

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. This experience can be observational in nature. 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 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 majoring in Applied Exercise Science maintaining a 2.5 GPA or higher.

Students must meet with the Faculty Internship Mentor (FIM) Professor Kern to obtain initial approval or provide the following information in written form.

- Provide evidence that the experience can translate into relevant work in the exercise science field and their personal career goals. However, final approval for credit will be based on the experience expectations.

After Initial Approval

Students will complete pages 3, 5 & 6. Students will work with their supervisors to complete the experience expectations. Pages 4 & 7 will be signed and all five pages will be sent to the FIM for final approval. Credit approval is not guaranteed and is at the discretion of the Faculty Internship Mentor. All documents must be approved before an override will be issued.

Please note: **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. All paperwork must be approved before the experience starts.**

- You must intern a minimum of 50 hours to receive credit, and 50 hours for each credit earned (50 hours of work completed=1 credit; 100 hours of work completed=2 credits). You may choose to work additional hours beyond those for which you are eligible to receive credit.
- Students can register for AES 290 credits (1-2 credit hours); the number of credit hours will be determined by the FIM based on the number of hours you will commit to the internship. The course may be on your schedule the term after the internship ends (e.g.: for a spring/summer internship, AES 290 may be listed on your spring/summer *or* fall schedule).
- While AES 290 is repeatable, you cannot receive credit for the same internship more than once.
- You will be required to pay for the number of credit hours for which you register. 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 site (<http://www.umich.edu/~regoff/tuition/>).
- After you receive your override, register for AES 290. **Grading schedule is S/U**

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

During Your Field Experience:

You will maintain a weekly journal during the internship. Please use the format found in the Module section of Canvas. 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.**

Evaluations

- Give the midterm and final evaluation forms to the site supervisor halfway through and on the last day of the internship, respectively. Both evaluations must be submitted from your supervisor directly to the Faculty internship Mentor via email. The midterm evaluation is due at the midpoint of the internship; the final evaluation is due within one week of the end of the internship. Dates will be sent to the student via Google calendar.

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.
- Complete the Internship Site Survey. A link to the survey (Student Evaluation of Internship site) can be found in the Modules section of the Canvas site.

International Field Experiences

International experiences fall under the University of Michigan Related Travel or UMRT. All students on UMRT must register their travel on MCompass and purchase UM International Health Insurance through GeoBlue. Remember to check the UM Travel Warning and Restriction site to make sure additional requirements are not required for your travel.

If you have any additional questions regarding international requirements contact Vanessa Barton, the Academic Program Manager of Global Engagement bartonva@umich.edu.

All appropriate documents must be completed before an override can be issued.

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: _____

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: _____

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. _____

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

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 forms 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 concern.
- 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