

**GEORGE MASON UNIVERSITY**  
**School of Recreation, Health and Tourism**

KINE 341—Practicum in Kinesiology (3)  
Spring 2012

DAY/TIME:	M,W- 9:00-10:15 am	LOCATION:	PW 253 Bull Run Hall
PROFESSOR:	Dr. Charles Robison	EMAIL ADDRESS:	crobiso4@gmu.edu
OFFICE LOCATION:	PW 210 Bull Run Hall	PHONE NUMBER:	703-993-7115
OFFICE HOURS:	Monday 3:00- 4:30 pm	FAX NUMBER:	703-993-2025

**PREREQUISITES:**

KINE 310, and KINE 400; current CPR, AED, & First Aid.

**COURSE DESCRIPTION:** Provides a paid or voluntary supervised professional experience in an approved exercise science professional setting under the supervision of a practicum University Supervisor and Agency Supervisor.

**COURSE OBJECTIVES**

At the conclusion of this course, students should be able to:

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in exercise science programming and service delivery;
3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the exercise science professional field.

**NATURE OF COURSE DELIVERY**

This course will include both lecture and field experience.

**EVALUATION**

*Requirements*

During their work experience, students must fulfill specific requirements including completion of specified forms and assignments in order to be evaluated and receive a grade for their practicum. These include:

- working at an approved practicum site for a minimum of 150 hours of professional practice;
- completing *Daily Activity Log of Hours* and *Weekly Reports*, which form part of the *Practicum Journal*;
- meeting with their University Supervisor at the beginning of the experience to complete all necessary paperwork and submitting the completed contract in a timely fashion;
- submitting their *Practicum Journal* which encapsulates their cumulative work experience (see *Practicum Journal Guidelines* below); and

- attending a post-practicum discussion session regarding their overall experience with the agency.
- Students are expected to complete a minimum 150 hours over a period of 10 to 14 weeks. The number of weeks may be abbreviated for summer experiences.

### Student Responsibilities

During the practicum, which involves a minimum of 150 hours, the student must meet certain responsibilities and obligations to the Agency and/or Agency Supervisor, as well as to the University (see Evaluation section above) to fulfill their internship requirements. These include:

1. Reporting directly to the Agency Supervisor for instructions. The practicum student is responsible for fulfilling his/her duties as stipulated by his/her supervisor, and for meeting their scheduled training commitments and arrangements;
2. Participating in orientation sessions with their Agency Supervisor;
3. Familiarizing and abiding by all the rules, regulations, policies and procedures of the Agency applicable to their conduct while in the Agency's employment;
4. Becoming an integral and participating member of the Agency's staff;
5. Acting in a professional manner both as an Agency staff member and when dealing with the Agency's clientele. The student is a representative of GMU and an ambassador for the Kinesiology program. A positive work experience effectively 'paves the way' for the future placement of other interns. It is therefore imperative that a cooperative attitude and good work record and habits be maintained for good rapport between the student, University Supervisor and the Agency;
6. Visiting, observing and participating, as appropriate, in various levels of the Agency's operations, including meetings, programs, projects and training sessions. This enables the student to strive toward higher levels of personal and professional growth and fulfillment;
7. Meeting with the Agency Supervisor and the University Supervisor during a routine on-site visit of the latter to the Agency, if such a meeting is practicable; otherwise, the University Supervisor will contact the Agency Supervisor by phone or e-mail for feedback regarding the student's performance;
8. Notifying the Agency Supervisor in advance when it is necessary to be absent from work;
9. Participating in post-activity discussion with their Agency Supervisor, and
10. Each student enrolled in KINE 341 must meet and share the responsibilities and *Practicum Journal Guidelines* requirements with their Agency Supervisor as outlined below to earn a letter grade for the practicum experience. The *Practicum Journal* must be well-organized (i.e., table of contents, tabbed), typed and otherwise professionally presented. The front cover and title page must include: name, name of practicum site, course information (e.g., KINE 341) and the semester/year. Practicum contents are normally compiled in a 3-ring notebook. Be certain to include samples of work completed during the practicum experience.

