

PROCEDURES TO CREATE PRACTICUM/INTERNSHIP COURSE

Department of Exercise Science & Athletic Training

Manchester University

1. To enroll in either ESAT 276 OR 476, the student needs to complete a ***Contract for Practicum/Internship*** with his/her Faculty Supervisor, present contract to the Department Chair to receive a ***Permission to Enroll*** (via electronic). Ideally, the student should do this before registering for classes, but definitely prior to exam week of the semester before the practicum or internship.
2. The student needs to ask an ESAT professor to serve as his/her **Faculty Supervisor**. The Faculty Supervisor is someone who has experience/interest in the practical experience proposed by the student. The Faculty Supervisor will discuss what the student wants to learn, placement options, how to complete the ***Contract***, and other details with the student.
3. The Faculty Supervisor should highlight the following information from the ***Practicum/Internship Syllabus*** with the student:
 - a. **Discipline Specific Assignments:** The student will be assigned appropriate discipline specific assignments from the site supervisor. These assignments could be but not limited to: Copies of fitness routines, case studies on patients, nutritional diary and guidelines, rehabilitation protocols, etc. The final decision is up to the faculty representative on the appropriate assignments.
 - b. If no assignments can be determined the student will be required to write no less than 1 page an experiential paper. This paper will highlight hours logged, experiences observed and performed throughout the experience and take away knowledge for their future profession.

In addition, highlight the **Time Log with Verification**. The student will keep a separate one page record of hours spent in the experience. The student may record these on Excel or Word for electronic submission. Headings should include date, time period (i.e., 2:00-4:00pm), and total daily hours. Hours should be totaled at the bottom and Site Supervisor should sign to verify total hours. Number of hours specified on the Contract need to be completed to earn credit for the course.

4. When the objectives and site have been approved, the student brings the Contract back to his/her Faculty Supervisor to finish completing. The Faculty Supervisor will add the hours, credit(s), and job title to the Contract. Responsibilities will be a list of the student's objectives (paraphrased).

The due dates will be added to the Contract. The date for the personal objectives is "today" and the date for the other assignments is the week before exam week of the semester enrolled.

5. To complete process, the Contract needs to be filled out before exam week of the semester before. Contract requires signatures of Faculty Supervisor and **Department Chair** to be official.

6. Copies of the completed contract will be filed with the student, faculty supervisor, site supervisor and the department chair. In addition to the copy of the Contract, provide the student with *Site Supervisor Evaluation* form he/she will need toward the end of the experience. Also encourage the student to create a Practicum/Internship Folder to keep materials in during the semester.
7. The student will submit the following materials to the Faculty Supervisor by the due date:
 - a. Time Log (with verification signature)
 - b. Discipline Specific Assignments OR 1 page paper
 - c. Site Supervisor Evaluation
8. The Faculty Supervisor will evaluate the student's materials using the *Practicum/Internship Grade Sheet*.
9. Faculty Supervisor will record the grade online and keep the materials on file for future reference.

Contact Department Chair if special situations come up



**CONTRACT FOR PRACTICUM/INTERNSHIP (276 OR 476)
DEPARTMENT OF EXERCISE SCIENCE & ATHLETIC TRAINING**

Student's Name Semester Credit Hrs Course # C&RS or HP

FACILITY / SITE OF PRACTICUM

(Name and Title)
(Mailing Address)
(Contact Phone)

SITE SUPERVISOR

I agree to supervise the above named Manchester University student during his/her work at my facility. My responsibilities include:

- assigning work/duties suited to student's abilities.
- instructing student in my area of expertise or facilitate learning experience with other staff.
- scheduling student to work the required number of hours suggested by Manchester University and verify work has been completed.
- evaluating student performance using established form.

Site Supervisor's signature Date

MANCHESTER UNIVERSITY STUDENT

As a student desiring to further my learning experiences in a practical situation, I agree to:

- define and write my personal objectives for this practical experience.
- demonstrate initiative and leadership in managing my own learning experience.
- complete number of hours assigned for credit load.
- complete all tasks responsibly and accurately assigned by my Site Supervisor.
- prepare a summary of learning paper related to my personal objectives.
- maintain regular contact with my Site Supervisor and Faculty Supervisor.

