



Course Title and Number: Practicum ES 496

Department Name: Exercise and Nutrition Science

Course No.:	ES 496	Class Day/Time:	Variable
Course Title:	Practicum	Class Location:	TBD
		Format:	LAB

Instructor:	Mary Dedrick, M.S.
Office:	210A Kimball Tower
Phone Number(s):	829-6785
Email:	mdedrick@buffalo.edu
Office Hours:	By appointment
Prerequisite(s):	Accepted to ES upper division or Health & Wellness minor. UB Exercise Science Polo Shirt, CPR and First Aid certification, HIPAA, Universal Precautions and Health Update form.

I. (a) Course Description:

This course is designed to enhance the skill development and acquisition component of the Exercise Science curriculum by providing students with the opportunity to gain hands on experience in a professional setting. There are no formal class meetings. You are required to contact me prior to starting the experience, and you are expected to keep me informed of your progress. You may register for a 1, 2, or 3 credits of Practicum. No more than 3 credits of practicum will count toward your Exercise Science elective courses. You will be required to work 3 hours for every one credit of Practicum for 15 weeks (i.e. 1 credit Practicum = 3 hours per week for 15 weeks; 2 credits = 6 hours per week; 3 credits = 9 hours per week) AT ONE SITE ONLY per semester. You will not be able to reduce the number of credits once you begin the practicum, so make sure you decide correctly before registering.

(b) Course Rationale/Relationship to Curriculum Design:

The practicum is intended to provide students with the opportunity to apply and expand the knowledge and skills learned in the academic program with actual clients/consumers, to promote the development of self-evaluation and problem solving skills and to acquaint students with different career/internship opportunities that exist within the field of Exercise Science.

II. Course Objectives / Competency / Instructional Method(s) / Assessment Method(s)

Objective	Accreditation/Program Competency	Instructional Method(s)	Assessment Method(s)
Identify risks associated with blood-borne pathogens and other bodily fluids. Describe procedures for dealing with blood-borne pathogens and other infectious materials and agents	ENVIRONMENTAL HEALTH SCIENCES: Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.	Webcast video training on blood-borne pathogen.	Online competency exam.

Additional competencies for the Bachelor of Science in Exercise Science:

Objective	Accreditation/Program Competency	Instructional Method(s)	Assessment Method(s)
To apply and expand knowledge and skills acquired in the academic program to professional practice.	Identify symptoms or circumstances that contraindicate exercise or fitness testing Apply classroom knowledge and skills to workplace settings.	Participation in supervised practicum.	Site supervisor evaluation
Demonstrate appropriate professional and communication skills when securing an Exercise Science practicum and during the practicum experience.	Demonstrate effective oral and written communication problem solving and personal interaction skills	Participation in supervised practicum.	Site supervisor evaluation Practicum assignment of weekly logs.

III. Textbooks /Equipment /Required Technologies

Resource	Required
Access to UB Learns for course assignments, active email address, Internship Policies and Procedures , and Clinical Sites Database	Yes

IV. Course Requirements and Assignments

Official Letter of Acceptance:

Your site supervisor needs to submit an official letter of acceptance on company letterhead (by mail or e-mail) to me prior to the beginning of the semester you intend to complete your practicum. The letter must state your approximate start and end date and that you will complete X number of hours. They should also include a brief description of what you will be doing for your practicum. Please have them send the letter to:

Mary Dedrick
Director of Clinical Education
Department of Exercise and Nutrition Science
University at Buffalo, SUNY
210A Kimball Tower
Buffalo, NY 14214-8028

E-mail: mdedrick@buffalo.edu

Homework Assignments:

Weekly Logs: Account of events at practicum and hours spent working
Work Schedule
Professional Goal Sheet
Written practicum report
Supervisor & Student Evaluation

V. Course Evaluation

VI. Grading

You will be graded on a Pass/Fail basis. You MUST complete all assignments on UB Learns to receive credit for the course.

VII. Other course related information

Steps to Gain a Practicum:

1. Review the Practicum/Internship Database at: <https://mysphp Buffalo.edu/clinicalsites/>
2. Review the areas of interest and practicum reports from other students
3. Contact the supervisor at the site you are interested in via phone or email
4. State, "I am an Exercise Science student or Health and Wellness Minor student interested in doing a Practicum for ___ hours per week." "May I send you my resume and meet you for an interview?"
5. Once accepted, you must ask the site to submit an official letter of acceptance (see above).
6. Complete the Student-Instructor Contract in order to get registered for ES 496 – Practicum specifying the number of hours you want to be registered for (i.e. 1 credit Practicum = 3 hours per week for 15 weeks; 2 credits = 6 hours per week; 3 credits = 9 hours per week).
7. You will not be able to RESIGN to a reduced number of credit hours for the practicum. You must complete the hours you initially registered for or resign from the entire class if you are unable to meet the required number of hours.

Students are recommended to start at an on-campus (SUNY/Buffalo) practicum site the first year in upper division. Then, students may pursue other sites in the community to gradually build their skill experiences.

For more information, please refer to the [Clinical Policies and Procedures Manual](#).

VIII. Communication

If you have multiple email accounts, please be sure that you access (or forward) your UB email. Your UB email is the account I will use to send course-related materials.

