

FIELD EXPERIENCE MANUAL



ES/HLTH 370

Field Experience in Exercise Science/Health Science
(4.0 hours credit)

SUMMER 2010

TABLE OF CONTENTS

Introduction	3
Eligibility Requirements	3
Responsibilities of the Cooperating Agency	4
Responsibilities of the Student	5
Responsibilities of the University Supervisor(s).....	6
Grading Scale.....	6
Submitting Written Assignments	7
Content of Written Assignments	9
Log Assignments	9
Site Information/Modified Objectives	9
Final Project	10
Appendices	12
Appendix A	13
Example Layout of a Summary Log	14
Cover Page Example for Site Information/Final Project	15
Appendix B	16
Field Experience Checklist	17
Appendix C	18
Application for Field Experience	19
Major GPA Calculation: Exercise Science	20
Major GPA Calculation: Health Science	21
Appendix D	22
Agency Acceptance/Rejection Form	23
Appendix E	24
Writing Measurable Learning Objectives for Field Experience.....	25
Final Internship Information Form	28
Appendix F	29
University Insurance Coverage Letter	30
Appendix G	31
Student Evaluation Form	32
Appendix H	33
Agency's Final Field Experience Evaluation Report	34

INTRODUCTION

This course allows Exercise Science and Health Science majors to experience hands-on training in an organizational setting, under the supervision of highly qualified professionals in their chosen field of study. Students usually complete the internship during the summer between their junior and senior year. With the exception of students following the Physical Education/ Health/Coaching Pattern, all Exercise Science and Health Science majors are required to complete the Field Experience as an undergraduate, at an off-campus agency/organization within their specific pattern area. (Physical Education/Health/Coaching students will complete a more intense teaching internship as part of their graduate degree requirements after they have been accepted into the MAE program.)

The field experience requires a minimum of 200 clock hours of experience (For example, 10 weeks @ 20 hours/week or 5 weeks @ 40 hours/week) and a series of prerequisite courses, which vary with each experience. The student must follow the procedures in the application process before enrolling. Sixty (60) hours is the minimum number of hours a student may work at any ONE site.

ELIGIBILITY REQUIREMENTS

In order to be eligible for the field experience, the following must occur:

- Attend two mandatory meetings (one in the fall, one in the spring, prior to summer enrollment)
- Junior or Senior status (minimum 60 hours completed)
- Consent of Advisor and Department Chair
- Health Science majors: HLTH 366 is a prerequisite for Field Experience
- Major GPA 2.5 or above
- Cumulative GPA 2.0 or above
- Declare pattern at least one semester prior to enrollment, and successfully complete any courses that fulfill pattern course prerequisites

Note for Health Science Students:

Health Science students who are completing HLTH 370 must comply with these guidelines. Health Science students who need to complete HLTH 460 because they are on the Fall 2008 catalog must also attend one of the two meetings listed above. (HLTH 460 is a 320 hour Field Experience in a Health Education setting.) Students who plan to complete HLTH 250, Public Health Practicum, a 40 hour Field Experience in a clinical setting are not required to attend the meeting. However, Dr. Donahue will be at both meetings to help Health Science majors understand the requirements and options if you are unsure which one applies to you.

Enrollment prerequisites; placement procedures; student, supervisor, and agency responsibilities; student and agency evaluation reports are listed in this Field Experience Manual for your perusal.

This manual and accompanying resources are located on the HES website at <http://hes.truman.edu/fieldexp.asp>.

All forms and assignments required in the field experience should be returned to:

ES/HLTH 370 Field Experience (660) 785-4456
Truman State University (660) 785-7492 Fax
Health and Exercise Sciences
Pershing Building 334
100 E. Normal
Kirksville, MO 63501
HES370@truman.edu

RESPONSIBILITIES OF THE COOPERATING AGENCY

1. To the University:

a. Criteria of supervisor:

- 1) Worked a minimum of one year in the present position
- 2) Certified under national, state, or professional association regulations or standards where appropriate

b. Criteria of programs:

- 1) Maintain a comprehensive and balanced program to provide broad, multiple exposures
- 2) Show evidence of long-range and short-term goals in administrative and program services

2. To the University and Student:

- a. Provide a supervisor with time committed expressly for the purpose of supervising the student
- b. Provide a program to meet the learning objectives of the student
- c. Conduct a formal evaluation with the student at least one time during the field experience
- d. Supervise and assist students with field experience projects and written assignments
- e. Recognize that services, mileage reimbursement, and/or compensation to the student are acceptable (international students should check with the Truman State University International Student Affairs Director regarding their visa status and work eligibility in the US)

3. Complete the following forms:

- a. Agency Acceptance/Rejection Form
- b. Final Field Experience Evaluation Report

RESPONSIBILITIES OF THE STUDENT

1. The student agrees:

- a. To accept and adhere to the rules and regulations governing the agency or institution
- b. To accept the agency's philosophy, methods, leadership, and program
- c. To become an integral and participating member of the agency staff
- d. To prepare for the periodic agency supervisor-student conference
- e. To notify the agency supervisor well in advance in cases of anticipated absences from work
- f. To consult with the agency supervisor when confronted with problems that cannot be satisfactorily solved by oneself
- g. To plan thoroughly and well in advance for all assignments
- h. To do the best job possible to carry out all assignments
- i. To conduct oneself professionally and personably at all times in contacts with staff and clientele
- j. To evaluate each meeting or activity that is planned and/or conducted by the student
- k. To evaluate skills in establishing positive interpersonal relationships and in achieving personal fulfillment and growth

