



**Florida Gulf Coast University**  
**Marieb College of Health & Human Services**  
**Department of Rehabilitation Sciences**  
**Exercise Science Program**  
**Experiential Learning Education Handbook**  
**Fall 2019 - Spring 2020**

## **Introduction**

Experiential Learning education is an integral part of the Exercise Science program's curriculum. It is the time for students to apply and expand the knowledge and skills they have learned in the classroom and laboratory settings. In order to assure the optimum experience for students and the use of scientific and pragmatic interventions for clients, students must demonstrate competency in all appropriate practical skill checks and practical exams prior to beginning and throughout their Experiential Learning. Students are at the community site at the invitation of the facility and are expected to follow policies of the facility during all Experiential Learning.

During Experiential Learning, all Florida Gulf Coast University (FGCU), Marieb College of Health & Human Services, and Department of Rehabilitation Sciences Policies are applicable. Refer to the FGCU and Department of Rehabilitation Sciences Student Guidebooks.

The Experiential Learning Education Handbook contains information relevant to the FGCU Department of Rehabilitation Sciences Experiential Learning Education Program. Students, core faculty, and community site supervisors utilize it. The Experiential Learning Education Handbook also serves as a reference and guide in matters related to the Experiential Learning experience. It is updated yearly and as needed.

Prior to the first Experiential Learning experience, students must review all of the policies and procedures and agree to follow them. A signature from each student is required prior to starting the Experiential Learning experience.

## **Securing New Experiential Learning Sites**

Any party (faculty, clinician, or student) may identify potential Experiential Learning sites. The Faculty Clinical Coordinator has the following responsibilities:

- Contact the Director of Education or the potential site supervisor.
- Visit the website if available
- Determine suitability of the site based on the criteria and needs of the program

- Initiate the procurement of the Affiliation Agreement and other pertinent material.

Frequently, a site visit is made prior to establishing an affiliation agreement and assigning students. In the instance when a student is assigned to a facility prior to a site visit, the Faculty Clinical Coordinator or designee will visit during the first student's assignment, if geographically and physically possible.

## **Clinical Affiliation Agreements**

The affiliation agreement process is coordinated through the office of the Dean in Marieb College of Health & Human Services. A signed affiliation agreement must be on file prior to the commencement of any student's Experiential Learning. Students are responsible for adhering to the guidelines set for their site.

## **Experiential Learning Schedule**

The Exercise Science curriculum includes two Experiential Learning opportunities. The experiences for students scheduled to graduate in May 2020 are typically scheduled as follows:

### **APK 4941 Experiential Learning I**

(\*August 5, 2019) August 19, 2019 – December 9, 2019

\*some sites require an early start date

### **APK 4948 Experiential Learning II Senior Capstone Course**

January 6, 2020 – April 27, 2020

***NOTE:** These dates are subject to change. Every effort will be made to keep students informed of changes in a timely manner. The Experiential Learning dates are sometimes scheduled outside the normal semester calendar. Students are required to attend their assigned sites as scheduled.*

## **Procedure for Securing and Assigning Sites**

The Faculty Clinical Coordinator posts a list of current contracts. Students rank order three sites giving reasons why these type of sites are preferred. Students may ask to initiate new contracts after researching the pending facility and discussing this with the Faculty Clinical Coordinator. The Faculty Clinical Coordinator reviews all the available positions and assigns students to a site based upon student performance, academic need, program need, and availability. Sites are reviewed yearly for variety of experiences.

## **Experiential Learning Site Assignment**

Students are assigned to a variety of facilities and programs in order to assure experiences with diversity. Management concepts must be a part of the student's learning experience.

It is the goal of the Exercise Science program to make student assignments at least three months prior to the beginning of the fall assignment. After assignments are made, the Faculty Clinical Coordinator notifies the facilities, including those not receiving assignments. **The Faculty Clinical Coordinator has the final responsibility for making assignments. Students are not guaranteed placement in their top choices and may be assigned to facilities outside the geographical areas in which they live.** Students must begin at their assigned site by the second week of each semester or they may be asked to withdraw from the course. **If a student chooses to decline his/her placement, he/she may be asked to withdraw from the course and register for the course the following year.**

## Expenses

All expenses including, but not limited to, travel, housing, and meals are the responsibility of the student.

## Communication

The Faculty Clinical Coordinator is the liaison between Florida Gulf Coast University, the facility, community site supervisor, faculty, and the students. Mail, e-mail, telephone, group meetings, video conferencing, and individual meetings maintain communication. Students and community site supervisors are encouraged to initiate communication with the Faculty Clinical Coordinator during Experiential Learning when any student is having difficulty with performance or behavior. Students should communicate with the Faculty Clinical Coordinator if there are issues that have not been resolved after the student has spoken with the Community Site Supervisor.

The Faculty Clinical Coordinator, with assistance of core faculty, is responsible for communicating levels of performance and material covered with the Community Site Supervisor of the facility. This is accomplished through verbal and written means, prior to the beginning of each Experiential Learning opportunity.

Students must communicate with the Community Site Supervisor prior to the start of the internship. In addition, each student must submit a completed Student Data Form, including the student's own goals; documentation of immunizations, liability insurance, and CPR/AED/First Aid, knowledge of Blood Borne Pathogens; previous related coursework, and access to his/her criminal background check information if requested, prior to the beginning of the affiliation. Some sites will require a drug screen, flu shot, and/or other documentation.

## Progression to Experiential Learning Experiences

Students must be in good standing in the Exercise Science Program including following the Professional Behaviors Plan to participate in Experiential Learning. Students must earn a "C" or better in **all upper-division** program coursework prior to participating in Experiential Learning. Students not meeting the appropriate academic benchmarks may not be eligible for Experiential

Learning. *Any student who is currently on Professional Behaviors or Academic probation risks not being placed at an Experiential Learning site. (See ES Student Guidebook).*

## **Schedule/Attendance**

Students will attend all scheduled Experiential Learning experiences. The community site supervisor determines specific schedules. This may include some evenings, weekends, or holidays. Experiential Learning I is designed to include **at least** a 35-40 hour work week while Experiential Learning II is designed to include **at least** a 30-35 hour work week. Students are expected to be at their assigned sites a minimum of 3 non-consecutive days per week. Some facilities may have varied hours. Students are required to adapt to their site supervisor's schedule. Students who miss their scheduled time are required to make up the time in a manner that is acceptable to their site supervisor and the Faculty Clinical Coordinator. It is the student's responsibility to initiate a plan for making up any missed Experiential Learning. Make up time should be scheduled at the end of the semester and therefore could impact progression. Students who are absent or late should inform their site supervisor and the Faculty Clinical Coordinator at the earliest practical time. Students are expected to follow the policies of the facility regarding timecards or other means of documenting time. Students will submit signed Hours Logs weekly documenting the daily time worked. Hours logs must reflect the exact hours that a student was at the site and should not be signed or submitted prior to completion of the week's hours. The student should inform the Faculty Clinical Coordinator and the Site Supervisor, by phone or email, if absent at any time during the affiliation. Students who are habitually absent or late will be asked to sign and follow a learning contract that addresses the problem. Failure to meet the terms of the contract will result in a Failing grade (F) for the course.

*FGCU Observed Holidays* are not guaranteed to be honored by a student's site. This means that students should not assume to have any "holiday" time during the course of a semester. If the site is closed on a given day, the student will not need to log hours for that day and can therefore deduct the hours from the total needed for the week. Because sites vary in their holiday observances, not all students will have the same schedule/time off.

## **Orientation to Affiliated Site**

Each affiliate must provide an orientation to the facility for the student prior to or at the start of the experience. The orientation must include safety/emergency procedures.

## **Client Care Responsibilities**

The ultimate responsibility for clients remains with the assigned Community Site Supervisor. Students are expected to discuss with their Community Site Supervisor the mechanism by which clients agree to instruction by the student. Students must always inform the client of their student status and never lead anyone to believe otherwise. If students are asked to perform assessments, interventions, and/or exercise instruction, for which the students have inadequate

knowledge, students must inform their Community Site Supervisor and request a change of assignment or appropriate instruction and supervision during the activity. Students must not be used in lieu of professional or non-professional staff.

## Ethical/Legal Responsibility

Students are required to follow the NSCA Code of Ethics, the Department of Rehabilitation Sciences Professional Behaviors Plan, and the FGCU Code of Conduct.

## Supervision

The Community Site Supervisor has the primary supervision/educational responsibility for the student. The Community Site Supervisor must be certified, licensed, and/or have formal education/training in the area of expertise in which the student is working with them. The Community Site Supervisor or another designated supervisor must be on site at all times when a student is working with a client. The Experiential Learning practice may include student observation of other professionals; however, the site site's employees maintain direct responsibility for clients. The community site supervisor's management of the student is close during the initial Experiential Learning. Supervision decreases as the student becomes more adept in management of clients and their programs. Supervision decisions are always made on an individual basis considering the client situation, the student's level of knowledge and performance ability, environmental factors, and reimbursement considerations. **The Community Site Supervisor has responsibility for client care.** The FGCU Faculty Clinical Coordinator or other Exercise Science faculty members are available for telephone and/or on-site consultation regarding levels of supervision and other situations that might arise.

## Confidentiality

All client information, patient records, and affiliate information are confidential. Students must make every effort to respect the confidential nature of this information. Students in doubt whether an item of information is confidential should consult with the site supervisor. ***Students in no way should share any information about their site or clients through social media.*** No pictures of the site, staff, or clients are to be taken/shared without written authorization from the subject, the site authority, and the Clinical Coordinator. Students must comply with all HIPAA policies and procedures, as implemented by the affiliate.

## Evaluation

Students will be evaluated using the Exercise Science Assessment Tool Performance Instrument (ESAT) and course assignments throughout the semester.

A	90-100
B+	87-89
B	80-86

C+	77-79
C	70-76
D+	67-69
D	60-66
F	Below 60

A grade of "C" or better is required for successful completion of the experience. The Community Site Supervisor has the primary responsibility for conducting and completing the ESAT evaluation, based on the course objectives and the evaluation instrument. The Faculty Clinical Coordinator has the responsibility for assigning the course grade, utilizing information provided by the ESAT and other course requirements outlined in each course syllabus. On a case-by-case basis, a student may be required to extend the time of any clinical experience in order to reach the appropriate level of clinical performance. Students earning below a "C" grade will not be permitted to progress in Experiential Learning.

### **Accommodation for Disability**

All reasonable efforts will be made to accommodate students with special needs, following FGCU policy. Students must notify the Faculty Clinical Coordinator of the need at the time site assignments are made. The Faculty Clinical Coordinator will work with the Community Site Supervisor to ensure that the accommodation is appropriate.

### **Personal Health**

Students retain responsibility for their personal health and well-being. Students must follow universal precaution guidelines and policies of their facilities. Should students be exposed to any health risk or injury at their facilities, they must complete an incident report following affiliate guidelines and report the incident to the Faculty Clinical Coordinator within one day. Students must provide documentation of measles and rubella immunizations (or exemption), varicella titer test or immunization, current Tetanus booster, Hepatitis B Vaccine series and positive titer or a student signed waiver, and current Mantoux TB test (updated yearly) to the Exercise Science program to be placed in the student's records.(see Immunizations Requirements below). Students are responsible for keeping these current and submitting any updates to their site and to the Department of Rehabilitation Sciences.

Some affiliates may have additional health requirements. These requirements should be indicated to the student prior to starting his/her experience. A student choosing a facility is also agreeing to the health stipulations of that facility.

The student is responsible for the cost of emergency and other health care during Experiential Learning experiences. Affiliates are responsible for assisting students to procure treatment as needed per the affiliation agreement. The Experiential Learning affiliate has the right to require injured or ill students to leave the Experiential Learning site.

## Immunization Requirements

Students are required to maintain up-to-date immunizations. An official record of these immunizations is maintained by the CastleBranch and students should maintain their own records of all immunizations. All immunizations must be current for a student to participate in any Exercise Science course, including Experiential Learning. Failure to comply with the immunization requirements may lead to dismissal from the Exercise Science program and/or being placed on Professional Behaviors Probation. A student who has a lapse in any immunization requirement will be removed from the Experiential Learning site immediately; the student may be removed from the course and the Exercise Science Program. The Department's immunization requirements are as follows:

Required immunizations and screening tests:

- \_\_\_\_\_ Positive Rubella (German Measles) Titer Test or MMR Immunization Series (2 dose)
- \_\_\_\_\_ Positive Rubeola (Measles) Titer Test or MMR Immunization Series (2 dose)
- \_\_\_\_\_ Positive Varicella (Chicken Pox, Herpes Zoster) Titer Test or Immunization
- \_\_\_\_\_ Current Tetanus booster (Must be "Td"- within 10 years)
- \_\_\_\_\_ Mantoux TB screening test within 1 year of application and yearly thereafter  
*A positive Mantoux test result must be followed up with a chest x-ray and verification of inactive status*
- \_\_\_\_\_ Hepatitis B (HB) Vaccine series (series of 3 immunizations at 0, 1, and 6 months) and positive titer results (*A student-signed waiver for the Hepatitis B Vaccine series is also accepted by the Department of Rehabilitation Sciences but may not be sufficient for working at certain Clinical Sites due to requirements of the clinic.*)
- \_\_\_\_\_ Meningitis vaccine or a signed FGCU waiver

## Provider AED, CPR and First Aid

Students are required to complete Healthcare Provider AED, CPR and First Aid courses for adult and child prior to participation in any practice courses and/or Experiential Learning experiences. Copies of signed proof of instruction in AED, CPR and First Aid must be provided to the Department of Rehabilitation Sciences. Certifications must stay current in all areas while students are enrolled in the Exercise Science Program. Failure to comply with AED, CPR and/or First Aid course requirement may lead to dismissal from the course and/or from the ES program. Any student who has a lapse in AED, CPR, and/or First Aid will be immediately removed from the Experiential Learning site and be placed on Professional Behaviors probation for at least one

semester. All records must be kept current in the Department of Rehabilitation Sciences office. Students should maintain their own records of these certifications.

## Liability Insurance

The Department of Rehabilitation Sciences has contracted through Healthcare Providers Service Organization (HPSO) for liability insurance. The coverage is current through December 25, 2019 and will be renewed in December to cover through the end of the spring semester. Students are removed from the department's liability insurance upon graduation. A link is provided on the main department webpage,

[https://secure.touchnet.com/C20748\\_ustores/web/store\\_main.jsp?STOREID=30&SINGLESTORE=true](https://secure.touchnet.com/C20748_ustores/web/store_main.jsp?STOREID=30&SINGLESTORE=true)

Professional liability insurance must be maintained until graduation. *Failure to comply with liability insurance requirements will result in professional behaviors probation. Students are NOT permitted to participate in a class/lab/experiential learning session(s) without liability insurance. A student will be administratively dropped from his/her courses if liability insurance lapses. The student would then need to request a new plan of study.*

A student should communicate to the course faculty, program director or Clinical Coordinator any incident or situation in which a student is involved in that potentially holds the student or university liable or at risk.

## Health Insurance

Health insurance is mandatory and must be maintained by all students. This is especially important as students are not covered by any worker's compensation program in the event of an injury while at Experiential Learning sites. The cost of emergency and medical care is always the responsibility of the student. Information regarding the FGCU Student Health Insurance Plan can be accessed at <http://www.fgcu.edu/studenthealth/insurance-and-billing.html>.

## Criminal Background Check/Drug Screen

**Specific information on background checks and drug screening is provided in the Exercise Science Student Guidebook Appendix IX.**

Students admitted to the Exercise Science Program may be required to undergo a Level 2 criminal background check, fingerprinting, and/or a drug and/or alcohol screen, dependent upon their experiential learning site requirements. Background checks, fingerprinting, and drug and/or alcohol screens are completed at the students' expense. If required, students will be notified prior to the commencement of their experiential learning experience, with ample time to complete the required element(s). Students are required to complete the background check, fingerprinting,



and/or drug and/or alcohol screen at least 3 weeks prior to the commencement of their experiential learning experience.

A criminal record may prohibit a student from sitting for a licensure exam if they have a record of certain misdemeanors and felonies. If it is likely that a student may pose a threat to the welfare of program faculty, staff, students, or patients, the student may be denied continuance in the program. Students who refuse to submit to a background check or drug screens as required by their Experiential Learning site or do not pass the background check review may be dismissed from Experiential Learning.

FGCU has an agreement with CastleBranch.com ([www.castlebranch.com](http://www.castlebranch.com)) to perform students' criminal background checks, fingerprinting, and drug screens. This company's background check and fingerprinting will consist of the following components:

- Florida Statewide Criminal Records (FDLE)
- National Criminal Records (FBI)
- Social Security Verification
- Residency History
- Nationwide Sexual Offender & Predator Registry
- Unlimited Out of State County Criminal Records (Includes Maiden and Alias names)
- Nationwide Healthcare fraud and Abuse Scan o Medicare & Medicaid Sanctioned, Excluded individuals:
  - Office of Research Integrity (ORI)
  - Office of Regulatory Affairs (ORA)
  - State Exclusion List
  - FDA debarment Check
  - Office of Inspector General (OIG)-List of Excluded Individuals/Entities
  - General services Administration (GSA) –
- U.S. Patriot Act
  - Terrorism Sanction Regulations
  - Office of Foreign asset Control (OFAC)
  - List of Specially Designated Nationals (SDN)
  - U.S. Treasury
  - Department of State Trade Control (DTC) Debarred Parties

The CastleBranch drug screen (10+CRT-Bund) will test for the following substances:

- Amphetamines (AMP)
- Barbiturate (BAR)
- Benzodiazepines (BZD)
- Cannabinoids
- Cocaine (COC)
- Creatinine (CRT)

- Methadone (MTD)
- Methaqualone
- Opiates (OPI)
- PH
- Phencyclidine (PCP)
- Propoxyphene (PPX)

Rights: Students have the right to review the information reported by CastleBranch.com for accuracy and completeness and to request that the agency verify that the information provided is accurate. Prior to making a final determination that will adversely affect the student, CastleBranch.com will provide the student with access to the background check report and inform the students of his/her rights via email. Students are responsible for providing accurate contact information to CastleBranch.com. Students are responsible for the consequences of CastleBranch.com being unable to contact the student.

The following codes are used for CastleBranch orders:

- [FL84: Background Check & Fingerprinting](#)
- [FL84dt: Drug Test](#)
- [FL84fp: Fingerprinting only](#)
- [FL84fpbgim: Background Check - Fingerprints - Compliance Tracker](#)
- [FL84im: Compliance Tracker](#)

## Personal Appearance

Students must dress conservatively and in good taste in order to protect themselves and their clients and to model professionalism. Exercise Science students will wear their Exercise Science polo shirts to every assigned facility unless the site requires different attire. The site supervisor will determine if long pants/shorts are acceptable and indicate the type of footwear that is acceptable for that facility. It is the student's responsibility to follow the assigned facility's personal appearance policy. Students will be clean and properly groomed at all times. In all Experiential Learning facilities:

1. Long, dangling earrings or large loop earrings are not permitted.
2. Hair should be pulled back if it will potentially dangle when leaning over.
3. Fingernails should be neatly trimmed.
4. Body piercings limited to ears on visible areas, no more than two per ear.
5. Visible tattoos must be covered.

## Name Badges

Each student is provided a student name badge. If the name badge is lost, information will be provided on how to purchase a replacement name badge through the FGCU Department of Rehabilitation Sciences. The name badges are to be worn **at all times** when the student is in the Experiential Learning setting. The name badges clearly indicate "student" status. Some

facilities require an additional identification badge supplied by the facility. These ID badges must indicate that the student is a FGCU Exercise Science student.

## **Employment Conflicts with Experiential Learning Education**

The Experiential Learning component (FGCU community sites; off-campus Experiential Learning sites; curriculum in-services) is a vital aspect of the overall education process for the Exercise Science student. The Experiential Learning setting provides each student a unique opportunity to practice and apply those skills that have been taught and learned in the formal classroom setting.

All aspects of the Experiential Learning education component during each semester **will take priority** over outside employment opportunities for each student. For this reason, students are discouraged from having outside employment. Experiential Learning may occur at different sites with different schedules each semester. The Exercise Science faculty will make every effort to provide advance scheduling of Experiential Learning assignments on a semester basis. ***Failure to adhere to the guidelines concerning employment conflicts with Experiential Learning education may lead to the student being removed from the Experiential Learning site. If removed, the student will receive an “F” for the course. If the student is not removed, the student will be placed on Professional Behaviors Probation.***

## **Universal Precautions/OSHA Requirements**

Students must meet facility requirements regarding Universal Precautions and OSHA regulations.

## **Alcohol/Illegal drugs**

The Affiliate has the right to remove a student immediately from the facility if the student is suspected of being under the influence of alcohol or illegal drugs. Any student may be asked to submit to a drug screening at the request of the affiliate. The Community Site Supervisor notifies the Faculty Clinical Coordinator who seeks resolution on an individual basis, utilizing Exercise Science program, Marieb College of Health & Human Services, and Florida Gulf Coast University student policy as a guide. A student who attends their assignment under the influence of alcohol or illegal drugs may be dismissed from the program and the University. See [FGCU Student Guidebook](#) for further details. The student must inform his/her site supervisor if he/she is taking prescription medications that may influence performance at the site.

## **Cell Phone/Device Policy**

Cell phones will be stored while the student is at the community site unless the site supervisor specifically requests the student use the device for site business. Students will not use their mobile device for personal business while “on the clock” at their site. Students who violate this

policy will be placed on Professional Behaviors Probation. Students who are asked to use their cellular device for community site business should have a notice in writing giving permission from their site supervisor and shall only use the device for site business (no personal business).

## **Receiving Gifts from Clients/Patients**

Students are to follow the gift receiving policy of their site and are governed by ethics of health care professionals. Students should not accept ANY gift (monetary or otherwise) from any client/family member without discussing this FIRST with the site supervisor and SECOND with the course faculty member. Any student who has accepted a gift of any type without notifying the site supervisor and faculty member will be removed immediately from Experiential Learning I and will receive a failing grade in the course.

## **Problem Resolution**

If a student has a problem during their Experiential Learning, he/she should first seek resolution with the Community Site Supervisor. If the issue remains unresolved, the student should discuss the situation with the course faculty. If still unresolved, the Faculty Clinical Coordinator is available to assist with finding a solution. In rare instances, students may contact the Faculty Clinical Coordinator first. The Faculty Clinical Coordinator may be instrumental in helping the student find ways of appropriately communicating with the Community Site Supervisor. The Community Site Supervisor should notify the Faculty Clinical Coordinator by phone if a student is having persistent difficulty and/or is at risk to fail the Experiential Learning course. The Faculty Clinical Coordinator will assist with seeking a solution including counseling with the student and/or Community Site Supervisor or making a site visit. The Community Site Supervisor can immediately dismiss a student who places clients, staff, or self in an unsafe situation from the facility and the Faculty Clinical Coordinator will be notified. See Affiliation Agreement. The Faculty Clinical Coordinator will initiate further discussion/action regarding the situation, in compliance with Department, College, and University policy.

**For Students Placed in Texas only:** The web address for the Texas Higher Education Coordinating Board's Student Complaints page with forms and a description of the complaint procedure is <http://www.theccb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

## **Injury Prevention and Reporting Policy**

Purpose:

This policy establishes guidelines for the prevention of injuries during educational activities and provides guidelines for the reporting of any injuries or adverse reactions that occur because of student involvement in educational activities.

Policy:

Students in the programs of the Department of Rehabilitation Sciences are routinely involved in practicing the performance of examination, evaluation and intervention skill/techniques on other students in order to gain proficiency. Faculty or sites will routinely demonstrate skills/techniques by using students as demonstration models. In order to prevent injury resulting from these activities, students shall disclose any health conditions that potentially could interfere with or be aggravated by the participation in these activities. It is the student's responsibility to provide this disclosure to the course faculty and site supervisor prior to the participation in these activities.

In the unlikely event that an adverse response or an injury occurs, the student will immediately notify the course faculty and submit the University Incident Report for Non-Employees to the Chair of the Department of Rehabilitation Sciences within 24 hours of the occurrence. It is the student's responsibility to retrieve this Incident Report form [http://www.fgcu.edu/EHS/Files/\\_non\\_employee\\_report.pdf](http://www.fgcu.edu/EHS/Files/_non_employee_report.pdf). The department Chair will route the Incident Report form according to university procedure.



**Florida Gulf Coast University  
Department of Rehabilitation Sciences  
Experiential Learning**

***Signature Page***

I acknowledge receipt of the following and understand that it is my responsibility to review the document and follow the guidelines:

*“Department of Rehabilitation Sciences Experiential Learning Education Handbook”*

I understand that if I have any questions related to information contained in this document, it is my responsibility to seek clarification from the FACULTY CLINICAL COORDINATOR.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Name (printed)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date