I. COURSE DESCRIPTION

This 1 credit course will provide HPA students the opportunity to observe, implement, and practice the application of exercise testing, assessment and prescription, training, group instruction, and supervision in the health-fitness field using principles and techniques related to the HPA curriculum in a real health and fitness setting. The specific fitness settings for this experience are through the HEALTH AND FITNESS PROGRAM (Trees Hall-HPA Fitness Center and Bellefield Hall-Aerobics Studio), UNIVERSITY CLUB FITNESS CENTER, and within other ACADEMIC ACTIVITY COURSES (PEDC).

II. EXPECTED OUTCOMES

After completion of this course, the student should have acquired:

A. An introduction to working within a health-fitness professional setting

B. Experience observing and assisting a professional at an assigned health-fitness site:
   1. Designing and implementing exercise or physical activity programs
   2. Instruction of new skills or classes
   3. Training or monitoring of a physical activity programs
   4. Managing a fitness facility and/or classes
   5. Engaging exercise participants professionally

C. An opportunity to self-reflect on how shadowing at a particular site has helped with decisions related to one’s professional path.

D. An opportunity to engage in new skills to enhance the professional prospects and resume content.
III. **COURSE REQUIREMENTS:**

A. **Important Dates:** **This is a 13 week experience**
   - **Start Date:** Assigned time slot begins the week of SEPTEMBER 5, 2016.
   - **End Date:** Final assigned time slot through the end date of DECEMBER 10, 2016.
   - **University Closures/Student Breaks:**
     i. University Closures: Students **will be** required to make up these hours in the same week in order to fulfill the course requirements:
        a. Labor Day (week 2) – Monday, SEPTEMBER 5, 2016
        b. Fall break (week 8) – Monday, OCTOBER 17; Tuesday, OCTOBER 18, 2016
     ii. Student Breaks: Students **will not be** required to make up these hours (“week off”).
        1. Thanksgiving Week (week 13) - NOVEMBER 21-25, 2016
        2. Finals Week (week 16) – DECEMBER 12-16, 2016

B. Students must complete the 2 hours per week experience for 13 weeks.
   - Students must remain at the site the entire semester (through DECEMBER 10, 2016).
   - Hours cannot be completed ahead of time and students are required to be at the site each week.
   - In the case that you have to miss, the student must make-up 2 hours during the same week.

C. **Duties and Experiences**
   1. Each student will have required duties and tasks that must be completed.
      - Other optional assignments are available to take part in depending on area of interest.
   2. Prior to working hands-on with the clients in the form of group instruction or other exercise programming, students will be required to complete a number of tasks to prepare for working with the members of a Fitness Center or Program.
      - These will vary based on the area of interest.
   3. In order to gain a wide variety of experiences, the students will be required to assist the staff in several different services offered at the facilities depending on assignment.
   4. Once shifts are assigned, supervisors will provide the students with an outline of the specific duties and tasks during that shift that must be completed.
   5. Other responsibilities students will participate in:
      - Front Desk – greeting and signing in members.
      - Facility/Class Maintenance – locker rooms, towels folding, linen bags, equipment cleanup, post-exercise class setup/cleanup, etc.
      - Role Model and Fitness Expert to exercise participants.

IV. **COURSE DESIGN:**

- This course is designed to place students “out in the field;” thus, class is not scheduled on a weekly basis.
- Students will spend 13 weeks at an experience site with a selected supervisor based on student interests and placement availability.
- CourseWeb will be utilized as a communication tool throughout the semester, and assignments will be due through this web portal.
- Students will attend 4 MANDATORY in-person discussion groups over the course of the semester.
RESPONSIBILITIES AND ASSIGNMENTS

1. Pre-semester placement: NO POINTS – “admission steps” to start the HFP in Fall 2016
   a. Complete experience request with Dr. Rogers – provide academic schedule for Fall 2016.
   b. Respond to the placement email:
      • Will be sent to students by Monday, August 1, 2016 by 11:59pm

2. Respond to your HFP Introduction Email by MONDAY, AUGUST 29, 2016 by 11:59pm. (1 point)
   a. Email Response Required:
      • Reply All to include Dr. Rogers and your supervisor:
         1. Introduce yourself
         2. Thank the supervisor for the opportunity
         3. Provide the day, date, and time that you will be working with him or her
         4. Briefly describe your area of interest this semester and why you chose it
         5. Briefly describe your professional goals and how it relates to this experience.

