

# Midland College and City of Midland Aquatics Internship

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## **PURPOSE:**

The purpose of the COM Aquatics and Midland College Internship Program is to facilitate student learning opportunities outside of the classroom and to develop a student's social and management skills through field based activity, and hands on training to become a professional competitive swimming or competitive diving coach.

## **ELEGIBILITY:**

- a. Must be a high school graduate
- b. Must have a 3.0 high school GPA  
*(attach high school transcript to application)*

## **BENEFITS:**

- ✓ Receive College Credit
  - 1 Credit Hour Per Semester (first year only)
- ✓ Gain experience
  - Swimming or Diving Internships Available
- ✓ Earn a Scholarship
  - Fall and Spring Semesters (16 week)
  - Tuition and Fees
  - Room, Board, Books OR Stipend Equal To That Dollar Amount
  - Monthly Stipend (\$50 per month)

## **EXPECTATIONS:**

1. Must enroll in at least 12 hours of classes
2. Must maintain at least a 3.0 GPA
3. Must dedicate at least 20 hours per week to actual coaching/training/meeting.
4. Must conduct oneself to exemplary behavior at school at COM and in the community in general.

## **CREDIT REQUIREMENTS:**

1. Swimming Interns must receive Level 1 and Level 2 ASCA certification in the Fall and Spring Semesters respectively to earn class credit
2. Dive Interns must receive AAU Diving Certification in the Fall and Spring Semesters respectively to earn class credit.

## **STEPS TO APPLY:**

1. Completely read information packet
2. Print off and fill out application, including open ended questions.
3. Turn in completed application COM Aquatics by April 1st at 5:00 PM

## **TIMELINE OF APPLICATION PROCESS:**

- April 1st at 5:00 PM - Application due to COM Aquatics to guarantee consideration
- April 1st-15th- Will be contacted for interview by one of the committee members
- April 1st-30th- Contact references
- May 15th-30th- Notification of acceptance
- May 15th-June 15th- Notify COM to confirm or decline acceptance into the internship program within 2 weeks of acceptance.

## **RESPONSIBILITIES AFTER CONFIRMATION OF ACCEPTANCE:**

Apply to Midland College if you have not done so already

inform COM if you are staying in the dorms or if you have your own housing

Choose your classes and register for the Kinesiology class affiliated with the internship

Provide COM with your class schedule

Complete application with MC for housing and pay any applicable fees required before you move in.

Set up a meeting with your sport specific mentor. Contact information will be provided upon acceptance.

Internship will start the first day of classes.

Meeting with your MC instructor (Dianna Ranelli- 520-906-2477) during the first week of classes to obtain syllabus and class specific responsibilities.

\*\*\*Be sure to contact Dianna Ranelli 520-906-2477 [d\\_ranelli@yahoo.com](mailto:d_ranelli@yahoo.com) with any questions\*\*\*\*

## FREQUENTLY ASKED QUESTIONS:

### 1. WHAT IS EXPECTED DURING THE INTERNSHIP FOR EACH SPORT?

**SWIMMING-** Interns are required to work/coach 20 hours per week. This includes some administration projects and communication with parents. If you are asked to work extra events (ie. meets) there will be an extra pay for these events.

**DIVING:** Interns are required to work 4-7 PM Monday thru Thursday. Because this requirement is less than the required 20 hours per week, interns will be required to work special events as part of their work hours to make up the additional 8 hours per week. Events that are required are Team sleepover, meets at COM, Big Show, Halloween Bash, team parties). You will be provided the dates of these events at the beginning of the semester

**BOTH:** Required to take the appropriate MC Kinesiology course and turn in all papers/projects associated with the course itself.

### 2. HOW DO I OBTAIN MY BOOKS FOR THE SEMESTER?

First you take your class schedule to the bookstore and obtain a receipt for the cost of your books. Please bring this receipt to COM. COM will provide a check made out to the bookstore and you will take that check and purchase your books.

### 3. WHAT IF I CHOOSE NOT TO LIVE IN THE DORMS?

If you choose to live in the dorms COM will pay for your room and board costs. If you choose to stay at home or have other plans for housing, COM will provide you 4 equal checks over the course of the semester that equals the amount that would have been paid out to live in the dorms. Each check will be for a quarter the total cost of room and board in the dorms. Checks will be provided on the last day of the month as follows:

Fall semester: August, September, October and November

Spring semester: January, February, March, and April

### 4. WILL I BE REQUIRED TO OBTAIN ANY SAFETY/COACHES CERTIFICATIONS?

Yes you will be required to obtain or provide proof of CPR/First aid certification as well as obtain sport specific certification. This will be finalized during that first week of classes.

5. IF I APPLY AS A FRESHMAN DOES MY INTERNSHIP AUTOMATICALLY LAST THE ENTIRE TIME I ATTEND MIDLAND COLLEGE?

No, the internship terminates on the last day of classes during the Spring semester. You are welcome and we encourage you to apply for following years, but acceptance is not guaranteed. When you reapply to the internship you do not need to complete the essay question portion of the application.

