

# **Field Experience Handbook**

## **GSW Exercise Science**

This guide has been prepared to assist students in understanding the expectations of the internship and practicum, as well as the preparation that needs to go in to planning for these experiences. These field experiences are great opportunities for developing your career goals, gaining experience, and starting to build your network of professional connections. Please speak with your advisor about any questions, and don't wait to do so until entering your junior year!

### **Requirements:**

Exercise Science students are required to participate in both the practicum and internship field experiences. Ideally, the practicum would be completed early in the junior year. While not required to be so, the internship is typically done in the final term before graduation.

Both practicum and internship require 180 hours of field experience per 4-hour section/course-credit.

As of the fall 2022 catalog term (students entering Exercise Science program fall 2022 or later), the internship is variable-credit; students may complete 4, 8, or 12 credit hours of internship. Students should discuss with their advisor whether they should take the full internship or reduced. If a student elects not to complete the full 12 credits, the additional 4 or 8 credit hours will be taken in any-level advisor-approved electives. These electives are expected to be career-furthering selections, not miscellaneous courses! A typical scenario for reduced internship would be a student preparing for PT school (or other graduate admissions); PT schools do not require all the internship hours, however they do have multiple pre-requisite courses that do not otherwise fit into the bachelor's curriculum. Therefore, such a student might take only 4-credits of internship, and use their 8-hours of elective credit to take a needed chemistry or physics sequence.

Your GSW instructor will not give you a schedule for your practicum/internship times; scheduling is left to the student and on-site supervisor, so it is up to you to make sure you can work out a schedule to meet the 180, 360, or 540-hour requirements.

### **Locations**

There are few restrictions on field experience sites. The location must be related to the field, and it must be willing to accept the student as an intern. The facility is not required to be in Americus or even in Georgia. Please see below for deadlines; deadlines vary depending on whether or not GSW has existing contracts with the facility.

Students are not permitted to accrue internship or practicum hours at a location at which they already work. This is not to say that you may not get paid during the internship; paid internships are permitted. However, the experience must be novel; you can start a paid internship, but you cannot start counting something you already get paid for as internship.

### **Preparing for the Field Experiences**

It is the student's responsibility to ensure that the proper planning is in place for practicum and internship experiences. While the academic advisor can help guide the process, you must take the initiative to get your field hours organized in advance.

The prerequisite requirements are:

Practicum:

- Successful completion (grade "C" or higher) of BIOL 2030 and 2040
- JR/SR status
- Approval of instructor and academic advisor

Internship:

- Successful completion ("C" or higher) of XSCI 3260
- 15 hours of in-major classes completed at the 3000+ level in-residence at GSW
- Approval of instructor and academic advisor

Paperwork for the internship or practicum must be completed prior to the semester in which the field experience will actually be done. Deadlines for the Clinical Initiation paperwork are:

Semester	With contract in place	No contract in place
Fall	June 1 <sup>st</sup>	April 15 <sup>th</sup>
Spring	October 1 <sup>st</sup>	August 15 <sup>th</sup>
Summer	March 1 <sup>st</sup>	January 15 <sup>th</sup>

## Practicum/Internship Checklist

### 1. Approval of Site

- Meet with your faculty adviser for approval of your site choice. It is strongly suggested that you start this process *at least* 5-6 months prior to the time you intend to start your practicum or internship.

### 2. Clinical Initiation

- Bring in your signed Clinical Initiation Form to the Clinical Coordinator. See Mrs. Andrea Pinckard in College of Nursing and Health Sciences, Room 229.

