evaluations
  – Part II – All Class Assignments
  – Part III - Check list and summary of each completed task
Procedures for the Coaching Internship

Tasks to do During the Internship

11. Submit Portfolio cont.

- Part IV – Log
  Completed chart of the daily log with hours along with explanation of drills

- Part V – Appendices
  Any other pertinent information to clarify and enhance the portfolio.
Procedures for the Coaching Internship

• Tasks to do During the Internship

• 12. Send a thank you note or card to the field supervisor.
Evaluation

- 1. Core Assignment (Portfolio) 150
- 2. Written Assignments (5) 50
- 3. Participation & Professionalism (meetings and site) 20
- 4. Field Supervisor’s Evaluation – Midterm & Final 30
- 5. Student Self Evaluation 10

Total 260 Points
## Mid-term Evaluation

1. Briefly describe the primary responsibilities assigned to the intern.

2. Check the appropriate column:

   **Code:** E-Excellent, VG-Very Good, A-Average, F-Fair, U-Unsatisfactory, NO-Not Observed

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<th>E</th>
<th>VG</th>
<th>A</th>
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<th>NO</th>
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<td>Adherence to district and school policies</td>
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<td>Punctual</td>
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<td>Takes directions</td>
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<td>Attends practices and contests as required</td>
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<td>Knows sport skills and tactics</td>
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<td>Able to communicate with athletes and coaches</td>
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<td>Treats players with respect</td>
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<td>Dresses appropriately and professionally</td>
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<td>Displays enthusiasm</td>
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<td>Knows how to motivate athletes</td>
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3. Comment on student’s performance:

   ____________________________________________
   ____________________________________________
**Final Evaluation**

**Instructions:** The head coach or field supervisor of the intern should complete this form near the end of the field experience. 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. The University supervisor will use this evaluation in the grading process of the Coaching Internship. THANK YOU.

Please check the appropriate column to indicate the student’s progress or attainment:

*Code: E-Excellent, VG-Very Good, A-Average, F-Fair, U- Unsatisfactory, NO-Not Observed*

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<tr>
<th>Personal Qualities</th>
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<tr>
<td>Appropriate conduct and language</td>
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<td>Treats players, coaches and officials with respect</td>
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<td>Displays enthusiasm and positive attitude</td>
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<td>Able to communicate with athletes, coaches and parents</td>
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<td>Dresses appropriately and professionally</td>
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<td>Ability to accept constructive criticism</td>
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<td>Has emotional stability and self-control</td>
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<td>Cooperates and has good interpersonal relationships with athletes, coaches and parents</td>
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<td>Punctual and attends practices and contests as required</td>
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<td>Honest, fair and consistent in dealing with athletes/coaches</td>
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## Final Evaluation continued

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<th>Coaching and Teaching Skills</th>
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<tr>
<td>Knowledge of sport skills, rules and tactics</td>
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<td>Knowledge of training and conditioning</td>
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<td>Demonstrate appropriate teaching methodology</td>
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<td>Explains, demonstrates and gives feedback appropriately</td>
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<td>Demonstrates and teaches good sportsmanship</td>
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<td>Knows how to motivate athletes and reward athletes effort</td>
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<td>Effectively evaluates performance in practice</td>
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<td>Effectively evaluates contest performance</td>
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<td>Establishes realistic goals and objectives for athletes</td>
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<tr>
<td>Prepared for practices and contests - Takes initiative</td>
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### Administration and General Responsibilities

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<td>Adherence to district and school policies</td>
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<td>Knowledgeable regarding practice organization and contest management</td>
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<td>Demonstrates an understanding of equipment and facility maintenance and management</td>
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<td>Adaptable to changing coaching environment</td>
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<td>Concerned about athletes’ academic achievement</td>
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<td>Helps athletes follow training and team rules and assists in teaching the consequences</td>
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<td>Displays understanding of athletic injury prevention</td>
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<td>Employs reasonable and prudent conduct to avoid negligence and liability</td>
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<td>Uses daily practice time efficiently</td>
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<td>Is an appropriate role model for the coaching profession</td>
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Final Evaluation continued

Please indicate a specific STRENGTH in coaching exhibited by this student during the internship.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Please indicate a specific WEAKNESS in coaching exhibited by this student during the internship.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Would you recommend this student for a position in his/her field of study? (Circle one)  Yes  No

Your recommended grade for this student would be (circle one)  A  B  C  D  F

Additional Comments

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Student Final Evaluation

Instructions: Please answer the following questions as honestly and objectively as possible. Your answers will help evaluate and improve the coaching internship course for future students and will be used as a piece of your individual assessment in the coaching internship.

1. Did you feel academically prepared to do the coaching internship?
2. Did you feel your work was of value to the athletes and to the team? How?
3. What was the most valuable part of your coaching internship experience?
4. Briefly state what you have learned about coaches and coaching. Some suggestions to include are teaching skills or methodology, goal setting, feedback, making practices fun, planning, motivation, conditioning techniques, preparation and organization, and continuing education in coaching.
Student Final Evaluation

5. Briefly state what you have learned about athletes and school athletics. Include athletes’ behaviors, communication, discipline, motivation, injuries, preparation and organization, nutrition, dealing with parents and spectators and community involvement.

6. What aspect of coaching did you learn the most about during the field experience?

7. How helpful was your field supervisor? How did he/she help you learn and grow as a professional?

8. What recommendations could be made to the Coaching Internship to make the experience better?

Please return this Completed form to Dr. Smith
Benefits of a Coaching Internship

• Benefits to the Students
  – 1. Exposure to a “real – life” coaching environment
  – 2. Application of theory into practice
  – 3. Networking opportunities
  – 4. Understand the impact of sport on individuals, groups and the community
Benefits of a Coaching Internship

• Benefits to the Students
  – 5. Discover their personal strengths and weaknesses
  – 6. Accept a new challenge and be allowed to explore independent learning
  – 7. Possible employment opportunities
Benefits of a Coaching Internship

• Benefits to the University Supervisor
  – 1. Student feedback regarding the effectiveness of the program
  – 2. Laboratory for the application of theory
  – 3. Continuing evaluation of the coaching curriculum
  – 4. Enhance the Department’s service to the community
  – 5. Establish faculty relationships with professions from local institutions
Benefits of a Coaching Internship

• Benefits to the Field Supervisor and the On-Site Coaching Program Personnel
  – 1. Strengthen program and increase staff
  – 2. Facilitate relationships with young students and other professionals
  – 3. Stimulate growth in the existing program
  – 4. Assist in preparing and evaluating young professionals
  – 5. Allows on-site evaluation of potential additions to the coaching staff