

**OAKLAND UNIVERSITY  
SCHOOL OF HEALTH SCIENCES  
WELLNESS, HEALTH PROMOTION, AND INJURY PREVENTION PROGRAM**

<b>COURSE:</b>	WHP 401 (as of June 2015, ongoing)
<b>COURSE TITLE:</b>	Internship in wellness, health promotion, and injury prevention
<b>COURSE CREDIT:</b>	4 credits
<b>SEMESTER/YEAR:</b>	Any senior semester after completion of prerequisites; preferably last semester of study immediately after completion of WHP 400/403
<b>COURSE LOCATION:</b>	Selected, pre-approved practicum work sites
<b>TIME:</b>	Required contact hours to total 224
<b>PROFESSOR:</b>	Stafford C. Rorke, Ph.D., FACSM
<b>OFFICE:</b>	3146 Human Health Building
<b>TELEPHONE:</b>	Office: (248) 364-8678
<b>E-MAIL:</b>	rorke@oakland.edu

**COURSE DESCRIPTION:** The student will satisfactorily complete (“S” grade) a minimum of 224 hours of practicum in wellness, health promotion, and injury prevention at an approved worksite affiliated with Oakland University. The student will meet course objectives related to application of knowledge acquired in general education and in core WHP courses. The student will complete core competencies required for the entry-level worksite wellness practitioner, complete a log of activities, an internship site evaluation and brief report, plus successfully pass practicum site supervisor evaluation. For performance, evaluation and grade purposes site supervisors are considered to be acting as Instructor of Record on behalf of the WHP Program Director. *Satisfies the university capstone course requirement.*

**PRE-REQUISITE COURSES AND REGISTRATION:** Completion of all core courses on the WHP checklist. Program director permission required for registration – see procedures below.

**IMPORTANT PORTFOLIO AND EXIT INTERVIEW NOTE:** If a student chooses not to do WHP 402 but chooses another WHP 400-level course substitute for WHP 402; then the student must submit a Portfolio of all WHP coursework and have an exit interview with the WHP Program Director at the time of WHP 401 grade finalization. See Appendix F below for Portfolio requirements. Appendix G below must also be completed and brought to the exit interview. If the student chooses to do WHP 402 the Portfolio and Appendix A are due at the WHP 402 exit interview.

**COURSE OBJECTIVES:** At the conclusion of the internship practicum the student will have:

- 1) Successfully applied knowledge and skills learned in the Oakland University general education courses, such as writing and formal reasoning, in relation to the WHP-required natural science and technology course (HS 201), and the WHP core knowledge courses.

- 2) Successfully applied the four cross-cutting generic capacities that are cornerstones of the Oakland University General Education program, namely, critical thinking, social awareness, effective communications, and subject-specific information literacy.
- 3) Successfully completed the required competencies for entry-level worksite wellness practitioners.
- 4) Completed a diary of internship activities, the internship evaluation form and brief report.
- 5) Successfully met site supervisor evaluation criteria and submitted the completed competency checklist and final supervisor evaluation report

**TEXT/READINGS:** None required.

### **IMPORTANT TIMELINES AND DEADLINE DATES**

**Registration:** To ensure appropriate planning and student accountability WHP majors must pay scrupulous attention to the following details. Registration for the course is done by appointment time with the WHP Program Director, arranged in a timely manner via Email, telephonically, or in person, and must adhere to the following timelines:

**Fall registration:** Students wishing to register for fall must do so either by mid-April each year, or during the first week of either the summer or fall semesters. *No registrations will be processed in June, July, August and December.* All required syllabus Appendix A documentation must be provided to the WHP Program Director. Documentation may be provided electronically via e-mail.

**Winter registration:** Students wishing to register for winter must do so either by mid-November each year, or during the first week of the winter semester. *No registrations will be processed in December, June, July or August.* All required syllabus Appendix A documentation must be provided to the WHP Program Director. Documentation may be provided electronically via e-mail.

**Summer registration:** Note that there is only a Summer 3 section, no Summer 1 or 2. Students wishing to register for summer must do so either by mid-April each year, or during the first week of the Summer 1 semester. *No registrations will be processed in June, July, August or December.* All required syllabus Appendix A documentation must be provided to the WHP Program Director. Documentation may be provided electronically via e-mail.