3. Goals, Duties and Expectations Assignment:
   a. At the first day of your experience, discuss with your supervisor 3 student goals for the experience this semester. Review duties as well as a realistic expectation plan that both the supervisor and student agree upon.
   b. Complete Goals and Expectations Assignment (1 point)
      • CourseWeb
      • Due: MONDAY, SEPTEMBER 12, 2016 by 11:59pm

4. Attend your Directed Study Experience each week – no exceptions! (1 point/week = 13 points)
   a. CourseWeb
      • Complete weekly “check-in” online
         1. These are time sensitive and are due each Saturday by 11:59pm.
         2. An arbitrary grade will be assigned to keep track of the 13 total evaluations that must be completed. You will receive 1 point for each week the “check-in” is completed.

5. Attend Mandatory Discussion Groups (1 point/scheduled group = 4 points)
   a. Location: Trees Hall 166
   b. When: MARK YOUR CALENDARS!
      • Friday, SEPTEMBER 2, 2016 – 8:30am-9:50am (week 1)
      • Friday, OCTOBER 7, 2016 – 8:30am-9:50am (week 6)
      • Friday, NOVEMBER 11, 2016 – 8:30am-9:50am (week 11)
      • Friday, DECEMBER 9, 2016 – 8:30am-9:50am (week 15)
      • NOTE: Students that have an academic conflict during these meetings will be required to attend the secondary meeting on the Monday following the main meeting at 12:15pm at 32 Oak Hill Court. Dates:
         1. First meeting – TBD due to Labor Day
         2. Monday, OCTOBER 10, 2016 – 12:15pm
         3. Monday, NOVEMBER 14, 2016 – 12:15pm
         4. Monday, DECEMBER 12, 2016 – 12:15pm

6. Site, Supervision, and Experience Survey/Final Evaluation (1 point)
   a. At Last Discussion Group and in an Online survey
      • Students are required to complete this survey in Week 15
      • Due: At the last discussion group
      • Final grades will not be issued until this survey has been completed.
Grading Scale: (Honors, Satisfactory, Unsatisfactory):

1. Student will earn an Honors (H) grade when they:
   - Finish and Complete all required hours for 13 weeks
   - Complete all online assignments, materials and surveys required by due dates
   - Attend and participate in all discussion group meetings
   - Earn an above average supervisor evaluation

2. Student will earn a Satisfactory (S) grade or when they:
   - Finish and Complete all required hours for 13 weeks
   - Complete all online assignments, materials and surveys required by due dates
   - Attend all discussion group meetings
   - Earn an average supervisor evaluation

3. Student will earn an Unsatisfactory (U) grade when they indicate any of the following:
   - Demonstrate tardiness or lack of responsibility towards completion of required hours across the 13 week experience
   - Failure to complete 1 or more online assignments and surveys after required due date
   - Failure to attend 1 or more discussion groups
   - Receive below average supervisor evaluation

*Dr. Rogers will administer final grade based on the completion of all of the components outlined under the evaluation scale above*
RULES OF EXPLORING A PROFESSIONAL SITE

1. **PROFESSIONALS ARE COUNTING ON YOU!** - This experience should be treated like a job. The student is considered a part of the HPA staff. Expectation:
   a. Be at every shift. (Studying for exams, sleeping in, being behind on school work, etc; are **NOT** acceptable reasons for missing your shift). Time management is key to being a successful professional.
   b. If you are sick, you must alert **all** of the following to ensure that everyone is aware of the short staffing for that period:
      a. Contact Dr. Rogers Immediately (r.j.rogers@pitt.edu)
      b. Email your assigned supervisor

2. **BE ON TIME!** - In the case of being late, contact your supervisor to inform him/her of the situation. Hours will need to be made up. Supervisors will notify Dr. Rogers each time a student is late.
   a. **It is the student’s responsibility to complete all hours for the semester – not the supervisor’s job to keep track of you.**

3. **BE PROFESSIONAL AND MATURE- YOU ARE AMBASSADORS OF THE HPA PROGRAM!**

4. **TAKE INITIATIVE!**

5. **DRESS CODE** - If you show up for your shift out of dress code, you will still be required to work your shift but you **WILL NOT** receive credit for those hours. They will need to be made up on another shift.
   ▪ Khaki or Exercise Pants (No Shorts)
   ▪ Tennis Shoes (No other form of footwear is acceptable)
   ▪ Navy Blue Solid Polo
   ▪ Solid colored long sleeve shirts under or light jackets may be worn over the polo.
     - Oversized hoodies are **NOT** acceptable.
   ▪ Fitness Instructors: Clothing worn must be appropriate and professional when leading group classes. Avoid clothing that shows your stomach, shorts that are too short, or T-shirts with inappropriate logos and writing.

