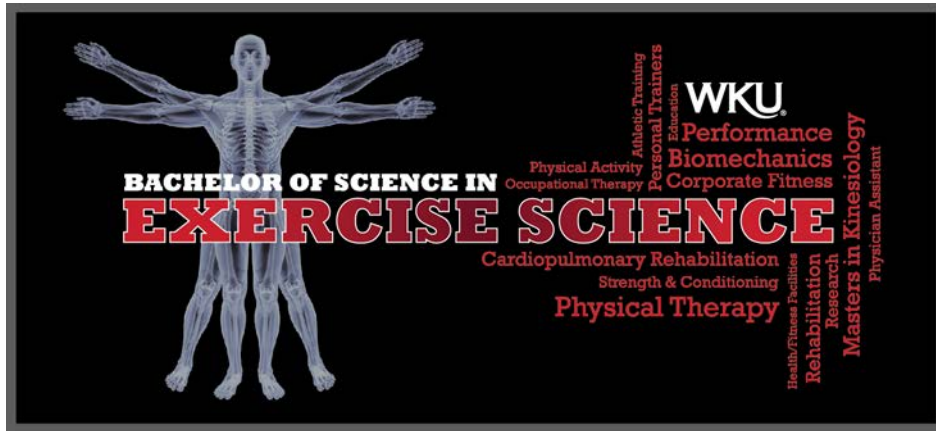


EXS 296 PRACTICUM IN EXERCISE SCIENCE

HANDBOOK



PLEASE REFER TO TOPNET FOR THE INSTRUCTOR LISTED FOR YOUR SECTION OF
EXS 296 IN THE SEMESTER IN WHICH YOU ARE ENROLLED.

Updated: 3/28/2016

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INTRODUCTION

Students obtain field-based experiences in selected exercise science related settings such as cardiac rehabilitation facilities, hospital wellness centers, physical therapy clinics, corporate wellness centers, fitness centers, research laboratories, university/professional athletic programs, etc. The experience is designed to permit the student to expand their level of knowledge of the field of exercise science as it applies to the specific setting. The location of the practicum experience is selected in coordination and with the approval of the supervising Exercise Science faculty member in the School of Kinesiology, Recreation and Sport. Students who desire may decide to complete the practicum experience at more than one location to add diversity to their field experience.

A Practicum (worth 3-credit hours) is required of all degree-seeking students in the pre-Exercise Science Program at Western Kentucky University. This handbook is designed to guide students and their supervisors through this experience.

The term, "Practicum," refers to a supervised educational work experience with an approved agency, organization, or institution. This experience allows the student to develop an understanding of a profession under the guidance of leaders in field.

In addition, the Practicum site is an extension of the Pre-Exercise curriculum. The experience should afford students an opportunity to observe the application of theoretical knowledge and technical skills in a practical manner. The experience should also help expand students' professional network and provide a better understanding of their potential career choice and how the Exercise Science major will prepare them for their career.

The learning outcomes (LO) for your practicum are:

LO1: Observe professional knowledge, skills, and abilities of chosen profession. i.e. PT, OT, AT, Cardiac Rehabilitation, Strength and conditioning, etc.

LO2: Cultivate confidence in the Exercise Science major and future professional aspirations

