

Exercise Science EXS 409 Practicum Packet



Practicum Overview

INTRODUCTION

The practicum experience can be an invaluable component of a student's education. The practicum offers majors in Community Health and Exercise Science the opportunity to enhance professional growth through integration of classroom theory with planned, supervised, and practical work experiences. Through participation in a practicum, you can apply academic learning to professional settings, perform meaningful work related to career interests, utilize faculty counseling, receive sponsor supervision and training, and access the possibilities of permanent employment.

ELIGIBILITY / REQUIREMENTS

The practicum experience is generally taken during the final two years of the undergraduate school. Upper division standing and permission from the Division Practicum Coordinator is required for enrollment. Undergraduate student will register for EXS409 and graduate students will register for EXS609. Eligible students may enroll in 1-12 hours of credit.

Typical duties for students enrolled include:

- Observation and job shadowing
- Supervised experience working with individuals and small groups in teaching, coaching, and planning activities
- Limited responsibilities for decision-making
- Application of professional knowledge
- Ideally, taking responsibility for one project from inception to completion
- Publication of a final product summarizing your work which will include the completion of all the practicum forms and a sample of at least one piece of your work.
 - All materials should be typed.
 - All materials will be submitted electronically via email at the end of your practicum.

Practicum Checklist

- Meet with the Division Exercise Science Practicum Coordinator the term before you register for practicum credits for assistance in finding and approving a practicum.
 - For Exercise Science Practicums contact Ada Massa Gonzalez, (503) 838-9290 or massagonzaleza@wou.edu

- Complete Required Forms A, B & C.
 - All forms need to be typed and signed when they are turned in.
 - Forms A, B & C are included in this packet.
 - Form A – Agreement between Agency and Student is signed by the agency supervisor, the Division Practicum Coordinator and the student.
 - Form B – Job Description Approval is signed by the agency supervisor and the Division Practicum Coordinator.
 - Form C – Major Learning Objectives is signed by the agency supervisor, the Division Practicum Coordinator and the student.
 - Keep a copy of this form for your records.
 - Forms must be completed and turned in to the Division Practicum Coordinator before you may start your practicum.

- Keep a detailed weekly log of your practicum experience.
 - A Weekly Log form is included in this packet.
 - The completed Weekly Log will be uploaded to Moodle Weekly.
 - You need to complete at least 30 hours of work at your internship site per credit hour.
 - For example: 1 credit = 30 hours, 2 credits = 60 hours, etc
 - The Weekly Log should be typed and show good reflection by the student.
 - The last Log must be signed by the site supervisor.

- Weekly Discussion Forum
 - Weekly discussion questions will be posted in Moodle.
 - Must answer the question and respond to at least two peers' original posts.

- Complete a summary of your practicum experience.
 - Use the "Summary of Practicum Experience" outline included in this packet.
 - The summary should be typed, double-spaced with 1 inch margins, spell checked and proof-read.

- Complete the online Student's Self-Evaluation survey.
 - An electronic link will be provided to you starting week 8 of the term.
 - Completion of this survey is part of your practicum grade and will be graded on a Pass / No Pass basis and must be passed in order to receive a passing grade for your practicum.

- Compile your Final Practicum Materials to turn in via Moodle by the due date given in the syllabus. You Final Practicum Materials should include these files:
 - Last Weekly Log signed
 - Summary of Practicum Experience
 - Tangible Product(s) – samples of the work completed during your practicum
 - Print out or screen shot showing completion of the online Student's Self-Evaluation Survey.
 - This link will be emailed to your WOU account week 8 (week 5 for summer term)

Grading

This course will be graded on a Pass / No Pass basis. The evaluation will be based on the assessment from the agency supervisor and the completion of the Final Practicum Materials.

