

GASTON COLLEGE

**HEALTH & FITNESS SCIENCE
PROGRAM**

**STUDENT REGULATIONS
HANDBOOK**

2013-2014

GASTON COLLEGE

HEALTH & FITNESS SCIENCE PROGRAM

STUDENT REGULATIONS HANDBOOK

Note: All policies in this Handbook are supplemental and/or complimentary to the policies of Gaston College. The Handbook must be used in conjunction with the Gaston College Catalog and general Student Handbook.

ACCREDITATIONS

Gaston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. (SACS, 1866 Southern Lane, Decatur, GA 30033-4097, phone number 404-679-4500.

Revised June 26, 2013

TABLE OF CONTENTS

Program Philosophy and Objectives	3
Admission Requirements	4
Admission Status	5
Health Requirements	6
International Students	7
Americans with Disabilities ACT (ADA)	7
General Program Requirements	8
Determination of Student Status	10
Testing	14
Review of Student Progress	15
Externship	16
Practice Laboratory/Classroom	17
Student Uniforms	18
Additional Regulations	20
Audit Students	21
Credit by Exam/Experiential Learning	21
Handicapped Parking	22
Library Resources	22
OSHA Guidelines	23
Classroom Hours	23
Job Placement	23
Certification Examination	25
Code of Ethics	26
Appendix A: Evaluation of Physical & Emotional Health	27
Appendix B: Immunization Requirements	30
Appendix C: Altered State of Health	32
Appendix D: Policy Statement on Charges	33
Appendix E: Criminal Background Checks	34
Appendix F: Health & Fitness Science CO-OP Externship Code of Conduct	38
Appendix G: Health & Fitness Science Classroom Code of Conduct	42
Appendix H: American College of Sports Medicine Code of Ethics	44
Appendix I: Student Regulations	45
Notes	46

I. PROGRAM PHILOSOPHY AND OBJECTIVES

The philosophy and objectives of the Health & Fitness Science Program as listed below are reviewed with each student in the beginning of the first semester to assure that he/she understands the Program goals. Each Health and Fitness Science Student will receive a course syllabi which explains the evaluation methods and procedures used in the Health & Fitness Science Program.

The purpose of the Gaston College Health and Fitness Science Program is to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry. Students trained in Health and Fitness Science will be able to administer basic fitness tests, lead group exercise sessions, and prescribe individualized exercise programs. They will teach specific exercise classes and will be able to provide instruction in the proper use of exercise equipment and facilities.

The Health & Fitness Science Program at Gaston College promotes the overall well-being of people within the community.

The Health & Fitness Science curriculum is designed to allow the student to progressively grasp concepts (from simple to complex) and co-op competencies.

The graduate of the Gaston College Health & Fitness Science Program shall be qualified for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

The objectives of the Gaston College Health & Fitness Science Program are as follows:

- To prepare the graduate to function as a Certified Personal Trainer in Health and Fitness Science setting.
- To prepare the graduate to successfully complete the Certified Personal Trainer examination offered by the American College of Sports Medicine.
- To encourage the graduate to assume the role of a responsible citizen and a contributing member of the Community.
- To provide continuing education opportunities to its graduates as they seek to improve their knowledge of Health & Fitness Science.

II. ADMISSION CRITERIA

A. ADMISSION REQUIREMENTS

Individuals applying for admission to the Gaston College Health & Fitness Science Program must first meet the requirements for general admission to Gaston College.

Applicants will be contacted for an admission interview with the Program Coordinator after receipt of the Health & Fitness Science program application. A point system is used to determine admission. After the admission interview (and verification of completed paperwork), a notification letter will be mailed to each applicant. The notification letter will clearly indicate (1) acceptance, (2) non-acceptance, or (3) conditional acceptance.