6. WHAT IF I REQUIRE A DAY OFF FOR A FAMILY EVENT OR PRIOR COMMITMENT?

We understand that occasionally you require a day off for being sick and personal reasons. Please contact Dianna at 520-906-2477 as well as your direct mentor with days of conflict. We also ask that you fill out a vacation request form that is required for all employees at COM.

7. HOW MANY INTERNSHIP SPOTS ARE AVAILABLE EACH YEAR?

We have 4 intern positions available each year. COM's goal is to fill two swimming positions and two diving positions each school year. We do try to place applicants where their strengths can make the most impact. If you are a swim intern one year and would like to apply for the diving internship the following year, we are open to discussing options and allowing interns to learn the most possible about both sports.



## APPLICATION FOR INTERNSHIP

**Semesters interested in:** \_\_\_\_\_

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name \_\_\_\_\_

Date of application \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Position Applying For:      Swimming Intern      Diving Intern      Either

### 1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?

Yes    No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)

Yes    No

If yes, explain:

\_\_\_\_\_





**2. EDUCATION & TRAINING:**

Have you applied to Midland College? Y/N

Have you been accepted to MC? Y/N

Level of Education Completed -

High School    Some College

Last High School

Attended \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

GPA \_\_\_\_\_

List any scholarships, academic honors, awards or special achievements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. SKILLS:**

Please list any skills you have that are appropriate for the position you are applying for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. EMPLOYMENT HISTORY:**

Starting with your present or most recent employer, list in consecutive order all employment for at least the last three employers.

If currently employed, may we contact your employer?                      Yes                      No

1. PRESENT OR MOST RECENT EMPLOYER FULL NAME OF COMPANY \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME & TITLE OF SUPERVISOR \_\_\_\_\_

TITLE OF YOUR POSITION \_\_\_\_\_



LIST JOBS HELD AND DUTIES PERFORMED WHILE EMPLOYED AT THIS COMPANY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\_\_\_\_\_

2. EMPLOYER FULL NAME OF COMPANY \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME & TITLE OF SUPERVISOR \_\_\_\_\_

TITLE OF YOUR POSITION \_\_\_\_\_

LIST JOBS HELD AND DUTIES PERFORMED WHILE EMPLOYED AT THIS COMPANY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. EMPLOYER FULL NAME OF COMPANY \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_



NAME & TITLE OF SUPERVISOR \_\_\_\_\_

TITLE OF YOUR POSITION \_\_\_\_\_

LIST JOBS HELD AND DUTIES PERFORMED WHILE EMPLOYED AT THIS COMPANY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\_\_\_\_\_

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of internship. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**PLEASE ANSWER THE FOLLOWING QUESTIONS IN SPACE PROVIDED:**

1. Why do you want to be an intern for COM Aquatics and Midland College?
2. What do you want to contribute to this program?
3. How does your passion and motivations set you apart from your peers?
4. Describe a personal achievement, apart from your academic work, outlining what it involved and how you benefited from it.

## MID-TERM AND FINAL SEMESTER EVALUATION OF INTERNSHIP BY STUDENT

Name \_\_\_\_\_ Date \_\_\_\_\_

Hours per Week \_\_\_\_\_

**Please circle the most appropriate answer.**

1. Was assistance available from your supervisor?

Frequently    If Needed    Seldom    Never

2. Was an adequate explanation given to you concerning what was expected of you and the tasks assigned?

Frequently    If Needed    Seldom    Never

3. How often did your supervisor discuss your job performance with you?

Weekly    Monthly    Once or twice    Never

4. Was the work load adequate?

Always    Frequently    Sometimes    Seldom    Never

5. How was the communication and cooperation among co-workers?

Excellent    Good    Average    Fair    Poor

6. How was your academic preparation for this job?

Excellent    Good    Average    Fair    Poor

7. Did assignments meet your expectations?

Exceeded    Met    Fell below

8. Would you consider COM for permanent employment?

Yes    No

## FIRST MONTH EVALUATION FORM

Instructions: The intern's supervisor should complete this form and discuss it with the student. More frequent counseling with or without the form is encouraged to enhance communication regarding the student's performance and facilitate student development during the work term.

**Intern Name:**

**Performance Rating**

Exceeds Standards      Meets Standards      Needs Improvement      Unacceptable

1. Possesses necessary technical knowledge

---

2. Adapts to changing work assignments and situations

---

3. Able to cooperate and work with other people

---

4. Listens and carries out instructions

---

5. Works effectively without close supervision

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6. Produces acceptable quantity of work

---

7. Demonstrates ability to make decisions or seek appropriate help

---

8. Shows problem-solving ability

---

Please comment on deficiencies or exceptional points:

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