

**EXERCISE AND SPORTS SCIENCE**

**EXSS 2100**

**STUDENT PRACTICUM GUIDE**



**COLLEGE OF ENGINEERING, SCIENCE AND ENVIRONMENT**

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## Introduction

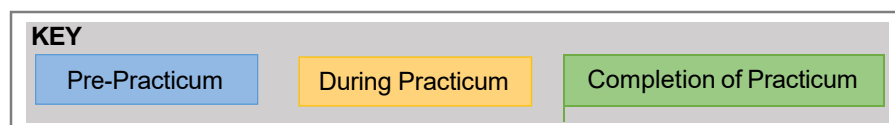
This practicum guide contains information and regarding the compulsory practicum requirements for the Bachelor of Exercise and Sport Science program at the University of Newcastle.

The practicum provides a safe, effective, and essential opportunity for students to consolidate learning and to develop applied skills relevant to future work as an entry level practitioner. This guide is developed in accordance with the accreditation requirements of Exercise & Sports Science Australia (ESSA).

We strongly encourage all students to join ESSA as a student member. **Please [click here to join](#)**. You will receive many **FREE** benefits such as insurance coverage, professional resources, career guides, and networking opportunities.

## Practicum Process

Below is a schematic highlighting the key phases of the Practicum process:



- 1) Student to complete **Pre-Practicum Checks**
- 2) **Self Section Period** (review shifts, student selects shifts (1x gym 1 x zoom), allocation to shift)
- 3) Student completes **Risk Assessment & Practicum Plan** in conjunction with host
- 4) Student completes **Timesheets** (both host and practicum coordinator will review)
- 5) Student and host complete **Record of Student Engagement**

## Practicum Requirements

Please refer to the [Exercise and Sport Science Australia Practicum Guide](#): for the requirements of your accredited program and should be read in conjunction with the [Student Professional Experience Policy](#)

# SONIA

The University of Newcastle uses an online platform SONIA to manage and record all practicum placements.

The following documents are required to be completed within the SONIA system:

- Pre-Practicum Checks
- Risk Assessment
- Practicum Plan
- Timesheets
- Record of Student Engagement

## 1 SONIA Log In

1.1) Log in to SONIA Online [HERE](#)

COVID-19  
To keep up to date on changes to restrictions visit the NSW Health website and the COVID-19 University of Newcastle advice website.

**WORK INTEGRATED LEARNING  
PLACEMENT PORTAL**

English (Australia)

Engineering and Built Environment	<b>School of Environmental and Life Sciences</b>
Exercise and Sports Science	School of Health Sciences
Joint Medical Program	School of Humanities and Social Science
Newcastle Business School	School of Nursing and Midwifery
Newcastle Law School	School of Psychological Sciences
School of Biomedical Sciences and Pharmacy	SoHSS B Social Science program
School of Education	

Version: 2021.10.26

1.2) Select **School of Environmental Life Sciences**

1.3) Select **Student** from the dropdown. Log in using your UON username and password

1.4) Your Home page in SONIA will look like this:

School of Environmental and Life Sciences

Sonja Online

Home Placements Forms My Details Checks History Documents School Documents Calendar

Welcome Test, Test

The College of Engineering, Science and the Environment (CESE)  
- Professional Experience Unit -

EMAIL cese-peu@newcastle.edu.au	PHONE (02) 4921 7302 Mon-Fri 9:00 am - 5:00 pm	OFFICE Building - W Room - W357 Callaghan Campus	WEB CESE Professional Experience
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COVID-19  
To find out about the latest updates and information regarding public health orders and the management of COVID-19 visit the NSW Health website and the COVID-19 University of Newcastle advice website.

## 2 Pre- Practicum Checks

Pre-Practicum **checks** are mandatory and require completion prior to commencement of practicum

### 2.1) Select the **Checks** tab



### 2.2) Complete **Checks** by following the instructions under each Check.

**Mandatory Checks** include:

- First Aid Certificate
- CPR Certificate
- COVID-19 Student Self-assessment Tool
- [COVID-19 Vaccination](#)
- [Infection Prevention and Control Training](#)
- Confidentiality Undertaking

Please notify your Practicum Coordinator if you have any risk factors and/or reasons not to perform an activity.