PLEASE COMPLETE THE ADMISSION PROCESS IN THE ORDER LISTED BELOW:

1. Complete the Gaston College Application (This form can be obtained from the Admissions Office: 704-922-6214 or through the Gaston College web page www.gaston.edu)
2. Complete the Gaston College Health & Fitness Science Program Application form (This form can be requested through the Health & Fitness Science Office: 704-922-6377).
3. Schedule and take the College Placement Test (COMPASS) to determine Math, Reading and English placement at Gaston College (this can be scheduled through the Admissions Office: 704-922-6214). Applicants must complete any identified developmental courses (MAT 060, MAT 070, ENG 090, RED 090, and SCI 090) in order to receive full acceptance into the Health & Fitness Science Program.
4. Students without a college degree are required to take either the ACT or the SAT in order to be accepted into the Health and Fitness Science Program.

Students who test and score 500 or higher on the Verbal or Critical Reading portion of the SAT are not required to take the Reading portion of the placement test. Students who test and score 500 or higher on the Writing portion of the SAT are not required to take the Writing portion of the placement test. Students who score 500 or higher on the Mathematics portion of the SAT are not required to take the Mathematics portion of the placement test.

Students who test and score 18 or higher on the English portion of the ACT will be exempted from the Writing portion of the college's placement test. Students who score a 21 or higher on the Reading Portion of the ACT will be exempted from the Reading portion of the college's placement test. Students who score a 22 or higher on the Mathematics portion of the ACT will be exempted from the Math portion of the college's placement test. Official test score results must be no more than 5 years old, and they must be received and evaluated by the Office of Admissions.

The ACT exam is taken in addition to the College Placement Test. Applicants should schedule and take the ACT examination to determine acceptance scores for admission into the Health & Fitness Science Program. ACT and/or SAT scores are used as part of the points system that determines acceptance into the Health and Fitness Science Program. Contact the Counseling Center: 704-922-6220 for instructions on registering for the ACT. Individuals with a previous college degree will have the ACT/SAT examination waived with proof of graduation from an accredited college.

5. Submit an official copy of High School Transcript with graduation date or GED transcript with graduation date directly to the Admissions Office. (Have your High School mail this for you.)
6. Submit an official College Transcript directly to the Admissions Office if you have attended any other college (if applicable, have your college mail this for you).
7. Must have an overall grade point average of 2.0 or better in required college courses.
8. Must have grades of "C" or better in all related courses.
9. Must have completed the required Biology courses within 10 years from the date of application to the program.
10. A completed North Carolina Community College Student medical Form documenting satisfactory emotional and physical health and up-to-date immunizations.

*Enrollment in the Health & Fitness Science Program is limited to 30 students.
Applicants are advised to apply early.

B. ADMISSION STATUS

Students meeting all admission requirements will be considered for full admission status.

Students who have not met all of the requirements for full admission may still be considered for possible conditional acceptance as determined by the Health and Fitness Science Program Coordinator. Students accepted through conditional acceptance will be allowed to take Health & Fitness Science courses for one semester while working toward meeting full acceptance requirements.

Applicants will be notified by mail of their admission status by the Health and Fitness Science Program Coordinator. Those students who are not admitted to the Health & Fitness Science Program must reapply. Students reapplying for admission must meet the admission requirements current at the time of their application and must submit a new application.

Note: All information should be accurate to the best of the applicant's knowledge.

Giving false information or withholding necessary information to the college/program will result in dismissal from the college/program and ineligibility to sit for the National Certification Exam. Questionable situations shall be discussed with the Program Coordinator, Department Chairperson and the Dean of Health Education.

C. HEALTH REQUIREMENTS FOR PROGRAM ADMISSION AND PROGRESSION

The following are special health requirements that are to be met by all Health and Fitness Science students:

1. A physical exam is due on the date stated in the applicant's admission letter. The form, "*Student Physical Examination Form for Programs that Require Health Forms in the North Carolina Community College System Institutions*," will be mailed with the applicant's admission letter. The form must be completed in its entirety and must demonstrate evidence of a physical exam within 6 months prior to the date of the submission of the form. The form must document satisfactory emotional and physical health (Appendix A).
2. Prospective students with known or suspected communicable or other serious illnesses are ethically and legally obligated to evaluate their health status in light of client safety. In addition, a physician's statement documenting that the disease state is resolved or adequately controlled must be provided.
3. The health form must be completed by a duly licensed physician, a physician's assistant, or a nurse practitioner and must be submitted to the Health and Fitness Science Program Coordinator by the specified deadline given to students.
4. Two out of the series of three Hepatitis B Vaccine (required immunization) must be completed by the end of the spring semester, Freshman Year, unless proof is provided from a physician as to why the student should not take this vaccine or proof is provided showing the student has had the vaccine within the past 5-7 years and is "immune".

