

The University of Michigan School of Kinesiology Movement Science 390 Field Experience Packet

Field Experience Definition

Field experience is a real-world (non-academic) learning experience in which the student and site supervisor establish learning goals toward which the student progresses during the course of the field experience. The student must be able to articulate the relationship between the field experience and his/her educational and career goals and objectives.

Field Experience Purpose

The primary purpose of field experience is to give the student the opportunity for supervised observation and participation in a variety of clinical, or business settings related to Movement Science. In addition, it may help the student review and revise career/study plans and/or find his or her first professional position.

Eligibility for Academic Credit

Movement Science students are eligible to get academic credit for her/his field experience upon consultation with the Faculty Internship Coordinator. Students must be in good academic standing with a minimum cumulative GPA of 2.5.

- Students must consult with the Internship Mentor, Kathy Kern, in advance regarding eligibility to receive academic credit for their field experience and complete the appropriate paperwork in this packet prior to being issued an override for registration.
- To receive credit a student must be registered for MOVESCI 390 (1-4 credit hours).
- You must register for MOVESCI 390 before your field experience begins, but the course may be on your schedule the term after your field experience ends (e.g., for a spring/summer field experience, MOVESCI 390 may be listed on your spring/summer or fall schedule). **No credit will be awarded for a field experience before it is completed and it may not be on your schedule for the term before you do the field experience. No retroactive credit will be awarded. You must be registered before you begin the field experience.**
- **A student will be required to pay for the number of credit hours assigned.** Late fees will be assessed for registering after the start of a term. Fees follow the rules posted on the Office of the Registrar's website. (<http://www.umich.edu/~regoff/tuition/>).
- A student must participate in the field experience for a minimum of 50 hours; 50 hours are necessary for each earned credit (50 hours = 1 credit, 100 hours = 2 credits, 150 hours = 3 credits, 200+ hours = 4 credits). Students may choose to participate for additional hours beyond those that they are eligible to receive for credit.
- While MOVESCI 390 is repeatable, a student cannot get academic credit for the same field experience more than once.

Approval is not guaranteed and is at the discretion of the Internship Mentor, Kathy Kern.

Grading

A student will receive a grade of S/U. Grades will be based on completion of:

- All appropriate paperwork from this packet, including the Experience Information, Student Acknowledgement, and Experience Learning Plan (Pages 2, 4, 5, and 7 are due to the Internship Mentor before the override will be issued);
- Appropriate number of hours, as outlined above;
- Mid-term and final student evaluation from field experience site supervisor
- Weekly journal and reflection paper, as described in this packet; and
- Experience evaluation from the student.

Movement Science 390 Field Experience Information

NOTE: The field experience information must be submitted to the Internship Mentor along with a completed copy of the signed Student Acknowledgment, Experience Site Supervisor Acknowledgment, and Experience Learning Plan BEFORE an override will be issued for the course.

Credit Hours (Circle one): 1 2 3 4

Term and Year: _____

To Be Completed By the Student:

Student Name: _____ UM ID# _____

Telephone: _____ Email Address: _____

Field Experience Site Name: _____

Field Experience Site Address: _____

Field Experience Position Title: _____

Field Experience Site Supervisor's Name: _____

Field Experience Site Supervisor's Title: _____

Field Experience Supervisor's Address: _____

Field Experience Site Supervisor's Telephone: _____

Field Experience Site Supervisor's Email Address: _____

Compensation Paid by Internship Site (circle all that apply):

Unpaid Hourly Wages Stipend Other (please specify): _____

Field Experience Beginning Date: _____ Field Experience Ending Date: _____

Hours Per Week: _____

Job Description: Describe in detail the roles and responsibilities you will hold during the field experience. Please list duties and projects to be completed. If additional space is needed, please attach an extra sheet.

Responsibilities of the Internship Coordinator

The Internship Mentor will:

- Discuss the field experience opportunity with the student to determine if it is a legitimate experience that will aid the student's career goals, supplement material taught in Kinesiology courses, and will meet all criteria described in the definition of a field experience found in this packet.
- Discuss with the student how the field experience will fit into the student's academic plan.
- Discuss with the student and/or the Experience Site Supervisor, as necessary throughout the course of the field experience, any concerns regarding the experience.
- Gather all University-required documents from the student and assign grades (S/U) based on the student's completion of Kinesiology's experience requirements.
- Read the student's papers and experience evaluations and discuss any concerns with the student and/or the Experience Site Supervisor.
- Submit final grades to the Registrar's Office for official recording.

