

Applied Exercise Science Field Experience Guidelines

AES 290

Field Experience Overview

Definition

Field Experience is a real-world exercise science related learning experience; the student is supervised by a professional in the field. The experience must benefit the student's academic and/or professional development in a substantial way relevant to their career goals. The student should be properly supervised and provided with ongoing training by a professional; the student will be evaluated by their supervisor and feedback will be shared with the Applied Exercise Science Faculty Internship Mentor.

The primary purpose of the experience is to give the student an opportunity to apply theory in a real world setting and to develop skills essential to that setting. In addition, it should help the student review and revise career/study plans.

Eligibility for Academic Credit

Students are eligible to get academic credit for their Field Experience upon consultation with the Faculty Internship Mentor. Students must be in the Applied Exercise Science program and in good academic standing with a minimum cumulative GPA of a 2.5.

- Students must consult with the Applied Exercise Science Faculty Internship Mentor in advance about their eligibility to receive academic credit for their Field Experience. Final approval for credit will be based on the experience expectations page of this document.
- **You must submit pages 2-4, 6&7 of this packet before your field experience begins.** Once the experience is approved by the Faculty Internship Mentor, the student will be issued an override for registration.
- Field experiences completed in the summer may be on your schedule the term after your field experience ends (i.e., for a spring/summer field experience, AES 290 may be listed on your spring/summer or fall schedule). **No credit will be awarded for an experience before it is completed** and it may not be on your schedule for the term before you do the work. **No retroactive credit will be awarded.**
- To receive Field Experience credit a student must be registered for AES 290 (1 or 2 credits).
- 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 intern a minimum of 50 hours and 50 hours for each earned credit. (50 hours = 1 credit, 100 hours = 2 credits). Students may choose to work additional hours beyond those that they are eligible to receive for credit.
- While AES 290 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 AES Faculty and the Internship Mentor.

Grading

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

1. The appropriate number of hours worked, as outlined above.
2. A Final Evaluation from Site Supervisor.
3. Passing grade of 75/100 on journal and paper and overall rating of 2.5 from employer evaluation
4. Weekly journals and final paper as described later in this document

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Internship Information

NOTE: The packet must be submitted BEFORE an override will be issued.

Credit Hours (Circle one): 1 2

Term and Year you will register for AES 290 Credits: _____

Student Name: _____

UM ID#: _____

Telephone: _____

Email Address: _____

Campus Address: _____

Organization Name and Address: _____

Student's Position Title: _____

Field Experience Start and End Dates: _____

Expected number of hours you will intern each week: _____

Company Website: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Telephone: _____

Supervisor's Email: _____

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Please describe how you learned of this position and explain the application process.

Job Description

Experience Expectations

Describe the skills or competencies you wish to learn, as part of this experience.

1. _____

2. _____

3. _____

4. _____

Please sign below indicating the student has shared their expectations with you.

Site Supervisor
Signature: _____ Date: _____

Student
Signature: _____ Date: _____

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Experience expectation measurable

For each of the skills and or competencies listed above describe in detail how you will achieve those expectations.

Also, describe how these will translate to your resume or CV.

1. _____

2. _____

3. _____

4. _____

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Responsibilities of the Student

Before Registration:

- Complete Student Contract: pages 2-4, 6&7. Send all completed paperwork to the Faculty Internship Mentor as one document via email. Once your paperwork is approved, you'll be given an override to register for AES 290.
- After you receive your override, register for AES 290. **Grading schedule is S/U**

During Your Field Experience:

- You will 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. Check Canvas for a written format.**
- Give the evaluation form to your site supervisor. Ask your supervisor to email the completed evaluation to the Faculty Internship Mentor about one week prior to the end of your field experience. Review the evaluation with your site supervisor.
- Experiences longer than 100 hours require a midterm evaluation. See Canvas for document.

