



## **Kinesiology Student (170 F) Fieldwork Information (rev Sept. 2010)**

Here you will find the forms you and your site supervisor will need to complete related to your 170F fieldwork. When all forms are complete arrange a meeting with your Kinesiology fieldwork supervisor for approval of your proposed fieldwork.

### **KIN 170 F Fieldwork Course Description:**

Practical experiences in off-campus programs for coaching minors. May be repeated once for credit. Prerequisite: KIN 70 for majors/minors only or supervisor consent. Repeatable for credit. Credit/No credit. 2 units.  
(100 fieldwork hours = 2 units)

### **Course Objectives:**

Fieldwork courses allow the student to develop an understanding and working knowledge of actual operations, events, planning, and management within the field of Kinesiology. The fieldwork experience is an essential component in a student's course of study designed to facilitate the integration of theoretical, applied and academic subject matter in our field.

### **Grading:**

Credit (CR) or No Credit (NC) will be determined based on your site supervisor's evaluation and your fieldwork report of your experience. It is imperative that both elements be satisfactory to receive credit for fieldwork. The fieldwork hours must be completed in the semester you are enrolled in KIN 170F.

### **Forms:**

- ❖ Kinesiology 170F Registration Form (to be turned in WITH Hold Harmless and Fieldwork Agreements)
- ❖ Hold Harmless Agreement
- ❖ Fieldwork Agreement to be signed by student and on-site supervisor, and returned to SJSU KIN supervisor (in this packet). Has TWO pages that must be signed!!

Students are responsible for finding their own fieldwork placement. However, recommendations and/or contacts may be available through your designated Academic Advisor or fieldwork supervisor.

All 3 forms (registration, hold harmless and fieldwork agreement) must be completed prior to asking for registration codes for KIN 170F).

At the end of your fieldwork, please check that you have completed all elements outlined in the 170F registration form. Everything must be completed on or before the last day of class in order to receive credit.

## Fieldwork Guidelines for Students

- ❖ Ask for help when in doubt. Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor with questions concerning your site.
- ❖ Be punctual and responsible. Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and those whom you serve rely on your punctuality and commitment to serve professionally throughout the fieldwork.
- ❖ Call if you anticipate lateness or absence. Be mindful of your commitment, people are counting on you.
- ❖ Respect the privacy of all with whom you work. If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.) it is vital that you treat it as privileged information. You should use pseudonyms in your journal and reflective paper if you are referring to clients or the people you work with.
- ❖ Show respect for the organization you work for. Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community but the community is serving you by investing valuable resources in your learning.
- ❖ Conduct yourself appropriately: You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise.
- ❖ Be flexible. The level or intensity of activity at a service site is not always predictable. Your ability to adapt to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

### ***Cautions: Do Not***

- ❖ report to your service site under the influence of drugs or alcohol
- ❖ give or loan a client/student money or other personal belongings.
- ❖ make promises or commitments to a client/student that you cannot keep.
- ❖ give a student, client or agency representative a ride in a personal vehicle.
- ❖ tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived sexual with a student, client or community organization representative.
- ❖ tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- ❖ engage in any type of business with students or clients during the term of your service.
- ❖ enter into personal relationships with a student or client or community partner representative during the term of your service.

## Fieldwork Agreement

Students: Complete this form in consultation with your site supervisor and turn in to your Kinesiology Fieldwork Supervisor.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # Hours: \_\_\_\_\_

Identify 3 learning outcomes expected:

- 1.
- 2.
- 3.

Summary of planned activities: (List up to 8)

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |

\_\_\_\_\_  
Fieldwork Site Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Fieldwork Site Supervisor's Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature/ Print Last Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kinesiology Fieldwork Supervisor Approval

\_\_\_\_\_  
Date

Thank you for your interest and participation in our Kinesiology Fieldwork program. Your support and feedback will complement the student's academic experiences and help prepare them to transition from school to their careers. Your time is greatly appreciated by all. Please contact Dr. Shirley Reekie, Department Chair, at [sreekie@kin.sjsu.edu](mailto:sreekie@kin.sjsu.edu) if you have any questions or concerns. Please also read and sign the following pages:

**Required Agreement Between SJSU/Kinesiology and Fieldwork Site  
Read (both sides) then Sign Prior to Start of Fieldwork**

**INSURANCE:**

**University Insurance.** University shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by University's employees. Coverage under such professional and commercial general liability insurance shall be not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate. Such coverage shall be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. The University shall maintain and provide evidence of workers' compensation coverage as required by law. University shall provide (Name of site) upon request with evidence of the insurance or equivalent self-insurance required under this paragraph.

