

**University of Southern Indiana**  
**Exercise Science and Kinesiology Programs**



**Practicum Handbook**

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## **INTRODUCTION**

The program's mission is to prepare undergraduate students for diverse employment opportunities in the allied health industry. The program's faculty strives to create an active learning environment that encourages students to be engaged, intuitive, respected fitness professionals. The program's teaching philosophy incorporates theory, practice, and technology with an emphasis on participation in professional development activities. These experiences will distinguish our students from more traditionally educated job seekers and improve their opportunities for leadership roles. Students will graduate with the understanding of the importance of demonstrating an active lifestyle.

The practicum is one of the required experiential learning experiences designed to allow students to gain actual experiences in the field under the direct supervision of a fitness, wellness, hospital, and/or rehab professional. This experience is essential to the student's preparation and education for entry into the career field or graduate programs. The practicum offers the majors the opportunity to take important steps toward future success. The practicum experience provides numerous benefits:

- Interns can develop new skills and apply classroom learning in a real world environment.
- Allow students to gain valuable experience while being evaluated as a source of future employment.
- Interns have the opportunity to network with industry professionals which can be a deciding factor in securing employment.
- Offers businesses an opportunity to recruit future employees who have proven themselves as interns.
- Can be an impressive listing on a student's resume and can be a deciding factor in securing employment.

## **COURSE DESCRIPTION**

The prerequisite for this course is successful completion of EXSC 283 and Sophomore, Junior or Senior Standing.

The practicum exposes students to a practical learning environment through which they apply classroom theory to reality. The practicum usually occurs on a part-time basis, during the student's sophomore, junior or senior year, and focuses on specific objectives.

Students are allowed to take other coursework with the practicum, and therefore the sites should be within a reasonable driving distance of the university. The practicum integrates coursework with planned and supervised experience for a minimum of 150-300 hours depending on the students' academic requirements.

- KIN 393-3 credit hours= 150 hours
- KIN 493 – 3-credit hours = 150 hours; 4-credit hours = 200 hours; 5-credit hours= 250 hours; 6-credit hours = 300 hours
- EXSC 496 – 3-credit hours = 150 hours; 4-credit hours = 200 hours; 5-credit hours = 250 hours; 6-credit hours = 300 hours
- EXSC 497– 3-credit hours = 150 hours; 4-credit hours = 200 hours; 5-credit hours = 250 hours; 6-credit hours = 300 hours

The practicum experience is expected to enhance the student's academic experiences through a variety of assignments that document the practicum experience and provide opportunities for reflection via required bi-weekly timesheets, midterm reflection, midterm and final student and employer evaluations, and a final presentation and evaluation paper.

### **PRACTICUM PROCESS**

The process for participation in the practicum is as follows:

1. **Meet with Advisor** - Students meet with faculty advisor to determine eligibility, discuss areas of interest and the timing of the practicum.
2. **Obtain an approved practicum opportunity** - Each student is required to obtain a practicum at an approved exercise science or kinesiology-related site. Students can obtain a listing of previous sites where practicums and internships have been completed on the Kinesiology and Sport Website: <https://www.usi.edu/science/kinesiology-and-sport/practicum-in-exercise-science-and-kinesiology/>. A listing of possible sites is also kept in the department office area with the administrative assistant. Students can also work with the Faculty Practicum Coordinator to determine acceptable agencies or institutions with which the practicum may be established.

Students should research practicum opportunities **at least 3-6 months** prior to the beginning of their practicum. Procrastination by the student could result in failure to secure a practicum at a preferred site during the desired semester.

3. **Orientation** - Students must attend a **mandatory orientation meeting** prior to beginning their practicum. The orientation will be scheduled following pre-registration during the fall and spring semesters before the practicum begins so the application process is not delayed.
4. **Submit Paperwork** - Once the practicum paperwork (completed application, work agreement, and learning goals) is completed by the supervisor of the practicum experience, students should submit the documents via Blackboard to the Faculty Practicum Coordinator **PRIOR** to beginning the experience. The paperwork must be submitted by the end of the first week of each semester session.
5. **Submit Assignments** - Students will be required to submit bi-weekly timesheets, student and employer midterm/final evaluations, student midterm reflection paper, and the final presentation and final evaluation paper. An outline of due dates are provided on the course site located on Blackboard. Assignments are described in greater detail within this handbook.
6. **Maintain Communication** - The Faculty Practicum Coordinator and student will maintain communication throughout the practicum.