**Note:** It is possible to do an internship in one semester and register for the following semester – but only with the prior permission of the Program Director and upon prior provision of all Appendix A documentation. It is not possible to register in any semester without provision of all Appendix A documentation, including first securing an appropriate internship site.

**Processing of final grades:** Assessment of final evaluation reports and processing of final grade documentation is by appointment time with the WHP Program Director, arranged in a timely manner via Email, telephonically, or on person; but before arranging an appointment students must ensure that all final reports and evaluation documentation is available. The following timelines must be adhered to:

**Fall registration grades:** By the end of November. Only in exceptional circumstances will grade finalization be done up until the last day of fall classes. *No grade finalization meetings will be held in the exam week or later in December.*

**Winter registration grades:** By the last day of winter classes or on the summer timeline. *No grade finalization meetings will be held in the exam week.*

**Summer registration grades:** Generally the last week of Summer II/III classes *only*, or the first week of the fall semester. *No grade finalization meetings will be held in the exam week.*

**Progress grades:** Students not providing all required documentation or meeting the above deadline dates will automatically be assigned P-grades and will then have to wait until the following semester to arrange a change of grade to an S-grade.

#### **RELATED COURSE PROCEDURES AND STUDENT RESPONSIBILITIES:**

- WHP majors should place a copy of this syllabus in their portfolio. Students should refer to the detailed expectations that are outlined in the WHP student handbook. The following abridged excerpts from the WHP Student Handbook are applicable:
  - I. **Choosing Affiliation Sites:** Notwithstanding the above deadlines dates the WHP Program Director should be contacted at least three months prior to enrolling in WHP 401 in order to identify an appropriate practicum site, particularly if the site is new and not yet on the approved practicum site list. A list of approved and potential sites can be found on the WHP Webpage and selected EXS sites may also be used (see EXS Webpage). Students may not begin an internship at an unapproved, unaffiliated site. Students are not placed at sites. It is a student responsibility to seek an appropriate site and undergo any necessary application and interview processes to obtain an internship. Professional business attire and conduct is expected when visiting internship sites or when undergoing interviews. In order to register the checklist in Appendix A below must be completed in full and submitted to the WHP Program Director together with originals and copies of each of the required documents.
  - II. **Employment:** Students may not be full-time employees at internship sites. Only in extremely rare circumstances will exceptions be granted as a result of mitigating circumstances e.g. a student is doing administrative work in one division of a company and requests permission to do an internship in another division of the same company. When in doubt, or for clarification, contact the WHP Program Director. Internships may be paid, but paid internships are rare in Michigan where most internships are unpaid.
  - III. **Health Insurance:** Students are required to have proof of personal health insurance prior to commencing WHP practicum. Such proof should be presented to the WHP Program Director.
  - IV. **CPR Certification:** Students are required to have proof of CPR certification at the time of enrollment in WHP 401. Such proof should be presented to the WHP Program Director.

- V. **Physical Exam:** Students must obtain a physical exam (including an appropriate tuberculin test) prior to commencing WHP practicum. Proof of satisfactory completion of the exam should be presented to the WHP Program Director.
- VI. **Hepatitis B (HBV) Vaccination:** Oakland University requires students of the WHP program who enter the WHP practicum to furnish evidence of Hepatitis B (HBV) vaccinations, or, in the alternative, evidence that they waive and decline HBV vaccination. Students should realize that receiving the Hepatitis B vaccine is highly recommended, but not required, for persons who have contact with blood and body secretions, such as health care workers and designated clinical students. If choosing to have the Hepatitis B vaccine, it is a student responsibility to pay for the vaccine; and, in order to be fully immunized, the three injection sequence should start 6 months before the anticipated internship. Provide the WHP Program Director with evidence of Hepatitis B vaccination **OR** evidence of declination of immunization before beginning the practicum. If choosing the latter the student must complete the waiver below (see Appendices A and B).
- VII. **Additional Internship site Expectations:** Students should be aware that individual internship sites have the right to ask for additional information, including but not limited to: drug testing, additional vaccinations, certifications, background checks, checking social media profiles etc. Also be aware that each internship site may have different application procedures for student interns that may include for example, lengthy advance timelines; multiple screening and interview strategies, including panel interviews. The WHP Program Director may also be consulted about any student intern application; or, be consulted at any time during the student internship.
- VIII. **Rules for Students while at Practicum Sites:**
- A. Prior to beginning the affiliation, students should contact the Practicum Site Director if unsure of any of the details of the rotation.
- B. Professional Conduct: At all times the student is expected to:
- i. Follow the rules and regulations of the practicum site (e.g. negotiated working hours, billing procedures, dress code, preparation of client management areas, etc.).
  - ii. Comply with the ethical standards of Oakland University, The American College of Sports Medicine, and the practicum site e.g. code of conduct/behavior, confidentiality, privacy.
  - iii. Display exemplary professional conduct with both clients and staff.
  - iv. Respect the integrity and rights of all persons.