**Agency Insurance.** (Name of site) shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than one million dollars (\$1,000,000) for each occurrence and three million dollars (3,000,000) in aggregate. Such coverage shall be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. (Name of site) shall maintain and provide evidence of workers' compensation coverage as required by law. (Name of site) shall provide University upon request with evidence of the insurance required under this paragraph, which will provide for not less than thirty (30) days notice of cancellations to University. (Name of site) shall promptly notify University of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

**INDEMNIFICATION:**

University agrees to indemnify, defend and hold harmless (Name of site) and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees, arising out of resulting from University's sole negligence, or in proportion to the University's comparative fault.

(Name of site) agrees to indemnify, defend, and hold harmless University and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees arising out of or resulting from (Name of site)'s sole negligence, or in proportion to the (Name of site)'s comparative fault.

Site Supervisor - Agrees to:

- ❖ Guide this student's work and to submit a brief final evaluation of his/her performance upon request.
- ❖ Discuss any concerns about the student's performance with them directly and with the course instructor if necessary.
- ❖ Provide adequate information and training, including information about the organization's mission, clientele, and operational procedures.
- ❖ Provide appropriate recognition for the student's contributions.

Kinesiology Supervisor - Agrees to:

- ❖ Orient students to the purposes of the fieldwork, its relation to the program, and the importance of commitment to the fieldwork site and respect for all colleagues and clients.
- ❖ Ensure a solid experience by providing opportunities for students to reflect on their service and integrate it with their program of study.
- ❖ Notify the student and/or the site supervisor of any concerns or changes.
- ❖ Provide guidance with respect to completion of required journal and reflective paper.

Student - Agrees to:

- ❖ Act in a responsible manner while representing SJSU at the fieldwork site, and abide by all rules and regulations that govern the site in which he/she has been placed.
- ❖ Fulfill the learning objectives.
- ❖ Participate in site orientation, abide by all guidelines and limitations related to the fieldwork.
- ❖ Complete any forms, evaluations or other paperwork required by either the course or the site supervisor.
- ❖ Complete and submit to the course instructor the required journal and reflective paper by the last day of instruction of the semester enrolled.
- ❖ Complete all fieldwork hours during the semester enrolled in KIN 170F.

\_\_\_\_\_  
Fieldwork Site Supervisor's Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor's Name (printed)

\_\_\_\_\_  
Fieldwork Site Supervisor's Title

\_\_\_\_\_  
Kinesiology Fieldwork Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Intern

\_\_\_\_\_  
Date

**DEPARTMENT OF KINESIOLOGY KIN 170F (off campus coaching) FIELDWORK** 8/10

\_\_\_\_\_  
Last Name First Student ID#

\_\_\_\_\_  
Street Address Major Emphasis

\_\_\_\_\_  
City State Zip Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Person to Contact in an Emergency Emergency Contact Phone #

\_\_\_\_\_  
Relationship of Emergency Contact to Student

Yes  No I have completed at least 60 units of college or university work.  
 Yes  No My overall GPA is 2.60 or higher.

Minimum Requirements: 100 hours of fieldwork experience per 2 units of academic credit and a completed student report as assigned by advisor.

a completed Fieldwork Agreement is attached to this form  
 a completed Hold Harmless agreement is attached to this form

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

I acknowledge that I have organized this Fieldwork and I am aware of, and agree to, the requirements.

Site for Field Work: \_\_\_\_\_

Onsite Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Approval of Advising Instructor Date Undergraduate Coordinator Date  
\_\_\_\_\_  
Request Approved  
\_\_\_\_\_  
Request Denied

Class code \_\_\_\_\_ Permission Code: \_\_\_\_\_ Date \_\_\_\_\_