### Agency Supervisor Responsibilities

The Agency Supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction and supervision that furthers a student's professional competence. By providing a challenging and stimulating work experience, students are allowed to discover their own strengths and weaknesses in their chosen professional career. Thus, the Agency Supervisor is expected to assume responsibilities and obligations to the student and the University Supervisor that foster learning and are in line with the Kinesiology's practicum course. These are summarized below:

1. Providing the student with a structured and supervised learning experience;
2. Preparing the Agency or institution staff for the arrival of the student, and orienting the student to the Agency's history (including organizational chart), philosophy, policies regulations, administration, programs and facilities in order to allow the student to function effectively in the practicum setting;
3. Providing timely and fair evaluative summaries of the student's work, including filling in a written *Final Practicum Performance Assessment Form*, which is sent confidentially to the student's University Supervisor;
4. Immediately notifying the practicum University Supervisor of any emerging condition that significantly affects the student's ability to succeed or complete the agreed upon practicum tasks;
5. Directly reimbursing the student for any costs they are authorized to incur on behalf of the Agency, or for reimbursable expenses identified in advance by the Agency; and
6. Accepting the student as a volunteer or paid member of staff (as applicable) and afford them all the rights and protections pertaining to that status.

#### University Supervisor Responsibilities

The University Supervisor serves as a liaison between the student and Agency Supervisor. Responsibilities are:

1. Assisting the student to develop or acquire resources or skills necessary for the successful completion of assigned tasks;
2. Facilitating resolution of problems that may occur during the practicum between the student and the Agency;
3. Soliciting evaluative commentary and reports from the student and the Agency Supervisor;
4. Receiving, reviewing and evaluating required submissions from the student and Agency Supervisor; and
5. Advising and assisting the Agency on matters pertaining to enrichment of the educational experience in the practicum.

#### Practicum Journal Guidelines/Submission Requirements

Upon completion of the practicum period, students are required to submit their *Practicum Journal*.

The journal must be organized in the following manner:

- I. Introduction
  - A. Cover Page / Author Page
  - B. Table of Contents
  - C. Practicum Site Profile (two copies: one completed and handed in at the beginning of the experience and a duplicate included in the final journal)
  - D. Agency Overview
    1. Give the name of the Agency and describe the practicum site including the history, mission statement, type of organization (e.g., corporation, private, government agency, non-profit, etc.), customers, services offered, other special features.
    2. Agency personnel and oversight
      - a. Provide an organizational chart and label the names of the key officers, managers, board, etc. Also show your place in the Agency.
      - b. Give a brief description of the individuals that you interacted with (including your Agency Supervisor) on a regular basis and indicate whether they are full-time, part-time, seasonal, and/or volunteers

3. Office environment. Describe the location where you worked and how it contributes to the overall mission of the agency. Provide a site layout if available. Describe the office space you were assigned and explain how that influenced your experience.
- II. Chronicle of Daily / Weekly Experience
    - A. Daily Activity Log of Hours
    - B. Weekly Reports
  - III. Evaluation of Practicum Experience
    - A. What are the three most important skills you used or put into practice during the experience? Name and give examples of how these skills were used.
    - B. Briefly evaluate the site and your Agency Supervisor
    - C. Should the Practicum Kinesiology University Supervisors seek to place another student with this Agency? Explain why or why not.
    - D. What recommendations do you have for the improvement of the practicum experience?
    - E. Did you feel educationally prepared for the experience? What other measures can the Kinesiology program faculty take to prepare Kinesiology students for the practicum experience?
    - F. Was the practicum a worthwhile experience? Explain why or why not.
  - IV. Samples of Work Completed
    - A. Written examples: (e.g., handouts, correspondence prepared, relevant e-mails, agendas, plans, timelines, etc.).
    - B. Visual examples: (e.g., photographs, promotional materials, maps, etc.)

Evaluation Items

Type	Points
Practicum Journal	300
Interim Report	100
Agency Supervisor's Evaluation	200
Completion of Hours	200
Roundtable Discussion	100
Communication and Professionalism	100

The following semester point accumulation scale will be used by the practicum University Supervisor in determining the final grade:

970 to 1,000	=	A+
930 to 969	=	A
900 to 929	=	A-
870 to 899	=	B+
830 to 869	=	B
800 to 829	=	B-
770 to 799	=	C+
700 to 769	=	C
600 to 699	=	D
< 600	=	F

### *Student Expectations*

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

### *Campus Resources*

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].

*The College of Education & Human Development is committed to the following five values: collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.*  
<http://cehd.gmu.edu/values/>

For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