Student's signature Date

DUTIES / WORK RESPONSIBILITIES

The following are minimum expectations for this practical experience:

1. Complete _____ hours of practical work for _____ semester hours.
2. Work as a _____ (job title) for the duration of the experience.
3. On Site Responsibilities/Assignments (objectives as identified with Site Supervisor)
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
4. Written work to be submitted

	<u>Due</u>	<u>Received</u>	<u>Faculty Supervisor's Signature</u>
a. Time Log with Verification Signature			
b. Assignment(s): Read Syllabus			
c. Site Supervisor Evaluation			

Faculty Supervisor's signature Date Department Chair's signature Date

Electronic Copies To: Student, Site Supervisor, Faculty Supervisor, Department Chair

Manchester University

STATEMENT OF VOLUNTARY CONSENT,

GENERAL RELEASE AND WAIVER OF LIABILITY

In consideration of my participation in an off-site Internship, an opportunity facilitated by Manchester University, and for the good and valuable consideration received by me, I, _____ **assume all responsibility for any dangers, risks or injuries, known or unknown, inherent in participating in an internship, summer employment, externship or other similar programs (collectively “Internship”). I further hereby agree to hold harmless and release Manchester University, its employees, Board of Trustees, and their successors (collectively “MU”), from any and all claims and demands whatsoever, which I, my family, heirs, and/or personal representatives, have or may have against MU, by reason of accident, illness, injury, negligence, property loss or damage or any other consequences arising or resulting directly or indirectly from my participation in Internship programs or related activities.**

I hereby declare and represent that by signing this Statement of Voluntary Consent, General Release and Waiver of Liability, I fully understand and acknowledge by my signature, that I am relying wholly upon my own judgment, belief and knowledge of the circumstances involved in my participation in the above described programs, and I have read this Statement, understand its contents, and execute it of my own free will and choice.

In Witness Whereof, I have signed this document on this the _____ day of _____, 20____, in North Manchester, Wabash County, Indiana.

Witness

Signature of Student



PRACTICUM OR INTERNSHIP GRADE SHEET
Department of Exercise Science & Athletic Training

Student Name: _____

Content	Descriptors	Points Possible	Points Achieved
Organization and Objectives	<ul style="list-style-type: none"> ▪ Completes contract to present to site supervisor and chair of dept. ▪ Introductory follow-up letter that includes objectives, interest in site, and appreciation for opportunity ▪ Specific, measurable, and clearly stated objectives ▪ Three domains of objectives present (psychomotor, cognitive, affective) ▪ Description of methods to evaluate achievement of objectives 	10	
Comments			
Professionalism	<ul style="list-style-type: none"> ▪ Meets all deadlines listed ▪ Wears professional attire at all times ▪ Completes all hours required ▪ Written materials “typed” and well organized ▪ Written work free from errors in grammar, spelling, punctuation 	30	
Comments			
Site Supervisor Evaluation	<ul style="list-style-type: none"> ▪ Realistic ▪ Specific comments that help intern 	A = 20 points D = 5 points B = 15 points F = 0 points C = 10 points	30
Comments			
Discipline Specific Content	<ul style="list-style-type: none"> ▪ Examples - Rehabilitation Protocol - Fitness Protocol - Nutritional Guidelines / Diary - Case Study Patient Reports 	30	
Comments			
FINAL EVALUATION		Total Points _____	Letter Grade _____

A	95-100%	B-	80-82%	D+	67-69%
A-	90-94%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	59% & Below



DEPARTMENT OF EXERCISE SCIENCE & ATHLETIC TRAINING
PRACTICUM / INTERNSHIP SITE SUPERVISOR EVALUATION

Name of Student _____ Date _____

Please rate this individual on the following scale: Excellent–5; Average–3; Poor–1; Not Applicable–NA.

