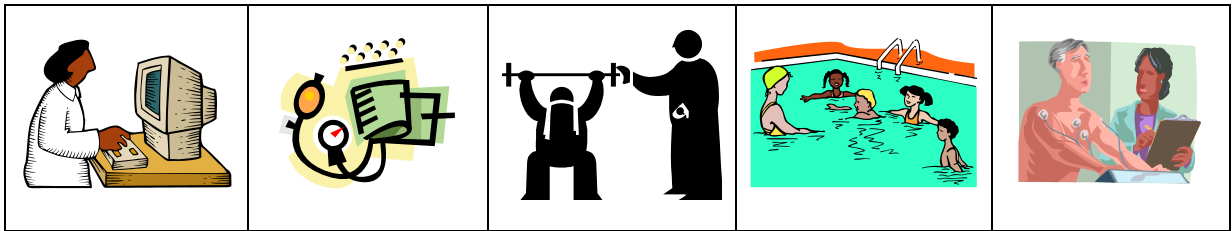


# Practicum Handbook for Exercise and Sports Science Interns

Policies, Procedures, and Requirements

2008-2009



Department of Health, Exercise and Sports Science  
Meredith College  
Raleigh, NC



# A handbook for

## Exercise and Sports Science Interns and Work-site Supervisors

This handbook is designed to serve as a guide for interns, agency personnel, and faculty on the established policies for the Exercise and Sports Science practicum requirements.

The intent of the “practicum” experience is to develop a three-sided program that involves the student intern, site supervisor and agency, and the college coordinator.

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General Expectations of all Exercise and Sports Science Interns  
at Meredith College

It is expected that Meredith ESS majors are working to become effective professionals who will make strong and positive contributions to the Exercise and Sports Science profession. All interns are expected to evidence the following behaviors:

A RESPECT FOR THE PEOPLE WITH WHOM YOU ARE WORKING.

A RESPECT FOR DIVERSITY REPRESENTED BY THE PEOPLE WITH WHOM YOU ARE WORKING. This includes demonstrating attitudes and behaviors that indicate fairness and sensitivity to all people and openness to cultures and ideas different from your own.

A CONSISTENT DEMONSTRATION OF PROFESSIONAL BEHAVIOR. This is reflected in such behaviors as assuming responsibility for behavior, demonstrating professional responsibilities and a commitment to ethical decisions.

A COMMITMENT TO THE SAFETY AND WELL-BEING OF ALL PARTICIPANTS.

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### Preparing for the Practicum

**(for ESS Majors w/health and wellness concentration, who are in their senior year)**

The student will visit and explore a minimum of three potential practicum sites and establish a practicum site during the semester preceding the actual term the practicum will take place. During the pre-registration period the student will sign up for the course, **ESS 451 Practicum in Exercise and Sports Science**. It is the student's responsibility to secure a practicum site, and to have the potential site and experiences approved by the practicum coordinator (Dr. Eschbach).

Each student who is signing up for ESS 451 must meet with Dr. Chris Eschbach, the practicum coordinator at Meredith College for approval of the site. Majors must take ESS 451 for minimum credit of three hours. Students may elect to take the additional practicum. The additional hours count toward elective hours.

### Practicum Structure

Each student is expected to spend a minimum of 50 working hours per academic credit hour. For a three-credit course, a minimum of 150 working hours is required. The practicum must minimally extend over a ten-week consecutive period. If a student worked 15 hours per week over a 10-week consecutive period, she would have completed the minimum hours to fulfill the "on-site work stipulation" in partial fulfillment of the requirements for ESS 451. A student working across the entire semester would need to complete a minimum of 11 hours per week in order to meet the minimum "work hour requirements". It is expected that the hours counted toward the requirement must be spent on site or directly involved with activities at the placement site.

When the practicum is taken for greater than 3 hours of academic credit, the practicum "working hours" must be extended at a ratio of 50 work hours to one hour of academic credit. A minimum of 12 weeks of service is also required for this expanded credit. The portfolio and project requirements will also be expanded.

The practicum may be structured in a variety of ways. The practicum could provide the student with a thorough orientation so the student is exposed to all aspects of the organization yet works primarily in one area. Another possibility would be to assign the student an in-depth project that will require the student to work with all segments of the agency/organization. It is expected that the student will assume some responsibility for organizational functions as appropriate and complete a work-related project pre-approved by the college coordinator in consultation with the work-site supervisor or site practicum coordinator.

Practica may be paid or unpaid positions. Students are discouraged from completing a practica for an agency that they have been an employee of.

## LIST OF TERMS

For the purposes of this manual the term “**Practicum**” is viewed to be synonymous with an “**Internship**.”

The “**intern**” is the student completing a practicum in Exercise and Sports Science.

The “**Work Site Supervisor**” is the person at the work site who is directly responsible for overseeing the student while she is involved with the practicum experience at that location.

The “**Practicum Coordinator**” is the Meredith College faculty member responsible for organizing and directing the practicum experience in conjunction with the student and the work site supervisor.

Some practicum sites may have a “**Site Internship or Practicum Coordinator**” who usually is in charge of placing and monitoring students while they work under the direct supervision of another person employed by the agency/organization.

