



**University of Florida
Applied Physiology and Kinesiology (APK)
Advanced Practicum
Policies and Procedures Manual**

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SECTION I: INTRODUCTION

A. Definitions

The following terms describe the parties involved in the practicum experience and are used throughout this manual:

- **Student** is the student registered for the practicum course, APK6940C.
- **Field Experience Coordinator** is the person who communicates with the practicum sites, and who monitors the student's progress during the practicum. Dr. Blain Harrison is the APK Field Experience Coordinator for both undergraduate and graduate students.
- **Practicum Site Supervisor** is the individual at the practicum site responsible for monitoring and supervising the student throughout the practicum experience. This person provides instruction, offers advice, and supervision typical of that provided for a young professional in the industry/discipline. This person also provides assessment of student competencies via midterm and final evaluations. Please note that this person is not necessarily the signing authority for the practicum site approval or Memorandum of Understanding.
- **Graduate Coordinator** is responsible for the oversight of the APK graduate curriculum, which includes the practicum course. Dr. Steve Coombes is the APK Graduate Coordinator.
- **Graduate Internship Committee** is comprised of Field Experience Coordinator, Graduate Coordinator, and APK Department Chair.
- **Memorandum of Understanding** is a formal, non-binding agreement between the APK Department and Practicum site that outlines each party's roles, responsibilities, and intentions.

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B. Course Description

APK6940C (Advanced Practicum in Exercise and Sport Science)

APK6940C is a required hands-on learning experience within the MS-APK Strength and Conditioning Practitioner Concentration curriculum designed to help satisfy all nine Student Learning Objectives of the program and to meet CASCE standards regarding obtaining practical experience in a strength and conditioning setting. Students earn a grade of S (Satisfactory) or U (Unsatisfactory) upon completion of APK6940C course requirements. Students must complete the practicum with a grade of S for credits from APK6940C to count towards the degree. Paid practicums are permitted; however, all arrangements surrounding payment are between the student and the site.

C. Student Eligibility

Students who successfully meet the following criteria are eligible to register for APK6940C credit:

1. Complete the following 5 courses within the MS-APK curriculum with a grade of B- or better:
 - APK5XXX – Anatomy and Physiology for Sport and Exercise Practitioners
 - APK6116C – Physiological Bases of Exercise & Sport Sciences
 - APK6226C – Biomechanics of Human Motion
 - APK5177 – Strength and Conditioning for Beginning Practitioners
 - APK6611 – Tactical Strength and Conditioning
2. Complete the training modules found in the APK Pre-Field Experience Canvas course.
3. Submit the completed online APK Practicum Application Form to an approved practicum site supervisor on or before the published deadline provided on the Department website and Canvas.
4. Receive the online APK Practicum Acceptance Form from an approved Practicum Site Supervisor by the Add/Drop deadline of the intended practicum semester.

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D. Expectations

Per CASCE Standard III.D.4, students are expected to complete a minimum of 50 supervised direct contact hours at their practicum site per registered credit of APK6940C. Students must successfully complete 6-credits of APK6940C to earn the MS-APK degree with the Strength and Conditioning Practitioner concentration. Students may elect to break up the six credits over two semesters; however, the minimum number of practicum credits per semester is 3. Therefore, the minimum number of direct contact hours within a semester may range from 150 – 300 hours depending on the number of registered practicum credits. The weekly distribution of minimum required hours throughout the semester should be agreed upon between the student and the practicum site supervisor. Efforts should be made to equally distribute weekly hours throughout the semester. Students are expected to earn hours each week of the academic semester from the first day of classes to the final day of classes. If a student intends to complete all required hours prior to the last day of classes, the practicum site supervisor must agree to the distribution of hours in writing during the first week of the practicum.

