

# SENIOR Health Science Practicum Handbook

La Sierra University  
College of Arts and Sciences  
Department of Health and Exercise Science

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and incorporating adaptations from the  
Exercise Science Internship Handbook  
developed by Catherine Hendon &  
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# Introduction

This handbook is your resource for HLSC 475, Senior Practicum in the Department of Health and Exercise Science at La Sierra University. Inside you will find information concerning paperwork, guidelines and responsibilities of all involved in the practicum experience.

You will be using information learned in classroom and laboratory settings, including those not in the HES department. The practical application of what you have learned serves as a foundation for the practicums with the goal of providing a solid foundation for future employment.

Know this Handbook. It is one of your many responsibilities concerning your internship. Know ALL of your responsibilities.

Your experience should be enjoyable. It may also be difficult and time consuming. As you interact at various sites ask yourself if you can see yourself doing this type of work, or one of its many facets for 20+ years? Practicums are a way answering many questions about your future.

Unlike the Junior Practicum in which you were exposed to three or four different sites, during your Senior Practicum you will limit yourself to one site (which may or may not be one of the sites from your Junior Practicum experience), and it is expected that it will be a much more hands-on experience.

Congratulations on actively participating in the practical practicum program.

# Practicum Course & Experience

## Purpose

The purpose of both the Junior & Senior Practicums is to enhance the student's practical experience in one of several areas in the area of Health & Exercise Science. Skills should be strengthened and grown. Interpersonal relationships by networking are encouraged. While there are basics to all of the practicum sites, the experience should be specific to the student's interest and his/her immediate and future goals.

While expected to act as a member of the practicum site organization, the student is also acting as a representative of La Sierra University. At all times they are expected to be a positive example of the Health and Exercise Science Department and university.

## Objectives

During the practicum experience, the intern will:

- Be exposed to different experiences in various departments or sections of the site;
- Be given opportunities to learn, apply, and improve their knowledge, skills, and abilities (KSA);
- Be given opportunities to learn new KSA through working with their site supervisor and other employees on site;
- Be given networking opportunities by working with various staff members on site;
- Be given opportunities to develop leadership and supervisory skills.

## **Desired Outcomes**

- Increase knowledge, skills and abilities of the Intern;
- Develop positive references for future employment;
- Develop a network of professional contacts;
- Gain feedback from Site Supervisor and Practicum Coordinator/Advisor to gauge ongoing as well as future performance;
- Gain experience by completing daily work assignments along with any special projects;
- Maintain a comprehensive journal that chronicles the internship experience;

## **Other Outcomes**

The Practicum Advisor, Site Supervisor, and Intern will work together in creating any and all specific outcomes for the Practicum Experience. These will be included in the written contract.

# HLSC 475 - Senior Practicum Summary

**Pre-requisites:** HLSC 375 and 60 units of Health Science-related coursework completed.

**Course Description:** Focuses on the application and further development of relevant health promotion knowledge and skills in one or more areas through an internship or clerkship within established community programs. A minimum of 25 hours of supervised field experience is required for each unit of credit (i.e 3 units = 75 clock hours; 4 units = 100 clock hours). Students begin arranging for this experience no later than the junior year, submitting a written plan for approval before mid-term of the quarter prior to registering for the course.

**Placements:** Students will volunteer for 75-100 clock hours with **one** health-related organization. Students should select either a government-related health organization or a non-government health organization to interface with.

**Non-Government Health Agency:** There are numerous health-related NGO's within Riverside and San Bernardino Counties. Students will explore possibilities and **present a proposal to the course instructor PRIOR** to beginning efforts.

**Riverside County Department of Public Health:** The Department of Public Health has numerous divisions and hundreds of staff members throughout Riverside County. Discussion and **a plan for arrangements must be made with the course instructor PRIOR** to contacting anyone at the County.

# Student Calendar

## **Sophomore Year**

- Check with advisor that progress in the Health Science major will allow for all necessary prerequisites to be completed before the practicum term is to begin.

## **Junior Year**

- Check with advisor that prerequisites (40 units of Health Science – related coursework) have been or will be met before term of the practicum;
- Discuss with Practicum Coordinator the availability of practicum sites in major's emphasis along with obtaining the Practicum Handbook;
- Interview with potential practicum sites. Students will volunteer for, or shadow a professional in 3-4 health-related organizations. At least one must be a government-related agency and at least one a non-government related agency;
- Be selected for practicum;
- Complete the required paperwork in the Practicum Handbook for at least one site and turn in to Practicum Coordinator no later than the third week of the practicum term.