## **OVERVIEW**

### **Goals of the Practicum Experience**

The primary goal of the practicum experience in exercise and sports science is to provide the student with opportunities to perform a variety of work-related responsibilities under the guidance of a work-site supervisor. The practicum is designed to represent a period of transition from the role of student to that of professional, and provides an opportunity for the intern to put into practice the knowledge, skills and dispositions acquired through previous study. Through the practicum experience, the exercise and sports science intern can clarify perceptions of themselves, their roles as professionals, and their strengths and weaknesses in fulfilling professional responsibilities. Reflection and self-evaluation are crucial to this process. Professional and personal growth are fostered by the assistance and support of a professional in the field (work site supervisor) and a college supervisor.

This experience is directed and evaluated by a Meredith College faculty member in conjunction with the work site supervisor.

### **OBJECTIVES OF THE PRACTICUM EXPERIENCE**

Through participation in a practicum experience, the student will:

1. Integrate theory and practice in her professional education and apply knowledge, skills, and dispositions gained in their academic program to a work place setting. This may include but is not limited to the application of knowledge, skills, and dispositions related to basic structures of the body, components of fitness, health risks and benefits, participant risks factors, program liabilities, safe and effective movement techniques and precautions; impact of growth, development, maturation, and aging on participation in specified activity; use and care of supplies and equipment, safety and emergency plans and procedures, programming, personnel interactions and communication, group and individual interaction with program participants, and purposes and procedures of the organization.
2. Gain understanding and appreciation for roles and functions of professionals in work setting through observation, interaction with and productive engagement in an organization.
3. Gain experience in leadership, supervision, and administrative functions within the organization.
4. Be able to explain how a specific organization (agency) operates.
5. Gain valuable supervised work experience by performing a variety of clinical, practical, and management tasks as appropriate under guidance of site supervisor. Demonstrate with confidence the ability to handle effectively the daily routines expected in the worksite. Gradually increase the level of responsibilities undertaken across the span of the practicum.
6. Develop abilities to work and cooperate with colleagues in individual and/or group activities.

7. Demonstrate, consistently, the use of ethical behavior and good judgment in attire, communication, and interpersonal relations.
8. Demonstrate a commitment to professional standards, continued learning and reflection.
9. Identify personal and professional strengths and weaknesses related to current and future employment.
10. Assess themselves as pre-professionals and explore potential career directions and opportunities.
11. Establish and work toward achievement of personal and professional goals.
12. Formulate or enhance a professional network.

## **STUDENT ELIGIBILITY REQUIREMENTS**

**Formal application to the practicum experience must begin during the semester prior to the term when the student expects to register for ESS 451 Practicum in Exercise and Sports Science.** The student needs to make an initial appointment with the program coordinator to begin exploring the practicum application process in the junior year. During the student's academic program preceding formal application, the student needs to have been exploring potential career paths and to have gained significant experiences to assist with the decision process of where to complete the practicum experience. It is strongly suggested that the student engage in library research, interviews with professionals in the field, and service and volunteer experiences to gain exposure to career options. The student may also take advantage of the Counseling and Career Development Programs and Offices located on campus. Students may wish to consult with students who have previously completed practica or internships. Meredith alumnae may also be good sources of information.

The student needs to be in close communication with the academic advisor, program coordinator, or practicum coordinator to ensure a positive and productive practicum experience. To be eligible for the internship experience, the student must have successfully completed all required course work and experiences and be within one semester of completing the exercise and sports science major program of study.

## **STUDENT ELIGIBILITY REQUIREMENTS**

**To be eligible to apply for and participate in the practicum experience the student must have:**

1. One semester to complete exercise and sports science major program-Senior Standing.
2. Earned a GPA of 2.0 or higher in the Meredith, ESS major and overall grade point average. The minimum requirement is a 2.0 GPA in all three GPA computations.
3. Must be enrolled in ESS 451 Practicum in Exercise and Sports Science.

## **Practicum Requirements**

### Practicum Agreement

The **Practicum Agreement Contract** must be completed, signed, and submitted to the program coordinator. This agreement must be taken seriously and not changed once the form is signed. This form must be signed by all parties and in the coordinator's possession before the practicum is to begin. The coordinator and student in consultation with the site-coordinator or supervisor will determine the goals and objectives to be attained as a result of the practicum experience. Prior to starting the practicum experience the student must make arrangements for an on-site orientation session. At this time, the **Initial Practicum Report** will be completed along with the **Work Schedule**.