Noncompliance with any of the preceding will be taken into account in the student's evaluation. Noncompliance can result in dismissal from the affiliation and/or a non-satisfactory grade, resulting in a repeat of the practicum.

- C. Students are expected to be well groomed and in appropriate dress. Each Internship agency will specify what is and is not appropriate dress.
- D. Students must provide their own transportation to/from chosen practicum sites.

- E. While at the practicum site, it is the student's responsibility to complete all assignments as requested by the Practicum Site Director, including, but not limited to, readings, in-service presentations, client notes, home programs, standard practice in the field such as calibration and cleaning of equipment etc.
- F. While at the practicum site, the student is responsible for familiarizing himself/herself with, and following all policies and procedures of the facility. This includes, but is not limited to: Those policies and procedures dealing with health promotion, scheduling, billing, note writing, use of medical terminology; client referrals to other disciplines within and outside of the facility, evaluation and treatment, or client management protocols.
- G. Students are expected to attend all practicum sessions as agreed and absences are to be considered the exception rather than the rule.

i. **Excused Absences:** Illness and emergencies (such as a death in the family) fall in this category. In order to be excused, the student must telephone the Practicum Site Director (Email and text messages are not appropriate). When participating in practicum experiences, students must consider the health of those with whom they come in contact. If (and only if) the student feels he/she has an illness that may be harmful to clients, he/she should not participate in the practicum experience for that day. A limited number of excused absences will be allowed during a practicum rotation, after which make-up time will have to be scheduled. If excused absences become problematic termination of the internship may occur.

ii. **Unexcused Absences:** Any absence where the Practicum Site Director has not been notified is considered unexcused. Such absences require make-up time. If unexcused absences become problematic termination of the internship may occur.

iii. **Class attendance:** Under no circumstances are students to be absent from academic classes to meet internship expectations or to make up time missed from a practicum.

iv. **Tardiness (arriving late):** Tardiness is not an acceptable practice in a practicum. If a student is habitually tardy, make-up time will be required. If tardiness becomes problematic termination of the internship may occur. Issues with absences and tardiness can result in failure of the internship course.

## VIII. EVALUATION OF STUDENTS

- A. Students will be evaluated by the Practicum Site Director using the Competency Checklist (see Appendix C) and Evaluation of Student Practicum Performance form (see Appendix D).
- B. It is the responsibility of the student to contact the Program Director at the mid-way point through the internship to arrange a mid-internship evaluation. Failure to contact the Program Director may result in an extended internship because the mid-point may then coincide with completed hours that approach the required 224 hours.
- C. In the event that a student is experiencing problems during his/her affiliation, the student should first discuss this with the Practicum Site Director. If the problems remain unresolved, the student should then approach the WHP Program Director. The Program Director will then address the issues with the Practicum Site Director.

- D. Site visits may be made by the WHP program to the Practicum sites. Telephone or Email contact between the WHP Program Director and the Practicum Site Director may also be routinely initiated to check on the progress of students.
- E. As part of the student evaluation, the student must complete a log book of activities, the site evaluation, and a brief report on the experience at the agency (see IX below).

#### **IX. STUDENT EVALUATION OF PRACTICUM SITES**

- A. Students will formally evaluate the practicum site immediately prior to the completion of the affiliation using the Practicum Site Evaluation form (see Appendix E) plus a brief critical report outlining the experience at the agency.
- B. Student evaluations of the site may be shared with the practicum site following completion of the affiliation.

#### **GRADING**

Students receive either a satisfactory (S) or unsatisfactory grade for this course. An unsatisfactory grade requires a repeat of the internship. An in-progress (P) grade will be assigned if the student has not completed the course at the end of the semester in which they first register. Students have a maximum of two years to complete the course and have the grade changed from P to S. It is a student responsibility to follow up and resolve P grades. Failure to resolve the P grade will result in the P grade automatically being changed by the Registrar to a permanent incomplete grade. Once the permanent incomplete grade occurs the student will have to re-register for the course and pay full course tuition at the tuition rates prevailing at that time; and, may have to repeat the experience if original internship documentation is no longer available.

