

EXS 296: Practicum in Exercise Science

Summer2021

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Office Hours:

Schedule via [Calendly](#)

Meetings will be held on [Zoom](#)



Exercise Science

School of Kinesiology
Recreation & Sport

General Information: Students obtain field-based experiences in selected exercise science related settings such as cardiac rehabilitation facilities, hospital wellness centers, physical/occupational 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 practicum 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 practicum experience at more than one location to add diversity to their field experience. Please read the EXS 296 Practicum in Exercise Science Handbook for details regarding the course.

Before enrolling in the EXS 296 course, you MUST obtain a certificate of insurance and submit it to your instructor along with your current CPR certification from either the American Heart Association or the American Red Cross.

Credit Hours: (3 Credit Hours) The practicum experience will consist of 150 contact/work hours at the approved site/sites.

Supervision: Each student enrolling in EXS 296 is required to communicate with the supervising faculty member prior to beginning the practicum experience. At this time the location of the practicum experience will be discussed as well as expectations and evaluation procedures.

Selection of Practicum Site: The selection of the practicum site(s) must be approved by the supervising Exercise Science faculty member. Students must select practicum 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 practicum experience as an opportunity to determine if the experience at the specific practicum site might represent a desirable career route. The practicum 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 5-STEPS for Practicum, on Blackboard and included in the Practicum Handbook.

Course requirements:

1. Provide **150 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 practicum website (Blackboard).
4. Submit appropriate reports throughout practicum:
 - a) Evidence of current CPR certification, HSPO liability insurance prior to beginning your practicum
 - b) Completed digital portfolio
 - c) Weekly activity reports (see information below)
 - d) Student evaluation of practicum site
 - e) Student evaluation of site supervisor

Student Expectations

- Be the best possible representative of Western Kentucky University and the School of Kinesiology, Recreation, & Sport.
- Keep your university supervisor informed of all work conducted for the agency during the practicum in a timely fashion
- Promptly report any major problems to your university supervisor.
- Check email and Remind text regularly
- You are expected to complete 150 hours in the enrolled semester.
 - o 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 150 hours across the semester will result in the following credit loss:**
 - >140 hours = full credit (30% of final grade- see below)
 - 100-139.9 hours = -5% from final grade
 - 75-99.9 hours = -10% from final grade
 - 50-74.9 hours = -15% from final grade
 - 25-49.9 hours = -20% from final grade
 - < 25 hours = -30% from final grade

Explanation of Grading Procedures

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

Completing 150 Hours	30%
Weekly Reporting Quizzes (+ updated Bulb)	10%
Mid-term Evaluation by Supervisor	10%
Final Evaluation by Supervisor	20%
Portfolio	20%
Student Evaluation of Practicum Site, Supervisor, & Information Form	<u>10%</u>
	100%

Cell Phone Use Prohibited at Practicum Sites:

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

Taking Pictures at your Practicum Sites:

When documenting a modality or technique that you covered at your practicum it is considered best practice to not include pictures of the patient performing these modalities. This can be considered a violation of the patient's health privacy. Instead take a picture of yourself or practicum supervisor (with permission) performing these tasks.

Grading Scale

A = > 90% B = 80–89.99% C = 70-79.99% D = 60-69.99% F = < 60 %

Weekly Reporting *Quizzes*

Your weekly reporting *quizzes* are due on Blackboard each Monday (regardless of WKU's academic Calendar) **at 8:00am**. The report for Week 1 should be received at the beginning of Week 2. **You are responsible for completing all weekly assignments regardless of how many weeks you actually take to complete your hours.** You may NOT submit reports less than 7 days a part.

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 general overview of your proposed practicum experience

- 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 (<https://www.bulbapp.com/DaniloTolusso>) (general format and structure check). Share your url here (make sure to share the portfolio be clicking the "Publish" option).
 - a. Tabs that must have content:
 - i. Practicum 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 practicum.
- 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 practicum site.
- B. Upload a photo of you at your practicum 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 practicum 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 practicum?
- C. Do you think this site environment is one you would consider for your future career?
- D. What personality/leadership traits do you admire most in your supervisor(s)?
- E. Upload a photo to your Bulb portfolio that reflects your week. Follow instructions regarding portfolio guidelines.
- F. Number of hours completed this week and thus far

Week 7:

- A. What is the most enjoyable experience you have had at your practicum site this semester?
- B. What is the least enjoyable?
- C. Is there any individual you have worked with, or alongside of you, that has influenced your opinion of your practicum and/or exercise science career? (consider using this as your Bulb journal entry)
- G. Upload a photo to your Bulb portfolio that reflects your week. Follow instructions regarding portfolio guidelines.
- D. Number of hours completed this week and thus far

Week 8:

- A. This is your final summary of your practicum.
 - a. Describe the agency...What have you liked? What have you not liked?
- B. What are some things you learned or achieved through this practicum? 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 practicum?
- 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 practicum?
- F. Number of hours completed this week and thus far
 - a. Upload final Log of Hours on Bulb.