LO3: Participate and gain supervised hands on experience when applicable

PRACTICUM PROCEDURES

PLEASE COMPLETE THE FOLLOWING STEPS IN ORDER

- 1) Read the Practicum handbook. There are few questions that can't be answered by reading the entire handbook. Before emailing the instructor with a question, please first review the manual.
- 2) Verify you have completed the basic requirements for the practicum at during the semester prior to your planned enrollment. The basic requirements will not be waived without special approval/circumstances. Not planning properly is not a special circumstance.
- 3) Begin the process of searching for a practicum site a minimum of three (3) months prior to the beginning of the semester of enrollment. Three (3) months is optimal but not always necessary. There are limited numbers of practicum sites available due to the large number of EXS students and the small size of Bowling Green, so it is imperative you begin early to secure the spot you want. An Excel spreadsheet with a list of approved practicum sites is provided on the EXS webpage. If you choose a site from this list, approval from the faculty supervisor is not needed. If you choose a site not on this list please email the faculty supervisor listed on Topnet for approval. Under special circumstances and in rare cases, you may split your hours in half between two facilities. However, you must complete separate forms for each facility.
- 4) Purchase **liability insurance**. (Please note: the HPSO liability insurance you will be purchasing is **NOT** your personal health insurance! Do **NOT** submit your health insurance card!) Regardless of the semester in which you plan to enroll in practicum, proof of liability insurance is required. This insurance must be in effect throughout the entire practicum. If your selected practicum site provides insurance coverage for you do not have to purchase your own liability insurance. However, the facility must provide a signed letter stating you are covered under their policy. You are responsible for ensuring that the liability will remain current throughout all of your practicum hours. **DO NOT SUBMIT LIABILITY INSURANCE THAT EXPIRES DURING YOUR PRACTICUM.**

The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the practicum. The directions for obtaining insurance for EXS 296 are:

- a) To obtain this insurance, go to www.hpso.com and click "Apply Now" at the top of the page. The click "Professional Liability Insurance Quick Quote." For question #1 enter the appropriate information; for question #2 enter "Exercise Physiologist"; for question #3 enter "No"; and for question #4 enter "Student." Click continue, and on the next page click "Online Application." (Applying on-line is much quicker than applying through the regular mail.)
- b) The rest of the form is self-explanatory. The insurance will cost approximately \$35 - \$45 and it is good for 12 months.
- c) Towards the end of the form, you will see an option that says "Sign me up for HPSO e-Billing." Under that, click YES. That will allow HPSO to email you the copy of your insurance confirmation once it is processed. Under that, where it says "Would you like to receive confirmation by fax?" click NO.
- d) After that, you will see where to enter your credit card information.

You are responsible for ensuring that you have the correct policy and that you policy will be active during the time you are performing your practicum hours.



Example certificate.

HEALTHCARE PROVIDERS SERVICE
ORGANIZATION PURCHASING GROUP

Certificate of Insurance
OCCURENCE POLICY FORM

Print Date: 8/20/2014



Producer Branch Prefix

Policy Number

Policy Period

from at 12:01 AM Standard Time

Named Insured and Address:

Program Administered by:
Healthcare Providers Service Organization
159 E. County Line Road
Hatboro, PA 19040-1218
1-800-982-9491
www.hpsso.com

Medical Specialty:
Exercise Physiologist Student

Code:
00000

Insurance is provided by:
American Casualty Company of Reading, Pennsylvania
333 S. Wabash Avenue, Chicago, IL 60604

Professional Liability	\$1,000,000 each claim	\$3,000,000 aggregate
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Your professional liability limits shown above include the following:

- * Good Samaritan Liability
- * Malplacement Liability
- * Personal Injury Liability
- * Sexual Misconduct Included in the PL limit shown above subject to \$25,000 aggregate sublimit

Coverage Extensions

Defendant Expense Benefit	\$ 1,000	per day limit	\$ 25,000	aggregate
Deposition Representation	\$ 10,000	per deposition	\$ 10,000	aggregate
Assault	\$ 25,000	per incident	\$ 25,000	aggregate
Includes Workplace Violence Counseling				
First Aid	\$ 10,000	per incident	\$ 10,000	aggregate
Damage to Property of Others	\$ 10,000	per incident	\$ 10,000	aggregate
Information Privacy (HIPAA) Fines and Penalties	\$ 25,000	per incident	\$ 25,000	aggregate

Total: \$ 36.33

Base Premium \$ 35.00	Surcharge \$.63	Local Tax \$.70
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Policy Forms & Endorsements(Please see attached list for a general description of many common policy forms and endorsements.)