At the End of the Field Experience:

- Submit your final paper to Canvas by the end of the semester or on your assigned due date.
- Complete a 4-5 page paper reflecting on your experience. The following prompts are meant to guide you; any additional information that pertains to your experience and your career goals are welcome:
 1. Reflect upon your learning expectations as outlined in your original AES 290 paperwork. Were they accomplished? Explain. If any learning objectives were not obtained, explain why.
 2. Has this experience affected your career goals? Based on this experience, are you still considering pursuing a career in this field or type of position? Explain.
 3. How did this experience relate to your academic coursework? What course content/skills/assignments did you draw upon to effectively complete your tasks/projects during this experience? Explain.
 4. Did you find yourself deficient in any skills that you could have obtained in coursework prior to this experience? Explain.
 5. What skills/knowledge did you take away from this experience? How did this experience prepare you to be a professional in this field?
 6. Is there anything you could have done differently to make this experience more valuable?
 7. Would you recommend this experience for other AES students? Explain.
- All student final documents are to be uploaded to Canvas by the end of the semester or on your assigned due date.

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Student: Please read and initial each statement below.

Student Acknowledgement

___ I have thoroughly read and understand my responsibilities and the work I must complete to receive academic credit for this field experience, and I agree to abide by the responsibilities detailed in this document.

___ I understand that successfully completing my work onsite is only one part of the experience and that in order to receive a satisfactory grade, I must complete the academic components outlined in this packet.

___ I understand that if I misrepresent the field experience, fail to abide by the details in this contract, or attempt to participate in the field experience in a semester other than the one I am registered for that I can risk being subject to Kinesiology’s academic misconduct policy and/or loss of academic credit. In addition, this risk includes possible denial of professional liability or other insurance coverage by the University of Michigan.

___ I understand that the University of Michigan, as well as the University’s employees and agents, are not responsible for any of the expenses, property damages or personal injuries that I may experience in connection with my participation in this field experience except to the extent covered by the UM policy.

___ I agree to conduct myself in a professional manner in all activities during this field experience, and I understand that this is related to my behavior both in and outside of the work setting. I will represent the excellence of the Michigan Applied Exercise Science Program and the University of Michigan in all that I do relevant to this field experience.

I certify that I have read and understand all of the information presented in this contract.

Student Name (Printed)

UMID Number

Student Signature

Date

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Field Experience Supervisor Guidelines

Thank you for providing this student with this professional development experience. Please contact us at any time if you have questions or concerns regarding this experience or your role in guiding this student's development.

Responsibilities of the Site Supervisor

- Define the position, project, or other form of assignment carefully and clearly for the student.
- Provide the student with clear expectations in terms of productivity and educational growth.
- Provide the student with space, contact with other personnel, materials and supplies, and information on how to accomplish the Learning Goals that are determined and agreed upon for the student during the field experience.
- Help the student to understand the objectives of the position, project, or assignment and the setting in which he or she is to be placed (including things such as office rules and dress codes).
- Make the student aware of the expectations with respect to reporting, consultation, and deadlines.
- Supervise the student's progress, standards of performance, and accomplishments.
- Evaluate the student at the end of the field experience. Use the evaluation provided, discuss the evaluation with the student, and sign the evaluation. Email the completed evaluation to the Applied Exercise Science Internship Mentor. The student will supply you with the Faculty Internship Mentor's email.
- Consult with your advisors regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues or any other potential areas of concerns.
- Contact the Faculty Internship Mentor to discuss any issues that arise during the course of the field experience.

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

Supervisor Name (Printed)

Supervisor Signature

Date

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

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 Skill Specific to 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

Cooperative	1	2	3	4	5
Responsible	1	2	3	4	5
Thorough	1	2	3	4	5
Desires to Learn from/ Contribute to Organization	1	2	3	4	5
Flexible/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:

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Please give a brief description of the intern's overall performance and any addition comments you might have regarding your experience with the student):

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Internship Supervisor: Please return your completed midterm evaluation form to the AES Faculty Internship Mentor.

Thank you for taking the time to participate in the professional development of this student.

**Evaluations must be emailed directly from you to:
Kathy Kern klkern@umich.edu Faculty Internship Mentor**