

# UNIVERSITY OF PITTSBURGH

## Department of Health and Human Development

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**HPA 1169: Health & Fitness Practicum 1 – FALL 2022**

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**Instructor:** Sally Sherman, Ph.D. – Assistant Professor  
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108 Trees Hall, Faculty Suites  
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### **I. MEETING DAYS and TIMES:**

Monthly Laboratory Meetings: Friday's, 12:00-1:10 p.m.  
**Location:** Trees Hall, Room 166

### **II. COURSE DESCRIPTION:**

This 1 credit course provides 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 Exercise Science curriculum in a real health and fitness setting.

### **III. EXPECTED OUTCOMES:**

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

1. An introduction to working within an in-person health-fitness professional setting
2. Experience observing and assisting a wellness professional at an assigned health-fitness site:
  - A. Designing and implementing exercise or physical activity programs
  - B. Development and/or Instruction of new skills or classes
  - C. Training or monitoring of a physical activity program
  - D. Managing a fitness facility and/or classes
  - E. Engaging exercise participants professionally
3. An opportunity to self-reflect on how active shadowing has helped with decisions related to one's professional path.
4. An opportunity to engage in new skills to enhance the professional prospects and resume content.

### **IV. COURSE REQUIREMENTS:**

#### **ATTENDANCE & PARTICIPATION**

1. Attendance and participation in the placement experiences and monthly Friday meetings are mandatory.
2. Students must complete the 2 hour per week experience and remain in their assignment throughout the end of the term.
  - Hours cannot be completed ahead of time, and students are required to be participating at the experience each week.
  - For excused absences only, the student must make-up the classes within 1 week of absence.

- Absences are excused under the following circumstances:
  - Medical Emergency or Sickness – Must have a note from medical doctor documenting visit.
  - Mandatory Academic Event – Must have a note from advisor/professor documenting attendance.
  - Personal or Family Emergency – Communication with instructor is required prior to missing class. Discuss plan for making up classes immediately upon return.
  - A “G” grade will not be an option for students who fall behind in the course for non-emergency reasons.

## **DUTIES & 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. Students may be asked to complete several programmatic tasks as assigned by the Mentor.
  - This may include but not limited to writing lesson plans, researching evidence-based exercises, shadowing, etc. prior to experiences.
  - Assist Mentors in several different services offered at the facilities depending on assignment and preference.
    - 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. Students and mentors will work together to come up with a course project that will enhance both the course and their experience.

## **PROFESSIONAL CONDUCT**

1. Treat your experience as a professional job. You are a vital member of the Pitt health and fitness community.
2. Be prompt, professional and mature. You are ambassadors of the Pitt health and fitness program.
3. Under no circumstances are you permitted to be on or using your cell phone at any time during your experience. You will receive 1 warning on cell phone usage from your Mentor.
4. Be at every shift – you are graded based on attendance, participation, and professionalism.
  - Studying for exams, sleeping in, being behind on schoolwork, etc. are **unacceptable** reasons for missing your shift.
  - Time management is key to being a successful professional and for navigating this experience.

## **PROFESSIONAL DRESS**

1. Khaki or Exercise Pants Tennis Shoes (No other form of footwear is acceptable)
2. Solid colored long sleeve or short sleeve shirts – no major branding logos or sayings.
  - Oversized hoodies are NOT acceptable.
  - Pitt Gear is permitted if it contains appropriate language
  - Fitness Instructors: Clothing worn must be appropriate and professional when leading group classes.

## COURSE ENGAGEMENT

1. Log into the Canvas course environment often and participate in all activities/requests/deadlines.
  - Frequently and regularly access course instructional materials and assignments (pages, modules, etc.) posted on the Canvas course environment during the entire semester.
  - Read and respond to the course e-mails. Read course announcements.
2. Communicate effectively with your mentor.

## NETIQUETTE

Any online correspondence or components of the course require the same level of professionalism, respect, and courtesy that you would show your instructor and classmates in a face-to-face setting. To that end, please observe the following standards:

1. **Electronic communication:** You should avoid casual language and abbreviations commonly used in texting, which are not appropriate for in-class communication. Care should be taken to use correct grammar and punctuation.
2. **Privacy:** Refrain from taking photos or screenshots of instructors or fellow students at any time during class. Maintain a safe environment for all.

## V. COURSE DESIGN:

1. Canvas will be utilized as the primary communication tool throughout the semester.
2. Monthly, in-person class meetings will occur.