Responsibilities of the Student

Before Registration:

- Meet with the Internship Mentor to discuss Kinesiology's field experience policies and procedures and determine if the experience meets Kinesiology's criteria to be considered a legitimate field experience opportunity.
- Complete the Experience Information and Student Acknowledgment forms.
- Complete your Experience Learning Plan and meet with the Field Experience Site Supervisor to review. Obtain his or her signature on pages 5 and 7.
- Obtain an override for MVS 390 from the Internship Mentor (page 2). (The override will only be given after the Internship Mentor has received signed copies of the Student Acknowledgment, Experience Site Supervisor Acknowledgment, and Experience Learning Plan).
- Provide a copy of the Field Experience Supervisor Acknowledgment, the Experience Learning Plan, and the Mid-Term and Final Student Evaluation forms to the Field Experience Site Supervisor.

During Experience:

- Maintain a weekly journal during the internship. It is suggested that each Friday you record in your journal the number of hours worked that week, as well as a description of what projects/activities you participated in, and your main accomplishments for that week. Each journal entry should conclude by listing your goals for the next week. Each week's journal entry should be at least two paragraphs: Para. 1) a description of the week's activities, and Para. 2) your goals for the following week.
 - **Upload the journal every week to Canvas by midnight Sunday starting the first week and ending the last week of the internship.**
- Give the midterm and final evaluation forms to the Field Experience Supervisor halfway through and on the last day of the experience, respectively. Review both evaluations with the Field Experience Site Supervisor, sign, scan, and submit via email directly from the supervisor to the internship mentor. The midterm evaluation should be emailed directly from the supervisor to the internship coordinator turned halfway through the field experience
- Due dates will be provided

At the End of the Semester:

- Submit a two to three-page summary paper to Canvas. The paper must include an overall description of the field experience, agency, performance expectations and duties, as well as an evaluation of the student's experience based on his or her learning objectives, career goals, and preparation. The student must relate his or her evaluation statements to specific events in the field experience. Additional information regarding the requirements for the summary paper is provided on page 12 of this Packet.
- Complete the Experience Evaluation (page 13) and submit it to the Internship Mentor via UM Canvas System.

Student Acknowledgment

In connection with my participation in a field experience:

(Please read and initial each statement)

____ I have thoroughly read and understand the Responsibilities of the Student section of this packet and will abide by those responsibilities at all times during my participation in the field experience.

____ I understand that if I misrepresent the field experience to Kinesiology, fail to abide by the Responsibilities of the Student, or attempt to participate in the field experience in a semester other than the one for which I am registered, I may be subject to academic disciplinary action in accordance with Kinesiology's academic misconduct policy, which may include loss of credit and/or the University of Michigan's denial of my coverage under any professional and/or commercial liability insurance provided by the University of Michigan with respect to my field experience activities.

____ I understand that the University of Michigan is not responsible for any expenses, property damage, or personal injury that I may incur in connection with my participation in the field experience, except to the extent that any such expenses, property damage, or personal injury are directly caused by the University of Michigan.

____ I understand that successfully completing my onsite field experience activities is only a part of the overall field experience and I must complete the academic components outlined in this packet.

I acknowledge that I have read and understand the above information.

Student Name (Printed)

UMID Number

Student Signature

Date

Internal use only

Faculty Mentor Initials _____

Credits to be issued _____ Enrollment term _____

Field Experience Site Supervisor Acknowledgment

I will:

- Carefully and clearly define the student's field experience position, project, activities, and/or other form of assignment.
- Help develop, review, abide by, and conduct the field experience in accordance with the student's Field Experience Learning Plan.
- Provide the student with clear expectations in terms of productivity and educational growth.
- Provide the student with sufficient space, contact with other experience site personnel, materials, and supplies, and information needed to accomplish the Field Experience Learning Plan's goals.
- Help the student to understand the objectives of their position, project, activities, and/or assignment and the setting in which they will be conducting such activities (e.g., office rules and dress codes).
- Make the student aware of your expectations with respect to reporting, consultation, and deadlines.
- Supervise the student's progress, performance, and accomplishments in the experience setting.
- Evaluate the student's performance at the mid-point and the end of the field experience, using the Kinesiology evaluation forms provided by the student, discuss the evaluations with the student, sign the evaluations, and give the signed copies to the student to turn in to the Internship Mentor.
- Consult with the field experience site's administrator(s) regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues, and/or any other potential areas of concerns in connection with the experience.
- Contact the Internship Mentor (Kathy Kern, klkern@umich.edu) to discuss any issues that arise during the course of the experience.
- Understand that the student is to be actively engaged at the experience site and **will not** simply be doing clerical or errand activities as part of the experience.
- Understand that the student **will not** be expected to incur any costs (other than for personal expenses such as travel to/from the experience site location and meals) associated with this field experience.
- Understand that the student will be free at any time to refrain from doing an experience activity, to end the day's field experience activities, or to end the field experience altogether.
- Understand that I can end the student's daily field experience activities, or end the field experience altogether, and will communicate any issues I have regarding the field experience to the Internship Mentor.

I certify that I have read the information above and understand it.

Experience Site Supervisor Name (Printed)

Student Name

Experience Site Supervisor Signature

Date

Field Experience Learning Plan

Guidelines

The objectives to be gained through a field experience differ among individuals. Developing a Field Experience Learning Plan ahead of time will help the student get more out of the field experience because he or she will better understand what and how they are learning from the field experience. The Field Experience Learning Plan should include such items as learning goals, strategies, and self-evaluation methods. The student should prepare the Field Experience Learning Plan and share it with the Field Experience Site Supervisor to ensure that the Field Experience Site Supervisor understands the student's goals and can help structure the experience accurately.

The following are guidelines for the student to utilize in developing their Field Experience Learning Plan:

1. Learning Goal(s)

Describe what you intend to learn through the field experience. Be specific. Is your primary aim gaining, applying, or testing a particular body of knowledge, or acquiring or improving upon a skill (e.g., advocacy, advising, writing, supervising)? Are you interested in testing a career interest and your own suitability for that career, or trying to clarify the direction of your remaining college years? Is your purpose to work in the profession? Write one sentence for each goal. Number your goals so that the items you list under Strategies and Evaluation Method below will correspond to the relevant goals.

2. Strategies

Describe what you will do to reach your goals. Will you undergo training? How many hours? Will you be assisting with a specific project? Will you ask your Faculty Mentor or Field Experience Site Supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences, seminars, or meetings? Do you plan to do some informational interviewing with professionals in the career track you have selected or observe others in action? Have you thought about visiting another field experience site to get a broader perspective? You can use more than one strategy to meet each goal.

3. Self-Evaluation Method

Describe the evaluation method you will use to show others that you have achieved, or made progress toward your learning goals. You will keep a weekly journal and summarize your field experience in a two to three page summary paper. How will you evaluate yourself? What are you going to do with the information you learn upon the completion of your field experience?

Field Experience Learning Plan

Student Name: _____

Field Experience Site: _____

Field Experience Site Supervisor's Name: _____

Learning Goal(s)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Strategies (Your strategies should correspond to your Learning Goals)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Self-Evaluation Method

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Student Signature: _____

Date: _____

Field Experience Site Supervisor: Please sign below indicating that you the student has shared their Field Experience Learning Plan with you.

Field Experience Site Supervisor Signature: _____

Date: _____

**UNIVERSITY OF MICHIGAN-KINESIOLOGY
MOVEMENT SCIENCE
MID-TERM STUDENT EVALUATION**

Student Name: _____

Today's Date: _____

Field Experience Title: _____

Field Experience Dates: _____

Field Experience Site: _____

Field Experience Site Supervisor: _____

Phone: _____

Email: _____

Brief Description of Student's Duties:

Directions: Please circle those qualities that apply to the student's performance using the scale below.

1. Outstanding 2. Above Average 3. Average 4. Below Average 5. Unsatisfactory

Academic Preparation:

Verbal Communication Skills	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Computer Skills	1	2	3	4	5
Overall Knowledge of Area	1	2	3	4	5

Habits:

Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Initiative	1	2	3	4	5
Self-Confidence	1	2	3	4	5

Comments:

Task Performance

Completes Assigned Tasks Accurately	1	2	3	4	5
Pays Attention to Detail	1	2	3	4	5
Utilizes Time/Energy Management	1	2	3	4	5
Meets Deadlines	1	2	3	4	5
Understands & Follows Directions	1	2	3	4	5
Asks Pertinent Questions	1	2	3	4	5
Demonstrates Skills Specific to the Field Experience	1	2	3	4	5
Displays Leadership Skills	1	2	3	4	5
Performs Quality Work	1	2	3	4	5

