University at Buffalo
School of Public Health and Health Professions

ES 496 Practicum
Department of Exercise and Nutrition Science
Spring 2025

Class location: TBD
Format: LAB
 # Credits: 1-3 Credits
Prerequisite(s): ES 200, ES 207, PGY 300 or ES 208, NTR 108. Junior or Senior academic level. ENS Requirements.

Instructor(s) of Record: Rebecca Begalle, PhD, ATC, CSCS, PES – ES Clinical Director
Office: 120 Sherman Hall
Phone Number: 716-829-6785
Email: rbegalle@buffalo.edu
Office Hours: By Appointment

As a student in this class, you are responsible for knowing all of the information in this syllabus. Please take the time to carefully and thoroughly read over the entire document and then ask questions that you may have about the schedule, course policies, etc.

1. Course Description

This course is designed to enhance the skill development and acquisition component of the Exercise Science curriculum by providing students with the opportunity to gain hands on experience in a professional setting. There are no formal class meetings. You are required to contact me prior to starting the experience, and you are expected to keep me informed of your progress. You may register for 1, 2, or 3 credits of Practicum. No more than 3 credits of practicum will count toward your Exercise Science elective courses. You will be required to work 3 hours for every one credit of Practicum for 15 weeks (i.e. 1 credit Practicum = 3 hours per week for 15 weeks; 2 credits = 6 hours per week; 3 credits = 9 hours per week) AT ONE SITE ONLY per semester. You will not be able to reduce the number of credits once you begin the practicum, so make sure you decide correctly before registering.

Course Rationale / Relationship to Curriculum Design:
The practicum is intended to provide students with the opportunity to apply and expand the knowledge and skills learned in the academic program with actual clients/consumers, to promote the development of self-evaluation and problem-solving skills and to acquaint students with different career/internship opportunities that exist within the field of Exercise Science.

2. Course Objectives, Competencies, Instructional Method(s), Assessment Methods

ES Program Learning Outcomes (PLO)

1. Demonstrate comprehensive knowledge of essential principles and vocabulary of exercise science.
2. Apply scientific knowledge to improve human health, fitness and performance.
3. Demonstrate entry-level skills as an exercise science practitioner.
4. Students will demonstrate professionalism and commitment to evidence-based practice and prudent-decision making skills
5. Display competence in oral, written and digital communication skills.
6. Demonstrate effective teamwork and interpersonal skills in working with clients, supervisors and professional colleagues.
7. Demonstrate critical thinking and analytical skills to a variety of scenarios relevant to practice as an exercise science professional.

Objective	Program Learning Outcome	Instructional Method(s)	Assessment Method(s)
To apply and expand knowledge and skills acquired in the academic program to professional practice.	3	Participation in supervised practicum.	Site supervisor evaluation
Demonstrate appropriate professional and communication skills when securing an Exercise Science practicum and during the practicum experience.	4	Participation in supervised practicum.	Site supervisor evaluation Practicum assignment of weekly logs, project for practicum site.

3. Textbooks, Equipment, Required Technologies

Resource	Required	Notes
UB Learns Brightspace	**Yes**	**Please see Hyperlink below**
Typhon AHST Clinical Tracking Software	**Yes**	**Please see Hyperlink below**
Clinical Experience Policies & Procedures Manual	**Yes**	**Located in UB Learns course and ENS Clinical Experiences Website**

Resource Hyperlinks:
UB Learns
Typhon Group
Internship Policies and Procedures

UB Learns

- Access to the UB Learns course site (ES 496) is necessary for submission of weekly reflection logs and other assignments.

Typhon Group Clinical Tracking Software

- Each student is manually added by the Clinical Director, which will prompt Typhon to send a "SLAP – Student Login and Password" email. This email contains a temporary password to allow the student to login initially.
- Training and instructions on how to use Typhon are included in the Policies & Procedures Manual, UB Learns.
- This software is used for all Time Logs and Evaluations by Supervisors and Students.

Technology Recommendations

To effectively participate in this course, regardless of mode of instruction, the university recommends you have access to a Windows or Mac computer with webcam and broadband. Your best opportunity for success in the blended UB course delivery environment (in-person, hybrid and remote) will require the minimum capabilities listed on the UB Student Computer Standards website.

Course-Related Fees

No fee is assigned directly to this course. However, a one-time clinical course fee of $90 is assessed when students reach the upper division (ES 442) to gain access to the Typhon AHST Clinical tracking software.

