



**Syllabus for EXS 490 Internship and EXS 491 Internship
Department Of Kinesiology - Exercise Science Division**

WCU EMERGENCY NUMBER = 610-436-3311

Emergency text message System = <http://www.wucpa.edu/e2campus/>

**Instructor Information: ASSIGNED BY CHAIR each semester
Kinesiology Department's Office Phone: 610-436-2610**

Meets: Meetings between the internship supervisor and intern are held at their discretion. Hours can vary week to week.

Prerequisites: Since it is a capstone course the Internship is done in the final semester of the WCU undergraduate experience. It is expected that all major coursework has been completed.

Purpose of Course: The Exercise Science internship program is a capstone experience that permits students to apply their academic training under the direction of certified fitness/wellness professionals and/or licensed clinical professionals. While classroom input is inherent in educational programs at West Chester University, the application of academic theory gives the student experiences that will add to their personal and professional maturity. The internship is a requirement for all students in the Exercise Science Division of the Kinesiology Department.

The internship or practicum provides the student with the opportunity to ask pertinent questions, make observations, and to participate in agency activities that normally would not be possible for a paid, full-time employee. All internship experiences must be undertaken in an agency that guarantees to provide the student with supervision by an exercise specialist, physical therapist, occupational therapist, chiropractor, or physician's assistant possessing appropriate academic and certification credentials as well as licensure, appropriate to the student's concentration of study.

The internship is important to the student because it:

- Brings the student into contact with professionals on the job
- Enables the student to test classroom theories and techniques
- Offers challenges and stimuli to learn and investigate
- Tests the student as a potential professional in the fitness field and/or clinic
- Offers entry into the professional field as a gradual growth process
- Provides opportunity to evaluate the choice of a profession

Required Text and Materials: There are no required texts or materials. It is expected that the students will use texts and notes from past courses within the major as references and apply them to this internship experience.

ACSM membership – Student's first year = \$10 Go to this link. ACSM provides professional liability insurance at low cost. <http://www.acsm.org/join-acsm/membership-options-benefits>

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Course Schedule: The day-to-day schedule for the intern will be discussed and agreed upon by the student intern and site supervisor. The student's University internship supervisor and the Assistant Chair for Exercise Science should give their approval. Conflicts in scheduling should be resolved by the intern and site supervisor with intervention by the advisor or assistant chair only if needed.

Student learning outcomes: The Exercise Science internship is both a capstone course and an experiential program that permits students to apply their academic training under the direction of credentialed and/or licensed professionals. Specific ACSM knowledge, skills, and abilities (KSA's) as identified by the Committee on Accreditation for the Exercise Sciences (CoAES) will be addressed in this course.

At the conclusion of this course the student will have

1. Demonstrated the ability to communicate effectively with exercise participants.
2. Demonstrated his/her ability to think critically and analyze a situation, develop a solution and implement an outcome using the knowledge and skills accumulated over the course of his/her collegiate career.
3. Demonstrated his/her ability to perform physical assessments and develop exercise prescriptions for the client base they are involved in, as the internship situation permits.
4. Demonstrate a practical knowledge of basic principles of human anatomy, exercise physiology and measurement theory.
5. Demonstrate an in-depth knowledge and understanding of health and skill related components of physical fitness.
6. Identify and explain the benefits and risks associated with exercise and physical activity, including the public health perspective.
7. Demonstrate competence in administering and interpreting pre-participation health screening assessment tools, including risk stratification of clients.
8. Demonstrate competence in the use and calibration of a wide range of laboratory and field equipment designed to assess physical fitness parameters.
9. Demonstrate competence in the selection and administration of a wide range of physical fitness tests and screening tools.
10. Demonstrate competence in the interpretation of physical fitness test results and utilize this information to develop individualized fitness programs.
11. Demonstrate competence in applying the principles of exercise prescription to the development of individualized fitness programs.
12. Demonstrate a professional attitude in all aspects of his/her work. This is especially true in the clinical setting.
13. Demonstrate **information literacy** by finding resources appropriate for understanding the clients' situations and developing appropriate assessments and prescriptions.

