

George Mason University
College of Education and Human
Development Kinesiology
KINE 341.001– Kinesiology Practicum
3 Credits, Fall 2023

Faculty

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Prerequisites/Corequisites

KINE 200, KINE 310, KINE 330, KINE 350 and KINE 340 or 370

Students with a class of Freshman or Sophomore may not enroll.

University Catalog Course Description

Provides a paid or voluntary supervised professional experience in an approved fitness, clinical or sport performance setting under the supervision of a practicum University Supervisor and Agency Supervisor. Current CPR, AED, and First Aid Certification required.

Course Overview

This practicum experience provides students an opportunity to practice instructing and monitoring exercise in one-on-one and/or group settings and draw connections between theories and concepts learned in prerequisite courses to practice.

Course Dates

This course will begin on Monday August 21st and end on Wednesday December 13th, 2023, at 11:59pm

Course Delivery Method

This course will be delivered using an internship format. In addition to requiring a minimum of 150 internship hours (10 hours weekly minimum), interns need to meet other requirements described in this syllabus.

Learner Outcomes or Objectives

This course is designed to enable students to do the following:

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in exercise programming and service delivery;
3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the kinesiology professional field.

Professional Standards This course meets the Commission on Accreditation of Allied Health Education Programs (CAAHEP) requirements and covers the following American College of Sports Medicine's Knowledge-Skills-Abilities (KSA's):

KSA	Description	Lecture, Lab, or both
IV.A.1.a	Knowledge of employee criminal background checks, child abuse clearances and drug and alcohol screenings.	Both
IV.A.1.b	Knowledge of employment verification requirements mandated by state and federal laws.	Both
IV.A.1.c	Knowledge of safe handling and disposal of body fluids and employee safety (OSHA guidelines).	Both
IV.A.1.d	Knowledge of insurance coverage common to the health/fitness industry including general liability, professional liability, workers' compensation, property, and business interruption.	Both
IV.A.1.e	Knowledge of sexual harassment policies and procedures.	Both
IV.A.1.f	Knowledge of interviewing techniques.	Both
IV.A.1.g	Knowledge of basic precautions taken in an exercise setting to ensure client safety.	Both
IV.A.1.h	Knowledge of pre-activity screening, medical release and waiver of liability for normal and at-risk participants.	Both
IV.A.2.c	Skill in maintaining a safe exercise environment (e.g., equipment operation and regular maintenance schedules, safety and scheduled maintenance of exercise areas, overall facility maintenance, proper sanitation, proper signage).	Both

Required Texts

N/A

End of semester meeting

We will have an end of semester meeting for all internship students. This will be a Zoom meeting and will be scheduled for the week of November 27 - December 1, 2023. The exact day and time will be determined soon, but most likely will be before 11 am on Tuesday or Thursday of that week. You will receive an email from Karen Sinclair later in the semester with the exact day/time of the Zoom meeting. Internship students are required to attend this meeting is required, and instructors will take student attendance. The purpose of this meeting is for 341/441/490 students to share the benefits, challenges, pros/cons and overall experiences from their fall internships.

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, VIA, hard copy). **All assignments must be uploaded to Blackboard. You must provide the syllabus and all assignments to your Site-Supervisor on or before the first day and make a plan for getting your Weekly Reports signed and submitted before the weekly deadline. Students must complete 150 hours at a pre-approved fitness facility. All work is due by the hour-marks listed below. The final class deadline for hours is 11:59 p.m. on the last day of the semester.**

- **Assignments and/or Examinations**

Weekly Reports (150 hours/points)

Students will submit weekly reports including their hours of experience completed that week and the answer to five questions about their experience that week. Reports must be signed by your Site Supervisor, or if unavailable, the professional you were working with that week. All reports from the previous week will be due by Monday at 11:59pm. If the student completes their hours before the end of the semester, they will receive full credit for any remaining reports. Your Weekly Report points on Blackboard is my count of how many hours you have completed; if it does not reach 150, then you fail the class. There is no minimum hourly requirement but try not to fall behind if your internship begins late (15+ is recommended). There is not a weekly maximum, as long as you do not shirk your other obligations and your site-supervisor is able to provide the hours. You will not receive credit for reports that are late, incomplete, missing a signature/date, completed incorrectly, list dates that are outside of the reporting period for that week, etc.

