



Practicum Manual-Exercise Science

Introduction

The Exercise Science Practicum 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 practicum 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 practicum. Each practicum 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

In order to be eligible to enroll in the practicum, students must complete the following:

1. Be officially enrolled as exercise science major and be admitted into the College of Education.
2. Students must have completed at least 64 credit hours, or be of Junior standing, to enroll in an practicum., in addition, students must have completed the following courses: concepts of health and fitness, organization and administration for health care professionals and exercise testing.
3. Students must procure liability insurance prior to performing a practicum experience. (Please see your advisor or practicum supervisor for more information)
4. Students must have Appendix A and B submitted to practicum supervisor and academic advisor.

Site Eligibility

Your advisor must approve an individual as a practicum supervisor. The following qualifications must be met:

- The position provides experience in some aspect of exercise science and involves diverse work tasks.
- The practicum site has a desire to participate in a practicum 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

Practicum credits are awarded on the basis of the following:

- One (1) university credit hour will be earned per 30 hours of diverse work tasks. Work task time is defined as time spent completing tasks assigned, observation hours, etc. Hours are not accumulated during travel time, or time spent involving social networking.
- Practicum hours do not replace required courses within the exercise science major.

Student Enrollment Procedures

The following steps need to be taken by the student before he/she is enrolled into the Practicum

1. What do you want to do? Determine the type of professional experience desired from the internship based upon one's career interests or goals. Research paid and volunteer positions. A list of opportunities is available with the Exercise Science program director (Rachele Kappler).
2. Check with your advisor to determine if a position qualifies for a practicum prior to applying. If necessary, your advisor will contact potential sites and supervisors to ensure willingness to participate with internship requirements.
3. Once selected for a position, the student must have the prospective practicum employer/supervisor complete and sign the Practicum Agreement Form (Appendix A), submit to advisor.
4. Students must procure liability insurance prior to performing a practicum experience. Please see your advisor or practicum supervisor for more information.
5. Complete and submit the Student Practicum Agreement (Appendix B) to advisor.

Responsibilities of Practicum Participants

Responsibilities of the Student

1. Arrange for the site supervisor to fill out a Practicum Agreement Form (Appendix A), and fill out the Student Agreement Form (Appendix B) and submit both of these completed forms to your advisor.
2. Represent The University of Akron and its faculty in a professional manner at all times. Treat the practicum experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.
3. **Maintain a weekly log** of experiences during the practicum. Submit the log each week via email to your advisor or practicum 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).
4. Upon completion of the practicum, 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 Practicum Site

Participating sites in the exercise science practicum are asked to fulfill the following responsibilities:

1. Complete the Practicum Agreement Form (Appendix A).
2. Train and supervise the student for the duration of the practicum, allowing the student to experience a variety of tasks and job assignments as stated within the Participating Practicum Agreement.
3. Complete the student evaluation upon completion of the practicum (Appendix C) and mail it directly to the practicum supervisor or advisor.
4. Meet with the UA practicum 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 practicum site objectives of the practicum program listed on page 4 of this manual.

Responsibilities of the UA Practicum Supervisor

The UA Exercise Science Practicum Supervisor will

1. Visit the participating practicum site and student, if practical, at least once during the practicum period.
2. Oversee all administrative responsibilities associated with the practicum, including awarding of credit, maintaining necessary university records, etc.
3. Serve, if and when necessary, as a mediator between the practicum site and student.
4. Collect and evaluate practicum report.
5. Provide coaching and opportunities for UA students to reflect on practice.
6. Determine and record the student's final grade.

Appendix A: Practicum Site Agreement

To be completed by Student and Practicum Site Supervisor, submit to advisor when completed.

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

_____ (name of organization) agrees to participate in the University of Akron Exercise Science Practicum Program by accepting _____ (student name) to obtain practical experience from _____/_____/_____ to _____/_____/_____.
(Beginning Month/Day/Year) (Ending Month/Day/Year)

Duties and Tasks to be Assigned:

List examples of duties and tasks the student will be assigned and responsible for during the practicum period. (You may attach a separate sheet if necessary).