**THIS SYMBOL  INDICATES YOU HAVE NOT PASSED THE CHECK**

## 3 Self-Selection Practicum Allocation

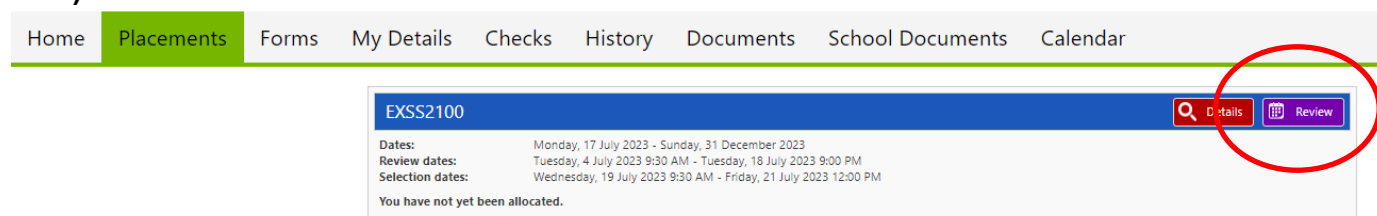
**3.1)** Face to face (gym) and zoom (case study) sessions will be allocated by two separate self-selection events. All critical dates will be communicated prior to and during the event.

**3.2)** All students will be provided with ample time to review the available sessions. When open students will be responsible for selecting:

- **1** x face to face (gym) session
- **1** x zoom (case study) session

This will be a “first in, best dressed” basis. Once a session has no remaining places it will no longer be visible. If you do not participate you will be automatically allocated to any remaining sessions.

### 3.3) Click on Placements



- 3.4) Review and when you have chosen your preferred session press the “**Select +**”. This will be weekly session for the entire placement so ensure your availability prior to selection.

Home Placements Forms My Details Checks History Documents School Documents Calendar

Name	When	Confirmed Places	Distance	
NuSport - Harbourside	4/08/2023 9:00 AM - 30/11/2023 10:30 AM	5	29 km	+ Select
NuSport - Harbourside	4/08/2023 10:30 AM - 30/11/2023 12:00 PM	5	29 km	+ Select
NuSport - Harbourside	4/08/2023 12:00 PM - 30/11/2023 1:30 PM	5	29 km	+ Select
NuSport - Harbourside	4/08/2023 2:30 PM - 30/11/2023 4:00 PM	5	29 km	+ Select
NuSport - Harbourside	4/08/2023 4:00 PM - 30/11/2023 5:30 PM	5	29 km	+ Select
NuSport THU (NuSport - Ourimbah)	3/08/2023 9:00 AM - 30/11/2023 10:30 AM	5		+ Select

If you incorrectly select a session you can unselect on the right hand side under Selection. Then re-select your correct session.

## 4. Timesheet Completion

- 4.1) Click on **Placements**. You will be able to view the session you have been allocated. You will only need to submit timesheets for the face to face gym sessions.

Home **Placements** Forms My Details Checks History Calendar Student . Test

**Outstanding Checks**

Am I currently verified by NSW Health?  
 Next Verification Expiry Date  
 Emergency Contact Form  
 AHPRA Provisional Registration

**Test for timesheets** [Details] [Timesheets]

The University of Newcastle Psychology Clinic - Callaghan | 10/06/2021 - 30/11/2021 (Monday, Tuesday, Wednesday, Thursday, Friday)

**test** [Details] [Timesheets]

The University of Newcastle Psychology Clinic - Callaghan | PSYC6594 | 15/06/2021 - 31/10/2021 (Monday, Tuesday, Wednesday, Thursday, Friday)

**Timesheets**

September 2021

M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 4.2) Select the Timesheets tab

- 4.3) Click Add new timesheet (**TIP – use the tab key to move through the timesheet**)

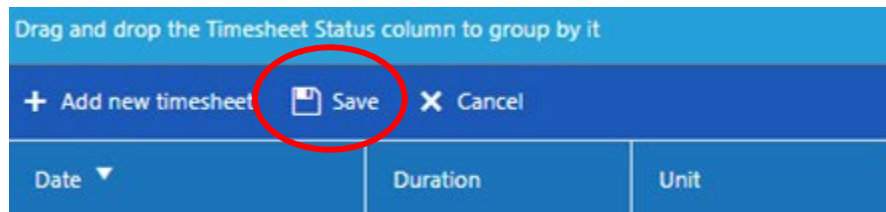
a) Date – enter the date of the face to face session.

b) Duration- enter the hours completed that session.

c) Comment – **This is the most important section in the timesheets.**

You will need to provide enough details for activities performed on each session for your Supervisor to approve your hours. This information is also required for ESSA. You will have to type all of the relevant information in one very long line, or type your comments in a Word Doc first and then paste it into the comments. Please see Item 5 below.

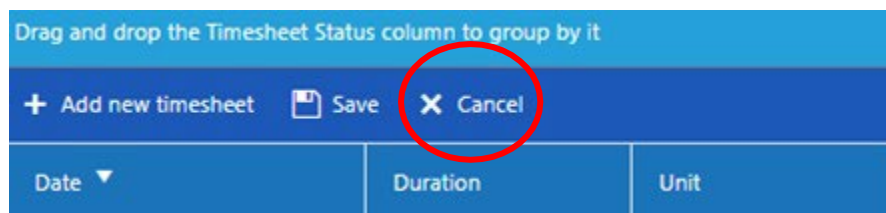
d) To submit your timesheet to your Supervisor click the **Save**



If you detect errors you can delete your timesheet by clicking the “bin” icon in the **Actions** column.



If you make an incorrect entry and you have not yet submitted the timesheet, use **Cancel** to delete.



Once submitted, status will update to “**Submitted**”. Your timesheet will be sent to your Supervisor for approval. The totals bar at the bottom of the screen provides the status of your hours.

Totals					
Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
40.00 Hours	40.00 Hours	0.00 Hours	40.00 Hours	0.00 Hours	0.00 Hours

Your supervisor will **Approve** your timesheet or request you to **Re-Submit** if any corrections are required. If you need to re-submit, please check with your supervisor the amendments that are required, make the edits in the timesheet and click “save” to re-submit the timesheet.

## 5. Timesheet Example – Exercise Science Hours

**5.1)** You will need to include details on the clients and activities, specifically a breakdown of hours in exercise Assessment (A), Prescription (P) and Delivery (D).

**Exercise Assessment (A)** includes activities such as exercise pre-screen, movement competency assessment, lifestyle background, analysing and interpreting results from screening/assessment and goal setting.

**Exercise Prescription (P)** includes planning, designing and modifying (regressions and progressions) safe and appropriate exercise programs based on your client’s needs, aims/goals and movement competency results. This may include background research on a sport or activity to assist you in identifying your client’s needs and specific exercises that will address these needs.

**Exercise Delivery (D)** requires instructing a series of individual exercise sessions, monitoring and evaluating load (RPE, key teaching points, signs and symptoms etc.), regressions and progressions, providing feedback on exercise technique, cueing, adapting session to environment, motivating clients, recording weights/times/distances etc.

Be clear in your descriptions and include details on the activities and the clients (no names).

Example below:

	Comment
	<p>17/05/2022 - TUESDAY - Lift3 - 6 Hours - Exercise Delivery, Assessment, Prescription - Face to Face - General Adult Population - Apparently Healthy. The first session was Small Group Coaching Exercise Delivery and Assessment with clients Female - 28 Years, Female - 39 Years. Each client had access to their individualised program which involved a generalised warmup, as well as 6-8 exercises. Face to Face delivery was done through demonstration and instruction of certain exercises, while face to face assessment was done through observation of movements and corrective feedback and cues. Female - 28 Years primary goal was to regain routine physical activity behaviour after recovering from knee injury. For this reason her session predominantly focused on upper body lifts, low-impact exercises, as well as knee rehabilitation exercises that were prescribed and approved by physiotherapist/orthopaedic surgeon. During her performance of Incline DB Bench Press I observed that she was struggling to maintain control of weights during eccentric phase of movement, I suggested 'keeping elbows tight to torso' to encourage her to maintain tension throughout movement. Without much improvement, I suggested to decrease load in order to maintain better control of the movement. She took this suggestion on board, and demonstrated better movement technique as a result. Female - 39 Years primary goal was to continue to prepare for upcoming powerlifting competition. For this reason her session predominantly focused on primary/compound lifts (BB Bench Press) that she would be</p>



