

**UNIVERSITY OF RHODE ISLAND**

**DEPARTMENT OF KINESIOLOGY**

**HANDBOOK FOR KIN 484**

**SUPERVISED FIELD WORK**

**IN**

**KINESIOLOGY**

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<b>SECTION I</b>	<b>THE FIELD WORK PROGRAM.....</b>	<b>3</b>
A.	THE PURPOSES OF FIELD WORK.....	3
B.	THE OBJECTIVE OF FIELD WORK .....	3
<b>SECTION II</b>	<b>FIELD WORK PROGRAM REQUIREMENTS &amp; POLICIES.....</b>	<b>4</b>
A.	GENERAL REQUIREMENTS AND POLICIES.....	4
B.	SPECIFIC REQUIREMENTS AND POLICIES .....	5
<b>SECTION III</b>	<b>THE FIELD WORK STUDENT.....</b>	<b>8</b>
A.	RESPONSIBILITIES .....	8
B.	RECORDS AND REPORTS .....	9
<b>SECTION IV</b>	<b>THE COOPERATING AGENCY &amp; FIELD WORK SUPERVISOR .....</b>	<b>10</b>
<b>SECTION V</b>	<b>THE KIN 484 ADVISOR.....</b>	<b>11</b>
<b>SECTION VI</b>	<b>EVALUATION OF THE FIELD WORK STUDENT .....</b>	<b>12</b>
A.	PRINCIPLES OF EVALUATION.....	12
B.	CRITERIA FOR EVALUATION FIELD WORK STUDENT PERFORMANCE .....	12
C.	GRADES IN THE FIELD WORK PROGRAM .....	13

## **SECTION I      THE FIELD WORK PROGRAM**

### **A.      THE PURPOSES OF FIELD WORK**

Field work experiences are that part of the students professional preparation during which she or he is responsible for assisting in the delivery of human services while under the guidance and supervision of professionally qualified members of the cooperating agency. The student is guided through various experiences designed to provide and use knowledge, both academic and professional. Through these experiences, the student learns the many responsibilities of the professional practitioner.

During field experiences, the student is systematically inducted into as many responsibilities of the practitioner as deemed feasible. The student is helped to develop insight into the fundamental processes of the organization and the ability to use many methods and techniques in guiding and directing programs of action within a cooperating agency. In field settings the student should grow in ability to plan, execute, and evaluate activities and to recognize theory in its practical applications. Progressively, the student should become more and more aware of why, how, and by what means the delivery of human services takes place.

### **B.      THE OBJECTIVE OF FIELD WORK**

The following experiences have been identified by which the above purposes may be achieved:

1. Opportunities to become effective in conducting assigned activities within the scope of an agency's programs of action.
2. Experiences to develop problem-solving abilities.
3. Experiences, which reinforce recognition of individual and cultural differences in participants and personnel.
4. Opportunities for the student to evaluate his or her own effectiveness as a practitioner and to identify areas of strength and areas in need of improvement.
5. Experiences that enable and encourage development of desirable personal characteristics and professional relationships with others.
6. Experiences for the student to work with the clients of the agency in the promotion of activities and programs.
7. Opportunities to be evaluated by, and gain feedback from practicing professionals in the field.
8. Opportunities for the student to develop a personal style of record keeping, reporting, and summarizing of activities, events and involvements which reflects high professional standards and ethics.

## **SECTION II      FIELD WORK PROGRAM REQUIREMENTS & POLICIES**

### **A.      GENERAL REQUIREMENTS AND POLICIES**

The following general requirements and policies are applicable to all field work student placements:

1. Field work students are assigned only to agencies, which provide established human services programs and to Agency Supervisors who are experienced full time professionals in the agency.
2. Application for field work placement must be on file with the Department no later than the last day of advanced registration of the semester preceding the semester the student is to enroll for field work.
3. It is the responsibility of the student to confirm the field work assignment with the department prior to the final exam period in the semester preceding the assignment semester. This is done by submitting a fully completed Agency Acceptance Form to the KIN 484 Director.
4. Although the student participates in the process of placement planning, the University makes all *official* arrangements for field work placements. The student may make no commitments.
5. Students seeking field work placements should obtain a physical examination prior to placement. (Hospitals require additional information and tests).
6. The University covers general liability for field work students. However, each student should review and secure additional insurance coverage as deemed appropriate.
7. Upon the recommendation of the KIN Director, the student may be required to do additional work and continue the assignment beyond the semester the student is enrolled in field work.
8. The dates of field work placement will be as prescribed on the Agency Acceptance form. Holidays to be honored during the placement assignment will ordinarily be determined according to agency schedules, in conjunction with the University calendar.
9. Each student will demonstrate a level of ability and competence commensurate with the level of field work placement.
10. Students are expected to assume the responsibilities of a regular staff member in the agency commensurate with the field work assignment. This mean that the student is to report promptly at assigned times according to prearranged schedules. Absences from field work assignments should not occur without justifiable reason and should always be cleared in advance with

the Agency Supervisor. Absences or instances of tardiness are to be reported to the KIN Director by the Agency Supervisor.

## **B. SPECIFIC REQUIREMENTS AND POLICIES**

KIN 484 is a 12 (32 hrs. per week, Fall/Spring, 40 hrs. per week, Summer) credit hour field work experience offered on a graded basis. It is the culminating thirteen week experience for those students planning to apply the knowledge and skills acquired in the academic area of Health Fitness or Exercise Science, prior to graduating and entering the human services field.

The specific purposes of the field work assignment for supervisors and students are:

1. To further expand and extend previous field experiences both in terms of breadth and depth.
2. To help the student gain an understanding and appreciation of the role, duties, and responsibilities of a full time practitioner.
3. To assist the student in becoming further aware of the professional nature of his or her vocation.
4. To expose the student to the work of professional associates and encourage the student to participate in their professional activities.
5. To provide an opportunity for greater in-depth comprehension of agency operations. Specifically the student should, where appropriate, observe, study and participate in:
  - a. **Administration:** Including legal status, policies and practices, board relations, financial budgeting, record keeping procedures, personnel/supervisory practices and staff relations.
  - b. **Programming:** Including planning, implementing, providing leadership, evaluating, and generally being an integral participant in the programmatic processes of the agency.
  - c. **Facility:** Including facility management planning, operation, maintenance, control security, equipping, supplying and scheduling.
  - d. **General Experience:** Including public relations, attending board community meetings. Working with committees and learning office operations and procedures.

During the semester proceeding the semester of the internship the specific procedures and timeline for implementing field work placement are as follows:

1. By mid-semester, pick up the internship packet (Internship Application Form, Handbook, Agency Acceptance Form, Mid Term Evaluation, Final Evaluation) from the Department Main Office.
2. By the last day of advanced registration, submit completed Internship Application Form to Department Main Office.
3. Schedule appointment to meet with KIN 484 Director to decide on potential internship sites.
4. Fill out Part I, Part II, and Part IV of Agency Acceptance Form by the week of the finals.
5. Meet with Agency Supervisor and fill out Part III; Part V of the Agency Acceptance Form.
6. By the week of the finals, submit completed Agency Acceptance Form to the KIN 484 Director.

#### **DURING THE INTERNSHIP:**

7. The student reports to the Agency Supervisor at the date and time specified, submits the reports and records required according to the established timetable and carries out the responsibilities in the agency, as prescribed, during the period of assignment.
8. Every Friday during the Internship, the student e-mails the KIN 484 Director as described in III. B.1. The student should gather information to include in their notebook as described in III. B.2.
9. The KIN 484 Director monitors the progress of the student through visitations, and or by e-mail, and assists, confers with, and evaluates the student and his or her relations within the agency during the assignment. A final grade for the course based on the evaluative criteria and procedure outlined in Section VI.
10. The Agency Supervisor assists, guides and directs the student's activities in the agency. He or She confers with the KIN Director as appropriate and serves as an instructor-leader in the field relating to the assignment. He or she completes materials relating to the evaluation of the student.
11. At mid semester, the student should give the supervisor the Mid-Term Evaluation Form. The student should also schedule a time to review, with the supervisor the Mid-Semester Evaluation. The student should provide the supervisor with a stamped envelope, addressed to the KIN 484 Director, in which the supervisor can send a copy of the Mid-Semester Evaluation.