CASCE Standard III.D.4 also states students are required to complete a minimum of two substantially different experiences that include two or more of the following categories: sport, gender, age range, or other. Students are required to have two different practicum supervisors during the two distinct experiences, complete a minimum of 75 hours per experience with one experience being at least 6 weeks in length. Students are not required to complete their practicum at two different sites so long as they can meet these CASCE standards. Students may complete the two distinct experiences in the same academic semester when registered for 6-credits of APK6940C or may choose to split the distinct experiences over two semesters by registering for 3-credits of APK6940C in both semesters. In addition, the field experience must minimally include the following key areas: warm-up, flexibility training, exercise technique, spotting, Olympic-style lifting, progressions/regressions, test selection and administration, program design, speed/agility/plyometric training, anaerobic and aerobic program design, and periodization.

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The practicum must parallel [UF's Academic Calendar](#). Students are expected to conform to the work and holiday schedule of the agency at which they are completing the practicum. This may not align with UF schedule. For example, MS-APK students are not automatically granted the weeks of Thanksgiving, Spring, or Summer Break off. Students may request time away from their practicum sites within a semester by communicating their request to their practicum site supervisor and completing the online APK Field Experience Leave of Absence Form.

For the Fall and Spring semesters, the practicum officially commences on the first day of classes at the University of Florida in that term and will end on the Friday after the last day of classes in that term. Note that UF's Academic Calendar includes two reading days following the last day of classes. Students are expected to attend their practicum site during these reading days.

Students completing APK6940C during the UF summer session must register for the course during the Summer C term. Summer C runs from early May through early August and affords students adequate time to earn the minimum hour required for the course. For the Summer C semester, the practicum officially commences on the first day of classes and will end on the last day of classes at the University of Florida. Reading days are not scheduled during the UF summer sessions.

E. MS APK Program Goals and Student Learning Objectives

APK6940C helps the MS-APK program achieve one of three program goals:

Program Goal 2 – Ensure quality practical experiences that allow students to apply foundational knowledge, skills, and abilities and to further develop critical thinking and communication skills and multicultural sensitivity under the supervision of field experts within the domain of strength and conditioning.

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APK6940C also helps the MS-APK program achieve its nine Student Learning Objectives:

1. Integrate principles and methods of math, social sciences, and arts and humanities to applied physiology and kinesiology, wellness, and/or fitness environments.
2. Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity.
3. Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems).
4. Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance human performance through psychology principles.
5. Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity.
6. Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing exercise based on those assessments.
7. 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.
8. Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context.
9. 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.

Assessment of Student Learning Objectives (SLO's) within APK6940C occurs through completion of midterm and final evaluations supervisor evaluations. Students will provide a self-evaluation of progress towards achieving each student learning objective at the mid-point and end of the practicum semester. Practicum Site Supervisors will then evaluate students on the nine SLO's using a Likert scale. Students must earn a minimum score of 3 (out of 5) on

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all evaluated SLO's to successfully meet the APK6940C requirement.

F. CASCE Standards

APK6940C satisfies the following curricular standards set forth by the Commission on the Accreditation of Strength and Conditioning Education (CASCE)

III.C.7. Resistance Training and Conditioning (Practical/Laboratory)

- a. Warm-up and flexibility training
- b. Types of stretching
- c. Static stretching techniques
- d. Dynamic stretching techniques
- e. Exercise techniques for free weight and machine training
- f. Fundamentals of exercise technique
- g. Spotting free-weight exercises
- h. Resistance training exercises
- i. Olympic style lifting techniques: progressions and regressions
- j. Exercise technique for alternative modes and nontraditional implement training
- k. Bodyweight training methods
- l. Core stability and balance training methods
- m. Variable-resistance training methods
- n. Unilateral training
- o. Alternative modes and nontraditional exercises

III.C.8. Exercise Testing/Exercise Prescription with Emphasis in Anaerobic Exercise

- a. Principles of test selection and administration
- b. Reasons for testing
- c. Testing terminology
- d. Evaluation for test quality
- e. Test selection
- f. Test administration
- g. Administration, scoring, and interpretation of selected tests
- h. Measuring parameters of athletic performance
- i. Selected test protocols and scoring data

III.C.9. Program Design as Related to Strength and Conditioning

- a. Program design for resistance training
- c. Program design and technique for plyometric training
 - c.i. Plyometric mechanics and physiology
 - c.v. Safety considerations
 - c.vi. Plyometric drills
- d. Program design and technique for speed and agility training