2. The student is responsible for:

- a. Attending **two mandatory** field experience meetings with the university supervisor(s), one in the fall semester and one in the spring semester prior to summer enrollment. Two meeting options will be established for each semester to accommodate the scheduling needs of students. If the student's schedule cannot accommodate either option, the student must contact the HES Department Office to make an appointment with the HES Department Chair PRIOR to the meeting dates to discuss material to be missed. If this alternative is selected, the student will be **docked 5%** when the final ES/HLTH 370 grade is determined. A maximum of 10% could be deducted if a student makes arrangements to meet with the HES Department Chair in lieu of attending the fall *and* spring meetings. Any student who is enrolled in a study abroad program during the fall or spring semester still must arrange to meet with the Department Chair, however will not be docked percentage points. Failure to attend either the fall or spring meeting without prior arrangements will result in **ineligibility to enroll** for the class.
- b. Arranging conference time with agency supervisor and university supervisor for a site visit, if applicable.
- c. Contacting the university supervisor when concerns or problems are not solved on the site
- d. Meeting all assignment deadlines
- e. International students should check with the International Student Affairs Director regarding their visa status and work eligibility in the United States.

RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR(S)

1. The university supervisor(s) will:

- a. Insure that the student has met all requirements before participating in field experience
- b. Make all official arrangements with cooperating agencies and give final approval of the agency for field experience participation
- c. Arrange time, date, and location for field experience meetings
- d. Visits by a university supervisor will occur based on the location of the cooperating agencies. Whether a visit occurs will not have any bearing on the grade of the student. The university supervisor also has the option to communicate by conference telephone calls or e-mail.
- e. Evaluate student's field experience--**Grading:**

Log Assignments:	Timeliness	Completeness	Total
Log 0-40 hours	3%	5%	8%
Log 40-80 hours	3%	5%	8%
Log 80-120 hours	3%	5%	8%
Log 120-160 hours	3%	5%	8%
Log 160-200 hours	3%	5%	8%
 Site Information/Modified Objectives			
Site Information	2%	8%	10%
Modified Objectives	2%	8%	10%
 Case Study/Final Project			
Final Project	5%	15%	20%
 Agency Evaluation			 20%

FINAL GRADING SCALE:

90%+ A	60-69.9% D
80-89.9% B	59.9% or below F
70-79.9% C	

**Please Note: Students who are dismissed from their agency at the supervisor's request will automatically have their final grade reduced by 15%. The students' new and old agency evaluations will be averaged.

2. The university supervisor is responsible for:

- a. Making all final decisions regarding placement of field experience students
- b. Maintaining communication with the agency concerning their involvement in our field experience program
- c. Making on-site visitations during the field experience as deemed appropriate
- d. When possible, providing an opportunity for representatives of the agencies or institutions to meet with each other and with university representatives at Truman State University

SUBMITTING WRITTEN ASSIGNMENTS

Three written assignments must be completed as part of the field experience course:

1. Summary Logs for each 40 hours of work: Due within 5 days of last date covered[^]
2. Site Information and Modified Objectives: Due within 10 days of *start date on file*[†]
3. Case Study, Medical Brief, or Comprehensive Project: Due within 14 days of *end date on file*^{^†*}

[^]All assignments for **graduating seniors** (or other students who wish to have a grade determined by the end of the summer semester**) are due by **Friday, July 23, 2010** or the above deadlines, **whichever comes first**.

[†]**Date on file** reflects the date submitted on the **Final Internship Information** form. It is each **student's responsibility** to notify the HES Office immediately if start or end dates change. The HES Office will **not** accept "end date" changes that push the end date **later than** the official date on file for that student, even if that means the assignment is received late according to the data on record.

(For example, a student indicates an "end date" of July 15 on the Final Internship Information form, and enrolls for the class. The student contacts the HES Office on July 18 to notify us that his/her end date has changed to July 20. The due date for the final project is still July 29, because the student did not notify us until after the "end date on file" that it had changed. If the student submits the final project after July 29, the assignment will be considered late, and 5% will be deducted for lack of timeliness.)

Students who will continue working at an agency after completing 200 hours need to make sure the "end date" on file is the date in which the 200th hour is reached.

*The final deadline that any assignment will be accepted is **Tuesday, September 7, 2010 at 12:00 noon**, regardless of end date. Assignments received after this deadline will receive **zero credit**.

Students who wish to have an official grade determined by the end of the eight-week summer semester (June 7- July 30) must have all written assignments submitted by July 23, 2010; and must ensure that the **agency has submitted the **final evaluation report** no later than **Wednesday, July 28, 2009**. Otherwise, a grade of "IC" (Incomplete) will be given, and will not be changed to an official grade until the final project is submitted and graded and the agency evaluation is received.