1.	Personality: ability to make favorable impression, friendly, courteous.	5	4	3	2	1	NA
2.	Attitude: cooperative, receptive to criticism, ability to work with others.	5	4	3	2	1	NA
3.	Maturity: emotional conduct, adult behavior.	5	4	3	2	1	NA
4.	Originality: creative ability, imagination.	5	4	3	2	1	NA
5.	Initiative: ability to solve problems on their own.	5	4	3	2	1	NA
6.	Enthusiasm: excitement in motivating others.	5	4	3	2	1	NA
7.	Dependability: attendance, prompt, reliable.	5	4	3	2	1	NA
8.	Preparation: prepares in advance to meet situation.	5	4	3	2	1	NA
9.	Flexible: ability to adapt to group or individual needs.	5	4	3	2	1	NA
10.	Effort: Did the student make an effort to get the most of the experience?	5	4	3	2	1	NA
11.	Knowledgeable: informed in specific areas taught.	5	4	3	2	1	NA
12.	Physical impression: personal appearance, eye contact.	5	4	3	2	1	NA
13.	Organized: manages time well.	5	4	3	2	1	NA
14.	Resourceful: ability to use various resources.	5	4	3	2	1	NA
Please circle the grade you would give this student.		A	B	C	D	F	

General comments (Outstanding qualities, areas needing improvement):

Name and Signature of Supervisor _____

AFTER DISCUSSING THE EXPERIENCE WITH THE STUDENT,
PLEASE EMAIL TO JABEER@MANCHESTER.EDU



ESAT 276/475/476
Practicum / Internship
1-4 Credit Hours

Class Meeting Times and Locations

Arranged: OC

Faculty

Name: Dr. Jeffrey Beer
Title: Chair and Professor ESAT
Office number: 214C
Office hours: Appointment (Zoom or Person)
Phone: 260-982-5381
Email: jabeer@manchester.edu

Textbooks and Other Required and Recommended Learning Resources

No Requirement

Prerequisites

N/A

ESAT 275/276/475/476: Practicum and Internship

NOTE: You must complete your Practicum or Internship Contract with your Faculty Supervisor before you can get the Department Chair's approval on your "Permission to Enroll".

Purpose	The practicum/internship is designed to give the student experiential learning in the areas of athletic training, clinical and rehabilitation sciences, human performance, health/fitness/wellness, or physical education. Only students who are majoring or minoring in the department are eligible for the courses.
Hours Requirement	1 Credit = 42 hours, 2 Credits = 84 hours, 3 hours = 126 hours, 4 hours = 168 hours

Practicum Description	Course Title Options
A unit of work that permits a student to observe a profession or provides practical application of previously studied theory. It allows a student to participate in activities typical of that profession but does not demand a high level of professional responsibility or professional judgment.	PRACTICUM IN:
	ESAT 276 Health, Fitness, Wellness

Internship Description	Course Title Options
A unit of work performed in actual service for a public/private organization. This experience should be an integral part of a student's academic program; a culminating activity which links classroom instruction to a career. Because an internship serves as a trial period in a career, it is available only to those junior and senior students who demonstrate academic and personal strengths appropriate to the position.	INTERNSHIP IN:
	ESAT 475 Human Performance Education
	ESAT 476 Health, Fitness, Wellness