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- d.i. Speed and agility mechanics
- d.iv. Agility performance and change-of-direction ability
- d.v. Methods of developing speed
- d.vi. Methods of developing agility
- d.vii. Program design
- d.viii. Speed development strategies
- d.ix. Agility development strategies
- d.x. Speed and agility drills
- e. Program design and technique for aerobic endurance training
- e.ii. Designing an aerobic endurance program
- e.vi. Aerobic endurance training exercise
- e.vii. Periodization
- e.viii. Central concepts related to periodization

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G. Benefits

The practicum experience is meant to be a time of service and innovation to the supervising site as well as a significant learning opportunity for the student. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. Additionally, the practicum experience provides the student with an opportunity to evaluate their strengths and weaknesses and assess their future employment/career goals. With this, both the intern and the organization should benefit immeasurably.

H. Student Responsibilities

1. Read and adhere to all policies and procedures contained in the Applied Physiology and Kinesiology (APK) Advanced Practicum Policies and Procedures Manual.
2. Make sure that your practicum site has all materials that they require of you (i.e. proof of vaccinations, certifications) to begin experience.
3. Understand expectations and required benchmarks for success.
4. Become familiar with all APK required forms and the due dates, as indicated on the APK Field Experience Canvas course. Make sure that your site supervisor is also aware of these forms and their due dates.
5. Arrange advance meetings with your site supervisor to complete and discuss all forms. Keep a copy of all forms for your own records.
6. Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
7. Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
8. It is the responsibility of the student to ensure their appearance and attire are in-line with the professional expectations of the practicum site.
9. Familiarize and abide by all site policies and procedures applicable to the student's performance, conduct and behavior.
10. Function as a full staff member. Assume the responsibilities and

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obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff. Attend staff meetings. Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures.

11. Respect the confidentiality of the workplace, its clients and its workers.
12. Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
14. Be positive and enthusiastic about the practicum. Offer to assist in all organizational activities. Observation of activity should increase your experience.
15. Should clients or athletes request additional attention, clear such requests with the site supervisor.

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Practicum Site Supervisor Expectations

1. Make sure the student clearly understands all responsibilities and expectations. Share with the student the on-going program plan. Provide a planned instructional program that reflects sound learning experiences for the student.
2. Maintain current and valid NSCA membership and CSCS credentials.
3. Conduct a site orientation and review the Emergency Action Plan (EAP).
4. Provide the student with a comprehensive overview of the site's organization and operation. Explain all policies and procedures, including reasons for filling out reports, records, safety, and liability issues, etc.
5. Familiarize the student with all parts of the facility.
6. Conduct frequent evaluation sessions with the student based on regular observation. The student should gradually assume more detailed work assignments.
7. Discuss progress of the student with the APK Field Experience Coordinator. Arrange time for the student to talk with the Field Experience Coordinator as needed.
8. Maintain regular communication with the Field Experience Coordinator, including when help is needed, or a problem arises that requires solution. Inform the Field Experience Coordinator of a student's lack of attendance, punctuality, or any problems that occur. The Field Experience Coordinator can be reached at either blaincharrison@ufl.edu or 352-294-1704.
9. Encourage the student to participate in any existing in-service or extension programs affiliated with the practicum site.
10. Discuss and review all reports and evaluations with the student. Evaluate the students' progress and offer suggestions for improvement. All forms require your signature.

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SECTION II: PRACTICUM SITE SELECTION AND APPROVAL

A. Site Selection

While the Department offers a list of approved practicum sites, students are responsible for seeking and selecting their own practicum position. Students may formally apply to one site at a time; therefore, students are encouraged to meet with multiple sites to determine which site is the best fit. Students are encouraged to begin the exploration of practicum sites several months prior to the scheduled practicum.

