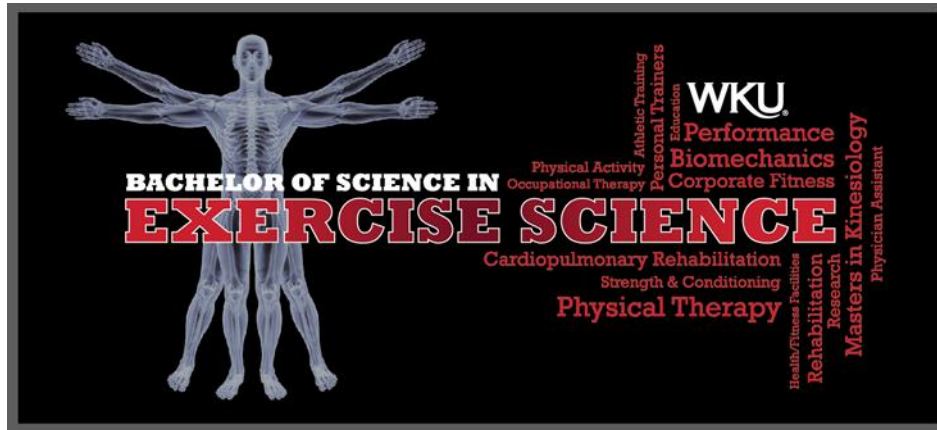


EXS 496 INTERNSHIP IN EXERCISE SCIENCE

HANDBOOK & SYLLABUS



PLEASE REFER TO TOPNET FOR THE INSTRUCTOR LISTED FOR YOUR SECTION OF EXS 496 IN THE SEMESTER IN WHICH YOU WISH TO BE ENROLLED.

Please read the entire EXS 496 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 496 in the semester in which you plan to conduct your observation hours. To enroll in EXS 496 Internship, it takes a lot of effort on your part to ensure you secure an Internship site and submit the required documentation. For the EXS 496 course, you **MUST** obtain a 1). Certificate of HPSO liability insurance, 2). Have a current and valid CPR/AED certification and 3). A Internship 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 - INTERNSHIPSTUDENT / 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.

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EXS 496 - INTERNSHIP 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: – need to change on Topnet curriculum changes Prerequisite(s): EXS 296 and EXS 412 (may be taken concurrently) and declared Exercise Science major and minimum cumulative GPA of 2.5 at the time of registration for EXS 496. Comprehensive practical experience in a selected Exercise Science environment. Development of practical skills with on-the-job experience. Students will be responsible for their own transportation to designated or assigned sites.

Course information: As a part of the Exercise Science curriculum, you will participate in a culminating experience by completing **300 hours** for the EXS 496 Internship in Exercise Science (6 hr.). The term, “Internship,” refers to a supervised short-term full-time educational work experience with an approved agency, organization, or institution. An Internship allows a student to develop professionally through a work experience under the guidance of leaders in a field. This is required to give you practical experience in various job settings related to the field of Exercise Science. These experiences will allow you to develop and enhance skills required in settings in which you are interested. Also, you should view the internship as the opportunity to determine if the experience at the specific site might represent a desirable career route. Your faculty advisor and/or Faculty supervisor will make the final decision as to the most appropriate site for you.

You will be advised to enroll in EXS 496 in your final semester. Because most internship sites will provide opportunities for a great deal of hands on experience, you will be advised to have completed most of your 400 level courses before enrolling in EXS 496. The 400 level courses you have completed will vary based on your individual progress in the Exercise Science program. The program coordinator, your advisor and the instructor for the course will determine what exceptions or special circumstances are appropriate when enrolling in EXS 496.

Learning outcomes: In addition, the Internship site is an extension of the curriculum, and the Internship experience affords the student an opportunity to apply his/her theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training, which will better enable him/her to perform with a higher level of skill and confidence. The learning outcomes (LO) for your internship are:

LO1: Demonstrate in-depth knowledge and understanding of the theories related to Exercise Science; use this to then construct well-rounded, safe and effective programming

LO2: Demonstrate professional skills through the practical experience of conducting fitness assessments, running computer analysis of data, teaching, and conducting fitness/wellness labs, etc.

