University at Buffalo The State University of New York

School of Public Health and Health Professions
Department of Exercise and Nutrition Sciences
Clinical Policies and Procedures Manual

Written by:

Nancy M. Stone, M.Ed.

Revised by:

Mary E. Dedrick, M.S.

18th Edition
2017 - 2018

Revised 8/29/17

CONTENTS

		Page
I.	Preface, Introduction, Program Mission, Curriculum and Philosophy of Clinicals	3
II.	Program Policies	5
III.	Requirements for Exercise Science Internships/Practicum	10
IV.	Selecting a Clinical Site	13
V.	Securing a Clinical	14
VI.	Responsibilities of Student	15
VII.	Responsibilities of the UB Clinical Director	17
VIII.	Responsibilities of the Site Supervisor	17
IX.	Graduation and Commencement	19
X.	Index of Appendices	21

Preface

This manual has been assembled to inform the student and clinical site supervisors of the policies of the University at Buffalo Exercise Science Program. Students are strongly encouraged to refer to this manual and to our departmental website Clinical Experiences section for questions related to clinical experiences. In addition, all students are governed by Rules and Regulations of the University at Buffalo.

Introduction

The University at Buffalo (UB) is the largest and most comprehensive university center in the State University of New York system. The Exercise Science program is housed in the Department of Exercise & Nutrition Sciences which is part of the School of Public Health and Health Professions (SPHHP) at UB. SPHHP offers degrees at undergraduate, graduate, professional and doctoral levels through our five departments: biostatistics; community health and health behavior; epidemiology and environmental health; exercise and nutrition sciences; and rehabilitation science. For more information, visit our website at: http://sphhp.buffalo.edu/home/education.html

Program Mission:

Mission of the Department of Exercise and Nutrition Sciences: The department educates undergraduate and graduate students in Exercise and Nutrition Sciences and maintains active basic and clinical research programs, in an environment that emphasizes scientific inquiry and discovery. As an integral part of the UB School of Public Health and Health Professions, the department is committed to excellence in scholarship, interdisciplinary collaboration, community impact, and furthering the scientific and clinical professions represented by our faculty and students.

Vision: We will improve the public's health and well-being through our scientific discoveries, our education of researchers and professionals, and our commitment to outreach and community education.

Strategic Intent: Advance to the upper echelon of peer departments. Achieve national recognition for our research accomplishments and become a magnet for the best students and faculty, especially those attracted by the interdisciplinary synergy of the exercise and nutrition sciences within the department.

Curriculum (for students who entered Upper Division in Fall 2016):

Human Form & Function or Comparative Primate Anatomy
Human Physiology
General Chemistry I & II (with labs)
College Physics I & II (with labs)
Calculus
Statistics
Psychology
Science of Human Movement
Human Nutrition

Plus University at Buffalo general education requirements that are not met by the courses above.

Students must apply and be accepted to the Professional Sequence before beginning the upper division sequence below.

Summer:
ANA 407 Human Gross Anatomy

Third Year (Fall)	
ES 442 Applications in ES	1 cr.
ES 342 Neuroscience I	3 cr.
ES 380 Exercise Physiology	3 cr.
ES 300 Athletic Injury	3 cr.
ES 341 Critical Analysis of Sci. Lit.	2 cr.
ES elective*	3 cr.
	15 credits

Third Year (Spring)	
ES 310 Ex Assess & Rx I	4 cr.
ES 370 Biomechanics	4 cr.
ES 330 Lifespan Physiol.	3 cr.
ES Elective*	3 cr.
	14 credits

Fourth Year (Fall)	
ES 340 Special Cases	3 cr.
ES 402 Exercise Nutrition	2 cr.
ES 410 Ex Assess & Rx II	3 cr.
ES 450 Professional Development	1 cr.
PUB 101 Intro to Public Health	3 cr.
ES Elective*	3 cr.
	15 credits

