

**WESTERN STATE COLLEGE
DEPARTMENT OF OUTDOOR LEADERSHIP, RESORT MANAGEMENT, &
EXERCISE AND SPORT SCIENCE**

**MANUAL FOR
ESS 405: PRACTICUM**

**REVISED:
FALL 2008**

TABLE OF CONTENTS:

PHILOSOPHY.....	PAGE 2
GENERAL PRACTICUM IDEAS.....	PAGE 2
PRE-PRACTICUM CHECKLIST.....	PAGE 3
IN-PROGRESS & POST PRACTICUM CHECKLIST.....	PAGE 5
PRACTICUM GRADING AND LEGAL LIABILITY AGREEMENT.....	PAGE 6
PRACTICUM LEARNING CONTRACT.....	PAGE 7
GUIDELINES FOR STUDENT JOURNALS.....	PAGE 8
STUDENT EVALUATION OF KNOWLEDGE & SKILLS.....	PAGE 9
SITE SUPERVISOR'S EVALUATION.....	PAGE 11
COLLEGE-SITE AGREEMENT.....	PAGE 13

WESTERN STATE COLLEGE
ESS 405: PRACTICUM IN EXERCISE AND SPORT SCIENCE

PHILOSOPHY

This practicum is the beginning experiential application of course work knowledge with different populations both on campus and in the Gunnison community. It serves as pre-internship experience that will provide insight to the student and faculty about strengths, weaknesses, interests, and risk level. Students are expected to learn from professionals about the preparation, presentation, and evaluation of programs, which are integral parts of exercise and sport science.

The practicum may not be at the same site as an internship and only one practicum per term may be considered. A second practicum may be done outside the Gunnison Community or in the summer.

NOTE: MOST PRACTICUMS ARE DESIGNED TO BE TAKEN BY JUNIORS AND SENIORS AND IT IS IMPORTANT TO PLAN CLASSES TO BE ABLE TO DO THE PRACTICUMS DESIRED.

GENERAL PRACTICUM IDEAS

Some practicums require prerequisites (which may require a minimum GPA), which the advisor can discuss with the student. The practicum should be planned in advance with permission from the primary site supervisor. Specifically, prior to meeting with your advisor, you need to have a concrete idea as to the responsibilities on the part of both the supervisor and supervisee during this practicum.

Some sites that have been used successfully are listed below. New sites are possible if discussed early with an advisor and if the site meets qualifications for use.

On Campus - Escalante Fitness Center, Personal Training, Athletic Director, Sports Information Director, Keating Dining Hall, Residence Life, Health Center

Community- Gunnison County Public Health, Health Care Center, Incomplete Quadriplegic, Six Points Sheltered Workshop, Colorado Fitness, some doctor's offices, Gunnison Recreation, Crested Butte Ski Academy, Skyland Country Club, Adaptive Sports Center, Dos Rios Golf Course, Gunnison Valley Hospice, Colorado Extension Office, Gunnison Community Schools – School Nurse, Gunnison Valley Hockey Association

Out of Gunnison - Fitness Clubs, American Heart Association

PRE-PRACTICUM CHECKLIST

Student Name: _____ Faculty Supervisor: _____

Advisor: _____ Site: _____

Site Supervisor: _____ Term/year: _____

Each student will: (*PRIOR TO ANY PRACTICUM*)

Date /Initial

-
- 1) **Read and understand this manual**.....____ / ____
Asking questions at the meeting or of advisor.

 - 2) **Complete required strengths/weaknesses and career goals**.....____ / ____
Written/advisor discussion in Fall or Spring term following initial admit to major accepted.

 - 3) **Talk with advisor about practicum options**.....____ / ____
All require admission to major; specific options require other prerequisites.
Only one practicum should be taken per term.

 - 4) **Realize you are a representative of WSC and Exercise and Sport Science**.....____ / ____

 - 5) **Understand that successful completion of and progress in the practicum is essential for acceptance into an internship experience**.....____ / ____

 - 6) **Realize the experience is graded as satisfactory/unsatisfactory**.....____ / ____
A grade of satisfactory means the student has met the basic level of competency determined by:
 - ✓ Satisfactory completion of the learning contract
 - ✓ Site supervisor’s evaluation
 - ✓ Hours
 - ✓ Journals (complete, on time, well written)
 - ✓ Completed self evaluation
 - ✓ Thank you letter

 - 7) **Communicate with advisor**.....____ / ____
Learn of changes or updates to the practicum forms/requirements as each student will be held to current guidelines, and meaning at the time of the practicum.

 - 8) **Understand a faculty supervisor may add requirements**.....____ / ____

9) **Meet with advisor/faculty supervisor who will FIRST contact site supervisor.....**____/____

This must be done prior to the Thanksgiving week of FALL term for a SPRING practicum or the week after SPRING term for a SUMMER or FALL practicum.