G-121500-D	G-121501-C	GSL15563	GSL15564	GSL15565	GSL17101
GSL13424	G-123846-C16	GSL-6720			

Thomas F. Motamed
Chairman of the Board

John M. Zickler
Secretary

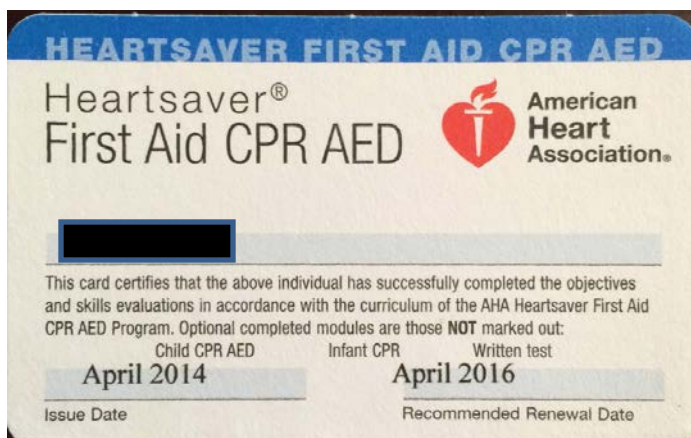
Keep this document in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.
Master Policy # 188711433

G-141241-B (03/2010)

Coverage Change Date:

Endorsement Change Date:

- 5) You must have your current **CPR certification** and keep your certification current throughout your practicum and throughout the Exercise Science program. Safety certification is recommended, but not required. American Heart Association or American Red Cross certifications are acceptable. Failure to maintain current CPR/AED certification could result in a failing grade for the course. CPR/AED certifications are offered on campus. For more information click [here](#).



- 6) Once you have confirmed your practicum site, you must submit your **proof of CPR certification, proof of liability insurance, and site contact information** by emailing this information to es.practicum@wku.edu. Please scan and attach the CPR and Liability insurance documents to the email. **NO HARDCOPIES WILL BE ACCEPTED!** Multiple submissions of the material will not be accepted. You must use the exact email format below.

Subject line of e-mail: (your first and last name) (800#) (Term and Year in which you plan to enroll)

I have attached a copy of my current CPR certification and my HPSO Liability insurance to be able to enroll in EXS 296 for the (Fall/Spring/Summer) of 2015. I understand that it is my responsibility to maintain a current CPR/AED certification and it is my responsibility to have Liability Insurance that is required for the course that will cover me for my entire Practicum.

I will be performing my hours at (name of facility) starting (date) and will be able to complete my 150 hours in the semester in which I am enrolled in the course. My supervisor's name is _____ and his/her email address is _____ and phone # _____.

IMPORTANT DUE DATE: YOU MUST SEND THIS EMAIL WITH THE REQUIRED CPR, LIABILITY INSURANCE, PRACTICUM SITE AND YOUR FACILITY SUPERVISOR CONTACT INFORMATION BY THE **FRIDAY BEFORE FINALS WEEK!**

- 7) Once you have submitted the required documentation via e-mail, you may register for the course via Topnet. It is not necessary to have a restriction removed for this course. Just register for EXS 296: Practicum in Exercise Science when it is your turn to register.
- 8) For the semester in which you are enrolled in EXS 296, you will be notified when the Blackboard site is available. You will then log onto the Blackboard course site and upload FORM 1 with the required signatures prior to the end of the first week of the semester. You can start your hours the first week of class, just make sure you have FORM 1 submitted on Blackboard before the end of the first week.

IMPORTANT: FAILURE TO UPLOAD THESE FORMS BY THE END OF THE FIRST WEEK OF THE SEMESTER MAY RESULT IN YOU BEING DROPPED FROM THE COURSE!

- 9) Complete your practicum hours and all required assignments as described in the syllabus/handbook.