TIMELINESS represents **24%** of the final Field Experience grade. All written assignments must be typed and submitted by one of the following methods:

1. **BLACKBOARD: (Preferred Method)** Log onto TruView (<http://truview.truman.edu>); Click on the **Blackboard** tab and click "Login". If you have used Blackboard before, enter your username and password. If you have never used Blackboard, sign in with your Truman username and social security number. Click Login. Click on **SUM10: ES/HLTH 370 Field Experience** under "My Courses". To submit an assignment, please do the following:
 - a. Save your assignment to your computer or disk as either Microsoft Word (.doc) or rich text file (.rtf) format. No other formats can be accepted or retrieved. The file name must indicate *your first and last name and assignment description*
Save word document as one of the following respective examples
 - "Jane Doe 0-40 hour log.doc"
 - "Jane Doe case study.doc" or
 - "Jane Doe site info.doc"
 - b. Click "**Assignments**" on the left side of the page-**find appropriate assignment for submission**
 - c. DO NOT use "Digital Drop Box"

- d. Click “Attach local file”
 - e. Browse for your file using the “Browse” button
 - f. Check your Title is the exact name of your file “*Jane Doe 0-40 hour log*”
 - g. Enter any comments if desired
 - h. Click “**Submit**”
 - i. A confirmation screen will appear indicating your assignment has been successfully sent
 - j. Click OK
 - k. The date of submission will be used to determine whether your assignment is on time based on your personal due dates.
2. **E-MAIL:** (use only if for some reason you are unable to use BlackBoard) HES370@truman.edu. The **e-mail subject line** and attached **file name** must indicate *your name and assignment description* (i.e. “*Jane Doe 0 - 40 hour log*” or “*Jane Doe case study*”, etc.) The assignment must be submitted as an attachment in MS Word (preferred) or rich text format only. You will receive a confirmation e-mail back indicating the date that the HES Office received your submission. If these guidelines are not followed, the e-mail will be sent back requesting proper format. The assignment will then be forwarded to field experience instructors for grading and further feedback.
3. **LAND MAIL:** Assignment must be **postmarked** by the date due and mailed to:
- Truman State University
ES/HLTH 370 FIELD EXPERIENCE
Health and Exercise Sciences
Pershing Building 334
100 E. Normal
Kirksville, MO 63501
4. **FAX:** (660) 785-7492 (Please use this method only if you are otherwise unable to use any of the three options above.)

Academic Integrity is a standard set for this course. You will be expected to act in accordance to the rules set forth in the Truman State University Student Handbook. The Truman State University *Student Conduct Code (8.020.01)* defines the term “academic dishonesty” to include, but not be limited to any one of the following acts: cheating, fabrication, facilitating academic dishonesty, and plagiarism. (Plagiarism means presenting the work of others as your own work: copying material from a published text (including an online text) without giving the writer proper credit; allowing others to write or rewrite your assignments; copying the work of other students and passing it off as your own, and so on.) A student found to have not upheld the expectations for academic integrity is subject to failing this course and being reported to the Vice President for Academic Affairs and the University Conduct Officer.

CONTENT OF WRITTEN ASSIGNMENTS

1. **LOG ASSIGNMENTS:** The **first** written assignment is the field experience log that provides a summary of each 40 hours worked. Each log is to be typed, formatted as per example in Appendix A, and submitted **within 5 days of every 40 hours of work completed.** (*For example, if you begin your field experience on June 1, and you complete 40 hours by June 5, your first log is due 5 days later, or no later than June 10. However, if you begin your field experience on June 1, and it takes you until June 12 to complete 40 hours, then your first log is due 5 days later, or no later than June 17;... and so on for each log submitted.*) Cutting and pasting extensively from a previous log(s) is not conducive to receiving a good grade on the log assignment.

On all assignments including the logs-no information that violates confidentiality or privacy is expected.

Each log (5 logs total) must include the following components:

- a. **Your Name, Agency Name, Agency Location (City, State), Range of hours (i.e. 80-120) and specific dates covered by log** to appear on *first page* of each log submission
 - b. Summary of your responsibilities during the period covered (if you write about your involvement with a client, please use only first names or initials, never full names)
 - c. What general and/or specific learning took place during the time period (learning related to career or learning in general)
 - d. Your impression of your assignment (feeling about duties, etc.)
 - e. How the activities related to your career path and your five learning objectives (be specific and **highlight or underline** the appropriate objective to which you are referring). Health Science students must specifically indicate CHES area and competency code when indicating what objective was met.
 - f. On your final log (160-200 hour) you should summarize the progress you made on all of your learning objectives. This provides some closure for you as you reflect over the course of the field experience and helps the faculty member understand what you did or did not accomplish during the entire experience. You do not lose points for failing to accomplish an objective, but you should consider and discuss why it was not met.
2. **SITE INFORMATION AND MODIFIED OBJECTIVES:** The **second** assignment provides information about your site location and your objectives. This assignment is due **within 10 days of the start*** of your field experience. (*For example, if you start your field experience on June 1, this assignment is due on or before June 11. *If your start date changes after you enroll for the course, it is your responsibility to notify the HES Office.*)

If you choose to complete your field experience at multiple sites, a site information assignment must be completed for each site and is due within 10 days of the start at each facility. You must also submit objectives for each site indicating what changes have been made (if appropriate.) *See page 10

This assignment must be typed in **APA style, 6th edition** and include **a title page, table of contents, headings, and page numbers.** (*An example title page is included in Appendix A. For help with APA format, please refer to the APA GUIDE on our HES website at <http://hes.truman.edu/fieldexp.asp>.)* **After reading your site information assignment, your university supervisor should have a clear impression of your field experience site and the program with which you are going to be involved. The five learning objectives will serve as discussion points during your site visit.** Please refer to **Appendix E** for information on writing learning objectives. Health Science majors will also want to refer to the following link: http://hes.truman.edu/assets/pdf/Health_Educator_Competencies_Appendix.pdf for further information on the CHES competencies.

