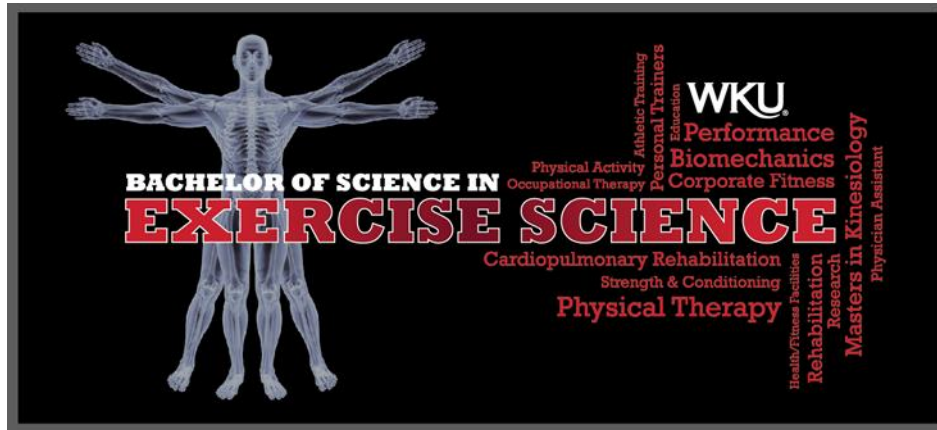


EXS 296 PRACTICUM IN EXERCISE SCIENCE

HANDBOOK & SYLLABUS



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

Please read the entire EXS 296 Handbook/Syllabus and make sure you know and understand the expectations of the course. Plan ahead and prepare accordingly to ensure you can register in EXS 296 in the semester in which you plan to conduct your observation hours. To enroll in EXS 296 Practicum, it takes a lot of effort on your part to ensure you secure a Practicum site and submit the required documentation. For the EXS 296 course, you **MUST** obtain a 1). Certificate of HPSO liability insurance, 2). Have a current and valid CPR/AED certification and 3). A practicum site secured. Please read the Handbook for details and to ensure information is submitted by the due date.

Updated: 3/16/2019

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FORM 1 - PRACTICUM STUDENT / AGENCY AGREEMENT (*FORM WILL BE POSTED ON BLACKBOARD*)

[STANDARD FROM 1](#)

[MEDICAL CENTER – PT - FORM 1](#) – This Form is specific for the Medical Center Physical Therapy

Note: FORM 1 will be posted on Blackboard for you to print and take to your site the first week of class.

[WKU STUDENT HANDBOOK](#)

[TITLE IX MISCONDUCT/ASSAULT STATEMENT](#)

[ADA ACCOMMODATION STATEMENT](#)

EXS 296 - PRACTICUM IN EXERCISE SCIENCE

Western Kentucky University
School of Kinesiology, Recreation & Sport
-Exercise Science-

Supervising Faculty Member: *See Topnet for instructor of record*

Prerequisite(s): EXS 223 and declared Exercise Science (554) or Pre- Exercise Science major (554P)

Credit Hours: 3 Credit Hours

Course Description: Work experience in Exercise Science practical settings in progression towards completion of the major. Liability insurance is required. - *The practicum experience will consist of 150 contact/observation hours.*

General Information: 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 & Sport. Students who desire may decide to complete the practicum experience at more than one location to add diversity to their field experience only after obtaining instructor approval.

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, PA, 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

Student Evaluation: Each student completing EXS 296 will be evaluated by the supervising faculty member based on:

A) Forms and Google Form: Submitting appropriate forms (CPR certification, HPSO Liability Insurance, Progress Reports, etc.) on or before the stated deadlines.

B) Progress Reports & Portfolio: This will outline and describe activities/projects/experiences accumulated during the practicum experience.

C) Student Final Performance Appraisal from the Agency Supervisor: The final written and verbal evaluations from site supervisor at the practicum site - An evaluation will be sent to your supervisor via e-mail using an electronic survey (Qualtrics) format toward the end of your practicum hours.