Getting Help

- UB Learns Contact Form : After this form is submitted, a member of the UB Learns support team will follow up with you within one business day. For support resources access the UB Learns for Students resource page.
- UBIT Ticketing System : Use this ticketing system to request support with your UBIT Name, connecting to UB's networks, installing software, and computer troubleshooting.

- UBIT Alerts Page : UBIT Alerts informs the University at Buffalo community about information technology service outages and scheduled maintenance.
- CIT Help Desk Contact: call: 716-645-3542, or email: cit-helpdesk@buffalo.edu
- Access the UBIT resource page for service guides, support contact information, UBIT Alerts, and IT Policies.

4. Course Learning Activities

PRE-COURSE REQUIREMENTS:
Student Acceptance Agreement:
The Student Acceptance Agreement ensures that clinical site supervisors and students receive clear communication regarding their roles and responsibilities. This is the formal contract between you and your Practicum site supervisor.

- Clinical site offers student a Practicum placement
- Student responds to the site supervisor with a professional email to accept / decline the position within 48 hours.
- Accept Practicum – Send the Student Acceptance Agreement to your Supervisor to read, sign, and send back to you within 48 hours.
- Student signs the Student Acceptance Agreement
- Student submits to the Clinical Director

International Students - Official Letter of Acceptance:
International students are required to obtain work authorization, called Curricular Practical Training (CPT), if you wish to complete your Practicum at an off-campus location. As part of this process, you will need to ask your Practicum Supervisor to submit an Official Offer Letter on their company letterhead to accompany the Student Acceptance Agreement. The acceptance letter must include the following information:

- Start and end dates of Practicum
- Location of the Practicum
- Name of Practicum Supervisor
- A statement about the number of total hours to be completed (135)
- Brief description of the tasks you will be completing

ASSIGNMENTS:
Due After Week #1:
Practicum Information Form and Work Schedule – Complete this assignment on UB Learns indicating your site information, location, supervisor, and planned work schedule. This is due by the first Sunday (11:59pm) after Week 1 of your Practicum.

Professional Goal Sheet – Complete this assignment on UB Learns. Set 5 actionable goals that you hope to accomplish by the completion of your practicum and briefly describe. You should consider your strengths, weaknesses, interests, and needs when setting your goals. Discuss these goals with your site supervisor during the first week and make appropriate additions and revisions. They must be measurable goals! Think about how you will know if you achieved them. At the time of your final evaluation, review if the goals were achieved or discuss reasons for not achieving them. This is due by the first Sunday (11:59pm) after Week 1 of your Practicum.

Due Weekly:
Weekly Reflection Logs (UB Learns) – This is a personal reflection of your weekly learning experiences. Reflect on learning-related incidents, new experiences, and growth obstacles. Every entry MUST include dates, times (in and out), total # of hours, and a brief description of your week's activities. Include people you worked with at the facility, general duties, responsibilities, and events. The Dates/Times and where you worked MUST be included to receive full credit. Logs must be submitted on time each week for full credit.

Example:
Monday, January 30th, 8:00-5:00pm – Today at clinical, …
Tuesday, January 31st, 8:00-5:00pm – Today at clinical, …

Time Log Approval (Typhon) – Daily time logs must be completed in the Typhon Group AHST clinical tracking software. You will enter the date, time in, and time out. The software program will calculate hours for you. Hours must be entered within 7-days of completion, the program will not let you enter them thereafter. Clinical supervisors should approve the hours every 2-weeks of your practicum. Approval is worth 10 points every two weeks. Hours in your time logs should match the hours in your weekly logs and should accurately reflect the hours that you worked.

Due Mid-Experience:

Evaluations (Typhon)
- Supervisor Evaluation of Student (Mid-Experience)
- Student Evaluation of Supervisor (Mid-Experience)

Due End-Experience

Evaluations (Typhon)
- Supervisor Evaluation of Student (End-Experience)
- Student Evaluation of Supervisor (End-Experience)
- Student Self-Reflection
- Student Evaluation of Clinical Site

5. Course and Instructor Evaluations
Evaluation of this course and the Clinical Director are included in the final evaluations.

6. Grading

Course Learning Activities	Due date	Percentage
Assignment	Weekly / Ongoing	40%
Mid-Experience Evaluations (2)	Midpoint of Practicum	30%
End-Experience Evaluations (4)	End of Practicum	30%
		Total: 100%

Final Grade Determination
Grades will be determined based on the following. Grades are calculated to one decimal place.