The required components should be organized in descriptive paragraph format as a running essay and include information as follows: *Use in table of contents*

- a. Work environment – provide a description of the following:
 - 1) name of facility, facility location, including description of town or city (not just street address), purpose of facility
 - 2) source of general operating budget –what are the sources of revenue?
 - 3) average number of clients handled per day
 - 4) clientele served (gender, ethnicity, injury type, age, etc, etc.)

- b. Overview of program to include the following:
 - 1) facility size-description of layout-may add a diagram to illustrate
 - 2) equipment
 - 3) number of staff members and qualifications (for example, degrees, certifications, licenses, years of experience) Be sure to include support staff
 - 4) programs of services offered
 - 5) program philosophy/mission statement
 - 6) program objectives (not to be confused with your learning objectives)

- c. List your five original learning objectives and the five final objectives. Based on what was discussed with your agency supervisor, briefly explain why you did or did not make changes to the objectives

All of the above required components need to be addressed in the site information assignment. If any of the requested information is not available, you need to document as to why it is not available and your efforts to find the information.

3. **FINAL PROJECT:** The **third** assignment is to complete one of the following final projects. Submission of the third written assignment must be received **within 14 days of the completion** of your field experience (***or if you are graduating, by Friday, July 23, 2010, whichever comes first.*** (For example, if the last day of your field experience is on July 31, then this assignment is due on or before August 14. However, if you are a graduating senior, the assignment is due by July 23.) This assignment must be typed in **APA style, 6th edition** and include **a title page, table of contents, headings, and page numbers.** (An example title page is included in Appendix A. For help with APA format, please refer to the **APA GUIDE** on our HES website at <http://hes.truman.edu/fieldexp.asp>.) You must select from one of the following three options, **clearly delineating which option you are submitting:**

- a. Option 1 – **Case Study:** Follow one client from admission to termination of intervention. The Case Study must have the following information. Do not use any last names in the written report.
 - 1) Description of the client(s)
 - a) Client(s) goals and objectives
 - b) Pre-assessment (initial data collection and interpretation)
 - c) New objectives based on pre-assessment data
 - d) Client(s) development
 - e) Approaches to help client(s) meet the objectives
 - f) Post assessment results
 - 2) Conclusions and Implications
 - a) The strategies work well and why?
 - b) The strategies did not work well and why?
 - c) Tables and charts to support when appropriate
 - 3) References
 - a) References cited in the Case Study must be documented

b. Option 2 – **Medical Brief:** This assignment is to be used by those who are not in a setting in which they work with a client for an extended period of time.

- 1) Write a brief describing a condition you observed. Be sure to include:
 - a) What was the condition?
 - b) What are the common signs and symptoms associated with the condition?
 - c) What is the recommended treatment (to include medications if appropriate)?
 - d) What precautions or side effects are associated with the treatment protocol?
 - e) What is the general prognosis for the condition?
 - f) What is the complete recovery success rate?

2) Be sure to cite sources used and include a reference page

c. Option 3 – **Comprehensive Project:** Complete a project associated with your field experience area. This project could focus on the development of a comprehensive health care survey, development of a new education program for participants of the program, development of any comprehensive manual to be utilized by the agency after completion of your field experience, etc.

- 1) The work must demonstrate an in-depth investigation into the various aspects necessary to have a successful program or to develop a manual that would have a life longer than the internship time interval.
- 2) Accompanying this project or manual should be a paper that outlines the steps used to create the submitted work, goals of the work, and who/what resources were used, etc.

APPENDICES

APPENDIX A

SAMPLE LAYOUT OF A SUMMARY LOG

COVER PAGE EXAMPLE FOR SITE INFORMATION/FINAL PROJECT

Your Name
Agency Name
Agency Location (City, State)
Summary Log Hours 0-40
Specific Dates Covered By This Log

- **Summary of responsibilities:**
 - Identify and thoroughly describe all responsibilities you performed during the log time
 - Provide examples that illustrate your specific behaviors relative to each responsibility identified
 - Subsequent logs must indicate how new responsibilities differ from previous logs and the interactions with supervisors that led to these changes

- **Impressions:**
 - What did you like about your experiences; what did you not like
 - To what extent do your experiences reflect what you thought they would
 - Provide specific examples of how they reflect and fail to reflect what you expected to experience
 - How have your experiences changed the way you look at this occupation

- **Learning:**
 - What knowledge and/or skills have you learned as a function of your responsibilities specific to this log
 - How does your new information/skills relate to specific courses you have taken to this point
 - What classroom content have you applied
 - Provide very specific examples that illustrate how classroom content has been applied

- **Relation of information to five learning objectives:**
 - Highlight or underline the specific modified objectives met with this log
 - Clearly indicate how the responsibility in which you engaged met the highlighted objective

Details, Details, Details!!!