GENERAL PRACTICUM GUIDELINES

- 1) You will log 150 clock hours at your practicum site. Your site supervisor should sign off on your time sheet at the end of each shift.
- 2) The job duties of the Student **MUST BE DIFFERENT** from those offered previously if the experience is to be concurrent with the student's present site of employment or is at a former site of employment.
- 3) Practicum Students shall be subject to the work schedule of the practicum site.
- 4) In case of unexpected circumstances (such as illness or emergency) affecting attendance during the Practicum assignment, the student shall notify the Faculty supervisor and the Agency Supervisor as soon as possible.
- 5) Travel/lodging expenses are the responsibility of the student during the Practicum experience.
- 6) Failing to meet the qualifications set forth in this handbook may result in the termination of the Practicum experience. An independent decision by the student to terminate the Practicum without approval of the Faculty supervisor may result in a failing grade.
- 7) Practicum students represent Western Kentucky University, the School of KRS, and the Exercise Science Program. Failing to meet the standards set forth in this handbook may result in a failing grade.
- 8) You are required to wear an official WKU Exercise Science Polo shirt, with new logo for your practicum **UNLESS** Agency Supervisor requires another form of uniform. If this is the case the site supervisor must personally email me to let me know. Here are the steps for you to purchase a shirt.

1. Go to Bluecotton on 31W Bypass.

2. You have the options of either buying your own shirt or having the logo put on it OR you can purchase the shirt with the UNDERGRADUATE EXERCISE SCIENCE logo at Bluecotton. ASK FOR THE UNDERGRADUATE EXERCISE SCIENCE LOGO!

3. If you buy your own shirt and have the logo put on, there are specific criteria for the type of shirt. These criteria are: black polo shirt, no other lettering/symbols on front or back of shirt other than UNDERGRADUATE Exercise Science logo, no holes. It will cost \$5.50 to have the logo put on your shirt.

4. You can buy a shirt with UNDERGRADUATE EXERCISE SCIENCE logo for \$26.00 + tax. The shirts are very nice!

These can be purchased at Bluecotton for \$26 OR you can buy your own black polo and have the UNDERGRADUATE Exercise Science logo put on for \$5.50. Do not order the Master's program logo. These shirts are **REQUIRED** for your practicum experience so you will have to purchase one eventually. Comfortable shoes are fine---no flip flops or sandals. (costs as of 3/28/2016)

Check out the shirts here <https://www.bluecotton.com/proof/proof14647-EX.jpg> [close up-](#)
<http://www.bluecotton.com/proofs13/Aug/116710wkuexerciscUNDERGRADPROOF.jpg>

Here is a sizing chart <http://shop.russellathletic.com/info/sizeGuide>

GRADING POLICY

Agency Supervisors will provide a Final Evaluation of the Student. These ratings will be taken into consideration when the Faculty Supervisor determines the final grade. Students complete ALL required forms and assignments to the Faculty Supervisor prior to receiving a passing grade.

The following list indicates the assessment and relative weight of each assessment:

<u>ITEM</u>	<u>Weight</u>
1) Student Final Performance Appraisal from supervisor	40 %
2) Forms	10 %
3) Portfolio	50 %

Form 1

EXERCISE SCIENCE SCHOOL OF KINESIOLOGY, RECREATION & SPORT WESTERN KENTUCKY UNIVERSITY

PRACTICUM STUDENT / AGENCY AGREEMENT

There should be three copies of this form completed. 1) Maintain a copy of this document for your records. 2) Provide a copy of the completed agreement to your Agency Supervisor. 3) Submit an electronic .pdf copy to your Faculty supervisor via Blackboard.

The following agreement between _____ and
(Practicum Student)
_____ representing _____, discussed and
(Agency Supervisor) (Agency)
agreed upon this ____ of ____/____, constitutes an agreement for a Practicum
(day) (month/year)
during the _____ semester to fulfill the 150 clock hours Practicum requirement.

I. Agency Supervisor responsibilities:

- A. Complete the online Qualtrics "Student Final Performance Appraisal" at the end of the Practicum hours. Will be sent via e-mail in the final two weeks of the practicum.

