EXSS 593: Practicum in Physical Fitness and Wellness (1-3 cr), Spring 2017
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Required Textbook: NONE, although reference sources may be suggested by your site.

Course Description: A practical experience course designed to enable the student to apply basic exercise science knowledge and skills learned in coursework at a physical fitness and wellness site designed for healthy / lower risk populations. This course fulfills the experiential education (EE) requirement for the College of Arts and Sciences.

Prerequisites:
- EXSS Courses: Passing grades in 220, 385, 408, 410L,412 and additional course work as necessitated by the Practicum Site choice (e.g. EXSS 188, 360, 478, etc).
- Complete and turn in the “Practicum Application”
  Due November 18, 2016 (please note that some sites have earlier deadlines)
  “Practicum Application” was emailed during the pre-practicum orientation meeting
    Resume
    Copy of CPR/AED Card
    Copy of Professional Liability Insurance
    Practicum Assignment Sheet
    Practicum Agreement
    Other Training Certificates

Hours/Location: You may choose to enroll for 1, 2 or 3 credit hours. We recommend you take the Practicum for 3 credit hours and spend as much time at your site as possible because this benefits you and the site more. When setting up your practicum experience, make your site aware of the quantity of time you plan on spending there. If you enroll for 1 credit hour, you must accumulate a minimum of 50 hours; if you are enrolled for 2 credit hours, you must accumulate a minimum of 100 hours, and you’ll need a minimum of 150 hours at your site for 3 credit hours. The number of credit hours must be finalized by the first day of classes. It is the student’s responsibility to secure a Practicum site. Please see the EXSS-FP website for approved sites. Set up an appointment to talk with the Practicum Coordinator if you would like to choose a site that is not approved.

Site Supervisor Requirements: Your site supervisor must hold at least a bachelor’s degree in the exercise sports science field and have a current fitness certification. The site supervisor must have at least 3 years of professional experience in the field and be willing to supervise/mentor a Practicum student.

Orientation Sessions
- UNC Orientation will be held during the first week of class. Please be at the meeting on the first Monday of the first week of classes - time TBA.

Practicum Site: You should arrange a facility orientation at your practicum site within the first week of the semester to get acquainted with policies, procedures, and location of all equipment.

Professional Liability Insurance: Professional liability insurance will be purchased by the student. Neither the University nor the Practicum Site is required to provide liability insurance or assume responsibility for acts
of negligence resulting from poor judgment, incompetence, or both, on the part of any student. Please contact the Practicum Coordinator for details on purchasing.

**Facility Contracts**: If your facility requires you to sign a contract, please see your Practicum Coordinator. Contracts may take up to 2 months to be reviewed and finalized by UNC.

**School Holiday Policy**: You may be expected to be present if the holiday/break falls on one of your regularly scheduled days. You will need to negotiate these days off in advance with your Site Supervisor.

**General Course Objectives (may vary by site)**

- Assist and perform physical fitness and body composition assessments
- Assist in relaying assessment results to clients
- Create fitness programs for clients
- Assist and lead resistance training programs
- Assist and lead group exercise classes
- Assist and create health promotion materials (i.e. newsletter, presentations, etc)
- Assist with basic operational duties including, but not limited to, calling clients, data entry, scheduling, equipment maintenance, etc.
- Demonstrate knowledge of appropriate emergency procedures
Grading Expectations: Your grade will be determined by both your Site Supervisor and Practicum Coordinator as described below.

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Possible Points</th>
<th>% of Grade (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Site Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>100</td>
<td>50%</td>
</tr>
<tr>
<td>From Practicum Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Email Updates</td>
<td>20</td>
<td>10%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>80</td>
<td>40%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>200 points</td>
<td>100 %</td>
</tr>
</tbody>
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Explanation of Graded Items

Final Evaluation: The Site Supervisor will submit the “Final Evaluation”, after reviewing it with the student. The student will then submit their Final Evaluation in their Portfolio.

Weekly Email Updates: Students will email Practicum Coordinator a short update by 10am on every Friday of the week starting the first Friday of the first week of school (regardless if you have begun practicum or not). The update is meant to keep the Practicum Coordinator connected to how things are going. It should consist of a few bulleted points on what you’re doing and it should tell us if things are going well or not.

Portfolio: The purpose of the Portfolio is to be a cumulative representation of everything you’ve done at your site. The contents in the portfolio may help you interview and/or prepare for a future job. The Portfolio will be graded on content and style (i.e. format and appearance). The content should include:

- Initial Cover Letter sent to your site
- Updated Resume (include your practicum site information)
- Assessment Forms
- Training Programs you’ve written
- Health Promotion Materials you’ve created
- Any other items that you’ve helped with
- Any other projects in which you’ve held a significant role

Other Expectations:

Mid Semester Progress Review:

- This should be done half way through the practicum experience.
- Will be completed by the Site Supervisor.
- The Site Supervisor will review the Evaluation Form with the student.
- This is an opportunity for the student to get feedback half way through the semester so that appropriate adjustments can be made.

Site Visit

- The student will be responsible for organizing a meeting between the Practicum Coordinator and the Site Supervisor.

Guidelines for the Site Visit:

- Complete the Mid Semester Progress Review with Supervisor prior to site visit.
- Demonstrate professionalism during the site visit (punctuality, appropriate dress, communication, etc)
- Give Practicum Coordinator a tour of your facility
- Demonstrate knowledge of the Site
The Practicum Coordinator will ask questions to the Student and Site Supervisor separately in order to discuss how the experience is going and if expectations are met from both ends.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100 %</td>
</tr>
<tr>
<td>A-</td>
<td>90-92 %</td>
</tr>
<tr>
<td>B+</td>
<td>88-89 %</td>
</tr>
<tr>
<td>B</td>
<td>82-87 %</td>
</tr>
<tr>
<td>B-</td>
<td>80-81 %</td>
</tr>
<tr>
<td>C+</td>
<td>78-79 %</td>
</tr>
<tr>
<td>C</td>
<td>72-77 %</td>
</tr>
<tr>
<td>C-</td>
<td>70-71 %</td>
</tr>
<tr>
<td>D+</td>
<td>68-69 %</td>
</tr>
<tr>
<td>D</td>
<td>62-67 %</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 67 %</td>
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</tbody>
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INCOMPLETE: Upon discretion of the Practicum Coordinator, an incomplete may be given per UNC regulations.

**Honor Code**: It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and to support the enforcement of the Honor Code, which prohibits lying, cheating, or stealing when these actions involve academic processes or University student or academic personnel acting in an official capacity. If you are not familiar with the complete Instrument of Student Judicial Governance, you can pick up a copy in the Office of the Dean of Students in Steele Building or review it online at http://honor.unc.edu/. If you have any questions related to this course and/or the Honor Code, please schedule a time to talk with the instructor before a potential violation occurs.