Running head: SITE INFORMATION

Site Information and Modified Objectives

Your Name

Your Major (Exercise Science or Health Science)

Truman State University

Date Submitted: [Date]

Author Note

Your Name, Exercise Science or Health Science, Truman State University

Please address all correspondence to: Your Name, Your Address, Your Telephone
Number, Your E-mail

APPENDIX B
FIELD EXPERIENCE CHECKLIST

FIELD EXPERIENCE CHECKLIST--Summer 2010

- Attend the **mandatory fall pre-experience meeting**, held in early December. Attendance at this meeting is a **pre-requisite to enrollment**.
- Print out 2 copies of the **Field Experience Manual**, available by download on the Health and Exercise Sciences homepage <http://hes.truman.edu/fieldexp.asp>.
- Meet with **academic advisor** to determine whether prerequisites for ES 370/HLTH 370 have been met.
 1. Discuss expectations and potential objectives to be completed for your pattern area (Health Science majors need to specify the CHES competencies met with each objective. Please refer to Appendix E and http://hes.truman.edu/assets/pdf/Health_Educator_Compencies_Appendix.pdf for further information on the competencies.)
 2. Discuss agency possibilities (A listing of work sites used by former students is available on the web at <http://hes.truman.edu/fieldexp.asp>.)
 3. Complete **Application for Field Experience** and **Major GPA Calculation** forms, and turn them into the Health and Exercise Sciences Office **by March 5, 2010**.
- Contact **agency** (or agencies) and arrange for an appointment to:
 1. Meet with agency supervisor.
 2. Inquire about experience and/or duties provided by the agency.
 3. Inquire as to the prerequisites (if any) required by the agency.
 4. Find out whether the agency will require a criminal background check. Unless otherwise specified by an agency, the criminal background check will be conducted through the Department of Elementary and Secondary Education Department. The form to request the background check is available in the HES Office. You will need to complete the form and bring it into the HES Office with \$5.00 to cover the background check fee.
 5. Determine **5 Objectives** you would like to personally accomplish through this experience. Deliver one copy to agency supervisor.
 6. Complete **Agency Acceptance/Rejection** form, and return the form to the Health and Exercise Sciences Office **by March 31, 2010**.
- Deliver one copy of the **Field Experience Manual** to the agency supervisor.
- Deliver a copy of your Exercise Science or Health Science **degree worksheet or degree audit** for the catalog year you are following, indicating *completed coursework*, to the agency supervisor.
- Complete the **Final Internship Information Form** and obtain your advisor's signature (including 5 Objectives; and Map to worksite if within 200 miles of Kirksville [please also include any unique landmarks to assist in traveling to agency site]. Return materials to the HES Department Office, PB 334.
- Attend the **mandatory spring meeting**. (Check bulletin boards and e-mail for announcement of meeting time and place) Attendance at this meeting is a **pre-requisite to enrollment**.
- After all materials above have been submitted, you will receive an e-mail from the HES Office that gives you permission to enroll in the course.
- Register for ES/HLTH 370 Field Experience during the summer registration period.

Absolute final deadline to submit all materials is Reading Day, May 5, 2010

Prerequisites for Field Experience

- Attend two mandatory meetings (one in the fall, one in the spring, prior to summer enrollment)
- Junior or Senior status (minimum 60 hours completed)
- Consent of Advisor and Program Director
- Health Science majors: HLTH 366 is a prerequisite for Field Experience
- Major GPA 2.5 or above
- Cumulative GPA 2.0 or above
- Declare pattern at least one semester prior to enrollment, and successfully complete any courses that fulfill pattern course prerequisites

APPENDIX C

APPLICATION FOR FIELD EXPERIENCE

MAJOR GPA CALCULATION: EXERCISE SCIENCE

MAJOR GPA CALCULATION: HEALTH SCIENCE

APPLICATION FOR FIELD EXPERIENCE

INSTRUCTIONS: To be completed by the student, with consultation of academic advisor, by **March 5** and returned to HES Department Office, Pershing Building 334.

Name _____ Date _____

Student ID # _____ Semester to Complete Field Experience: _____

Local Address _____

Permanent Address _____

Local Phone# _____ Permanent Phone# _____

Major _____ Expected Date of Graduation _____

Pattern _____ # Hours Completed in Pattern _____

- _____ 1. Attended Fall mandatory meeting.
 - _____ 2. Completed 60 semester hours.
 - _____ 3. Cumulative GPA is _____, as of _____ (Date)
 - _____ 4. Major GPA is _____, as of _____ (Date)
- **Attach a copy of the GPA calculation sheet OR Degree Audit with Major GPA calculation from TruView**
- _____ 5. Consulted with HES academic advisor, who is _____.

I understand during the field experience course that I must meet the full responsibilities of the daily, weekly, and seasonal work schedule of the agency regardless of the hourly schedule. In addition, I agree to inform the field experience coordinator of any changes in my situation as to availability. I further understand that the minimum number of hours I can work at any site is 60. I have not committed a felony or other act that would prohibit my employment with any public agency. I have completed all course requirements; I have the required GPA and will not be taking any course work during my field experience without approval of field experience supervisor and HES Department Chair.