ESAT 275/276/475/476: Practicum and Internship

Objectives	<ol style="list-style-type: none"> 1. Initiate contact and arrange for suitable site experiences. (Exception: Local school classroom sites must be cleared through education office.) 2. Practice oral and written communication skills working within site and University formats. 3. Define and structure personal learning experience. 4. Identify personal strengths and areas for improvement within a professional setting. 5. Apply skills and use knowledge gained within the classroom in a practical setting. 6. Analyze organizational strengths and limitations within a work site setting. 7. Practice organization and time management skills. 8. Practice directly with client population.
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Grading Criteria		
NOTE: All hours must be completed and verified to receive credit assigned to course.		
Content	Points	Descriptors
Organization and Objectives	10	<ul style="list-style-type: none"> ▪ Completes resume to present to site supervisor ▪ Introductory follow-up letter that includes objectives, interest in site, and appreciation for opportunity ▪ Specific, measurable, and clearly stated objectives ▪ Three domains of objectives present (psychomotor, cognitive, affective) ▪ Description of methods to evaluate achievement of objectives
Professionalism	30	<ul style="list-style-type: none"> ▪ Meets all deadlines listed ▪ Wears professional attire at all times ▪ Completes all hours required ▪ Written materials “typed” and well organized ▪ Written work free from errors in grammar, spelling, punctuation
Site Supervisor Evaluation	30	<ul style="list-style-type: none"> ▪ Realistic ▪ Specific comments that help intern
Discipline Specific Assignment(s)	30	<ul style="list-style-type: none"> ▪ Reflects on questions posed or equivalent ones ▪ Demonstrates highly developed critical thinking skills ▪ Provides in depth situational analysis ▪ Suggestions for improvement

A	95-100%	B-	80-82%	D+	67-69%
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ESAT 275/276/475/476: Practicum and Internship

A-	90-94%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	59% & Below

Attendance, Assessment and Grading

Attendance

- Students are expected to attend class either in person or virtually

Assessments

- List and describe, including due date, type of assessment, submission method, and percent¹ allocation of all assessments, graded assignments, projects, and quizzes.
- Late assignments will not be accepted unless communicated with the professor ahead of time.

Attendance, Assessment and Grading

Attendance

Prompt, regular attendance is your responsibility. In order for absences to be approved they must be cleared through the Office of Academic Dean (field trips, etc.) or in case of illness, through your physician or university nurse within one day of your return to class. If a student misses more than 2 non-excused classes they will lose 10 POINTS FOR EVERY NON-EXCUSED ABSENCE FOLLOWING

Assignments: Assignment deadlines are determined by the faculty supervisor.

Students will be required to follow their faculty supervisor's assignment(s) for any practicum and/or internship. Students will be required to complete and turn in any assignments assigned individually by the faculty supervisor. If individual assignment(s) are not determined the faculty supervisor may default to the student doing the following:

Default Paper: Each student if and when told by their faculty supervisor will do the following for their assignment. Each student will write a 1 page minimum reflection paper on their experience at a practicum and/or internship.

Grading Scale

ESAT 275/276/475/476: Practicum and Internship

95-100% A	80-82% B-	68-69% D+
90-94% A-	78-79% C+	63-67% D
88-89% B+	73-77% C	60-62% D-
83-87% B	70-72% C-	<60% F

***Percentages will be rounded to the nearest whole number for the course grade.**

Course Evaluation

Manchester University depends on feedback from all students to improve the educational experience. Students' professional, constructive feedback to faculty will help us make adjustments to teaching styles and course content to better suit student needs. Student confidentiality to course faculty will be assured. Evaluations for the course will be available prior to the end of the course. Students will be notified via e-mail when course evaluations become available and the deadline for completion.

Academic Integrity

Academic dishonesty in any form is a serious offense. Academic dishonesty includes, but is not limited to, cheating on exams or quizzes; submitting another's work as your own, in whole or in part; failing to correctly cite any sources used; and falsifying documentation. All written and oral assignments must be your original work and may not be submitted concurrently with another class without specific written permission of both instructors. Academic dishonesty will not be tolerated, and may result in failure on the assignment or in the course. It is your responsibility to know what constitutes academic dishonesty; ignorance of the policy is not a valid excuse. Please see *The Source Handbook* for specific university policy. If you are not sure what constitutes plagiarism, please address these questions before the assignment is due.

Student Disability and Reasonable Accommodation Policy

Manchester University, in compliance with federal guidelines, is committed to assuring students with disabilities equal access to programs and activities however, it is the student's responsibility to self-disclose the disability. Students who feel they may need an accommodation based on the impact of a disability should contact Mia Miller, the Disability Services Coordinator, to establish eligibility and to coordinate reasonable accommodations. Students whose accommodation requests are approved will be provided with confidential letters to deliver to their professors. Each letter verifies the disability and documents the need for auxiliary aids and services and/or academic adjustments/accommodations. Students are encouraged to meet with each professor early in the semester to discuss academic implications as they relate to each specific course and to request appropriate accommodation. The Disability Services office is in the Success Center (second floor of the Jo Young Switzer Center) and can be reached by phone at 260-982-5888 or 260-982-5499 to schedule an appointment.