12. At the end of the internship, the student should give the supervisor the Final Evaluation Form to fill out and a stamped envelope addressed to the KIN 484 Director, in which the supervisor can send the completed and signed Final Evaluation.
13. Before finals week, the student will turn in their journal containing items as described in III. B.2. to the KIN 484 Director. This journal cannot be turned in late without jeopardizing the grade assigned for KIN 484.

## **SECTION III THE FIELD WORK STUDENT**

### **A. RESPONSIBILITIES**

The field work program at the University of Rhode Island is designed to provide counseling, orientation, placement and evaluation of students in practitioner experiences. In order to maximize student learning in these placements certain expectations and responsibilities represent a wide range of behavioral and attitudinal characteristics as well as basic competence commensurate with the specific assignments.

Although not inclusive, some of the field work student's responsibilities are:

1. Attending all meetings or conferences scheduled by the department and/or agency in connection with making application for placement, orientation and evaluation of the field experience.
2. Conducting oneself in a manner, which reflects well upon you, the agency and the University.
3. Exercising good judgment concerning dress, speech and personal habits.
4. Being punctual in carrying out assignments and responsibilities.
5. Notifying the designated Agency Representative when unavoidable absence or tardiness is anticipated.
6. Working within the scope of agency, university and department policies and procedures.
7. Being ethical at all times in dealing with others and maintaining a loyal stance toward the agency and its programs.
8. Being methodical in the details of agency and department requirements.
9. Developing and maintaining adequate daily, weekly and periodic plans which fulfill agency and department responsibilities.
10. Assisting in routine procedures, maintaining records, and preparing reports.
11. Attending meetings, conferences and programs, which add to the perspectives, gained from the placement.
12. Taking the initiative of seeking help and advice from the Agency Supervisor and the Internship Director.
13. Displaying interest, resourcefulness and commitment in viewing problems and suggesting solutions.
14. Displaying growth and competence in assigned duties.
15. Keeping the KIN 484 Director informed through scheduled journal weekly entries relating to the experience.
16. Submitting the journal, including other designated materials, by the agreed due date.

17. Fulfilling other special responsibilities designated in the assignment specifications.

## **B. RECORDS AND REPORTS**

1. The student is to e-mail their KIN 484 Director every Friday; only if the internship site is beyond state limits and is agreed upon by KIN 484 Director. The e-mail should provide a brief summary of the previous weeks activities and a short paragraph containing the student's perceptions and evaluations of the week's activities. Be aware that undeliverable e-mail submission jeopardizes passing of internship.

2. **JOURNAL**-An important part of the students final report shall be a notebook containing:

- a. **AGENCY INFORMATION/DESCRIPTION**

- Ordinances
- Record and report forms
- Policy statements
- Liability forms
- Program outlines
- Budget forms

- b. **FINAL SUMMARY:**

This report should include a complete record of the entire semesters work including accomplishments, methods followed, problems encountered and solutions implemented. It should also include the students **evaluation** of the **total** field work experience in the agency including activities carried on, methods followed in carrying out proposed program plans, supervision procedures plus any other pertinent information. Copies of special publicity material, pictures and similar materials should also be included.

- c. **COPIES OF E-MAILS**

Copies of the e-mails must be sent to the KIN 484 Director and if applicable, the response to these e-mails.

## **SECTION IV THE COOPERATING AGENCY & FIELD WORK SUPERVISOR**

The Agency Supervisor serves as the primary contact with both the KIN 484 Director and the student intern. The Agency Supervisor also offers tutorial instruction and supervision by utilizing the agency's programs in providing practical experiences and enhancing the student's professional competence.

In furthering the student's efforts toward development as a professional practitioner, the Agency Supervisor assists the student in meeting specific agency field work requirements. Additionally, the Agency Supervisor has the responsibility for designing as well as implementing, the student's field work assignment as described in the "Agency Acceptance Form" and for evaluating the performance of the field work student during the period of assignment in the agency.