### **General Procedures**

1. Student applies for practicum placement
2. Internship is tentatively approved by the Meredith College Practicum Coordinator
3. Practicum agreement forms are signed by the agency coordinator and/or work site supervisor, college practicum coordinator and student intern.
4. Following consultation with the Agency worksite supervisor, the student intern should state (in written form) clearly defined goals and objectives for the internship experience and present a copy of these objectives to the agency worksite supervisor and college practicum coordinator.
5. The student should submit the initial internship report (appendix A) to the College Practicum Coordinator within the first week of the internship.
6. The College Practicum Coordinator will visit all interns during their practicum at the work site agency. The work site supervisors should be available to meet with the college coordinator during these visits (generally 2 visits –more as needed)

### **Responsibilities of the Student Intern**

#### To the agency/ organization:

- 1) Assume responsibility as an employee of the organization
- 2) Recognize that the agency is providing cooperative service for the intern's benefit
- 3) Accept the responsibility of working a minimum of 150 hours during the semester for at least ten consecutive weeks
- 4) Develop and submit goals and objectives to be met during the internship to the agency for approval and agreement

#### To Meredith College:

- 1) Follow Meredith's expectations, policies and procedures for full-time students and Meredith ESS interns
- 2) Develop and submit goals and objectives to be met during the internship in consultation with the agency worksite supervisor to the college practicum coordinator
- 3) Submit all forms and paperwork required of the practicum.
- 4) Submit bi-weekly reports to the college practicum coordinator
- 5) Keep the college practicum coordinator informed of the practicum experiences.

## **Responsibilities of the Practicum Agency and Work Site Supervisor**

### **To the Meredith College student intern**

- 1) Assign an intern supervisor who is trained to work with pre-service professionals to supervise the Meredith intern
- 2) Provide professional guidance and direction in conjunction with the function of the organization, its purposes and mission. Ensure that the intern is only made responsible for assignments that they are properly trained to lead or perform.
- 3) Lead the student intern progressively into assuming increasing responsibilities as an Exercise and Sports Science professional.
- 4) Assist the student intern in achieving stated goals and objectives
  - a) provide opportunity for the student intern to acquire an overall view of the operation of the organization.
  - b) provide the student intern experiences in a variety of job-related tasks and procedures.
- 5) Provide the student intern with written guidelines of expectations and duties during the practicum
- 6) Develop a major project (or series of mini-projects) for the intern to assume responsibility for that spans the "practicum experience" and that enables the student intern to put into practice ESS skills and knowledge leading toward the production of project that concurrently provides a service or is of value to the agency/ organization and meets the educational mission of the practicum.
- 7) Conduct a midterm and final evaluation of the student intern

### **To Meredith College:**

- 1) Assure that the student intern is receiving maximum opportunity, direction and guidance during the internship experience
- 2) Provide a summary of the practicum experience to the college practicum coordinator.
- 3) Cooperate fully with the Meredith College ESS practicum coordinator on all matters pertaining to the student's practicum
- 4) Support continuing education and professional growth and development of those staff members who are responsible for supervision of student work experiences
- 5) Assign an individual to supervise the student intern who has had proper educational and practical experience
- 6) Maintain regular contacts with the college practicum coordinator and contact her immediately should any problem/s occur related to the job performance of the student intern
- 7) Support continuing education and professional growth and development of those staff members who are responsible for supervision of student intern experiences.
- 8) Work with the college practicum coordinator to evaluate the student intern's job performance

### **Basic Criteria For A Work Site Supervisor**

The work site supervisor:

- 1) Displays a high degree of professional commitment including a college degree in a field related to exercise and sports science and recent participation in professional development opportunities.
- 2) Demonstrates a willingness to work with developing professionals who will need mentoring and guidance to meet personal and educational goals and objectives.
- 3) Is willing to work with a representative of Meredith College to assist the student in meeting the practicum requirements.
- 4) Able to provide the student with learning opportunities, which are appropriate for the student's level of expertise, yet allows them to gain additional insight, skills, and knowledge.

### **Responsibilities of the College Coordinator**

The Meredith College practicum coordinator will:

Provide a copy of the Practicum Manual to the work site supervisor and student.

- 1) Provide a copy of the Practicum Manual to the work site supervisor and student.
- 2) Recommend for placement in a practicum site only those students who have earned a satisfactory record and have met the minimum requirements established by the Meredith College.
- 3) Assist the student in the practicum site selection.
- 4) Be available for consultation with the student and site supervisor when needed. Maintain frequent contacts with the agency supervisor during the practicum experience, or personally visit with agency site supervisor.
- 5) Advise students of the responsibilities regarding participation in the on-site education process, including professional conduct, and abiding by the rules and standards set by the practicum site and the college.
- 6) Assess and evaluate student progress in conjunction with the site supervisor.
- 7) Conduct an exit interview where the intern's portfolio, the supervisor's evaluation, and the student's self-evaluation are discussed. The program coordination will assign the final grade.

### The Practicum Coordinator and the Work Site Supervisor Jointly Agree That:

No student will be discriminated against on the basis of race, creed, gender, or nation of origin in any aspect of this program.

The determination of the number of student interns to be selected at a practicum shall be a joint decision based on staff and space available at the site and the number of eligible students enrolled in the curriculum that desire a practicum at particular site.

This document does not limit the organization from accepting students from other colleges and universities to participate in a practicum experience at this site.

There will be meetings of both coordinator and the site supervisor as often as needed to coordinate and ensure an appropriate and positive experience for the student and organization.

There will be ongoing, open communication between the coordinator and the site to ensure understanding of the expectations and roles of both institutions in providing an effective on-site experience for students.