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 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 (Qualtrics)	40 %
2) Forms & progress reports	10 %
3) Portfolio	50 %

EXS 296 PRACTICUM - CHECK-LIST

FOLLOW THE BELOW STEPS – IN ORDER

- The DUE DATE for Practicum Site, HPSO Liability Insurance, and CPR/AED is the Friday before Finals Week of the semester before the semester you plan to take EXS 296. For example, if you plan to take EXS 296 in the fall or the summer, you must submit the information/paperwork by the Friday before Finals Week of the Spring semester. Or, if you plan to take EXS 296 in the Spring semester, you must submit the information/paperwork by the Friday before finals week in the fall semester.
 - **Practicum Site:** Begin searching for your practicum site early. It is optimal to begin the process of searching for a practicum site approximately of three (3) months prior to the beginning of the semester in which you plan to enroll. Please note, three (3) months is optimal, but not always necessary. For example, plan early in the Fall semester by searching for a site and getting the required documents ready to be able to submit on or before the deadline so you can complete your hours during the Summer session or Spring semester. Another example, plan early in the Spring semester by searching for a site and getting the required documents ready to be able to submit on or before the deadline so you can complete your hours during the Fall semester.
 - An Excel spreadsheet with a list of approved practicum sites is provided on the EXS webpage. <http://www.wku.edu/exs/practintern.php>
 - If you **find a site not on this list** please email the Faculty Supervisor for approval. Include the name and contact information of the site along with a description of what you plan on observing. Please include a web link for the facility. It is up to you to make an effort to contact the potential sites where you are interested in conducting your observation hours and follow-up, if necessary.
 - **Purchase HPSO Liability Insurance:** More information about purchasing HPSO Liability Insurance is located later in this Handbook/syllabus.
 - **Obtain or renew CPR/AED certification:** Additional information about CPR/AED certification is located later in this Handbook/syllabus.

- Submit practicum site information, CPR certification, and HPSO Liability Insurance to Google Forms:** use the Google link below OR click [GOOGLE FORM](#) to submit. Read the instructions carefully when submitting site information and documents using Google Forms. You must have a Google Account for this course and you will need to sign into Google to complete the EXS 296 Google Form.

To submit, you may click the link or cut and paste into your web browser. <https://goo.gl/forms/RRa8A5XjKgxZfDA33>

- Register for the EXS 296 course via Topnet when you are scheduled to register for courses during priority registration. Once you enroll in the course, you have until the due date to submit the required information. When you are registered for the course, you understand that you will have the required documentation (Practicum site, HPSO Liability Insurance, and CPR/AED) submitted on or before the due date.
- For the semester in which you are enrolled in EXS 296, the instructor will notify you when the **EXS 296 Practicum Blackboard Course** 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.

*FAILURE TO SUBMIT YOUR CPR, HPSO LIABILITY CERTIFICATE, AND SITE INFORMATION BY THE DUE DATE, MAY RESULT IN BEING DROPPED FROM THE COURSE BY THE INSTRUCTOR.

**FAILURE TO UPLOAD FORM 1 BY THE END OF THE FIRST WEEK OF THE SEMESTER MAY RESULT IN YOU BEING DROPPED FROM THE COURSE! YOU MUST ADHERE TO THE DUE DATES TO ENSURE YOU WILL BE ABLE TO CONDUCT YOUR PRACTICUM HOURS IN THE SEMESTER YOU PLAN TO ENROLL.

PRACTICUM GUIDELINES

- 1) When obtaining a Practicum site, it is your responsibility to inquire about their requirements for you to perform Practicum hours at their facility. You are responsible for ensuring all requirements are completed before beginning your Practicum hours. Not all sites have the same requirements, inquire with your site of interest to ensure you are prepared to start your Practicum. When setting up your site, you will need to inquire what they require for you to be a Practicum student at their facility. *All required documents for the site are to be submitted to the faculty supervisor via email prior to starting your Practicum hours. You may not start your Practicum hours until you have completed the requirements and submitted the required documentation to the faculty supervisor. Also, be prepared to submit the required documents to your site, upon request. You are responsible for any cost associated with the Practicum site requirements.*

Some examples of site requirements include:

- a. Immunizations (must be current and remain up to date)
 - b. Background check
 - c. Drug Screen (you can start by contacting your Primary care physician or inquire with WKU Student Health)
- 2) Affiliation agreements with Practicum Site and WKU
 - a. Does your Practicum site of interest have an affiliation agreement with WKU?
 - b. Do they need / require one?
 - c. One example, the Medical Center and WKU have an affiliation agreement.
 - d. Contact the faculty supervisor if your site will need an affiliation agreement. This process typically takes a great deal of time complete and will need to be initiated and completed with ample time prior to starting your Practicum hours.
 - 3) You will log 150 clock hours at your practicum site.
 - a. You may NOT start your Practicum hours before the official start date of the course on Topnet.
 - b. In the event you are approaching the end of the semester and you do not think that you will be able to finish your hours, contact the instructor. If your situation warrants an extension, you may be able to have an incomplete "X" assigned in place of your grade. If that is the case, you will be given a period of time immediately from the end of the semester to finish your hours and submit the final portfolio. An extension is at the discretion of the instructor and there is no guarantee that an extension will be approved.
 - 4) 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.
 - 5) Practicum Students shall be subject to the work schedule of the practicum site. You understand that you will schedule your practicum hours outside of your WKU courses and that attending your practicum hours is not an excuse for missing scheduled courses during the semester.
 - 6) In case of unexpected circumstances (such as illness or emergency) affecting attendance during the Practicum assignment, the student shall notify the EXS 296 Faculty supervisor and the Agency Supervisor as soon as possible.
 - 7) If you are having any issues or concerns with the site or the personnel at your site, please contact the faculty supervisor immediately. Professional expectations are a two way street, we expect you to be professional at all times and you should expect the same from your site supervisor and professionals you are shadowing.
 - 8) Travel/lodging expenses are the responsibility of the student during the Practicum experience.
 - 9) 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.
 - 10) Practicum students officially enrolled in the EXS 296 Practicum course represent Western Kentucky University, the School of KRS, and the Exercise Science Program. Failing to meet the standards set forth in this EXS 296 handbook and the WKU student handbook may result in a failing grade and/or disciplinary action taken. <https://www.wku.edu/handbook/>
 - 11) You are required to wear an official WKU Exercise Science Polo shirt for your practicum. Typically, it will be the EXS Polo and Kakis. UNLESS, the Agency Supervisor requires a specific uniform or for you to dress in a particular way to be able to perform the duties of your practicum. Check with your supervisor and your site mentors and ask them what they recommend/require. You are representing WKU, the EXS program, and yourself. Your professional conduct and dress should meet the highest of standards.
 - 12) The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the practicum.

HPSO LIABILITY INSURANCE

Purchase HPSO **liability insurance**. 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 HPSO insurance for EXS 296 Practicum are:

- 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.)
- The rest of the form is self-explanatory. The insurance will cost approximately \$35 - \$45 and it is good for 12 months.
- 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.
- 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 your policy will be active during the time you are performing your practicum hours. See example Certificate of Insurance below.

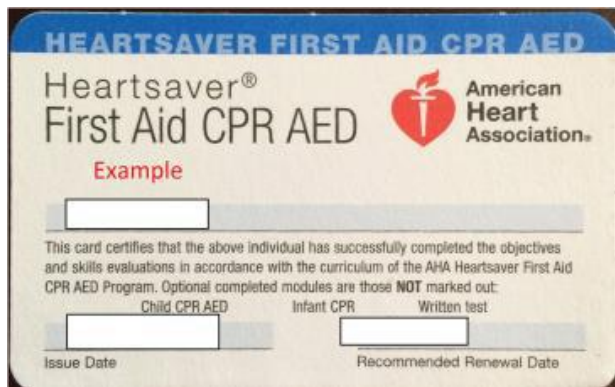
CNA		HEALTHCARE PROVIDERS SERVICE ORGANIZATION PURCHASING GROUP		HPSO	
Example Certificate of Insurance				OCCURRENCE POLICY FORM	
Print Date: 12/13/18				The Policy period must fit for the entire time you are conducting your hours.	
PRODUCER	BRANCH	PREFIX	POLICY NUMBER	Policy Period: From 01/01/19 to 01/01/20 at 12:01 AM Standard Time	
				Named Insured	
				Program Administered by:	
				Healthcare Providers Service Organization 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034-3278 1-800-982-9491 www.hpso.com	
Medical Specialty		Code		Insurance is provided by:	
Exercise Physiologist Student				American Casualty Company of Reading, Pennsylvania 333 South Wabash Avenue Chicago, Illinois 60604	
Professional Liability		\$1,000,000 each claim		\$3,000,000 aggregate	
Your professional liability limits shown above include the following:					
• Good Samaritan Liability • Malpractice 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 & Penalties	\$ 25,000 per incident	\$ 25,000 aggregate			
Total: \$35.63					
Premium \$35.00 Surcharge \$0.63 KY LGPT Tax: Tompkinsville \$0.00 KY LGP Tax: Monroe county \$0.00					
Premium reflects student rate.					
Policy Forms & Endorsements (Please see attached list for a general description of many common policy forms and endorsements.)					
G-121500-D G-121501-C GSL13424 GSL15563 GSL15564 GSL15565 GSL17101 CNA80052 CNA80051 G-123846-C16 CNA89027 CNA84406					
Chairman of the Board			Secretary		
Keep this Certificate of Insurance in a safe place. This Certificate of Insurance 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.					
Form #: G-141241-B (3/2010)			Master Policy: 188711433		