_____ Signature _____ Date _____

FOR HES ACADEMIC ADVISOR TO COMPLETE

Prerequisite	Acceptance	Deficient	If deficient, explain steps for completion, including date prerequisite will be met
Student has met with advisor			
Student has declared pattern			
All prerequisites to pattern courses completed successfully			
Cumulative GPA of 2.00			
Major GPA of 2.50			
Discussion of Potential Learning Objectives			

Advisor's Signature _____ Date _____

MAJOR GRADE POINT AVERAGE FOR EXERCISE SCIENCE

COURSE	CREDIT	Completed Courses:		
		Credit Completed	Grade	Honor Point
BIOL 325 Human Physiology	4.00			
BIOL 365 Human Anatomy	3.00			
BIOL 365 Human Anatomy Lab	1.00			
ES 190 Introduction to Exercise Science	3.00			
ES 247 Data Interpretation in ES & ES 270 Research Methods in ES	2.00 2.00			
OR ES 224 Research & Data Interpretation	4.00			
ES 245 Nutrition in Health, Fitness & Sport	3.00			
ES342 Concepts of Biomechanics	3.00 OR 4.00			
ES 343 Movement Neuroscience	3.00			
ES 345 Intro to Exercise Physiology	3.00			
ES 445 Assessment & Prescription I	4.00			
ES 498 Capstone	2.00			
ES _____ Core Elective	3.00			
ES _____ Core Elective	3.00			

A = 4
B = 3
C = 2
D = 1
F = 0

Totals

=====

Major GPA

To calculate Major GPA, divide **total Honor Points** by **total credits completed**.

Note: If a course has been substituted as a course listed above, it is considered to be part of the major. Pattern courses do not count as part of the major.

MAJOR GRADE POINT AVERAGE FOR HEALTH SCIENCE

COURSE	CREDIT	Completed Courses:		
		Credit Completed	Grade	Honor Point
BIOL 325 Human Physiology	4.00			
BIOL 365 Human Anatomy	3.00			
BIOL 365 Human Anatomy Lab	1.00			
HLTH 255 Intro to Comm & Public Hlth	3.00			
HLTH 290 Princ of Hlth Educ & Hlth Sc	3.00			
HLTH 349 Research Methods in HS	3.00			
HLTH 366 Program Assess & Planning	3.00			
HLTH 370 Field Exper in Health Science	4.00			
HLTH 410 Health Comm Methods	3.00			
HLTH 440 Program Implem & Evaluation	3.00			
HLTH ____ (selective)	3.00			
HLTH ____ (selective)	3.00			
HLTH 450 Prof Issues in Hlth Science	1.00		PASS	

A = 4
 B = 3
 C = 2
 D = 1
 F = 0

Totals:

=====

=====

Major GPA

To calculate Major GPA, divide **total Honor Points** by **total credits completed**.

Note: If a course has been substituted for a course listed above, it is considered to be part of the major.

Pattern courses do not count as part of the major.

APPENDIX D

AGENCY ACCEPTANCE/REJECTION FORM

AGENCY ACCEPTANCE/REJECTION FORM
Due by March 31, 2010

Student's Name: _____

Agency: _____

Agency Address: _____
Street City State Zip

Student's Workplace Address (if different than above):
_____ Street City State Zip

Student's Immediate Supervisor: _____

Supervisor's Title: _____

Work site Telephone #: _____ Supervisor's E-mail: _____

After the student has completed at least 40 clock hours, *and if and when feasible*, the student will be personally visited at the agency by a Truman State University Supervisor. As the **Agency Supervisor**, how would you like the University Supervisor to interact with you regarding the **site visit**? Please choose **one**:

- I would like an opportunity to **visit in person** with the University Supervisor
- I would prefer a **telephone conference call** from the University Supervisor
- I would prefer to communicate with the University Supervisor by **e-mail** only
- I do not desire a contact from the University Supervisor

The field experience student is required to work in the agency a minimum of 200 contact hours to receive four semester hours of credit (these contact hours may also include seminars, meetings, conferences, etc. related to the field).

_____ This agency **will** accept this student in field experience.
General description of the assignment:

What compensation, mileage, or reimbursement of services will the student receive from your agency? (Not required)

*This agency **requires** / **does not require** a criminal background check (Please circle one). Unless otherwise specified by an agency, the criminal background check will be conducted through the Department of Elementary and Secondary Education Department.*

_____ This agency **will not** accept the student in field experience.
State reason:

Authorized Agency Signature

Date

() _____
Telephone

After the interview, return to:
ES/HLTH 370 Field Experience
Health and Exercise Sciences Department
Pershing Building Room 334
Truman State University
Kirksville, Missouri 63501
(660) 785-7492 FAX

<http://hes.truman.edu>

APPENDIX E

WRITING MEASURABLE LEARNING OBJECTIVES
FOR FIELD EXPERIENCE

FINAL INTERNSHIP INFORMATION FORM

Writing Measurable Learning Objectives for Field Experience

The learning objectives you develop for this course should provide direction for you when reflecting upon and evaluating your field experience. Individualize your objectives for your specific field site. Useful, well-written learning objectives are **measurable** and address the following four key elements:

1. Audience (**Who** will learn)
2. Behavior (**What** is the desired learning outcome)
3. Condition (**When** learning will occur or the conditions under which the outcome will be observed)
4. Degree (**How much**, or to what extent, will constitute achievement of the learning outcome)

In other words, your learning objectives must specify “**who will learn how much of what by when.**” For many of you the phrase, “By the end of my field experience, I will,” should sufficiently address **who** and **when**. The challenge is writing measurable objectives that sufficiently address the “what” and “how much.” Using verbs that show action are often more precise and less open to multiple interpretations.