Fourth Year (Spring)	
ES 429 Internship	12 cr.**

**Must have all ES courses (including electives) completed prior to internship and at least a 2.0 ES GPA

*Electives – need a total of 9 credits of approved elective courses. For more information, go to: http://sphhp.buffalo.edu/exercise-and-nutrition-sciences/education/exercise-science-bs/professional-sequence-courses.html

I. Philosophy of Clinicals

A. Purpose of the Clinical Experience

The undergraduate curriculum in Exercise Science is designed to present concepts that prepare students to become leaders in their profession. Clinicals are defined as any field experience (volunteer hours, practicum (1-3 credit "mini-internship"), or internship) in the form of on-campus or off-campus learning environments designed to expose the student to "real world" situations. In addition to classroom experience, the Exercise Science department provides students with the opportunity to participate in a pre-professional experience. Learning to synthesize theory into practicality assists our students in making the transition from student to professional.

B. Clinical (internship or practicum) objectives

The clinical is designed to provide students with the opportunity to:

1. Apply the knowledge and skills learned in the academic program with actual clients/patients

2. Expand the knowledge and skills acquired in the academic program

3. Refine the interpersonal skills and attitudes necessary for effective interaction and communication

4. Promote the continued development of self-evaluation and problem-solving skills

5. Facilitate clarification of career objectives

6. Effectively and efficiently facilitate the transition from the role of student to the role of professional

II. Program Policies

A. Clinical Schedules

The Exercise Science curriculum is designed for students to complete an optional practicum (1-3 credits) during the program and the full semester (12 credit) internship during the spring semester of the senior year. However, if necessary, students can complete their internship during the summer or fall semester after completion of all ES required coursework.

Fall Schedule	August – December
Spring Schedule	January – May
Summer Schedule	May – August

B. Clinical Site

Students will complete the internship at one site during the specified semester. It is up to the student to select a site from the list of clinical sites with active affiliation agreements. If more than one person applies for a single position, the site makes the selection.

C. Correspondence

1. Student with UB clinical director

Students are encouraged to meet with the clinical director during the spring semester of the junior year or the fall semester of the senior year. The purpose of these meetings is to help students in the decision making process of selecting an appropriate clinical. More specific guidelines on contacting sites can be found in the section "Securing an Internship".

2. On-site visits

On-site visits by the UB clinical director to students on internships provide the student, the site supervisor, and the UB clinical director with an opportunity to exchange views on students' performance, insure a correlation between academic preparedness and internship experience and evaluate the academic program's preparation of students.

It is not the purpose of the on-site visit to have academic faculty evaluate student performance. Although students may be observed, that observation will not be used to evaluate student's overall performance. The extensive observations of the site supervisor will be used to evaluate the performance of student interns. Conference notes related to student performance and academic preparation will be kept on file by the clinical director. Feedback from site supervisors will be recorded and discussed with academic faculty. Because of the cost associated with on-site visits, a student <u>may</u> <u>not</u> be visited during the internship experience. In that case, phone conversations will replace the site visit.

D. Legal Issues

1. Affiliation Agreements

a. Affiliation Agreement
The Exercise Science Program is required to negotiate a formal written agreement with each clinical site. Once the contract has been signed, it is an ongoing agreement unless one party wishes to terminate. A copy of the agreement is available upon request.

b. Certificates of Insurance
Each site that has signed an Affiliation Agreement with the University at Buffalo, Exercise Science Program will be automatically named as an additional insured with respect to clinical training of students through the State University of New York. A copy of the certificate of insurance can be obtained from the Director of Clinical Education.

2. Guidelines regarding Incidents with clients or injury to self

Students are to report all incidents or accidents involving themselves or clients to their site supervisor. The site supervisor should follow the site's protocol regarding incidents and accidents. In addition, the site supervisor should notify the Exercise Science Clinical director. Appropriate written documentation should be completed as per the procedure set forth by the site. Students must carry his/her own private health insurance to cover any injury that might result from the internship experience.