## **ROLES AND RESPONSIBILITIES**

### **Students**

Students are expected to:

1. Develop learning goals in consultation with their site supervisor.
2. Complete all paperwork (application, work agreement, learning goals) and register prior to beginning the practicum
3. Perform all assignments (bi-weekly timesheets, midterm reflection, midterm and final student and employer evaluations, and a final presentation and evaluation paper) as required by the Faculty Practicum Coordinator.
4. Maintain communication with the Faculty Practicum Coordinator. The student shall schedule periodic conferences with the Faculty Practicum Coordinator as necessary.
5. Notify site supervisor in the event of absence. A practicum is the equivalent of being a regular employee of the organization. A student must be on-site whenever scheduled. Extended periods of illness, etc. may necessitate dropping the practicum for the semester.
6. Perform all assigned tasks to the satisfaction of the site supervisor.
7. Notify Faculty Practicum Coordinator of any problems or schedule issues.
8. Honor the ethical standards and professional codes and practices of the Exercise Science or Kinesiology Field. While working at the practicum site, the student is considered a representative of **both** the organization and USI. The student should leave a positive impression for a potential job opportunity.
9. Notify Faculty Practicum Coordinator if the student feels that early termination of the practicum is desired or needed. Circumstances may arise which would cause a student to terminate their practicum prior to the scheduled end date. If, for any reason, a student feels that early termination of the practicum may be desired or needed, the student **MUST** meet with the Faculty Practicum Coordinator and discuss the situation, desires, and needs. Under no circumstance should a student prematurely terminate the practicum without first notifying the Faculty Practicum Coordinator.

**Employer - Site Supervisor**

Employers are expected to:

1. Provide varied learning experiences and activities; the practicum is an opportunity for students to learn.
2. To work with the student in developing a work agreement, learning goals, and a work schedule.
3. Provide continual evaluative information to the student regarding their work and will submit a minimum of two written evaluations to the University (mid-term and final evaluations).
4. Notify the Faculty Practicum Coordinator if early termination of the practicum is desired or needed. Circumstances may arise which would cause an employer to terminate the practicum prior to the scheduled end date. Employers should contact the Faculty Practicum Coordinator if such termination is desired.

**Faculty Practicum Coordinator**

The Faculty Practicum Coordinator is expected to:

1. Have final approval of site selection for the practicum.
2. Evaluate the student, via an onsite visit when applicable.
3. Assign the student a final grade for the course based on the students work and field supervisor's input. The practicum utilizes a satisfactory/unsatisfactory (S/U) grading scale.
4. Be available to offer assistance, encouragement, support, and professional direction to the student during this experience.
5. Be available for any questions or concerns that the supervisor may have about an individual student's performance or the practicum program as a whole.

## **PRACTICUM ELIGIBILITY**

Students can enroll in a practicum for credit providing the following requirements are met:

1. Students have completed EXSC 283 and be of Sophomore, Junior or Senior standing.
2. Complete the practicum experience at an agreed upon facility approved by the Faculty Practicum Coordinator. The work experience has to be directly related to the field of study.
3. The work experience should **NOT** be supervised by a family member or close friend.
4. The student agrees to meet standards of work and performance that are expected by the University, Department, and Employer.
5. Students must register **prior** to beginning their practicum. Credit will not be awarded for work completed before the student is official registered.

## **CRITERIA FOR EVALUATION**

In order to receive a passing grade, students must submit **ALL OF THE ASSIGNMENTS** and accumulate at least an 80% on the final poster presentation. **Incomplete (I) grades will only be given at the discretion of the Faculty Practicum Coordinator.**

<u>Assignments</u>	<u>Points</u>
Application	10
Practicum Work Agreement	10
Learning Goals Worksheet	10
Timesheets	150
Midterm Reflection Paper	25
Employer Evaluations & Student Self-Evaluations (4)	100 (4 x25)
Final Poster Presentation	100
Final Evaluation Paper	35
Final Survey	10
Practicum Site Visit	25
<b>Approximate Total Points</b>	<b>475</b>

### **Grading Scale**

Students completing **ALL** of the required assignments listed above will receive grades based on the following scale:

**S = 339.5 – 475 points (70.0 %)**

**U = 0 – 339 points**



## **COURSE REQUIREMENTS**

### **Application, Work Agreement, Learning Goals Worksheet**

Students must submit a Practicum Application, Practicum Work Agreement, and Learning Goals Worksheet **PRIOR** to beginning a practicum. The Practicum Application and Practicum Work Agreement needs to be filled out in its entirety. **All Of These Forms Are Located In A Qualtrics Survey**

The Practicum Application includes information on the student and employer where the practicum will be completed.