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Learning Outcomes	Assessment	Department Objective
<p>1. Students will be proficient in the knowledge, skills and abilities identified by CoAES and ACSM</p>	<p>Reported observations by site supervisor using the mid-term and final evaluations.</p> <p>Written work to be submitted to WCU Internship supervisor per the syllabus, (i.e. portfolio, daily logs, weekly emails to WCU advisor, case study and critique paper).</p>	<p style="text-align: center;">Content Knowledge</p>
<p>2. Students will demonstrate the ability to orally communicate information relative to the Exercise Science discipline.</p>	<p>Reported observation of daily interactions with clients and co-workers by site supervisor using the mid-term and final evaluations.</p> <p>Oral communication with WCU internship supervisor</p>	<p style="text-align: center;">Communication and Information Literacy</p>
<p>3. Students will demonstrate the ability to communicate in written form information relative to the Exercise Science discipline.</p>	<p>Written reports required at the internship site as reported by site supervisor using the mid-term and final evaluations.</p> <p>Written work to be submitted to WCU Internship supervisor per the syllabus, (i.e. portfolio, daily logs, weekly emails to WCU supervisor, case study and critique paper).</p>	<p style="text-align: center;">Communication and Information Literacy</p>
<p>4. Students will demonstrate the ability to perform in a professional manner</p>	<p>Reported observations by site supervisor using the mid-term and final evaluations.</p> <p>Observations made by WCU internship supervisor during site visits</p>	<p style="text-align: center;">Communication and Information Literacy</p>

Syllabus for EXS 490/491- Internship (cont.) - POLICY PAGE

Policies concerning granting of “No Grade”, violations of academic integrity, violation of student code of conduct.

For questions regarding the “No Grade” policy, Academic Dishonesty, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to their major department’s handbook, the Undergraduate Course Catalog, the Rams Eye View, or the University Web Site. Please understand that improper conduct in any of these areas will not be tolerated and may result in immediate ejection from the class.

Violations of Academic Integrity

According to the **Student Code of Conduct** presented in the Ram's Eye View, "commission of an act which violates the academic integrity of West Chester University including, but are not limited to, academic cheating; plagiarism; the sale, purchase, or exchange of term papers or research papers; or theft via computer" are prohibited. Violations of academic integrity are punishable by the administration of a failing grade for the assignment or course in which the violation occurred. Additional disciplinary action may include suspension or expulsion from the University. The Department of Kinesiology recognizes the "Student Code of Conduct" as fair and just, and will support any faculty member that believes he or she has sufficient cause to implement the policies stated within the code.

Cheating is defined as acting dishonestly or violating the rules dishonestly or practicing fraud.

Plagiarism is defined as the act of stealing and passing off as one's own the ideas, words, or writings of another. Also, the appropriation of passages or ideas from another source and using them as one's own without giving credit to that source. Definitions are paraphrased from Webster's Dictionary.

ADA policy statement:

West Chester University will make accommodations for persons with disabilities. Consult the Office of Services for Students with Disabilities (x 3217) and bring the resulting documentation to the instructor. *Sufficient notice is needed in order to make the accommodations possible.* **Please see the instructor early in the semester to establish the need for these special arrangements.**

Statement regarding Partners in Prevention

In West Chester University's Plan for Excellence, one of the Student Success Transformation goals is to “improve retention, graduation and time-to-degree rates by assisting students during key transitional periods in their academic careers.” This instructor believes that many students do and will struggle with alcohol and drug issues that can compromise their success. This instructor recently participated in a faculty/staff training program called “Partners in Prevention”. This program was designed to help faculty/staff recognize the signs and symptoms of addiction and guide students to assistance.

Statement on a safe classroom atmosphere

West Chester University's Mission Statement says, in part, “*We appreciate the diversity the members of our community bring to the campus and give fair and equitable treatment to all; acts of insensitivity or discrimination against individuals based on their race, gender, ethnicity, age, sexual orientation, abilities, or religious beliefs will not be tolerated.*” Based on West Chester University's commitment to diversity, this instructor believes that everyone in my classroom should feel safe. This instructor has completed the University's Lesbian, Gay, Bisexual, & Transgender Ally training. In becoming an ally this instructor made the commitment to offer a safe space for *all* of my students, not just those who identify as LGBTQA. If you want to become a WCU LGBTQA Ally the training is open to all students, staff and faculty. You can register by visiting the LGBTQA services website, <http://www.wcupa.edu/services/stu.lgb/ally.asp>. If you or someone you know would like to know more about this program, or needs to speak confidentially about issues of sexual orientation or gender identity, please feel free to see me during my office hours.