Things to consider when selecting a site may include, but are not limited to, the following:

1. Location

There are many organizations in Florida, around the nation, and even internationally that may provide you with a meaningful learning experience during your practicum. However, the location of the site must be chosen carefully. Many students remain in Gainesville out of convenience as it usually saves money on living expenses. However, students may choose to complete a practicum anywhere in the world. Students should check the APK Approved Strength and Conditioning Practicum Sites website to determine if their intended site is already approved. Unapproved sites are required to complete the online APK Practicum Site Approval form prior to the student submitting the APK Practicum Application. The link to the APK Practicum Site Approval Form is found in the APK Graduate Pre-Field Experience Canvas course. Students are responsible for providing the link via email to the prospective site supervisor at a currently unapproved site. To ensure limited outside distractions the department recommends students complete their internship in a location where family and/or financial support are readily accessible.

2. Duties/Responsibilities of the Practicum Site

The organization that you choose should be one that offers practical, professional experience in strength and conditioning. The site/organization should allow you to take an active role in duties/responsibilities. It is also important to understand what a

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'typical day' will be at the site.

3. Population of athletes

Students may wish to consider the population of the athletes the organization services. Remember that students are required to complete two distinct practical experiences.

4. Availability

Students should confirm that the prospective practicum site offers opportunities during the semester the student plans to complete the practicum.

5. Number of students accepted per semester; how/when are decisions made?

It is important to determine the number of students typically accepted as well as the process and timeline involved in the site's decision-making process. It is not uncommon for sites to require a separate application with their own internal deadlines, which vary from APK. Please note completion of supplemental application/documents should occur after APK site approval. Please inquire about decision timelines as delays/missed APK deadlines because of denied practicum applications could result in the postponement of the practicum experience and subsequent graduation.

6. Supervision

There should be at least one person available to you during the practicum for guidance in the performance of your duties. This person should work closely enough with you so that they will be able to give a detailed evaluation of your performance as a practicum student. It is preferred that your supervisor have employee or practicum supervisory experience, a background in APK or a closely related field and be experienced and familiar enough with the organization's activities to provide you with appropriate mentorship. Practicum Site Supervisors must hold a valid and current NSCA membership and CSCS credential. Practicum Site Supervisors should possess at least a master's degree in a related field. Site Supervisors are NOT permitted to be related to the student.

7. Opportunities for projects/activities

It is recommended that the organization have a wide variety of activities in which the student can become involved. These projects may include but are not limited to activities such as: public speaking

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engagements, developing/implementing/evaluating programs, opportunities to attend workshops or conferences, business/professional writing (meeting/committee minutes, newsletter articles), designing brochures/pamphlets, marketing activities, and exposure to the organization's operating structure.

8. Schedule

The organization must be able to provide enough hands-on work experience to satisfy the minimum number of hours required for the practicum course (150 hours minimum for 3-credits of APK6940C or 300 hours minimum for 6-credits of APK6940C). There are no particular requirements for the organization's hours of operation or shifts in which the student works as long the shifts can provide a sufficient number of working hours. Please verify the schedule at the site, do not assume the hours will be 8am-5pm M-F; weekends, holidays, etc. may be required by the site. Communicate conflicts with the schedule well in advance to avoid problems. While students will follow the UF Academic Calendar regarding the beginning and ending dates of their practicum hours, students are NOT automatically permitted to take time off for holidays present in the UF Academic Calendar. For example, students are not automatically permitted to be absent from their site over the week designated as Spring Break. Any requests for time off from the practicum site between the first and last day of classes in the practicum semester must be approved by the site supervisor. An online [Leave of Absence](#) form must be completed by the student and a separate online leave of absence acknowledgment form must be completed by the site supervisor when time is missed.

9. Potential employment opportunities

Depending on your plans after graduation, it may be important for you to seek out an organization that may offer future employment opportunities or referrals for employment. Networking is a valued by-product of the practicum.

- 10. Site requirements (uniform, parking, travel, background check, etc.)** Some organizations may require students to invest financially prior-to or during the practicum. It is important to investigate these potential requirements as part of the site selection process above the University/Department fees for the practicum course.

