

## PROCEDURES TO CREATE PRACTICUM/INTERNSHIP COURSE

### Department of Exercise Science & Athletic Training

### Manchester University

1. To enroll in either ESAT 275/276/475/476, 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* card, and submit card to Registrar. 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 faculty 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.

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. The student will write **personal objectives** for what he/she wants to learn for the practical experience. The student will list at minimum 4 personal objectives that are measureable in nature. The student uses this typed document to discuss with the **Site Supervisor** if the facility/experience is appropriate. Objectives can be modified following the meeting with the Site Supervisor to more accurately reflect the actual experience. If experience is acceptable to student and Site Supervisor, student secures signature of Site Supervisor on the Contract. (NOTE: If site is a school, it is good to get the principal's signature too.) The student also signs the Contract indicating agreement with the requirements.

5. 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.

6. 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.
7. 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.
8. 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
  - c. Site Supervisor Evaluation
9. The Faculty Supervisor will evaluate the student's materials using the *Practicum/Internship Grade Sheet*.
10. 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
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 Due Received Faculty Supervisor's Signature
a. Personal Objectives
b. Time Log with Verification Signature
c. Discipline Specific Assignment(s)
e. 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



**Department of Exercise Science & Athletic Training  
PRACTICUM / INTERNSHIP SYLLABUS**

**OFFICE:** Physical Education and Recreation Center (214C)

**OFFICE HOURS:** 3:00-4:00pm MWF (or by appointment)

**PHONE:** Office (260) 982-5381

**NOTE: You must complete your Practicum or Internship Contract with your Faculty Supervisor before you can get the Department Chair's signature on your "Permission to Enroll" card and enroll in the course.**

<b>Purpose</b>	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.
<b>Hours Requirement</b>	1 Credit = 42 hours, 2 Credits = 84 hours, 3 hours = 126 hours, 4 hours = 168 hours

<b>Practicum Description</b>	<b>Course Title Options PRACTICUM IN:</b>
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.	ESS 275 Human Performance Education
	ESS 276 Health, Fitness, Wellness

<b>Internship Description</b>	<b>Course Title Options INTERNSHIP IN:</b>
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.	ESS 475 Human Performance Education
	ESS 476 Health, Fitness, Wellness

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

<b>A</b>	95-100%	<b>B-</b>	80-82%	<b>D+</b>	67-69%
<b>A-</b>	90-94%	<b>C+</b>	77-79%	<b>D</b>	63-66%
<b>B+</b>	87-89%	<b>C</b>	73-76%	<b>D-</b>	60-62%
<b>B</b>	83-86%	<b>C-</b>	70-72%	<b>F</b>	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.  | <b>Personality:</b> ability to make favorable impression, friendly, courteous.     | 5 | 4 | 3 | 2 | 1 | NA |
| 2.  | <b>Attitude:</b> cooperative, receptive to criticism, ability to work with others. | 5 | 4 | 3 | 2 | 1 | NA |
| 3.  | <b>Maturity:</b> emotional conduct, adult behavior.                                | 5 | 4 | 3 | 2 | 1 | NA |
| 4.  | <b>Originality:</b> creative ability, imagination.                                 | 5 | 4 | 3 | 2 | 1 | NA |
| 5.  | <b>Initiative:</b> ability to solve problems on their own.                         | 5 | 4 | 3 | 2 | 1 | NA |
| 6.  | <b>Enthusiasm:</b> excitement in motivating others.                                | 5 | 4 | 3 | 2 | 1 | NA |
| 7.  | <b>Dependability:</b> attendance, prompt, reliable.                                | 5 | 4 | 3 | 2 | 1 | NA |
| 8.  | <b>Preparation:</b> prepares in advance to meet situation.                         | 5 | 4 | 3 | 2 | 1 | NA |
| 9.  | <b>Flexible:</b> ability to adapt to group or individual needs.                    | 5 | 4 | 3 | 2 | 1 | NA |
| 10. | <b>Effort:</b> Did the student make an effort to get the most of the experience?   | 5 | 4 | 3 | 2 | 1 | NA |
| 11. | <b>Knowledgeable:</b> informed in specific areas taught.                           | 5 | 4 | 3 | 2 | 1 | NA |
| 12. | <b>Physical impression:</b> personal appearance, eye contact.                      | 5 | 4 | 3 | 2 | 1 | NA |
| 13. | <b>Organized:</b> manages time well.   | 5 | 4 | 3 | 2 | 1 | NA |
| 14. | <b>Resourceful:</b> 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 SEAL IN AN ENVELOPE AND RETURN WITH THE STUDENT**



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

Student Name: \_\_\_\_\_

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

<b>A</b>	95-100%	<b>B-</b>	80-82%	<b>D+</b>	67-69%
<b>A-</b>	90-94%	<b>C+</b>	77-79%	<b>D</b>	63-66%
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<b>B</b>	83-86%	<b>C-</b>	70-72%	<b>F</b>	59% & Below