**HNFE 4964 Field Study**

**IF THE CONTRACT IS NOT COMPLETED WITH ALL SIGNATURES AND TURNED IN TO THE HNFE OFFICE BY THE 2nd FRIDAY OF CLASSES, YOU WILL BE DROPPED FROM THE FIELD STUDY COURSE.**

**FOR FIRST AND SECOND SUMMER SESSIONS AND WINTER SESSION, THE CONTRACT MUST BE TURNED IN BY THE FIRST DAY OF CLASS.**

FIELD STUDY (4964) course is work experience approved by the department and are selected to augment traditional classroom activities. The student is evaluated on the knowledge and skills acquired as a result of the experience. Emphasis is placed on the academic and practical value of the work.

This Field Study (4964) packet includes:

* Instructions and requirements for the Field Study course
* Field Study Contract to be completed by the student
* One Weekly Log sheet that can be printed as many times as necessary
* One Evaluation Form to be completed by the On-Site Supervisor

**Specific Requirements**:

* A contract of your Field Study is due **to the course instructor** by the 2nd Friday of the semester (first day for summer sessions I and II and winter session) or it will be dropped from your course enrollment. Contract forms can be found on the HNFE department website: [www.hnfe.vt.edu](http://www.hnfe.vt.edu) --> Undergraduate Academics --> Resources and Forms --> Field Study Packet.
* Be sure to complete your On-Site Supervisor’s email and phone number. We will contact your On-Site Supervisor during the semester to check on your progress.
* **It is the student’s responsibility to make an appointment with his/her Academic Advisor to discuss appropriate Field Study/Internship opportunities.**
* You must be enrolled in the class during the time that the Field Study is actually being done. No retroactive credit will be given.
* All courses for Field Study (HNFE 4964) for all HNFE options must be taken as a Pass/Fail course.
* Credits/Hours: 1 credit hour = 45 hours of work, 2 credits = 90 hours
* The required Field Study credits for the SFNE option can be split in a variety of ways. (i.e. 2 credits can be divided into 1 credit during a semester and another credit in a different semester).
* HNFE allows a student to be paid during their Field Study experience, although the field study is usually an unpaid experience.
* You will be billed by the University for Field Study credits the semester you are doing the work.
* If you are doing the Field Study away from Blacksburg you may be eligible to have Comprehensive Fees waived. The form is available in the HNFE Office (338 Wallace).
* **Please note that Certification Courses (i.e. CNA, EMT, etc.) will not be allowed to count for Field Study/Internship credits.**

**GRADING**

To receive a grade of “Pass” in this course, you must submit all of the following:

 1. All assignments in Scholar.

 2. Weekly Time Logs. Your hours must be verified & approved by your site supervisor each week.

3. Final Evaluation Form: This form should be completed by your site supervisor and returned to the main HNFE office 338 Wallace Hall in a **sealed envelope with the site supervisor’s signature across the seal.**

Weekly Time Logs and Final Evaluation Forms can be dropped off in person or mailed to:

Human Nutrition, Foods and Exercise

ATTN: Field Study Coordinator

338 Wallace Hall (0430)

295 West Campus Drive

Virginia Tech

Blacksburg VA 24061

 Fax: 540.231.3916

**Learning Objectives for HNFE 4964 Field Study**

Having successfully completed this course, the student will be able to:

* Apply knowledge gained in the classroom to solving problems in the work environment.
* Identify common problems in the profession in which the student has chosen his/her work experience.
* Develop effective communication skills with client/patients/professionals with who he/she is working.
* Demonstrate professionalism including appropriate attitude, dependability, courtesy, cooperativeness, personal appearance, and attendance.
* Develop and update professional goals consistent with the student’s major and option.
* Demonstrate the ability to meet deadlines.

In addition to shadowing or assisting On-Site Supervisor, the student should also prompt the director for information regarding:

* How his/her position fits within organizational structure of the facilities
* Policies and procedures pertinent to the supervisor’s position.

**Honor Code**:

**The Virginia Tech Honor Code** ([www.honorsystem.vt.edu](http://www.honorsystem.vt.edu)) **is the university policy that defines the expected** standards of conduct in academic affairs. Violations of the Honor Code in academic affairs include, but are not limited to: cheating, plagiarism, and falsification.

