

**All Sport & Exercise Science Students**  
**MUST ATTEND ONE MANDATORY ORIENTATION MEETING**

**To be eligible for APK 4940 – Practicum in Kinesiology**

**PLANNING TO GRADUATE SPRING 2026?**  
**TIME TO ATTEND A MEETING!**

To earn approval for this instructor permission required course, students must attend one of these meetings to learn about all processes and paperwork required for site placement. **No meeting, no practicum!**

**SENIOR STUDENTS** begin preparing for APK 4940, Practicum in Kinesiology, during the semester prior to graduation. Therefore, all senior students must attend one mandatory orientation meeting during the semester prior to planned graduation. All information and paperwork for students to begin the multi-step site placement process will be provided at the meeting. The sooner during the semester a student attends a meeting, the better for the student. Each meeting lasts approximately 90 minutes.

**The Internship Director CANNOT meet individually with students. All students are expected to attend one of the scheduled meetings.** Please plan accordingly. Students who do not attend a mandatory meeting **WILL NOT BE APPROVED FOR PRACTICUM** and will not be able to register. Dedicate this time for YOUR future.

Upon deciding which meeting to attend (see below), students will:

- A. **Write a professional email** to the Internship Director, Professor Lugo, at [lugos@fiu.edu](mailto:lugos@fiu.edu).
- B. This invitation request email must be received **at least 24 hours BEFORE the meeting date and time.**
- C. The following must be included within the professional email:
  1. That you are requesting an invitation to a mandatory orientation meeting
  2. Student first and last name
  3. Panther ID #
  4. Choice of meeting date (options listed below)

Keep in mind a professional email is NOT ONLY providing the information above. To demonstrate professionalism, a student who requests an invitation but is unable to attend, should communicate with Professor Lugo BEFORE the meeting and indicate another date. Take note of “last opportunity” date below.

**\*\*Below are meetings to occur in Fall 25 to prepare for Spring 26 Practicum and graduation.**

**\*\*Students must email to request the invitation at least 24 hours prior to the meeting.**

**Orientation Meeting Options**

1. Thursday, September 4, 2025 @ 7:30 pm @ [fiu.zoom.us](https://fiu.zoom.us)
2. Tuesday, September 16, 2025 @ 7:30 pm @ [fiu.zoom.us](https://fiu.zoom.us)
3. Thursday, September 25, 2025 @ 7:30 pm @ [fiu.zoom.us](https://fiu.zoom.us)
4. Tuesday, October 7, 2025 @ 7:30 pm @ [fiu.zoom.us](https://fiu.zoom.us)

**Tuesday, Oct. 7, 2025, is the LAST OPPORTUNITY to attend a meeting if graduating spring 26!**

**DEADLINE FOR SPRING 2026 PAPERWORK SUBMISSION**

- Friday, November 14, 2025, no later than 11:59 PM EST is the last chance for ALL paperwork to be submitted to gain instructor permission for SPRING 26 practicum.
- Direct questions to [lugos@fiu.edu](mailto:lugos@fiu.edu)
- **No meeting, no practicum! No exceptions!!**