Examples of verbs to use when writing objectives related to knowledge:

identify recognize describe record state write

Examples of verbs to use when writing objectives related to comprehension:

contrast distinguish compare differentiate explain discuss

Examples of verbs to use when writing objectives related to application:

apply operate calculate employ report examine

Examples of verbs to use when writing objectives related to analysis:

analyze distinguish inspect relate conclude examine

Examples of verbs to use when writing objectives related to synthesis:

plan create test develop organize produce

Examples of verbs to use when writing objectives related to evaluation:

measure revise critique assess determine select

Examples of verbs to avoid (these verbs are vague and not measurable) *and will result in a loss of points:*

acknowledge be aware of believe experience learn
appreciate be familiar with enjoy know understand

Note: Health Science students must incorporate the responsibilities and competencies of a Certified Health Education Specialist into at least four of the five required objectives (indicate the specific responsibility and competency to which it relates).

Some examples:

A Health Science student who shadows an internal medicine physician might have an objective such as:

By the end of my field experience, I will have identified relevant health education materials for at least five patients with diabetes from two or more valid sources. (Area VI, Competency C)

A Health Science student who shadows an occupational therapist might have an objective such as:

By the end of my field experience, I will have accessed at least 3 of the following databases: Medline, CINAHL, ERIC, BioMed Central, PUBMED and/or PsychINFO to obtain peer-reviewed information for my final project. (Area VI, Competency A)

A Health Science student who works in health care administration might have an objective such as:

By the end of my field experience, I will have identified at least three new volunteer opportunities within the organization to facilitate efficient use of human resources. (Area V, Competency C)

An Exercise Science student who works in Sport and Recreation Management might have an objective such as:

By the end of my field experience, I will have compared the mission statements of at least two national organizations (for example, YMCA, National Recreation and Park Association, National Intramural Recreational Sports Association).

An Exercise Science student who works with an Exercise Physiologists might have an objective such as:

By the end of my field experience, I will have critiqued at least three certifications in the field of personal training.

An Exercise Science student who works with a Physical Therapist might have an objective such as:

By the end of my field experience, I will have written goals for at least three physical therapy patients.

Sources:

Deeds, S. G., & Hayden, J. (2000). *The health education specialist: A study guide for professional competence*. (4th ed.) Allentown, PA: NCHEC (pp. 31-32).

McKenzie, J. F., & Smeltzer, J. L. (2001). Planning, implementing and evaluation health promotion programs: A primer. (3rd ed.) Boston: Allyn and Bacon (pp. 124-130).

FINAL INTERNSHIP INFORMATION FORM

Summer 2010

Date: _____

Name: _____ Student ID: _____

Summer Address: _____
Street City State Zip

Summer Telephone: _____ Summer E-mail: _____

Local Telephone Prior to Leaving Campus: _____

Local E-mail Prior to Leaving Campus: _____

Agency Name: _____

Agency Department: _____

Agency Address: _____
Street City State Zip

Workplace Address: (where site visit will occur, if different than above)

_____ Street City State Zip

Workplace Telephone: (where you can be directly reached by phone) _____

Immediate Supervisor's Name: (Dr./Mr./Ms.) _____ Credentials: _____

Immediate Supervisor's Title: _____

Immediate Supervisor's Telephone: _____ E-mail: _____

Secondary Supervisor's Name: (Dr./Mr./Ms.) _____ Credentials: _____

Secondary Supervisor's Title: _____

Secondary Supervisor's Telephone: _____ E-mail: _____

***START DATE:** _____ ***END DATE:** _____

Advisor's signature indicates they have reviewed the learning objectives and found them to be consistent with the goals of the Field Experience.

Advisor's Signature Date: _____

*The start and end dates you indicate on this form will directly affect site visit scheduling, as well as your due dates and timeliness grades for the Site Information assignment and the Final Project. **If your "start date" or "end date" changes, you must notify the HES Office immediately.** The HES Office will **not** accept "end date" changes that push the end date **later than** the official date on file for you, even if that means the assignment is perceived late according to the data on record. (See written assignment section of the manual for more information.)

Attach to this form:

____ List of 5 Objectives you would like to personally accomplish through this experience

____ Map (with driving directions) to worksite if within approximately 200 miles of Kirksville (include any unique landmarks to assist in travel to the agency site)

APPENDIX F

UNIVERSITY INSURANCE COVERAGE LETTER



Health and Exercise Sciences Pershing Building 334
(660) 785-4456 100 East Normal
(660) 785-7492 – Fax Kirksville, MO 63501

November 12, 2009

Dear Agency Supervisor,

This letter provides verification of student liability insurance for students completing a field experience in Health Science/Exercise Science during the summer 2010 semester.

