

# The University of Michigan School of Kinesiology

## Movement Science Field Experience Guidelines

### MVS390

#### 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 Movement 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 4, 5 & 6. Students will work with their supervisors to complete the experience expectations. Pages 6 & 8 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 MVS 390 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, MVS 390 may be listed on your spring/summer or fall schedule).
- While MVS 390 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 MVS 390. **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

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 MVS 390 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 MVS 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](mailto:bartonva@umich.edu).

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

## Responsibilities of the Internship Mentor

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 6 and 8.
- 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) and 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.

**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

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: \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_

Site Supervisor's Title: \_\_\_\_\_

Organization website: \_\_\_\_\_

Site Supervisor's Telephone: \_\_\_\_\_

Site Supervisor's Email Address: \_\_\_\_\_

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

Unpaid            Hourly Wages            Stipend

Other (please specify): \_\_\_\_\_

Beginning Date: \_\_\_\_\_ 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.

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## 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](mailto: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: \_\_\_\_\_