

 College of Health & Rehabilitation Sciences: Sargent College

Department of Health Sciences

# **Affiliation Manual for**

# **Human Physiology**

**2008-2009**

Boston University Department of Health Sciences  
SAR HS 410 Field Experience in Human Physiology

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## Introduction

The decision to undertake a clinical affiliation or field experience may be one of the most important choices that you make during your undergraduate or graduate career. This manual is not an attempt to answer all of your questions about affiliations but will hopefully provide basic information about the nature of the affiliation as well as a sample of some of the sites that the department has worked with over the last ten years.

The major goal of an affiliation is to provide you with an experience that is different from the classroom in which you can apply much of the knowledge you have gained in previous class work. I indicate to our various supervisors in an introductory letter that the "*major goal is to provide the student with various experiences that he or she is not capable of receiving in our department as well as giving them a "sense" of the professional real world.*" Exposure to a hospital setting, research laboratory or clinical environment, direct patient contact, and various laboratory responsibilities are certainly all within the realm of available experiences. It is not expected that the supervisor spend an inordinate amount of time but merely act as a guide in the learning process.

Because human physiology is not licensed by a national organization, a specific list of objectives is not provided to the supervisors; this is open ended and varies from institution to institution. Site supervisors embrace this freedom and use it as an opportunity to educate students about real world application, goal-setting, and priorities as well as technical skills development. We strongly believe our partner sites provide our students with excellent experiences and exposure in the clinical and research areas.

The Department of Health Sciences has numerous affiliations within the Greater Boston area. We have also established many others in various parts of the country, which are too numerous to list in this manual. With this wide range of experiences to choose from, we are confident that you will find an affiliation that is intellectually stimulating and relevant to your future pursuits.

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## Policies and Procedures

**Coordinator:** Danka Charland

**Description:** **HS 410:** Practical experience in a clinic, hospital, community institution and/or setting as appropriate. The majority of the field sites chosen will be those offering experience in the evaluation of cardiovascular health and fitness, fitness classes, cardiac rehabilitation, clinical research, and other duties specific to the day-to-day operation of these agencies.

**Prerequisites:**

- Completion of all required academic courses through junior year. (No sophomores will be allowed to register)
- ***PRIOR*** consent of your advisor
- Cumulative grade point average of 2.3 is required before an affiliation can commence.

**Credits:**

- HS 410: 4 - 8 credit hours; 140-280 contact hours; grading will be on a P (Pass) or F (Fail) basis.

**Objectives:** The student(s) will demonstrate in a clinical or research setting ability to:

1. apply the knowledge gained in academic training .
2. adapt quickly to the routines and procedures required in the assigned laboratories and clinics.
3. perform their assigned tasks with competence and with a minimum of supervision.
4. conduct themselves in a mature, professional manner which will instill confidence in the clients with whom they come in contact.
5. work harmoniously with all fellow workers in the assigned agency.

## **A. Registration for Affiliation**

Undergraduate students in the Department of Health Sciences enrolling in *HS 410 Field Experience in Human Physiology*, will be subject to the following policies:

### 1. Human Physiology (HP)

The credit requirement for a field affiliation will be either 4 or 8 credit hours for students electing to enroll in HS 410. 140 contact hours is required for 4 credit hours; 280 contact hours is required for 8 credit hours.

**Summer Enrollment.** If the affiliation is to be taken in the summer, the *minimum* registration will be 1 credit hour during Summer II session preceded by or followed by 3 or 7 credit hours of HS 410 in the Spring or Fall semester, respectively, depending on the total contact hours.

2. Retroactive affiliations (e.g., if you worked previously in a hospital or fitness setting, either for salary or volunteer status) will not be considered. Pre-registration is required for all affiliations.

3. Stipends: Typically affiliations arranged within the greater Boston area do not provide stipends. There are no restrictions regarding stipends. However, if an affiliation is arranged whereby the student is paid for services/experience, the experience must qualify as an appropriate affiliation.

## **B. Standard Procedures to Obtain an Affiliation**

The following steps **MUST** be followed in this order, beginning one semester prior to desired start:

- 1) **Affiliation Manual:** Review a copy of the Affiliation Manual and Binder located in Sargent, Room 443.
- 2) **Site Selection:** Review the list of available sites in the Affiliation Manual and select three potential sites from this list. You may also suggest and generate your own research and information for new sites, if desired. **\*\*To learn more about current available sites:**
  - a. please contact Danka Charland in Room 443 to read previous students' comments on their experience at their affiliation sites.
  - b. research information about organizations online.
- 3) **Meeting:** Schedule a time to meet with your advisor AFTER you have reviewed the Affiliation Manual and begun the site selection process. Determine your major interest and the nature of the experience you would like to be involved with. This should be determined either from the listing of current affiliations (see attached Affiliation Sites) or other sources (*i.e., similar institutions in other areas of the country possibly nearer to your home*).