Comments:

Attitude

Is Cooperative	1	2	3	4	5
Is Responsible	1	2	3	4	5
Is Thorough	1	2	3	4	5
Desires to Learn from/ Contribute to Organization	1	2	3	4	5
Is Flexible	1	2	3	4	5
Is Adaptable	1	2	3	4	5
Accepts and Makes Use of Constructive Criticism	1	2	3	4	5
Demonstrates Interest in Profession	1	2	3	4	5

Comments:

Please give a brief description of the student's overall performance (attach an additional page if necessary):

Field Experience Site Supervisor Signature _____

Date _____

Student Signature _____

Date _____

Supervisor: Please email directly to Kathy Kern klkern@umich.edu.

**UNIVERSITY OF MICHIGAN-KINESIOLOGY
MOVEMENT SCIENCE
FINAL STUDENT EVALUATION**

Student Name: _____

Today's Date: _____

Field Experience Title: _____

Field Experience Dates: _____

Field Experience Site: _____

Field Experience Site Supervisor: _____

Phone: _____

Email: _____

Brief Description of Student's Duties:

Directions: Please circle those qualities that apply to the student's performance using the scale below.

1. Outstanding 2. Above Average 3. Average 4. Below Average 5. Unsatisfactory

Academic Preparation:

Verbal Communication Skills	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Computer Skills	1	2	3	4	5
Overall Knowledge of Area	1	2	3	4	5

Habits:

Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Initiative	1	2	3	4	5
Self-Confidence	1	2	3	4	5

Comments:

Task Performance

Completes Assigned Tasks Accurately	1	2	3	4	5
Pays Attention to Detail	1	2	3	4	5
Utilizes Time/Energy Management	1	2	3	4	5
Meets Deadlines	1	2	3	4	5
Understands & Follows Directions	1	2	3	4	5
Asks Pertinent Questions	1	2	3	4	5
Demonstrates Skills Specific to the Field Experience	1	2	3	4	5
Displays Leadership Skills	1	2	3	4	5
Performs Quality Work	1	2	3	4	5

Comments:

Attitude

Is Cooperative	1	2	3	4	5
Is Responsible	1	2	3	4	5
Is Thorough	1	2	3	4	5
Desires to Learn from/ Contribute to Organization	1	2	3	4	5
Is Flexible	1	2	3	4	5
Is Adaptable	1	2	3	4	5
Accepts and Makes Use of Constructive Criticism	1	2	3	4	5
Demonstrates Interest in Profession	1	2	3	4	5

Comments:

Please give a brief description of the student's overall performance (attach an additional page if necessary):

Field Experience Site Supervisor Signature _____

Date _____

Student Signature _____

Date _____

Supervisor: Please email directly to Kathy Kern klkern@umich.edu.

Summary Paper Guidelines (MOVESCI 390)

All students must complete a summary paper to be submitted to the Internship Coordinator one week after completing the internship. The paper should be two to three (2-3) double-spaced pages, though it may be longer. Review each academic goal in your Field Experience Learning Plan. Write an evaluation of your field experience performance that indicates how you did or did not reach your goals and why. Relate your evaluation statements to specific events of your field experience. This will be submitted with the other experience documents to the UM Canvas site used for your MVS 390 experience.

**University of Michigan, School of Kinesiology
Movement Science
Field Experience Evaluation**

1. Name: _____ Date: _____

2. Organization: _____ Position Title: _____

3. Start Date: _____ End Date: _____

4. Compensation paid by Field Experience Site (circle all that apply):
 Unpaid Hourly Wages Stipend Other (please specify): _____

5. How did you locate this position (circle all that apply):
 Kinesiology Email Kinesiology Posting Kinesiology Alumni Career Center
 Family Connection Website Posting Other

If other, please explain: _____

6. Application Process (circle all that apply):
 Applied Online Mailed in Information Resume and Cover Letter
 Phone Interview In Person Interview Other

If other, please explain: _____

7. Best part about field experience: _____

8. Worst part about field experience: _____

9. If you are graduating, how did your field experience help with your job search? _____

10. Were you the only intern or part of an intern program? _____

11. Did you have an orientation? Yes No

12. Would you recommend this field experience to other students? Yes No

Why or why not? _____