Students who do not pursue immunization for Hepatitis B will be required to sign a waiver releasing Gaston College and the Health & Fitness Science Program of any responsibility for the possibility of their contracting Hepatitis B. (Waiver may be picked up with the Health and Fitness Science Program Coordinator.)

** Please refer to **APPENDIX B** for specific guidelines regarding immunizations and other required tests for admission.*

5. Enrolled students should report any changes in health status to the Program Coordinator immediately. Documentation of satisfactory emotional and physical health may be required to start or remain in the program. See **APPENDIX C** for statement on Altered State of Health.

Note: Health Requirements not met by the end of the first semester in the Health & Fitness Science Program may result in the student being placed on probation until the requirements are satisfied. Failure to meet requirements may jeopardize the student's progression in the program.

III. INTERNATIONAL STUDENTS

International students must meet all admission requirements listed under General Admission Requirements. All applicants must submit (along with an application) an official or certified copy of their high school transcript and an official/certified copy of any college work completed. If the original copies of these transcripts are in a language other than English, an official English translation is required. Students whose foreign transcripts can not be evaluated by college personnel are responsible for providing a transcript evaluation from a recognized American transcript evaluation agency. Proof of English proficiency is required. This may be established by making a minimum total score of 76 (internet-based), 207 (computer-based), or 540 (paper-based) on the Test of English as a Foreign Language (TOEFL). The TOEFL is published and administered in most countries by the Educational Testing Service, P. O. Box 899, Princeton, NJ 08541. Once an international student is admitted to the U.S. in F-1 status, certain obligations must be met in order to maintain that status. The international student must continue to carry a full course of study. This is defined as undergraduate study at a college or university which consists of at least 12 credit hours per semester. The Program Coordinator and Department Chairperson of Health Promotions, in consultation with the Dean of Health Sciences, will determine the means of demonstrating proficiency on an individual basis.

IV. AMERICANS WITH DISABILITIES ACT (ADA)

In order to receive services under the Americans with Disabilities Act, and Section 504, the student is responsible for supplying documentation of a disability to the Counseling Center well in advance of class registration. Students should also schedule a meeting with a counselor in the Counseling Center to discuss individual needs regarding reasonable accommodations. The counselor for Special Needs may be reached at 704-922-6224 or in Myers Center Room 231. See the Gaston College academic catalog for details. The Health & Fitness Science Program operates in accordance with ADA guidelines. Refer to **Appendix A** "Evaluation of Physical & Emotional Health."

V. GENERAL PROGRAM REQUIREMENTS

- A. A minimum grade of "C" in all Health & Fitness Science courses is necessary for progression in the Health & Fitness Science Program. In courses that have a lab component, students must receive a passing grade in both theory and classroom skills procedures in order to pass the course. **A minimum grade of "C" is also required in all non-Health & Fitness Science courses in the curriculum or the course will have to be repeated.**
- B. Professional liability insurance (malpractice insurance) is required for students after admission to the Program. This insurance fee is included in the student's tuition fees at the beginning of the first semester and again at the beginning of the fourth semester of the Program.
- C. Criminal Background Check, Drug Screening and Fingerprinting: In order to comply with current Agency Affiliation Agreements with Gaston College Health Education Programs, students accepted into the Associate Degree Health & Fitness Science Program will be required to submit a Criminal Background Check and Drug Screening prior to placement in a health and fitness facility. The facility reserves the right to deny the student access to the facility. If the student is denied access, the student will not be allowed to complete the Health & Fitness Science Program. Completion of co-op experiences is required for the satisfactory completion of the program. More information will be provided upon acceptance into the program. Date for completion of the aforementioned screenings will be identified in acceptance letters.
- **Criminal Background Check** shall include a minimum of 7 years of criminal charges, arrests, pleas of no contest, prayer for judgment and any convictions. The check will be conducted in each state and/or country in which the student has resided during the 7 years. Forms will be provided to students. It is the student's responsibility to complete the Criminal Background Check via Internet. Proof of completing this process must be submitted to the Compliance Specialist, (DBC-159). Any positive results will be reviewed by the Compliance Specialist and the co-op facility to determine if the student is eligible for placement in the facility. The decision of the facility is final. Examples of results that may cause denial of access to a co-op facility include but are not limited to: assault or sexual offenses of any nature; any form of larceny including fraud, embezzlement, theft, armed robbery, common law robbery, shoplifting, forgery and financial crimes; illegal use, possession or selling of a controlled substance; breaking and entering or burglary; abuse and neglect; arson, hazing, perjury, bribery and obstruction of justice; kidnapping, abduction and carjacking.
 - **Verification of US Citizenship** shall be provided. Method to be determined.
 - **Screening through the NC Sex Offender and Public Protection Registry.** Method to be determined.
 - **Urine Drug Screening.** A twelve panel drug screen shall be performed prior to the externship. The College will provide information regarding approved labs. A positive screen will require a MRO (Medical Review Officer) to determine the cause. The