## 6. Required Forms

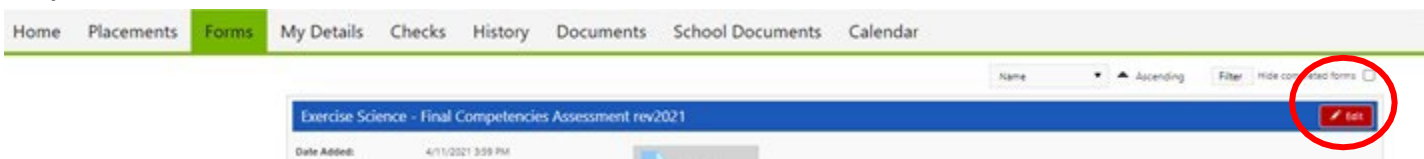
### 6.1) Select Forms



Under Forms you will see any forms assigned to you for completion. Forms include:

- a) Practicum Plan
- b) Risk Assessment
- c) Record of Student Engagement

### 6.2) Click **Edit**



### 6.3) Complete the student section of the form.

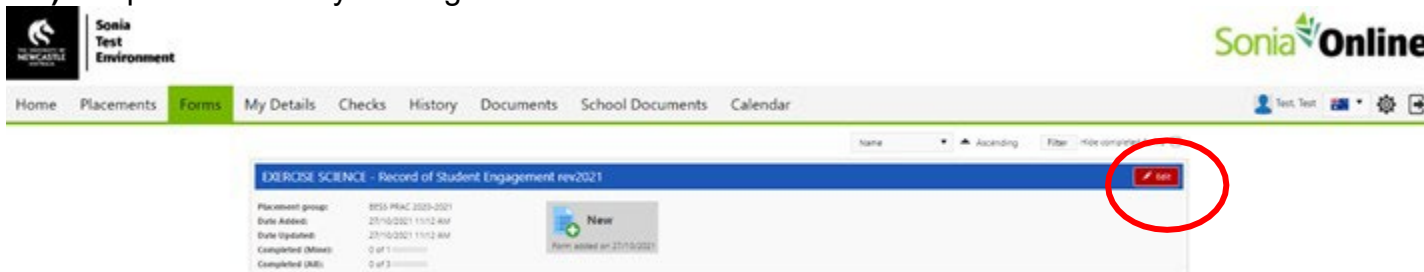
When completing any of the forms you have the option to **Save Draft** and finish at a later stage. Once the form is completed make sure you click **Submit**, which will notify your supervisor. Your supervisor will then be able to complete their section of the form.

Interim Competencies, Final Competencies and Record of Student Engagement it is recommended that your supervisor completes this with you and provides you feedback on your practicum. You will receive feedback on Professional Practice, Exercise Assessment, Exercise Prescription and Exercise Delivery. If your supervisor is not able to complete the forms with you in person, then please make sure you have a close look at the form upon completion to assist you in development of your competencies.

## 7. Record of Student Engagement

### 7.1) Click on **Forms**

### 7.2) Open the form by clicking on the red **Edit** button



When student section complete please **submit**. The practicum coordinator can then view and mark your submission.

AES graduate attribute 7: Commitment to self-development in the field of exercise science through educational engagement and ongoing learning, self-evaluation of practice, inter-professional working relationships and the support of new graduates and advocacy for exercise science



Student Signature (please click submit to insert signature)

Save Draft Submit

Practicum Supervisor Declaration and Approval (to be signed within one month of completing practicum)

Relevant Qualification & Year of Completion  
For example: Masters of Clinical EP (2010)



### 7.3) The form will now display as Completed 1 of 3

The form is now available for your supervisor and the practicum coordinator to review.

Completed 2 of 3—Supervisor has completed

Completed 3 of 3—Practicum Coordinator has approved

You can now view the completed **Record of Student Engagement (RSE)**. If you wish to print your RSE please click the red **Edit** button in the top right-hand corner click on the print icon. This window will then provide an option to save as pdf.

## Practicum Staff Contacts

College of Engineering, Science and Environment – Professional Experience Unit

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