Excused Absence Policy for University Sanctioned Events

Undergraduate students participating in University-sanctioned events such as, but not limited to, the Marching Band, musical ensembles, theatre group, athletic events, forensics competition, etc., will be granted an excused absence(s) by the respective faculty members for class periods missed. Students will be granted the privilege of taking, at an alternative time to be determined by the professor, scheduled examinations or quizzes that will be missed. The professor will designate such times prior to the event. Professors can provide a fair alternative to taking the examination or quiz that will be missed. Students must submit original documentation on University letterhead signed by the activity director, coach, or adviser detailing the specifics of the event in advance. See the catalog or WCU website for specific requirements.

Statement on Professionalism and the Exercise Science Faculty's expectations

The faculty expects appropriate professional behavior by the student intern at all times while at their internship site. Interns should be dressed in a professional manner (neat, clean and comfortable) that accommodates the activities in which they will be involved. If there are no uniform requirements at your site then it is encouraged, but not required, that a collared sport shirt with a WCU logo be worn. Follow the site's cell phone policy; if you have to make or receive a call/text make it quickly and privately. Interact positively and courteously with all clients and co-workers regardless of how they relate with you. Using the knowledge you have learned at WCU, do some “homework” on your own time to find out more about a client's concern or problem and come in the next day ready to solve the problem. Develop your network.

REMEMBER: You are representing not only yourself but West Chester University as well.

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Grading: Final grades will be calculated by dividing the total number of points earned by the total number of points possible (e.g., 145) thereby arriving at a percentage. Letter grades will be based on WCU's grading scale found below and in the catalog.

<u>Grade</u>	<u>Quality</u>	<u>Percentage</u>	<u>Interpretation</u>
A	4.000	93 - 100	Excellent
A-	3.670	90 - 92	
B+	3.330	87 - 89	Superior
B	3.000	83 - 86	
B-	2.670	80 - 82	
C+	2.330	77 - 79	Average
C	2.000	73 - 76	
C-	1.670	70 - 72	
D+	1.330	67 - 69	Below Average
D	1.000	63 - 66	
D-	0.670	60 - 62	
F	0.000	59 or lower	Failure
Z	0.000	59 or lower	Failure: A grade received when a student stops attending a course and fails to officially withdraw from it. The grade is counted the same way that an F would count toward the cumulative average.
NG			No Grade NG (No Grade): Given when a student fails to complete course requirements by the end of a semester for a valid reason. See " <u>Grade Changes in the catalog for further information.</u> "
W			Withdrawal W (Withdrawal): Given when a student withdraws from a course between the end of the first and the end of the ninth class week of the semester or the equivalent in summer sessions.
Y			Administrative Withdrawal Y (Administrative Withdrawal): Given under appeal when there is documentation that the student never, in fact, attended class. Other extenuating circumstances regarding administrative withdrawal may be reviewed by the associate provost. No refunds are associated with this grade

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EVALUATIONS and ASSIGNMENTS

Final Grades will be based on points earned using the following scoring rubric:

Assessment	Explanation	Points
Midterm and Final Evaluations	During the internship period, your onsite supervisor will evaluate your work two times. <u>You are responsible for ensuring that your onsite supervisor has received the evaluation forms.</u> Your onsite supervisor should send the evaluation forms directly to your WCU internship advisor or department office.	Midterm: 20 Final: 20
Weekly emails to your academic advisor	Your WCU internship advisor needs to hear from you at least once per week. Your email communication should be a short paragraph describing your work. If there is a problem, do not hesitate to contact your academic internship advisor as quickly and often as needed.	15
Portfolio	At the end of the internship, submit your portfolio in a binder to your academic advisor. Your portfolio will be graded. You may pick up your work after grading. All materials will be removed and destroyed after one semester. (See Portfolio Format on the following pages.)	45 Total Points – see below
Internship Daily Log	You are responsible for maintaining a log detailing your daily experiences . The log should include the days and hours that you work, a description of the project(s) you worked on that day, your contributions to the projects, and any personal reflections you wish to make on a daily basis. Must show a total of 125 contact hours for 3 credits and 250 hours for 6 credits. (See example and questions provided in “B” Internship Daily Log further on in this syllabus.)	15 (1/3 of Portfolio)
Case Study	Follow one person (See suggestions provided in “C” Case Study further on in this syllabus) History Diagnosis, if clinical Exercise tests/results Exercise prescription Treatments, medications, and modalities used, if clinical Progression and evaluation of progress <i>Patient/Client confidentiality must be maintained</i>	15 (1/3 of Portfolio)
Critique Paper	At the end of the internship, write a final critique paper describing and evaluating the internship experience, focusing on what it has taught you about your field. Refer to the nine questions provided under “D” Critique Paper found further on in this syllabus. Note: your critique is not graded on your opinion, but rather the depth of your discussion. There is no specific length of this paper.	15 (1/3 of Portfolio)
Total Points		100

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PORTFOLIO FORMAT

Your portfolio is a binder which includes the following sections:

A. TITLE PAGE: At the front of the binder, insert a cover page that includes

Your Name, Internship Site Name, Semester/Year enrolled
Submitted to
your Academic Advisor's Name

B. INTERNSHIP DAILY LOG

Example: Reproduce this example electronically for ease of filling out. This log **must be typed**.

Date	Time	# Hours	Cumulative # Hours	Description	Supervisor Initials

Reflect on your daily experience using these questions to guide you.

1. How did you interact with patients/clients today? How did they interact with you?
2. How did you interact with your co-workers today? How did they interact with you?
3. How did you interact with your supervisor? How did he/she interact with you?
4. What was the highlight of the day?
5. What was the biggest problem of the day?
6. If there was a "crisis" how did you and others around you handle it? What could you have done better?
7. What will you do tomorrow to improve on today's experience?

C. CASE STUDY

Example: You should follow this outline but you may change things up. Client should be anonymous!

Patient Characteristics

- Demographic Information: (occupation/vocation, gender, age, etc.)
- Medical diagnosis if applicable
- Co-morbidities
- Previous care or treatment

Examination

- Subjective : Patient History and Systems Review (chief complaints, other relevant medical history, prior or current services related to the current episode, use relative dates i.e. years or months or days relative to onset of injury or start of treatment, patient/family goals)
- Self Report Outcome Measures
- Physical Performance Measures
- Objective : Physical Examination Tests and Measures

Clinical Impression

Summarization of Examination Findings – Working Diagnosis and Targeted Interventions Intervention

- Phases of Interventions (e.g. protective phase, mobility phase, etc.)
- Dosage and Parameters
- Rationale for Progression
- Co-interventions if applicable (e.g. injection therapy, medications) Outcomes

Findings Over time

Discussion

Summary Statement which should include related findings in the literature, potential impact on clinical practices

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D. CRITIQUE PAPER: Use the suggestions below to complete this assignment.

Introduction: Describe the internship and identify the major responsibilities, include the general location, the facility itself, and the patient/client population served.

Evaluation: This section will be the majority of your paper. Discuss in detail how well your coursework prepared you for this internship. What classes, theories and/or concepts were most helpful to you in this experience?

Obstacles: Discuss any problems and how they were solved.

Opportunities: Are you likely to be hired at this internship site? Why or why not? Was there an chance to network?

Endorsement: Would you recommend this internship site to other students? Why or why not?

Recommendations: Discuss ideas for improving the internship program in general and your experience in particular.

To help write the critique, please consider answering the following questions:

1. How did WCU prepare you for internship experience?
2. What could you have done differently?
3. What did you learn that helped you?
4. What more could you have learned, and why?
5. Any other personal notes
6. Did you learn from your internship experience?
7. What are your plans for the future?
8. Were you offered a position at this facility?
9. If so, are you accepting the position?