Field Experience Overview
Definition
Field Experience is a real-world learning experience in which the student is supervised by a professional in a formal or informal internship position in a fitness or health related setting. The experience must benefit the student’s academic and/or professional development in a substantial way relevant to her/his career goals. The student should be properly supervised and provided with ongoing training by a professional in the field; the student will be evaluated by her/his supervisor and feedback will be shared with the Health & Fitness Faculty Internship Coordinator.

The primary purpose of the experience is to give the student the 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 her/his Field Experience upon consultation with the Faculty Internship Coordinator. Students must be in the Health & Fitness program and in good academic standing with a minimum cumulative GPA of a 2.5.

- Students must consult with the Health & Fitness Faculty Internship Coordinator in advance about their eligibility to receive academic credit for their Field Experience.
- Once the experience is approved by the Faculty Internship Coordinator, the student will complete the appropriate paperwork in this packet prior to being issued an override for registration.
- To receive Field Experience credit a student must be registered for HF 290 (1 or 2 credits).
- You must submit pages 2-4, 6&7 of HF 290 packet before your field experience begins. 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, HF 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.
- 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 HF 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 HF Faculty and the Internship Coordinator.

Grading
A student will receive a grade of S/U. Grades will be based on completion of:
1. Completion of all paperwork from this packet.
2. Appropriate number of hours worked, as outlined above.
3. A Final Evaluation from Site Supervisor.
4. Passing grade of 75/100 on journal and paper and overall rating of 2.5 from employer evaluation
5. Weekly journals and final paper as described later in this document
Student Contract

NOTE: The contract must be submitted BEFORE an override will be issued for the course.

Credit Hours (Circle one):  1   2

Term and Year you will register for HF 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: _____________________________

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: Describe in detail your roles and responsibilities while completing the experience. Please list duties and projects. If additional space is needed, please attach an extra sheet.
Learning Goals: Describe in detail what you hope to accomplish by completing this experience. What do you hope to learn? Why do you want to work in this position? How do you hope to benefit from completing the experience?
Health & Fitness Field Experience Guidelines
HF 290

Responsibilities of the Student

Before Registration:
- Complete Student Contract: pages 2-4, 6&7. Send all completed paperwork to the Faculty Internship Coordinator as one document via email. Once your paperwork is approved, you’ll be given an override to register for HF 290.
- After you receive your override, register for HF 290. Grading schedule is S/U
- Provide a copy of the learning goals to your site supervisor.

During Your Field 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 evaluation form to your site supervisor. Ask your supervisor to email the completed evaluation to the Faculty Internship Coordinator about one week prior to the end of your field experience. Review the evaluation with your site supervisor.

At the End of the Field Experience:
- Submit your final paper to Canvas approximately one week after the internship has completed.
- 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 goals as outlined in your original HF 290 paperwork. Did you accomplish all of these learning goals? 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 HF students? Explain.

All student final documents are to be uploaded to Canvas within the week after the internship ends. Supervisor evaluation will be emailed to the internship coordinator.
Health & Fitness Field Experience Guidelines
HF 290

Student: Please read and initial each statement below.

Student Contract

____ 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 Health & Fitness 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 form of assignment carefully and clearly for the student.
- Provide the student with clear expectations in terms of productively 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 Health & Fitness Internship Coordinator. The student will supply you with the Faculty Internship Coordinator’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 Coordinator 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
Student Evaluation - Field Experience Supervisor

Field Experience Supervisor Name & Title: _____________________________________________________________

Organization Name & Address: ________________________________________________________________

Phone: ____________________________

Email Address: ____________________________

Student Name: ____________________________ Today's Date: ____________________________

Student's Experience Title: ____________________________

Experience Start and End Dates: ____________________________

Brief Description of Student’s Duties:

________________________________________________________________________________________
## Supervisor Evaluation of Student’s Work Performance

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

|----------------|-----------------|------------|-----------------|------------------|

### 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

### Work 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:**
# Health & Fitness Field Experience Guidelines

**HF 290**

## Task Performance

<table>
<thead>
<tr>
<th>Task</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completes Assigned Tasks Accurately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays Attention to Detail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilizes Time/Energy Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets Deadlines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands &amp; Follows Directions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asks Pertinent Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates Skill Specific to Field Experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays Leadership Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs Quality Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

## Attitude

<table>
<thead>
<tr>
<th>Attitude</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thorough</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desires to Learn from/Contribute to Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexible/Adaptable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts and Makes Use of Constructive Criticism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates Interest in Profession</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Health & Fitness Field Experience Guidelines
HF 290

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

Supervisor’s Signature___________________________________Date___________________________

Please email this completed evaluation to the Health & Fitness Faculty Internship Coordinator, Kathy Kern klkern@umich.edu.

Thank you for taking the time to evaluate this student. Your feedback is greatly appreciated as it will help this student progress in her/his professional development, as well as help us best prepare our students to succeed in their professional endeavors.