The Practicum Work Agreement includes information on roles and responsibilities of the student and employer and approval signatures.

The Learning Goals Worksheet allows the students to develop goals they wish to achieve as a result of participating in the practicum experience.

**Qualtrics Survey Link:** Application, Agreement, Goals  
[https://usisurvey.az1.qualtrics.com/jfe/form/SV\\_3VRe42Az8hSPQB7](https://usisurvey.az1.qualtrics.com/jfe/form/SV_3VRe42Az8hSPQB7)

### **Timesheets**

The student is required to commit to a minimum of 150 hours in an exercise science or kinesiology related practicum. The practicum hours are tracked through the submission of bi-weekly timesheets via Qualtrics.

**Qualtrics Survey Link:** Time sheet  
[https://usisurvey.az1.qualtrics.com/jfe/form/SV\\_51FerCBdhphNfeJ](https://usisurvey.az1.qualtrics.com/jfe/form/SV_51FerCBdhphNfeJ)

### **Midterm Reflection**

Students must submit a two-page (at least) midterm reflection concerning their practicum experience. The report will be submitted via Blackboard by the specified date. Entries should be both objective (who, what, when, and where) and subjective (how and why). Students should record events, issues, topics discussed, concerns, outcomes, decisions, etc. Students should make note of the environment in which an activity or interaction occurred, and how people behaved and responded. Students should analyze and suggest alternative ways of handling interaction. Some guidance to completing the reflection is to answer the following questions:

- a. What have you accomplished?
- b. Have you learned anything new and if so, what?
- c. What goals have you accomplished that you set for yourself at the beginning of the practicum?

- d. Was there anything unusual that has taken place?
- e. How can you relate any of your experiences to the courses you have taken?
- f. What else would you like to share about my experience up to this point?

### **Final Evaluation Paper**

Students must submit a Final Evaluation paper of the practicum site and experience at the end of the semester. Students must use the Final Evaluation Paper guidelines that are included in this handbook. The information to be included in the Final Evaluation Paper will include the agency description, accomplishment of learning goals, professional experience, special projects assigned, analysis of the practicum experience, and recommendations relative to the university, agency, and agency supervisor. The Final Evaluation Paper is utilized, in part, to evaluate the site for future participation in the USI practicum program.

### **Midterm/Final Employer Evaluations and Student Self-Evaluations**

Students are required to complete Midterm and Final Employer Evaluations and Student Self-Evaluations during the practicum (4 total evaluation forms). It is the student's responsibility to notify the Site Supervisors when each evaluation is due. **All Evaluations Are Done Through Qualtrics**

#### **Qualtrics Survey Link For Self-Evaluation:**

[https://usisurvey.az1.qualtrics.com/jfe/form/SV\\_9uY5KIUv0OWkzpr](https://usisurvey.az1.qualtrics.com/jfe/form/SV_9uY5KIUv0OWkzpr)

#### **Qualtrics Survey Link For Employer Evaluation:**

[https://usisurvey.az1.qualtrics.com/jfe/form/SV\\_eD2R15w8Gfvcl4h](https://usisurvey.az1.qualtrics.com/jfe/form/SV_eD2R15w8Gfvcl4h)

### **Final Presentation**

Students will present via VoiceThread about their practicum on a specified date listed on the course Blackboard site. **All** students are required to develop a presentation detailing the important aspects of their practicum experience, as outlined in this handbook. A PowerPoint template can be found on the course Blackboard site. The information to be included in the presentation will be the practicum site location information, description of practicum experience, CPC content areas, the impact of the experiences, and the evaluation. Students must use the poster outline located in this handbook and posted on Blackboard to develop the poster.

**Disability Accommodations**

For on-campus courses If you have a disability for which you may require academic accommodations for this class, please register with Disability Resources (DR) as soon as possible. Students who have an accommodation letter from DR are encouraged to meet privately with course faculty to discuss the provisions of those accommodations as early in the semester as possible. To qualify for accommodation assistance, students must first register to use the disability resources in DR, Science Center Rm. 2206, 812-464-1961, [USI Disability Resources](#). To help ensure that accommodations will be available when needed, students are encouraged to meet with course faculty at least 7 days prior to the actual need for the accommodation. However, if you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting.