## APPENDIX A

**OAKLAND UNIVERSITY SCHOOL OF HEALTH SCIENCES  
WELLNESS, HEALTH PROMOTION, AND INJURY PREVENTION PROGRAM  
FACULTY ADVISOR'S PRACTICUM CHECK LIST FOR WHP 401**

**Note: Submit this form to the WHP Program Director at the time of registration for WHP 401**

**STUDENT'S NAME:** \_\_\_\_\_ **STUDENT G NUMBER:** \_\_\_\_\_  
**SEMESTER OF REGISTRATION:** \_\_\_\_\_

***Before approval is given to begin a practicum or to register the student must present evidence of:***

I certify that I am not an employee of the internship agency.      Student signature/date: \_\_\_\_\_

Prerequisite courses complete: All core courses  
(Provide typed copy of completed core curriculum checklist)      Program director initial: \_\_\_\_\_

Full typed details of site, including contact details of supervisor  
(Name, address, telephone and Email on a separate sheet)      Program director initial: \_\_\_\_\_

Current Health Insurance coverage      Program director initial: \_\_\_\_\_

Current CPR Certification      Program director initial: \_\_\_\_\_

Recent Medical Examination (includes TB negative test)      Program director initial: \_\_\_\_\_

Hepatitis B Vaccination (or declination)      Program director initial: \_\_\_\_\_

***After completion of the practicum:***

Duration (at least 224 hrs)      PD initial: \_\_\_\_\_

Received competency checklist completed by practicum site supervisor      PD initial: \_\_\_\_\_

Received evaluation of student performance from practicum site supervisor      PD initial: \_\_\_\_\_

Received evaluation and brief report of practicum site from student      PD initial: \_\_\_\_\_

Submission of detailed daily diary (log of activities) by student      PD initial: \_\_\_\_\_

**Grading**

WHP Program Director consultation with student upon completion  
(for performance review, feedback, and grade determination)      PD initial: \_\_\_\_\_

Satisfactory completion of practicum and grade      PD initial: \_\_\_\_\_

**APPENDIX B****HEPATITIS B VACCINE ACKNOWLEDGMENT OF RISK AND RELEASE****School of Health Sciences Students**

I understand that as part of my clinical experience as a Wellness, Health Promotion, and Injury Prevention program student, I may be exposed to blood or other potentially infectious material and that, as a result, I may be at risk of being infected by the Hepatitis B virus. I understand that Hepatitis B is a severe and potentially life threatening illness and that taking the Hepatitis B vaccinations series would significantly reduce my risk of being infected by the Hepatitis B virus. Nevertheless, I have selected not to take the Hepatitis B vaccinations and assume responsibility for all arrangements, costs, and complications arising from not taking the Hepatitis B vaccine series. I agree to release, discharge, indemnify and hold harmless Oakland University, its trustees, officers, employees, representative and agents, and the facility where I receive my clinical training, from any and all costs, liabilities, expenses, claims, demands, or causes of action arising out of or resulting from my declining the Hepatitis B vaccinations. I also understand that if the hospital or agency where I have been assigned for my internship experience requires students to be immunized for Hepatitis B, the School of Health Sciences will attempt to reassign me to another clinical agency, but cannot guarantee placement, and therefore I may not be able to take the required course.

Student name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of parent or guardian if student is a minor): \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C