Medical Emergency/Evacuation Assistance Statement

Students should speak to the instructor immediately if (1) they may require medical attention during class, or (2) they have a disability, chronic condition, or a temporary injury that may limit or affect their ability to evacuate the classroom/building in an emergency. The student and the instructor should discuss the student's specific needs and the types of precautions that should be made in advance of such an event. In the event of a fire or other situation requiring emergency evacuation, students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff will assist with evacuation management efforts until such time as the Campus Safety and/or Police and Fire Departments arrive on the scene to assist in student evacuation from the building. Elevators are not to be used for evacuation by any persons.

Students who need special arrangements in the event of an evacuation should also register with Mia Miller in the Success Center as early as possible in the semester to help facilitate the provision of needed emergency assistance.

Sexual Misconduct Reporting Requirement

Manchester University is committed to fostering a safe community where the infinite worth of all individuals is respected. Title IX and institutional policy prohibit discrimination on the basis of sex and gender identity. Consequently, sexual misconduct—including harassment, domestic and dating violence, sexual assault, and stalking—is also prohibited at Manchester. Faculty, staff and administrators encourage anyone experiencing sexual misconduct, dating/domestic violence, or stalking to talk to someone about what happened, so they can get the support they need and Manchester University can respond appropriately.

Individuals who wish to file a report of sexual misconduct should contact the Title IX Coordinator (260-982-5721) or/and Manchester University Campus Safety (260-982-5999) or/and go online to submit a [Report it](#) form.

On campus confidential resources:

MU Counseling Services (260-982-5888)

MU Health Services (260-982-5306)

MU Campus Pastor (260-982-5243)

North Manchester Campus Victim Advocate (260-563-4407)

CARE Initiative (260-982-5027)

Off-campus resources:

Hands of Hope (Service to North Manchester Campus-24/7 Hotline 260-563-4407)

ESAT 275/276/475/476: Practicum and Internship

Fort Wayne Sexual Violence Treatment Center (Service to both Fort Wayne & North Manchester Campuses-24/7 Hotline 260-423-2222)

YWCA of Northeast Indiana (Domestic Violence & Sexual Violence: 260-447-7233)

To make a police report, contact the North Manchester Police Department (260-982-8555) or Fort Wayne Police Department (260-472-1222).

For questions about institutional policies and procedures regarding sexual misconduct, please contact the Title IX Coordinator. Learn more about Title IX and survivor support at the following websites:

<https://www.manchester.edu/about-manchester/university-priorities/title-ix> &
<https://www.manchester.edu/student-life/care-initiative/care-initiative-home>.

Manchester University strives to uphold privacy and confidentiality as much as possible and only shares information received with those who have a need to know in order to respond. Individuals who desire anonymity in discussing and seeking assistance about sexual misconduct should contact and/or be referred to a **confidential employee**.

Spartan Success: Student Success and Intervention Coordination System

This course participates in Spartan Success Early-Alert, which is designed to support students' academic success, persistence and graduation. When a concern arises that the Instructor believes may impede or disrupt a student's academic success, the instructor will raise an alert flag that notifies the student about the concern and/or refer the student to key individuals within the student's success network. If a student receives an email notification of an early alert, it is that student's responsibility to contact the instructor as soon as possible to discuss the issue. The purpose of the contact should be to determine the severity of the issue and develop an action plan to be successful in the course. The Spartan Success program is coordinated through Success Advising. For more information or questions, contact spartansuccesssupport@manchester.edu or the Success Advisors directly by phone at 260-982-5250. Issues not addressed here or in other official course documents will be resolved at the discretion of the course coordinator.