

*Coaching Internship:  
Authentic Assessment for the  
NCACE Accredited Program*



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# *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*

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



# *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](mailto: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 \_\_\_\_\_  
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](mailto: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
•	
• <b>Total</b>	<hr/> <b>260 Points</b>





# Mid-term Evaluation

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

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2. Check the appropriate column:

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

	<b>E</b>	<b>VG</b>	<b>A</b>	<b>F</b>	<b>U</b>	<b>NO</b>
Adherence to district and school policies						
Punctual						
Takes directions						
Attends practices and contests as required						
Knows sport skills and tactics						
Able to communicate with athletes and coaches						
Treats players with respect						
Dresses appropriately and professionally						
Displays enthusiasm						
Knows how to motivate athletes						

3. Comment on student's performance:

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# 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*

<b>Personal Qualities</b>	<b>E</b>	<b>VG</b>	<b>A</b>	<b>F</b>	<b>U</b>	<b>NO</b>
Appropriate conduct and language						
Treats players, coaches and officials with respect						
Displays enthusiasm and positive attitude						
Able to communicate with athletes, coaches and parents						
Dresses appropriately and professionally						
Ability to accept constructive criticism						
Has emotional stability and self-control						
Cooperates and has good interpersonal relationships with athletes, coaches and parents						
Punctual and attends practices and contests as required						
Honest, fair and consistent in dealing with athletes/coaches						



# *Final Evaluation continued*

<b>Coaching and Teaching Skills</b>	<b>E</b>	<b>VG</b>	<b>A</b>	<b>F</b>	<b>U</b>	<b>NO</b>
Knowledge of sport skills, rules and tactics						
Knowledge of training and conditioning						
Demonstrate appropriate teaching methodology						
Explains, demonstrates and gives feedback appropriately						
Demonstrates and teaches good sportsmanship						
Knows how to motivate athletes and reward athletes effort						
Effectively evaluates performance in practice						
Effectively evaluates contest performance						
Establishes realistic goals and objectives for athletes						
Prepared for practices and contests - Takes initiative						



# *Final Evaluation continued*

<b>Administration and General Responsibilities</b>	<b>E</b>	<b>VG</b>	<b>A</b>	<b>F</b>	<b>U</b>	<b>NO</b>
Adherence to district and school policies						
Knowledgeable regarding practice organization and contest management						
Demonstrates an understanding of equipment and facility maintenance and management						
Adaptable to changing coaching environment						
Concerned about athletes' academic achievement						
Helps athletes follow training and team rules and assists in teaching the consequences						
Displays understanding of athletic injury prevention						
Employs reasonable and prudent conduct to avoid negligence and liability						
Uses daily practice time efficiently						
Is an appropriate role model for the coaching profession						



# *Final Evaluation continued*

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

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

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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

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# *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