Either the coordinator or the site supervisor may drop a student enrolled in that program if, the student is not making satisfactory progress in the program. Any student who does not satisfactorily complete the program may repeat the course at the same practicum site only with the written approval of both the site supervisor and the college coordinator.

### Required Assignments for the Exercise and Sports Science Practicum

\*\*\*All assignments should be submitted electronically (signed reports must be scanned for submission

- **Three site summary:** Any student completing an internship is required to explore at least three potential internship sites. The visit to these sites should be summarized and provided to the professor supervising internships in the semester prior to their internship experience.
- **Initial Internship agreement:** The student intern will complete agreement prior to the start of the internship

- **Initial Internship Report:** The student intern will submit an initial report to the college practicum coordinator within the first week of the internship. This report should be submitted in proper form and signed by both the intern and the agency work site supervisor.
  - **Written Goals and Objectives:** The student intern is expected to state clearly defined goals and objectives for the practicum experience. These objectives are to be discussed with the agency site supervisor and presented in written form for the agency work site supervisor and college practicum coordinator. These goals must follow the SMART: Specific, Measurable, Attainable, Realistic, Time sensitive
  - **List of responsibilities and potential experiences:** The student intern is expected to state clearly a list of responsibilities and potential experiences at the practicum site.
  - **Idea for project (s)**
- **Weekly Activity Planning Report:** The student intern is expected to submit an email to the college practicum coordinator each week. The email should consist of the following weeks work schedule (days and hours of work) and planned work activities. Email should be sent no later than Saturday prior to the work week.
- **Bi-weekly Reflection Reports and Log:** The student intern is expected to submit a narrative description of the bi-weekly work schedule, which is to be signed by the intern and the worksite supervisor. A copy of the report is to be submitted by Sunday of each two week segment; The signed copy is to be placed in the student's portfolio. The bi-weekly reflections are to be word processed and submitted via email. Bi-weekly Activity Log: Weekly log of activities and hours should be maintained on a daily basis this log will be maintained as a running total of hours worked at the site.
- **Major Project:** A work-related project pre-approved by the college coordinator in consultation with the work-site supervisor or site practicum coordinator. The student intern is expected to develop a major project (or series of mini-projects) that allows the intern to assume responsibility that spans the "practicum experience" and that enables the student intern to put into practice ESS skills and knowledge leading toward the production of project that concurrently provides a service or is of value to the agency/organization and meets the educational mission of the practicum.
- **Student evaluations:** Several evaluations are expected to be completed these include: Student pre and post self-evaluations, student site assessment, and supervisor of student intern at 3-week, mid-term, and final point in the internship process.

- **Portfolio:** The student intern is expected to submit a comprehensive portfolio concerning the practicum experience. The portfolio will be composed of aforementioned reports, supportive materials from the agency, agency report, project report and artifacts, self- assessments, and supervisor assessments, and other requirements as specified by the instructor. [The practicum portfolio will be orally presented as part of requirements for ESS 460 Senior Seminar during Student Achievement Day]

### **Evaluation of Student Intern's Performance**

Evaluation of the student intern's performance during the practicum will be based on the following:

1. Three site report
2. Initial practicum reports and agreement
3. Weekly anticipated work schedule
4. Bi-weekly planning reports, reflections and logs
5. Project completion
6. Practicum Portfolio
7. Work site supervisor's three week, mid-semester, and final evaluation of the student's performance.
8. Any other requirements specific to the work site's practicum evaluation procedures.

The work site supervisor will determine if the student's performance has been acceptable in the realm of potential employment in the field of study.

The program coordinator will determine the final grade for ESS 451 in consultation with the site supervisor.

### **Student Intern Assessments**

#### **Prior to start of Practicum**

1. Complete practicum search and interviews during the semester prior to the practicum. Turn in summary of a minimum of three potential sites and summary of site chosen to practicum supervisor during the semester prior to the practicum.
2. Complete on-campus registration procedures for ESS 451 during fall preregistration.
3. Schedule an on-site orientation meeting with the site supervisor. If possible, include the Practicum Coordinator in the visit. This should occur during the first week of the practicum semester or before.
4. Complete the Initial Agreement, Initial Practicum Report and practicum work schedule. Submit them to the practicum coordinator during the first week of the practicum.

### During the Practicum

1. Follow the policies and duties outlined by the work site supervisor and meet all scheduled commitments and arrangements made in connection with training and work assignments
2. Perform all duties to the best of your ability and maintain a professional manner with staff and participants/clients
3. Develop and submit weekly work schedule, bi-weekly planning and reflection reports, and schedule of activities in a timely and comprehensive manner.
4. Assume responsibilities within the agency/ organization as appropriate
5. Determine project or function to be developed or completed as a part of the practicum experience.
6. Meet with the practicum coordinator when needed and make arrangements for on site visits with college coordinator as requested
7. Develop and submit Portfolio
8. Participate in the Mid-semester Progress Evaluation with the agency supervisor and the college coordinator.
9. Participate in the Final Evaluation at a meeting with the site supervisor and practicum coordinator
10. Complete the practicum evaluation forms. Submit the Portfolio to the practicum coordinator.

## **Appendix A**

### **Exercise and Sports Science Practicum Reports & Forms**

Meredith College  
Exercise and Sports Science

### THREE SITE SUMMARY FOR POTENTIAL PRACTICUM SITES

Answer the following questions for each of your THREE potential sites:

Where is the potential practicum site:

What does the facility do (who do they cater to, what types of things do they offer):

Who would be your direct supervisor:

What is their email address:

What is their phone number:

What degree(s) do they hold:

What certifications do they hold:

What is their title:

How long have they been at the location:

How many clients do they (or the facility) have?

What facilities do they use?

Detail the activities/services that they provide and what type and size the audience is for each type of activity.

What type of jobs will you be doing?

Have they ever had an intern before?

Would you work with anyone else besides your supervisor?

If so who and in what capacities?

What are their credentials?

Meredith College  
Exercise and Sports Science

## INITIAL AGREEMENT FOR PRACTICUM PLACEMENT

Please sign two forms. Give one signed copy to the work site supervisor and one to the practicum coordinator. Be sure to keep a copy for the student's personal files. Develop practicum goals and objectives and record them on the form provided.

This is to certify that the student

\_\_\_\_\_

Student Name

has been accepted as an intern with

\_\_\_\_\_

Agency

The student is expected to work a minimum of 50 hours per hour of academic credit (3-6) during the practicum semester (a minimum of 10 weeks and 150 hours).

Practicum Semester \_\_\_\_\_

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

# of total hours expected  
by internship site \_\_\_\_\_

Agency Internship  
Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

College Practicum  
Supervisor

Chris Eschbach, Ph.D.

Address

Department of Health, Exercise and Sport Science  
Meredith College, 3800 Hillsborough Street, Raleigh, NC 27607  
(919) 760-8014, email – [eschbach@meredith.edu](mailto:eschbach@meredith.edu)

Agency Internship  
Supervisor \_\_\_\_\_

Signature

College Practicum  
Coordinator \_\_\_\_\_

Signature

ESS Student Intern \_\_\_\_\_

Signature

**Meredith College**  
Exercise and Sports Science  
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## INITIAL PRACTICUM REPORT

To be completed by the intern and returned to the College Coordinator as soon as possible after reporting to the agency.

Date	_____
Student Intern	_____
Current Address	_____
Phone #'s	_____
E mail	_____
Agency Name	_____
Agency Supervisor	_____
Address	_____
Phone #'s	_____
E mail	_____

Brief description of initial orientation by agency:

Goals and objectives of the practicum experience (follow goal setting standards: SMART: Specific, Measurable, Attainable, Realistic, Time sensitive):

**Meredith College**  
Exercise and Sports Science  
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## INITIAL PRACTICUM REPORT

Goals and Objectives Continued

Responsibilities Assigned:

Potential experiences:

Potential project(s) (final decision on project to be determined later):

---

Student Intern Signature

---

Agency Internship Supervisor Signature

**Meredith College**

## BI-WEEKLY REPORT INFORMATION FORMAT

Each student intern is expected to submit a narrative description of her Bi-weekly work schedule. This report should be submitted to the College Practicum Coordinator no later than the first Tuesday following the two weeks for which the report is submitted. Reports submitted after the scheduled deadline will result in appropriate reductions in the final grade. The bi-weekly reports should include the following information and data:

1. Name and date.
2. Agency and supervisor's name.
3. Bi-weekly reports/reflection to be written in detail, addressing the following five areas:
  - A. Nature of the two-week's work, all encompassing.
  - B. What was learned from the two-week's work?
  - C. Problems encountered and how they were solved.
  - D. How Agency Supervisor aided in problem situation, conferences with, etc.
  - E. Evaluations, accomplishments, changes that you would initiate if you were to conduct activity a second time.
4. Bi- weekly activity logs listing all activities for the previous two weeks should be submitted on the proper form and submitted with the bi-weekly reports.
5. All reports must be word-processed.
6. Type in your electronic signature and the date. Forward the reports and logs to your supervisor.
7. Bi-weekly reports and logs are to be emailed to your site supervisor and after approval the site supervisor should forward the report and log to the Meredith College practicum supervisor. This forwarded message will act as an electronic signature for approval of the report and log.
8. Meredith College supervisor's electronic signature and date

## Bi-Weekly Report

\_\_\_\_\_  
 Two weeks covered by this report

\_\_\_\_\_  
 Intern's Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Agency

\_\_\_\_\_  
 Agency Supervisor's Name

***Address the following areas in your report (please write in complete sentences):***

<b>Nature of the two-weeks' work, provide an overview:</b>
<b>What did you learn?</b>
<b>Problems encountered and how they were resolved? How did the agency supervisor assist you in problem situations?</b>
<b>How would you evaluate your performance over the past 2 weeks? How would you assess your work? What did you accomplished over the past two weeks? What would you do differently if given the opportunity?</b>

Date

\_\_\_\_\_  
 Signature Student Intern

Date

\_\_\_\_\_  
 Signature Site Supervisor



**APPENDIX B**  
**ASSESSMENT INSTRUMENTS**

### 3<sup>rd</sup> week Student Intern Progress Report

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Organization/ Agency \_\_\_\_\_

Period covered by evaluation: From: \_\_\_\_\_ To: \_\_\_\_\_

Please rate the intern in the following areas (place an "X" in the box):

		Satisfactory	Needs Improvement	Unacceptable
1.	Performance			
2.	Willingness to learn			
3.	Professional Attitude			
4.	Promptness			
5.	Attire			

Please address any significant concerns:

Student Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mid-Practicum Student Intern Evaluation Form

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Organization/ Agency \_\_\_\_\_

Period covered by  
 evaluation: From: \_\_\_\_\_ To: \_\_\_\_\_

Using the rating scale below, please type the number that best represents the student intern's performance in the provided box. Consider the following categories as relates to current performance and potential for the future.

1 Deficient                      2 Needs Improvement                      3 Meets Expectations  
 4 Occasionally Exceeds Expectations                      5 Consistently Exceeds Expectations

#### Professional Performance

1)	Demonstrates strong organizational skills	
2)	Demonstrates effective leadership skills	
3)	Produces high quality materials.	
4)	High work capacity, productive member of organization	
5)	Demonstrates effective time management	
6)	Effectively problem solves	
7)	Demonstrates initiative	
8)	Promotes harmonious relationship with staff, collegial	
9)	Demonstrates knowledge of and concern for safety of participants and co-workers	
10)	Effectively communicates with supervisor, staff and participants	
11)	Writes with clarity	
12)	Able to generate and share ideas	
13)	Demonstrates understanding of agency goals and procedures.	

### Mid-Practicum Student Intern Evaluation Form

14)	Volunteers for additional assignments	
15)	Demonstrates good judgment in work related decisions	
16)	Demonstrates courtesy and tact in working with the public	
17)	Demonstrates respect for varied viewpoints	
18)	Makes effective use of available resources	
19)	Demonstrates skill in using field specific equipment	
20)	Demonstrates ability to use existing technology and learn new technology	

#### **Professional Attitude**

1)	Shows sincere interest in profession	
2)	Is alert to potential risks or hazards	
3)	Eagerly accepts new challenges	
4)	Recognizes own strengths and limitations	
5)	Accepts suggestions and criticisms favorably	
6)	Understands and supports policies and procedures	
7)	Works cooperatively with others to achieve common goals	

#### **Individual and Professional Qualities**

1)	Demonstrated ability to work with varied groups/individuals	
2)	Dresses professionally, neatly dressed and groomed	
3)	Displays even temperament and disposition	
4)	Promotes and projects a positive attitude	

### Mid-Practicum Student Intern Evaluation Form

5)	Shows imagination and creativity	
6)	Demonstrates respect for others	
7)	Self-confident	
8)	Dependable, reliable	
9)	Displays a sense of humor	
10)	Tactful, diplomatic in relations with others	

#### Rating of Student Intern's Progress to Date

Place an "x" in the box under the appropriate rating:

Outstanding	Strong	Acceptable	Needs significant Improvement	Unacceptable

Please write an overall statement of performance.

Indicate specific strengths:

Indicate specific weaknesses:

Suggestions for improvement:

Date worksite supervisor and student intern reviewed this evaluation.

Date \_\_\_\_\_

Date Meredith College supervisor and student intern reviewed this evaluation.

Date \_\_\_\_\_

### Final-Practicum Student Intern Evaluation Form

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Organization/ Agency \_\_\_\_\_

Period covered by From: \_\_\_\_\_ To: \_\_\_\_\_  
 evaluation: \_\_\_\_\_

Using the rating scale below, please type the score that best represents the student intern's performance in the provided box. Consider the following categories as relates to current performance and potential for the future.

1 Deficient                      2 Needs Improvement                      3 Meets Expectations  
 4 Occasionally Exceeds Expectations                      5 Consistently Exceeds Expectations

#### **Professional Performance**

1)	Demonstrates strong organizational skills	
2)	Demonstrates effective leadership skills	
3)	Produces high quality materials.	
4)	High work capacity, productive member of organization	
5)	Demonstrates effective time management	
6)	Effectively problem solves	
7)	Demonstrates initiative	
8)	Promotes harmonious relationship with staff, collegial	
9)	Demonstrates knowledge of and concern for safety of participants and co-workers	
10)	Effectively communicates with supervisor, staff and participants	
11)	Writes with clarity	
12)	Able to generate and share ideas	
13)	Demonstrates understanding of agency goals and procedures.	