## **Senior Year**

- Check with advisor that prerequisites (HLSC 375 and 60 units of Health Science – related coursework) have been or will be met before term of the practicum;
- Discuss with Practicum Coordinator the availability of practicum sites in major's emphasis along with obtaining the Practicum Handbook;
- Interview with potential practicum sites;
- Be selected for practicum;
- Have all other necessary paperwork completed and approved.
- Start and complete your Senior Practicum.

# CALENDAR??????

Early in the term preceding the possible term for internship, the student will:

## Week 1

- Attend internship orientation meeting during first week of term
- Obtain a copy of the *Practicum Handbook*
- Work on all necessary paperwork
- Schedule meetings with HES Advisor and HES Practicum Coordinator

## Week 2

- Become familiar with the internship sites available
- With Coordinator, define his/her goals

## Week 3 - 5

- Select site(s) to interview for placement
- Schedule appointment(s) to interview at selected sites; know who to contact; bring copies of your resume to the meeting and copies of supporting documents (CPR certification, etc.)
- Write appropriate letter(s) of thanks to interviewer(s) at sites

## Week 4 - 6

- Schedule a follow-up meeting with Coordinator

## Week 7 - 9

- Be selected for a practicum
- Meet with Coordinator
- Accept practicum; schedule meeting with Practicum Site Supervisor
- Schedule appointment with advisor for regular advising session to prepare schedule for the following term

## Week 10

- Meet with Practicum Site Supervisor (if not completed in previous weeks)
- Schedule appointment with HES Practicum Coordinator

During the practicum term:

## Week 1

- Give Coordinator work schedule for next 10 weeks
- Set up 1<sup>st</sup> bi-weekly meeting with Coordinator
- Complete your journal every workday

## Week 3/6/9

- Attend meeting with Coordinator
- Bring all appropriate paperwork to meeting

## Week 11

- PowerPoint presentation to HES Department during **Finals** week
- Turn in ALL required work to Coordinator(and Advisor if needed)



# Responsibilities

## **Practicum Coordinator**

1. Work on identifying potential practicum sites but ultimately it is the responsibility of the student to negotiate the site.
2. Facilitate practicum orientation meetings.
3. Collect and maintain files on all enrolled students.
4. Act as liaison between practicum site and student.
5. Work with Practicum Site Supervisors about progress of students.
6. Evaluate the practicum site on achieving the goals agreed to by both student and site supervisor.
7. Ensure all required paperwork required by students, sites, department and university are complete.
8. Evaluate the practicum site for future placement of students.

## **Practicum Site Supervisor**

1. Provide an environment to achieve the agreed upon goals.
2. Provide feedback with student to review their progress and make suggestions for improvement.
3. Assist the intern in completing the project while allowing them to control the outcomes.
4. Throughout the practicum experience maintain a formative evaluation with a written summative evaluation at the end of the practicum experience. The original will be turned in to the Practicum Coordinator who will then pass on the results to the student and provide the student with a copy of the results.

## **Student Intern**

1. Complete application for consideration to practicum program.
2. Determine goals for program.
3. Collaborate with site supervisor on creating distinct measurable goals for the practicum.
4. Interact with Practicum Coordinator concerning application process, site selection, and progress during the practicum including bi-weekly meetings, review of daily logs, and other particulars of goals.
5. Read and be familiar with all policies concerning practicums as set forth in this handbook.
6. Adhere to all university policies.
7. Become familiar with the practicum site policies, procedures and practices.
8. Understand the legal and professional limits and responsibilities.
9. Become an integral member of the practicum site staff and be as involved as the site policies permit for volunteers.
10. Be reliable, prompt, and dedicated; accept greater responsibilities and challenges.
11. In case of illness or other unavoidable absence, be proactive in contacting the Practicum Site Supervisor
12. Keep a daily journal of activities.
13. Document all assignments, classes, etc. that you performed.
14. Complete all clock hours equal to the credit hours registered for.

15. **Senior** Practicum students will complete an oral presentation, with PowerPoint, to the department faculty and students about their experience.
16. At the end of the term, in addition to the above, the student must submit a written summary report of the practicum experience. Contents of that report are listed below.

