

**UNIVERSITY OF PITTSBURGH**  
**Department of Health and Physical Activity**

---

---

**HPA 1170:**                    **Health Fitness Practicum 2 (2204) – Spring 2020**

**Schedule:**                    2 hours assigned weekly block  
Lab     Fridays    8:30-10:00am    Trees Hall – 166    and    Online    - *see scheduled dates*

**Faculty:**                    Renee J. Rogers, Ph.D., FACSM  
Associate Professor, Department of Health & Physical Activity  
Health & Wellness Programming Director, Healthy Lifestyle Institute

**Office:**                      Physical Activity and Weight Management Research Center, 32 Oak Hill Ct.  
HPA Department Office, 140 Trees Hall

**Office Phone:**            412-383-4015

**Office Hours:**            By appointment

**Email:**                      [r.j.rogers@pitt.edu](mailto:r.j.rogers@pitt.edu)

---

---

**COURSE DESCRIPTION**

This 1 credit course builds on the 1st Health Fitness Practicum (HPA 1169) and will provide HPA students the opportunity to take a greater leadership role and/or diversify their experiences in training, programming, 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 WELLNESS PROGRAM (Trees Hall-HPA Fitness Center and Bellefield Hall–Aerobics Studio) and its incentive programming entities (BE FIT PITT, Making the Move, etc.), UNIVERSITY CLUB FITNESS CENTER, and other ACADEMIC ACTIVITY COURSES (PEDC)**

**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 active 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.

## COURSE REQUIREMENTS

### A. **Important Dates: \*\* This is a 12-week experience\*\***

WHAT?	WHEN?	NOTES:
HFP EXPERIENCES START	WEEK OF JANUARY 13 <sup>TH</sup>	
HFP EXPERIENCES END	WEEK OF APRIL 6 <sup>TH</sup> (THROUGH APRIL 10 <sup>TH</sup> )	
MLK DAY – NO HFP	MONDAY, JANUARY 20 <sup>TH</sup>	<b>MUST BE MADE UP</b>
SPRING BREAK – NO HFP	WEEK OF MARCH 9 <sup>TH</sup> -15 <sup>TH</sup>	DOES NOT NEED MADE UP
WEEK BEFORE FINALS – NO HFP	WEEK OF APRIL 13 <sup>TH</sup> -19 <sup>TH</sup>	DOES NOT NEED MADE UP
FINALS WEEK – NO HFP	WEEK OF APRIL 20 <sup>TH</sup> -26 <sup>TH</sup>	DOES NOT NEED MADE UP

*\*Detailed Schedule on last page of syllabus and posted on CourseWeb.*

### B. **Students must complete the 2 hours per week experience for 12 weeks.**

- Students must remain at the site the entire semester (through APRIL 10, 2020).
- Hours cannot be completed ahead of time and students are required to be at the site each week.
- For excused absences only, the student **must make-up 2 hours within 1 week of absence to earn credit.**

### C. **Duties and Experiences**

- 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.
- 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.
  - This may include but not limited to writing lesson plans, researching evidence-based exercises, shadowing, etc. prior to experiences.
  - These will vary based on the area of interest/assigned experience.
- In order to gain a wide variety of experiences, the students will be required to assist Mentors in several different services offered at the facilities depending on assignment.
  - This may include but not be limited to setting up and breaking down facilities, facility/equipment maintenance, greeting, attendance and operations, etc.
  - These will vary based on the area of interest/assigned experience.
- Once experiences are assigned, Mentors will provide the students with an outline of the specific duties and tasks during that shift that must be completed.

## 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 12 weeks at an experience site with a selected Mentor based on student interest and placement availability.
  - Students will meet with Dr. Rogers multiple times in the month of JANUARY then MONTHLY thereafter to reflect and discuss experiences and prioritize professional development. These will occur during the scheduled Lab Time for this course (in-person or online – see detailed schedule on last page of syllabus).
- CourseWeb will be utilized as a communication tool throughout the semester.
  - Weekly assignments will be due primarily through this web portal (see detailed schedule on last page of syllabus).