Grade Range	Letter
92-100	A
90-91.9	A-
88-89.9	B+
82-87.9	B
80-81.9	B-
78-79.9	C+

Grade Range	Letter
72-77.9	C
70-71.9	C-
68-69.9	D+
60-67.9	D
0-59.9	F

Grade Disputes

If you wish to dispute the grade assigned on an any assessment, your dispute must be presented to the instructor IN WRITING within one week after the date when the grade is returned. You must include a specific rationale for why your answer is correct (e.g., a reference to a specific page in the textbook). Grade disputes at the end of the semester for past materials will not be accepted beyond the one-week period as indicated above.

7. Other Course Requirements

Steps to Gain a Practicum:

1. Review the list of Affiliated Clinical Sites Database
2. Contact the supervisor of the site you are interested in via phone or email
3. State, "I am an Exercise Science student interested in doing a Practicum for _____ hours per week." Reminder: 1 credit = 3 hours per week; 2 credits = 6 hours per week; 3 credits = 9 hours per week.
4. Once accepted, you should ask the supervisor to complete the Student Acceptance Agreement See above for details.
5. Complete the Student-Instructor Contract and return it to Rebecca Begalle (rbegalle@buffalo.edu) in order to be registered for ES 496. All ENS Requirements must be up to date to be registered. Be sure to indicate the # of credits you want to be registered for.
6. You will not be able to RESIGN to a reduced number of credit hours for the practicum once you begin. You must complete the hours you initially registered for or resign from the entire class if you are unable to meet the required number of hours.

It is recommended that students completing a practicum in their first year in upper division choose a SUNY/Buffalo (on-campus) practicum site. Then, in future semesters, students may pursue other sites in the community to gradually build their skill experiences. For more information, please refer to the Clinical Policies and Procedures Manual.

Required Knowledge and Skills

As a student enrolled in this course, you should have access to a computer with high speed, broadband or DSL internet. Due to the nature of downloading and viewing rich media, dial-up connections are not recommended. You must have basic computer skills, such as word processing and some experience using the Internet. Check your internet capabilities before your class begins. More information can be found at UBIT's Student Technology Guide.

Attendance

While your attendance and participation are essential components of this course, it is critical that you follow public health guidelines. As such, any student exhibiting COVID-19 symptoms should not come to campus to participate in coursework. If you need to miss class due to illness, isolation or quarantine, you must notify the instructor prior to the start of the class period by email as soon as possible and no later than 24-hours after missing class. At that time, you are also expected to make arrangements to complete missed work.

8. Communication

Your UB email is the account I will use to send course-related materials.

Email and Announcements (One to One and One to All): You can use the course in UB Learns to email instructors or students under the Email tab.

Student to Instructor:
Please send emails via UB learns and place the course number and name in the subject heading so it is easily identifiable as an email from a student about this course. Please sign your email with your UB person number. Emails should be written in full sentences and complete words as I may not be able to decipher shortcuts. I will make every effort to reply to emails within 24 business hours. If you do not hear back from me within 48 business hours, feel free to reach out again to make sure I received your email as email.

9. Policy Regarding Absences, Attendance, Assignments, and Exams

Class Participation

The assignments associated with this course are structured for you to achieve success in your Practicum. Participation and engagement are expected. In the case of exceptional circumstances that result in you missing clinical hours, contact the Clinical Director and Site Supervisor via email prior to the missed time. Missing work under these circumstances does not excuse you from any required assignments, all hours must be made up.

Late Assignments

All assignments are due at the designated time and due date on UB Learns.

If there are circumstances that will preclude you from turning in assignments on the due date, it is imperative that you discuss the situation with the course instructor prior to the due date. Points will be deducted for late submissions.

Exams and Final Exam

No Exams for this course.

10. University Policy on Incompletes in Courses

University Policy on Incomplete Grades

A grade of incomplete ("I") indicate that additional course work is required to fulfill the requirements of a given course. Students may only be given an "I" grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An "I" grade may not be assigned to a student who did not attend the course. Prior to the end of the semester, students must initiate the request for an "I" grade and receive the instructor's approval. Assignment of an "I" grade is at the discretion of the instructor.

