University of Southern Indiana
Kinesiology and Sport Department
Practicum Application
(please type or print)

Semester and year student requests internship________________ Credit Hours_______

Student Contact Information
Students Name________________________ Student ID Number________________
Current Address____________________________________________________________________
City_____________________________ State__________ Zip Code__________________________
Phone Number (Home) __________________________ (Work) ____________________________
E-Mail (required) __________________________

Academic Progress Section

Major: Exercise Science_____ Kinesiology_____
Number of hours completed toward degree____ Cumulative Grade Point Avg.____

Students must complete all major courses unless approved by the Faculty Practicum Coordinator. Yes _____ No _____

Student must complete a petition to enter a closed class. The Kinesiology and Sport Department Chair will sign this document Yes _____ No _____

Practicum Site Information (Provide complete and accurate information.)

Proposed Practicum Sponsoring Organization ____________________________________________
Site Supervisor Name and Title _______________________________________________________
Mailing Address ______________________________________________________________________
City_____________________________ State__________ Zip Code__________________________
Phone Number __________________________
E-Mail (required) __________________________
Internet Address (if any) __________________________

Site Supervisor Name (Print) __________________________ Date________________

Site Supervisor Signature __________________________

Student Name (print) __________________________ Date________________

Faculty Practicum Coordinator Approval _________________________ Date ____________
Description of Practicum Activities
1. Please provide a detailed description of duties and responsibilities (if available, please attach a job description)

______________________________________________________________________________
______________________________________________________________________________

Work Schedule:
What days will the intern work?       M       T       W       R       F       SA       SU
How many hours per week will the intern work? ____________
If the intern is to be paid during the Practicum, how much will he/she be paid? _________ N/A
Date Practicum is to begin:_____________  Date Practicum is to end:____________________

2. Practicums are most productive when students articulate and record their learning goals at the beginning of the work experience. First, determine what you hope to gain from the Practicum. Second, discuss the goals to make sure the position will offer you the opportunity to achieve these goals and objectives. At mid-term, the site supervisor and Faculty Practicum Coordinator will evaluate the progress of your achievement of goals and objectives. To be meaningful, goal statements must be specific, measurable, verifiable, achievable, and agreed upon. List four goals which you wish to achieve as a result of participating in this Practicum experience.

A. ________________________________________________________________
B. ________________________________________________________________
C. ________________________________________________________________
D. ________________________________________________________________

General Practicum Information
- The legal agreement between the University and the organization ______________________ shall be effective until formally rescinded by the University of Southern Indiana Kinesiology and Sport Department and the organization.
- This Practicum Work Agreement must be completed before the Practicum begins. Calculation of hours spent in the field begins after the proper contracts have been returned to the Faculty Practicum Coordinator. No credit will be given if this condition is not met, regardless of time spent in the field.
- The number of working hours per Practicum depends on the number of credit hours the intern is taking per semester. The University offers three (150), four (200) and five (250) credit hour Practicum programs.
- The Practicum may be terminated at any time that an agreement to terminate is decided mutually between the parties signing this practicum work agreement.

Field Supervisor Responsibilities
- It is our hope that the Site Supervisor will allow the student the opportunity to grow professionally and to accept appropriate responsibilities at the Practicum Site. The Site Supervisor schedules the student’s work responsibilities and assignments. Sites may require other responsibilities specific to the field area focused upon. The Practicum should provide varied learning experiences and activities; it should not exploit the intern.
- The Site Supervisor is the person to whom the student directly reports.
Field Supervisor Responsibilities (Continued)

- The Site Supervisor arranges the work schedule, including vacation time (if applicable), and oversees and verifies the hours worked while signing bi-weekly reports for the intern.
- The Site Supervisor provides regular contact with the student, including regularly scheduled conferences to provide ongoing feedback.
- The Site Supervisor is responsible for completing mid-semester and final written evaluations of the student. The mid-semester and final evaluations will be reviewed by the Faculty Practicum Coordinator and discussed with the intern during an evaluation conference. All evaluation instruments will be provided to the Site Supervisor by student.
- The Site Supervisor will provide continual evaluative information to the intern regarding the intern’s work and will submit a minimum of two written evaluations to the University.

Intern Responsibilities

- The intern must submit an application, submit a cover letter/resume and attend an orientation meeting prior to completing a Practicum.
- The intern is responsible for completing mid-semester and final written evaluations. The mid-semester and final evaluations will be reviewed by the Faculty Practicum Coordinator and discussed with the intern during an evaluation conference. All evaluation instruments will be provided to the student by the Faculty Practicum Coordinator.
- The intern will be responsible for timesheets and bi-weekly reports.
- The intern will be responsible for submitting a showcase portfolio and providing a presentation following the completion of the internship.
- The intern should honor the ethical standards and professional codes and practices of the field.