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B. Site Approval

Organizations not currently listed on the APK Approved Practicum Site list must complete the online APK Practicum Site Approval Form by the established Departmental deadlines. A link to the online site approval form is available in the APK Graduate Pre-Field Experience Canvas course. Upon receipt of the site approval form and review, the APK Field Experience Coordinator will work with newly approved sites on completing a required Memorandum of Understanding between the two parties. APK will provide a template MOU to the site unless the site has its own template it prefers to use. Students are not permitted to complete the online APK Practicum Application until BOTH the APK Practicum Site Approval Form and MOU are signed by both parties.

C. Pre-Practicum Process

Field Experiences in the Entry-Level Strength and Conditioning Concentration are designed to allow students to progressively apply their knowledge, skills, and abilities in accordance with the areas of instruction listed in Standard III.C of the CASCE Standards and Guidelines. Students are permitted to enroll in APK6940C (Advanced Practicum in Exercise and Sport Science) upon completion of APK5XXX (Anatomy and Physiology for Sport and Exercise Practitioners), APK6116C (Physiological Basis of Exercise), APK6226C (Biomechanics), APK5177 (Strength and Conditioning for Beginning Practitioners), and APK6611 (Tactical Strength and Conditioning). This affords students the opportunity to apply the knowledge and skills acquired during their enrollment in the concentration.

D. Practicum Application Packet/Submission

All components of the practicum application must be completed and submitted to the Department by the second to last Friday of the semester immediately preceding the intended practicum semester.

Students will complete the APK Practicum Applications using a Qualtrics online form. The student's name and email address, site name, site supervisor's name and email address will also be input into the online application form. Upon submission, the site supervisor will receive an email including the responses and documents for review along with a link to another online survey where they can formally accept or deny the student's application following review of the initial materials. The Practicum Site

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Supervisor will also indicate any additional required documents that they wish to have submitted by the student prior to beginning a practicum at their site. Examples of potential additional documents include, but are not limited to, the following:

- Recommendation Forms
 - o To be completed via Qualtrics online recommendation surveys
- Copy of Official Transcripts
 - o Scanned and sent to site supervisor as pdf document
- Bloodborne Pathogens Completion Certificate
- HIPAA and Confidentiality Training (Completed electronically through the UF Privacy Office website)
- Adult and Child CPR and First Aid Certification
 - o Must be valid through the last day of the internship
- Professional Liability Insurance
 - o Must be valid through the last day of the internship
- Vaccination record

All additional supervisor requested documents are due by the last day of the semester preceding the practicum OR by the date indicated by the site supervisor. Students should submit these documents to their supervisors either via direct email attachment or using the “Additional Documents” Qualtrics survey whose link is available in the APK Graduate Pre-Field Experience Canvas course.

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Students who are dismissed from the practicum by their site supervisor will be subject to disciplinary actions set forth by the APK Graduate Internship Committee, which may include postponement of the practicum for up to two semesters.

SECTION III: PROFESSIONAL CONDUCT

Students are expected to always promote and maintain professional conduct. Students are expected to adhere to the rules and regulations of the practicum site during the practicum experience. Students who fail to comply with professional conduct codes (See Appendix I Code of Conduct) will be subject to disciplinary actions set forth by the Graduate Internship Committee (See Appendix II for Roles and Responsibilities of the APK Internship Committee). The following information begins to outline traits of professionalism but is in no way all-inclusive.

Professional Dress and Appearance

Students may be requested to wear/purchase certain clothing items as part of the practicum site requirements, and this may be **at their own expense**.

- A. Standards of professional dress will be established by each individual practicum site.
- B. Some practicum sites may require the removal of earrings, facial hair, and the covering of tattoos.
- C. Proper hygiene and cleanliness are expected for all students participating in the practicum experience.

Interpersonal Relationships

Students should not have inappropriate and/or unprofessional relationships with athletes, clients, staff, and/or supervisors. Violations of this policy are reviewed by the APK Graduate Internship Committee and sanctions may be imposed, including removal from the practicum and postponement of graduation.