results of the MRO must indicate drugs being taken are for current personal treatment of a condition noted in the physical examination and prescribed by a licensed physician with a valid Drug Enforcement Evaluation license. A positive test will be reviewed by the co-op facility to determine if the student is eligible to practice in the facility. If not, the student will not be allowed to progress in the program. The decision of the facility is final. The college will provide information regarding approved labs at a later date. Drug Screening Forms and instruction will be provided to students. Proof of completing this screening must be submitted to the Compliance Specialist, (DBC-159). Drug Screening is required at the end of the spring semester of the freshman year.

Note: All information should be accurate to the best of the applicant's knowledge. Giving false information or withholding necessary information to the college/program will result in dismissal from the college/program. Questionable situations shall be discussed with the Program Coordinator, Department Chairperson, and the Dean of Health Science.

D. Personal Health Insurance:

Gaston College has no responsibility for any health costs including those incurred in classroom, co-op, or campus laboratories (i.e. injuries, cardiorespiratory complications). Students are responsible for obtaining their own health insurance policy and/or paying for any medical expenses incurred as a result of illness or injury sustained during class, lab, or co-op experiences (i.e. strained back, cardiorespiratory complication). Neither Gaston College nor any affiliating institutions/agencies are responsible for medical expenses incurred as part of the educational process.

E. Physical Examination/Immunizations:

Students accepted into the Health and Fitness Science Program will receive a Physical Examination form with their acceptance letter. This form must be completed and submitted to the Health and Fitness Science Department by the first day of October, Freshman year.

Note: General Program Requirements not met by the end of the first semester in the Health & Fitness Science Program may result in the student being placed on probation until the requirements are satisfied. Failure to meet requirements may jeopardize the student's progression in the program.

F. Experiential Learning:

The Gaston College Health & Fitness Science Program does not grant credit for experiential learning.

VI. DETERMINATION OF STUDENT STATUS

Health & Fitness Science students are evaluated on their performance in theory, classroom skills procedures, and their co-op externship performance.

- A. Grades represent the following values in Health & Fitness Science courses (PSF prefix):

A	(930-1000)	Excellent
B	(860-929)	Above Average
C	(780-859)	Average
D	(700-779)	Passing
F	(699 or Below)	Failure
I		Incomplete
W		Withdraw
WP		Withdraw Passing
WF		Withdraw Failing

- B. Most Health & Fitness Science courses ("PSF" prefix) must be taken in sequence.
- C. Students must receive a passing grade in both theory and classroom skills procedures in each PSF course in order to successfully pass the course. **A failing grade in either theory or skills will result in overall failure of the course.**
- D. Students must adhere to American College of Sports Medicine (ACSM) guidelines when performing routine PSF duties, unless co-op/laboratory protocol dictates otherwise.
- E. **STUDENT RETENTION IN THE HEALTH & FITNESS SCIENCE PROGRAM IS GOVERNED BY THE FOLLOWING:**

1. **GRADES:**

A minimum grade of "C" in all courses in the Health & Fitness Science curriculum is necessary for progression in the Health & Fitness Science Program.