Grading Item	Possible points
<p>Site approval and Forms A, B & C turned in typed and signed</p> <ul style="list-style-type: none"> • 5 points for each form • 1 point will be deducted for each piece of incomplete information • Handwritten forms will not be accepted • Late forms will also lose 1 point per form per late day • Forms are due by noon on Wednesday of the first week of the term • Keep a copy of form C for your records. • 5 points will be deducted from the final grade if I need to provide a copy 	15 pts.
<p>Discussion Forum:</p> <ul style="list-style-type: none"> • Answer the questions posted on the forum each week, before Wednesday. • Respond to at least two peer's responses, before Friday. • Discussion Forums cannot be made up. Plan accordingly. 	30 pts. (5 pts weekly)
<p>Log Check in:</p> <ul style="list-style-type: none"> • Upload a copy of your hour log every Friday before 9:00 pm. • Student showed good reflection and log is typed. • Hours need to accurately reflect registered credits <ul style="list-style-type: none"> ○ (30 hours per credit; 30 hours = 1 credit; 60 hours = 2 credits; 90 hours = 3 credits, etc) • 1 point will be deducted for every 3 proof-reading/spelling errors • Week 6's hour log needs to be signed by Site Supervisor 	30 pts. (5 pts weekly)
<p>Summary of Practicum Experience</p> <ul style="list-style-type: none"> • All areas outlined in the packet show good reflection. <ul style="list-style-type: none"> ○ Refer to page 10 of the practicum packet for outline • Summary is typed and double-spaced. • 1 point will be deducted for every 3 proof-reading/spelling errors 	10 pts
<p>Tangible Product(s)</p> <ul style="list-style-type: none"> • Examples of work produced during the practicum show professionalism. • Free from errors. • A tangible product may not be applicable to 1 or 2 credit practicums. <ul style="list-style-type: none"> ○ If completing 3 or more practicum credits, a tangible product is required. ○ If completing less than 3 credits these points will be added to the summary. 	10 pts
<p>Self-Evaluation/Agency Evaluation</p> <ul style="list-style-type: none"> • Screen shot showing completion of survey uploaded to Moodle. • This link is emailed to your WOU account week 8 (week 5 for summer term) 	5 pts.
<p>Supervisor's Evaluation</p> <ul style="list-style-type: none"> • A link will be emailed to your site supervisor the evaluation matters and will be factored into the final grade. 	

To receive a pass in the practicum, at least 70% of the points in each area must be earned in order to receive a pass for the practicum.

**Any area that receives a No Pass will result in a No Pass for the practicum.

15 points will be deducted from total grade if practicum materials are turned in late

Check syllabus for due dates.

Practicum Form A
Agreement between Agency and Student

Student Name:

Date:

Student V#:

Student's Phone #:

Email:

Name of Agency:

Agency Address:

Supervisor's Name:

Supervisor's Phone#:

Email:

Work Period:

Start Date:

End Date:

Agency Supervisor's Signature

Date

Division Practicum Coordinator's Signature

Date

Student's Signature

Practicum Form B
Job Description Approval

Student's Name:

Agency Name:

Agency Supervisor's Name:

If the agency has a job description that describes your responsibilities, please attach to this form; otherwise complete your job description here:

Approvals:

Agency Supervisor's Signature

Date

Division Practicum Supervisor's Signature

Date

Major Learning Objectives

When completing your objectives, consider the following guidelines:

Under normal circumstances, a well-formulated measurable objective will meet the following criteria:

1. It starts with the word “to”, followed by an action verb.
2. It specifies a single key result to be accomplished. (What / how much)
3. It specifies a target date for its accomplishment. (When)
4. It specifies only the “what” and “when”; it avoids venturing into the “why” and “how”.
5. It is readily understandable by those who will be contributing to its attainment.
6. It is realistic and attainable, but still represents a significant change.
7. It is consistent with the resources available or anticipated.
8. It is consistent with agency and organizational policies and practices.
9. It is recorded in writing, with a copy kept and periodically referred to by both site supervisor and intern.

Example Objectives

1. To develop a news release by June 30, 2011.
2. To design and implement three health education interventions for the target population by July 31, 2011.
3. To attend four board meetings between September and December, 2011.
4. To develop a fitness program for beginners by June 30, 2011.
5. To implement strength training program for the target population by July 31, 2011.
6. To assess and evaluate a fitness program for seniors by December 2011.

Practicum Form C
Major Learning Objectives

Complete with your Agency Supervisor; keep a copy for your records and turn in with Forms A & B before starting your practicum. Form needs to be typed and signed before turning in to Division Practicum Coordinator for approval.

