



LEWIS-CLARK STATE
— COLLEGE —

Division of
Movement and Sport Sciences

Practicum Handbook



Division of Movement and Sport Sciences Practicum Handbook

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Program Overview

Introduction

The Health and Kinesiology practicum experience is designed to provide students enrolled in HLTH/KIN 495 with practical experience (primarily observational, exploratory, and/or job shadowing in nature) at designated sites in the community. Under the supervision of an On-site Supervisor and a Faculty Supervisor, students have an opportunity to apply previous classroom learning to real-world problems and solutions at the internship site. The practicum, a paid or unpaid experience, should be mutually rewarding for the student and supervising organization.

Eligibility

In order to be eligible to begin a practicum, a student must meet the following criteria:

1. A minimum cumulative GPA of 2.0
2. Proof of valid CPR/AED/1st Aid certification
3. Completion of a practicum orientation workshop
4. Approval of the Faculty Supervisor
5. Approval of the On-site Supervisor

Responsibilities

In accordance with Policy 2.122 of the Lewis-Clark State College Policies and Procedures Manual, the following duties are also expected of the student, Faculty Supervisor, and On-site Supervisor:

The student will:

1. Be responsible for the agreed service hours.
2. Inform the On-site Supervisor if he/she is unable to attend a scheduled shift, prior to the agreed upon hours.
3. Not work in a room alone with a client unless specifically screened and cleared to do so by the Agency.
4. Not transport a client unless specifically screened and cleared to do so by the Agency.
5. Keep a record of completed hours of service.

Lewis-Clark State College will:

1. Require students and assigned faculty to conform to the policies and procedures of the Agency.
2. Ensure that the Faculty Supervisor is available by telephone at all times when the student is in the Agency.
3. Ensure the Faculty Supervisor communicates periodically with the On-site Supervisor concerning the student's performance and learning.
4. Ensure that students and Faculty Supervisors are informed of, and comply with, all applicable Agency rules and regulations.

The On-site Practicum Supervisor will:

1. Provide the student with orientation and training.
2. Provide normal supervision and guidance as needed in the performance of the tasks as described in the course syllabus.
3. Communicate periodically the student and Faculty Supervisor concerning the student's performance and learning, and provide a copy of the final evaluation to the student and Faculty Supervisor.
4. Share the Agency's risk management plan, emergency plan, and personnel policies and procedures with the student.

Course Description

HLTH/KIN 495 practicum credits are approved work-based experience characterized as primarily observational, exploratory, and/or job shadowing in nature. Approved settings include sites where health-, wellness-, or athletic-related services to a school, agency, or organization that works with children, adolescents, adults, or older adults are provided.

Observation

On-site observation by the Faculty Supervisor will be conducted throughout the student's practicum. It is the student's responsibility to maintain consistent communication with the Faculty Supervisor and the On-site Supervisor to schedule meetings and observations.

Course Requirements for HLTH/KIN 495 Practicum Students

It is the responsibility of the student to read and understand the course syllabus. The student is expected to attend scheduled in-class sessions and meetings with practicum supervisors. The student earns one (1) credit of practicum for 45 contact hours completed at the practicum site.

Prior to practicum, the student will:

1. Enroll in HLTH/KIN 495 in the section that ties to their major/emphasis area.
2. Attend scheduled practicum class sessions and complete the practicum orientation workshop and related trainings.
3. Review the course syllabus.
4. Review the practicum handbook and other course materials, as assigned.
5. Investigate practicum sites.
6. Identify a practicum site and provide the On-site Supervisor a copy of his/her resume and a list of completed coursework.
7. Obtain permission from the On-site Supervisor to seek site approval from the Faculty Supervisor.
8. Complete and submit the Initial Site Description paperwork to the Faculty Supervisor.
9. Sign and submit the Confidentiality Statement to the Faculty Supervisor.
10. Schedule and participate in a meeting with the On-site Supervisor and the Faculty Supervisor.
11. Provide the On-site Supervisor with a copy of the practicum handbook and the evaluation form.