The instructor must specify a default letter at the time the "I" grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. "I" grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an "I" grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses in which they have received an "I" grade.
Applicable dates regarding the 12-month provision:

- Courses taken in **Fall** will default in 12 months on **December 31**
- Courses taken in **Spring** will default in 12 months on **May 31**
- Courses taken in **Summer** will default in 12 months on **August 31**

The "I" must be changed to a grade before the degree conferral date if the students plan to graduate in that semester. At any time prior to the default date, students may elect to change the "I" grade to the default grade using the Grade Retrieval Form.

A default grade can be "A-," "B+," "B," "B-," "C+," "C," "C-," "D," or "F." (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

11. Accessibility Resources

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources on North Campus in 60 Capen Hall, 716-645-2608, or on South Campus at 1 Diefendorf Hall, (716) 645-2608, and also the instructor of this course during the first week of class. The office will provide you with information and review appropriate arrangements for reasonable accommodations, which can be found on the Accessibility Resources site.

12. Netiquette

This course may utilize UB Learns to facilitate online communication between course participants. Please keep in mind the following "Rules of Netiquette" when communicating online.

1. **The rules of the classroom are the same regardless of location.** Remember just because you're interacting online, doesn't mean you stop having respect for your professors, and fellow classmates. You're communicating with a real person, not a computer screen.

2. **Remember your audience.** When communicating online it's important to remember who you're communicating with. When sending a message to a professor, please refrain from

using “text speak”. For example, Shakespeare never intended for you to type “2B or not 2B”. Also, stay away from typing in all capital letters; it will appear as if you’re shouting.

3. **Avoid strong language.** Language can easily be misinterpreted in an online setting. Be sure to review your work before submitting, making sure the reader won’t be able to misinterpret it as strong, or offensive. Sarcasm doesn’t translate well online. Your audience can’t see your facial expressions, or body language. Try to be as straight forward and professional as possible.

4. **Read everything, twice.** Be sure to thoroughly read all course materials before beginning to work on your assignments. If you have a question, or need clarification, re-read the materials. You may have glanced over an important detail the first time. If you’re still having difficulties, then e-mail your professor.

5. **Review all materials before submitting.** When responding to discussion board posts, be sure to read all previous postings before you post your own. This way you won’t duplicate someone else’s comments. Also, it’s a good idea to write, and save your work in Microsoft Word first. In case of a technical issue, you have a backup copy.

13. University Policy on Academic Integrity

Undergraduate Students

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university’s imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas. For more information about policy and resources, refer to the Office of Academic Integrity website.

Graduate Students

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas. For more information, please refer to the Graduate Academic Integrity policy.

Students who are suspected of academic dishonesty will be dealt with severely in accordance with the University Policy. For more information, students are encouraged to review the Academic Integrity Policy for Undergraduate students or the Graduate School’s Academic Integrity Policy.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the Academic Integrity Policy procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor (a process known as consultative resolution).

For more information

It is recommended that the instructor and student each consult with the Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

Office of Academic Integrity

255 Capen Hall
716-645-2111
academicintegrity@buffalo.edu

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- **Aiding in academic dishonesty.** Knowingly taking action that allows another student to engage in an act of academic dishonesty including, but not limited to completing an examination or assignment for another student or stealing an examination or completed assignment for another student.
- **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
- **Falsifying academic materials.** Fabricating laboratory materials, notes, reports or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- **Misrepresenting documents.** Forgery, alteration, or misuse of any university or official document, record, or instrument of identification.
- **Plagiarizing.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
- **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

Artificial Intelligence

Advanced automated tools – artificial intelligence (A.I.) or machine learning tools such as ChatGPT or Dall-E 2 that are sometimes described as “generative” or “autogenerative” tools – use sophisticated technology and very large data sets to create realistic writing, images, or other artifacts in response to natural language queries and prompts. They are very easy to use and some of their output is very difficult to distinguish from human-generated material.

You are expected to read and adhere to these AI guidelines. If you do not, you will be sanctioned and the policy and consequences are listed below.

AI Policy: Use Not Allowed

Using AI can impede your learning. The assignments in this class challenge you to develop creativity, critical-thinking, and problem-solving skills that AI does not have. Using AI technology could limit your capacity to do this type of work, and as the instructor, I urge you not to miss out on the educational opportunities that this course will provide. As is the case for all courses at the University at Buffalo, work submitted by you for this class should reflect both your own *ideas* and your own *language* and you should properly cite any resources you have consulted. If you have any questions about citation or about what constitutes academic honesty in this course, please feel free to raise these questions in class and/or contact me to discuss your concerns.

Course Copyright

The materials provided by the instructor in this course are for the use of the students enrolled in the course only. All materials presented in this course, including but not limited to lecture materials (slides, video), assignment materials, and exams, are the intellectual property of the instructor. Copyrighted course materials may not be further disseminated without instructor permission. This includes sharing content to commercial course material suppliers such as Course Hero or Chegg. Students are also prohibited from sharing materials derived from the instructor's content (e.g., a student's lecture notes). Any distribution of these materials without explicit permission of the instructor would be considered a violation of the Academic Integrity policy described herein. Thus, sharing course material without instructor authorization is prohibited.

Consequences for Academic Dishonesty

Academic dishonesty may result in a range of penalties, including a warning, a zero on the assignment, a reduction in course letter grade (e.g., an A- becomes a B-), failure of the course, suspension or dismissal from the college, and/or any combination of these or other serious consequences.

14. Additional Resources and Support

Student Success Gateway

This is your one stop for UBs vast network of support resources that are available to all students. Access the Student Success Gateway webpage if you're looking for academic support or personal support.

Student Handbook

[This may not apply for all programs/departments] All students are required to read the student handbook for their respective departments. An online version is available on the 'Information for Current Students' page of your department website.

University Services

Students enrolled in online education courses will have access to services traditionally provided in person, e.g. libraries, labs, academic advising, career services, accessibility services, and other student services as appropriate.

All existing applicable UB policies, e.g., grading, course evaluation, and admission criteria apply to all activities bearing UB academic credit, including online education. Read further about UB policies on the Undergraduate Policies & Procedures webpage or the Graduate School's Policy Library.

Software

UB provides free licensing of major software packages for UB students including Microsoft Office and Symantec Antivirus. Visit the UBIT Software resource webpage for information.

My Virtual Computing Lab

Learn how to access the most popular UB-licensed software in the Cybraries and Public Labs directly from your personal computer. These programs are served "from the cloud" and are available on or off campus at any time. With My Virtual Computing Lab, you can access: Adobe Acrobat Pro, Adobe Dreamweaver, Adobe Photoshop, Microsoft Office, Minitab, SPSS, and more. Find more information, visit My Virtual Computing Lab.

Library

As a registered UB student you have full access to UB Libraries (http://library.buffalo.edu) and online resources available through the libraries. There are many full text article databases. There are resources available under "Get Help" →"Student Support" to assist you in using the library.

Michelle Zafron, MLS, Associate Librarian, is the SPHHP Librarian. She has offices at 109 Abbott Hall and is available by phone: 716-829-5746 and email: mlzafron@buffalo.edu and is available to help.

Health and Well-being

As a student you may experience a range of issues that can cause barriers to learning or reduce your ability to participate in daily activities. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. Counseling, Health Services, and Health Promotion are here to help with these or other issues you may experience. You learn can more about these programs and services by contacting:

Counseling Services
120 Richmond Quad (North Campus), phone 716-645-2720
202 Michael Hall (South Campus), phone: 716-829-5800

Health Services
Michael Hall (South Campus), phone: 716-829-3316

Health Promotion
114 Student Union (North Campus), phone: 716-645-2837

Sexual Violence
UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), UB has resources to help. This includes academic accommodations, health and counseling services, housing accommodations, helping with legal protective orders, and assistance with reporting the incident to police or other UB officials if you so choose. Please contact UB's Title IX Coordinator at 716-645-2266 for more information. For confidential assistance, you may also contact a Crisis Services Campus Advocate at 716-796-4399.

In cases of emergency or if you feel you are in danger please contact the University Police at 716-645-

2222.

Racial/Ethnic, Gender, Sexual orientation and other forms of discrimination

The Office of Equity, Diversity and Inclusion (EDI) will speak with students confidentially to discuss concerns about classroom or workplace situations if you have experienced discrimination or harassment at 716-645-2266 or the EDI Obtaining Assistance resource page .

Food & Basic Needs Security

Any student who faces challenges affording groceries or accessing sufficient food to eat every day may seek food support services through Blue Table at UB for free groceries to help off-set unanticipated hardship. Access the Food Support resource page for more information.

Students facing an unforeseen hardship (e.g., death in the family, victim of a crime or attack, loss of property, unanticipated educational expense), and believes this may affect their performance in the course is urged to contact their Student Advocate. Access the Students' Advocate site to learn more.

Student **emergency funds** seek to award grants to eligible students who are experiencing an unforeseen hardship that could impact their ability to remain enrolled in school. These funds may be used for items such as off-campus rent, utilities, transportation and childcare. Visit the Emergency Funds site to learn more.

