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The University of Akron Exercise Physiology Program

Exercise Physiology



Field Experience Manual

*A guide for students participating in the
Exercise Physiology Field Experience at
The University of Akron*

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Exercise Science Field Experience Manual

A guide for students and faculty

Introduction

The Exercise Science field experience at The University of Akron provides opportunities for students to obtain practical experience in a variety of locations. Hands-on experience integrates the student's classroom conceptual learning with real-life experience. Such experiences are highly regarded by employers and provide students with a unique competitive advantage upon graduation.

The field experience is designed to provide not only practical experience but also an evaluation of the student's performance and The University of Akron exercise science program. This detailed evaluation provides timely feedback that will improve and enhance the student's employability as well as provide direction and planning regarding the student's career choice.

Students majoring in exercise science are required to have 4-12 credits field experience. Each field experience credit equals 30 hours of in-the-field experience.

Personalized Program

Because exercise science is such a diverse field, flexibility is built into the program to allow students to meet their personal goals and objectives. If you have specific goals, discuss this with your advisor to make special adaptations to your plan.

Student Eligibility

Students must be officially enrolled as exercise science major and be admitted into the College of Education. Generally, students must have completed at least 64 credit hours, or be of Junior standing, to enroll in an field experience. Students must procure liability insurance prior to performing a field experience experience. Please see your advisor or field experience supervisor for more information.

Site Eligibility

Your advisor must approve a site as a field experience supervisor. The following qualifications must be met:

- The position provides experience in some aspect of exercise science and involves diverse work tasks.
- The employer has a desire to participate in a field experience program in order to improve preparation of personnel for the exercise science field.
- The organization employs capable staff qualified through both education and experience to supervise students.

Determination of Credit Hours to Be Awarded

Field experience credits are awarded on the basis of the following:

- One (1) university credit hour will be earned per 30 hours of diverse work tasks. Please note that time alone does not determine credit hours awarded; rather, time, diversity of tasks, and types of tasks will be the criteria used in determining credit hours awarded.
- Field experience hours do not replace required courses within the exercise science major.

Benefits of the Exercise Science Field experience Program

Student Benefits

A student benefits from the internship experience in that he/she is given the opportunity to

- Observe, practice and apply theories and techniques learned the classroom.
- Become acquainted with a variety of work settings, programs and professionals.
- Recognize strengths and receive timely feedback on areas needing improvement.
- Explore and develop interests in exercise science.
- Develop insights and perspectives of self and others.

Participating Site Benefits

A site benefits from the internship experience in that he/she is

- Provided with highly motivated employees who have already established an interest in exercise science by nature of choosing the major.
- Provided with a relatively risk-free recruitment source for full-time employees in the event the site determines that the skills and abilities of the intern match his/her long-term employment needs.
- Give the opportunity to serve as a mentor, coach, and educator to an aspiring young professional.
- Provided with the opportunity to interact with university faculty and leaders.
- Provided with the opportunity to extend and improve his/her relationship with the university community.

University Benefits

The University benefits from student/site internship experience in that such a cooperative work arrangement:

- Enhances the educational process and improves and updates the scope of the exercise science curriculum.
- Provides a laboratory for application of theoretical knowledge.
- Provides a continuing opportunity for evaluation of the student's needs, abilities, and progress leading to adjustments in the curriculum.
- Provides an opportunity for faculty contact with professional exercise science leaders and agencies.
- Extends and improves the university's relationships with the exercise science community.

Student Enrollment Procedures

The following steps need to be taken by the student before he/she is admitted into the Internship Program:

1. Determine the type of professional experience desired from the internship based upon one's career interests or goals.
2. Research paid and volunteer positions. A list of opportunities is available in the Sport Science and Wellness Education office. Students may also locate other potential internship sites and opportunities.
3. Check with your advisor to determine if a position qualifies for a field experience prior to applying. If necessary, your advisor will contact potential sites and supervisors to ensure willingness to participate with internship requirements.
4. Apply for internship positions:
 - a. **If applying for an existing paid position:** Students must compete for the position against other applicants. It is recommended that students discuss the following steps with the advisor:
 - i. Resume/Application
 - ii. Interview Preparation
 - iii. Follow up
 - b. **If the student is interested in volunteer, self-employment, or other innovative field experience experiences:** Students must meet with their advisor for approval.
5. Once selected for a position, the student must have the prospective field experience site/supervisor complete and sign the Site Agreement Form (Appendix A).
6. Students must procure liability insurance prior to performing a field experience. Please see your advisor or field experience supervisor for more information.
7. Complete the Student Field experience Agreement (Appendix B).
8. Set up an appointment with your advisor to review Appendixes A and B. **Bring a copy of your liability insurance with you to the meeting.** If approved, the student will receive a Field experience Registration Form. This will be sent to the chair of the Department of Sport Science and Wellness Education for final approval and registration.
9. Pay the necessary fees for the credit hours to be awarded.

Responsibilities of Field experience Participants

Responsibilities of the Student

1. Arrange for the site to fill out a Site Agreement Form (Appendix A), and fill out the Student Agreement Form (Appendix B) and bring both of these completed forms to the meeting with your advisor.

2. At the meeting, complete a Field experience Registration Form.
3. Fulfill the duties and responsibilities agreed to in the Agreement and the Student Agreement. Represent The University of Akron and its faculty in a professional manner at all times. Treat the field experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.
4. **Maintain a weekly log** of experiences during the field experience. Submit the log each week via email to your advisor or field experience supervisor CC a copy to your site supervisor. (If email is not available, then the log should be sent via land mail). The log should contain:
 - Specific goals and objectives for the week.
 - Insights gained (learning experiences, new ideas, concepts).
 - Problems encountered (relate challenges, and/or areas of concern and how the situations were handled).
5. Upon completion of the field experience, submit an organized binder with the following:
 - Copies of weekly log (see above).
 - Student Evaluation of Internship (Appendix D).
 - Final Written Report (Appendix E).
 - Any applicable brochures, marketing information, web pages, or pictures that describe the organization or agency.

Responsibilities of the Participating Site

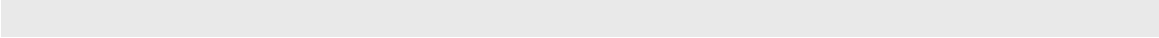
Participating sites in the exercise science field experience are asked for fulfill the following responsibilities:

1. Complete the Site Agreement Form (Appendix A).
2. Train and supervise the intern for the duration of the field experience, allowing the student to experience a variety of tasks and job assignments as stated within the Participating Site Agreement.
3. Complete the student evaluation upon completion of the field experience (Appendix C) and mail it directly to the field experience supervisor or advisor.
4. Meet with the UA field experience supervisor at least once, if practical, to discuss the student's performance and to provide feedback to the university regarding its programs of study and the internship program.
5. Strive to achieve the site objectives of the field experience program listed on page 4 of this manual.

Responsibilities of the UA Field experience Supervisor

The UA Exercise Science Field experience Supervisor will

1. Visit the participating site and student, if practical, at least once during the field experience period.

2. Oversee all administrative responsibilities associated with the field experience, including awarding of credit, maintaining necessary university records, etc.
 3. Serve, if and when necessary, as a mediator between the site and employee.
 4. Collect and evaluate field experience report.
 5. Provide coaching and opportunities for UA students to reflect on practice.
 6. Determine and record the student's final grade.
- 

Appendix A: Site Agreement

To be completed by Student and Site Supervisor

**The University of Akron
Department of Sport Science and Wellness Education
Exercise Science Program**

Terms of the Agreement:

_____ agrees to participate in the University of Akron
(Name of Organization)

Exercise Science Field Experience Program by accepting _____ as an intern from
(Name of Intern)
_____/_____/_____ to ____/____/_____.
(Beginning Month/Day/Year) (Ending Month/Day/Year)

Duties and Tasks to be Assigned:

List the specific duties and tasks the intern will be assigned and responsible for during the field experience period. (You may use the back of this form or attach a separate sheet). Please be as specific and detailed as possible, as the number and variety of entries will determine the number of credit hours to be awarded and serve as the basis for the student performance objectives.