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| **HNFE 4964 Field Study****Contract for Undergraduate Field Study****Department of Human Nutrition, Foods and Exercise, Virginia Tech** |
| **THIS FORM MUST BE TYPED**This form must be turned in by the 2nd Friday of classes for the given semester (1st day for summer and winter sessions). Students who are enrolled in Field Study but do not meet this deadline will be dropped from Field Study. |
| Date:  | ID Number:  |
| Student Name:  |
| Mailing Address:  |
| Phone:  | Email:  |
| Academic Advisor:  | Option in HNFE:  |
| Semester:  | Year:  | Credit Hours:  |

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| **Student Learning Objectives**:Upon completion of this Field Study, I should be able to… (list at least 3 specific learning objectives). |
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| Practicum Site:  |
| Mailing Address:  |
| On-Site Supervisor’s Name:  |
| Phone:  | Email:  |
| Does Practicum Site require contract/legal document? Yes No (It is the responsibility of the student to find out, complete and submit form)For liability coverage for your summer internship, please contact VT Risk Management at 231-7439 |
| **Expectation of the Practicum Site:**(To be completed by the on-site supervisor. Could also be a separate document attached) |
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| **Signatures:** |
| Student:  | Date:  |
| On-Site Supervisor:  | Date:  |
| Field Study Instructor:  | Date:  |
| Department Head:  | Date:  |

**DEPARTMENT OF HUMAN NUTRITION, FOODS AND EXERCISE**

WEEKLY LOG

(Please copy as many as you need.)

 **Total Hours:** This Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Previous Running Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Running Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I certify that this is an accurate account of my activity at the above facility.***

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| --- | --- | --- | --- | --- |
| **Day**  | **Date**  | **Time Present**  | **Total Hours**  | **Duties**  |
| **Sun**  |   |   |   |   |
| **Mon**  |   |   |   |   |
| **Tues**  |   |   |   |   |
| **Wed**  |   |   |   |   |
| **Thurs**  |   |   |   |   |
| **Fri**  |   |   |   |   |
| **Sat**  |   |   |   |   |

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| --- | --- | --- | --- |
| Name:  |   | ID:  |   |
|  Facility:  |   |   |   |

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| --- | --- | --- | --- | --- |
| **Day**  | **Date**  | **Time Present**  | **Total Hours**  | **Duties**  |
| **Day**  | **Date**  | **Time Present**  | **Total Hours**  | **Duties**  |
| **Sun**  |   |   |   |   |
| **Mon**  |   |   |   |   |
| **Tues**  |   |   |   |   |
| **Wed**  |   |   |   |   |
| **Thurs**  |   |   |   |   |
| **Fri**  |   |   |   |   |
| **Sat**  |   |   |   |   |
| **Day**  | **Date**  | **Time Present**  | **Total Hours**  | **Duties**  |

**ON-SITE SUPERVISOR FINAL EVALUATION OF STUDENT**

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| Site Supervisor |  | Agency |
|       |  |       |
| Student |  | Date |
| **Is the student allowed to view this evaluation and/or receive a copy of it?** | [ ]  Yes | [ ]  No |

Please review each of the characteristics listed below and rate the student’s performance using the following rating system. Place a check in the appropriate box.

1 = Unsatisfactory 2 = Below Average 3 = Average 4 = Above Average 5 = Superior

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| **CHARACTERISTICS** | **1** | **2** | **3** | **4** | **5** |
| **Work Attitude:** The extent to which the student shows active interest in and performs his/her assignment in a thorough, accurate and neat manner.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Learning Attitude:** The extent to which the student demonstrates by taking advantage of learning opportunities, by study and interest, and by asking relevant questions, a desire to learn as much as he/she can about the various operations and functions of the agency.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Dependability:** The extent to which the student can be relied upon to complete his/her assignments and to perform as a trustworthy person.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Courtesy:** The extent to which the student treats all of those with whom he/she must deal in a manner which is polite, respectful, tactful, considerate, and dignified.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Cooperativeness:** The extent to which the student adapts to the team approach and is willing to assist others in getting the job done, and the extent to which his/her general behavior is such that it promotes harmony and good relationships.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Personal Appearance:** This refers to appropriateness of dress, personal neatness, cleanliness, and to the student’s ability and a desire to maintain a standard of personal appearance in keeping with the demands and prestige of his/her position.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Loyalty:** The extent to which the student supports his/her fellow workers, superiors, and the programs of the agency.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Initiative:** The extent to which the student displays the physical and mental energy, imagination and resourcefulness, spirit and drive required to get results without the need of urging on the part of his/her supervisor.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Attendance and Promptness:** This refers to use of sick leave, unauthorized absences, and promptness in reporting for work.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| 1 = Unsatisfactory 2 = Below Average 3 = Average 4 = Above Average 5 = Superior |
| **CHARACTERISTICS** | **1** | **2** | **3** | **4** | **5** |
| **Judgment:** The extent to which the student considers all available facts before acting and is logical, practical, and consistent in his/her conclusions and actions based on such facts.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Leadership:** The extent to which the student is capable of organizing, planning, controlling and guiding the work of others in a manner that produces satisfactory results.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Character:** The extent to which the student’s behavior on the job is becoming of a student and a staff member, and the extent to which he/she has demonstrated high personal ethics and positive attitudes.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Knowledge and Skills:** The extent to which the student understands and demonstrates technical skills in clinical physical therapy, athletic training, rehabilitation of athletic injuries, muscular fitness assessment and enhancement and general physical fitness development.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**COMMENTS:** Please provide additional comments about this individual’s professional development.

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| Signature of Site Supervisor |  | Date |