II. Agency responsibilities to Practicum Student:

- A. The professional growth and development of Practicum Student is the primary consideration.
- B. Expose the student to as many administrative areas of the Agency as possible.
- C. Allow attendance at staff and/or event planning meetings when appropriate.

III. Requirements of the Practicum Student:

- A. Strive to become familiar with the total operation of the Agency through discussion, observation, participation, and evaluation.
- B. Represent Western Kentucky University and the Agency in a professional manner at all times.

The Practicum requirements of Western Kentucky University will be adhered to – and in such cases in which disagreements arise in regard to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the Faculty supervisor, the Practicum Student, and the Agency Supervisor.

* The Faculty supervisor should approve any other Agency agreements before signed.

Realizing this is an agreement and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

Date Practicum Student

Date Agency Supervisor

Blackboard Portfolio Requirements:

At the end of the semester, you are required to submit an extensive portfolio of your experience via Blackboard. Your grade comes from both your on-site supervisor's evaluation of you and from your portfolio. You need to put a great deal of effort into your portfolio and ensure that you clearly validate your experience and how it has further established your realistic goal to pursue your career choice or how it has directed you in a positive manner toward some career path. Each of the assigned documents in the portfolio need to look very professional and organized.

Instructions for CREATING and SHARING a portfolio in Blackboard. The instructional videos are available on Blackboard. Please view the tutorials and follow the instructions for creating and sharing your portfolio. Please keep in mind that the links may be updated by WKU IT and may look different from one semester to the next. You will need to ensure you are using the most current tutorial according to the Blackboard update. The recent update is for Blackboard upgrade 2015.

https://itweb.wku.edu/training_attech/index.php?fuseaction=view.courses&mode=vt

It should include a log of your hours, a weekly journal, evidence/documentation of anything in which you participated, programs you designed, classes you taught, activities that went on during your time there, etc. Including pictures and video is required. Also, it must include a two-page or more paper from you summarizing your experience, i.e. why you chose that particular practicum site, what you liked/disliked, what you learned, whether that particular type of job still interests you as a potential career path, etc.

Instructions for what to include in the portfolio. Follow the instructions from the portfolio wizard.

1. Title. (Your name, practicum, and semester) i.e. Mark Schafer Practicum Spring 201?
2. Design. Make the design the way you would like. Put a great deal of effort in to make it look professional and organized.
3. Portfolio Welcome. In this section, please include the name of the facility. Please include the name, address, phone number, and e-mail address of your supervisor.
4. Add content. Include Microsoft word, excel, or PowerPoint documents as well as pictures and video.

Include the documents listed below.

- Resume (Research the various resume templates and create a well-organized resume that represents your academic and professional experience. You will continue to update your resume throughout your academic and professional career)
- Log of your hours. (word or excel document)
- Weekly journal. Give specific details of each week and what you have learned and what you able to experience by observing. Include the good the bad and the ugly... You are there to observe and to get a better idea of the day to day responsibilities of the career you are observing.
- Evidence/documentation of anything in which you participated, programs you designed, classes you taught, activities that went on during your time at the practicum site. Include pictures, video, scanned in documents etc. Add as much as you would like. Examples include: pictures* and video of the facility, pictures of you performing your responsibilities, video interview of your supervisor or clients, treatment plans, brochures, exercise prescriptions, etc.
*If you have multiple pictures. Please place the pictures on PowerPoint slides. Pictures can then be viewed as a slide show.
- Include a two-page or more paper summarizing your experience, i.e. why you chose that particular site, what you liked/disliked, what you learned, whether that particular type of job still interests you as a potential career path, etc.
- Add any internet links that serve as a resource or interest to your site.

Follow the instructions of the portfolio wizard to 1). create your portfolio and 2). make it available to the instructor of the course or your section of the course. You will use your instructor's username and it will be listed on Blackboard and the syllabus. If you have any issues with the portfolio, contact the IT department.