Exercise Instruction Assignments (4 @ 50 points each)

The Site Supervisor will complete a written evaluation of the student's ability to instruct and monitor exercise in one-on-one and/or group settings. Regardless of the score from your Site Supervisor, your score will be pass/fail (either you did the assignment, or you did not). The purpose is for you to gain useful feedback. The first two exercise instruction evaluations will be due on Blackboard by the completion of 75 hours. The remaining two will be due on Blackboard by the completion of 150 hours.

Student Internship Feedback (1 @ 50 points)

Upon completion of the internship, students are required to submit their report to Blackboard, which will serve as a comprehensive account of the internship experience. Each report will be due on Blackboard by the completion of 150 hours at their approved site.

Supervisor's Professionalism Evaluations (2 @ 100 points each)

The Site Supervisor will provide a written mid-term evaluation of the student (form provided on Blackboard) by the completion of 75 hours (which is when it is due on Blackboard) and a final mid-term evaluation using that same form by the completion of 150 hours (which is when it is due on Blackboard). Regardless of the score from your site supervisor, your score will be pass/fail (either you did the assignment, or you did not). The purpose is for you to gain useful feedback.

Case Study Assignments (2 @ 100 points each)

Students will work with their site-supervisor to create an assessment and program for a client at the facility. If not allowed to work with a client, then it can be hypothetical (i.e., the supervisor creates a scenario for the student then guides them through it). The first case study will be due on Blackboard by the completion of 75 hours. The second one will be due on Blackboard by the completion of 150 hours.

e-Portfolio (1 @ 200 points)

Students will create an e-Portfolio by gathering information about each site (while they are at that site) and putting that information into a report that will be given back to the site supervisor (via email) and to the class instructor (via Blackboard). This is something that you do at your site, in-person, as part of your internship experience, to learn about the topics covered. It is not something that you give to your site-supervisor and they do it for you or send you quick

answers via email. It is a conversation.

Instructions for the e-Portfolio are found in the “Assignment Details” section later in this course syllabus. The e – Portfolio contains 10 sections. Students will complete at least 5 of these sections in a “mid-term portfolio” by the time they earn 75 internship hours. Students will submit the “mid-term portfolio” to Blackboard, so the instructor can review and provide feedback. All 10 sections of the e-portfolio are due in a “final e-portfolio submission” on Blackboard by 12/10/2023.

Blood-borne pathogens online training – 50 points

Watch the video and complete the quiz (both posted on KINE 341 Blackboard site).

Sexual harassment recognition and reporting online training – 50 points

Watch the video and complete the quiz (both posted on KINE 341 Blackboard site).

- **Other Requirements**

Professionalism

Kinesiology students are expected to behave in a professional manner. Depending upon the setting professionalism may appear different, but typically consists of similar components. For undergraduate Kinesiology students in a classroom setting professionalism generally comprises the following components:

Communication – *When communicating with the instructor and classmates, either face-to-face or via the assigned George Mason University email address, students should address the other person appropriately, use **appropriate language** and maintain a pleasant demeanor.*

Participation – *Participate in class discussions and activities. Demonstrate that you have an interest in the subject matter.*

Responsibility/Accountability – *Professionals take responsibility for their actions and are accountable. This can occur at multiple levels but generally consists of completing assignments on time, submitting work that is of the appropriate quality, honoring commitments and owning up to mistakes.*

Honesty/Integrity – *Students are expected to be honest with the instructor, classmates and themselves. Professionals keep their word when committing to something and act in an ethical manner.*

Self-Improvement/Self-awareness – *One should be aware of their strengths/weaknesses and constantly seek to improve. Professionals regularly seek out opportunities to increase their knowledge and improve their current skill set.*

- **Grading**

A	= 94 – 100%	B+	= 87 – 89%	C+	= 77 – 79%	D	= 60 – 69%
A-	= 90 – 93%	B	= 84 – 86%	C	= 74 – 76%	F	= 0 – 59%

If hours are incomplete on the last day of the semester at 11:59 p.m., then you will receive a grade of either “IP”(In Progress) if it appears that you are making reasonable progress, or “F” (if you are not making progress and have failed the class).