**Title IX – Sexual Misconduct**

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, you may seek help by contacting USI’s Title IX Coordinator, Carrie Lynn, at 812-464-1703 or at [cnlynn@usi.edu](mailto:cnlynn@usi.edu). It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center by calling 812-464-1867. Find more information about sexual violence, including campus and community resources, at [Title XI Informational Website](#).

**Civility Statement**

The University of Southern Indiana embraces and celebrates the many differences that exist among the members of a dynamic, intellectual, and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Any form of discrimination or harassment, including sexual harassment and sexual misconduct, will not be tolerated. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others, and should be aware that the University is prepared to take prompt action to prevent and correct such inappropriate behavior and to remedy its effects.

**Inclement Weather**

The University has a weather alert system (RAVE). Students can sign up at [USI Emergency Website](#) to receive accurate and timely text information

about weather related decisions - whether the university is open or closed for business. In the case of inclement weather, students need to exercise sound judgment about driving to class and make a decision based on their safety first.

### **Technical Support**

Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. If you have any issues with Blackboard, Zoom, Panopto, VoiceThread, or any other technology, please contact the Help Desk at 812-465-1080 or send an email to [it@usi.edu](mailto:it@usi.edu). To learn more about the USI helpdesk, please visit [USI IT Help Desk](#)

### **Academic Policies**

The University of Southern Indiana is an engaged learning community advancing education and knowledge, enhancing civic and cultural awareness, and fostering partnerships through comprehensive outreach programs. The campus is dedicated to a culture of civility among students, faculty, and staff. Academic integrity is vital to the campus mission and culture. The academic integrity statement serves as an educational tool, defining academic integrity, violations of academic integrity, outlining sanctions for violations and administration of academic integrity policy.

### **Academic Integrity**

Students have the right and responsibility to pursue their educational goals with academic integrity, which is the hallmark of truth and honesty in an engaged university community. Please view the [Academic Integrity Policies and Procedures](#).

### **Violations of Academic Integrity**

For more information violations of academic integrity and the formal appeals process go to the following link:

[USI Dean of Student Office](#)

### **Academic Continuity**

In the event of an announced campus closure or emergency, it may be necessary for the university to suspend normal operations. During this time, the university may opt to continue instruction through online or alternative modes of delivery. Each student is responsible for monitoring the USI homepage at [www.usi.edu](http://www.usi.edu) and USI email for important general information and instructions regarding classes.

**COVID-19 Safety:** The University of Southern Indiana is committed to providing a safe, on-campus learning environment for students and employees. It the responsibility of each person at USI to reduce the risk for COVID-19 transmission and contribute to the overall safety of the campus community.

As a student and a member of the USI community, you are required to:

1. Self-monitor for COVID-19 symptoms and report to a medical professional if you experience a fever of 100 °F or higher, a dry cough, difficulty

breathing, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, or loss of taste or smell;

2. Use hand sanitizer when entering and leaving the classroom;
3. Clean your classroom desk area before and after class and clean any materials and equipment you used as directed by your instructor;
4. Wear a face covering in the classroom and in university buildings. Please work with the Disability Resources office if an accommodation is needed regarding the wearing of face coverings;
5. Maintain physical distancing of 6 feet or more whenever possible. This includes sitting in the spaces marked in the classroom. You should not loiter in the hallways outside of classrooms between classes;
6. Eating and drinking in the classroom will not be permitted.
7. Stay home if you feel ill or if you have been exposed to someone who is ill or has tested positive for COVID-19. Please email your instructor to make arrangements to complete missed class work in these situations.
8. Inform the university through the self-reporting form if you test positive or are presumed positive for COVID-19. You will be contacted by a trained university employee regarding your next steps. **Self-Reporting Form:** [https://usisurvey.az1.qualtrics.com/jfe/form/SV\\_3OWdtKviDvFhU4B](https://usisurvey.az1.qualtrics.com/jfe/form/SV_3OWdtKviDvFhU4B)

If a student or instructor tests positive for COVID-19, the university safety committee will work with the college dean, Dean of Students and/or Human Resources, and the Provost Office to determine the next steps for classroom instruction and other safety measures.

Students and employees who repeatedly disregard these safety guidelines are subject to disciplinary action and will be reported to the Dean of Students Office (students) or to an employee's supervisor.

### **Class Withdrawal & Incomplete Policy**

It is the student's responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the USI Academic Calendar for specific dates. For more information, please visit Registrar's Office Schedule Changes. Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an "F" grade.