CPR/AED CERTIFICATION

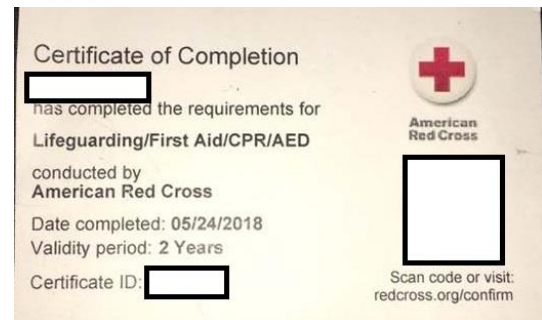
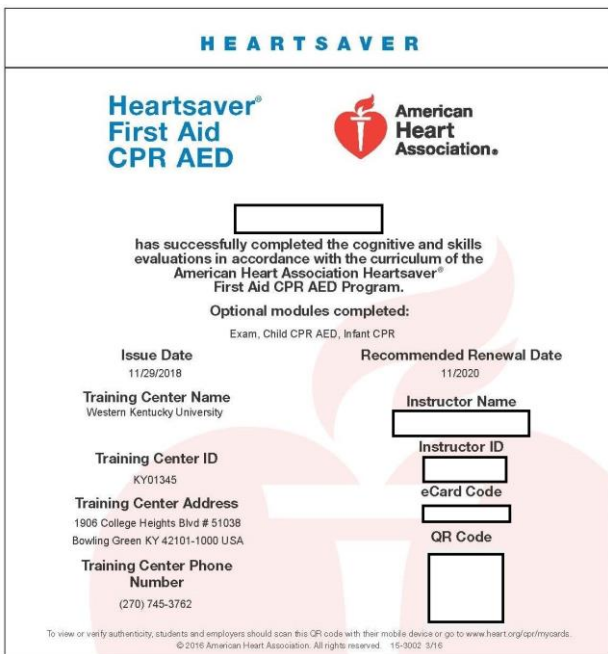
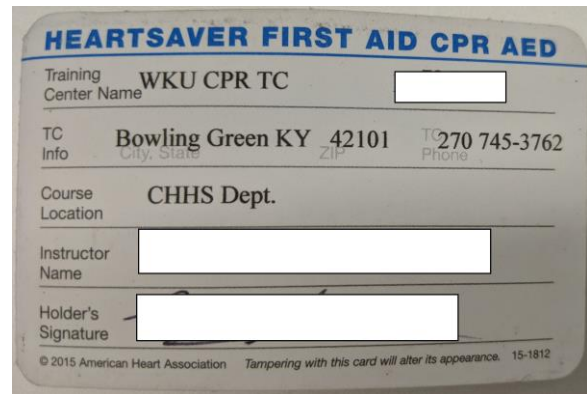
You must have your current **CPR/AED certification** and keep your certification current throughout your practicum and throughout the Exercise Science program. Safety certification is recommended, but not required. American Heart Association or American Red Cross certifications are acceptable. Failure to maintain current CPR/AED certification could result in a failing grade for the course. CPR/AED re-certifications and certifications are offered on campus. For more information click <http://www.wku.edu/exs/practintern.php>

Some examples of CPR certification cards

Front of card



Back of card



DRESS CODE

For the dress code, you are required to wear an official **WKU Exercise Science Polo shirt**, with logo for your practicum **UNLESS** your Agency Supervisor requires another uniform. Here are the steps for you to purchase a shirt.



1. BlueCotton. Address and Phone number can be located via the web address below.
<https://www.bluecotton.com/helpcontact.html>
2. You will purchase a Black Polo with the UNDERGRADUATE EXERCISE SCIENCE logo for *around* \$26.00 + tax. The shirts are very nice!. **ASK FOR THE UNDERGRADUATE EXERCISE SCIENCE LOGO!** Do not order the Master's Kinesiology program logo. These shirts are **REQUIRED** for your Practicum experience as well, so you will have to purchase one eventually.
3. You are representing WKU, the EXS program, and yourself. Your professional conduct and dress should meet the highest of standards. Comfortable shoes are fine---no flip flops or sandals.

Check out the shirts here: <https://www.bluecotton.com/proof/proof14647-EX.jpg>

Close up: <http://www.bluecotton.com/proofs13/Aug/116710wkuexerciscieUNDERGRADPROOF.jpg>

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

PROGRESS REPORTS

Due dates posted on **Blackboard** course page

To keep the Faculty Supervisor up-to-date (and you accountable) in staying on top of your weekly time sheets / hours logged and your weekly reflections on your practicum experience, you will be required to **submit 2 Progress Reports via Blackboard** throughout your 150 practicum hours.

These Progress Reports will be available in the Assignments tab on Blackboard.

For these assignments, please simply upload:

- Your weekly time sheets / hours logged (with a running tally of hours completed). You will make your own time sheet, unless your site provides one for you.
- Your weekly reflections which should include 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.
- Please include some photos in the progress reports. (If appropriate to take photos or video at your facility)

These do not have to be the final versions of these documents. Eventually, final versions of these documents will need to be included in your portfolio. The Progress Reports should simply be "works in progress."

BLACKBOARD PORTFOLIO REQUIREMENTS

Due date will be posted in the **Blackboard** course page

You will need to submit a portfolio (by “sharing” it on the EXS 296 Bb course. See Content Tab). 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 Agency 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 What to Include in your Portfolio.

Follow the instructions from the portfolio wizard.

- 1. Title.** (Your *first and last name* _ EXS296 _ Semester and Year) For example - Mark Schafer_EXS296_Spring201?
- 2. Design.** Make the design the way you would like. There are no specific formatting guidelines that need to be followed.
- 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 site supervisor.
- 4. Add content.** Include Microsoft word, excel, or powerpoint documents as well as pictures and video. Reminder! You will have to have all the files saved to (My files) on your Blackboard page.

Include the documents in the order listed below.

- 1. 1st document. 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. Put time and effort into submitting a resume that you would submit for a job or for a graduate program.
- 2. 2nd document. Log of Your Hours:** Each day (hours) at your practicum site with a running total of hours accumulated. Use word or excel document to create an organized and clear time sheet. If your site provides a time sheet, you may submit the site time sheet.
- 3. 3rd document. Weekly journal entries:** 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.
- 4. 4th document. Evidence/documentation:** Include evidence 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/video*** of the facility, pictures of you performing your responsibilities, video interview of your supervisor or clients, treatment plans, brochures, exercise prescriptions, etc.
***Please follow all facility guidelines in regards to taking pictures and video in regards to patient privacy and HIPPA regulations. Ask your supervisor about the policy and what is acceptable in regards to taking pictures or videos before attempting to do so.**
***If you have multiple pictures.** Please place the pictures on PowerPoint slides. Pictures can then be viewed as a slide show.
- 5. 5th document. 2-Page Paper:** Include a two-page 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.).
- 6. 6th document. Electronic Links:** Add any internet links that serve as a resource or interest to your site.

Continue to follow the instructions of the portfolio:

- 1). **Create your Portfolio (See instructions below)**
- 2). **Share Portfolio** - Go to Content Tab for the EXS 296 Bb course site and submit your portfolio. Note: you will NOT be sharing with me, the instructor. You will submit to the EXS 296 Bb course site. You will see a link in the Content tab with the due date. Click the link and submit your portfolio.

