

**College of Health and Human Performance
Department of Applied Physiology & Kinesiology
Spring 2019 Course Syllabus**

COURSE INFORMATION

APK 4940c (12 credits) / PET 6947 (5 credits)
January 7 - April 24, 2019

INSTRUCTOR

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COURSE DESCRIPTION

The internship course is a practical, professional experience in a healthcare, fitness/wellness, or research setting, in which interns earn a grade of S (Satisfactory) or U (Unsatisfactory). The internship experience is meant to be a time of service and innovation to the supervising site as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. With this, both the intern and the organization should benefit immeasurably.

The major objectives for the internship experience should enable the intern to:

- Integrate classroom knowledge and skills with on-the-job roles, responsibilities, and activities.
- Provide an active learning process which will allow interns to progress as professionals.
- Promote supervised skill acquisition and critical thinking under the supervision of qualified professionals.
- Contribute significantly to the activities, events, and projects of the internship organization.
- Prepare qualified professionals for future employment and/or graduate education

LEARNING OUTCOMES

Assessment of Student Learning Outcomes (SLOs) occurs through completion of the Student Learning Outcomes (SLOs) Evaluation. Supervisors will evaluate interns on the 9 specific learning outcomes using a Likert scale. Interns must earn a minimum score of 3 on at least 6 of the 9 competencies in order to successfully meet the internship requirement:

- Integrate principles and methods of math, social sciences, and arts and humanities to applied physiology and kinesiology, wellness, and/or fitness environments. For example:
 - a. Intern can perform body composition calculations.
 - b. Intern can identify socioeconomic impacts on health and fitness behaviors.
 - c. Intern can calculate target and max heart rates in order to prescribe aerobic exercise

- Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity. For example:
 - a. Intern can identify muscles used in specific exercises and name other exercises that use those muscles.
 - b. Intern can name specific structures damaged by pathologies like diabetes.

- Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems). For example:
 - a. Intern can explain the baroreflex.
 - b. Intern can explain why skeletal muscle cells atrophy when immobilized.
 - c. Intern can describe the impact of respiration on blood pH.

- Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance adherence to healthier lifestyles. For example:
 - a. Intern can explain how exercise helps depression.
 - b. Intern knows where to locate information related to psychological health impacts of various activities.
 - c. Interns can identify and properly refer individuals with eating disorders.

- Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity. For example:
 - a. Intern can explain why resting HR and BP are reduced following endurance training.
 - b. Intern can identify immediate and long-term benefits of resistance training.

- Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing physical activity based on those assessments. For example:
 - a. Intern can select a safe fitness test for a cardiac patient.
 - b. Intern can perform skinfold testing and use that data to prescribe appropriate amounts of exercise.

- Solve applied physiology and kinesiology problems from personal, scholarly, and professional perspectives using fundamental concepts of health and exercise, scientific inquiry, and analytical, critical, and creative thinking. For example:
 - a. Intern can describe which populations might be prone to ankle sprains.
 - b. Intern can identify medications which might lead to an impaired ability to perform aerobic exercise.
 - c. Intern can prescribe exercise to suit the goals of clients based on fitness assessments.

- Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context. For example:
 - a. Intern can perform a submaximal VO₂ test and use the collected data to classify the subject's level of fitness.
 - b. Intern can perform a laboratory experiment and compare their results to other similar studies.
- Effectively employ written, oral, visual, and electronic communication techniques to foster inquiry, collaboration, and engagement among applied physiology and kinesiology peers and professionals as well as with patients, clients, and/or subjects. For example:
 - a. Intern can explain to a patient the importance of hydration during exercise.
 - b. Intern can generate professional emails to ask scientific or medical questions.
 - c. Intern can generate an abstract to present research at a scientific or

COURSE REQUIREMENTS AND POLICIES

Quiz: Assessment of your knowledge of the syllabus will occur through a Canvas e-learning quiz (worth 5 points). Please note that this quiz has instructions and a time limit for completion; see Canvas quizzes for details.

Assignments: There are a total of seven assignments which provide the intern with critical feedback regarding performance in this experience. All assignments EXCEPT the Weekly Reflection papers will be administered and completed via a Qualtrics online survey. **All assignments must be received in order to pass the internship course and graduate.** You will receive a link to complete a self-evaluation at the mid-term and final evaluation time frame and your responses will be automatically forwarded to your site supervisor for them to use, if they wish, when completing your midterm and final evaluations. You will receive the responses input by your supervisor and should meet with them to go over the evaluations. ALL forms received after the due date will incur a .5 point reduction per day. The assignments are as follows:

SMART Goals Form (worth 5 points)

This form is used to identify assigned duties/responsibilities and their corresponding SLOs (at least 6 of 9 must be identified). You will create ONE SMART goal that you expect to accomplish for each SLO on which you plan to be evaluated. In other words, how do you and your supervisor plan to know if a Student Learning Outcome has been met? In addition, this form provides emergency contact information and the planned weekly schedule. This form must be completed by the intern via Qualtrics and reviewed with the supervisor before submission

Weekly Reflection Assignment (5) (worth total of 50 points)

Written assignment to be submitted to Canvas describing the unique experiences that occur during your internship and your thoughts about how they relate to your coursework or future career aspirations.

Midterm and Final Evaluations (worth a total of 200 points)

Provide a quantitative and qualitative assessment of intern progress, to identify areas of weakness, and to offer the intern specific recommendations for improvement. Supervisors will complete these evaluations via Qualtrics. Students will complete a self-evaluation one week prior to the due date of the supervisor version to allow their supervisors with useful information to complete them.

Internship Experience Evaluation (worth 5 points)

This online evaluation will allow the intern to *grade* the internship site and give invaluable feedback regarding their internship experience. Information contained in this evaluation will help the department in recommending the internship site for future students, as well as to help the internship site improve its internship program. This information is to be sent directly to the department, and will not be available for the internship site to view (if requested) until **after** the intern's grade has been determined.

Profile of Position After Graduation (worth 5 points)

This online survey will provide the department with your contact information and future plans. The information gathered will be used to conduct a continuing study to describe the type and nature of employment of recent UF graduates.

Undergraduate (or Graduate) Curriculum Survey (worth 5 points)

This online Undergraduate Curriculum Survey is a confidential evaluation of your experience while in the Department of Applied Physiology and Kinesiology.

Attendance: The internship is a practical, professional experience and officially commences on the first day of classes and ends on the last day of classes. Interns are expected to complete 35-40 hours each week, for a total of at least 520 hours (may be more). Distribution of hours should be agreed upon by the intern and supervisor, and based on the requirements of the activities, tasks and/or projects assigned. Please note that the site schedule may not align with UF schedule.

Scheduled time off during this time will commensurate with the **site's schedule**. For example, if the site is closed for nationally recognized holidays (ex. Labor Day, Thanksgiving, etc.) during a scheduled internship day, then the intern gets that time off as well with hours applying toward the 35-40 for that week. In the same manner, you should NOT expect to be given UF academic holidays off (i.e. Homecoming, Spring Break, etc.) unless your site is also closed on those dates.

Requesting time off for personal reasons should be kept to a minimum and must be approved by **both** the site supervisor and the intern coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the intern prior to the commencement date for the semester in question in order to successfully complete the internship. Make up of sick days or other unforeseen circumstances will be determined on a case-by-case basis. In either instance, interns must complete the **APK Application for Leave** form (located in the Files folder on the left menu in Canvas) and provide it with appropriate supporting documentation of the absence. An **APK Application for Leave** related to sick days must be received at least three days after returning to the internship. Under no circumstances should an outside work schedule interfere with internship hours. The internship should be considered your priority and must be regarded as your first obligation. **Completion of this experience is REQUIRED for successful completion of this course. Therefore, interns who fail to**

complete the required hours will earn an ‘unsatisfactory’ grade in this course, and subsequently will not graduate.

Regardless of total points accrued, interns must complete and submit all assignments/quizzes by the established deadline in order to pass this course and graduate.

APK UNDERGRADUATE INTERNSHIP POLICIES AND PROCEDURES MANUAL

Please be sure to familiarize yourself with the undergraduate policies and procedures outlined in the above manual.

COURSE SCHEDULE (Assignments received after due date will incur a .5 point reduction per day; any form which has the top portion handwritten incur a 2 point deduction)

Due Date	Assignment	Maximum Points
January 14	Syllabus Review Quiz	5
January 14	SMART Goals Assignment	5
February 20	Midterm Evaluation-Student Self-Evaluation	5
February 27	Midterm Evaluation	100
1/25, 2/15, 3/1, 3/22, 4/12	Reflection Paper	10 x 5 = 50 points
April 17	Final Evaluation – Student Self-Evaluation	5
April 24	Final Evaluation	100
April 24	Internship Experience Eval	5
April 24	Profile of Position After Grad	5
April 24	Undergraduate (or Graduate) Curriculum Survey	5

GRADING CRITERIA

Total Possible Points: 285

S (satisfactory) = 200-285**†

U (unsatisfactory) = 199-0

A grade of S is equal to a C (2.0) or better. Grades earned under the S-U option do not carry grade point values and are not computed in the University of Florida grade point average. Courses with a grade of ‘S’ will count as hours earned in a degree program. Students must earn an ‘S’ to successfully complete the internship requirement and graduate

**Points received are based on the sum total of the points awarded by your supervisor for your performance in the areas evaluated. Any area marked 'N/A' will be excluded (not counted as zero) from the total and will not count against the student.*

***Regardless of total points accrued, you must earn a minimum score of '3' on at least 6 of the student learning outcomes to pass this course and graduate.*

†Regardless of total points accrued, you must complete and submit all assignments/forms by the established deadline in order to pass this course and graduate.

COLLEGE/UNIVERSITY-WIDE POLICIES

Academic Honesty: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. " You are expected to exhibit behavior consistent with this commitment to the UF academic community. Academic misconduct appears in a variety of forms (including plagiarism) and may be punishable in a variety of ways, from failing the assignment and/or the entire course to academic probation, suspension or expulsion. On all work submitted for credit by students at the university, the following pledge is either required or implied: **"On my honor, I have neither given nor received unauthorized aid in doing this assignment."**

Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please visit <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>. If you have any questions about what constitutes academic misconduct before handing in an assignment, please ask.

Academic Assistance and Student Services: Students who are in need of academic, career, or personal counseling services are encouraged to see the academic assistance website for further information on available services: <http://www.ufadvising.ufl.edu/student-resources.aspx>.

ADA Policy: The University of Florida provides accommodations for students with documented disabilities. For more information regarding services and procedures for requesting accommodations visit <http://www.dso.ufl.edu/drc/>. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodations

Cell Phone/Text Messaging Policy: Students will not engage in text messaging or access their cellular telephones during the internship. Special considerations will be awarded at the discretion of the site supervisor.

Confidentiality: The University ensures the confidentiality of student educational records in accordance with State University System rules, state statutes and FERPA, the

Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment. <https://catalog.ufl.edu/ugrad/current/regulations/info/student-ferpa-rights.aspx>.

Course Grading Policy: Students will earn their course grade based on completion of coursework as outlined in the Grading Criteria listed above. For more information regarding Grade Point Averages, Grade Values, etc., please visit the University registrar website: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Email and E-Learning Policy: Students are required to check their University of Florida email and E-Learning Course account daily. Reminders and course material may be disseminated via email or through announcements in E-Learning; it is the student's responsibility to read and respond (if appropriate).

Last Day to Withdraw: In order to withdraw from a course it is not sufficient simply to stop attending class or to inform the instructor of your intention to withdraw. In accordance with college policy, contact your adviser to begin the withdrawal process. **The last day for withdrawal from this course can be found at** <https://catalog.ufl.edu/ugrad/current/Pages/dates-and-deadlines.aspx>.

U Matter, We Care: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Student Responsibility for Course Eligibility: Students are responsible to have satisfied all eligibility requirements for this course:

1. Pre-internship modules (Canvas) and assessments by established Department deadlines.
2. ALL degree requirements (including minors, double majors, dual degrees, etc.) prior to beginning the internship experience. Any student with grades of N, NG, or I on their academic record will not be permitted to intern until a final grade has been assigned. NOTE: no additional coursework is permitted during the internship.
3. Submission of the complete internship application packet on or before the published deadline provided on the Department website.
4. Have an overall GPA of 2.0 or higher.
5. Have an upper division GPA of 2.0 or higher.
6. Have a major GPA of 2.0 or higher.
7. Have a specialization GPA of 2.0 or higher.
8. Register for APK 4940c by the UF deadline.