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Confidentiality

All information regarding the health and/or welfare of an athlete or client is confidential and is not to be shared by the student with anyone not directly involved in their care. Conversations occurring between the student and athletes or clients are to be kept strictly confidential. Violations of this policy (See Appendix I APK Code of Conduct) are reviewed by the APK Graduate Internship Committee and sanctions may be imposed, including removal from the practicum and postponement of graduation.

Personal Website/Public Information Recommendation

It is very important to maintain a high level of professionalism; therefore, if you have a personal website (i.e., social media, blog site, etc.) please keep it professional and/or private. Currently, employers are reviewing these public domains to gather information about you as an individual and may make employment decisions based on the information gleaned from such websites.

Code of Conduct

Students are expected to promote professional conduct that complies with the University of Florida Student Conduct Code and the APK Code of Conduct (Appendix I). Violations are reviewed by the APK Internship Committee and sanctions may be imposed, including removal from the practicum and postponement of graduation.

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SECTION IV: DISCIPLINARY ACTION

APK considers each student and each professional violation independently (Appendix II Role of the APK Internship Committee). The APK Graduate Internship Committee may take the following action for offenses deemed minor; however, reserves the right to impose more stringent consequences.

1. First offense may result in a verbal warning.
2. Second offense may result in a written warning.
3. Third offense may result in removal from the practicum, a grade of U, and postponement of graduation.

Grievances should be reported to the Field Experience Coordinator; appeals of APK Internship Committee decisions are handled through APK (see department academic advisor/field experience coordinator for petition information and procedures). Please refer to the grievance and petition guidelines in the UF Graduate Catalog and the student conduct codes at the Division of Student Affairs website.

Harassment and discrimination of any form (sexual, verbal or physical) is strictly prohibited and will not be tolerated. Students should report any problems with other students, faculty members, site supervisors, or athletes/clients to the Field Experience Coordinator, Graduate Coordinator, or [UF Title IX](#) office immediately. All efforts will be made to keep your identity anonymous.

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SECTION V: ADDITIONAL PRACTICUM INFORMATION

APK Practicum Student File

Each student will have a file that will include the internship application materials provided during the initial application process: evaluations, disciplinary action (if appropriate) and documentation of completed Student Learning Outcomes.

Student Evaluations

Throughout the practicum, site supervisors are asked to complete a midterm evaluation and a final evaluation and to discuss practicum experience goals with the student. These evaluations are designed to provide the student with qualitative and quantitative assessment of their progress, to identify areas of strengths and weaknesses, and to offer specific recommendations for improvement. The site supervisor and the student should discuss the content of the evaluation. The student receives a copy of the evaluation, and a copy is maintained in the student's file via the Canvas course website. The site supervisor will also provide a suggested letter grade (S or U) for the student based on their semester-long performance.

Program Evaluations

At the conclusion of the practicum, students complete program evaluations to ensure that APK meets the educational and professional needs of each student. The intern will complete three evaluations

- Practicum Experience
- Graduate Curriculum Survey
- Post-Graduation Plans.

This information provides invaluable feedback regarding the student experience and allows the Department to identify areas of improvement to meet student needs regarding practicum experiences.

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Practicum Attendance and Absence Procedures

To fulfill degree requirements, students are expected to complete a minimum of 150 hours when registered for 3-credits of APK6940C and 300 hours when registered for 6-credits of APK6940C. Distribution of hours worked should be agreed upon by the student and Practicum Site Supervisor and based on the requirements of the activities and projects that will be assigned. Vacation days during this time will be commensurate with the site's schedule. For example, if the site is closed for nationally recognized holidays (ex. Martin Luther King Day, Good Friday, MemorialDay, Thanksgiving, etc.) then the student's schedule shall reflect the day off.

Guidelines regarding absences for religious holidays are consistent with university policies that can be found in the online catalog. Requesting time off for personal reasons (weddings, program interviews, etc.) should be kept to a minimum and must be approved by both the site supervisor and the Field Experience Coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the student prior to the commencement date for the semester in question to successfully complete the practicum. Make up of sick days or other unforeseen circumstances will be determined on a case-by-case basis. In either instance, students must complete the online [APK Application for Leave](#) form 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 work. Under no circumstances should an outside work schedule interfere with practicum hours. The practicum should be considered your priority and must be regarded as your first obligation.