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### Final-Practicum Student Intern Evaluation Form

14)	Volunteers for additional assignments	
15)	Demonstrates good judgment in work related decisions	
16)	Demonstrates courtesy and tact in working with the public	
17)	Demonstrates respect for varied viewpoints	
18)	Makes effective use of available resources	
19)	Demonstrates skill in using field specific equipment	
20)	Demonstrates ability to use existing technology and learn new technology	

### **Professional Attitude**

1)	Shows sincere interest in profession	
2)	Is alert to potential risks or hazards	
3)	Eagerly accepts new challenges	
4)	Recognizes own strengths and limitations	
5)	Accepts suggestions and criticisms favorably	
6)	Understands and supports policies and procedures	
7)	Works cooperatively with others to achieve common goals	

### **Individual and Professional Qualities**

1)	Demonstrated ability to work with varied groups/individuals	
2)	Dresses professionally, neatly dressed and groomed	
3)	Displays even temperament and disposition	
4)	Promotes and projects a positive attitude	

**Final-Practicum Student Intern Evaluation Form**

5)	Shows imagination and creativity	
6)	Demonstrates respect for others	
7)	Self-confident	
8)	Dependable, reliable	
9)	Displays a sense of humor	
10)	Tactful, diplomatic in relations with others	

**Rating of Student Intern’s Progress to Date**

Place and “X” in the box below your rating

Outstanding	Strong	Acceptable	Needs significant Improvement	Unacceptable

**Would you recommend this student for a professional position in Exercise & Sports Science?**

Place and “X” in the box below your rating

Highest recommendation top 2-5%	Strong Recommendation top 10%	Recommend	Recommend with reservation	Do not recommend

Please write an overall statement of performance.

Date worksite supervisor and student intern reviewed this evaluation.

Date \_\_\_\_\_

Date Meredith College supervisor and student intern reviewed this evaluation.

Date \_\_\_\_\_

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**Pre-Practicum Self-Assessment Form**  
 FORM ESSP-10

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Practicum  
 Organization/ Agency \_\_\_\_\_

Period covered by From: \_\_\_\_\_ To: \_\_\_\_\_  
 evaluation: \_\_\_\_\_

Be as accurate and objective as possible. The self-appraisal should be based on your recognition of strengths and weaknesses, and potential performance in a work setting

Using the rating scale below, rate yourself on each of the items in terms of the extent you meet the agency expectations during the practicum. Place the number in the provided box that best represents your expected level of performance. Use the following categories in reference to your perception of your expected performance and potential for future employment.

1 Deficient                      2 Needs Improvement                      3 Meets Expectations  
 4 Occasionally Exceeds Expectations                      5 Consistently Exceeds Expectations

**Professional Performance**

1)	I have strong organizational skills	
2)	I demonstrates effective leadership skills	
3)	I demonstrate effective time management	
4)	I am an effective problem solver	
5)	I promotes harmonious relationships with staff, collegial	
6)	I am knowledgeable of and attentive to safety of participants and co-workers	
7)	Demonstrates initiative	
8)	I can effectively communicate with supervisors, staff and participants	

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**Pre-Practicum Self-Assessment Form**  
 FORM ESSP-10

**Professional Attitude**

1)	I have a sincere interest in my profession	
2)	I eagerly accepts new challenges	
3)	I am willing to accepts suggestions and criticisms favorably	

**Individual and Professional Qualities**

1)	I have a strong ability to work with varied groups and individuals	
2)	I display an even temperament and disposition	
3)	I promote and project a positive attitude at work	
4)	I am tactful, diplomatic in my dealings with others	

Identify 5 qualities described above that you consider essential to be an effective member of a work organization and that you believe you possess. How will these qualities enhance your work at your internship site?

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**Pre-Practicum Self-Assessment Form**  
FORM ESSP-10

Identify 5 qualities described above that you consider essential to be an effective member of a work organization and that you believe you need to continue to develop more fully. What strategies could you use to enhance these qualities or characteristics?

What are you most concerned about as relates to fulfilling your work as an intern in this practicum ?

Student Intern  
Signature

\_\_\_\_\_

Date

\_\_\_\_\_

### Post-Practicum Self-Assessment Form

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Practicum  
 Organization/ Agency \_\_\_\_\_

Period covered by From: \_\_\_\_\_ To: \_\_\_\_\_  
 evaluation: \_\_\_\_\_

Be as accurate and objective as possible. The self-appraisal should be based on your recognition of strengths and weaknesses, and potential performance in a work setting

Type the number in the provided box that best represents your expected level of performance. Use the following categories in reference to your perception of your expected performance and potential for future employment.

1 Deficient                      2 Needs Improvement                      3 Meets Expectations  
 4 Occasionally Exceeds Expectations                      5 Consistently Exceeds Expectations

#### **Professional Performance**

1)	I have strong organizational skills	
2)	I demonstrates effective leadership skills	
3)	I demonstrate effective time management	
4)	I am an effective problem solver	
5)	I promotes harmonious relationships with staff, collegial	
6)	I am knowledgeable of and attentive to safety of participants and co-workers	
7)	Demonstrates initiative	
8)	I can effectively communicate with supervisors, staff and participants	

#### **Professional Attitude**

1)	I have a sincere interest in my profession	
2)	I eagerly accepts new challenges	
3)	I am willing to accepts suggestions and criticisms favorably	

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**Post Practicum Self-Assessment Form**  
 FORM ESSP -11 pg.2

**Individual and Professional Qualities**

1)	I have a strong ability to work with varied groups and individuals	
2)	I display an even temperament and disposition	
3)	I promote and project a positive attitude at work	
4)	I am tactful, diplomatic in my dealings with others	

Write a summary statement describing how you feel this experience has impacted your development as an exercise and sport science major.

