



School of Kinesiology Recreation & Sport

EXS 496 (M05) – Internship in Exercise Science Exercise Science Program

Course Information:

Semester:	Summer 2022
Time:	May 9 th , 2022 – August 4 th , 2022
Instructor:	Sarah Scali, PhD, CSCS
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E-mail:	sarah.herrick@wku.edu
Office:	Smith Stadium 1058
Office Hours:	By appointment (in-person and via Zoom)

Please email or use Calendly link to schedule any appointments:

<https://calendly.com/dr-scali-officehours/summer2022>

Prerequisites: EXS 296 and EXS 412 (may be taken concurrently)

Blackboard: All forms, dates, and any other materials are found online on Blackboard.

Course Description:

Comprehensive practical experience in a selected Exercise Science environment. Development of practical skills with on-the-job experience. Students will be responsible for their own transportation to designated or assigned sites.

Note: A minimum GPA of 2.5 at the time of registration for EXS 496 is required

Special Considerations:

The instructor reserves the right to modify the syllabus during the semester. Students will be notified immediately if syllabus adjustments are necessary. It is your responsibility to assure that you have completed the appropriate prerequisite courses and the appropriate grades. If you continue to stay enrolled in this course without obtaining the course prerequisites, you may be removed from the course at any time during the semester.

General Information:

Students obtain field-based experiences in selected exercise science related settings such as cardiac rehabilitation facilities, hospital wellness centers, physical therapy clinics, corporate wellness centers, fitness centers, research laboratories, university/professional athletic programs, etc. The experience is designed to permit the student to expand their level of knowledge of the field of exercise science as it applies to the specific setting. The location of the internship experience is selected in coordination and with the approval of the supervising Exercise Science faculty member in the School of Kinesiology, Recreation & Sport. Students who desire may decide to complete the internship experience at more than one location to add diversity to their field experience. Please read the EXS 496 Internship in Exercise Science Handbook for details regarding the course.

* Before enrolling in the EXS 496 course, you MUST obtain a certificate of insurance and submit it to your instructor along with your current CPR/AED certification. *

Credit Hours:

The internship experience will consist of 300 contact/work hours at the approved site/sites (6 Credit Hours).

Supervision:

Each student enrolling in EXS 496 is required to meet with the supervising faculty member prior to beginning the internship experience. At this time the location of the internship experience will be discussed as well as expectations and evaluation procedures.

Selection of Internship Site:

The selection of the internship site must be approved by the supervising Exercise Science faculty member. Students must select internship site(s) which will allow them to develop and enhance knowledge and skills in settings in which they are interested. Also, students should view the internship experience as the opportunity to determine if the experience at the specific internship site might represent a desirable career route. The internship site must be arranged and an agreement made with your chosen site prior to the start of the semester in which you plan to enroll in the course. See the Internship Check-List in the Internship Handbook.

Course requirements:

1. Provide **300 hours of service** in the area of Kinesiology supervised by a trained professional.
2. Conform to the rules and regulations of the agency/business.
3. Complete assignments and responsibilities as outlined at internship website (Blackboard).
4. Submit appropriate reports throughout internship:
 - a) Evidence of current CPR certification, liability insurance, & Assumption of Risk prior to beginning your internship
 - b) Completed internship portfolio
 - c) Weekly reports (see information below)
 - d) Midterm and Final Evaluations
 - e) Student evaluation of intern site
 - f) Student evaluation of site supervisor
 - g) Student site catalog advertisement

Student Expectations:

- Be the best possible representative of Western Kentucky University, the School of Kinesiology, Recreation, & Sport, & Exercise Science.
- Keep your university supervisor informed of all work conducted for the agency during the internship in a timely fashion.
- Promptly report any major problems to your university supervisor.
- Check email and Blackboard site regularly
- You are expected to complete 300 hours in the enrolled semester. All hours must be completed by Thursday, August 4th, 2022. Incompletes will NOT be granted without an established agreement between the student, WKU instructor, and site supervisor BEFORE the start of the semester.
 - o Failing to achieve 300 hours by the due date noted above will result in the following credit loss:
 - ≥ 290 hours = full credit (30% of final grade – see below)
 - 250-289 hours = -5% from final grade
 - 200-249 hours = -10% from final grade
 - 150-199 hours = -15% from final grade
 - 100-149 hours = -20% from final grade
 - < 100 hours = -30% from final grade

- **Cell Phone Use Prohibited at Internship Sites:**

- Cell phone usage is not permitted at internship sites. If a complaint is received at any time from your site supervisor with respect to your use of your cell phone while serving internship hours, there will be a 10% reduction of your final course average.

