

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 and observation integrates the student's classroom conceptual learning with real-life experience. Such experiences are highly regarded by employers and graduate schools 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 4-6 credits of practicum. See signed program plan for number of hours required. Each credit of practicum equals 30 hours of in-the-field experience.

Personalized Program

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

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 a practicum. For students enrolled in the Pre-physical therapy concentration, the prerequisite class is Physiology of Exercise (5550:302). For all other concentrations, students must have completed both: Physiology of Exercise (5550:302) and Exercise Testing (5550:403).
3. Students may need to procure liability insurance prior to performing a practicum experience. (Please see your practicum supervisor for more information)
4. Students must have Appendix A and B submitted to practicum supervisor and academic advisor. See due dates below.

For Fall Semester	Appendix A and B submitted by August 1 st	Manual due by 4 PM the last Friday of Semester (Before finals week)
For Spring Semester	Appendix A and B December 1 st	Manual due by 4 PM the last Friday of Semester (before finals week)
For Summer Sessions	Appendix A and B due on May 1st	Manual due by 4 PM the last Friday of the Semester (Before finals week)

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.
2. Once student has determined site, the student must contact the site to discuss availability. Student must have the prospective practicum site supervisor complete and sign the Practicum Agreement Form (Appendix A). **Be sure to make a copy of Appendix A before turning it into advisor.**
3. If students need to procure liability insurance, please call 330-972-6268 (Matt Beaven).
4. Students do not enroll for the practicum during regular scheduling, students will be added to the course AFTER the Appendix A and B have been submitted and approved, see due dates on previous page.

Responsibilities of Practicum Participants

Responsibilities of the Student

1. 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.
2. **Maintain a meaningful weekly log** of experiences during the practicum. Submit the log each week (by Tuesday) via Springboard. The log must contain the following, it can be in bullet point format:
 - Specific goals and objectives for the week.

- Insights gained during the week (learning experiences, new medication or exercise, concepts)
 - Problems encountered (relate challenges, and/or areas of concern and how the situations were handled).
 - Hours completed the current week as well as total tally thus far.
4. Upon completion of the practicum, submit an organized binder with the following:
- 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.
 - Hard copies of the weekly logs

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. Supervise the student for the duration of the practicum, allowing the student to experience a variety of tasks and job assignments.
3. Complete the student evaluation upon completion of the practicum (Appendix C) and mail it directly to the practicum supervisor or advisor. Please provide ample amount of time to ensure this document is received by the last Friday of the semester.

Responsibilities of the UA Practicum Supervisor

1. Serve, if and when necessary, as a mediator between the practicum site and student.
2. Collect and evaluate practicum report.
3. Provide coaching and opportunities for UA students to reflect on practice.
4. Determine and record the student's final grade.

Appendix A: Practicum Site Agreement

To be completed by Student and Practicum Site Supervisor, submit with Appendix B to advisor for approval when completed.

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

_____ (print name of organization) agrees to participate in the University of Akron Exercise Science Practicum Program by accepting _____ (print student name) to obtain practical experience from approximately ____/____/____ 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 and name printed)

(Date)

(Site Supervisor's Title print)

(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 along with Appendix A by due date.

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

Personal Data	
Student Name:	Career Goal/Interest:
Student ID#:	Local Phone:
Email:	
Academic Information	
Status: Sr. Jr.	Faculty Advisor:
Major(s): EXERCISE SCIENCE	Concentration area:
Enrollment Information	
Semester to be enrolled (circle one): Fall Spring Summer I Summer II	Number of Credit Hours Being Requested (see program plan)
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 end of the practicum experience, please send directly to practicum supervisor

Evaluation of (name of student):	Evaluation Period (From – To Date):
Name of Evaluator:	Name 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 (students, circle one)</p> <p>Rachele M. Kappler, M.S.Ed Senior Clinical Instructor The University of Akron Department of Sport Science and Wellness Education ICS 307F Akron, Ohio 44325-5103</p> <p>Or</p> <p>Dr. Judith Juvancic-Heltzel Assistant Professor, Exercise Science The University of Akron Department of Sport Science and Wellness Education ICS 307E 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

Student strengths in this area:

Student weaknesses in this area:

Comments:

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:

D. Professional Behavior and Ethic					
Reliability/Dependability	1	2	3	4	NA
Ability to synthesize information and communicate it effectively	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
Enthusiasm for experience	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:					
E. What have been the student's primary duties during this evaluation period?					
F. What additional training would have been helpful for the student before this internship?					
G. Do you believe the student has satisfactorily fulfilled his/her obligations to you as a practicum supervisor/site? <input type="checkbox"/> Yes <input type="checkbox"/> 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, submit with manual.

Student Name:	Name 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 performance with you?	_____	_____	_____	_____	_____
Comments:					
B. 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?	_____	_____	_____	_____	_____
Did the work/atmosphere allow for the expression of your questions?	_____	_____	_____	_____	_____
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 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?					
Would you recommend this practicum site to future UA students? Why or Why not?					

E. Overall Evaluation of Practicum					
	Excellent	Good	Average	Fair	Poor
How would you describe the overall experience?	_____	_____	_____	_____	_____
Comments:					
Would you consider working for this organization following graduation? _____ yes _____ no					
Comments:					

Appendix E: Practicum Report Procedures and Outline

To be completed by Student upon completion of experience (due date is the last Friday of the semester-before finals week for Fall/Spring)

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, include page numbers.

Introduction

Describe the organization where you performed your practicum site. Include a brief history, the population served, and the service(s) provided, be detailed in your description.

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

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

Perform a self-analysis 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.

Weekly logs

Include a hard copy of all weekly logs that were submitted in the Springboard dropbox.

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 brochures, marketing information, web pages, lesson plans, or pictures that describe the organization, agency and your experience at the practicum site. **Be thorough.**

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.