Student Name:

Phone: _____ Email: _____
Quarter Enrolled: _____

Agency:

Address: _____

Agency Supervisor:

Phone: _____ Email: _____

Objectives:

- 1.

- 2.

- 3.

- 4.

- 5.

Agency Supervisor's Signature

Date

Division Practicum Coordinator's Signature

Date

Student's Signature

Date

Weekly Log

Instructions: *Complete one form for each week noting daily activities and log hours worked. Form needs to be typed expect for supervisor's signature.*

Student's Name:

Date:

Summary of Weekly Experiences

Day:	Duties:	What did I learn or experience today?	Hours:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday/ Sunday			

Weekly Total:

Practicum Hour Total to date:

Agency Supervisor's Signature
(NOTE: agency supervisor only needs to sign the last week log to verify total hours)

Date

Summary of Practicum Experience

Complete a summary of your practicum experience.

- The summary should be typed, double-spaced with 1 inch margins.
- The summary should show good insight and growth by the student.
- All questions outlined below should be addressed in the summary.
- The summary should be proof-read and spell-checked.
- Include this summary with your Final Practicum Materials.

Use the following outline when writing your summary.

- Overview
 - Provide an overview of what you did during your practicum
- Objectives
 - List your learning objectives and describe to what degree you accomplished these objectives
- Professional Growth
 - Explain how your practicum experience has contributed to your professional growth
 - As a result of this experience, describe how you have redefined your specific professional objectives
- Skills / Competencies
 - What skills / competencies, were you required to use in your practicum?
 - Include those you felt prepared to use and those you felt unprepared to use
- Challenges and rewards
 - Identify those experiences of the practicum that were the most difficult for you.
 - Identify those experiences of the practicum that were that gave you the most satisfaction.
- Future
 - Explain how your practicum experience will impact your future

Agency Supervisor's Evaluation of Student & Student's Self-Evaluation

Below are the professional skills that will be used to evaluate your practicum. Separate electronic links will be provided to you and your agency supervisor starting week 8 of the term (week 5 for summer term). Completion of this survey is part of your practicum grade. **Please print out the last page of the electronic survey to turn in with your Final Practicum Materials.**

General Professional Skills:

Displayed appropriate level of confidence in professional abilities.

Ability to effectively communicate orally.

Ability to effectively communicate in writing.

Ability to effectively utilize and apply knowledge.

Ability to analyze problems and effectively problem solve.

Ability to develop a professional network (within the agency / community).

Ability to meet deadlines.

Ability to work beyond minimum expectations.

Ability to accept feedback.

Ability to maintain appropriate professional appearance and attitude.

Ability to interact appropriately with all audiences (clients / colleagues).

Displayed an interest in the operations of the agency.

Discussion Forum

Questions:
<ul style="list-style-type: none">• Introduction of yourself:<ul style="list-style-type: none">○ Name○ Site○ Tasks you will be doing• Why did you wanted to do a practicum at that site or in that field?
<ul style="list-style-type: none">• Describe any specific assignments, including readings, off site activities, professional development, etc., you are currently working.
<ul style="list-style-type: none">• Describe the career path of your site supervisor. How they end up working in this field? What prepared them for it?
<ul style="list-style-type: none">• Describe what professional skills you have used so far in your practicum experience (i.e. attitude, punctuality, dependability, trust, commitment, etc.)
<ul style="list-style-type: none">• Describe some of your perceptions of the practicum experience so far, as it relates to your academic choices and professional future.
<ul style="list-style-type: none">• Describe what job competencies you have used so far in your internship experience (i.e. decision making, problem solving, organizational skills and initiative, etc.)
<ul style="list-style-type: none">• Describe any specific assignments, including your tangible product(s), you are currently working on or have already completed.
<ul style="list-style-type: none">• What strategies are you currently using to enhance or maintain life/school/work balance this term?
<ul style="list-style-type: none">• Describe potential ethical dilemmas that could potentially happen in this field or at the site. Have you or your supervisor experienced one in this field or at the site?
<ul style="list-style-type: none">• What did you enjoy the most about your practicum experience so far?