### OAKLAND UNIVERSITY SCHOOL OF HEALTH SCIENCES WELLNESS, HEALTH PROMOTION, AND INJURY PREVENTION PROGRAM

#### WHP 401 - PRACTICUM COMPETENCY CHECKLIST

**To be completed by the internship site supervisor**

**STUDENT'S NAME:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_

1. WHP is a diverse field. Checklist items below correspond to practicum objectives abridged from the Association of Worksite Wellness "Professional Competencies for the Entry-Level Health Promotion Professional (see Appendix A in the Student Handbook on the Website). However, no two WHP practicum experiences are likely to be identical. Therefore the competencies are structured as "essential" and "optional" competencies. Some flexibility is permitted.
2. By the end of the practicum experience each student is required to complete the majority (80-90%) of the essential competencies with the remaining percent to be comprised of elective competencies. Exceptions to this ratio and the minimum numbers may be considered by the WHP program director, based on prior written application by the student, wherein the reasons for exception are stated, e.g. if the student intends to do a practicum in a specialized field in preparation for a specific career. In addition, if the WHP program director deems it necessary the student may be required to undergo an ad-hoc practical competency exam for competencies not covered during an internship.
3. An approved evaluator (practicum site director or designee) **must initial each item** (no tick marks) when it is determined that the competency has been satisfied. There is a difference between hours of attendance versus competency. **Competency must be demonstrated by the intern.**
4. This completed COMPETENCY CHECKLIST must be presented to the WHP Program Director with the final report for WHP 401.

#### **A. ESSENTIAL COMPETENCIES**

**Professionalism and Ethics (initials throughout please; no tick marks)**

\_\_\_\_\_ Professional, ethical and legal competence

\_\_\_\_\_ Interpersonal and communication skills

## **Teaching/behavior change**

- \_\_\_\_\_ Participate in client briefings/consultations/counseling with increasing responsibility (minimum 10 hours)
- \_\_\_\_\_ Observe, lead or instruct group wellness, health promotion, or injury prevention sessions (minimum 2x)
- \_\_\_\_\_ Observe, assist or conduct individual wellness, health promotion, or injury prevention session (minimum 2x)
- \_\_\_\_\_ Instruct in the use of wellness, safety, or health promotion equipment (minimum 2 hours)
- \_\_\_\_\_ Instruct in wellness, health promotion, or injury prevention procedure (minimum 2)

## **The Agency's primary health promotion objective**

- \_\_\_\_\_ Contribute to, or conduct special prevention program/s (such as design and implementation of a wellness, health promotion, injury prevention, control, or safety promotion program (min. of 40 hours).

## **Evaluation procedures**

- \_\_\_\_\_ Assist or perform client evaluation procedures: routine wellness/health screening, contraindications, explain test protocol, informed consent, summarize information for physician/wellness professional (minimum 5 hours)
- \_\_\_\_\_ Assess functional health-related muscular strength and/or endurance (minimum 2)
- \_\_\_\_\_ Assess functional health-related cardiorespiratory fitness (minimum 2)
- \_\_\_\_\_ Assess job-related functional demands and operator suitability (minimum 2)
- \_\_\_\_\_ Assess blood pressure at rest and during exercise (minimum 2 each)
- \_\_\_\_\_ Assess functional response to exercise or work demands e.g. heart rate at rest and during exercise/work (minimum 5 each)
- \_\_\_\_\_ Know when to stop an individual from exercising/leisure/work - assessment tests under supervision/conduct hazards/safety analysis (minimum 2)
- \_\_\_\_\_ Assessments/hazards tests as supervisor (minimum 2)
- \_\_\_\_\_ Understand/use RPE or similar psycho-social rating scale during exercise or in the workplace

## **Programming/administrative procedures**

- \_\_\_\_\_ Learn the agency organizational chart.
- \_\_\_\_\_ Observe and assist with agency administrative procedures, including writing of routine reports, budget, marketing (minimum 10 hours)
- \_\_\_\_\_ Understand, observe, and assist in implementation of workplace health and safety legislation e.g. NIOSH standards
- \_\_\_\_\_ Summarize and interpret epidemiological, health promotion, or injury prevention data and assist with implementing a corrective program for healthy individuals (minimum 1)
- \_\_\_\_\_ Summarize and interpret functional fitness test data and prescribe a preventive exercise program for strength, endurance and/or power for healthy individuals (minimum 1)
- \_\_\_\_\_ Understand organizational structure, compensation and benefits plan, company policies and procedures related to health and disability insurance.
- \_\_\_\_\_ Understand agency health care plans, referral and compensation structure.

## Emergency procedures

\_\_\_\_\_ Critically appraise the agency policy on emergencies and risk management (first aid, emergency procedures, evacuation plans, professional liability, negligence, confidentiality, other).