## Expected Behaviors

1. Remember that you are a representative of La Sierra University. Your actions influence all future dealings between the practicum site and the university.
2. Learn as much as possible about the practicum sites before your interview.
3. During the interview, ask questions to further enable your understanding of the position and the site.
4. Dress professionally for the interview; ask if there is a dress code and/or a uniform requirement on the job.
5. A positive attitude may be the difference between a successful or unsuccessful practicum experience.
6. Maintain your work schedule; in case of absence or lateness, always call your supervisor.
7. Take initiative for information of tasks to accomplish.
8. Complete assigned tasks for the university and site on time.
9. Vacation days at school may not coincide with those of the practicum site. You will need to clarify dates with supervisor.

## Practicum/Coordinator Appointments

As spelled out in the above schedule, you are required to meet with the department internship facilitator and other practicum students several times during the quarter.

During these sessions, students will discuss the previous week(s) work along with reviewing goals to see that they are being met. This will also be a time to learn from peers and to explore means of dealing with unexpected barriers that may have arisen.

Failure to keep appointments without pre-agreed upon excuses, may result in a lower grade or failure.

# Senior Practicum Syllabus

La Sierra University  
Department of Health and Exercise Science  
Spring 2015

**Course:** HLSC 475 Senior Practicum (3-4 units) CRN - 5306  
**Class Time:** Wednesday 5:00-5:50 pm  
HES Classroom II  
**Instructor:** William C. Address 951 785-2174  
wandress@lasierra.edu  
**Instructor's Office:** Health and Exercise Science Annex – Room C  
**Office Hours:** Tues: 12:30 - 2:30 pm; Wed: 2:00 – 4:30 pm; Thur: 10:00 – 11:45  
Other hours may be arranged by appointment  
**Text:** Senior Practicum Handbook  
**Pre-requisites:** HLED 375 and 60 units of Health Science-related coursework completed.

**Course Description:** Focuses on the application and further development of relevant health promotion knowledge and skills in one or more areas through an internship or clerkship within established community programs. A minimum of 25 hours of supervised field experience is required for each unit of credit (i.e 3 units = 75 clock hours; 4 units = 100 clock hours). Students begin arranging for this experience no later than the junior year, submitting a written plan for approval before mid-term of the quarter prior to registering for the course.

**Objectives:** The internship will integrate past learning experiences with practical applications of that knowledge. Specifically it is designed to address the new departmental student learning outcomes (SLO) listed below.

- SLO #1 - *Demonstrate critical thinking skills in addressing discipline-based questions. Measured by:*
  - b. *The application of knowledge and skills in experiential learning opportunities.*
- SLO #3 – *Familiarity with standards, ethics, and expectations of professional communities within our discipline.*
- SLO #7 – *Recognize how the social, cultural, economic, political, and biological environments affect personal and community health.*

**Placements:** Students will volunteer for 75-100 clock hours with **one** health-related organization. Students should select either a government-related health organization or a non-government health organization to interface with.

**Non-Government Health Agency:** There are numerous health-related NGO's within Riverside and San Bernardino Counties. Students will explore possibilities and **present a proposal to the course instructor prior to beginning efforts.**

**Riverside County Department of Public Health:** The Department of Public Health has numerous divisions and hundreds of staff members throughout Riverside County. Discussion and a plan for **arrangements must be made with the course instructor PRIOR to contacting anyone at the County.**

**Academic Integrity and Ethics.** Every effort will be made to ensure that a high standard of gender, ethnic, and individual regard is maintained in all interactive relationships. Students are asked to indicate to the instructor any *behavior* that could be construed as *clearly* biased, disrespectful, or insensitive. However, please remember that we are in a university. As such the goals of intellectual maturation and character development require that great value be placed on openness to truth and candor combined with appropriate restraint, in discussing even provocative ideas and controversial ideals.

To be sure that you have no misunderstandings about the definitions of academic honesty or academic dishonesty, refer to your *La Sierra University Student Handbook*. The University has significant penalties for academic dishonesty, so please take this suggestion seriously. La Sierra University's policy and other important information regarding academic honesty can be found at: <http://lasierra.edu/academic-integrity/> For your convenience a portion of this policy is posted on Blackboard.

All members of the community of scholars (students and faculty) at the university must agree to the following Academic Integrity Statement.

Understand that enrolling in this course constitutes your agreement with the following statements:

- ✓ I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member.
- ✓ I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information.
- ✓ I will not stand by when others do these things.
- ✓ I will follow the academic integrity policy.

**Disabilities:** If you have a documented disability and need special accommodations, inform the instructor at the beginning of the quarter, and provide the appropriate documentation from LSU's Learning Support and Testing Center in La Sierra Hall, suite 100. Phone is 951 785-2452.

**\*\* Note:** *The instructor reserves the right to change the course schedule.*

# Practicum/Coordinator Appointments

As spelled out in the above schedule, you are required to meet with the department practicum facilitator and other practicum students several times during the quarter.

During these sessions, students will discuss the previous week(s) work along with reviewing goals to see that they are being met. This will also be a time to learn from peers and to explore means of dealing with unexpected barriers that may have arisen.

Failure to keep appointments without pre-agreed upon excuses, may result in a lower grade or failure.

## Spring 2015 Schedule

Week	Day	Date	Topic	Activities	Note
1	W	04/01	Course Intro	Course overview & get acquainted	
2	W	04/08	Discussion of Practicum Guidelines	Students' plans presented for the quarter	
3	W	04/15	No class		
4	W	04/22	No class		
5	W	04/29		Progress reports	
6	W	05/06		Guest speakers	
7	W	05/13	No class		
8	W	05/20		Progress reports Review of report contents	
9	W	05/27	No class		
10	W	06/03		Final reports	<b>All paperwork due</b>
Finals		06/10		Senior Practicum Presentations	<b>Meets at regular time</b>

**Grading:** A = >93%    A- = 90 – 92%    B+ = 87 – 89%    B = 83 – 86%  
 B- = 80 – 82%    C+ = 77 – 79%    C = 70 – 76%    C- = 67 – 69%  
 D+ = 63 – 66%    D = 60 – 62%    F = <60%

**Grading:** 100 points based on the following weighting scale.

Weighting - Daily journal –	20%
Internship Site Supervisor Final Evaluation	20%
Department Practicum Coordinator Evaluation	10%
Final Report Submission	30%
Final PowerPoint Presentation	20%

\*\*\*\* - See the Practicum Handbook for contents

La Sierra University  
Department of Health and Exercise Science  
Senior Practicum Report

submitted by  
I.M. Student

In partial fulfillment of  
The requirements for HLSC 475 – Senior Practicum

William C. Andress, DrPH, Instructor  
\_\_\_\_\_ Quarter, 20\_\_



# Final Senior Practicum Report & Presentation

The following report documents should be included in sequential order according to site:

1. Proposed activity outline signed and dated by site supervisor
2. Daily log sheet signed by supervisor.
3. Narrative log describing in one or two paragraphs your involvement each day you participated at the practicum site.
4. A final report that summarizes your experiences. This report should be between 15-20 pages and include the following:
  - Complete site demographic data centered in the middle of the page including:
    - Organization's name
    - Address
    - Phone number
    - Website
    - Name of supervisor
  - i. **Introduction** – Summary statement describing the main functions of the organization and its mission statement
  - ii. **Organization** – Includes both a visual and narrative description of its administrative organization including key positions, number of employees, whether or not it is a local, regional, or national organization.
  - iii. **Funding** – A description of how it is funded and the type of budget that it operates under. Take into consideration such things as external grants, taxes, donations, fund-raisers, endowments, income generating activities etc. This section focuses on what the organization does to remain fiscally viable.
  - iv. **Community Interventions** – Description of the type of activities it makes available to the community along with estimates of the number of people they impact annually.
  - v. **Personal Interaction** – Based on your log and diaries, summarize your involvement with the organization including goals and objectives accomplished, new knowledge obtained, and both positive and negative aspects of the experience.

- vi. **Conclusion** – Subjective statement of your overall experience with a listing of specific coursework that prepared you for this experience and recommendations to others who may consider this site in the future.
5. Attach as an **appendix** your site evaluation forms:
- a. Color slides of your PowerPoint presentation (2 slides per page)
  - b. Organization's evaluation of you
  - c. Your evaluation of the organization
  - d. Any brochures or website materials from the organization

# **Guidelines for PowerPoint Presentation**

Time length: 10 – 15 minutes

Slides addressing the following points and suggested arrangement.

- Cover slide with your name and date
- Site name and supervisor
- Department of Health and Exercise Science
- Description of activities
- New skills learned
- Courses that were helpful to work
- Benefits of interning at this site (if any)
- Negatives of interning at this site (if any)
- Any other information you would like to share including pictures.

The final report should be no more than 20 pages in length, double spaced to reflect your entire internship experience beginning with application through the final days.

## **SENIOR** Practicum Attachments

- Student Skills Form
- Senior Practicum Application Form
- Senior Practicum Contract
- Senior Practicum Log of Activities Form
- Mid-term Senior Practicum Evaluation Form
- Final Evaluation by HES Coordinator Form
- Student Site Evaluation Form
- Final Evaluation Form to be Submitted by Site Supervisor

# NOTES