



Kinesiology EMS Field Experience Policies

Students and staff are responsible for knowing and complying with the following policies.

The University of Wisconsin-Madison is committed to providing equal opportunity and equal access and to complying with all applicable federal and state laws and regulations and University of Wisconsin System and University non-discrimination policies and procedures. Information, including how to file a complaint alleging discrimination, can be found at the Office for Equity and Diversity (OED) Web site: www.oed.wisc.edu.

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Field Experience Settings

For exercise and movement science (EMS) majors, there are three categories of field experience settings for completion of Kinesiology 300 – Practicum in Kinesiology. These consist of clinical/laboratory settings, fitness facility settings, and research settings. Practicum is offered fall, spring and summer semesters. Not all offerings are available each semester. Fall and spring will have the largest number of available placements and will have the largest number of students enrolled. A goal is to have similar enrollment in fall and spring semesters.

Practicum

The EMS Practicum gives students first-hand knowledge of the setting they have selected. For some students the Practicum is their first in-depth encounter with this setting. Under the supervision of an experienced practitioner (Field Supervisor), Practicum students observe and assist in the activities performed in this setting. In some programs, Practicum students will lead and assume responsibility for the activities. Active student engagement in the Practicum experience is necessary and expected. The course pre-requisites for Practicum must be met to be eligible to register for this field experience. The field experience requires a minimum of 96 hours of engagement, however, some placements may require a greater number of hours.

Field Placement Roles and Procedures

Role of Program Coordinator and Case Managers

The Kinesiology Department Program Coordinator will have the primary and ultimate responsibility for the placement and evaluation of Practicum students. As well, case managers (department faculty/staff members) may be assigned to work with students during their field experience. Concerns and questions about the field experience should be directed to the case manager and/or program coordinator.

Placement Selection and Approval Process

At the mandatory advising meetings, students will be informed of dates and times of the Practicum selection meetings. Students will be encouraged to view descriptions of the various placement options at <https://kinesiology.education.wisc.edu/academics/undergrad/ems-practicum/> in advance of these meetings.

Selection order is based on the following criteria: 1) number of credits earned to date – higher number of credits earned = higher priority, 2) graduation date – those graduating in the next semester are given priority. Once students have made their selection, they are provided contact information for the placement field supervisor.

Required Face-to-Face Meeting for Placements

Before given permission to enroll, students will meet with the field supervisor to develop a schedule that allows for meeting the Practicum hours requirement. It is also a time for a preliminary interview about the potential placement. The interview allows the student and field supervisor to discuss their respective expectations for the experience and to determine whether the potential placement is appropriate. A Practicum placement is tentative until the student and the cooperating supervisor have met. Either the student or the field supervisor can determine that the placement is not a good match. After this meeting has taken place, the student will then contact the Program Coordinator who will provide permission to enroll.

Students Arranging Field Placements

Students are not to contact facility personnel in advance of the selection meeting to request further information or to ask for preference for placement in this facility. Students often have the opportunity to make a special request for a particular setting. For example, if a student has been working in a Kinesiology research lab and wishes to continue to do so, they can visit with the professor about the possibility of continuing to work in this lab for their field experience. However, the individual requests will not necessarily

be honored, dependent upon the selection priority. If the request is honored, the student and the supervisor should discuss how the field experience will meet the requirement of the practicum with continued opportunities for learning and skill development.

Conflict of Interest

Conflict of interest principles forbid the placement of students with family members and friends. Program coordinators have the prerogative to identify other unacceptable placements due to family or personal connections. Such placements jeopardize the objective decision-making and evaluation that are at the core of effective field experiences.

Current and former UW varsity student-athletes cannot have their Practicum experience in the University of Wisconsin-Madison Athletic Department. As well, students cannot be paid/compensated for their practicum experience.

Transportation and Housing

Students are responsible for transportation to and from field placements. Students should be aware that personal transportation may be necessary for some field placements. Housing is also the responsibility of students.

Placement Changes

Occasionally a mismatch between student and field supervisor occurs, and an alternative placement may be needed after the semester has begun. To identify potential mismatches, a survey will be sent to the student in the 3rd week of the semester to check for major concerns regarding ability to fulfill course requirements at their placement. If major concerns are identified, every effort will be made to provide an alternative placement. All consequences of such changes should be considered carefully. A placement change need not be looked upon as a failure by those involved. Changes in placements are the responsibility of the program coordinator, but should usually be made with the participation of all individuals involved.

Practicum Policies and Procedures

Vaccinations and Certifications

Depending upon the placement site selected, various vaccinations and certifications may be required prior to starting or before active engagement can occur in the field experience. The site descriptions posted on the website, will attempt to provide this information, but may not always have the latest updated requirements. It is the responsibility of the student to visit with the field supervisor about these requirements and determine how best to meet these in a timely fashion. A student Personal Data Form will be used to record the student's current vaccinations and certifications.