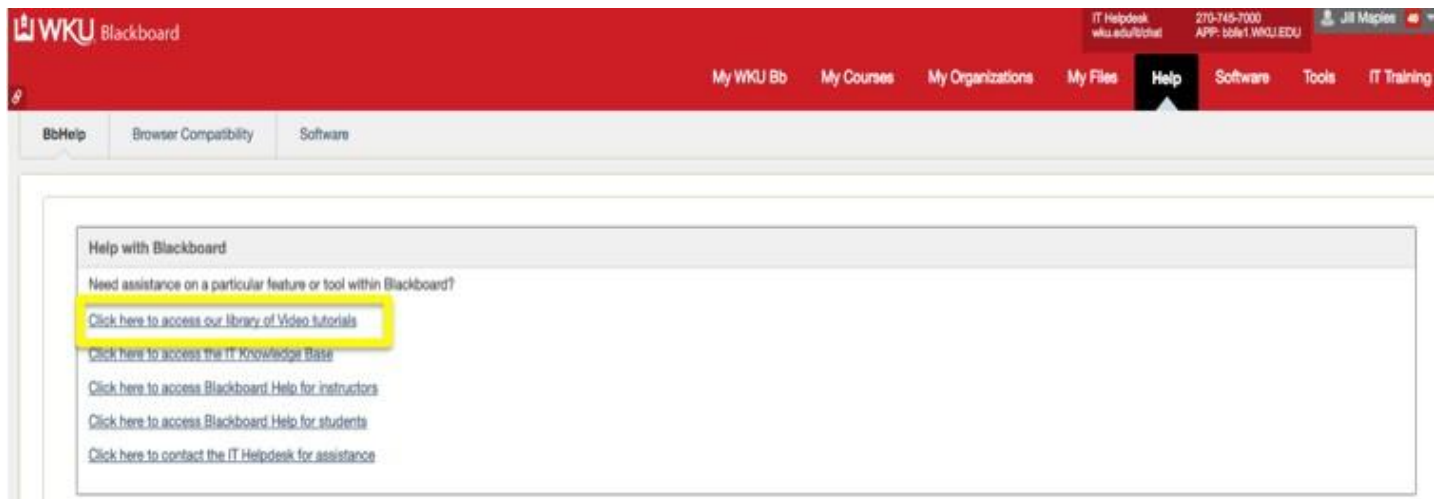
Instructions for CREATING and SHARING a portfolio in Blackboard: Instructional videos are available on Blackboard. Based on the Bb updates the exact location of the portfolio instructions may change.

If you are already familiar with creating a portfolio, you may skip the following steps.

- 1) Log onto Blackboard and click on the tab at the top of the screen (Help).



- 2) Find the tab (Click here to access our library of Video tutorials)



3) Then click on (Blackboard)

The screenshot shows the top navigation bar of the WKU Technology Training website. The header is red with the WKU logo on the left and the text 'WKU TECHNOLOGY TRAINING' on the right. Below the header is a black navigation bar with white text for 'HOME', 'TRAINING', 'COURSES', and 'VIDEO TUTORIALS', and a 'Login' link on the right. The main content area is titled 'Online Courses' and features a search bar. Below the search bar is a list of categories, each with a right-pointing chevron and a brief description. The 'Blackboard' category is highlighted with a yellow border. The categories listed are: Accounts, Active Directory, ADA Compliance, Adobe, and Blackboard.

WKU TECHNOLOGY TRAINING

HOME TRAINING COURSES VIDEO TUTORIALS :: Login

Online Courses

Search/Filter

- > **Accounts**
Usernames and passwords for common WKU systems, such as TopNet, Blackboard, Email and Portal
- > **Active Directory**
How to access and use the replacement for Novell
- > **ADA Compliance**
Test and correct your website to meet ADA Compliance standards
- > **Adobe**
Adobe products, such as Acrobat, Captivate, Contribute, Dreamweaver, Flash, InDesign and Photoshop
- > **Blackboard**
Managing online course sites and materials, such as assignments, tests, discussion boards and more

4) Scroll down to click on (Portfolios)

This screenshot shows a detailed view of the 'Blackboard' category menu. The menu is expanded, showing a list of sub-items, each with a right-pointing chevron. The 'Portfolios' item at the bottom of the list is highlighted with a yellow border. The sub-items listed are: Assessments, Assignments, Blogs, Building Content, Chat/Collaboration, Course Design, Course Management, Course Tools, Discussions, Email, Faculty Tools, Grade Center, Groups, Journals, LockDown Browser, Notifications, Organizations, and Portfolios.

▼ **Blackboard**
Managing online course sites and materials, such as assignments, tests, discussion boards and more

- > **Assessments**
- > **Assignments**
- > **Blogs**
- > **Building Content**
- > **Chat/Collaboration**
- > **Course Design**
- > **Course Management**
- > **Course Tools**
- > **Discussions**
- > **Email**
- > **Faculty Tools**
- > **Grade Center**
- > **Groups**
- > **Journals**
- > **LockDown Browser**
- > **Notifications**
- > **Organizations**
- > **Portfolios**

- 4) Watch the instructional video that demonstrates how to **CREATE** a Portfolio in Blackboard. Once you have created your Portfolio, you will go to the EXS 296 course in Bb and click on the content tab to **SHARE** your portfolio! You will click on the Portfolio link and submit your Portfolio.

▼ Portfolios

Creating Portfolios in Blackboard

Duration 6:27

Overview This video explains how to create portfolios in Blackboard.

Watch ▶

If you have any questions about creating the portfolio, please contact the IT department at 745-7000. Do not wait to the last minute to create and/or share your portfolio!

The instructor will have the Practicum Blackboard site available for students approximately 2 to 5 days before the start of class or sooner. FORM 1 will be posted on Blackboard and you will print FORM 1 and take to your site the first week of class. Then, you will upload FORM 1 to Blackboard by the end of the first week of class by 5:00 PM CT.

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

FORM 1 EXERCISE SCIENCE PROGRAM - WESTERN KENTUCKY UNIVERSITY
EXS 296 PRACTICUM/AGENCY/FACULTY SUPERVISOR CONTRACT – MEDICAL
CENTER – Physical Therapy

Give a copy of the completed contract to your Agency Supervisor and your Faculty supervisor. Maintain a copy for your records.

The following contractual items between _____ and _____
(Practicum Student) (Agency Supervisor)

representing _____, and _____ of the WKU Exercise Science program,

constitutes a binding contract for the Practicum during the _____ semester to fulfill 150 Practicum hours.

- Agency Supervisor student evaluation responsibilities:
 - Complete the online “Student Final Performance Appraisal” (1 week prior to Practicum’s end)
 - Maintain open communication with the Faculty supervisor if a need or issue arises regarding the student
- Agency responsibilities to Practicum Student (Practicum Objectives):
 - The ability to observe to gain personal and professional growth for the development of Practicum student is the primary consideration.
 - Under the supervision and at the discretion of the Agency Supervisor/Physical Therapist, Practicum students may gain pertinent observation experience by:
 - observing PT or PTA performing prescribed exercises.
 - observing patients performing prescribed exercises.
 - observe and assist setting up patients on exercise equipment i.e. Treadmill, Cycle ergometer, etc.
 - assisting with patient transport.
 - attending staff and board meetings when appropriate.
 - observing and participating in other relevant duties and experiences as directed by agency supervisor.
- Requirements of the Practicum Student:
 - Strive to become familiar with the total operation of the Agency through discussion, observation, evaluation, and participating when appropriate.
 - Represent Western Kentucky University and the Agency in a professional manner at all times.
 - Adhere to all course policies, regulations, procedures, and assignment dates as explained in the Practicum Handbook.
- Faculty supervisor responsibilities to Practicum Student:
 - Supervise arrangements for and give final approval of the Practicum assignment.
 - Maintain open communication with the Practicum Student and Agency Supervisor on all matters pertaining to the Practicum.
 - Make contact as needed to monitor student’s progress.
 - Carefully evaluate all Practicum documentation and determine the final grade for the Practicum Student.

The Practicum requirements of Western Kentucky University will be adhered to – and in such cases in which disagreement arise in regards 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.

Realizing this is a contractual guide and not a binding legal document, we agree to work together towards its satisfactory completion for the benefit of the student.

Date

Practicum Student

Date

Agency Supervisor

Western Kentucky University Student Handbook

Academic Misconduct: All acts of dishonesty in any work constitute academic misconduct. In the event of academic misconduct, the student(s) will receive a failing grade (“F”) for the course, and may be reported to the University Disciplinary Committee. You must do your own work for **all** of the assigned material for this course. Any submitted work for the course that is not your own, plagiarized from another student, or not completed by you will result in immediate and extreme disciplinary action. Do not risk your academic career by cheating in any way during this course.

Please take a moment to read the Western Kentucky University code of student conduct. The student handbook provides information regarding academic dishonesty, academic integrity, academic dishonesty, plagiarism, cheating and other types of dishonesty. It is expected that you will conduct yourself in a manner that is consistent with classroom and university policies and procedures. Failure to do so will result in the necessary disciplinary action through the college, department and/or university. I encourage you to get a copy of the WKU Undergraduate catalog and WKU Student Handbook and review all of the student guidelines. Please refer to the link for the most up to date handbook and WKU Student Handbook. <https://www.wku.edu/handbook/>
<https://www.wku.edu/undergraduatecatalog/>

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU’s Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

*Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.*

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.