IX. Policy Regarding Absences, Attendance, Assignments, Exams, and University Policy on Incompletes in Courses

- **Late Assignments**
Assignments are due as specified on UBLearn. If there are circumstances that will preclude you from turning in assignments on the due date, it is imperative that you discuss the situation with the instructor prior to the due date.
- **Exams and Final Exam**
No exams for this course.
- **Policy on Incomplete Grades for the Course**
Incomplete grades will be given only if there are extenuating circumstances (i.e. severe illness) that preclude the student from completing the course. The student must have satisfactorily completed all course work and successfully passed all exams (B or better) up until the time an incomplete is requested.
- **University Policy on Incomplete Grades**
A grade of incomplete (“I”) indicate that additional course work is required to fulfill the requirements of a given course. Students may only be given an “I” grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An “I” grade may not be assigned to a student who did not attend the course. Prior to the end of the semester, students must initiate the request for an “I” grade and receive the instructor’s approval. Assignment of an “I” grade is at the discretion of the instructor.

The instructor must specify a default letter at the time the “I” grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. “I” grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an “I” grade, the instructor shall provide the student specification, in writing or by electronic mail,

of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses for which they have received an "I" grade. Applicable dates regarding the 12-month provision:

Courses taken in (semester):	Will default in 12 months on:
Fall	December 31
Spring	May 31
Summer	August 31

The "I" must be changed to a grade before the degree conferral date if the students plans to graduate in that semester. At any time prior to the default date, students may elect to change the "I" grade to the default grade using the [Grade Retrieval Form](#).

A default grade can be "A-," "B+," "B-," "C+," "C-," "D+," "D," or "F." (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

Disability Policy

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources, 25 Capen Hall, 645-2608, and also the instructor of this course during the first week of class. ODS will provide you with information and review appropriate arrangements for reasonable accommodations. <http://www.ub-disability.buffalo.edu/>

Netiquette

This course may utilize UBlerns to facilitate online communication between course participants. Please keep in mind the following "Rules of Netiquette" when communicating online.

1. **The rules of the classroom are the same regardless of location.** Remember just because you're interacting online, doesn't mean you stop having respect for your professors, and fellow classmates. You're communicating with a real person, not a computer screen.
2. **Remember your audience.** When communicating online it's important to remember who you're communicating with. When sending a message to a professor, please refrain from using "text speak". For example, Shakespeare never intended for you to type "2B or not 2B". Also, stay away from typing in all capital letters; it will appear as if you're shouting.
3. **Avoid strong language.** Language can easily be misinterpreted in an online setting. Be sure to review your work before submitting, making sure the reader won't be able to misinterpret it as strong, or offensive. Sarcasm doesn't translate well online. Your audience can't see your facial expressions, or body language. Try to be as straight forward and professional as

possible.

4. **Read everything, twice.** Be sure to thoroughly read all course materials before beginning to work on your assignments. If you have a question, or need clarification, re-read the materials. You may have glanced over an important detail the first time. If you're still having difficulties, then e-mail your professor.
5. **Review all materials before submitting.** When responding to discussion board posts, be sure to read all previous postings before you post your own. This way you won't duplicate someone else's comments. Also, it's a good idea to write, and save your work in Microsoft Word first. In case of a technical issue, you have a backup copy.

Academic Integrity

Students who are suspected of academic dishonesty will be dealt with severely in accordance with the Department and University Policy. This may include a grade of 0 for an assignment and/or failure in a course.

Academic Dishonesty: Actions that compromise academic integrity include, but are not limited to the following examples:

- *Previously submitted work:* Submitting academically required material that has been previously submitted – in whole or in substantial part – in another course, without prior and expressed consent of the instructor.
- *Plagiarism.* Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- *Cheating.* Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), with the intent to deceive while completing an examination or individual assignment.
- *Falsification of academic materials.* Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- *Misrepresentation of documents.* Forgery, alteration, or misuse of any University or Official document, record, or instrument of identification.
- *Confidential academic materials.* Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.

- *Selling academic assignments.* No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignments, or any inappropriate assistance in the preparation, research, or writing of any assignment, which the sellers knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- *Purchasing academic assignments.* No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

COURSE SCHEDULE

Date Due	Assignment	Description of Assignment
Week 1	<ul style="list-style-type: none"> • Official Letter indicating Site approval sent to me via email or US postal <u>from site supervisor.</u> • Practicum Information Form & work Schedule • Begin required hours. • Begin weekly logs. 	Site must be selected from the SPHP database with the specified contact person for each site. Begin to write your Weekly Logs on UB Learns.
Week 2	<ul style="list-style-type: none"> • Continue required hours and weekly logs. 	
Week 3	<ul style="list-style-type: none"> • Complete goal worksheet. At least 2 goals must be skill related. • Continue required hours and weekly logs. 	The student and site supervisor will review the goal sheet. Major areas of professional development are identified on the final evaluation form. Submit information using the UB Learns class website.
Week 4 - 15	<ul style="list-style-type: none"> • Continue required hours and weekly logs. 	Submit information using the UB Learns class website. Use the corresponding weekly log of the semester.
Week 14	<ul style="list-style-type: none"> • Final written report 	The written report should include: <ol style="list-style-type: none"> 1. A summary of the experience and the number of hours completed. 2. The level of competency achieved for each point outlined in the goal worksheet 3. The written report should be reviewed by the site supervisor and also will serve as a tool for students to engage in self-evaluation.
Week 15	<ul style="list-style-type: none"> • Final Evaluation from site supervisor • Completion of all weekly logs 	Final Evaluation must be performed with your site supervisor. You are to complete the evaluation together from the UB Learns website. If a computer is unavailable, you may have them fill in the form provided online at the UB Learns website and then you enter the answers on UB Learns.