Unsupervised Practicum Students

Activities acceptable to leave the Practicum student unsupervised include, data analysis, benchtop lab activities, searching for research articles, reading background materials to become familiar with a practice, and taking certification exams to be qualified to work in a setting. Settings unacceptable to leave a Practicum student alone in an unsupervised setting include settings in which the Practicum student is working with clientele or human subjects or if working with unfamiliar potentially dangerous equipment.

Leaving Practicum Early for Employment

It is assumed that the hours that have been established by the student and the field supervisor will be honored. Students should not request to leave early to begin employment, study for exams, etc. Although, the field supervisor may allow the practice to occur, it typically does not reflect well in the evaluation or in a recommendation from the field supervisor. It also endangers the relationship between the Department of Kinesiology and the Practicum facility.

Legal, Health, and Safety Issues

Professional Liability Coverage for Students

Field experience (Practicum) assignments are covered for professional liability by the State of Wisconsin under provisions of S.S. 165.25(6) and 895.46(1) of Chapter 81, Laws of 1975 for all University of Wisconsin System students. This coverage protects against claims from third parties for personal injury or property damage caused by the acts of Practicum students while performing within the scope of their duties. Professional liability insurance is available through professional organizations and private companies. In addition, students should never transport clientele/human subjects in a personal vehicle.

Student Liability for Loss or Repair of Equipment

Students should determine if they are responsible for equipment during their field experience. Students are strongly encouraged to determine if their renter's or homeowner's insurance policy will cover damage, loss, or theft of items belonging to the facility, but which the student uses during field experiences. These items may include electronic and audiovisual equipment, software, books, and videos. Student liability for the security of these items may extend any time the student has responsibility for these items. Students who do not have sufficient insurance coverage for these items will be held personally liable. Students are encouraged to investigate the insurance benefits of membership in various associations.

Criminal Background Checks

Some Practicum sites require their own separate criminal background check before a placement is finalized. Costs for these checks may be borne by the student. The site field supervisor has the authority to determine the appropriateness of a student placement and may choose not to permit a placement based on a student's background check results. Students with questions about criminal background checks and their results should consult the program coordinator.

Emergency Procedures in Case of University Student Illness or Accident

Students should make sure that current emergency contact information is entered into the UW-Madison student records system in case they become ill or are injured. Students should also complete emergency information forms at their field site governing the reporting of accident or illness emergencies.

Absences from Placements

All students should follow their program's notification procedure when illness or an emergency necessitates an absence; students should consult with their supervisors about protocols. This normally would include informing the university supervisor and field supervisor of the absence. Time lost due to significant absences may require extension of the field assignment into another semester.

Communicable Diseases, Blood-Borne Pathogens, and First Aid Treatment

Students should learn and follow placement facility policies regarding communicable diseases, accidents, and first aid, especially as it relates to blood-borne pathogens. Students should take the initiative to find out what procedures are to be followed and where first aid materials are kept at the site. In the event of an accident, the UW-Madison student should take the role of secondary care provider. Students should not give medication of any kind—even cough drops or aspirin—to clientele. Students may want to consider being immunized for Hepatitis B.

Confidentiality

UW-Madison students are responsible for knowing and acting in accordance with state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), as they relate to patients and clientele.

UW-Madison faculty and staff are also responsible for protecting the privacy of Practicum students' educational records and shall not disclose personally identifiable information about a student or permit inspection of the student's records without his/her written consent unless such action is allowed under

FERPA. Student academic information can only be shared on a “need-to-know” basis, and this should be a consideration in sharing student information with school district or other field staff. More information regarding FERPA and UW-Madison student records is available online at <http://registrar.wisc.edu/ferpa>.

Information Technology/Social Media Use

The rapid growth of information technologies, including social media, has made communication faster and easier than ever before. These same technologies raise questions and concerns regarding communication behaviors while using these tools. UW-Madison students are expected to use information technology in a responsible manner that reflects good judgment.

UW-Madison students should refrain specifically from the following: (1) identifying patients/clientele in a public online presence; (2) “friending” patients/clientele or families through social media; (3) posting negative comments about the Practicum site, field supervisor, facility staff, School of Education program faculty/staff, or any other members of the school or campus community.

Students should also be aware that community members may access their personal social media sites. Students’ job opportunities have been compromised when others have viewed what they have deemed to be inappropriate materials posted to such sites. Students are strongly encouraged to review their own social network sites with this in mind.

Students and Staff Reporting Suspected Child Abuse or Neglect

Wisconsin state law specifies that professionals working with children are *mandatory reporters* of child abuse or neglect. By law, these professionals must report to law enforcement or child protective services if there is reasonable cause to believe that abuse or neglect has occurred or will occur.

When Practicum students participate in field work, they usually do so under the day-to-day supervision of professionals who are mandatory reporters. As part of their professional preparation, we expect our students to be educated about issues related to abuse, neglect, reasonable cause, and mandatory reporting.

UW-Madison students are not mandatory reporters of child abuse or neglect. However, if, during the course of field work, a student has reasonable cause to believe that child abuse or neglect has occurred or will occur, School of Education policy requires the student to report immediately to her/his field supervisor or other cooperating professional at the field site. The professional will take responsibility for evaluating the case and reporting if necessary.