## **B. OPTIONAL COMPETENCIES (STUDENTS MUST OFFER A MINIMUM OF 8 COMPLETED ITEMS FROM EITHER OF THE TWO LISTS BELOW)**

- \_\_\_\_\_ Present two 30 minute health promotion topics at practicum site or in an OU course.
- \_\_\_\_\_ Identify at-risk client(s) and develop an intervention program (minimum 2 hrs)
- \_\_\_\_\_ Small group discussion leader – health promotion topic
- \_\_\_\_\_ Develop and administer new health education/promotion programs or materials.
- \_\_\_\_\_ Learn to conduct phlebotomy.
- \_\_\_\_\_ Do individual or group diet and exercise planning; attend nutritional counseling.
- \_\_\_\_\_ Interpret electrocardiograms - resting ECGs (minimum 2); exercise ECGs (min. 2)
- \_\_\_\_\_ Conduct stress test protocols under supervision (minimum 2)
- \_\_\_\_\_ Interpreting medical information from patient charts (minimum 2)
- \_\_\_\_\_ Assessment and wellness program design for: worksite; children; elderly, differing fitness levels (minimum 1)
- \_\_\_\_\_ Calibrate wellness, health promotion, or injury prevention equipment (minimum 2)
- \_\_\_\_\_ Conduct lung function (spirometry) tests (minimum 2)
- \_\_\_\_\_ Counsel/design intervention/refer clients regarding injury (minimum 1)
- \_\_\_\_\_ Observe or assist in thallium or radionuclide exercise stress tests (minimum 1)
- \_\_\_\_\_ Measure or predict oxygen consumption during worksite or exercise test (minimum 1)
- \_\_\_\_\_ Conduct physical readiness evaluation for physically demanding work (minimum 2)
- \_\_\_\_\_ Attend supplementary lecture or professional conference (minimum 1)

## **Optional participation in programs not included in item A of the Essential Competencies or Item B of the Optional Competencies:**

- \_\_\_\_\_ Participate in corporate testing program (minimum 2 hrs)
- \_\_\_\_\_ Participate in smoking cessation program (minimum 2 hrs)
- \_\_\_\_\_ Participate in stress management program (minimum 2 hrs)
- \_\_\_\_\_ Participate in obesity management program (minimum 2 hrs)
- \_\_\_\_\_ Participate in senior's exercise program (minimum 2 hrs)
- \_\_\_\_\_ Participate in athlete's exercise program (minimum 2 hrs)
- \_\_\_\_\_ Participate in children's exercise program (minimum 2 hrs)
- \_\_\_\_\_ Participate in a cardiac rehabilitation program (minimum 2 hrs)
- \_\_\_\_\_ Observe, assist and/or implement an ergonomics program.

**C. PLEASE IDENTIFY/LIST ANY INTERN COMPETENCIES/ACCOMPLISHMENTS NOT STATED ABOVE:**

\_\_\_\_\_ Student's own objective(s) chosen from the ACSM Professional Competencies – see Appendix in Student Handbook - must be attached and pre-approved by either the Practicum Site Supervisor or WHP Program Director.

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Final approval by evaluator/site supervisor: Signed: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Together with Appendix D below please place in a sealed envelope, signed across the back, and give to the student intern for hand delivery to the WHP Program Director at the student grade finalization interview.**

## APPENDIX D

**Together with Appendix C above, this form Appendix D is to be completed by the Practicum Site Supervisor at the end of the practicum and is to be given to the student intern for hand delivery to the WHP Program Directory at the student grade finalization interview. Both forms should be placed in a sealed envelope, signed across the back, and addressed to:**

Stafford C. Rorke, D.Phil., FACSM,  
Director, Wellness, Health Promotion, and Injury Prevention Program  
School of Health Sciences  
Oakland University  
Rochester, Michigan 48309-4482

**Please do not mail the evaluation documents. Electronic submission is acceptable as e-mail attachments to: rorke@oakland.edu**

### EVALUATION OF STUDENT PRACTICUM PERFORMANCE

Name of Student \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Practicum Site \_\_\_\_\_

Supervisor Completing Evaluation \_\_\_\_\_

Report Period \_\_\_\_\_ to \_\_\_\_\_  
MO/DAY/YR MO/DAY/YR

Please evaluate the student according to the following categories. Space is also provided for written comments (highly recommended please). Please cite specific examples that might clarify poor performance or changes in performance.

**\*\* Circle the Appropriate Number \*\***

### KNOWLEDGE OF FIELD

- Knowledge of Basic Sciences** (Integrates prior knowledge of basic science concepts and principles in a manner that is logical and consistent with sound professional judgment).

