

This proposal form is specifically for KIN 3696, section 001 or 113, with Brandi Hoffman. If you would like to register for another section with another instructor, you must contact that instructor to find out what their proposal process is.

Supervised Practical Experience Defined

Supervised Practical Experience (SPE) offers kinesiology students opportunities to work in a variety of different professional environments under the guidance of kinesiology professionals. SPE should be viewed as a transition step between a student's education and their professional career. Typically the experience offers a level of responsibility that allows a student to develop professional/entry-level skills in the field/industry while offering the student training and supervision, which allows them to practically apply previously studied theory.

At the conclusion of an experience it is expected that the student will:

- Communicate more effectively in the language and culture of the profession
- Function in a professional work environment with greater confidence and skill
- Understand the level of personal commitment required within the profession
- Develop an appreciation for the field of kinesiology and how it impacts the larger world through first-hand experience.

Registration Requirements and Suggested Pre-requisites

Student must receive pre-approval from the instructor before they can register for experience credit or start counting hours toward their Field Experience Requirement.

Student participation in an experience will take place during an academic term – fall, spring or summer semester. For each term that a student would like to participate in an experience, they must register for credit that term.

Once a proposal form is approved, a permission number will be issued by email that will allow you to register for the course. If you will be registering for your experience credits after the 10th day of the term, you must fill out a petition form to request to add the course/credit late and turn it in with your SPE proposal in order to register. This form can be found at http://onestop.umn.edu/onestop/img/assets/9061/OTR172_Petition.pdf and is also available in 220 Cooke Hall.

Students are only eligible to register for an experience once they are formally admitted into the kinesiology major. The timing of the experience in relation to the student's academic program should be based on the technical and academic skills needed to be successful in the experience. It is recommended that students have completed the following courses before registering for experience credits:

- Introduction to Kinesiology
- Human Anatomy
- Human Physiology and/or Biomechanics

Timeline

1. Once a student has identified an experience opportunity they think is worthy of credit, they should complete the two page proposal form and turn it into Cooke 220 for consideration.
Please note:
 - Proposals will be considered incomplete if any of the fields are not filled in or not thoroughly completed/answered, including supervisor signature.
 - Students must submit a proposal for each semester and for each agency they would like to work with.
2. Brandi Hoffman will review the proposal. If approved, students will receive a permission number from her office. Students must use this permission number to register for the specific amount of credits approved.
3. At the end of the semester, students must fill out the *KIN 3696 Supervised Practical Experience Evaluation - Student* and give it and the three-page *KIN 3696 Supervised Practical Experience Evaluation – Supervisor* to their supervisor for completion.
4. The student and supervisor evaluations should both be turned into Cooke 220 prior to the first day of finals week of the registered term.
Please note: Failure to turn in the evaluations in this manner will result in the student receiving an N for the experience.
5. Brandi Hoffman will review the evaluations and post grades within one week following finals week.

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Experience Information

Position title
Responsibilities
How does this experience relate to long term professional goals?
How does this experience relate to your Kinesiology B.S. program?
What NEW experiences, skills, lessons, knowledge, and/or responsibilities are you planning to acquire during this experience?
Have you worked for or received credit for work done with this company/organization in the past?
Additional Details

The following two documents should be completed at the end of the student's experience and should be turned into Cooke 220, TOGETHER, prior to the first day of finals week.

- *KIN 3696 Supervised Practical Experience Evaluation – Student (1 page)*
- *KIN 3696 Supervised Practical Experience Evaluation – Supervisor (3 pages)*

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Student Information

Name	Student ID
Email	Telephone

Agency Information

Agency Name	Supervisor and Title
Email	Telephone

Experience Information

Experience Begin Date	Experience End Date
Number of Credits (45hr/credit) registered with this agency	Number of Hours completed at this agency
Semester and Year of registration	Total # of SPE credits registered for during this semester
Position title	
What responsibilities did you have with this organization?	
How do you see this experience supporting your long-term professional goals?	
What NEW experiences, skills, lessons, knowledge, and/or responsibilities did you acquire during this experience?	
What did you learn about the Kinesiology industry?	

To: Supervised Practical Experience Supervisor
Fr: Brandi Hoffman
School of Kinesiology, Academic Advisor
Re: Supervised Practical Experience, Supervisor Evaluation Request

I would like to thank you for taking the time to guide and supervise our Kinesiology student during their Supervised Practical Experience. To finalize the student's experience, we would appreciate your willingness to complete the following evaluation form. Please feel free to make additional comment and attach supporting information you feel is necessary.

If you have any questions, please do not hesitate to contact me.

- Phone – 612.625.8868
- Email – bhoffman@umn.edu

Again, thank you for the guidance you provided our student and for your willingness to complete the attached evaluation.

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Student Information

Name	Date
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Agency Information

Agency Name	Supervisor and Title
Email	Telephone

Supervisor Evaluation

Number of hours this student completed at your organization
Please identify the major activities and responsibilities the student completed or participated in while under your supervision
Did the student engage in and take advantage of this opportunity to learn from you and your peers? Please explain
Please list the student's best qualities
Please list areas the student needs to improve upon to be successful in your industry
To help us prepare future professionals, please list deficiencies in the student's background you identified
Would you be willing to accept another University of Minnesota, School of Kinesiology student? Yes / No
Additional comments
Supervisor signature and date