LO3: Utilize your abilities in critical thinking, and in written and oral communication LO4: Cultivate intellectual self-reliance

Student Evaluation: Each student completing EXS 496 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 Internship experience.

C) Student Final Performance Appraisal from the Agency Supervisor: The final written and verbal evaluations from site supervisor at the Internship site - An evaluation will be sent to your supervisor via e-mail using an electronic survey (Qualtrics) format toward the end of your Internship 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 496 INTERNSHIP- CHECK-LIST

FOLLOW THE BELOW STEPS – IN ORDER

- The DUE DATE for Internship site, HPSO Liability Insurance, and CPR/AED is the Friday before Finals Week of the semester before the semester you plan to take EXS 496. For example, if you plan to take EXS 496 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 496 in the Spring semester, you must submit the information/paperwork by the Friday before finals week in the fall semester.
 - **Internship Site:** Begin searching for you Internship site early. It is optimal to begin the process of searching for a Internship 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 Internship 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 Internship 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 496 Google Form.

To submit, you may click the link or cut and paste into to your web browser. <https://goo.gl/forms/bvg63HQszCbQjFFo1>

- Register for the EXS 496 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 (Internship site, HPSO Liability Insurance, and CPR/AED) submitted on or before the due date.
- For the semester in which you are enrolled in EXS 496, the instructor will notify you when the **EXS 496 Internship 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 INTERNSHIPHOURS IN THE SEMESTER YOU PLAN TO ENROLL.

INTERNSHIP GUIDELINES

- 1) When obtaining an Internship site, it is your responsibility to inquire about their requirements for you to perform Internship hours at their facility. You are responsible for ensuring all requirements are completed before beginning your Internship hours. Not all sites have the same requirements, inquire with your site of interest to ensure you are prepared to start your Internship. When setting up your site, you will need to inquire what they require for you to be an internship student at their facility. *All required documents for the site are to be submitted to the faculty supervisor via email prior to starting your Internship hours. You may not start your Internship 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 internship 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 Internship Site and WKU
 - a. Does your Internship 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 Internship hours.
 - 3) You will log 300 clock hours at your Internship site.
 - a. You may NOT start your Internship 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) Internship Students shall be subject to the work schedule of the Internship site. You understand that you will schedule your Internship hours outside of your WKU courses and that attending your Internship 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 Internship assignment, the student shall notify the EXS 496 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 Internship experience.
 - 9) Failing to meet the qualifications set forth in this handbook may result in the termination of the Internship experience. An independent decision by the student to terminate the Internship without approval of the Faculty supervisor may result in a failing grade.
 - 10) Internship students officially enrolled in the EXS 496 Internship course represent Western Kentucky University, the School of KRS, and the Exercise Science Program. Failing to meet the standards set forth in this EXS 496 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 Internship. 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 Internship. 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 Internship.

RESPONSIBILITIES AND EXPECTATIONS

INTERNSHIP STUDENT

1. To conform with the policies set forth in this manual and those pertaining to the agency staff.
2. To plan thoroughly and in advance for all assignments.
3. To do the best possible job in carrying out all assignments.
4. To submit all documentation to the Faculty supervisor in a timely fashion.
5. To prepare for periodic Agency Supervisor/Internship Student conferences.
6. To be well groomed and appropriately dressed.
7. To notify the Agency Supervisor well in advance in cases of absence from work.
8. To be prompt, tactful, friendly, courteous, and respectful to all.
9. To consult the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve by himself/herself.
10. To complete assignments and responsibilities as outlined in the "Internship Student/Agency/University Contract".
11. To represent the University in a professional manner at all times.

AGENCY SUPERVISOR

1. Is responsible for student's orientation to the program, the staff, and for helping the student understand the supervisor's job as it relates to the agency.
2. Will provide a job description to the student prior to the internship.
3. Will establish a schedule of experiences for the student prior to the internship. The minimum requirement consists of a weekly outline highlighting major events of each week.
4. Will evaluate the work of the student in a constructive, objective and tactful way
5. Complete a mid- and final evaluation, with comments, and submit it to the Faculty supervisor.
6. Will require the highest standards in performance of all internship work. Where serious issues arise, the Agency Supervisor will contact the Faculty supervisor for informational purposes and for assistance.

FACULTY SUPERVISOR

1. Assist intern students and placement site by providing appropriate materials and processing internship paperwork and requests.
2. Visit intern at least once, if long distance, telephone intern in lieu of visit.
3. Telephone intern/agency supervisor at least once (twice if long distance).
4. Electronic communication (email, blackboard) as needed throughout the internship experience.
5. Assign grades based on intern assignments, performance, and supervisor input.
6. Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges to assist with career and educational opportunities.

HPSO LIABILITY INSURANCE

Purchase HPSO **liability insurance**. Regardless of the semester in which you plan to enroll in Internship, proof of liability insurance is required. This insurance must be in effect throughout the entire Internship. If your selected Internship 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 Internship hours. **DO NOT SUBMIT LIABILITY INSURANCE THAT EXPIRES DURING YOUR INTERNSHIP.**

The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the Internship.

The directions for obtaining HPSO insurance for EXS 496 Internship 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 your policy will be active during the time you are performing your Internship hours. See example Certificate of Insurance below.

HEALTHCARE PROVIDERS SERVICE ORGANIZATION PURCHASING GROUP
Certificate of Insurance
Example 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.

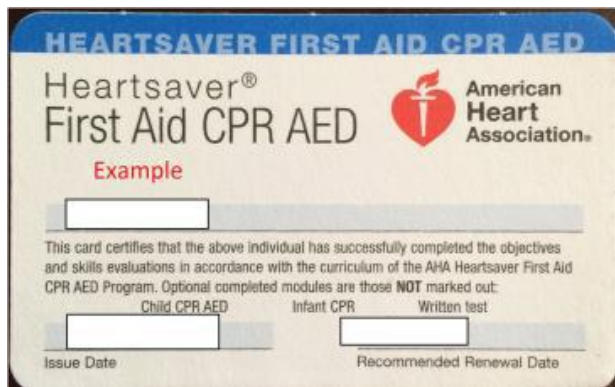
Form #: G-141241-B (3/2010) Master Policy: 188711433

CPR/AED CERTIFICATION

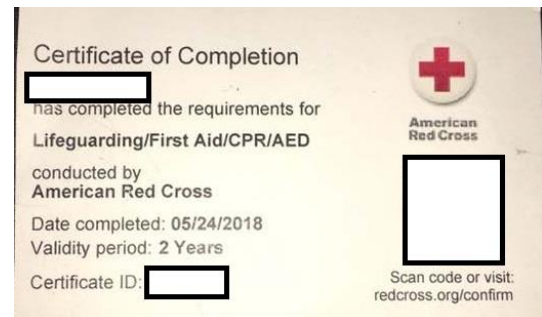
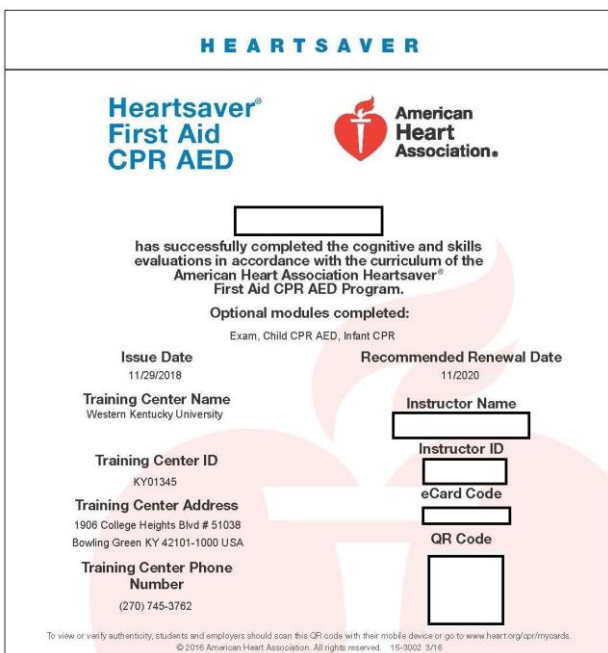
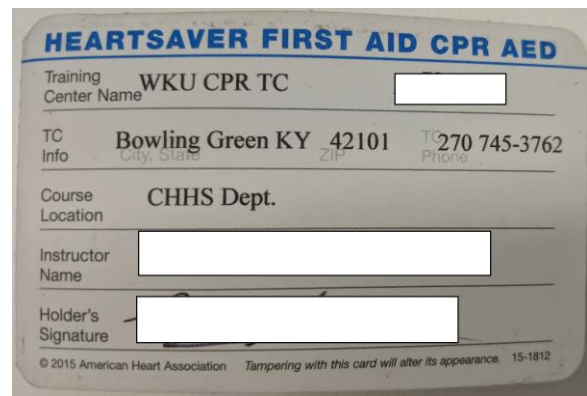
You must have your current **CPR/AED certification** and keep your certification current throughout your Internship and throughout the Exercise Science program. Safety certification is recommended, but not required. American Heart Association or American Red Cross certifications are acceptable. Failure 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 Internship **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 Internship 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 will be 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 Internship experience, you will be required to **submit 2 Progress Reports via Blackboard** throughout your 150 Internship 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 496 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* _ EXS496 _ Semester and Year) For example - Mark Schafer_EXS496_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 Internship 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 Internship 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 496 Bb course site and submit your portfolio. Note: you will NOT be sharing with me, the instructor. You will submit to the EXS 496 Bb course site. You will see a link in the Content tab with the due date. Click the link and submit your portfolio.

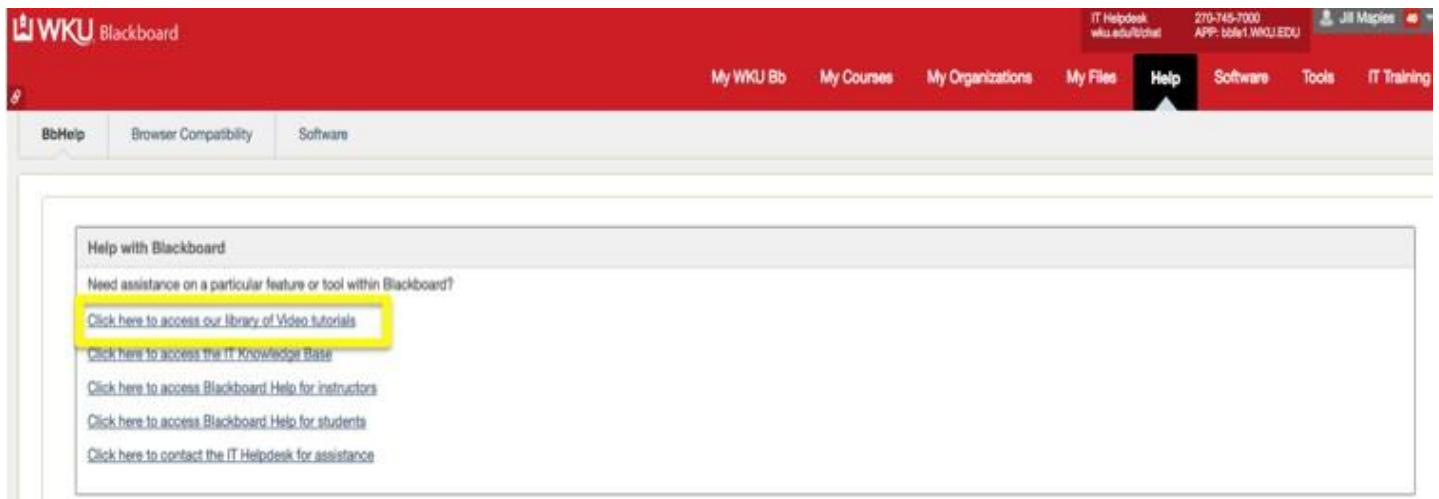
Instructions for CREATING and SHARING a portfolio in Blackboard: Instructional videos are available on Blackboard. Based on the Bb updates the exact location of the portfolio instructions may change.

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 contains a search bar and a list of categories. The 'Blackboard' category is highlighted with a yellow box. The categories listed are: Accounts, Active Directory, ADA Compliance, Adobe, and Blackboard. The description for Blackboard is 'Managing online course sites and materials, such as assignments, tests, discussion boards and more'.

4) Scroll down to click on (Portfolios)

The screenshot shows a dropdown menu for 'Blackboard'. The menu is titled 'Blackboard' and has a description: 'Managing online course sites and materials, such as assignments, tests, discussion boards and more'. Below the title is a list of sub-items, each with a right-pointing arrow. The 'Portfolios' item is highlighted with a yellow box. 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.

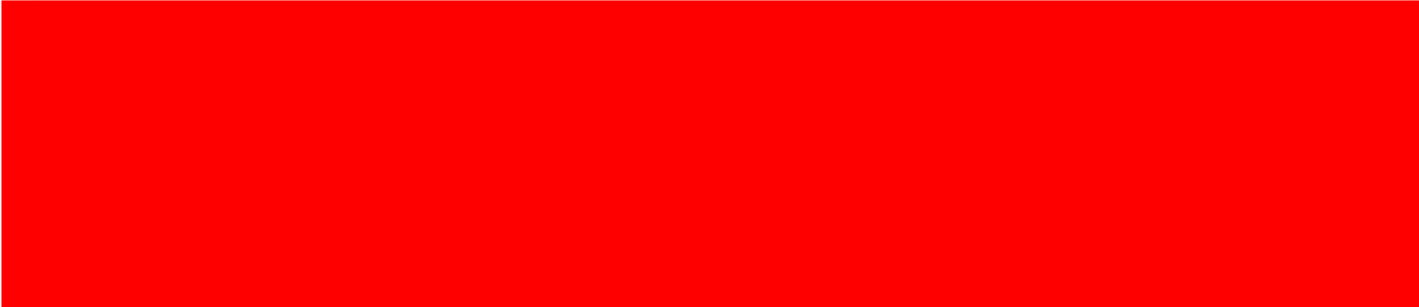
- 4) Watch the instructional video that demonstrates how to **CREATE** a Portfolio in Blackboard. Once you have created your Portfolio, you will go to the EXS 496 course in Bb and click on the content tab to **SHARE** your portfolio! You will click on the Portfolio link and submit your Portfolio.

▼ 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 Internship 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

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

I. Agency Supervisor responsibilities:

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

II. Agency responsibilities to Internship Student:

- A. The professional growth and development of Internship 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 Internship 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 Internship 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 Internship 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 Internship Student

Date Agency Supervisor

EXERCISE SCIENCE PROGRAM - WESTERN KENTUCKY UNIVERSITY **FORM 1**

EXS 496 INTERN/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 _____
(Internship Student) (Agency Supervisor)

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

constitutes a binding contract for the Internship during the _____ semester to fulfill 300 Internship hours.

- Agency Supervisor student evaluation responsibilities:
 - Complete the online “Student Final Performance Appraisal” (1 week prior to Internship’s end)
 - Maintain open communication with the Faculty supervisor if a need or issue arises regarding the student
- Agency responsibilities to Internship Student (Internship Objectives):
 - The personal and professional growth and development of Internship Student is the primary consideration.
 - Under the supervision and at the discretion of the Agency Supervisor/Physical Therapist, Internship students may gain pertinent hands-on experience by:
 - assisting patients with performing basic exercises prescribed by PT or PTA
 - setting up patients on exercise equipment i.e. Treadmill, Cycle ergometer, etc.
 - applying hot and cold packs
 - performing Electric Stimulation, Ultrasound and Hivamat on patients
 - assisting with patient transport
 - attending staff and board meetings when appropriate
 - participating in other relevant duties and experiences as directed by agency supervisor
- Status of the Internship Student:
 - Classified as an “Internship Student.”
 - Has status of professional staff member.
- Requirements of the Internship Student:
 - Strive to become familiar with the total operation of the Agency through discussion, observation, evaluation, and hands-on experience.
 - 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 Internship Handbook.
- Faculty supervisor responsibilities to Internship Student:
 - Supervise arrangements for and give final approval of the Internship assignment.
 - Maintain open communication with the Internship Student and Agency Supervisor on all matters pertaining to the Internship.
 - Make contact as needed to monitor student’s progress.
 - Carefully evaluate all internship documentation and determine the final grade for the Internship Student.

The Internship 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 Internship 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 Internship 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.