## VI. EVALUATION & GRADING:

TOTAL POSSIBLE POINTS: 100

96-100	A+
90-95	A
80-89	B
70-79	C
60-69	D
59 or below	F

1. Placement Surveys: (5 points total)
  - Survey 1: Placement preferences, availability (please be specific and detailed)
2. Write your HFP Introduction Email: (5 points)
  - Email Response Required:
    - Address to include Your Mentor:
      - 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
3. Goals, Duties and Expectations Assignment: (5 points)
  - After your first week of observation, discuss with your Mentor two things:

- 3 goals for the experience this semester
- Create a personal project or goal that you can work on over the course of the semester to enhance the class, the student experience, or to assist the GSA mentor.

4. Attend your HFP Experience Each Week (40 points)

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

<b>ENGAGEMENT PRODUCTIVITY (0-5 POINTS)</b>	<i>The effort that 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</b>	<ul style="list-style-type: none"> <li>• Student goes out of their way to actively engage with the experience</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>
<b>2 points</b>	<ul style="list-style-type: none"> <li>• Student engages in the experience 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>
<b>1 point</b>	<ul style="list-style-type: none"> <li>• Student does not engage in the experience</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>
<b>0 points</b>	• Student does not attend HFP Experience
<b>Professional Logistics</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</b>	<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>
<b>1 point</b>	• Student engages respectfully and professionally with their mentor the entire duration of the weekly experience.

5. Attend three meetings (10 points each)

6. Turn in final project summary (15 points)

## POLICIES

### Restroom and Locker Room Use

Students are welcome to use any restroom or locker room that corresponds to their gender identity.

Additionally, there is a single-occupancy restroom/locker room in Trees Hall on the main floor. Please advise us immediately if you need guidance, support or if you find any of the facilities to be locked. Visit the following link to see all the single-occupancy facilities available on campus.

<https://www.studentaffairs.pitt.edu/shs/lgbtqia/restrooms/>

### Academic Integrity

Students in this course will be expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](#). Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

To learn more about Academic Integrity, visit the [Academic Integrity Guide](#) for an overview of the topic. For hands-on practice, complete the [Understanding and Avoiding Plagiarism tutorial](#).

### **Disability Services**

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 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

### **Accessibility**

The Canvas LMS platform was built using the most modern HTML and CSS technologies, and is committed to W3C's Web Accessibility Initiative and [Section 508](#) guidelines. Specific details regarding individual [feature compliance](#) are documented and updated regularly.

### **Diversity and Inclusion**

The University of Pittsburgh does not tolerate any form of discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity or other factors as stated in the University's Title IX policy. The University is committed to taking prompt action to end a hostile environment that interferes with the University's mission. For more information about policies, procedures, and practices, see:

<https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices>.

I ask that everyone in the class strive to help ensure that other members of this class can learn in a supportive and respectful environment. If there are instances of the aforementioned issues, please contact the Title IX Coordinator, by calling 412-648-7860, or e-mailing [titleixcoordinator@pitt.edu](mailto:titleixcoordinator@pitt.edu). Reports can also be filed online: <https://www.diversity.pitt.edu/make-report/report-form>. You may also choose to report this to a faculty/staff member; they are required to communicate this to the University's Office of Diversity and Inclusion. If you wish to maintain complete confidentiality, you may also contact the University Counseling Center (412-648-7930)

### **Copyright Notice**

These materials may be protected by copyright. United States copyright law, 17 USC section 101, et seq., in addition to University policy and procedures, prohibit unauthorized duplication or retransmission of course materials. See [Library of Congress Copyright Office](#) and the [University Copyright Policy](#).

### **Statement on Classroom Recording**

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

### **Take Care of Yourself**

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and taking time to relax. Despite what you might hear, using your time to take care of yourself will actually help you achieve your academic goals more than spending too much time studying. All of us benefit from support and guidance during times of struggle. There are many helpful resources available at Pitt. An important part of the college experience is learning how to ask for help. Take the time to learn about all that's available and take advantage of it. Ask for support sooner rather than later – this always helps. If you or anyone you know experiences any academic stress, difficult life events, or difficult feelings like anxiety or depression, we strongly encourage you to seek support. Consider reaching out to a friend, faculty or family member you trust for assistance connecting to the support that can help.

The University Counseling Center is here for you: call 412-648-7930 and visit their website. If you or someone you know is feeling suicidal, call someone immediately, day or night:

University Counseling Center (UCC): 412 648-7930

University Counseling Center Mental Health Crisis Response: 412-648-7930 x1

Resolve Crisis Network: 888-796-8226 (888-7-YOU-CAN)

If the situation is life threatening, call the Police:

On-campus: Pitt Police: 412-268-2121

Off-campus: 911