5. **CELL PHONES** – Under no circumstances are you permitted to be on or using your cell phone at any time during your 2-hour experience. You will receive 1 warning on cell phone usage from your supervisor. Dr. Rogers will intervene if additional issues occur related to cell phone usage.

*Disability Statement - If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union (412) 648-7890, drsrecep@pitt.edu, (412) 228-5347 for P3 ALS users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.*
## CALENDAR OF HFP RESPONSIBILITIES

### PRESEMESTER: ATTEND MEETING AND RECEIVE PLACEMENT

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<tr>
<th>Week</th>
<th>Date</th>
<th>Task</th>
<th>Due Date</th>
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| 1    | AUG 29-SEPT 2 | -REPLY ALL to Supervisor Intro Email  
                  -Attend Group Discussion                                             | Monday, 8/29 by 11:59pm (email)  
                  Friday, 9/2 – 8:30-9:50am (Trees 166)                                  |
| 2    | SEPT 5-9 (OFF 5th Labor Day) | -Attend 1st HFP Experience (2hr)  
                  -Discuss Goals, Duties & Expectations with supervisor  
                  -Complete “Check-in”  
                  -Complete Goals and Expectations                                    | Saturday, 9/10 by 11:59pm (CourseWeb)  
                  Monday, 9/12 by 11:59am (CourseWeb)                                   |
| 3    | SEPT 12-16 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 9/17 by 11:59pm (CourseWeb)                                     |
| 4    | SEPT 19-23 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 9/24 by 11:59pm (CourseWeb)                                     |
| 5    | SEPT 26-SEPT 30 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 10/1 by 11:59pm (CourseWeb)                                     |
| 6    | OCT 3-7 | -Attend HFP Experience (2hr)  
                  -Attend Group Discussion  
                  -Complete “Check-in”                                                  | Friday, 10/7 8:30-9:50am (Trees 166)  
                  Saturday, 10/8 by 11:59pm (CourseWeb)                                  |
| 7    | OCT 10-14 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 10/15 by 11:59pm (CourseWeb)                                    |
| 8    | OCT 17-21 (FALL BREAK!) | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 10/22 by 11:59pm (CourseWeb)                                    |
| 9    | OCT 24-28 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 10/29 by 11:59pm (CourseWeb)                                    |
| 10   | OCT 31-NOV 4 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 11/5 by 11:59pm (CourseWeb)                                     |
| 11   | NOV 7-11 | -Attend HFP Experience (2hr)  
                  -Attend Group Discussion  
                  -Complete “Check-in”                                                  | Friday, 11/11 8:30-9:50am (Trees 166)  
                  Saturday, 11/12 by 11:59pm (CourseWeb)                                 |
| 12   | NOV 14-18 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 11/19 by 11:59pm (CourseWeb)                                    |
| 13   | NOV 21-25 | *NO EXPERIENCE THIS WEEK*                                              | *NO ASSIGNMENTS*                                                          |
| 14   | NOV 28-DEC 2 | -Attend HFP Experience (2hr)  
                  -Complete “Check-in”                                                  | Saturday, 12/5 by 11:59pm (CourseWeb)                                     |
| 15   | DEC 5-9 | -Attend Final HFP Experience (2hr)  
                  -Attend Group Discussion  
                  -Complete Final Evaluation  
                  -Complete “Check-in”                                                  | Friday, 12/9 8:30-9:50am (Trees 166)  
                  At Group Discussion and Online Survey  
                  Saturday, 12/10 by 11:59pm (CourseWeb)                                 |
| 16   | DEC 12-16 | *NO EXPERIENCE THIS WEEK*                                              | *NO ASSIGNMENTS*                                                          |

**KEY:**
- CourseWeb Assignment = **Bold and Italics**
- In-person group discussion = **Bold and Underlined**