## EVALUATION AND GRADING

TOTAL POSSIBLE POINTS: 180	
A+	180
A	162-179
B	144-161
C	126-143
D	108-125
F	107 or below

## RESPONSIBILITIES AND ASSIGNMENTS

- 1. Pre-semester Placement Survey: (5 points)**
  - Complete availability and experience online survey with Dr. Rogers – provide academic schedule for Spring 2020.
  - **DUE: (on or before) your placement meeting with Dr. Rogers**
- 2. Meeting with Dr. Rogers for Placement: (5 points)**
  - Placements will be determined at your individual meeting with Dr. Rogers
    - Instructions for scheduling available on CourseWeb
  - Meetings occur **JANUARY 8-10** in Week 1. Students must meet with Dr. Rogers by **FRIDAY, JANUARY 10<sup>th</sup>**
    - Be sure to bring finalized schedules with you to this meeting
- 3. Write your HFP Introduction Email: (5 points)**
  - **DUE: SATURDAY, JANUARY 11<sup>th</sup> by 11:59pm.**
  - Email Response Required:
    - **Address** to include Your Mentor, and copy (CC) Dr. Rogers:
      1. Introduce yourself
      2. Thank the mentor 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
- 4. Goals, Duties and Expectations Assignment: (5 points)**
  - At the first day of your experience, discuss with your Mentor 3 goals for the experience this semester. Review duties as well as a realistic expectation plan that both the Mentor and student agree upon.
  - **DUE: SATURDAY, JAN 18<sup>th</sup> by 11:59pm**
- 5. Student Authored Blog: (10 points)**
  - Each student will write a blog that will be posted on CourseWeb for their classmates to read and reflect on.
    - At the initial meeting with Dr. Rogers, the students will be assigned a blog title due date and blog submission due date. Dr. Rogers will post on Courseweb.
- 6. Review the Weekly Blog and Comment on the Discussion Board: (3 points/week = 36 points)**
  - Blog posts and links to the discussion boards are posted each week on CourseWeb for convenience.
  - **Students will be asked to relate the blogs to their HFP Experiences that week.**
  - This will serve as a weekly “check-in.” Example posts and blogs will be available on CourseWeb.
  - **DUE: EACH WEEK by SATURDAY, 11:59pm**

**7. Attend your HFP Experience Each Week**

**(Up to 5 points per week = Up to 60 points)**

- Students will be evaluated by their mentor and will earn up to 5 points per session based on the following:

<b>ENGAGEMENT PRODUCTIVITY (0-3 points)</b>	<b><i>The effort the student places on engaging with participants and the mentor. The effort that is made by the student to engage in activities that help them grow as an exercise leader in conjunction with their mentor.</i></b>
3 points	<ul style="list-style-type: none"> <li>Student goes out of their way to actively engage with participants/members.</li> <li>Student initiates conversations with mentor and brings questions forward.</li> <li>Student works at a high level to make progress towards the goals set at the top of the semester with his/her mentor.</li> <li>Student was highly responsive to the requests of the mentor for the week.</li> </ul>
2 points	<ul style="list-style-type: none"> <li>Student engages with participants/members when prompted.</li> <li>Mentor initiates conversations with student, then student engages.</li> <li>Student works at a moderate level to make progress towards the goals set at the top of the semester with his/her mentor.</li> <li>Student was moderately responsive to the requests of the mentor for the week.</li> </ul>
1 point	<ul style="list-style-type: none"> <li>Student does not engage with participants/members.</li> <li>Mentor initiates conversations with student, but the student does not engage.</li> <li>Student works at a low level to make progress towards the goals set at the top of the semester with his/her mentor.</li> <li>Student was not responsive to the requests of the mentor for the week.</li> </ul>
0 points	<ul style="list-style-type: none"> <li>Student does not attend HFP Experience</li> </ul>
<b>PROFESSIONAL LOGISTICS</b>	<b><i>The effort that is made by the student to arrive on-time, remain the duration of the experience, engage professional and respectfully with mentor, and be in professional attire.</i></b>
1 point	<ul style="list-style-type: none"> <li>Student arrives on-time (is not late).</li> <li>Student stays the entire duration of the assigned HFP experience.</li> <li>Student presents themselves professionally for the HFP experience (attire, attitude, body language).</li> </ul>
1 point	<ul style="list-style-type: none"> <li>Student engages respectfully and professionally with their mentor the entire duration of the weekly experience.</li> </ul>

**8. Attend and Participate in Lab Discussion Groups:**

**(10 points/scheduled group = 40 points)**

• Friday, JANUARY 31 <sup>ST</sup>	8:30-10:00am	(week 4)	Trees 166	10 points
• Friday, FEBRUARY 28 <sup>TH</sup>	8:30-10:00am	(week 8)	Trees 166	10 points
• Friday, MARCH 27 <sup>TH</sup>	8:30-10:00am	(week 12)	ONLINE	10 points
• Friday, APRIL 10 <sup>TH</sup>	8:30-10:00am	(week 14)	Trees 166	10 points