12. Meet additional requirements of the practicum site (e.g., submitting fingerprints, attending trainings), if applicable.

During the practicum, the student will:

1. Complete the time log daily.
2. Complete the On-site Supervisor/student meeting notes.
3. Attend scheduled practicum class sessions.
4. Provide progress report form to the On-site Supervisor.
5. Meet with the Faculty Supervisor.
6. Schedule and participate in a mid-semester progress meeting with the On-site Supervisor and the Faculty Supervisor.
7. Schedule and participate in a final evaluation meeting with the On-site Supervisor and the Faculty Supervisor.

After the practicum, the student will:

1. Submit a Practicum Portfolio, that includes:
 - a. Completed Checklist of Responsibilities.
 - b. Proof of orientation workshop completion.
 - c. Completed Initial Site Description form.
 - d. Completed Confidentiality Statement.
 - e. Completed time log.
 - f. Supervisor and student meeting notes.
 - g. Mid-term Evaluation by On-site Supervisor.
 - h. Final Evaluation by On-site Supervisor.
 - i. Completed Internship Reflection/Evaluation form.
 - j. Completed Safety assignment.
 - k. Evidence of completed FERPA training.
 - l. Evidence of completed HIPAA training.
 - m. Evidence of completed Title IX training.
2. Give presentation or submit a final paper (see syllabus for expectation) that provides a description of what the student learned about him/herself, what he/she gained as a result of the practicum experience, and how the experience has impacted his/her understanding and application of completed coursework.

Expectations

Reasonable Accommodations for Students

In compliance with the Americans with Disabilities Act of 1990 and Section 504-508 of the Rehabilitation Act of 1973, LCSC provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional/psychiatric, physical, visual, or hearing disabilities. Students seeking reasonable accommodations should contact Student Counseling Center/Disability Services, in Reid Centennial Hall Room 111 or phone 208.792.2211 in Lewiston and in Coeur d' Alene at 1031 N. Academic Way, Suite 140 or phone

208.666.6707. The following guidelines have been established for students requesting accommodations:

1. Accommodations for all reasonable requests will be made after an individualized assessment is completed of documented disabling conditions. To request reasonable accommodations, students need to contact the Student Counseling Center/Disability Services, listed above, to document the condition and access a range of supportive services.
2. Students receiving reasonable accommodations should discuss their needs with each instructor at the beginning of each semester.
3. Students with disabling conditions must qualify for the program by the same criteria as all other students.
4. The program will not use any test or criterion that has a disproportionate, adverse effect on a person with a disability.
5. The otherwise qualified student must meet the academic standards for participation in the program.

Alcohol and Drugs

The Lewis-Clark State College Student Policy and Procedures Manual (policy 5.105; pp. 9-10) details the following:

“Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor’s prescription is prohibited on College-owned or controlled property (as that term is herein and hereafter used, College-owned or controlled property includes student housing owned by or rented through the College), or at any College-sponsored or supervised function (see campus policy on alcohol or drug abuse, and rules on sanctions for alcohol and drug abuse; www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/).”

Dress Code

The dress code criteria are in place to ensure that:

- a. MaSS students present a positive personal and professional image.
- b. MaSS students present an image that promotes confidence and trust among others and represents pride in LCSC.
- c. MaSS students maintain standards of hygiene and universal safety precautions.

Dress Code Expectations/Guidelines:

1. MaSS students should be cognizant of the culture of the practicum site.
2. MaSS students should wear appropriate clothing for the requirements of the practicum site. Professional casual attire is expected. Clothing that could be considered offensive by others should not be worn (i.e., clothing advertising alcohol or drugs, offensive language, ripped or torn, etc.).

3. Shoes should be well maintained, clean, and close-toed.
4. Socks must be worn.
5. MaSS students will manage personal and oral hygiene to eliminate odors throughout the practicum experience. MaSS students assume responsibility for appropriate oral hygiene after eating.
6. Hair, including facial hair, is to be kept neat, clean, and well groomed.
7. Hair styling should not interfere with practicum responsibilities.
8. Fingernails must be clean, short, and trimmed.
9. Make-up is not to be worn in excess.
10. Clothing, breath, and hair are to be free from the odor of smoke.

Consequences: MaSS students who arrive at their practicum site improperly dressed will be dismissed from the practicum site. Ongoing violations will be managed through the program improvement process.

Jewelry:

1. MaSS students with pierced earlobes may wear small, studded earrings or unadorned gold or silver hoops.
2. Small studs are to be used if a piercing is present in the nose.
3. Neither LCSC nor the agency is responsible for jewelry or other valuables lost during the internship experience.

Chronic or Unstable Medical/Emotional Illness

All MaSS students who attend practicum experiences must be of stable physical and emotional health to perform the expectations of the site.

1. It is the responsibility of the student to disclose to the Director of Disability Services any new or chronic personal medical or emotional condition that could potentially jeopardize the maintenance of a safe environment and safe care for a client or the student.
2. The Disability Services Office will determine a course of action which may include:
 - a. Notification of the faculty and site supervisor who need to know about the situation for client and student safety.
 - b. Removal of the student from the practicum setting until the problem is resolved.
 - c. Requiring a primary healthcare provider's release to document the student's safety to return to the practicum setting.
 - d. Provision of additional resources and assistance from Disability Services and/or the Student Counseling Center.
3. Examples include (but are not limited to) brittle diabetes in which the student could suffer hypoglycemia, frequent panic attacks, minor surgeries which could influence movement and pain, seizure disorders, unstable asthma, chest pains, or back injuries/disabilities.

All information related to these issues will be considered a part of a student's educational record and thus will be protected by appropriate laws.

Other Issues

1. No tobacco (including "chewing tobacco") use is allowed during the practicum experience. Breaks for smoking are not permitted during practicum days. Use of nicotine patches by chronic smokers is an individual responsibility.
2. All MaSS students are responsible to know the effects and side-effects of their personal medications. Any influence from these medications that could alter judgement or potentially jeopardize the provision of safe actions in the practicum settings or safety to the student must be reported to the faculty and site supervisors, and/or to the Director of the Student Counseling Center/Disability Services, prior to engaging in practicum responsibilities. In these circumstances, the faculty supervisor and/or Director of the Student Counseling Center/Disability Services, reserves the right to remove any student from the practicum setting. Attendance policies apply if MaSS students are unable to attend their practicum due to their prescription regimen. A primary healthcare provider's release may be required to assure the student's safety in some situations. The faculty and site supervisors, and/or the Director of Disability Services, will assess the student's ability to participate and will direct the student accordingly. If a safe assignment for the student cannot be found, the student will be asked to leave the agency. This will count as an absence.
3. Pregnancy: MaSS students who are pregnant or may become pregnant should be aware that certain practicum settings may not be appropriate for them. It is the student's responsibility to speak with their healthcare provider about limitations, to obtain written documentation of the limitation, and to notify the faculty supervisor and/or the Director of Student Counseling Center/Disability Services. The faculty supervisor and/or the Director of Student Counseling Center/Disability Services will assess the student's ability to participate and will direct the student accordingly.
4. Illness/Injury/Surgery: Students who become ill, are injured, or have surgery during enrollment in a MaSS program should be aware that certain practicum situations may not be appropriate for them. It is the student's responsibility to speak with their healthcare provider about limitations, to obtain written documentation of the limitation, and to notify the faculty supervisor. The faculty supervisor, and/or the Director of Student Counseling Center/Disability Services, will assess the student's ability to participate and will direct the student accordingly.
5. Communicable Disease: If a student has a potentially communicable disease (e.g., hepatitis A, mumps, giardia, shigella, salmonella, or similar), he/she must notify their faculty supervisor and/or Director of Student Counseling Center/Disability Services immediately and action will be determined in consultation with Student Health Services and/or the Public Health Department. It is the student's responsibility to speak with their healthcare provider about limitations, to obtain written documentation of the limitation, and to notify the faculty supervisor. The faculty supervisor and/or Director of the Student Counseling Center/Disability Services will assess the student's ability to

participate and will direct the student accordingly.

6. If a student has exited a workplace under disagreeable conditions, and if that site is a potential practicum site for the student, the student should notify the faculty supervisor of this circumstance. Doing so avoids a potentially difficult situation for both the student and internship site personnel.

Excused Medical Absence

To earn a passing grade in the practicum, all required practicum hours must be completed. Due to the nature of the practicum experience, it is difficult to “make up” missed time. When extenuating circumstances are present and the student has arranged in advance, the faculty supervisor will make every effort to provide opportunities for the student to acquire hours needed to fulfill course requirements. It remains the student’s responsibility to meet the terminal objectives of the course. If an equivalent and timely make-up experience cannot be provided, the student may receive an “I” (incomplete) for the practicum course. The remaining practicum hours must be completed in the subsequent semester and within four weeks of the term in which the incomplete was given.

If the student is otherwise qualified to be in the practicum course but has a medical condition interfering with aspects of the course, the college will make a reasonable effort to address necessary changes to accommodate the student. The disability accommodation process is based on an individualized assessment, on a case by case basis.

Liability

All MaSS students automatically pay for liability insurance through student course fees. No student is permitted in a practicum setting without appropriate liability coverage. The College’s liability coverage for the school, faculty, and staff is provided through a self-funded program administered by the State of Idaho Risk Management Program. Limits of liability are \$500,000 per occurrence, which amount is the school’s limit of liability under the Idaho Tort Claims act specified in Idaho Code 6-901 through 6-929. Each party, their agents, employees, and students, shall be responsible for their own negligence, intentional acts, or claims which may arise during the practicum experience.

Troubleshooting

Difficulties During the Practicum

If the site supervisor or faculty supervisor identifies that a student’s performance in the practicum is deficient, a meeting will be scheduled with the student, the site supervisor, and the faculty supervisor. During the meeting the deficiencies will be discussed and suggestions will be made for possible remedies. The nature of the problem and suggested solutions will be communicated to the student in writing, and a specific time frame (i.e., no longer than 2 weeks) identified during which the student should attempt to overcome the deficiencies. If the

deficiency is not resolved by the end of the time frame, the faculty supervisor will schedule an additional meeting to discuss possible actions to be taken. These include extending the practicum, placement at another site, or removal from the practicum site to give the student an opportunity to remedy the deficiencies. A student who is removed from the practicum site must wait until the next semester to enroll in and complete the class. Before assignment to a second practicum, the student must demonstrate to the satisfaction of the faculty supervisor that all deficiencies have been removed. Appeal of this decision may be made to the division Chair.

Error/Incident

1. Any student who makes an error or is involved in an incident in the practicum setting must notify the site supervisor immediately.
2. The student will complete an LCSC incident report form and any agency incident forms within 24 hours.
3. The agency incident form is given to the site supervisor.
4. The completed LCSC form is given to the faculty supervisor who will forward it to the division office. A copy is placed in the student's file.

Practicum Injury Policy

MaSS students who experience physical injury while in the practicum setting must report the incident to the 1) practicum site supervisor and 2) faculty supervisor. Any costs incurred because of an injury at the practicum site are the responsibility of the student.

If an injury occurs:

1. Notify the practicum site supervisor and the faculty supervisor.
2. Complete Incident Reports at both the practicum site and with the college.
3. The site supervisor and/or the faculty supervisor should refer the student to the Emergency Department if true emergency treatment is needed.
4. If emergency care is not needed, contact the agency's department supervisor.
5. The site supervisor, faculty supervisor, and MaSS student should follow the agency's policies for accidental injury and assist the student with completing needed actions.
6. MaSS students are responsible to follow the requirements of their individual insurance plans.
7. MaSS students may also seek care by their personal care provider. All costs incurred in relation to the injury or event are the responsibility of the student.
8. Report incident and actions to the MaSS Division Chair and faculty supervisor through email.

Student Grievance

Should an intern feel he/she has been wronged or treated unjustly, he/she should seek to remedy the problem using the following protocol:

1. Meet with the faculty supervisor within (5) days of the incident. A record of the meeting and faculty supervisor decision will be provided to the intern within (5) working days after the meeting.
2. If a satisfactory outcome is not achieved, meet with the division Chair no later than (5) days after the intern has received the faculty supervisor's decision in writing.
3. After these steps are taken, and if the issue is still unresolved, the student may file a formal grievance with the Student Hearing Board as described in the LCSC Student Handbook.

Performance Improvement Plan

Practicum Student Performance Improvement Plan Form

Student Name: _____ Program/Year: _____/_____

The purpose of this form is to notify you that your performance is below the expected level for the practicum. To continue toward successful completion of the course, the steps outlined here must be achieved. Failure to do so may result in course failure.

Description of Event/Date of Event/Signature (add additional pages if necessary):

Student Learning Objective(s) (add additional pages if necessary):

Date of Next Review: _____

Student Signature: _____

Date: _____

Response Included: Yes No

Faculty Signature: _____

Date: _____

.....

Student has attained expected level of performance following remediation

Date: _____

_____ Initials: _____

Recommendations:

Date	Skills Remediated	Faculty Signature

Student Signature: _____

Date: _____

Faculty Signature: _____ Date: _____

Please note: Form initiated by faculty supervisor with copies to:

- Academic Advisor
- Division Chair
- Student

Final signed copy will be placed in the student's file in the division office.

HLTH/KIN 495: Practicum

Checklist of Responsibilities

Name: _____

Date: _____

Practicum Site: _____

On-site Supervisor: _____

Faculty Supervisor: _____

Responsibilities Prior to Practicum

Date Completed	Task
_____	1. Enroll in HLTH/KIN 495 in the section that ties to his/her major/emphasis area
_____	2. Attend scheduled practicum class sessions and complete the practicum orientation workshop and related trainings
_____	3. Review the course syllabus
_____	4. Review the practicum handbook and other course materials, as assigned
_____	5. Complete FERPA training
_____	6. Complete Title IX training
_____	7. Complete HIPAA training
_____	8. Investigate practicum sites
_____	9. Identify a practicum site and provide the On-Site Supervisor with copy of his/her resume and a list of completed coursework

- | | |
|--|--|
| | 10. Obtain permission from the On-site Supervisor to seek site approval from the Faculty Supervisor |
| | 11. Complete and submit the Initial Site Description paperwork to the Faculty Supervisor |
| | 12. Sign and submit the Confidentiality Statement to the Faculty Supervisor. |
| | 13. Schedule and participate in a meeting with the On-site Supervisor and the Faculty Supervisor |
| | 14. Provide the On-site Supervisor with a copy of the practicum handbook and the evaluation form |
| | 15. Meet additional requirements of the practicum site (e.g., submitting fingerprints, attending trainings), if applicable |

Responsibilities During Practicum

Date Completed	Task
	1. Complete time log daily
	2. Complete On-site supervisor/student meeting notes
	3. Attend scheduled practicum class sessions
	4. Schedule and attend a minimum of one (1) meeting with the Faculty Supervisor
	5. Provide progress report form to the On-site Supervisor
	6. Schedule and participate in a progress meeting with the On-site Supervisor and the Faculty Supervisor

Responsibilities After the Internship

Date Completed	Task
	1. Submit a Practicum Portfolio, that includes: <ul style="list-style-type: none"> • Completed Checklist of Responsibilities. • Proof of orientation workshop completion.

- Completed Initial Site Description form.
- Completed Confidentiality Statement.
- Completed time log.
- Supervisor and student meeting notes.
- Mid-term Evaluation by On-site Supervisor.
- Final Evaluation by On-site Supervisor.
- Completed Practicum Reflection/Evaluation form.
- Evidence of completed FERPA training.
- Evidence of completed HIPAA training.
- Evidence of completed Title IX training.

2. Give presentation or submit a final paper (see syllabus for expectation) that provides a description of what the student learned about him/herself, what he/she gained as a result of the practicum experience, and how the experience has impacted his/her understanding and application of completed coursework.

HLTH/KIN 495: Practicum

Initial Site Description

Student Information

Name: _____

Local Address: _____

City/Zip: _____

Phone: _____

E-mail: _____

Course Information

Number of Credits: _____

Course Number and Section: _____

Course Title: _____

Approved Start Date: _____

(to be completed by course instructor)

Site Information

Name of Site: _____

Site Address: _____

Site Phone: _____

Start Date: _____

End Date: _____

Site Supervisor Information

Site Supervisor Name: _____

Phone: _____

E-mail: _____

Best Days/Times to Contact: _____

Reasons for Site Selection:

Planned Activities/Responsibilities:

Proposed Work Hours and Days:

HLTH/KIN 495: Practicum

On-site Supervisor and Student Meeting Notes

Name: _____

Date: _____

Practicum Site: _____

On-site Supervisor: _____

Faculty Supervisor: _____

Checklist of Essential Information Discussed

Directions: You and your On-site Supervisor will be meeting to discuss important information that will help your practicum be successful for everyone involved. Please check all items below (and provide the date of completion) that you and your On-site Supervisor discussed.

Date Completed	Task
_____	Tardiness or absence from practicum
_____	Dress code
_____	Essential paperwork (e.g., planning documents, required forms)
_____	Keys
_____	Security issues
_____	Facility maintenance
_____	Document storage
_____	Equipment care and storage
_____	Phone usage
_____	Reporting (i.e. concerns, problems, changes, etc.)

- _____ Giving advice to clients/participants
- _____ Physical contact with clients/participants
- _____ Social media engagement with clients/participants
- _____ Dealing with disruptive behavior
- _____ Issues related to client/participant confidentiality
- _____ Safety considerations
- _____ Medical conditions and medications of clients/participants
- _____ Medical clearance for client/participant participation
- _____ Injury reports and procedures
- _____ Training sessions needed for personnel
- _____ Informing participants about risks involved in activities
- _____ Informing participants about medical signs and symptoms
- _____ Administering first aid and medicine
- _____ Emergency procedures
- _____ Evacuation during emergencies
- _____ Procedures for fire, terrorism, intruders, etc.
- _____ Course related information
- _____ Class assignments
- _____ Hours of service
- _____ Evaluation and grading
- _____ Practicum Handbook
- _____ Course syllabus

Student resume and qualifications

Practicum Student Signature:

On-site Supervisor Signature:

HLTH/KIN 495: Practicum

On-site Supervisor Mid-term Evaluation Form

Please provide responses to the following questions:

1. Name of LCSC Student: _____
2. Name of On-site Supervisor: _____
3. Title of On-site Supervisor: _____
4. On-site Supervisor Telephone Number: _____
5. On-site Supervisor Email Address: _____
6. Practicum Site Name: _____
7. Practicum Site Address: _____

Please rate each of the following questions regarding the services conducted by the LCSC intern using the following scale:

5 – Exceptional; 4 – Good; 3 – Satisfactory; 2 – Adequate; 1 – Unsatisfactory

Rating	Services
_____	Kept appointments and was on time for practicum hours.
_____	Maintained a professional demeanor
_____	Interacted well with co-workers and supervisors
_____	Interacted well with participants, parents, and/or community
_____	Maintains confidentiality
_____	Communicated effectively with supervisor and clients/participants
_____	Met the site supervisor's expectations

Please respond to the following questions:

1. Please identify things the student could improve upon for the remainder of the practicum.

On-site Supervisor Signature: _____

Date: _____

HLTH/KIN 495: Practicum

On-site Supervisor Final Evaluation Form

Please provide responses to the following questions:

Name of LCSC Student: _____

Name of On-site Supervisor: _____

Title of On-site Supervisor: _____

On-site Supervisor Telephone Number: _____

On-site Supervisor Email Address: _____

Practicum Site Name: _____

Practicum Site Address: _____

Was having an LCSC practicum student of benefit to your program? If so, please provide specific examples.

Were there disadvantages to having an LCSC practicum student in your program? If so, please provide specific examples.

Would you like to have an LCSC practicum student again?

Please rate your satisfaction with the LCSC student's performance:

- _____ Very pleased
- _____ Pleased
- _____ Somewhat pleased
- _____ Displeased
- _____ Very displeased

Please rate each of the following questions regarding the services conducted by the LCSC intern using the following scale:

5 – Exceptional; 4 – Good; 3 – Satisfactory; 2 – Adequate; 1 – Unsatisfactory

Rating	Services
_____	Kept appointments and was on time for practicum hours.
_____	Maintained a professional demeanor
_____	Interacted well with co-workers and supervisors
_____	Interacted well with participants, parents, and/or community
_____	Maintained confidentiality
_____	Communicated effectively with supervisor and clients/participants
_____	Met the site supervisor's expectations

Please respond to the following questions:

Please list some of the practicum student's best characteristics.

Please list examples of how the student can improve his/her performance in his/her role as a practicum student.

On-site Supervisor Signature: _____

Date: _____

HLTH/KIN 495: Practicum

Practicum Reflection/Feedback

Name: _____

Date: _____

Practicum Site: _____

On-site Supervisor: _____

Faculty Supervisor: _____

Directions: After you have completed your practicum, please reflect on your experiences and respond to the questions below.

1. Describe the individuals or groups to whom your agency provided service (i.e. age, gender, ethnicity, socioeconomic status, educational level, etc.).

2. What service does your agency provide?

3. What did you actually do during the practicum?

4. What was the most meaningful experience associated with your practicum? Please explain.

5. What was the most frustrating or least valuable experience? Please explain.

6. What could have been done to prevent, alleviate, or change the situation?

7. What did you learn that you did not know before (i.e. new knowledge, new skills, new perspective, etc.)?

8. Would you recommend your practicum site for LCSC students in the future? Please explain.

9. How would you rate your learning experience with this agency? (Please circle your answer).
 - a. Excellent
 - b. Good
 - c. Average
 - d. Fair
 - e. Poor

Please explain your choice of rating.

HLTH/KIN 494: Internship

Confidentiality Statement

Lewis-Clark State College and the Movement and Sport Sciences Division abide by the Healthcare Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). As a part of these laws, the College and the practicum student agree to not use or disclose protected health information and/or student education records other than as permitted or required by this Agreement or as required by law. The College and the practicum student agree to use appropriate safeguards to prevent use or disclosure of the protected health information and/or student education records other than as provided by this Agreement.

All information related to the health-care of clients in any agency or the education of students in primary, secondary, and post-secondary schools is strictly confidential. Any notes used during practicum must be destroyed prior to leaving the practicum site. Any student who knowingly or unknowingly reveals information related to a client or student in other than appropriately designated settings will be referred to the Division Chairperson. Such behavior could result in a failing grade from the class.

Confidentiality is defined as action taken by the practicum student, educator, or healthcare provider to preserve the anonymity of the client. Information used for class presentations will contain no identifying information. When copying records from any setting, all copies need to have pertinent identifying data removed. Confidentiality also includes the security of any electronic data (e.g., computers, telephone, e-mail, fax, and cell phone conversations).

I have read and understand the confidentiality statement and will follow HIPAA and FERPA guidelines.

(Practicum Student Printed Name)

(Date)

(Practicum Student Signature)