Explanation of Grading Procedures:

Grading procedures will be based upon your dedication and performance in the following areas:

Completing 300 Hours	30%
Weekly Reports (11)	10%
Mid-term Evaluation by Supervisor	10%
Final Evaluation by Supervisor	20%
Final Portfolio	20%
Student Evaluation of Internship Site, Supervisor, & Advertisement	10%

Grading Scale:

A = 90.00-100; B = 80.00-89.99; C = 70.00-79.99; D = 60.00-69.99; F = 0-59.99

Submitting Assignments:

Failure to turn in assignments by the due date will result in an automatic zero unless you have a valid medical excuse. Additionally, assignments must be in a standard format that can be opened on most computers. This includes word documents, excel, PowerPoint, pdf (basically, do not submit anything from the iWork environment like .pages and .numbers files). If a non-standard file is submitted, you will not receive credit for the assignment as I will not be able to open it. Additionally, submitting the wrong version of an assignment (e.g., just the questions and not the answers) is not a valid excuse and will be graded as if this were your actual submission. Please check to make sure you are submitting the correct document (keeping a consistent file naming scheme will make things easier).

Weekly Reports

- Your weekly reports are due on Blackboard by 8:00 am each Monday (regardless of WKU's Academic Calendar).
- The report for Week 1 should be received at the beginning of Week 2, the report for Week 2 should be received at the beginning of Week 3, so on and so forth.
 - Week 1 represents the first week in which you start logging hours for your Internship. So, Week 1 may not coincide with the 1st week of the semester.
 - For example, if you start logging hours for your Internship during the 2nd week of the semester, that is Week 1 of your Internship, which means your Week 1 report would be submitted on the Monday of the 3rd week of the semester.
- You are responsible for completing all weekly reports regardless of how many weeks you actually take to complete your Internship hours.
- You may NOT submit weekly reports less than 7 days apart.
- Weekly Report Scoring:
 - You will receive 2 points for each correct answer.
 - An incorrect response will result in the loss of 1 point whereas a non-response will result in the loss of 2 points.
 - It is expected that you will prepare and submit your answer independently of other students.
 - Additionally, copy and pasted answers from internet sources will result in a ZERO on the entire weekly report.

Week 1:

- A. What are your responsibilities during the semester?
- B. What will your typical hours be throughout the semester?
- C. Who will evaluate your performance?
- D. Include an overview of your facility, what is the mission of this facility?
- E. What procedures were followed to orient the you to your role in the facility?
- F. Number of hours completed this week

Week 2:

- A. Create Bulb portfolio site following guidelines outlined in Handbook and the Example Bulb Site <https://www.bulbapp.com/DaniloTolusso> (general format and structure check). Share your URL link here.
 - a. Tabs that must have content:
 - i. Internship Information
 - ii. Professional Resume
 - iii. 1 Journal Entry with Documentation
- B. What general duties have you been responsible for thus far?
- C. What kind of qualifications/degrees do the people you work with have?
- D. How big is this company? (# of employees, locations, etc.)
- E. What experiences do you expect to be exposed to during your first several weeks at the site?
- F. Number of hours completed this week and thus far

Week 3:

- A. Indicate areas where your academic curriculum in exercise science prepared you for your internship.

- B. Are there any areas where you feel you are not adequately prepared?
- C. Give a detailed description of the activities you are performing at your site.
- D. Upload a photo to Bulb portfolio that reflects your week. Follow instructions on portfolio guidelines. This should be your second entry.
- E. Number of hours completed this week and thus far

Week 4:

- A. Include any new responsibilities you have undertaken at your internship site.
- B. Upload a photo of you at your internship site. You should be wearing either a site required uniform or your EXS polo. (no selfies!). This should be your third entry.
- C. Number of hours completed this week and thus far

Week 5:

- A. What is interesting about your internship site?
- B. Have you had any unexpected tasks?
- C. What are your Professional Goals? – Put this information on Bulb site following instructions.
- D. Number of hours completed this week and thus far

Week 6:

- A. Summary of your experiences to this point.
- B. Are there any new responsibilities you are taking on for the rest of your internship?
- C. Do you plan on sitting for a certification exam?
- D. Number of hours completed this week and thus far

Week 7:

- A. What personality/leadership traits do you admire most in your supervisor(s)?
- B. Upload a photo to Bulb portfolio that reflects your week. Follow instructions on portfolio guidelines.
- C. Number of hours completed this week and thus far

Week 8:

- A. Is this the type of job you would like to have upon graduation?
- B. What other opportunities would you like to explore?
- C. What would you need to do to align yourself to secure the position of your dreams?
- D. Number of hours completed this week and thus far

Week 9:

- A. What is the most enjoyable experience you have had at your internship site this semester?
- B. What is the least enjoyable?
- C. Number of hours completed this week and thus far

Week 10:

- A. Is there any individual you have worked with, or alongside of you, that has influenced your opinion of your internship and/or exercise science career? Consider using this as your Bulb Journal Entry.
- B. Upload a photo to Bulb portfolio that reflects your week. Follow instructions on portfolio guidelines.

C. Number of hours completed this week and thus far

Week 11:

- A. This is your final summary of your internship.
 - a. Describe the agency...What you liked? What have you not liked?
 - b. What have you liked?
 - c. What have you not liked?
- B. What are some things you learned or achieved through this internship? Evaluate your strengths and shortcomings and recommendations for improvement.
- C. Are there still areas where you feel inadequate that were specifically related to your responsibilities in your internship?
- D. Summarize any major accomplishments or problems that you encountered/resolved.
- E. Is there any opportunity for you to continue working here upon the conclusion of your internship?
- F. Number of hours completed this week and thus far
 - a. Upload final Log of Hours on Bulb.