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, submit to advisor

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

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): EXERCISE SCIENCE	Concentration area:
Enrollment Information	
Semester to be enrolled	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:

Appendix C: Student Evaluation by Site

To be completed by Site Supervisor during the final week of the practicum experience

Evaluation of (name of student):	Evaluation Period (From – To Date):
Name of Evaluator:	Name and Address of Organization:
<p>This student evaluation serves three purposes: (1) a grading tool for the exercise science practicum, (2) as professional feedback to the student regarding his/her performance, and (3) feedback to the UA exercise science program.</p> <p>Please return the evaluation to:</p> <p>Rachele M. Kappler, M.S.Ed Program Director, Exercise Science The University of Akron Department of Sport Science and Wellness Education MH 140 Akron, Ohio 44325-5103</p> <p>Thank you for your involvement with The University of Akron Exercise Science Practicum Program. If we can be of service to you in the future, please let us know.</p>	
<p><u>To the reviewer:</u> Please base your evaluation of the student on the following scale: 1 = Unsatisfactory 2 = Needs Improvement 3 = Satisfactory 4 = Excellent NA = Not Applicable</p>	
A. Knowledge of Exercise Science	
Good overall knowledge of the field	1 2 3 4 NA
Exhibits knowledge of basic anatomy	1 2 3 4 NA
Exhibits knowledge of basic physiology	1 2 3 4 NA
Exhibits knowledge of exercise prescription	1 2 3 4 NA
Exhibits knowledge of behavior modification	1 2 3 4 NA
Exhibits knowledge of contraindicated exercise	1 2 3 4 NA
Exhibits knowledge of exercise testing	1 2 3 4 NA
<p>Student strengths in this area:</p> <p>Student weaknesses in this area:</p> <p>Comments:</p>	
B. Education and Communication Skills	
Utilizes good customer service with the public	1 2 3 4 NA
Exhibits good communication and teaching skills	1 2 3 4 NA
Demonstrates good organizational and planning skills	1 2 3 4 NA
Shows enthusiasm for teaching others	1 2 3 4 NA

Demonstrates good written communication skills	1	2	3	4	NA
Overall teaching and communication effectiveness	1	2	3	4	NA

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 practicum supervisor/site?

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

Signature of Evaluator:

Date of Evaluation:

Appendix D: Student Evaluation of Practicum

To be completed by Student at end of practicum

Personal Data:					
Student Name:	Name & Address of practicum site:				
Dates of practicum (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 practicum 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 science preparation for this assignment was:	_____	_____	_____	_____	_____
My interpretation and education skills training for this assignment was:	_____	_____	_____	_____	_____
My practical skills training for this assignment was:	_____	_____	_____	_____	_____

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

Which UA course did you take that were the least helpful?

What additional courses would you recommend that the exercise science program should offer in the curriculum to enhance your education?

Comments:

E. Overall Evaluation of Practicum

How would you describe the overall experience? **Excellent** **Good** **Average** **Fair** **Poor**
_____ _____ _____ _____ _____

Comments:

Would you consider working for this organization following graduation? _____ yes _____ no

Comments:

Signature:

Date:

Please complete this form at the end of your practicum and return to:

Rachele M. Kappler
Program Director, Exercise Science
The University of Akron
Department of Sport Science and Wellness Education
MH 140
Akron, Ohio 44325-5103



Appendix E: Practicum Report Procedures and Outline

To be completed by Student upon completion of experience

Note: At the completion of your practicum, 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 practicum, your contact information

Table of Contents

Describe how you have organized the information about your practicum.

Introduction

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

Create an organizational chart for your practicum site (include student interns)

.Briefly describe your practicum experience.

Duties and Responsibilities

List each of the major duties and/or responsibilities to which you were assigned during the practicum (from 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 practicum, 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 student is required to keep a weekly log of activities. Students will be required to email or mail these weekly to the UA advisor/practicum supervisor. You must include copies of these weekly logs in your report binder.

Forms

Include a copy of the Student Evaluation of Practicum (Appendix D). NOTE: supervisors should mail the Student Evaluation by Practicum Site(Appendix C) directly to the UA advisor, please give the Site Supervisor ample time to complete and mail this document, it must be received not later than the Friday before finals week during fall/spring semester or the final Friday of the semester for all summer session semesters. Your practicum credit is not complete until this form is received.

Other Documentation

Please include any applicable brochures, marketing information, web pages, lesson plans, or pictures that describe the organization, agency and your experience at the practicum site.

Evaluation of the UA Exercise Science Program

Please comment on the overall quality of the University of Akron Exercise Science Practicum Program. Offer any recommendations for improving the practicum 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.