Faculty Practicum Coordinator and/or Coordinator of Internships & Cooperative Education Career Services and Placement Responsibilities

- The Faculty Practicum Coordinator has final approval of the site selection for the Practicum.
- The Faculty Practicum Coordinator is responsible for assigning the student the final grade for the course based on the student’s work and the Site Supervisors input (midterm and final evaluation tools, and/or a meeting).
- The Faculty Practicum Coordinator is available to offer assistance, encouragement, support, and professional direction to the student during this experience.
- The Faculty Practicum Coordinator is available to the Site Supervisor for any questions or concerns that he or she may have about an individual student’s performance or the Practicum program as a whole. The Practicum Coordinator (Dr. Glenna G. Bower) may be reached at 812-465-1265 or at gbower@usi.edu.

Approval / Acknowledgement Section

The Site Supervisor agrees that the student will undertake Practicum with the sponsoring organization as described above. The Site Supervisor understands the student is seeking academic course credit, and agrees to supervise the activities of the student, provide professional guidance, evaluate the performance of the student, and verify the number of hours and quality of work performed. The student agrees to perform the duties described above on the dates as indicated. All parties understand a Practicum is intended to allow a student to gain valuable work experience relevant to the student’s career.

____________________________________  __________________________
Intern (Print)                        Date                        Intern (Signature)  Date

____________________________________  __________________________
Site Supervisor (Print)               Date                        Site Supervisor (Signature)  Date
PRACTICUM ASSIGNMENT REPORT  
STUDENT MIDTERM SELF-EVALUATION

Name __________________________________________ Date ____________________
Employer Name _________________________________ Faculty Advisor ____________

Department to Which Assigned ______________________ Phone ____________________
Immediate Supervisor _____________________________ Title _______________________
Days and Times you work ____________________________ General responsibilities for department ______________________

Describe the major duties of your position ________________________________________

PERFORMANCE SELF-RATING

The following section is designed to let you evaluate yourself on your current practice assignment. This will help you to identify those aspects of your performance which can be considered assets to your professional growth, as well as those work habits that are in need of improvement. Using a scale of 1-5, please rank the following where 1 is strongly disagree and 5 is strongly agree.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>Produces a good volume of work</td>
<td>1  2  3  4  5</td>
<td></td>
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<tr>
<td>Produces quality work</td>
<td>1  2  3  4  5</td>
<td></td>
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<tr>
<td>Exhibits effective oral communications</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
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<tr>
<td>Exhibits effective written communications</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has ability to apply academic training to job</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare and organize work effectively</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take the initiative; a self-starter</td>
<td>1  2  3  4  5</td>
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</table>
PRACTICUM ASSIGNMENT REPORT
STUDENT FINAL SELF-EVALUATION

Name _______________________________________ Date
Employer Name __________________________________ Faculty Advisor
Department to Which Assigned ________________________________ Phone __________
Immediate Supervisor _________________________________ Title ________________________________

PERFORMANCE SELF-RATING

Paying particular attention to those areas which you indicated on your mid-term evaluation that needed improvement, rate yourself on the same criteria. In the comments section, discuss briefly what specific progress you have made in each area.

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<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>Take the initiative; a self-starter</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjust to organization’s procedures and policies</td>
<td>1 2 3 4 5</td>
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</tbody>
</table>

ADDITIONAL COMMENTS

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SITE RATING

1. How frequently did your supervisor review your progress with you?
   Daily _____ Weekly _____ Occasionally _____ Did not review _____

2. Has this experience altered your academic or career goals? Yes ___ No ___ Please Explain: ________

________________________________________________________________________
3. All work experiences, regardless of how enjoyable or frustrating, are learning experiences. Describe your most enlightening learning/work experience while participating in this program.

____________________________

Site Supervisor Signature

Date

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**EMPLOYER EVALUATION**

**PRACTICUM STUDENT MIDTERM EVALUATION**

Student Name ________________________________ Date __________________

Employer Name _______________________________ Phone ____________________

Student’s Supervisor

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>

**EVALUATION INSTRUCTIONS**

This form should be completed by the individual in the best position to evaluate the student’s training. Using a scale 1-5, please rank the following where 1 is strongly disagree and 5 is strongly agree.

**A. POSITION PERFORMANCE:** Circle the number which best describes the student’s performance on this assignment.

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<td>2</td>
<td>3</td>
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<td>1</td>
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<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>Exhibits effective written communications</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Has ability to apply academic training to job</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Has ability to learn</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Displays analytical ability</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Has good problem solving ability</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Demonstrates accuracy and thoroughness</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Has ability to work under pressure</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Demonstrates original and creative thinking</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. WORK HABITS:** Circle the number which best describes the student’s individual work habits.