Students are advised to speak only to the site supervisor regarding the incident/accident that they witnessed or were part of. All matters regarding the incident/accident should be kept confidential.

E. Attendance Policies

1. Tardiness and Absences

a. All students are expected to arrive at the clinical site at the starting date and time indicated by the facility. Students must notify the site supervisor at least two weeks in advance if they are unable to arrive on the expected start date.
b. Throughout the clinical you should follow the agency's policies concerning absenteeism and tardiness.
c. If an absence is anticipated or tardiness occurs for any reason, a call <u>to the agency</u> is necessary. If your supervisor cannot be reached, a message should be left explaining the situation. However, it is strongly advised to talk directly to the supervisor to whom you are responsible.
d. Days off: **Students should not ask for time off.** Absences due to illness or unexpected events are acceptable; however, the time missed will need to be made up. The site supervisor will use his/her discretion regarding time off.

2. Holidays

During the internship, interns will observe the **<u>agency's</u>** holidays and not those of UB.

F. Dress

1. Students should act and dress in a professional manner. Dress and demeanor should be in accordance with agency standards and expectations. Tank tops and T-shirts are never considered professional attire.

2. Proper Identification should be worn based on the agency standards, requirements, and expectations (i.e. JCAHO for hospitals). This identification should be provided by the agency and should be worn at all times during the internship. Exercise Science shirts may be worn frequently throughout the clinical as well (if appropriate for the site).

G. On-site Supervision and Counseling

An employee at the site will be designated to supervise the internship experience. The student and supervisor will both benefit from establishing a professional relationship characterized by openness and mutual respect. A good test of this relationship is the degree to which the student is able to "level" with the supervisor, communicate learning needs, present problems, and admit mistakes.

In the event that problems exist to the degree that failure in performance is probable, the student and the clinical director must be notified **BEFORE** failure becomes a high probability so that discussions can be initiated regarding alternatives for students.

H. Evaluation Procedures

Evaluation of a student's performance should be an on-going process. The site supervisor and student should establish a learning plan. Initially this plan is based on the student's current knowledge and his/her level of skill and performance is evaluated based on mutually established goals. As the goals are achieved, the plan should allow for higher levels of performance and responsibility. The goals must be submitted via UB Learns within the first week of the clinical.

The major areas of growth are identified on the midterm and final evaluations These evaluations are to be used at the midpoint of the internship and upon completion of the experience. These evaluations are submitted by the supervisor to the UB Clinical director. The site supervisor is encouraged to discuss the results of the evaluations with the student. Internship and practicum are letter graded (A,B,C or F) based on supervisor evaluations and assignments. See the ES 429 syllabus for more details.

University Policies and Procedures:
University policies and procedures related to undergraduate and graduate study are available at UB's Website: http://buffalo.edu/

At UB, information on most topics related to a student's university life can be found on the university website. Some helpful websites are:

Undergraduate Catalog
Student Services
Office of the Registrar
School of Public Health and Health Professions

Please refer to these websites for information on the following topics:

Academic Integrity
Accessibility Resources
Graduation Information

I. Termination of a Clinical

1. A clinical is a cooperative relationship between the University, the clinical site and the student. Reasons deemed sufficient for termination of a clinical are:

    a. Mutual consent and agreement for termination by the student, clinical site, and UB clinical director for reasons of illness, emergency, or other unforeseen problems.
    b. Failure, on the part of the intern, to abide by the policies of the clinical site or the policies of the UB Exercise Science Program.
    c. Failure by the student to establish and maintain a satisfactory performance level in his/her role.
    d. Failure of the clinical site and/or site supervisor to abide by agreed upon supervision and educational experiences of the student.

