**HHD 1035**

**Exercise Science Seminar**

**Syllabus Fall 2024**

**Instructor:** Carma Repcheck, Ph.D., M. Ed.

**Office:** 111 Trees Hall

**Phone:** 412-648-3186

**E-Mail:** crs24@pitt.edu

**Class Meetings:** Friday 11 am-1pm

**Location:** 166 Trees Hall

**Credit Hours:** 1

**Course Description:**

The purpose of this course is to prepare students for their clinical internship experience and future employment or graduate school. Students will research potential internship sites, prepare a resume, cover letter, and professional portfolio. The student will also be taught proper attire for interviews and interviewing techniques for one on one or group interviews, and online interviews. The student will develop essential interpersonal communication skills and other skills that are essential for the workplace. Representatives from various internship sites, including corporate wellness facilities, hospitals, strength and conditioning, sports performance, and the community will be invited to speak about internship opportunities available within their facility.

**Course Objectives:**

* To professionally prepare exercise science and wellness students for their clinical internship experience and future employment or graduate school
* To learn how to successfully create a resume, cover letter, and a professional portfolio
* To learn essential interview strategies and interpersonal communication skills
* To learn how to identify, choose, and be awarded an internship that matches specific career goals and objectives
* **At the end of this course, the student will have an internship assignment and be ready to start at the beginning of the following semester.**
* To aid students in acquiring appropriate certifications - CPR, ACSM, CSCS, etc…

**Methods of Evaluation:**

* **Attendance and Participation:**
  + Class participation and regular attendance are required.

**ATTENDANCE POLICY - 30% of grade. Each class is weighted 2.5% (12 classes) totaling 30%. If a student has more than 2 unexcused absences a G grade will be issued and the student will not move onto the internship the following semester.**

**\*\*If a student is more than 10 minutes late this will count as an absence.**

* **Cover Letter and Resume: 2**
  + Each student must submit a cover letter and resume. **These documents must be approved by Dr. Repcheck *prior* to contacting any internship site.**
* **Big Interview:** 
  + Each student will undergo a mock interview/Big Interview with Career Services. This is a formal interview and students will be expected to dress and act professionally. Not completing the interview will result in an incomplete grade in HHD 1035 and a delay in the internship.
  + Students will submit the interview to Dr. Repcheck via email (as directed on canvas link)
  + If the student scores less than a 3 on critical points, they will need to repeat the interview.
  + **Submit a picture of yourself from the interview along with the evaluation form** to the canvas link provided.
* **Speaker Questions:**

+ Students should ask at least one question during the presentation.

+ Questions are expected as this allows for classroom

discussion and shows respect for the presenter.

* **Character Strengths:**

Students will go to the website <https://www.viacharacter.org> and complete the online survey. Please submit your strengths and what you learned from this experience to the canvas link provided.

* **Required Internship Material including:**
  + Solidify internship site
  + Internship Location Approval Form
  + Copy of CPR certification card, other certifications as needed
  + FBI, PA Criminal and PA Child Abuse Clearances if applicable
  + Signed and Typed Internship Contract
* **Submit all required materials on time and to the satisfaction of the instructor**

**NOTE: If a student fails to submit documents on time or fails to obtain an internship site or submit the Location Approval Form by the due date the student will receive a failing grade for Exercise Science Seminar and must repeat the course prior to the internship experience. No exceptions will be made.**

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**Grading Scale:**

100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 and below = F

Attendance-30%

Resume and cover letter-20%

Big interview report and photo-20%

CPR, Location Approval Form, clearances in on time 10%

Contract in on time 5%

Character Survey 7.5%

Star Answers 7.5%

**Accommodations**

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, 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.

**Grievance Policy –Also Found on Canvas HHD 1035**

**Departmental 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.

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*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.

**Tentative Course Schedule Fall 2024**

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| **DATE** | **TOPIC** | **PRESENTER** | **ASSIGNMENT DUE DATE** |
| **Week 1**  **8/30/24** | -Introduction to Course  -Overview of Clinical Internship –  Requirements and Guidelines  -How to build a Resume & Cover letter,  - Interview Attire, Set up appts | Dr. Repcheck | **Rough draft of Resume & Cover letter Due Tue. Sept. 3rd to canvas link** |
| **Week 2**  **9/6** | -UPMC Health Plan 11am  Presenters: -Senior Talk 11:30am    -How to build a Cover Letter &  Resume  -Interview Information, STAR  - Altus-HPO 12:15pm | Lindsay Temple  Dr. Nagle    Dr. Repcheck  Aaron Pifer | **Revision of Resume & Cover letter Due. Tue. Sept. 10th**  **To canvas link**  **CPR copies DUE** |
| **Week 3**  **9/13** | Presenters:  -Pitt Sport Science 11am    - CHOW FIT  - Pittsburgh Sport Complex -noon    -STAR Answers | Zach Witherspoon  Chris Howard  Sam Gaetano  Dr. Repcheck | **Due:**  **Prepare STAR answers for class**  **Final Resume 9/13**  **Final Cover letter 9/13** |
| **Week 4**  **9/20** | Presenters: -Union Fitness  -CMU Rec11:30am  -AHN Cardiac Rehab-noon  -AHN Sports Performance 12:30 | Zain Skalos  Pattye Stragar  Emily Leonard  Frank Velasquez | **Due: STAR Assignment**  **Due: Request Site email addresses** |
| **Week 5**  **9/27** | Presenters:  -11am Mt. Lebanon Swimming  -12:30pm JCC      - | Tom Donati  Marsha Mullen | **Send out Resumes!** |
| **Week 6**  **Oct.4** | Presenters:  -Dr. DC Lee 11am  -Pitt Olympics (S&C) noon  -Whole Health System/VA 12:30pm | Dr. DC Lee  Brenna MacDonald  Dalan Zyndel | **Due: Big Interview and Photo** |
| **Week 7**  **10/11** | FALL BREAK BEGINS | NO CLASS |  |
| **Week 8**  **10/18** | Group Interviewing (use STAR answers) |  |  |
| **Week 9**  **10/25** | Presenters: Med Science Sports Degree | Dr. Timothy Suchome? | **Due:**  Complete Character Survey  https://www.viacharacter.org |
| **Week 10**  **11/1** | Group Interviewing (use STAR answers) | Dr. Repcheck |  |
| **Week 11**  **11/8** | Presenters:    VP Wealth Management PNC | Kevin Repcheck |  |
| **Week 12**  **11/15** | Alumni Presentation |  |  |
| **Week 13**  **11/22** | **No Class** |  |  |
| **11/29** | **Thanksgiving Recess** |  |  |
| **Week 14**  **12/6** | **CONTRACTS & CLEARANCES DUE**  **- Review Internship Contracts & Evaluation Forms**  **- Course Summary, course web logistics and logs,**  **- On site behavior expectations**  -**Application for Graduation reminder** |  |  |