<table>
<thead>
<tr>
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<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares and organizes work effectively</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Takes the initiative; a self-starter</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Adjust to organization’s procedures and policies</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Has ability to adjust to nonroutine assignments</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Keeps constructively busy and mentally alert</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Has healthy attitude toward organization</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>1</td>
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<td>-----------------------------------------------------------------</td>
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<tr>
<td>Is cooperative in working relationships with others</td>
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<tr>
<td>Exhibits diligence and perseverance</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Performs tasks with industry and drive</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Demonstrates a willingness to accept responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td><strong>C. ADDITIONAL COMMENTS:</strong> Please attach a separate sheet if desired.</td>
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<tbody>
<tr>
<td>Site Supervisor Signature</td>
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<tr>
<td>Date</td>
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</table>
EMPLOYER EVALUATION
PRACTICUM STUDENT
FINAL EVALUATION

Student Name ___________________________ Date ___________________________
Employer Name ___________________________ Phone _______________________
Student’s Supervisor  ______________________________________________________________________________

Name ____________________________________________________________________________________________
Title ____________________________________________________________________________________________

PROFESSIONAL DEVELOPMENT

A. PERSONAL CHARACTERISTICS that will help or hinder the student’s professional development. Consider such categories as professional maturity, personal appearance and habits, authority acceptance, self-reliance, dependability, desire for self-improvement, adaptability, leadership abilities, enthusiasm, honesty, acceptance of constructive criticism, and willingness to adjust self-interest to group interests. (Other applicable characteristics may be added by the rater.)

SUMMARY OF STRENGTHS
1. ______________________________________________
2. ______________________________________________
3. ______________________________________________

SUMMARY OF DEVELOPMENTAL NEEDS
1. ______________________________________________
2. ______________________________________________
3. ______________________________________________

B. GROWTH AND DEVELOPMENT
1. Does this student appear to be making satisfactory progress for this stage of development? Yes ___ No ___
Please Explain: ______________________________________________________________________________________

2. Estimate student’s potential
_______________________________________________________________________________________________

3. Would you recommend this student for future employment in this or another firm?
   Yes ___ No ___ Why?
   ____________________________________________________________

This report has been discussed with the student: Yes ___ No ___ May we share this report with the student?
   Yes ___ No ___

PROGRAM EVALUATION

1. Has the USI’s Internship/Co-op program been effective in meeting the needs of your organization? Yes ___ No ___
2. Was the student’s academic training appropriate and related to the Professional practice position in your organization? Yes ___ No ___
3. Any additional comments about the program:
______________________________________________________________________________________________

Site Supervisor Signature ___________________________ Date ___________________________
Presentation Outline

The presentation may not exceed 12 slides (including cover/title page) and should use Microsoft PowerPoint presentation software. The presentation should be printed out using the 6 slides per page print settings in PowerPoint. The student should copy the presentation on one page, front and back, and bring at least 10 copies of the presentation. Students will also be graded on their questions and discussion with the presenters.

I. Practicum Site Location Information
   • Include Site Supervisor’s full name, title, company name, mailing address, phone number

II. Summary
   • Write a brief description of your internship experience.

III. Impact
   • What did you learn about yourself?
   • In what areas did you experience the most personal growth?
   • In what areas did you experience the most professional growth?
   • What insights have you gained about your field?
   • How has the Practicum influenced your career goals? Please Explain.

IV. Evaluation
   • Did the experience meet your personal expectations?
   • Would you recommend this site to future students?
# University of Southern Indiana
## PED 499 Practicum
## Bi-Weekly Report of Hours and Evaluation Log

<table>
<thead>
<tr>
<th>Students Name</th>
<th>Semester/Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Site</td>
<td>City, State:</td>
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</table>

### Week One

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours Worked</th>
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<tbody>
<tr>
<td>Monday</td>
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</table>

**TOTAL WEEK 1**

### Week Two

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours Worked</th>
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<tbody>
<tr>
<td>Monday</td>
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<td>Sunday</td>
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</table>

**TOTAL WEEK 2**

**GRAND TOTAL**

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Signature of Site Supervisor

Date:

Signature of Student

Date:
Evaluation Log of Previous Two Weeks

You must submit at least one page (typed) concerning your Practicum experiences during the previous two weeks. Entries should be both objective (who, what, when and where) and subjective (how and why). Record events, issues, topics discussed, concerns, outcomes, decisions, etc. Make note of the environment in which an activity or interaction occurred, and how people behaved and responded. Analyze and suggest alternative ways of handling interactions. Step back and ask yourself:

a. What did I accomplish this past two weeks?
b. Did I learn anything new and if so, what?
c. Did I accomplish any of my goals this past two weeks?
d. Was there anything unusual this past two weeks?
e. How can I relate any of this to courses I have taken?
f. What else would I like to share about mine experience?