2. Procedures for Termination

    Termination of the assignment of a student under conditions stated above should follow carefully developed procedures to insure just consideration for all parties involved.

    a. Any student performing unsatisfactorily should be informed of what needs to be improved immediately and will be placed on **Professional Behavior Watch**. Professional Behavior Watch is a category for those students we find not exhibiting the highest standards of professional ethics and conduct. This may impact your continuation in the upper division, future practicum, and internship in exercise science. Certain restrictions and duties may be required/must be completed prior to enrolling or completing the clinical.
    b. The site supervisor should document the areas of unsatisfactory performance and the pursuant conversations with the student. The supervisor should make every reasonable effort to insure that the student is continually aware of his/her progress.

c. The UB clinical director should be informed immediately of any problems.

Removal from a clinical experience should not be the result of a series of minor or unadvised problems. If removal appears necessary, the reasons should be put in writing by the site supervisor and given to the student and the UB clinical director. The clinical director will talk with all parties involved in the situation before a final decision is made.

If a student is terminated from a clinical, the clinical director will first place the student on professional behavior watch and then strike an ad hoc committee to review the circumstances of the termination. The committee will make a recommendation to the program director or Department Chair. One possible outcome is dismissal from the exercise science program. The student will have the option to appeal.

III. Requirements for Exercise Science Internships/Practicum

A. Compliance with all ENS Requirements which include:

1. **CPR/First Aid certification**

Students are required to complete a minimum of Standard First Aid and CPR (Healthcare Provider Basic Life Support). Proofs of these certificates are on file with the Exercise & Nutrition Sciences Department on UBLearns. It is the student's responsibility to make sure the certificates are valid throughout the clinical. Failure to comply may result in removal from the clinical.

2. **Health Requirements**

Participation in clinical experiences by exercise science students necessitates that particular attention be given to protecting the health of both the students and the public with whom they come in contact. Certain preventative measures on the part of the Exercise Science students are therefore required.

a. All students must provide a completed health background form (and annual health update) and proof of immunizations as required by N.Y.S. law.
b. The completed health background (and annual health update) form must be on file in Student Health Services (Michael Hall) before any clinical hours are completed.
c. All students are provided the opportunity to receive the Hepatitis B vaccine (at their expense). Waiver forms can be signed by the student to decline this offer. Students that receive the vaccine will have record of this on the health background form.

d. The University at Buffalo requires each student to carry Student Health Insurance or comparable coverage for emergency medical care. The student must carry proof of medical insurance with him or her to the clinical site.

3. **HIPAA Compliance**
   To comply with federal regulations, all exercise science (ES) students are required to complete Health Insurance Portability and Accountability Act (HIPAA) training as a prerequisite to their internships. All students must successfully complete the SPHHP's HIPAA web training course prior to starting their clinical.

4. **Universal Precautions**
   Universal precautions training must be completed annually by upper division ES students prior to clinical experiences. After viewing the training module, students must complete the competency exam with a score of 70% or higher.

B. Registration

Practicum – Students may register for a 1, 2, or 3 credits of Undergraduate Practicum (ES 496). No more than 3 credits of practicum will count toward Undergraduate Exercise Science elective courses. You will be required to work 3 hours per week for 15 weeks for every one credit of practicum. Graduate students can register for Graduate Practicum (ES 592).

Internships - Students must register for twelve (12**)** credits of internship (ES 429). To fulfill the requirements for ES 429, students are required to log approximately 40 hours per week for 12 (or more) weeks for a total of 480 hours. NOTE: Students enrolled in ES 429 cannot resign or withdraw from the course without permission from the course instructor.

C. Completion of Course Work

1. Students **must complete all courses** specified by the exercise science curriculum (including electives) prior to enrollment in the internship**. Any student who has not completed the required courses will be required to complete the internship during a subsequent semester.**

2. Because the internship is a full-time commitment, it is **highly recommended** that students NOT enroll in other courses during their internship. If a student plans to take another course (maximum of 4 credits), they **must have prior approval** from the UB Clinical director and **written permission** from their site supervisor. These exceptions will be handled on a case by case basis.