E-mail/Communication Policy

Students are required to check their University of Florida email on a regular basis. All e-mail communication should occur through UF email accounts. Since email and/or e-Learning are primary sources of updates, students who fail to check their email or neglect to receive announcements or updates as a result of a "full" UF email account, are responsible for the content and/or associated deadlines within the message. Please use proper email etiquette when responding to emails; especially to faculty, staff or site supervisors.

Outside Employment and Additional Coursework

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As an APK student, the practicum experience should be a priority regardless of whether you are completing 3-credits or 6-credits of APK6940C. Students are discouraged from holding outside employment; however, students are permitted to work in addition to their practicum responsibilities for personal financial reasons as long as the outside work does not interfere with their practicum responsibilities. Graduate students are allowed to complete additional coursework during the practicum semester; however, the graduate student should consider the time requirement of the practicum and the course and determine if success in both is attainable. Graduate students considering enrolling in additional courses in conjunction with a practicum are strongly encouraged to discuss their remaining degree requirements and post-graduate plans with their assigned APK Academic Advisor to gain the best possible guidance on their plans.

APK Related Work Completed Prior to the Practicum Semester

Students are **NOT** permitted to use any volunteer nor paid hours completed at an APK-related facility prior to their practicum semester towards the APK6940C requirement.

Exposures to Bloodborne Pathogens and Communicable

Diseases Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases are addressed during the BloodbornePathogens training program (provided via e-learning as part of the pre-internship course site). A copy of the University of Florida Exposure ControlPlan is provided to each student during the training and is available on the Environmental Health and Safety website.

It is the responsibility of the student to report sharps injuries, needle sticks, or other potential exposure to bloodborne pathogens via blood or body fluids immediately to the supervisor at the facility where the accident occurs. If the student contracts a communicable disease which potentially poses a risk to athletes, clients or co-workers (e.g. tuberculosis, varicella), steps will be taken to prevent dissemination in accordance with Student Health Care Center, Public Health and/or Center for Disease Control protocols. Certain communicable diseases may also be reported to county

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or state health authorities, as required by law.

Time is frequently of the essence in managing bloodborne pathogen exposures. For example, some treatment regimens must be started within two hours of exposure to be maximally effective.

In the event of any potential bloodborne pathogen exposure, the student should clean the area with soap and water. Document the name of the source of the exposure and pertinent information regarding the situation and then notify their immediate site supervisor. Students and/or Practicum Site Supervisors are instructed to contact a medical provider (needle stick hotline) by calling 1-(866)477-6824 (toll free) and follow the instructions provided; consultation is available 24-hours a day. The UF medical provider will make recommendations for immediate evaluation and care as follows:

1. If the student is within a one-hour radius of Gainesville the student should receive their care at the Student Health Care Center (SHCC) at the main Infirmary Building on Stadium Road, (352) 392-1161. During Fall and Spring semesters, the SHCC is open Monday through Friday 8:00 am to 4:30 pm. They are closed on weekends and university holidays. During Summer semester and semester breaks, please call the SHCC for hours.

If the student is at an off-site location more than one-hour from Gainesville, the student should notify their practicum supervisor and the medical provider at 1-(866) 477-6824 (toll free), and then seek care at a nearby hospital emergency center. Subsequently, the student should call to make an appointment at the SHCC @ the Infirmary Building for appropriate follow-up care.

2. If after hours, the student should first call the needle stick hotline personnel at 1-(866) 477-6824 (toll free) for instructions regarding immediate care for potential bloodborne pathogen exposures. Care may be given at a local Emergency Department; the student should call to make an appointment at the SHCC @ the Infirmary Building for appropriate follow-up care.

Please note: Your care must be paid for through your student

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and/or personal insurance or by some other means.