If the incident or threat of child abuse or neglect involves an allegation against the field supervisor or other cooperating professional, the student must report this immediately to the case manager and/or program coordinator.

Under Governor’s Executive Order #54 (EO 54), *all UW-Madison employees are also mandatory reporters.* If someone reports possible child abuse or neglect to a UW-Madison employee, that employee must comply with EO 54 by reporting to the local police or child protective services. EO 54 does permit collecting additional information that is readily available or verifying that the information learned meets the criteria for reporting, as long as this is done promptly.

If a Practicum student reports possible child abuse or neglect to a case manager and/or program coordinator, this individual should confer as soon as possible with the student’s field supervisor (unless the cooperating professional is the abuser).

The case manager/program coordinator (person to whom the incident was reported) should document what was observed or told, what action was taken, who was consulted, and when the events occurred. Most important, this person should determine whether a report was made to child protective services or law enforcement. *If a report was made to authorities by institution staff, the UW-Madison employee need not also report.*

If a report was not made, or if it cannot be confirmed that a report was made, or if the allegation is against the field supervisor or other cooperating professional, and the case manager/program coordinator has reasonable cause to believe that child abuse or neglect has occurred or will occur, *the case manager/program coordinator should, without delay, report to the police or child protective services.* In this case, simply reporting to the field supervisor/cooperating professional does not discharge the employee’s legal obligation under EO 54 to report to authorities.

Reporting child abuse or neglect. The case manager/program coordinator should contact the county social/human services department, sheriff, local police department, or university police department immediately—by telephone or in person. Language interpretation services are available through the UW-Madison Police Department, the Madison Police Department, and Dane County Child Protective Services.

- Emergency Phone Number: 9-1-1
- Non-Emergency Phone Numbers:
 - UW-Madison Police Department: 608/264-COPS or 608/264-2677
 - Madison Police Department: 608/266-4275
 - Dane County Child Protective Services: 608/261-KIDS or 608/261-5437
 - Wisconsin Telecommunications Relay Systems (WTRS): Dial 7-1-1 from any phone in Wisconsin.

Additional campus reporting expectations. If the incident or threat of child abuse or neglect involves an allegation against a University employee or agent (e.g., student, volunteer, etc.) or the suspected child abuse or neglect occurred on the UW-Madison campus or during a UW-Madison sponsored activity, in addition to notifying child protective services or law enforcement, the reporter should also notify one of the following entities:

- UW-Madison Police Department: 608/264-COPS or 608/264-2677 (if not notified previously)
- Office for Equity and Diversity: 608/263-2378, WTRS: 7-1-1 (language interpretation services are available)

Educational materials and training. The campus offers materials and activities to educate UW-Madison employees about their reporting obligations. An electronic copy of a brochure and a poster on the topic are available at www.oed.wisc.edu/childabuse/. Mandated reporter online training has been created and posted; find the link at www.oed.wisc.edu/childabuse/. Face-to-face group training sessions are available; contact the Office of Equity and Diversity, 608/263-2378.

Students and staff should also feel free to consult with the Practicum Program Coordinator.

Evaluation of Student Performance and Termination of Placements

Responsibility for Evaluation

The program coordinator has responsibility for the final evaluation of the student, although this is usually determined through close consultation with the field supervisor and case manager.

Supervisory Visits

A minimum of at least one observation visit by the case manager over the course of the semester is expected. The number of university supervisor visits may vary depending upon schedule conflicts, site location/restrictions, and Practicum student need. It is recommended that the case manager contact the Practicum student in advance of the observation to also see if the field supervisor will be available to participate in a discussion at the time of the observation.

Student Performance Problems

It is critical that the field supervisor and the program coordinator/case manager share with each other any concerns about student performance as early in the placement as possible. If the field supervisor does not know who the university supervisor is, or how to reach her or him, the field supervisor should contact the program coordinator.

Considerations regarding Performance Evaluation

Students must be informed at the beginning of and throughout the experience what standards of performance are expected and how they will be evaluated. The field supervisor should carefully document problems or concerns as the evaluation they provide accounts for 60% of the field experience grade. The remaining 40% of the experience grade will be based on student assignments, identified in the course syllabus. Field

placements are learning experiences for students and, in most cases, the students should have the opportunity to learn from their mistakes.

Exit Interview

An exit interview between the field supervisor(s) and the student is strongly encouraged. This should occur after the field supervisor has submitted the evaluation of the student to the university. It is suggested that the student provide Part A of their summary to the field supervisor in advance of this meeting as this may be a good starting point for the exit interview and be a good time for the field supervisor to sign the summary. The exit interview will be an opportunity for the supervisor to provide feedback to the student and for the student to provide feedback to the supervisor.

Grievance Policy

Students and staff can find the official School of Education *Grievance Policy and Procedures* at the following website: <http://guide.wisc.edu/undergraduate/education/#policiesandregulationstext>.