2. **SKILLS:**

A satisfactory grade in the co-op externship and in classroom skills procedures is a prerequisite to passing the course that contains these components. Punctuality, preparation, and performance are considered in the co-op externship and classroom skills evaluation.

3. **ATTENDANCE:**

Each student determines whether or not he/she will attend class. The instructor is obligated to keep a record of class attendance. If, therefore, a student needs to drop this course for any reason, he/she should communicate with the instructor to drop the course with a grade of "W".

Official college requirements are based on a 90% class attendance/participation rate. Students should refer to the individual course syllabus for the specific attendance policy for the course they are taking.

- a. Only tuition paying students will be allowed in class. No visitors (adults or children) will be allowed in the classroom. Students are also not allowed to bring children to the co-op sites.
- b. Electronic Communication Devices – To minimize classroom disruptions and protect the integrity of test-taking situations, electronic communication devices such as telephones and pagers are not permitted in instructional areas at Gaston College. See the Gaston College Student Handbook for emergency personal exceptions.

Students enrolled in the Health & Fitness Science Program who carry beepers and phones that activate, and can be heard during class or are listening to music via head set, or texting during class will receive a verbal reprimand. If this continues the student is subject to being placed on probation for failure to follow student regulations for the program.

- c. Attendance in lecture, labs, and externship areas is essential. Absences in the classroom (lecture or lab) will result in 50 points being deducted from the final grade. If the student contacts the instructor prior to the beginning of class on the day of absence, only 25 points will be deducted from the final grade. Absence in the co-op experience/facility will result in an unsatisfactory for the day.
- d. Three absences will result in the reduction of one (1) letter grade

If a student has missed 10% of his/her classes and co-op experiences, he/she may be placed on probation and is subject to failure.

- e. In cases where the student knows that he/she will be late for co-op or class, he/she should call or e-mail the instructor/manager before the class begins (or in the case of an emergency, as soon as possible on that day).
- f. Students who leave class early will be counted tardy. (see subheading “h” below)
- g. Any student not present at roll call is marked absent.
- h. Any student arriving to class after roll call is responsible for seeing the instructor immediately after class to have the attendance record corrected from absent to tardy.
- i. Two (2) tardies will equal one (1) absence. A tardy will result in 25 points being deducted from the student’s final grade, unless other arrangements are made with the instructor. If you communicate with the instructor before class the instructor (at his/her discretion) may reduce the amount of points deducted from your final grade.

2. CONDUCT:

Students must comply with the student code of conduct for Gaston College (see college catalog), the Health & Fitness Science Program (Appendices F & G), and the Requirements for the Program (Pg.7-8). Students must maintain ethical behavior in relation to confidences and privileged information, and must demonstrate good moral character throughout the Health & Fitness Science Program.

Failure to meet these requirements or comply with the code of conduct will result in possible probation. A student will be placed on probation when the following occurs:

- Three write-ups in one semester will result in the student meeting with the instructor(s) and coordinator. At this meeting the student will be placed on probation for that semester. The meeting date will be set by the coordinator.
- A fourth write-up will result in a meeting with the student, coordinator, and department chair. At this meeting it will be determined if the student will be dismissed from the program. The meeting date will be set by the department chair.
- Documented write ups will occur if a student fails to adhere to the Health and Fitness Science Classroom Code of Conduct (Appendix G).

All write ups will be collectively accrued by all courses in the same semester.

The probationary period will last the remainder of the semester that the behavior occurs in. The student will be off the probationary period once the new semester starts, unless they continue with non-compliance. If the non-compliance continues during the probationary period the student may be withdrawn from the program.