Terms and Conditions of Employment:

List the hours and terms of compensation:

Signatures:

(Student Signature)

(Date)

(Site Supervisor's Signature)

(Date)

(Site Supervisor's Title)

(Telephone number)

(Company Name and Address)

Thank you for your willingness to serve as a partner!

Appendix B: Student Agreement

To be completed by Student Intern

**The University of Akron
Department of Sport Science and Wellness Education
Exercise Science Program**

The student must complete this Student Agreement, and arrange for completion of the Site Agreement (Appendix A) and submit both to your advisor for consideration of the field experience.

| | |
|-------------------------------------|---|
| Personal Data | |
| Student Name: | Career Goal/Interest: |
| Local Address: | Permanent Address: |
| Local Phone: | Permanent Phone: |
| Email: | Other Contact Information: |
| Academic Information | |
| Status: Sr. Jr. | Faculty Advisor: |
| Major(s): | Minor(s): |
| Site Information | |
| Name and Title of Proposed Sponsor: | Description of Proposed Internship: |
| Address of Proposed Sponsor: | |
| Telephone of Proposed Sponsor: | |
| Email of Proposed Sponsor: | Number of Credit Hours Being Requested: |
| Starting Date of Experience: | Ending Date of Experience: |
| Student Signature: | Date: |
| For Office Use Only: | |
| Approved: | Approved Credit Hours: Date: |

Student strengths in this area:

Student weaknesses in this area:

Comments:

C. Professional Skills

| | | | | | |
|--|---|---|---|---|----|
| Demonstrates competent skills in fitness programming | 1 | 2 | 3 | 4 | NA |
| Capable leader of exercise sessions | 1 | 2 | 3 | 4 | NA |
| Demonstrates competent skills in fitness testing | 1 | 2 | 3 | 4 | NA |
| Makes plans to minimize risk and maximize safety for participants & self | 1 | 2 | 3 | 4 | NA |

Student strengths in this area:

Student weaknesses in this area:

Comments:

D. Professional Behavior and Ethic

| | | | | | |
|---|---|---|---|---|----|
| On-time to work | 1 | 2 | 3 | 4 | NA |
| Projects completed on time and reflect high quality | 1 | 2 | 3 | 4 | NA |
| Attitude is positive toward supervisor, fellow staff and public | 1 | 2 | 3 | 4 | NA |
| Shows initiative | 1 | 2 | 3 | 4 | NA |
| Professional appearance | 1 | 2 | 3 | 4 | NA |
| Models ethics | 1 | 2 | 3 | 4 | NA |
| Evidences a well-developed personal ethic | 1 | 2 | 3 | 4 | NA |

Student strengths in this area:

Student weaknesses in this area:

Comments:

E. What have been the student's primary duties during this evaluation period?

F. During this period, what new skills or tasks has the student learned?

G. Do you believe the student has satisfactorily fulfilled his/her obligations to you as a field experience supervisor/site?

_____ Yes _____ No (if no, please comment).

Signature of Evaluator:

Date of Evaluation:



Appendix D: Student Evaluation of Field Experience

To be completed by Student at end of field experience

| | | | | | |
|---|---|------------|-----------|--------|-------|
| Personal Data: | | | | | |
| Student Name: | Name & Address of field experience site/employer: | | | | |
| Dates of field experience (to and from): | | | | | |
| A. Evaluation of Supervisor | | | | | |
| | Always | Frequently | Sometimes | Seldom | Never |
| Did the supervisor appear interested in you as an individual? | _____ | _____ | _____ | _____ | _____ |
| Did the supervisor provide adequate training? | _____ | _____ | _____ | _____ | _____ |
| Did the supervisor motivate you to improve yourself? | _____ | _____ | _____ | _____ | _____ |
| Did you receive adequate instructions or assistance from your supervisor in the conduct of your work? | _____ | _____ | _____ | _____ | _____ |
| How often did your supervisor discuss your job performance with you? | _____ | _____ | _____ | _____ | _____ |
| Comments: | | | | | |
| B. Evaluation of Co-Workers | | | | | |
| | Excellent | Good | Average | Fair | Poor |
| Acceptance of student seemed to be: | _____ | _____ | _____ | _____ | _____ |
| | Always | Frequently | Sometimes | Seldom | Never |
| We communicated effectively: | _____ | _____ | _____ | _____ | _____ |
| We communicated effectively with each other: | _____ | _____ | _____ | _____ | _____ |
| Comments: | | | | | |