Course Access After the Semester

At the conclusion of the semester your UB Learns courses are automatically removed from your 'My Courses' listing the day after grades are due to the University, unless your instructor requests extended access. If you need extended access to your course, contact your instructor. Course sites reaching the 12-month maximum threshold will be automatically removed from the system. UB Learns courses are listed with a code (i.e. 214123206). To Decode which are your "Current" courses: Digits 2 and 3 = Year (14=2014), Digit 4 = Month (1 = January – Spring 2018 course), Digits 5-9 = Registration Number.

15. Technology Privacy & Accessibility Policies

Blackboard Learn (UB Learns)

Privacy: Blackboard Privacy Statement
Accessibility: Accessibility in Blackboard Learn

G Suite for Education

Privacy: Google Workspace for Education Privacy Notice
Accessibility: Accessibility for every student

Office 365

Privacy: Microsoft's commitment to privacy
Accessibility: Microsoft's commitment to accessibility
Accessibility Resources: Office Accessibility Resources

Panopto

Privacy: Panopto Privacy Policy
Accessibility: Learn about Panopto's Accessibility Features

Respondus Lockdown Browser & Monitor

Privacy: Respondus Privacy Policy
Accessibility: LockDown Browser and Respondus Monitor Accessibility

UBMail (Powered by Google)

Privacy: Privacy & Security Center
Accessibility: Accessibility for every student

Cisco Webex

Privacy: Cisco Online Privacy Statement
Accessibility at Cisco: Accessibility at Cisco

Zoom

Privacy: Zoom Privacy Statement
Acceptable Use: Zoom's Community Standards
Accessibility: Zoom's Accessibility Statement

16. Class Schedule

This schedule is subject to revision due to unforeseen events. Any course schedule changes or additional readings will be posted on UB Learns and will be announced in class as time permits.

Week	Topic / Assignment	Description of Assignment
Week 1	○ Site Info Form and Work Schedule ○ Professional Goal Sheet ○ Week 1 Reflection Log (UBL) ○ Week 1 Time Log (Typhon)	Discuss goals with Supervisor. Submit all assignments by Sunday night at 11:59pm.
Week 2	○ Week 2 Reflection Log ○ Week 2 Time Log ○ Supervisor Time Log Approval	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 3	○ Week 3 Reflection Log ○ Week 3 Time Log	Reflection Log – UB Learns Time Log - Typhon
Week 4	○ Week 4 Reflection Log ○ Week 4 Time Log ○ Supervisor Time Log Approval	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 5	○ Week 5 Reflection Log ○ Week 5 Time Log	Reflection Log – UB Learns Time Log - Typhon
Week 6	○ Week 6 Reflection Log ○ Week 6 Time Log ○ Supervisor Time Log Approval	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 7	○ Week 7 Reflection Log ○ Week 7 Time Log	Reflection Log – UB Learns Time Log - Typhon
Week 8	○ Week 8 Reflection Log ○ Week 8 Time Log ○ Supervisor Time Log Approval ***Midterm Evaluations (~240 Hours)** ○ Supervisor of Student ○ Student of Supervisor	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 9	○ Week 9 Reflection Log ○ Week 9 Time Log	Reflection Log – UB Learns Time Log - Typhon
Week 10	○ Week 10 Reflection Log ○ Week 10 Time Log ○ Supervisor Time Log Approval	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 11	○ Week 11 Reflection Log ○ Week 11 Time Log	Reflection Log – UB Learns Time Log - Typhon
Week 12	○ Week 12 Reflection Log ○ Week 12 Time Log ○ Supervisor Time Log Approval	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 13	○ Week 13 Reflection Log ○ Week 13 Time Log	Reflection Log – UB Learns Time Log - Typhon
Week 14	○ Week 14 Reflection Log ○ Week 14 Time Log ○ Supervisor Time Log Approval	Reflection Log – UB Learns Time Log – Typhon Approval - Typhon
Week 15	○ Week 15 Reflection Log	Reflection Log – UB Learns

Week	Topic / Assignment	Description of Assignment
	○ Week 15 Time Log ○ Supervisor Time Log Approval ****Final Evaluations** ○ Supervisor of Student ○ Student of Supervisor ○ Student Self-Assessment ○ Clinical Site Evaluation	Time Log - Typhon

** ALL final assignments are due the Sunday (11:59pm) night following the last Friday of classes. This equates to Week 15 of the semester.