APPENDIX I: CODE OF CONDUCT

As aspiring professionals, it is imperative to seek out and maintain high standards of conduct. **Although not exclusive, the following list serves as a guideline to maintaining professional conduct.** This list should be used to supplement the Student Conduct Code found in the University of Florida Graduate Catalog. Reasons for disciplinary action may include violation of one or more of the following behaviors. At NO TIME during the practicum experience, shall a student:

1. Be under the influence of any mind-altering substances (i.e., alcohol, drugs, etc.).
2. Act in any way harmful or potentially harmful to oneself or others.
3. Act in an imprudent fashion with regard to confidentiality issues.
4. Fail to respect the authority and/or instructions of the supervisor, APK faculty, staff, etc.
5. Have or seek to have a personal relationship with patients/clients directly under your care or whom you may provide care for in the future.
6. Have or seek to have a personal relationship with a site supervisor from which you are receiving instruction or may receive instruction from in the future.
7. Dress inappropriately (refer to 'Professional Dress and Appearance')
8. Be tardy or absent without prior consent of the internship supervisor or intern coordinator.

Confidentiality and Professional Conduct Statement

All APK students will adhere to the following policy regarding confidentiality and professional conduct. Anyone failing to adhere to this policy will be subject to disciplinary action deemed appropriate by the APK Graduate Internship Committee.

As a student, you have an obligation to yourself, to all affiliated sites, to your supervisors, and to the University of Florida to withhold any information you acquire professionally or socially which is considered professionally confidential, from anyone

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(including media) other than your immediate supervisors. This includes any information about a medical condition, the treatment and rehabilitation of any medical condition and any information which you acquire that is not considered to be public knowledge.

The unique opportunity you have to observe and participate as a professional will be jeopardized if you violate confidentiality. Professional conduct for all APK students includes non-discriminatory behaviors, honesty, and respect for fellow students, co-workers, supervisors, patients/clients, and teachers/professors.

University of Florida HIPAA Policy

APK students are required to complete the HIPAA Training through the University of Florida and sign the Confidentiality Statement before participating in the practicum experience if requested by the practicum site. The Confidentiality Statement acknowledges review and understanding of the policies and procedures document on the Health Information Privacy website.

Consequences for failing to adhere to these policies will result in actions (see Section IV) by the APK Graduate Internship Committee and/or Privacy Office (per the Reporting and Responding to Privacy Violations guidelines).

Grievance Procedure

If a student believes he or she has a legitimate complaint or grievance, the student should follow the procedure as outlined in the University of Florida Graduate Catalog. This procedure can be found under the heading “Academic Policies” in the College of Health and Human Performance section. Any grievance will be judged according to the college and departmental policy. Past experience indicates that most conflicts are a result of miscommunication between the parties involved. Therefore, it is highly recommended that the student seek consultation with his or her academic advisor, clinical instructor, or athletic training faculty member before filing a complaint.

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APPENDIX II: ROLE OF THE APK INTERNSHIP COMMITTEE

The APK Graduate Internship Committee is comprised of the following members: Field Experience Coordinator, Graduate Coordinator, and Department Chair. The committee is charged with the following tasks as it relates to the Practicum:

1. Review site approval requests.
2. Review disciplinary violations (professionalism, grievances, etc.).
3. Provide remediation and/or removal recommendations for APK students violating program, site, and/or professional conduct policies.
4. Review Practicum evaluations and provide recommendations to the Field Experience Coordinator regarding revisions.
5. Provide a summary to the Department and/or College Administration of the program evaluations/outcomes including any recommendation for improvements.

Violations of APK Advanced Practicum policies may result in APK Internship Committee recommendations of Probation and/or Removal from the practicum. Students may be subject to probation and/or removal and graduation postponement due to unsatisfactory inappropriate conduct/performance at their practicum site.

The APK Field Experience Coordinator will provide written notification of the probationary action (recommended by the APK Internship Committee) and a copy of the letter will be placed in the student's file.

The student is responsible for his or her own behavior. Failure to abide by those professional standards listed above and those listed in the University's Student Conduct Code are subject to disciplinary and/or removal from a practicum.

Final determination of practicum site removal occurs by the Field Experience Coordinator and/or APK Department Chair. Academic consequences of site removal may include 'U' grade and delayed graduation.