**9. Create Final Instruction Sample Video and Post on BOX:**

**(10 points)**

- Prior to the final discussion group, each student will film and post a video related to their HFP experience.
- Instructions will be provided at the 2<sup>nd</sup> discussion group in FEBRUARY and a reminder will be discussed at the ONLINE 3<sup>rd</sup> discussion group in MARCH.
- Videos are **DUE: SATURDAY, APRIL 4<sup>th</sup> by 11:59pm**

**10. Site, Supervision, and Experience Survey/Final Evaluation:**

**(4 points)**

- At Last Discussion Group and in an Online survey
  - Students are required to complete this survey in Week 14
  - DUE: SATURDAY, APRIL 11<sup>th</sup> by 11:59pm**
  - Final grades will not be issued until this survey has been completed.

## 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 Program and Healthy Lifestyle Institute's Instructional Team.
2. **ATTENDANCE:**
  - Be at every shift – you are graded based on attendance, participation, and professionalism
    - i. Studying for exams, sleeping in, being behind on school work, etc; are **NOT** acceptable reasons for missing your shift.
    - ii. Time management is key to being a successful professional and navigating this experience.
  - If you are sick, you must do the following to be considered eligible for a make-up:
    - i. Alert all of the following before missing your experience to ensure that everyone is aware of the short staffing for that period:
      1. Contact Dr. Rogers Immediately ([r.j.rogers@pitt.edu](mailto:r.j.rogers@pitt.edu))
        - a. *NOTE: Only Dr. Rogers approves missed HFP Experience make-ups*
      2. Email your assigned Mentor
    - ii. Get Medical documentation from a visit to your health care provider or University Student Health
      1. This must document that:
        - a. *you were unable to attend your experience due to illness*
        - b. *the date that the HFP Experience was missed*
3. **BE ON TIME!** - In the case of being late, contact your Mentor to inform him/her of the situation **before** being late. Hours will need to made-up. Mentors will notify Dr. Rogers each time a student is late and document this in the student's weekly record.
4. **BE PROFESSIONAL AND MATURE- YOU ARE AMBASSADORS OF THE HPA PROGRAM!**
5. **TAKE INITIATIVE!**
6. **DRESS CODE:**
  - Khaki or Exercise Pants
  - Tennis Shoes (No other form of footwear is acceptable)
  - Solid colored long sleeve or short sleeve shirts – no major branding logos or sayings.
    - Oversized hoodies are NOT acceptable.
    - Pitt Gear is permitted as long as it contains appropriate language
  - 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 Mentor. Dr. Rogers will intervene if additional issues occur related to cell phone usage.

## UNIVERSITY 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](mailto: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.*

## DEPARTMENT OF HEALTH AND PHYSICAL ACTIVITY GRIEVANCE PROCEDURE

If a student feels that they have been treated unfairly by the instructor with regard to their grade or other aspects of their course participation there are a series of steps that should be taken in an attempt to resolve this matter. These include the following:

- 1.** The student should first inform the instructor of the course of the issue in an attempt to resolve this matter. If the course is taught by a Teaching Assistant, Graduate Student, or Part-Time instructor, their faculty supervisor should also be informed of this matter. The student should bring this issue to the attention of the instructor in a timely matter and should maintain a record of interactions that occurred with the instructor regarding the matter in question. The course instructor should take necessary steps to address the concern raised by the student in a timely matter and should maintain a record of the interactions that occurred with the student regarding this matter.
  
- 2.** If, after reasonable attempts to resolve the matter, the matter is not resolved in a manner that is deemed to be acceptable to the student, the student retains the right to file a grievance. This grievance is to be filed with the Department Chair in the form of a written document that can be submitted via email or campus mail. This document should include the following:
  - a.** Student's name
  - b.** Student contact information (email, address, telephone number)
  - c.** Information on the course for which the grievance applies (course title, course number, instructor name).
  - d.** A copy of the course syllabus that was provided to the student by the instructor
  - e.** Detailed description of the grievance and additional information the student feels is pertinent to this matter.

After receiving this information, the Department Chair will inform the student if additional information is needed, as appropriate will discuss this matter with the student and the instructor, and will issue a decision in a timely manner.

- 3.** If the student is not willing to accept the decision of the Department Chair, the student will be informed that they can request an additional review of this matter through the Office of the Dean of the School of Education. If the student decides to pursue this, the student should contact the Associate Dean for Student Affairs & Certification in the School of Education at the University of Pittsburgh.