10) **Meet with site supervisor and negotiate tentative contract.....**____/____
Learn to communicate with a professional and determining how much time tasks will take. At this time the employer agreement form must also be discussed.

11) **Meet with faculty supervisor to review contents of contract.....**____/____

12) **Complete and sign learning contract, employer agreement form with site supervisor, and student agreement form.....**____/____

13) **Return three copies to faculty supervisor to sign.....**____/____
✓ One for the faculty supervisor
✓ One for the site supervisor
✓ One for the student – to be kept in your portfolio

14) **Register for the course.....**____/____

This must be done by midterm week of Fall term for a Spring practicum or midterm week of the Spring term for a Summer OR Fall practicum.

IN-PROGRESS & POST PRACTICUM CHECKLIST

TURN IN WITH EACH FINAL SITE EVALUATION

Student Name: _____ Faculty Supervisor: _____

Advisor: _____ Site: _____

Site Supervisor: _____ Term/year: _____

DURING EXPERIENCE - SHOW DATE COMPLETED FOR EACH

- 1) Complete student biweekly journal....._____/_____
Submitted every other week to the faculty supervisor (who will communicate with the student about the experience). These entries serve as the narrative response from the experience. Use of good writing techniques is imperative. These must be handed in on time and complete and answer questions asked later in this manual. It is NOT just what the student does but includes interactions, etc.
- 2) Verify hours worked on weekly basis, signed by site supervisor....._____/_____
This may be included in the journal entries as long as the site supervisor signs the same entry. Students may choose other methods of maintaining verifiable hours after discussion with the faculty supervisor. Hours writing in the journal or traveling are NOT part of the required hours.
- 3) Complete the student self-evaluation form with evidence of reflective thought._____/_____
- 4) Have site supervisor complete and discuss evaluation form....._____/_____
(pass competency, show progress)* and send form to faculty supervisor

ALL ASPECTS OF THIS PHASE WILL BE USED TO DETERMINE COMPETENCY. IF THE SITE SUPERVISOR DOES NOT FEEL THE STUDENT MET BASIC COMPETENCIES, THE PRACTICUM WILL BE CONSIDERED UNSATISFACTORY. WEAKNESSES FROM A PRACTICUM WILL BE NOTED ON FINAL EVALUATION FORM GIVEN TO STUDENT BY FACULTY SUPERVISOR. THESE MUST BE IMPROVED IN THE NEXT PRACTICUM FOR A SUBSEQUENT SATISFACTORY GRADE TO BE GIVEN FOR FUTURE EXPERIENCES.

AFTER EXPERIENCE

- 1) Student sends a well written thank you letter to site supervisor....._____/_____
- 2) Faculty supervisor assign final grade....._____/_____
- 3) Understand areas needing improvement....._____/_____
Improvement must be demonstrated in the future practicum or internship

**PRACTICUM GRADING AND LEGAL LIABILITY AGREEMENT BETWEEN
STUDENT AND FACULTY SUPERVISOR/ESS PROGRAM**

I understand the importance of following all the rules and regulations associated with this practicum experience. As a representative of the department, my behavior will directly influence the reputation of the department as well as myself and affect future students. Evaluations from these practicums will be an important part of my portfolio that will be evaluated before internship opportunities.

I accept the following as my responsibilities during this practicum experience:

- 1) Reliability, honesty, being on-time, working to the best of my abilities, being curious as well as motivated, taking initiative where appropriate and following directions/leadership when expected.
- 2) Successfully completing my assignments regardless of time and effort needed.
- 3) Once begun, completion of the practicum is expected. Emergency situations and unforeseen circumstances will be handled on an individual basis.
- 4) Fulfilling my commitments at the site at a level which demonstrates competency at an educated volunteer level.
- 5) Consulting with the site supervisor and helping write my learning contract, which will serve as my Course syllabus. This document will state what I am to accomplish and how I will work with the site supervisor to learn and progress.
- 6) Making an appointment with the faculty supervisor when needed. It is my responsibility to work out problems in a mature and professional way. This includes communicating any changes in email, phone, or address during the practicum experience.
- 7) Understanding that if no journal is received/ or explanation for problem, by the third week of the experience, the student will be withdrawn with a WF. Each student must understand it is his/her responsibility to communicate problems, unseen events, etc.
- 8) Being realistic about my abilities when stating my qualifications.
- 9) I release, indemnify, and hold harmless Western State College or any of its officers or employees for any harm or injuries which I may incur during my practicum.

Understanding of statement #9 will be assumed after the student signs the legal concern and risk factors of the practicum/internship form with advisor upon admit to major and attends mandatory practicum meeting.

Student/ date

Local address, phone, and email address (for the term of the practicum)

Faculty supervisor/ date

PRACTICUM LEARNING CONTRACT
EXERCISE AND SPORT SCIENCE PROGRAM, WESTERN STATE COLLEGE

Student Name: _____ SSN: _____

Term/year: _____ Practicum Site: _____

Site Supervisor: _____ Starting Date: _____

Description of practicum student's responsibilities:

Provide a complete list of responsibilities, describing in detail how the site supervisor will assist student in these responsibilities. This can be done below or on the back of this contract.

Site Supervisor's Name/Title: _____

Sup. Address: _____ Phone: _____

Faculty Supervisor: _____ Phone: _____

Copy to: site supervisor

GUIDELINES FOR STUDENT JOURNALS

You are required to submit a biweekly journal of your practicum experience. Every other week throughout your practicum, you must submit your journal entries to the supervising faculty member. The journal entries should be typed. It can be emailed, faxed, or delivered in hard copy. Journals are evaluated on content as well as good writing ability. This journal can be in the form of narrative paragraphs or a daily calendar, for every day you spend at your practicum site or working on your practicum project, you must describe:

- ✓ What you have done - including a description of both new and continuing work.
- ✓ The time spent on work associated with the practicum.
- ✓ What you learned in the process.
- ✓ How you felt you interacted with professionals and patrons; how they seemed to interact with you. This means both verbal and nonverbal communication.
- ✓ At the beginning or end of your journal put the total hours for the two week period as well as a running total for the entire term.

Your final journal entry should be a reflection on the experience as a whole. Use the following as a guide to help you write this reflection. Write a narrative, not a question and answer format. Organize your information without repetition. Not all of the suggestions may pertain to the practicum.

- 1) List the target groups and programming needs you identified for your practicum.
- 2) Describe your most rewarding experience during this practicum.
- 3) Describe your most difficult or frustrating experience.
- 4) What do you see as your major strengths during this practicum experience?
- 5) What do you see as your major weaknesses during this practicum experience?
- 6) If you could start this practicum all over again, what would you do differently? Why?
- 7) Comment on your ability to work with and communicate positive lifestyle changes to the target group for your program. Provide specific examples to support your comments.
- 8) Do you feel like you have made progress toward preparation for an internship during the course of this practicum? Give specific examples to support your answer.
- 9) Do you feel you have reached the goals established at the beginning of your practicum? Explain why or why not.
- 10) What can be done to improve the quality of this experience?
- 11) What aspects of the program created stress for the professionals/patrons? What might be done to reduce stress levels?
- 12) How accessible was the program to the community or target population?

STUDENT EVALUATION OF KNOWLEDGE AND SKILLS USED DURING PRACTICUM

Student Name: _____ Faculty Supervisor: _____

Practicum Site: _____ Term/Year: _____

PART 1

Please circle **YES** or **NO** to indicate if you used the followings skills during this practicum. **If you answered YES, briefly describe how you applied that skill during this practicum in the blank on the right.** How/where was skill used/applied if answered yes; no means not used.

Public Speaking..... YES NO

Interpersonal Communication..... YES NO
(Talking with Clients/Professionals one-on-one; listening to & understanding what is said.)

Writing..... YES NO

Reasoning..... YES NO

Problem solving..... YES NO

Mathematics..... YES NO

Practical Application of Knowledge..... YES NO

Information Literacy..... YES NO
(Finding information through a variety of sources & available resources)

Computer Skills..... YES NO

Leadership..... YES NO

Cultural Awareness..... YES NO

Leadership Skills..... YES NO

PART 2

Please circle YES or NO to indicate whether you used information from the following courses during this practicum. If you have not taken a course listed, please circle NT. **If you circle YES, briefly describe how you applied knowledge** from the course during this practicum in the space on the right.

ESS 181 Introduction.....	YES	NO	NT
ESS 185 Lifetime Wellness.....	YES	NO	NT
ESS 276 Emergency Response/First Aid/CPR.....	YES	NO	NT
ESS 280 Biomechanics.....	YES	NO	NT
ESS 282 Introduction to Sport Management.....	YES	NO	NT
ESS 298 Topics in Fitness Instruction.....	YES	NO	NT
BIOL 300 Basic Nutrition.....	YES	NO	NT
ESS 330 Exercise Physiology.....	YES	NO	NT
ESS 331 Exercise Physiology Lab.....	YES	NO	NT
ESS 385 Program Design.....	YES	NO	NT
ESS 410 Assessment and Exercise Prescription.....	YES	NO	NT
ESS 450 Risk Management.....	YES	NO	NT
Other practicums.....	YES	NO	NT
Other courses.....	YES	NO	NT

SITE SUPERVISOR'S EVALUATION OF STUDENT

Student name: _____ Practicum Site: _____

Site Supervisor: _____ Phone: _____

1) For each of the following skills/characteristics, please circle yes or no to indicate in your opinion if the student demonstrates an adequate level of each of the following characteristics, skills, or traits so that you would readily agree to work with this student again. This level should be compared to other students of similar background/experience.