3. Any student on academic probation in the semester preceding the internship may be required to participate in an internship on the UB campus.

D. Other

Department policy prohibits students from fulfilling the clinical requirement at a previous or present employment site (OR practicum site).

E. Timeline for Securing a Practicum (ES 496)

The following time line should be followed when setting up a 1-3 credit practicum. Students may be denied a practicum for the requested semester if deadlines are not met.

	Spring Practicum	Summer Practicum	Fall Practicum
Contact or Interview with site supervisor	December 1	May 1	August 1
Site Acceptance letter submitted	January 1	June 1	September 1

Time line for Securing an Internship (ES 429, 12 credits)

The following time line should be followed when setting up internships. Students may be denied an internship for the requested semester if deadlines are not met.

	Spring Internships	Summer Internships	Fall Internships
New Site Development form submitted for unaffiliated sites	No later than October 15	No later than March 1	No later than June 1
Interview with site supervisor	November 15	April 15	July 15
Site Acceptance letter submitted	December 1	May 1	August 1

IV. Selecting a Clinical Site

A. Affiliated sites

https://clinicalsites-sphhp.webapps.buffalo.edu/
is a database of clinical sites affiliated with the exercise science program. Contact information and other information about interning at the sites can be found in the database.

B. Useful web sites

https://www.indeed.com/q-Fitness-Internship-jobs.html is a listing of fitness internships. Most sites are not affiliated with the ES program.

http://www.internships.com/search/posts?Keywords=exercise+science&Location= has a listing of exercise science internships. Some sites are not affiliated with the ES program.

C. New sites

The affiliation process takes a **minimum** of 6-8 weeks so start early for new site development. You cannot start the clinical until the site and the University sign the affiliation agreement. If a student wishes to apply to a site not affiliated with the Program, the following must occur:

1. Student will make initial contact with the site(s)
2. Student will submit a New Site Development form (see Appendix III) to the UB clinical director.
3. Clinical director will evaluate the site.
4. If the site meets the criteria for acceptance an affiliation agreement will be sent to the site.

Acceptance Criteria:

a. Site supervisor should have a minimum of a Bachelor of Science degree in Exercise Science, Health and Wellness or Physical Education OR a health care professional with additional supporting certification for the specific clinical.
b. Atmosphere is conducive to learning as demonstrated by adequate work space, staffing and supervision.
c. Staff displays interest and a commitment to the clinical education process.
d. Staff display professional ethics and serve as professional role models.

D. Internal sites

1. Any student may apply for an internal clinical; however, students completing ES 496 practicum during their junior year may be required to apply for a practicum placement internal to the university.

2. Research Clinical

   Undergraduate students are afforded the opportunity to assist in laboratory experiences. Students who are interested in furthering their educational goals in a research/laboratory setting should explore this option.

   a. Students should apply directly to the primary investigator or director.
   b. The course instructor or lab director will provide interested students with a list of the associated responsibilities and expectations.
   c. If students wish to have the research assistant role considered for credit, they must clear this with the clinical director.

V. Securing a Clinical

A. Review potential sites through the web-based database: https://clinicalsites-sphhp.webapps.buffalo.edu/

B. If you have questions about selecting a site, schedule an appointment (by emailing Mary Dedrick at mdedrick@buffalo.edu) to discuss internship opportunities.

C. Prepare and submit your portfolio, including your resume and cover letter for approval to clinical director. Information on preparing resumes, cover letters and portfolios will be provided in ES 450 – Professional Development. Assistance is also available through University at Buffalo Career Services.

E. It is strongly recommended that you have your resume/cover letter reviewed by Career Services **prior to initiating contact** with **affiliated sites**.

F. Contact potential supervisor and set up an interview.

G. Once accepted at a site, ask the internship site supervisor to send an official site acceptance letter to the UB clinical director. See page 18 for a description of the acceptance letter.

VI. Responsibilities of Student

A. Personal Conduct and Ethical Behavior

Each clinical site has its own standard operating procedures and regulations related to personal conduct and ethical behavior. Although you are a member of this setting for only a brief period of time, ***you are responsible for adhering to established procedures and regulations*****.** This involves using good judgment and common sense, not only within the setting but also in the outside community. The site supervisor will orient you to procedures and regulations upon arrival at the site. Additionally, you must also observe policies established by the University, School and Departmental major. The following regulations govern the personal conduct and ethical behavior of students:

1. A clear and balanced perspective is needed in relationships with other members of the staff and clients. ***Should problems arise, seek guidance of Site Supervisor and/or UB Clinical Director.***

2. ***CONFIDENTIALITY*****.** The student is obligated to protect the rights, privacy, dignity, and integrity of others. The confidential nature of any information should be discussed **only** with those privileged to access this information. ***When in doubt, seek guidance of Site Supervisor.***

3. General appearance is one measure of personal conduct. Whether or not a uniform is worn, appearance must be clean, neat, and appropriate.

4. The site supervisor establishes the limits of student's responsibilities and authority. These limits must be observed. ***When in doubt, seek guidance of Site Supervisor to avoid misunderstanding and possible misconduct.***

5. Any behavior that would elicit disciplinary action is grounds for a failing grade. If the agency requests that you be removed from your placement because of inappropriate behavior in any form or because you are not meeting the requirements of the internship, you will fail this course. **If you are having problems at your placement, contact the UB clinical director immediately**. In the past, students have been removed for inappropriate behavior, inaccurate reporting of hours, lack of initiative, excessive absences. Please do not think it could not happen to you.

6. Any inappropriate behavior (e.g. discrimination, harassment, bullying, unethical practices, etc.) on the part of the internship site supervisor (or anyone else at the site) should be reported to the UB clinical director. This is

important for your safety and well-being. More information can be found at the UB Office of Equity, Diversity and Inclusion.

7. **Internship** and **Practicum** are upper level courses that straddle the academic and professional worlds. As such, you will be held to the same standards you would be held to if you were attending graduate school and/or working as a health professional.

B. Evaluation

1. Student's Role
It is your responsibility to inform the Clinical director of any problems that cannot be successfully resolved through the site supervisor. You are also responsible for reminding the site supervisor of the mid-term and final evaluation policy.

2. Goal Worksheet
Using the goal worksheet (on UB Learns) the student will evaluate himself/herself prior to the clinical, at midterm and at the conclusion of the clinical. Students should take an active role in evaluation meetings with the site supervisor. The goal worksheet will be submitted via UB Learns along with other assignments.

C. Assignments Due

All assignments must be completed through UB Learns. Weekly logs are due at the end of each week of the internship by Sunday midnight. Time sheets signed by your supervisor are due every 4 weeks. All other assignments should be submitted on UB Learns as outlined in the syllabus. You will lose points if an assignment is late or incomplete.

NOTE: ES 429 will be letter graded (A, B, C or F). +/- grades may be given at the discretion of the instructor. See the ES 429 syllabus for grading details.

D. Membership in Professional Organizations

Junior and senior exercise science students are encouraged to become student members in the professional organization appropriate to his or her career path. A few organizations are listed below.

American College of Sports Medicine (ACSM)
Clinical Exercise Physiology Association (CEPA)
IDEA Health & Fitness Association
Medical Fitness Association
National Strength and Conditioning Association
SHAPE America

VII. Responsibilities of UB Clinical Director

A. Meet and discuss clinical possibilities with students.

B. Review student resumes or portfolios and drafts of correspondence (as needed).

C. Verify that the student has current first aid/ CPR certifications, filed a current Health Update Form at Michael Hall and has completed HIPAA and Universal Precautions training.

D. Evaluate each new potential clinical site.

E. Maintain/initiate affiliation agreements with all clinical sites.

G. Send initial letters, policy and procedures manual and thank you letters to site supervisors.

H. Review midterm and final evaluations from site supervisors.

I. Initiate volunteer clinical instructor status for all interested site supervisors.

K. Contact or visit clinical sites at least once during the clinical semester.

J. Review and grade assignments on UB Learns and submit final grade.

K. Be available and responsive to students and site supervisors.

VIII. Responsibilities of the Site Supervisor

A. Role

As the site supervisor, you have a challenging responsibility to help the student grow professionally as much as possible during their time with you. What happens during this period may make the difference between a person who approaches his/her first job with confidence and enthusiasm, recognizing his/her strengths and weaknesses, and a person who is insecure and unprepared.

The following is a general guideline of the volunteer clinical instructor's responsibilities:

1. Understand that the student is an individual who has a unique background and special needs.
2. Provide a learning plan for the student that is updated as the student develops professionally.

3. Provide guidance and counsel in an amount appropriate to the student's personal and professional maturity.
4. Schedule conferences with the student to give feedback on performance and provide guidance on projects and assignments.
5. Oversee the student's schedule and maintain a record of the student's hours for verification of hours at the midpoint and final evaluation and sign off on students' timesheets.
6. Complete the mid-term and final evaluation in a timely manner and review the evaluations with the student giving them feedback.

B. Benefits

One of the benefits of being a site supervisor is to be appointed a volunteer clinical instructor. As a volunteer clinical instructor, you may receive some University faculty privileges. The UB clinical director can provide additional information.

C. Site Acceptance Letter

The site supervisor should submit an official site acceptance letter on company letterhead (or by email) to the clinical director prior to the start of the internship/practicum. The acceptance letter should include the approximate start and end date, number of hours to be completed and a brief description of the tasks the intern will be performing. The letter should be sent by mail or email to:

Mary Dedrick
Director of Clinical Education
Department of Exercise & Nutrition Sciences
210A Kimball Tower
Buffalo, NY 14214
mdedrick@buffalo.edu

D. Evaluations

Site supervisors will be asked to complete a midpoint and final evaluation of the students' performance. A link to the evaluations will be emailed to you. Please contact Mary Dedrick, mdedrick@buffalo.edu if you do not receive the evaluation. The evaluations should be discussed with the student so he/she is aware of his/her abilities, strengths and weaknesses, and level of maturity as a beginning professional. Space is permitted on the evaluation form to illustrate your evaluation with specific examples or comments. In the event that problems exist to the degree that failure in performance is probable, the student and the clinical director must be notified **BEFORE** failure becomes a high probability so that discussions can be initiated regarding alternatives for students. Documentation of problem behaviors and pursuant conversations are essential.

IX. Graduation and Commencement

A. Graduation

The University confers degrees in June, September, and February. Date of graduation is determined by successful completion of all courses including electives, clinical, and program requirements.

B. Diplomas

The Registrar's Office sends diplomas to the student approximately 6 - 8 weeks after degree conferral. Make sure a correct address is on file with the Student Response Center (716)-645-2450. More information can be found at: http://registrar.buffalo.edu/degrees/diplomas.php

C. Commencement

Information about commencement will be sent to students by the Dean's Office, School of Public Health and Health Professions. Students whose degrees will be conferred in the current year (February, June) or September of the previous year will be included in the May commencement. Questions regarding commencement should be directed to April Whitehead, School of Public Health and Health Professions (716) 829-6781 or whitehea@buffalo.edu.

D. Application for Degree

An Application for Degree must be filed on HUB to initiate the degree audit and subsequent degree conferral. Deadlines for submission of the Application for Degree are established and adhered to by Registrar's Office. The status of degree application is available in your HUB Student Center (via MyUB) and your Academic Advisement Report.

E. Double Degree and Double Majors

Students planning to graduate with double degrees or double majors must make known to their ES advisor their intent to graduate with a double degree or double major. Students will need to meet with their advisor in Exercise Science to review credit and course requirements for their degree in Exercise Science.

INDEX of APPENDICES

Appendix I Certificate of Insurance

Appendix II Internship Checklist

Appendix III Important Forms

Appendix IV Information for International Students

Appendix V Student Assignments

Appendix VI Evaluation Forms

Appendix VII Health Update Form

APPENDIX I
CERTIFICATE OF INSURANCE

Contact Director of Clinical Education (mdedrick@buffalo.edu) for a copy of the Certificate of Insurance

Internship Checklist Appendix II

a. Prior to placement

_____1. Verify (by checking UBLearns) that *ALL ENS Requirements are up to date (CPR, First Aid, HIPAA, UP, Annual Health Update)

_____2. Apply for Graduation in your HUB Student Center (via MYUB)

_____3. *Site acceptance letter from site supervisor on file with Clinical director

_____4. *Register for ES 429 Internship for 12 credits

_____5. Notify Clinical director if you plan to take to take a course during your internship and obtain written approval from your supervisor prior to starting your internship.

_____6. If you are doing an off-campus internship and are not using ANY campus services, you can apply for waiver of fees during internship at: http://studentaccounts.buffalo.edu/tuition/compfee/waiver.php
Note: You must maintain your UB e-mail and access to UB Learns during your internship

b. During the Internship

_____1. Submit Student Information and Work Schedule and Professional Goal Sheet (due first week)

_____2. Submit weekly logs by Sunday night each week. Include dates/times and total # of hours in each log along with brief description of your week's activities.

_____3. Submit time sheets signed by site supervisor once/month. Supervisor should sign off on your time sheets at a **minimum** of every 2 weeks.

_____4. **Midpoint evaluation (to be completed by the **site supervisor** and shared with student midway through internship – approximately 240 hours)

_____5. Work on assignments (Project, Agency Report)

_____6. **Final evaluation (to be completed by the **site supervisor** and shared with student at end of internship)

c. Post Clinical

_____1. **Submit assignments, final evaluation and site evaluation by the last week of classes of the semester you are enrolled in ES 429.

_____2. It is strongly recommended that you send a thank you letter to your site supervisor

*You will not be allowed to begin the clinical until these requirements are satisfied.
**A grade will not be awarded until these items are submitted to the Clinical director.

Appendix III

Program in Exercise Science
School of Public Health and Health Professions
University at Buffalo
NEW Site Development Form

Facility Name:
Address:
Website:
Telephone Number:
Contact Person:
Title:
E-mail Address:
Date of Contact:
Notes on your Conversation:
Student's Name:
Telephone Number:
Email:

Instructions: Student should complete form after contacting potential internship site. Return completed form to: Mary Dedrick, 210A Kimball or email to: mdedrick@buffalo.edu

Appendix IV

International Students: Please contact the Office of International Student and Scholar Services for more information on Curricular Practical Training for F-1 Students

You must obtain authorization prior to taking part in an internship.
http://www.buffalo.edu/international-student-and-scholar-services/immigration-visa/f-1-student/curricular-practical-training--cpt-.html

Appendix V

Assignments include:

Site Information Form and Work Schedule
Professional Goal Sheet
Weekly logs
Time Sheets
Internship Project
Agency Report

All assignments are posted on UB Learns.

Appendix VI

Evaluations include:

Supervisor and Student Midterm Evaluation
Supervisor and Student Final Evaluation
Student Site Evaluation

Contact Mary Dedrick (mdedrick@buffalo.edu) for a copy of the evaluations. Students may also access a copy of the evaluations on UBLearns.

APPENDIX VII

HEALTH UPDATE FORM

For information on the immunization requirements for University at Buffalo, School of Public Health and Health Professions students, please go to:

http://www.buffalo.edu/studentlife/new-to-ub/before-you-arrive/immunization.html