1	2	3	4	5	N/A
Poor				Excellent	

Comments \_\_\_\_\_

\_\_\_\_\_

2. **Clinical Knowledge** (Demonstrates prerequisite clinical skills required for this practicum).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

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3. **Ability in Evaluating Client Wellness Program** (Prescribes proper course of action consistent with medical orders or with client's health status).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

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4. **Technical Ability** (Possesses and demonstrates proficiency in skills necessary to perform all procedures required for this practicum).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

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**PERSONAL QUALITIES**

1. **Acceptance of Administrative Responsibilities** (Maintains legible records, performs other routine administrative duties in a timely fashion).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

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2. **Relations with Clients** (Maintains professional rapport, protects confidentiality, communicates effectively).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

3. **Relations with Practicum Site Staff** (Works efficiently with staff and uses their skills appropriately).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

4. **Professional Attitude and Demeanor** (Gains and holds respect of clients and colleagues alike - maintains positive attitude towards both learning new material and the delivery of services).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

5. **Response to Constructive Criticism** (Willingly accepts and applies corrective comments, admits mistakes and learns from them, doesn't repeat mistakes).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

6. **Leadership Capabilities** (Willingly accepts responsibility).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

7. **Grooming and Appearance** (Conforms with dress code, looks and presents him/herself in a professional manner at all times).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

**OTHER**

1. **Progress in the Program** (Progressed satisfactorily at a rate consistent with others at his/her level).

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Poor</b>				<b>Excellent</b>	

Comments \_\_\_\_\_

**OVERALL ASSESSMENT** (Taking everything into account)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
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**OVERALL COMMENTS** (Please provide any other information that may not have been specifically asked for but is helpful in evaluating this student).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Date)

(Supervisor's Name and Signature)

**APPENDIX E**  
**PRACTICUM SITE EVALUATION BY STUDENT**

**This form is to be completed by the student and submitted directly to the WHP Program Director at the grade finalization interview.**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Semester of Enrollment in this course: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Practicum Site: \_\_\_\_\_

Please rate the statements below on a scale of 1 through 5, using the following criteria:

- 1 = Strongly disagree
- 2 = Disagree
- 3 = Neither agree nor disagree
- 4 = Agree
- 5 = Strongly agree

- 1. \_\_\_\_\_ I received an adequate orientation to the facility.
- 2. \_\_\_\_\_ My supervisor possessed qualities I expected him/her to have as a health promotion professional and student supervisor.
- 3. \_\_\_\_\_ I was given an appropriate amount of supervision.
- 4. \_\_\_\_\_ My objectives for this affiliation were met.
- 5. \_\_\_\_\_ I felt expectations of me were at my level.
- 6. \_\_\_\_\_ I was able to integrate the knowledge I gained in the classroom into the practicum environment.
- 7. \_\_\_\_\_ My academic preparation was adequate.
- 8. \_\_\_\_\_ I feel this was a valuable learning experience.
- 9. \_\_\_\_\_ I would recommend that students use this facility again.

Please provide a brief written evaluation of the practicum site, including the things liked most about the site, the things liked least about the site, and how the site could be improved.

Submit this form together with the diary (log) of internship site activities and arrange a consultation time with the Program Director or Faculty Advisor to finalize the internship grade.

## **APPENDIX F:**

### **EXPECTATIONS FOR THE STUDENT PORTFOLIO/JOURNAL**

Place a sample job application cover letter, copy of resume, all WHP course syllabi, a clean copy of any major project work undertaken for any WHP course, and a brief, self-reflection about each WHP course experience into the journal/portfolio (binder). Inclusion of other major program work (e.g. exercise science, psychology or human resources) is optional. Structure this binder in a professional manner. Note: This Portfolio binder is to be kept separate from the final WHP 401 report and is returned to the student at the Exit Interview.

The purpose of the journal is to assist students to find work following graduation and/or to assist with application to graduate school (copies of syllabi). A well-documented record of coursework taken, together with samples of practical WHP applications, will demonstrate evidence of student knowledge, skills and abilities. The Oakland University Career Services Division provides useful resources for preparation of job application materials.

See: <http://www4.oakland.edu/?id=61&sid=68>

#### **NOTES:**

- 1. Also complete Appendix G below before coming to the Exit Interview.**
- 2. Business attire is expected at the Exit Interview.**