Practical application of knowledge..... YES NO

Ability to verbally relate to clients or participants, colleagues, and peers..... YES NO

Tactful/ uses good judgment..... YES NO

Self-confidence..... YES NO

Professionalism..... YES NO

Motivation..... YES NO

Dependability..... YES NO

Enthusiasm..... YES NO

Maturity..... YES NO

Creativity..... YES NO

Achieving goals from contract..... YES NO

Overall ability to communicate..... YES NO

Overall social/interpersonal skills..... YES NO

Overall work skills..... YES NO

Overall academic skills..... YES NO

2) How did this student's experience contribute to your site?

3) Do you have any further comments, observations, or suggestions that the Kinesiology faculty should know for the academic or career counseling of this student? Does the student have any particular strengths or weaknesses?

4) Did this student make progress in task performance, interpersonal skills or communication skills during the course of this practicum? **(circle one) YES NO**

5) Overall, in your opinion, based on task performance, academic ability, and Interpersonal skills, do you feel this student possesses the skills necessary to enter an internship? **(circle one) YES NO**

6) Would you be willing to work with this student again? (This is the bottom line in competency) **(circle one) YES NO**

Site supervisor's printed name

Site supervisor's signature

Date

**HEALTH PROMOTION AND WELLNESS PRACTICUM
COLLEGE-SITE AGREEMENT**

This practicum program is a coordinated combination of specialized in-the-school instruction provided by Western State College ("College") and on-the-job training provided by _____ ("Site") in cooperation with the College.

The College and the Site agree as follows:

- 1) The College must approve a student's application for a practicum with the Site.
- 2) The Site may accept or reject any College student applying for a practicum provided, however, that no student applicant shall be rejected in violation of paragraph 3 of this Agreement.
- 3) The Site shall comply with all federal and state laws prohibiting discrimination against practicum students based on race, national origin, sex, disability, age, religion, and Vietnam-era veteran status.
- 4) The Site shall appoint a site supervisor ("Site Supervisor") with overall responsibility for supervising the practicum student, coordination, and communication with the College concerning the student and practicum program. The College shall appoint a Practicum coordinator ("Faculty Supervisor") with responsibility for coordination and communication with the Site concerning the practicum experience. Before the practicum period begins, the Site Supervisor, Faculty Supervisor, and Student shall agree to a "Learning Contract" specifying the educational and experiential goals of the practicum, the student's position and duties, and obligation to comply with all applicable Site and College rules, regulations, procedures, directives, guidelines, instructions, and expectations.
- 5) The Site shall furnish the student with all necessary and prudent orientation, training, and safety instruction, and shall supervise the performance of his or her duties and services.
- 6) The Site shall use its best efforts to assist the student to achieve the goals of the Learning Contract.
- 7) The Site shall sign off on hours biweekly and evaluate the student at the end of the experience using approved College form. The final evaluation shall be discussed with the student, and returned to the College Faculty Supervisor as soon as possible at the end of the practicum.
- 8) The Site shall promptly notify the College Faculty Supervisor of any questions,

concerns, or problems related to the student or the practicum program.

- 9) The Site shall use the student in accordance with the Learning Contract and shall notify the College Faculty Supervisor in advance of any material change in the duties or reassignment, dismissal or termination of the student.
- 10) The Site expressly understands and agrees that the College has no financial obligation to pay wages, a salary, stipends, withholding or other taxes, premiums, costs, expenses or other remuneration or benefits to or on behalf of the Student.
- 11) The Site expressly agrees to hold harmless, release, and indemnify the Trustees of the State Colleges in Colorado, the College, and their officers, employees, and agents, against any and all claims, damages, liability and court awards, including costs, expenses, and attorney fees incurred as a result of any act or omission of the Student, the Site, and Site's officers, employees, and agents arising, directly or indirectly, under the terms of this Agreement and the Learning Contract, or otherwise related to Student's performance of duties or services for the Site.

Employer Printed Name/Signature /Date

This person must have the legal authority to sign this agreement

Practicum Site Supervisor Printed Name/Signature/Date (if other than the Employer)

College Faculty Supervisor Printed Name/Signature/Date

Please return this Agreement to the College Faculty Supervisor.

Executed copies will be sent to the Site.