Attn: Prospective KINES 395B Waiver students

In ordered to be considered for a waiver request, it would be in your best interest to read and review this entire packet and follow all the necessary steps in order to expedite your paperwork. The goal of a waiver is not to find the path of the least resistance and look for an easy “way out” of course completion, but rather be challenged in all aspects of curricular involvement.

Leadership is the ability to seek a higher level of learning not only through observation but, more importantly through the development of effective planning and the organization of special events and/or hands on experience with participants, patients and/or clientele. You may want to consider serving 45 hours of gainful leadership in the field of study in which you plan on seeking either employment or admission to graduate school. For example, serving as an assistant manager for Chili’s restaurant demands great managerial skills; however, leadership hours need to take place in an allied health profession, a wellness corporation, or a non-profit organization.

KINESIOLOGY 395B WAIVER TERMINATION

The Department of Kinesiology will be removing the option to waive KINES 395B from the curriculum at the end of spring semester 2013. What does this mean for you?

1. All leadership hours for waiving KINES 395B need to be completed by Friday, April 5, 2013.

2. IMPORTANT – If you wait until April 26 to submit your KINES 395B waiver request and it is rejected, you will not have a chance to re-submit your materials. You should plan to submit the information by April 12 if you want the chance to revise and re-submit your work.

3. The final deadline for submission of all KINES 395B waiver requests will be Friday, April 26, 2013.
   The waiver request and all materials need to be submitted to Lori Gravish (mailbox in 266Rec Hall) by 4PM EST.

All directions to waiver the course are in 275Rec Hall and online within the Department of Kinesiology’s web pages under “practicum experiences”. Those students that do not fulfill all the necessary waiver requirements will need to register for KINES 395B in a future semester.

Sincerely,

Lori A. Gravish, M.S.
Kinesiology Practicum Coordinator
268F Rec Hall
University Park, PA 16802
814 865-1326
Lag138@psu.edu

Revised 1-28-13 ds
Rules for KINES 395B Waiver

1. All leadership hours completed for consideration must have taken place in the last 12 months. *(NO EXCEPTIONS)*

2. You may **NOT** count hours for the Kines 395B waiver that have been utilized for another class. *(i.e. If you received academic credits being a TA in KINES 202 then you cannot use that experience to waive 395B). You can serve as a TA for any academic course at Penn State University and count the hours for a waiver for KINES 395B. Again, you cannot double count academic credits for the same experience.

3. A minimum of 45 hours of a “leadership” experience is required to waive this course. I will not accept 45 hours of an observation or “shadowing” of any allied health field, without completion of a special project. Observation or “shadowing” does not allow for sufficient and gainful leadership skills necessary to assist patients. Therefore, any student working in an allied health field **must** complete a project designed to enhance ones skills as a leader in their prospective field.

4. In addition to the required 45 hours for Kines 395B; the “special project” requires that each student spend another 10-12 hours developing and executing this project. Be assertive and ask your supervisor for ideas of what their may want in terms of design, organization, and/or research for a project for that particular site.  Questions, please contact Lori Gravish.

5. Penn State Student Athletes may **NOT** complete hours or a “special project” through the Athletic Department within their own sport *(i.e. a football player will need to choose soccer, baseball, management, etc.)* for a KINES 395B waiver.

6. I will not accept a minimum of one full week of volunteer experience(s) *(i.e. Monday – Friday, 8 hours/day=40 total hours). A leadership experience should transpire over the course of 2-3 months.*

7. Completing Kines 395B hours and/or a “special project” with a family member or friend will not be permitted.

**Sample Projects:**
- Provide an educational in-service to staff members.
- Assist/organize a “special event” at practicum site *(i.e. a wellness fair).*
- Design two different color brochures on 8 ½ by 11 paper *(tri-folded).*

*Sample documents are available in 275 Rec Hall, Monday – Friday 8am – 5pm.*

Revised 1-28-13 ds
Instructions and Checklist to Request a Waiver of KINES 395B

All questions must be directed to Lori A. Gravish. You can contact her via email – lag138@psu.edu or via phone at 814-865-1326.

Complete the following:

_____ 1. A significant leadership experience within the past 12 months for a minimum of 45 hours related to the field of Kinesiology.

_____ 2. Go to the last page of this information and print the KINES 395B Waiver Request Form or pick up a copy of the form in 270 or 275 Rec Hall.

_____ 3. Fill out the form completely and legibly. Remember to sign where it asks for “student signature” and to fill in the date submitted.

_____ 4. Submit your updated resume.

_____ 5. Complete a “special project” as indicated in #4 of the Rules for a KINES Waiver.

_____ 6. Submit a 3 page, double- spaced paper describing in details your leadership experience.

_____ 7. Place all required paperwork in the mailbox of Lori A. Gravish, M.S., in 266 Rec Hall. Your submission should be turned in by April 12th for review and a chance to re-submit your work if needed.

**FINAL DEADLINE FOR ALL SUBMISSIONS IS FRIDAY, APRIL 26 AT 4PM EST.**

If you wait until April 26 and your request is rejected, you will not have the opportunity to resubmit the waiver for approval.

The review of the waiver normally takes 2 weeks. Each student will be notified via email as to whether their leadership experience has been “waived/approved” or “denied”. If the waiver is denied, you will have the opportunity to pick-up your submission materials in 266 Rec Hall (Kines 395B mailbox) and resubmit your corrected waiver materials.

The waiver will appear on your degree audit within another 3-4 weeks. Please notify Ms. Gravish if the waiver does not appear on your audit.

**Please note:** If the Kines 395B waiver is approved, then no credit or grade is given. You will still need a minimum of 120 credits to graduate within the Kinesiology Fitness Studies and Movement Science Options.
KINES 395B Waiver Request Form

Student Information

Name: ________________________________

First Middle Last

Student ID #: ________________________ KINES Option: [ ] Movement Science [ ] Fitness Studies

Local Address:

Street/P.O. Box City State Zip Code

Cell Phone Number: (______)____________ Email: ___________________________@psu.edu

Academic Advisors: [ ] Myers [ ] Paquette [ ] Schreiber [ ] Sherlock

[ ] Gottschall [ ] Elavsky

Are you graduating this semester? [ ] YES [ ] NO

Practicum Site Information

Practicum Site Name: ________________________________

Practicum Site Address:

Street/P.O. Box City State Zip Code

Practicum Site Phone Number: (______)____________ Email: ___________________________

On-Site Practicum Supervisor: ________________________________

Title First Last Credential(s)

Dates of Kines 395B Experience: From __________________ To __________________

Practicum Agreement

I, (print full name) __________________________, acknowledge that the above information is correct to the best of my ability and is not falsified in any way.

Student Signature: __________________________ Date: ________________

OFFICE USE ONLY:

[ ] Application Approved __________________________ Date __________________________ Initials ________________

[ ] Application Processed __________________________ Date __________________________ Initials ________________

1-28-13 ds