Ms. Kim Murphy from the Truman State University Business Office has informed our Health and Exercise Sciences Program that Truman State University has purchased student blanket professional liability insurance to cover students of allied health specialties performing internships at off-campus locations. The current policy with Chicago Insurance Company is for the period of September 28, 2009 to September 29, 2010 and is purchased through Marsh Affinity Group Services, 1776 West Lakes Parkway, Des Moines, IA, 50398, Policy # AHC-1217980. The amount of coverage is \$1,000,000 per occurrence and an aggregate not to exceed \$3,000,000. This policy is renewed annually.

The Truman faculty is covered only while instructing students; and Truman State University is covered as an additional insured.

All Health Science and Exercise Sciences students are required to complete a field experience for a minimum of 200 hours to fulfill ES/HLTH 370, Field Experience in Exercise Science/Health Science (4.0 credit hours.)

Please feel free to notify our office if you have any further questions.

Sincerely,

Christopher D. Lantz
Department Chair and Associate Professor
Health & Exercise Sciences

be

Health and Exercise Sciences Home page: <http://hes.truman.edu>

APPENDIX G

STUDENT EVALUATION FORM

STUDENT EVALUATION OF AGENCY AND FIELD EXPERIENCE

This form is to be filled out by the **STUDENT** at the conclusion of the field experience, and returned to the HES Department Office, Pershing Building 334, 100 E. Normal, Kirksville, MO 63501.

Name _____ Date: _____

Worksite _____

1. In light of your objectives, has this been a good learning experience for you? Have you been able to approach the accomplishment of your objectives? What have been the most significant values of the experience? What have been the most disappointing aspects?

2. How would you rate this work site as a field experience position (Rate from 1 to 5, with 5 being the highest rating)? Why? What recommended changes would you suggest making it a more meaningful position?
(Please be as specific as possible.)

APPENDIX H

AGENCY'S FINAL FIELD EXPERIENCE EVALUATION REPORT

FINAL FIELD EXPERIENCE EVALUATION REPORT

For convenience, this form may be submitted by the agency online at <http://hes.truman.edu/fieldexpeval.asp>.

Student's Name: _____ Dates Under Your Supervision: _____

Supervisor Name: _____ Your Position (Supervisor): _____

Name of Your Agency: _____ Today's Date: _____

Overall Evaluation: Overall, I believe the student's work performance was equivalent to an academic grade of (circle one):

A B C D F

For the following characteristics, please rate the student appropriately, **based on your expectations for an undergraduate student intern**, using the following scale:

5	Excellent (Indicates a grade of "A")	2	Below average (Indicates a grade of "D")
4	Above average (Indicates a grade of "B")	1	Unsatisfactory (Indicates a grade of "F")
3	Average (Indicates a grade of "C")	NA	No basis for judgment

Personal and Professional Characteristics:

1. _____ **Timeliness and Responsibility:** attendance and punctuality, meets deadlines, willingness to assume responsibility, plans activities well in advance of the program, attends required functions/meetings
Comments:
2. _____ **Personal appearance:** neat, clean, appropriately dressed in relation to the job
Comments:
3. _____ **Initiative and Motivational Skills:** enthusiastic, generates or shows interest, shows leadership, looks for additional work
Comments:
4. _____ **Adaptability, Judgment and Problem Anticipation:** can adjust plans and actions according to developing situations; handles emergency situations, makes common sense decisions, anticipates possible problem areas, works effectively for solutions
Comments:
5. _____ **Resourcefulness and Creativity:** uses resources well, originates ideas and approaches, makes creative efforts
Comments:
6. _____ **Evaluation and Self-Improvement:** analyzes weaknesses, searches for more knowledge and experience, inquires about profession
Comments:

Communications and Professional Relations

- 7. _____ **Written Communications:** Conveys ideas clearly, minimal errors, neat, organized
Comments:

- 8. _____ **Oral Communications:** Expresses self well, uses tact, makes points clear to public
Comments:

- 9. _____ **Attitude towards clients or co-workers:** Willing to assist others, cooperative, industrious, works harmoniously with others, considerate, courteous, respectful
Comments:

Knowledge and Skills

- 10. _____ **Task accomplishment:** Tasks completed effectively, pursues difficult tasks to completion *Comments:*

- 11. _____ **Skills:** Displays knowledge of program skills and techniques in developing activities *Comments:*

Student-Prepared Learning Objectives

- 12. _____ **Learning Objectives:** Indicate the degree to which the student accomplished the learning objectives presented and modified by the supervisor and student

Please provide any additional information that you feel will be beneficial to the student as they pursue employment in this area.

Agency Supervisor Signature: _____ Date: _____

Further, (please select one)

- I have shared this evaluation with the student
- I have not shared this evaluation with the student, but hereby give my consent to release the results of this evaluation to the student
- I have not shared the evaluation with the student, and would prefer that it NOT be made available to the student

Please mail completed form to:

ES/HLTH 370 Field Experience
Health and Exercise Sciences
Truman State University
Pershing Building 334
100 E. Normal
Kirksville, MO 63501