## **SECTION V      THE KIN 484 DIRECTOR**

The KIN Director keeps in touch with the Agency Supervisor regarding the progress of each assigned student and is available to the Agency Supervisor for consultation on questions related to the field work programs.

In addition, the responsibilities of the KIN 484 Director are:

1. To represent the University/Department in all official arrangements with cooperating agencies in the conduct of the field work program and to meet, know and confer with supervisors in agencies approved for field work training.
2. To supervise arrangements for and give final approval of all student field work assignments.
3. To assist students in preparing for field experiences.
4. To observe the student's field work training at least once during the course of the assignment, as able.
5. To evaluate field work reports, and to discuss these reports with the student and with the Agency Supervisor.
6. To evaluate the student's field experiences in cooperation with the Agency Supervisor. It is the duty of the KIN 484 Director to assign the student's final grade in the field work program.
7. To serve as a resource person for both the cooperating Agency Supervisor and the student trainee.
8. To study, evaluate and exchange ideas directed toward improvement of the student field work program.
9. To meet annually when possible, with Agency Supervisors to formulate any new developments, policies and practices in the field work program.

## **SECTION VI EVALUATION OF THE FIELD WORK STUDENT**

Field work experiences provide a unique opportunity to evaluate the competence of the student in applying knowledge, skills and motivation to professional tasks in the delivery of human services. In field work assignments, which are integral to the Department's professional preparation programs, a primary purpose of evaluation is to aid the student in professional preparation programs. A primary purpose of evaluation is to aid the student in professional growth and maturity. Therefore, a continuing purpose of the evaluation process is guiding the student in recognizing progress made, identifying weaknesses and problems, which may potentially impede that progress, and suggesting possible ways in which a student can improve his or her performance. Final evaluation in a field work assignment should be of such a thorough nature as to indicate to the student his or her relative success in assigned experience.

### **A. PRINCIPLES OF EVALUATION**

In order to appropriately accomplish the purposes of evaluation, the following principles are stated as guideline for use by the department and cooperating agencies:

1. Evaluation is based in part on the specified objectives of the field work program and job specifications contained in the ***Agency Acceptance form***.
2. Evaluation involves growth in self-appraisal and self-analysis. The student should progressively better understand the reasons for successes and failures in his or her professional endeavors. This introspection and self-analysis should be evident in the weekly e-mail communication with the KIN 484 Director and in the Final Summary contained in the journal.
3. The final evaluation of the student is based on job performance, growth, improvement and upon the student's potential as a professional. Assessment of potential includes such factors as initiative, enthusiasm, skill in self-evaluation and reaction to suggestions and constructive criticism.

### **B. CRITERIA FOR EVALUATION FIELD WORK STUDENT PERFORMANCE**

Evaluation forms are provided for mid-semester and final end of the semester for appraisal and grading purposes.

### **C. GRADES IN THE FIELD WORK PROGRAM**

Students are formally evaluated by agency personnel on two occasions during the field work assignment, at mid-semester and again at the end of the assignment, using the forms provided. The mid-semester evaluation should include a formal conference between the Agency Supervisor and the student so that the student may become more fully aware of their progress to date. This completed evaluation form should be mailed to the KIN 484 Director by no later than the mid-semester date indicated in the university calendar. **It is the student's responsibility to ensure that the evaluation form is received by the KIN 484 Director.**

The final evaluation serves as a composite of student achievement at the culmination of the field work assignment. Again, the student should have the opportunity of reviewing their evaluation with the Agency Supervisor to gain additional insight regarding performance and potential as a practitioner. The completed Form should be mailed to the KIN 484 Director by the Agency Supervisor before final examination week of the semester of assignment. **It is the student's responsibility to ensure that the evaluation is received by the KIN 484 Director.**

The journal described in III.B.2 is due before the final examination week of the semester of assignment.

The forms and journal submitted for the purpose of evaluation lend very well toward arriving at a grade, which must be filed for the field work assignment. Along with the assessment of materials submitted by the student to the KIN 484 Director and fulfillment of other requirements specified in Section II, the evaluations from agency serve as a key basis for the determination and submission of a final grade by the KIN 484 Director.