Be prepared to upload your Reflection on Internship Experience by the deadline. Revise your professional resume now that you have completed the internship experience.

Evaluation Forms (all forms found on Blackboard under Assignments)

Mid-term Evaluation: should be submitted to Blackboard (Assignments)

- Please use an app to take a picture of your documents and convert them to PDF.
- Must be completed and received when you have logged between 150-200 hours. This form will NOT be accepted before you have logged 150 hours or after you have logged 200 or more hours.
- Your supervisor will review your evaluation with you prior to you submitting it on Blackboard. Your signature is required on the form to denote you have reviewed the evaluation with your supervisor.
- Notify your instructor once this form is submitted.

Site Evaluation: turned in on Blackboard (Assignments) at the same time as Final Hours Log (Bulb Portfolio)

Site Supervisor Evaluation Form: turned in on Blackboard (Assignments) at the same time as Final Hours Log (Bulb Portfolio)

Site Catalog Advertisement: turned in on Blackboard (Assignments) at the same time as Final Hours Log (Bulb Portfolio)

Final Evaluation: should be submitted to Blackboard (Assignments)

- The Final Evaluation must be received by the end of the day on Thursday August 4th, 2022 or as soon as you complete your 300 Internship hours, whichever comes first.

- Your supervisor will review your evaluation with you prior to you submitting it on Blackboard. Your signature is required on the form to denote you have reviewed the evaluation with your supervisor.
- Notify your instructor once this form is submitted.

Scoring of Internship Evaluations:

- Your site supervisor will work closely with facility staff in completing both your midterm and final evaluation forms. You will have the opportunity to review the feedback with the facility staff/supervisor and also are required to provide your signature on the form to denote this review has taken place. The midterm and final evaluations combined comprise 30% of your grade for your 6 credit-hour Internship.
- Below is a summary of how evaluations are scored:
 - Evaluation scores are calculated based on the number of questions you receive a score for (i.e., those questions with a number as opposed to N/A).
 - Questions receiving a score of 7 or above receive no deductions.
 - For example, if you were scored on 10 questions, $7 \times 10 = 70$ potential points. If you receive a “5” on 8 questions and a “7” on the remaining 2 questions, that would result in a total of 54 points. That would equal $54/70$ or 77.1%.
 - Extra credit is available for ratings of "excellent."

The Learning Center (TLC)

The Learning Center (DUC A330) provides free supplemental education programs for all currently enrolled WKU students. TLC at DUC offers CRLA Certified, one-on-one tutoring in over 100 general education subjects by appointment or walk in and hosts a branch of the English Department's Writing Center. TLC is also a quiet study area, with side rooms designated for peer to peer tutoring, and offers a thirty two machine computer lab. Additionally, TLC has two satellite locations, one each in Douglas Keen Hall and in Pearce Ford Tower that provide computer and print service, tutoring, and quiet study areas. For more information, or to schedule a tutoring appointment, please call TLC at (270) 745 - 6254 or log on to our website at www.wku.edu/tlc. Hours TLC at DUC: Monday - Thursday 8:00am - 9:00pm; Friday 8:00am - 4:00pm; Sunday 4:00pm - 9:00pm TLC at Keen/PFT: Sunday - Thursday 6:00pm - 11:00pm .

Code of Student Conduct: (WKU Student Handbook)

Please take a moment to read through the Western Kentucky University code of student conduct. It is expected that you will conduct yourself in a manner that is consistent with classroom and university policies and procedures. Failure to do so will result in the 3 necessary disciplinary actions through the department, college, and/or university. I encourage you to get a copy of the WKU Student Handbook and review all of the student guidelines. The following passages are excerpts taken directly from the 2008 Western Kentucky University Catalog. Following the procedures of due process, if the WKU Code of Student Conduct is violated, the responsible parties will go through the University's disciplinary process, which is intended to be a fair and educational experience. Any WKU student may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes:

Dishonesty. Plagiarism or cheating as described in the student handbook and in this course syllabus (see below).

Destruction of property. Any act of vandalism, malicious or unwarranted damage or destruction to any institutionally owned or controlled property.

Disrupting the academic process. Interference or disruptive activity which impedes, impairs or obstructs teaching, research ...which inhibits full exercise of rights by others.

Unruly conduct. Disorderly conduct or lewd, indecent or obscene conduct or expression.

Academic Freedom, Offenses, and Dishonesty

The following passages are taken directly from the Western Kentucky University Student Handbook:

- The University desires that every student experiences freedom in academic pursuits. Academic freedom, however, is not irresponsibility – it is the opportunity to pursue truth.
- The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature. Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the acts were detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure. For further information regarding this procedure please reference the WKU Student Handbook (<http://www.wku.edu/handbook/>).
- *Plagiarism* – To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.
- *Cheating* – No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by Upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.