



**Course Title and Number: Internship ES 429**

**Department Name: Exercise and Nutrition Science**

<b>Course No.:</b>	ES 429	<b>Class Day/Time:</b>	Variable
<b>Course Title:</b>	Internship	<b>Class Location:</b>	TBD
		<b>Format:</b>	LAB

<b>Instructor:</b>	Mary Dedrick, M.S.
<b>Office:</b>	210A Kimball Tower
<b>Phone Number(s):</b>	829-6785
<b>Email:</b>	mdedrick@buffalo.edu
<b>Office Hours:</b>	By appointment
<b>Prerequisite(s):</b>	All course work for the B.S. degree in Exercise Science, CPR and First Aid certification, HIPPA, 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 notify me regarding your site acceptance and expected to keep me informed of your progress through UB Learns course work.

Students must register for twelve (12) credits of internship (ES 429). To fulfill the requirements for ES 429, students are required to log 40 hours per week for 12 weeks (40 hours a week/credit hour) for a total of 480 hours.

A grade of P/F will be awarded upon completion of all internship requirements. Site requirements may vary and the Clinical Director will make every effort to accommodate the site's needs.

**(b) Course Rationale/Relationship to Curriculum Design:**

The internship is intended to provide the student with hands on, practical experience. It gives students the opportunity to take the knowledge acquired in the classroom and apply it in a real world setting.

## 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.
Acquire team participation and conflict management skills.	LEADERSHIP: Demonstrate team building, negotiation, and conflict management skills.	Participation in internship experience.	Evaluation by site supervision and clinical director.
Discuss professional ethics and personal integrity.	PROFESSIONALISM: Promote high standards of personal and organizational integrity, compassion, honesty and respect for all people.	Lecture and discussion of professionalism in the internship experience.	Class member participation and assignments.

Additional competencies for the Bachelor of Science in Exercise Science:

Objective	Accreditation/Program Competency	Instructional Method(s)	Assessment Method(s)
Demonstrate knowledge and skill in using the ACSM guidelines for exercise testing.	Identify symptoms or circumstances that contraindicate exercise or fitness testing	Participation in supervised internship.	Internship assignment of weekly logs, project for internship site.
Apply and expand knowledge and skills acquired in the academic program to professional practice.  Demonstrate knowledge and skill in using self-evaluation instruments and in problem solving.  Identify and discriminate among various career/internship opportunities within the field of Exercise Science.	Apply classroom knowledge and skills to workplace settings.  Demonstrate effective oral and written communication problem solving and personal interaction skills	Participation in supervised internship.  Participation in supervised internship.  Student review of internship site database and required interview of internship site(s) of interest.	Internship assignments. Supervisor evaluation of student.  Internship assignments of weekly logs, project for internship site.  Application and attainment of affiliated internship site in advance of semester of internship.

### III. Textbooks /Equipment /Required Technologies

Resource	Required
Access to <a href="#">UB Learns</a> for course assignments, active email address, <a href="#">Internship Policies and Procedures</a> , and <a href="#">Clinical Sites Database</a>	Yes

### IV. Course Requirements and Assignments

#### **Official Letter of Acceptance:**

Your internship site supervisor must submit an official letter of acceptance (by mail or e-mail) to confirm your acceptance. The letter should be on company letterhead and must state your approximate start and end date, a brief description of the tasks you will be completing and that you will complete X number of hours. Failure to do so will impact your start date! Please have the letter sent **prior to the beginning of the semester** you are registered for your internship to:

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

#### **Homework Assignments:**

Professional Goal Sheet – During your first week, discuss these goals with your site supervisor and make appropriate additions and revisions. At the time of your midterm and final evaluations, indicate if the goals were achieved or discuss reasons for not achieving them.

Weekly Diary Logs – Include people you worked with at the facility, general duties, responsibilities, events, and hours worked each week.

On Site Project - The intent of the project is to repay the agency for giving students the opportunity to participate in internships at their facility. The site supervisor should approve the project. You should use your expertise and that of the site supervisor to determine the type of project that would be beneficial and appropriate. Projects can take on a wide range of “looks”. Choose a project that requires time, effort and thought on your part, and also one that provides your site with something beneficial.

Agency Report - The agency report should include such areas as the history of the agency, how it is funded, and the mission statement or purpose of the facility. Also describe your duties/responsibilities as a student intern and any additional opportunities for future interns. You should include any brochures or handouts that may be available to you. In addition, include any information that you would like to have known before starting the internship.

Student Site Evaluation – You rate your Internship Site Supervisor and site facilities on various items.

Site Supervisor Evaluation – A Midterm and Final Evaluation must be performed with your site supervisor. You are to complete the evaluation together from the UB Learns website.

**V. Course Evaluation** – Student Site 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**

[Internship 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 UBLearns. 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**

<b>Date Due</b>	<b>Assignment</b>	<b>Description of Assignment</b>
Week 1	Professional Goal Sheet and Internship Weekly Logs	Completed by you. Discuss goals with Site Supervisor. Submit on UB Learns.
Week 2	Internship Weekly Logs (each week)	Submit Weekly Logs on UB Learns.
Week 3	Start working on site Project	
Week 7	Site Supervisor Mid-Term Evaluation	Completed by the site supervisor. You can login to UB Learns and complete the evaluation with your supervisor giving you feedback. Submit evaluation on UB Learns.
Week 14	Final Evaluation from site supervisor; Student Evaluation Form; Last weekly log with over 480 hours to date; Agency Report; Project Report;	Must have all assignments and evaluations complete on UB Learns to receive a PASS grade for the course.