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- 4) **Contact Information:** Once you have identified up to three sites of interest, your advisor will provide contact information for appropriate sites in person or via email based on availability and student interests.
- 5) **Site Selection:**
  - a. **If your sites are on the attached, approved site list, then:** Make arrangements for an appointment (interview) with a potential supervisor at a selected institution(s) (approximately 2 months prior to the beginning date of the affiliation) by emailing them your resume and expressing an interest in an affiliation.
  - b. **If you intend on pursuing sites not listed in this manual:** (i.e. nearer to your home, no previous student has worked with them, personal contact) then you must schedule a time to meet with your Faculty Advisor and have them sign off on the enclosed Affiliation Approval Form. This form must be submitted to the Coordinator to obtain the credits. Then follow remaining steps as before.
- 6) **Interview:** Approach the interview as if it was for a job--it may turn out to be exactly that. During the interview discuss the nature of experiences you will receive; if you have a particular interest, make sure that you indicate such at this time. Be sure that the experience will entail more than just administrative work. If possible, your potential schedule and days per week should be discussed at this meeting.
- 7) **Email Danka Charland (Coordinator):** As soon as possible after the interview or formal offer of internship, report back to the Coordinator and indicate your decision and proposed schedule. The coordinator will send a letter, and if necessary a contract, to the supervisor formalizing your affiliation and describing the objectives of the affiliation. If the information is not already known, it is the student's responsibility to provide the Coordinator with the name, phone number, and address of the prospective supervisor soon after the appointment is made.
- 8) **Grading:** Before you receive a grade (pass, fail) for your affiliation you must accomplish the following:
  - a. Just prior to the conclusion of your affiliation make sure that you send the **Final Evaluation** form (HP\_Site Evaluation of Student) to your supervisor and that the supervisor then submits a grade and evaluation back to the Coordinator.
  - b. Fill out the **Student's Evaluation** form (HP\_Student Evaluation of Site) of the affiliation and submit it to the Coordinator.

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## Affiliation Approval Form

**\*\*Please complete this form and have your faculty advisor sign it. Submit this form to: Danka Charland, mailbox Room 443.**

\*\*\*\*\*

**Student Information**

<b>Name</b>	<b>Phone</b>
<b>Email</b>	<b>ID Number</b>
<b>Course Number (HS 410 or HS 412)</b>	<b>Credit Hours</b>

**Affiliation Site Information**

<b>Affiliation (agency name, department, division)</b>			
<b>Site Administrator Name and Title</b>			
<b>Mailing Address</b>			
<b>Description of Affiliation</b>			
<b>Supervisor Phone</b>		<b>Supervisor Email</b>	
<b>Website</b>			
<b>Estimated Start Date</b>		<b>End Date</b>	
<b>Hours per week on Site</b>		<b>Anticipated Hours this Semester</b>	

**Faculty Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Student Evaluation of Field Placement

Instructions:

*This evaluation must be completed by the student at the end of the internship and submitted to the Coordinator prior to receive a final grade.*

Student Name	Date	Internship Site Name

\*\*\*\*\*

1. How did you select your internship site? Did you have any help from Sargent College staff or faculty? If so, who, and how did they help?

2. Please list your responsibilities/roles at the internship site. Identify each responsibility as participant or observer. Note the percentage of your internship time per role.

Responsibility/Role	Participant/Observer	Percentage of Internship	Comments

3. Did you feel adequately prepared for responsibilities? Yes\_\_\_\_\_ No \_\_\_\_\_

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4. Did you receive any training on site? If so, what type of training?

5. Please list any courses that would have been helpful in preparing you for your internship. Also, attach any additional comments concerning your internship.

6. This internship experience increased my ability to work in a health setting.

\_\_\_\_ Strongly agree \_\_\_\_ Agree \_\_\_\_ Neutral \_\_\_\_ Disagree \_\_\_\_ Strongly disagree

6. Would you recommend this internship site to other students? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Site Administrator Evaluation of Student

Instructions:

- *The Site Administrator should complete this at the end of the internship. This evaluates the student's performance throughout the internship experience.*
- *Please review this with the student before submitting the completed evaluation to the Coordinator.*

<b>Site Administrator Name</b>	<b>Date</b>	<b>Email</b>
<b>Student Name</b>	<b>Internship Title</b>	<b>Start-End Dates</b>

\*\*\*\*\*

Please evaluate the student's performance throughout the internship:

	Very Poor	Poor	Satisfact	Very Good	Excellent	N/A
<b>1. Student's work habits</b>						
*Student is reliable	1	2	3	4	5	N/A
*Student is punctual	1	2	3	4	5	N/A
*Student regularly attends	1	2	3	4	5	N/A
<b>2. Motivation and Initiative</b>						
*Student takes initiative	1	2	3	4	5	N/A
*Student completes projects in a timely manner	1	2	3	4	5	N/A
*Student demonstrates good judgment	1	2	3	4	5	N/A
<b>3. Organizational Skills</b>	1	2	3	4	5	N/A
<b>4. Work style</b>						
*Works well in a team	1	2	3	4	5	N/A
*Works independently	1	2	3	4	5	N/A
*Accepts feedback and suggestions	1	2	3	4	5	
<b>5. Relationships</b>						
*Communicates with supervisor	1	2	3	4	5	N/A
*Professional conduct with co-workers	1	2	3	4	5	N/A