Evaluation Forms (all forms found on Blackboard or linked to Google Forms)

Mid-term Evaluation – completed WITH the site supervisor and submitted using Google Forms

- Must be completed and received when you have logged 60-90 hours. This form will not be accepted after you have completed over 100 hours.
- Notify instructor of how and when form is being submitted- see Blackboard → Required Evaluations and Forms for details. Your feedback is required in the form.

Site Evaluation – Link provided on Blackboard – submission via Google Forms AFTER completion of hours or by August 5th.

Site Supervisor and Site Evaluation Form – submission via Google Forms at the same time as Final Hours Log. Found under Required Forms and Evaluations

Site Information Form submission via Google Forms at the same time as Final Hours Log. Found under Required Forms and Evaluations

Final Evaluation – A Google Form will be emailed to your site supervisor. See Blackboard → Required Evaluations and Forms for details on how to get the evaluation sent to your supervisor. You may be asked to help in reminding your supervisor to complete the form by the due date.

- The Final Evaluation must be received as soon as you complete your hours, after you complete 125-150 hours, or by **Thursday August 5th** → whichever comes first!!
- Notify instructor of when form is being submitted.

Late Policy

Late work is *not* accepted. Please make sure you complete your weekly activity logs and evaluations by the date and time indicated.

Academic Misconduct: All acts of dishonesty in any work constitute academic misconduct. In the event of academic misconduct, the student(s) will receive a failing grade ("F") for the course, and may be reported to the University Disciplinary Committee.

Code of Student Conduct: 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.

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 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 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.

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 quiz or in the preparation of any assignment or other project which is submitted for purposes of grade determination.

Disciplinary Actions: The following list describes University sanctions that may be administered as a result of violating the WKU Code of Conduct: warning and/or reprimand, creative discipline, disciplinary probation, suspension, expulsion.

University Attendance Policy:

Registration in a course obligates the student to be regular and punctual in class attendance. Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to perform meaningful academically-related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

Withdrawal deadlines are published each semester in the schedule bulletin. Excessive absenteeism frequently contributes to poor academic achievement. An instructor who determines that a student's absenteeism is inconsistent with the instructor's stated policy should either counsel with the student or request that the Academic Advising and Retention Center arrange a counseling session with the student. Excessive absenteeism may result in the instructor's dismissing the student from the class and recording a failing grade, unless the student officially withdraws from the class before the withdrawal deadline. If the student withdraws from the University after the end of the official withdrawal period, excessive absenteeism may be one of the considerations in the instructor's deciding whether circumstances justify a "W" or an "F" in the course. The normal appeal process is available to the student who wants to appeal the decision of the instructor. When a student is absent from class because of illness, death in the family, or other justifiable reasons, it is the student's responsibility to consult the instructor at the earliest possible time. If personal emergencies arise, written notification of absences must be supplied through the Academic Advising and Retention Center.

The Learning Center

Website: www.wku.edu/tlc

Phone: (270) 745-5065

Email: tlc@wku.edu

Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing Student Union, 2141) provides free supplemental education programs for all currently enrolled WKU students. TLC @ Downing Student Union offers certified, one-on-one tutoring in over 200 subjects and eight academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and offers a computer lab to complete academic coursework.

WKU Center for Literacy Assistance

The WKU Center for Literacy is located in Gary A. Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help **reading/studying to learn** and writing for evidence and argument. The Center for Literacy offers both individual and small group sessions throughout the semester. More information about the WKU Center for Literacy can be found on the website: <http://www.wku.edu/literacycenter/>

Student Accessibility Resource Center (SARC):

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."

Faculty/Staff that would like additional information about the SARC can visit our FAQ and Faculty/Staff Resources pages. Faculty may also contact the SARC directly for testing information at sarc.testing@wku.edu. For students that request note-taking accommodations at sarc.notetaking@wku.edu or our general email account listed above. If you have any questions or concerns, please should contact our office by email or phone.

Title IX, Discrimination, Harassment and Sexual Misconduct Policy:

WKU is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at 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:

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