Professional Dispositions

See <https://cehd.gmu.edu/students/polices-procedures/>

Assignment Details

E-portfolio Guidelines

This e-Portfolio allows the student to demonstrate knowledge accrued at their site which is relevant for the KINE 341 KSAs. The e-Portfolio allows students to self-reflect on their strengths and weaknesses related to the job field and to discuss their career objectives. Students integrate that specific knowledge into an e-portfolio for each site. All submissions must be well organized, typed, and otherwise professionally-presented. You will submit this on Blackboard, but you will also send it via email to your site supervisor (and CC the Kinesiology Internship Coordinator). Site-supervisors may find it helpful to set-up meetings for the intern (in-person, phone, Zoom, etc.) with other employees affiliated with the site who can provide information about the questions.

Do NOT email this document to your site-supervisor and tell them to answer the questions. Instead, print it out, bring it to your site-supervisor, and ask them to help you find the information and teach you about it. Inform your site-supervisor at the start of your internship about this project– do not wait until the last week.

The e-Portfolio must include (but is not necessarily limited to) the following contents:

Title Page

Student Name

Internship start and end date

Agency name, address, phone, website

Agency supervisor’s name, title, phone, e-mail address

Brief description of agency

Safety Procedures

Describe the Emergency Action Plan for this site.

Describe the documented safety procedures at this site.

Describe the use of incident report documents at this site.

Describe the ongoing safety training documentation at this site.

Participant safety

Discuss the importance of pre-activity screening, medical release and waiver of liability for normal and at-risk participants.

Provide examples of screening tools/instruments/resources you could use for pre-participation screening, medical release and waiver of liability.

Employee Records/Documents

Describe the pre-employment screening process that your site conducts prior to offering employment to an individual. Consider asking about the following types of screening procedures: employee criminal background checks; child abuse clearances and drug and alcohol screenings.

Describe employment verification requirements required by state and federal laws.

Describe how employee records/documents (i.e. CPR/AED certification, certifications for maintaining job position) are maintained at this site.

Ethical Standards & Scope of Practice

Describe the ethical standards at this site.

Describe the scope of practice at this site.

Describe the confidentiality policies at this site.

Insurance

Describe the types of insurance coverage common to the health and wellness industry, such as general liability, professional liability, workers' compensation, property and business interruptions.

How has your supervisor had to use/interact with insurance companies in the past?

Human Resource Risk-Management Policies & Procedures

Describe the policies and procedures manual at this site.

Describe the human resource risk-management policies and procedures for this site.

Describe how employees are trained to identify and limit/reduce high-risk situation.

Student Reflection

Take the CliftonStrengths for Students Assessment <https://masonwbu.gallup.com/>

(You may have already taken this assessment in KINE 100)

Submit your top 5 strengths as determined by CliftonStrengths for Students.

Evaluate your personal strengths and weaknesses in light of the demands and expectations of employment at your current internship site.

Describe your career goals and objectives related to the professions in the fields of Kinesiology.

Interview Techniques

Using the STAR technique, as explained on pages 74-77 of the GMU Career Readiness Guide <https://careers.gmu.edu/career-readiness-guide-activities> (click "download the career readiness guide" on left).

Select one question from each of the following boxes: Time Management; Adaptability; Leadership; and Results Driven – on page 77.

Then, answer each question using the STAR Template on page 76. Include your completed STAR templates in this e-portfolio.

Using the Career Readiness Guide as a resource, write 1-2 paragraphs describing the qualities/characteristics you would look for when hiring a new employee.

Submit a copy of your resume

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/>).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to VIA should be directed to viahelp@gmu.edu or <https://cehd.gmu.edu/aero/assessments>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking:

As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason’s Title IX Coordinator per [University Policy 1202](#). If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as [Student Support and Advocacy Center](#) (SSAC) at 703-380-1434 or [Counseling and Psychological Services](#) (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-

993-8730, or emailing titleix@gmu.edu.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .