

Steps for Obtaining Permission to take PESS 261:

1. You must find a site at which to perform a practical experience. This can be a hands-on experience, or an observation experience. Your site must be related to the field of Exercise Physiology.
2. Finding a site may require you to contact several individuals. Do not assume you would get to perform this experience at the site of your choice. (See the next page of this document)
3. Once you find a site, visit: <http://oak.cats.ohiou.edu/~rana/sharonpage.html> and click on “Courses” or <http://oak.cats.ohiou.edu/~potkanow>. It may be better to email Dr. Rana, as her web page cannot be modified at this point, and there are updated documents.
4. Print of the “contract” for the class, and take it to your site supervisor (the one who agreed to let you observe or help).
5. You will fill out the top half of the contract, the site supervisor will fill out the five responsibilities. You will both sign this form. The site supervisor can keep a copy, but you must bring a copy to Dr. Rana or Dr. Potkanowicz.
6. Once the faculty member receives your contract, the faculty member will give you a PINK SLIP (allows you to register for the course).
7. Take the PINK SLIP to CHUBB HALL and register for the course, **otherwise you will not get credit for the experience.**
8. Each faculty will have a deadline on when the contract should be turned in. Usually, it is by the *end of the first week of classes for the quarter during which you want to get the experience.*
9. You may perform a practical experience during the WINTER BREAK, SPRING BREAK, or SUMMER, but the credit will be counted for the FOLLOWING QUARTER. For example, if you do your practical experience over the summer, you credit hours will be added to fall quarter. ALSO, the faculty member would need your contract BEFORE you start the experience!! This means if you are doing an experience over the summer, you need to get the contract to the faculty member BEFORE the summer begins (SPRING quarter).
10. If, after reading through these steps and the web page of either faculty member, you still do not understand, then please contact a faculty member in Exercise Physiology, who can help answer those questions.

Expectations for students when setting up and performing their practicum experience:

1. When setting up your practicum experience, contacting a potential supervisor need to be done in a polite, professional manner. You may first want to set an appointment with each potential supervisor to determine whether it is feasible to perform your hours in his/her facility. When doing so:
 - a. Be polite and courteous. Do not ASSUME you can perform your hours at that facility.
 - b. Introduce yourself, explain what the practicum course is, and ask if it is possible to perform observation and/or hands-on experience at that facility.
 - c. If you do not show a genuine interest in that particular field, don't expect that the site supervisor will allow you to do so. Most will understand that this is one of your interests, and you are attempting to determine a career path for the future.
 - d. If it is agreed that you can perform your practical experience at that site, THEN you may tell the supervisor you need to have a short contract completed so you are able to gain course credit for your experience.

2. Once you have found a site for your practical experience, you must determine which days and times you will be at the facility. Your site supervisor will help you set a schedule (there are various methods). **IT IS IMPORTANT TO SHOW UP TO ALL SCHEDULED HOURS, AND TO NOT BE TARDY!** If you are sick, call ahead of time so that the supervisor is aware of your situation. Again, this is common courtesy.

3. Remember, you are there to **LEARN**. Therefore, it is important to listen to your supervisor, to ask questions when appropriate, and to take charge of learning as much as you can about the field. If you are a quiet individual, it might be worth it to come up with a list of questions for the supervisor. The supervisor does not expect you to know everything about the field, but does expect you to ask questions and become involved (as much as allowed).

4. When performing your hours, do so with a positive attitude. You are gaining not only experience, but a potential reference for future graduate school applications or jobs.