What are your strengths in regard to being successful in future employment?

What are areas of concern or areas in which you feel you need further development prior to becoming employed in your field of interest?

At this point in time, if you could have any job or employment, what do you feel most qualified to do?

What do you think will be your next step or move after you graduate from Meredith College?

Student Intern  
 Signature

Date

\_\_\_\_\_

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### Practicum Site Assessment

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Organization/ Agency \_\_\_\_\_

Period covered by  
evaluation: From: \_\_\_\_\_ To: \_\_\_\_\_

1. Would you recommend this site to another student who may be interested in completing an internship at this site? Why or why not?
2. What suggestions could you tell other student interns to help them be successful at this site?
3. What do you know now that you wish you knew at the beginning of the practicum?
4. In what areas, did you feel well prepared to be successful during the practicum? In what areas did you feel under-prepared to be successful? To what do you attribute your success?
5. What courses at Meredith were most helpful in preparing you for success during your practicum?
6. Would you recommend your site supervisor as a person to work with other Meredith College students? How was your supervisor helpful? What did you wish he/she would or could have done to make your practicum more valuable?
7. Did the Meredith College practicum coordinator function as you thought she should have in working with you during the practicum? Why or why not? What suggestions do you have to make her more effective in this role?
8. What suggestions would you make to allow other students to have a successful experience as a practicum?
9. Is there anything you would like to say with regard to the practicum that was not covered in the above questions?

**APPENDIX C  
PORTFOLIO REQUIREMENTS**

**Exercise and Sports Science Program  
Portfolio Requirements  
in ESS 450 and ESS 451 (ESS Practicum)**

The student is required to submit a Practicum Portfolio as partial fulfillment of the requirements for the practicum in Exercise and Sports Science or Fitness and Sports Management.

Practicum Sections	Description
1. Title Page	Title page with following info: Student Intern Name, Worksite, Agency Address, Phone Number, Site Supervisor's Name, Dates of Practicum
2. Table of Contents	
3. Agency Description	A general description of the agency (including size, description of the personnel/clientele, services provided, organizational chart, history, funding sources, etc.). Include if appropriate, pamphlets or site produced materials.
4. Reports, Agreements and Goals and Objectives	<ul style="list-style-type: none"> <li>a) Three site Summary</li> <li>b) Initial Practicum Report:</li> <li>c) Initial Internship Report</li> <li>d) Brief statement must be included which clearly tells how each goal was met:               <ul style="list-style-type: none"> <li>1) <i>Support could be shown by including written documents, skill assessments, workshops/meetings attended, signed statements from evaluators, skill check-off sheets, and/or personal statements verified by the site supervisor and/or photographs &amp; diagrams.</i></li> <li>2) <i>For each artifact a brief statement must be included which clearly tells how that piece of evidence demonstrates achievement of goal/objective.</i></li> <li>3) <i>Support could be shown by including written documents, skill assessments, workshops/meetings attended, signed statements from evaluators, skill check-off sheets, personal statements verified by the site supervisor and/or photographs/diagrams.</i></li> <li>4) <i>For each artifact a brief statement must be included which clearly tells how that piece of evidence demonstrates goal/objective achievement.</i></li> </ul> </li> <li>e) Representative artifact(s)</li> </ul>
5. Practicum "Job Description" and List of Responsibilities	<ul style="list-style-type: none"> <li>a) A general description of the student's role and job responsibilities (including what has been learned on the job acquisition of new knowledge, skills or dispositions, specific duties, skills, etc.)</li> <li>b) Representative artifact(s)</li> </ul>

Practicum Sections	Description
6. Weekly Report	<ul style="list-style-type: none"> <li>a) Bi-Weekly Report Info Forms</li> <li>b) Activity Log</li> </ul>
7. Site Project Report	<p>A report related to the site project (mini-projects) agreed upon by practicum coordinator and site supervisor- this should include:</p> <ul style="list-style-type: none"> <li>a) Description of the Project</li> <li>b) Process or Steps to completion of project</li> <li>c) Evaluation of the Process to Complete the Project</li> <li>d) The Final Product</li> <li>e) Evaluation of the Final Product</li> </ul>
8. Student Intern Evaluations	<p>Submit student intern evaluations from the site supervisor:</p> <ul style="list-style-type: none"> <li>a) 3<sup>rd</sup> week Student Intern Evaluation</li> <li>b) Mid practicum Student Intern Evaluation</li> <li>c) Final practicum Student Intern Evaluation</li> </ul>
9. Student Intern Self-evaluations	<p>The student must evaluate her performance in the practicum experience and write a brief statement of the student's strengths and areas needing further development in regard to her proposed career.</p> <ul style="list-style-type: none"> <li>a) Pre-practicum Self Assessment</li> <li>b) Post-practicum Self Assessment</li> </ul>
10. Student evaluation of practicum experience	<p>Site Assessment</p> <ul style="list-style-type: none"> <li>a) Practicum Site Evaluation</li> </ul>