### **Privacy Policies & Accessibility Statements**

For detailed information about the privacy policies and accessibility statements of the course technologies, please visit [For detailed information about the privacy policies and accessibility statements of the course technologies, please visit USI Online Learning Support Services.](#)

## **MIDTERM REFLECTION OUTLINE**

You must submit at least two pages (typed) concerning your practicum experience this semester thus far. Utilize the following questions in developing your report:

- a. What have you accomplished?
- b. Have you learned anything new and if so, what?
- c. What goals have you accomplished that you set for yourself at the beginning of the practicum?
- d. Was there anything unusual that has taken place?
- e. How can you relate any of your experiences to the courses you have taken?
- f. What else would you like to share about your experience up to this point?

## **Guidelines for Completion of Final Evaluation Paper**

The student should include the following for submission of the Final Evaluation Paper:

1. **Agency Description** – Philosophy, goals and objectives of overall system and units involved, organizational structure, programs and services, and areas and facilities (attach a copy of the organizational chart showing lines of authority, policy and procedures manual, etc.)
2. **Learning Goals** - accomplishments of those learning goals
3. **Professional Experience** – Nature and scope of practicum experience to include the following areas:
  - Program Areas: Rehab, hospital, strength & conditioning, fitness, wellness, recreational, and/or many other facilities.
4. **Special Projects Assigned** – Nature and scope of any special projects assigned by agency supervisor.
5. **Self-Analysis of Practicum Experience** – Personal and professional growth, development of competencies, recognition of strengths and weakness, suggestions for self-improvement, surfacing of future career interests.
6. **Recommendations Relative to University, Agency, and Agency Supervisor** – Recommendations and suggestions to the University for improving the practicum experience. Recommendations and suggestions to the agency for improving the practicum experience. Recommendations and suggestions to the agency supervisor for improving the practicum experience.

**Final Personal Evaluation Paper Rubric**

<b>Criteria</b>	<b>Points</b>	<b>Total Points</b>
Writing Clarity and Grammar	5	
Agency Description	5	
Learning Goals	5	
Professional Experiences Program Areas	5	
Special Projects Assigned	5	
Self-Analysis of Practicum Experience	5	
Recommendations Relative to University, Agency, and Agency Supervisor	5	
	<b>Total Score</b>	

## **Final Presentation**

The presentation can be designed using PowerPoint, and a template can be found on the course Blackboard site. The presentation should contain the following information (questions listed serve as a guideline for the presentation):

### **I. Practicum Site Location Information**

- Include Site Supervisor's full name, title, company name, mailing address, phone number. Picture of supervisor may be included as well.

### **II. Summary**

- A brief description of your internship experience (can be in bullet/note or prose form).

### **III. Development of Common Professional Component (CPC) Content Areas**

- Provide and describe special projects assigned by agency supervisor or examples that include but not limited to the following areas:
  - Exercise Physiology
  - Pathophysiology
  - Health Appraisal, Fitness and Clinical Exercise Testing
  - ECG and Diagnostic Techniques
  - Patient Management and Medications
  - Exercise Prescription and Programming
  - Nutrition
  - Human Behavior and Counseling
  - Facility Management

**Note:** please indicate if these CPC Content Areas were not covered during your practicum.

### **IV. Impact**

- What did you learn about yourself?
- In what areas did you experience the most personal growth?
- In what areas did you experience the most professional growth?
- What insights have you gained about your field?
- What skills did you obtain from this experience?
- How has the practicum influenced your career goals? Please Explain.

### **V. Evaluation**

- Did the experience meet your personal expectations?
- How would you assess your performance during the practicum?
- Would you recommend this site to future students?



## Final Presentation Grading Rubric

ITEM	COMMENTS	Excellent	Above Average	Average	Below Average	Unacceptable	POSSIBLE POINTS
OVERALL ORGANIZATION (appearance, readability, poster's ability to convey content, using space wisely)		10	9	8-7	4-6	0-3	10
SUMMARY SECTION (Required information is present: site supervisor, company, contact info, etc.)		13-15	12	11	10	0-9	15
PRESENTATION (Effective communication; reasonable length (5-10 mins); presents material in a dynamic and appealing way)		10	9	8-7	4-6	0-3	10
PRESENCE OF CPC CONTENT AREAS (Information is present regarding content areas:		23-25	20-22	17.5-19	15-17	0-14	25
IMPACT SECTION (Required questions are answered)		18-20	15-17	12-14	10-11	0-9	20
EVALUATION OF EXPERIENCE (Overall experience is summarized effectively)		18-20	15-17	12-14	10-11	0-9	20
TOTAL SCORE		90-100	80-89	70-79	60-69	0-59	100