Examples of conduct for which a student may be put on probation or withdrawn from the Health & Fitness Science Program by the Program Coordinator include, but are not limited to, the following:

- a. Dishonesty, cheating, stealing, plagiarism, providing false information to the school or to any school related organization.
- b. Misuse of information, including malicious gossiping and/or libel.
- c. Disclosure of confidential and privileged information of clients and/or their families from co-op externship rotation.
- d. Excessive disruptive behavior in class, skills lab, or co-op externship. If a student behaves disruptively in class after the instructor has identified the unacceptable conduct, the instructor may tell the student to leave the class. The instructor will then notify the Department Chairperson, the Division Dean, and the

Vice President of Student Services as soon as the class is over.

- e. Use of profanity or vulgar language, or any behavior unbecoming to a Health and Fitness Professional.
- f. Failure to comply with program/course requirements. This includes excessive tardies and absences.
- g. A failure in judgment, which is defined as failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to patient health and safety.
- h. Use of alcohol or chemical substances, which interfere with thought processes and judgment while engaged in activities related to practice as a Health & Fitness Science student.
- i. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of chemical substances may be required to submit to a random drug screening by a Health & Fitness Science faculty member in consultation with the Chairperson of the Health Promotions Department, Dean of Health Sciences, or the Vice-President for Student Services. Facilities that provide co-op experience reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply could result in dismissal from the program or refusal of the co-op facility to allow the student access to co-op experience.
- j. Behavior that presents physical and/or emotional problems which conflict with safety essential to practice as a Health and Fitness Science Professional and do not respond to treatment/counseling within a reasonable period of time.
- k. Any student who is recommended for dismissal from the Health & Fitness Science Program will have a conference with the Program Coordinator and Department Chairperson to discuss the reason(s) for dismissal. The student will also receive a copy of the counseling form stating the reason(s) for dismissal. If the student disagrees with the dismissal, he/she should contact the Division Dean and then the Vice President for Student Services. The Vice President for Student Services is responsible for implementing student discipline procedures.

F. PROGRAM READMISSION:

When a student fails or withdraws from the Health & Fitness Science course, progression in the Health & Fitness Science Program stops at that point, unless the course is offered during the following semester and can be repeated. If the student has to drop out, he/she must apply for readmission at the point where the sequence was broken.

1. Readmission will be considered on an individual and space available basis.
2. The student must submit a letter requesting readmission at least one semester prior to the semester in which he/she wishes to register.
3. The student should schedule an interview with the Health and Fitness Science Program Coordinator for reorientation to the program and determination of his/her curriculum needs.
4. Applicants will be notified by mail of their readmission status by the Health and Fitness Science Program Coordinator.
5. Only one readmission is allowed to the Health & Fitness Science Program.
6. Probationary or suspension status must be removed before a student can apply for readmission to the Health & Fitness Science Program.
7. A maximum of 12 months may lapse between leaving the program (for any reason) and readmission. After this time period a student is only eligible to apply for admission to the total program as long as this does not exceed the specified policy of one readmission.
8. Students reentering the program may be required to audit "PSF" courses prior to their reentry point if it is determined necessary by the Program Coordinator. Returning Health & Fitness Science students will be required to audit the skills courses in the semester in which they return to school and repeat (for credit) the course(s) they did not pass. In the skills classes that the returning student audits, the student will be required to participate and pass all skills assessments and complete all exams. These exams must be passed with an overall "C" average and the student must pass all skills check offs in order to be recommended for progression in the program.
9. A recent physical examination report (within the last six months) should be submitted to the Health and Fitness Science Program Coordinator at the time of readmission. Forms are available in the Health and Fitness Science Office.

G. GRIEVANCE POLICY:

Students enrolled in the Health & Fitness Science Program will follow the Gaston College Student Grievances Policy when they believe a condition is present that is unfair, inequitable, discriminatory, harassment, or a hindrance to their effective participation in the program. Students are encouraged to read the College's Student Grievance Policy carefully and follow the proper chain of command. This information is available in the Gaston College student Handbook via www.gaston.edu under "Academic Resources", "Student Handbook".

Decisions concerning retention and readmission of students rest with the Program Coordinator.