### 3. Submit Requirements

- The Clinical Coordinator will determine the credentialing requirements (eg. drug test, CPR certification, immunizations, etc.) of the chosen agency and notify the student of requirements and if application to ACEMAPP is needed:
  - o If ACEMAPP is required student will submit requirements via ACEMAPP prior to deadline
  - o If ACEMAPP is not required student will submit requirements to CSM prior to deadline
- All students, regardless of chosen facility, must maintain liability insurance during their field experience. The semester prior to the internship/practicum, students should access the insurance site at [www.HPSO.com](http://www.HPSO.com), then click on "get a quote", then click on "Student or Recent Graduates", then click on "student" on the "start your quote" page. Students need to be prepared to pay with a debit or credit card that has their name on the card and insurance proof is available within 24 hours. If the student is not prepared to pay in this manner, they must download the paper copy and submit as instructed which may take up to two weeks to process.
- All clearancing through the Clinical Coordinator **must be complete** before the student begins accruing hours at their facility. Students will typically not be registered for the practicum/internship courses until their clearance requirements have been met.

# SUPERVISED FIELD WORK EVALUATION GSW EXERCISE SCIENCE

Name of Student \_\_\_\_\_

Name of Rater \_\_\_\_\_

Position or Title \_\_\_\_\_

Agency \_\_\_\_\_

**Academic Letter Grade System:**

A = excellent; Student consistently exceeds the requirements of the position.

B = very good; Student frequently exceeds the requirements of the position.

C = average; Student consistently fulfills the requirements of the position.

D = below average; Student frequently fails to meet the requirements of the position.

F = inferior; Student consistently fails to meet the requirements of the position

Period covered by rating:     \_\_\_ Mid-term

                                  \_\_\_ Final

I recommend the grade of \_\_\_ for this student over the above period.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator signature

\_\_\_\_\_  
Date

Please rate the student on the following traits based on your observations during the evaluation period.

NA = No mark, Inferior=1, Below Average=2, Average=3, Very Good=4, Excellent=5

**Professional Performance**

- a. Establishes work goals 1 2 3 4 5
- b. Success in achieving goals 1 2 3 4 5
- c. Plans work to be accomplished 1 2 3 4 5
- d. Displays ability to organize people and resources 1 2 3 4 5
- e. Completes assignments on or before due date 1 2 3 4 5
- f. Has skills commensurate with academic degree 1 2 3 4 5
- g. Is critical of own performance and quality of work 1 2 3 4 5
- h. Displays capacity for motivating others 1 2 3 4 5
- i. Conducts self well before others 1 2 3 4 5
- j. Demonstrates ability to communicate ideas 1 2 3 4 5

**Professional Knowledge**

- k. Displays ability to integrate conceptual knowledge and activity skills 1 2 3 4 5
- l. Displays understanding of program principles and methods 1 2 3 4 5
- m. Displays ability to apply knowledge in a practical way 1 2 3 4 5
- n. Displays ability to think independently 1 2 3 4 5
- o. Possesses a wide variety of interests 1 2 3 4 5
- p. Displays expanding scope of interests 1 2 3 4 5

**Professional Personality**

- q. Is enthusiastic 1 2 3 4 5
- r. Is cheerful and friendly 1 2 3 4 5
- s. Exhibits pleasant, tasteful personal appearance 1 2 3 4 5
- t. Is courteous and tactful 1 2 3 4 5
- u. Displays quality voice and speech 1 2 3 4 5
- v. Displays sense of humor 1 2 3 4 5
- w. Displays mature judgement 1 2 3 4 5
- x. Is consistent but fair in personal relationships 1 2 3 4 5
- y. Is persistent but flexible 1 2 3 4 5
- z. Displays concern for others 1 2 3 4 5

**Professional Attitude**

- aa. Displays initiative and imagination 1 2 3 4 5
- bb. Displays zeal for the professional 1 2 3 4 5
- cc. Accepts assignments willingly 1 2 3 4 5
- dd. Upholds departmental policies 1 2 3 4 5
- ee. Accepts suggestions, directions, critical evaluation 1 2 3 4 5
- ff. Offers opinions and suggestions at staff meetings 1 2 3 4 5

Evaluator initials \_\_\_\_\_