C. Personal Evaluation

| | Always | Frequently | Sometimes | Seldom | Never |
|---|--------|------------|-----------|--------|-------|
| Do you believe your position provided a relevant experience? | _____ | _____ | _____ | _____ | _____ |
| Do you believe you did work of value for your site? | _____ | _____ | _____ | _____ | _____ |
| Did you always receive adequate training for your job? | _____ | _____ | _____ | _____ | _____ |
| Did the work/atmosphere allow for the expression of your ideas? | _____ | _____ | _____ | _____ | _____ |
| Comments: | | | | | |

D. Evaluation of UA Exercise Science Program

| | Excellent | Good | Average | Fair | Poor |
|---|-----------|-------|---------|-------|-------|
| My overall academic preparation for this assignment was: | _____ | _____ | _____ | _____ | _____ |
| My UA science preparation for this assignment was: | _____ | _____ | _____ | _____ | _____ |
| My UA interpretation and education skills training for this assignment was: | _____ | _____ | _____ | _____ | _____ |
| My UA skills training for this assignment was: | _____ | _____ | _____ | _____ | _____ |

Which university courses were the most helpful in the performance of your duties?

Which university course were the least helpful?

What additional courses would you recommend that the university offer in the exercise science curriculum?

Comments:

Appendix E: Field experience Report Procedures and Outline

To be completed by Student upon completion of experience

Note: At the completion of your field experience, you will submit an organized binder. It should be professional in nature, with attention to detail. Your final report should contain the following information:

Title Page

Include your name, location of experience, number of credits approved for field experience, your contact information

Table of Contents

Describe how you have organized the information about your field experience.

Introduction

Describe the organization for which you worked. Include a brief history, the audience served, and the service provided.

Describe your field experience and its relationship to the organizational structure.

Duties and Responsibilities

List each of the major duties and/or responsibilities to which you were assigned during the field experience (see Appendix A). For **each** major duty/responsibility, discuss the following points:

- Tasks or area of responsibility.
- Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.
- Using a scale of 1 (low) to 5 (high), rank the degree to which the tasks/responsibilities challenged you as an individual. Explain your ranking.

Self-Analysis

Now that you have completed the field experience, perform a self-analysis in terms of your professional and personal growth, development of competencies, surfacing strengths and weaknesses, emerging attitudes and values, crystallization of career objectives, feelings of increased/decreased confidence and assertiveness, and satisfaction or dissatisfaction with career choice.

Copies of Weekly Log

Each intern is required to keep a weekly log of activities. Interns will be required to email or mail these weekly to the UA advisor/field experience supervisor. You must include copies of these weekly logs in your report binder.

Forms

Include a copy of the Student Evaluation of Field experience (Appendix D). NOTE: supervisors should mail the Intern Evaluation by Site (Appendix C) directly to the UA advisor. Your field experience credit is not complete until this form is received. If you were given a copy, you may include it here.

Other Documentation

You may include any applicable brochures, marketing information, web pages, lesson plans, or pictures that describe the organization, agency and your role.

Evaluation of the UA Exercise Science Program

Please comment on the overall quality of the University of Akron Exercise Science Field experience Program. Offer any recommendations for improving the field experience for future students.

Also, please offer any recommendations you may have for improving the university or department's course offerings.

Thank You Letter

Prepare and enclose a copy of a thank-you letter (not a card) to your Site Supervisor, thanking him or her and the organization for allowing you the opportunity to learn from them. Use some of the information from the above self-analysis to write the letter. Be sure to use proper grammar, punctuation, etc.