VII. TESTING

- A. **TESTING POLICY:** Unless otherwise stated by the instructor, students will be expected to complete all exams within the designated class period. At the end of the designated time period all exams, complete or incomplete, will be submitted to the instructor.
- B. Announced written examinations will be given at regular intervals. These exams may include (but are not limited to) essay, matching, multiple choice, short answer, practical application.
- C. Unannounced quizzes may be given at the discretion of the instructor.
- D. Oral examinations may be given. Practical examinations will be given for procedures. For competency-based skills exams (practical exams), the instructor will identify the specific task to be mastered (either verbally or in writing), the conditions under which the student is expected to perform the task and the standard of performance for the task.
- E. Any student who misses a regularly scheduled exam will be expected to make-up the exam on the day that he/she returns to class. It is the student's responsibility to meet with the instructor to make up the exam. If this is not done, a grade of zero ("0") will be entered for that exam. Make-up exams may be given in a different format from the missed exam.
- F. If a student is absent due to an extended illness and misses a test, he/she should see the instructor on the day of return to classes to determine the time for making up the test. The time will be established by the instructor based upon the length of time out and the nature of the illness.
- G. Points may be deducted from the student's exam grade for exams taken late and the make-up exam may be presented in a different format than the original exam.
- H. ADA students must make arrangements for special consideration during testing at least three (3) days prior to the test. Students who are approved for extended time on quizzes, exams, and in-class assignments will be allowed 1.5x the length allowed for the class (one and a half times or 150% the length given to the class) Any time beyond time and a half is at the discretion of the instructor. This accommodation does not apply to take-home exams or homework assignments. Arrangements for extended time can be made with the individual instructor, or the Learning Center on the Dallas campus or with the Counseling Center. Arrangements for extended times are coordinated by the student and the instructor. Students taking evening classes and Saturday classes must work out prior arrangements for extended time with their instructors.

VIII. REVIEW OF STUDENT PROGRESS

- A. Students having concerns regarding examinations, quizzes, or performance skills are encouraged to discuss their progress with the instructor involved. It is the student's responsibility to be aware of his/her progress in both theory and lab.
- B. Evaluation conferences are held with each student having overall grades below a "C" at mid-semester, as well as any time determined necessary by the Health & Fitness Science faculty. These conferences inform the student of academic progress and/or in a co-op. Evaluation summaries of student work are made in writing. These are read and signed by the student and a copy is given to the student. The student has the opportunity, and is encouraged, to write his/her own comments on the form. Evaluation conferences may also be requested by the student.
- C. One-to-one conferences are held and may be requested by instructor or student.
- D. Students are expected to follow all course guidelines, the Health & Fitness Science Program Uniform Code, the Health & Fitness Science Program Externship Code of Conduct (Appendix F). Guidelines and codes are established for the purpose of identifying patterns of behavior for the student to emulate in his/her role as a Health and Fitness Science Professional. Any student who chooses not to follow the course guidelines, the uniform code, or the code of conduct will be subject to probation and/or dismissal from the program.

IX. Co-op Work Experience

Note: In this document, the terms "co-op", "co-op externship", and "co-op work experience" refer to courses (taken during the final two semesters) that provide the student with work experience in the form of internships and/or externships.

The co-op phase of the Health & Fitness Science Program is designed to allow the student the opportunity to apply hands-on skills in the work environment under the direct supervision of the office staff. The supervising Health & Fitness Science Faculty Member visits the student regularly during the externship rotation. **Students may not receive payment for their work in a co-op externship facility while functioning as a student extern unless approved by the Program Coordinator.**

Student assignment in externship is determined by the Program Coordinator, with input/advice from the faculty. Students are surveyed as to individual interests and desires, but the final decision is made by the Program Coordinator. Co-op should be viewed as a learning experience.

A satisfactory grade in the co-op experience is a prerequisite to a passing course grade. The requirements are as follows:

- A. Punctuality is considered essential to a successful co-op work experience and a satisfactory grade.
- B. If a student has missed 10% of his/her assigned externship time, he/she will

automatically be placed on probation and will be subject to failure of the rotation if additional absences occur.