## CALENDAR OF HFP RESPONSIBILITIES

	DATE	TASK	DUE DATE
1	JAN 6-12	-NO EXPERIENCE THIS WEEK - <b>Complete Placement Survey</b> - <b>Schedule Meeting with Dr. R.</b> - <b><u>Attend individual meeting with Dr. R.</u></b> -Complete <b>Email Introduction</b>	Before Meeting with Dr. R. Before Meeting with Dr. R. <b><u>In-person (time you signed up for)</u></b> Saturday, 1/11 by 11:59pm
2	JAN 13-19	-Attend 1 <sup>st</sup> HFP Experience (2hr) -Discuss Goals & Expectations with Mentor -Complete <b>"Blog Comment"</b> -Complete <b>Goals and Expectations</b>	Saturday, 1/18 by 11:59pm (CourseWeb) Saturday, 1/18 by 11:59am (CourseWeb)
3	JAN 20-26 (OFF 21 <sup>st</sup> MLK Day)	-Attend HFP Experience (2hr) -Complete <b>"Blog Comment"</b>	Saturday, 1/25 by 11:59pm (CourseWeb)
4	JAN 27-FEB 2	-Attend HFP Experience (2hr) - <b><u>Attend Discussion Group</u></b> -Complete <b>"Blog Comment"</b>	<b><u>Friday, 1/31 8:30-10:00am TREES 166</u></b> Saturday, 2/1 by 11:59pm (CourseWeb)
5	FEB 3-9	-Attend HFP Experience (2hr) -Complete <b>"Blog Comment"</b>	Saturday, 2/8 by 11:59pm (CourseWeb)
6	FEB 10-16	-Attend HFP Experience (2hr) -Complete <b>"Blog Comment"</b>	Saturday, 2/15 by 11:59pm (CourseWeb)
7	FEB 17-23	-Attend HFP Experience (2hr) -Complete <b>"Blog Comment"</b>	Saturday, 2/22 by 11:59pm (CourseWeb)
8	FEB 24- MARCH 1	-Attend HFP Experience (2hr) - <b><u>Attend Discussion Group</u></b> -Complete <b>"Blog Comment"</b>	<b><u>Friday, 2/28 8:30-10:00am TREES 166</u></b> Saturday, 2/29 by 11:59pm (CourseWeb)
9	MARCH 2-8	-Attend HFP Experience (2hr) -Complete <b>"Blog Comment"</b>	Saturday, 3/7 by 11:59pm (CourseWeb)
10	MARCH 9-15 (OFF SPRING BREAK)	<b>*NO EXPERIENCE THIS WEEK*</b>	<b>*NO ASSIGNMENTS*</b>
11	MARCH 16-22	-Attend HFP Experience (2hr) -Complete <b>"Blog Comment"</b>	Saturday, 3/21 by 11:59pm (CourseWeb)
12	MARCH 23-29	-Attend HFP Experience (2hr) - <b><u>Attend Online Discussion Group</u></b> -Complete <b>"Blog Comment"</b>	<b><u>Friday, 3/27 8:30-10:00am (CourseWeb Link)</u></b> Saturday, 3/28 by 11:59pm (CourseWeb)
13	MARCH 30 - APRIL 5	-Attend HFP Experience (2hr) - <b>Video Due</b> -Complete <b>"Blog Comment"</b>	Saturday, 4/4 by 11:59pm (CourseWeb/Box) Saturday, 4/4 by 11:59pm (CourseWeb)
14	APRIL 6-12	-Attend Final HFP Experience (2hr) - <b><u>Attend Final Discussion Group</u></b> Complete Final <b>"Blog Comment"</b> -Complete <b>Final Online Evaluation</b>	<b><u>Friday, 4/10 8:30-10:00am TREES 166</u></b> Saturday, 4/11 by 11:59pm (CourseWeb) Saturday, 4/11 by 11:59pm (CourseWeb)
15	APRIL 13-19	<b>*NO EXPERIENCE THIS WEEK*</b>	<b>*NO ASSIGNMENTS*</b>
16	APRIL 20-26	<b>*NO EXPERIENCE THIS WEEK*</b>	<b>*NO ASSIGNMENTS*</b>

*\*Schedule Subject to Change*

**KEY:**

CourseWeb/Email/Video/Pitt Box Assignment = ***Bold and Italics***

In-person discussion groups with Dr. R. = **Bold and Underlined**

Online discussion group = **Bold and Underlined**