- C. The student must receive supervisor approval prior to access/use of any administrative documents (e.g. intake forms, PARQ forms, assessment forms).
- D. The supervising member of the co-op area will check the student for procedures and notations in the client's chart.
 - * **Students are not allowed to administer medications.**
 - * **Students are not to perform duties without supervision/approval of an appropriate staff member while in the co-op area.**
- E. The student should not leave the co-op area for personal reasons except during the office lunch break, unless he/she becomes sick or an emergency occurs. If the student must leave the co-op area at times other than the assigned lunch time, the student must get approval from the on site supervisor and must notify the Supervising Health & Fitness Science faculty member before leaving the area.
- F. A student who (in the opinion of the Co-op Supervisor) is in need of remedial training will be placed on a training program to review and improve skills prior to continuing his/her co-op experience. Satisfactory skill competence will be documented by his/her co-op faculty supervisor.
- G. The student will receive an evaluation at the end of each rotation of his/her Co-op experience. The completed Co-op Evaluation Form should be returned to the student's faculty supervisor the Friday following the last day of the Co-op assignment. The student is expected to receive a "YES" in the area of "Recommendation for Employment" from the co-op office. A student who receives a "NO" recommendation or a "WITH RESERVATION" in the area of "Recommendation for Employment" from the co-op office may be subject to being required to complete a third co-op rotation in an affiliating co-op office before graduating from the program.* The student will receive a grade of "Incomplete" until this requirement is satisfied.

***Note:** A remedial co-op rotation results in a delay in graduation, meaning that the student will not graduate with his/her cohort class.
- H. Students will also be required to complete an evaluation of his/her co-op experience. This confidential report provides feedback to the faculty regarding the co-op sites and the proper utilization of students. Forms will be distributed to the students at the end of each co-op rotation.
- I. Students failing, or refusing to follow the co-op guidelines as set forth in the co-op course syllabus and the Health & Fitness Science Code of Conduct are subject to dismissal from the program after the first warning.
- J. Students who experience a change in their health status during the co-op rotation will be required to submit a completed Altered State of Health form before returning to the co-op. In the interest of the student's health and safety, the ultimate decision of the student's return to the co-op rests with the Program Coordinator.

X. PRACTICE LABORATORY

- A. The skills practice lab area is for the use of the Gaston College Health & Fitness Science students. ***FOOD, BEVERAGES, AND CHEWING GUM ARE NOT ALLOWED IN THE FITNESS CENTER, MOVEMENT ROOM, AND CLASSROOMS. ALL FITNESS CENTER AND MOVEMENT ROOM RULES MUST BE FOLLOWED.***
- B. Classroom utilization hours are posted on the door each semester. When classes are not meeting in the Fitness Center and Movement Room, they *may* be available for additional student practice sessions (if an attendant is present).

Students must notify an instructor, department secretary, or fitness center attendant of their presence in these practice sessions.

Students must complete and turn-in all applicable Fitness Center forms before using the Practice Laboratory. "Student practice sessions" are not supervised by instructors; therefore, students cannot practice procedures not taught/approved by the instructor during this time. Students wishing to have instructor supervision during practice sessions should schedule an appointment on an individual basis.

- C. Students should report all defective equipment and supplies to the Health & Fitness Science Faculty immediately.
- D. All equipment must be left clean and stored in appropriate area after each use.

XI. STUDENT UNIFORMS

A. UNIFORM REQUIREMENTS

The Gaston College Health & Fitness Science Student Uniform has been pre-selected for the program, and each student will wear the same style uniform. Uniforms will be purchased from the company approved by the Health & Fitness Science Program. The (tentative) uniform package consists of the following required items:

1. At least two (2) complete uniforms.
2. Khaki slacks and athletic shorts
3. Two program designated, navy/white polo shirts.
4. Two program designated navy/white athletic shirts.
5. Student ID badge (and neck lanyard): provided by the college.
6. Designated uniform shoes (as directed at orientation).

* Any changes to the uniform requirement will be announced at orientation.

B. UNIFORM CODE

The following code of dress is to be followed by the Health & Fitness Science student at all times while in student uniform, whether on or off campus.

Remember, we are representatives of this program and of our profession.

1. A clean uniform should be worn each day that uniforms are worn to class and to co-op. Uniforms should be clean, lint free, and fresh; beware of the various odors that can be absorbed into clothing (i.e. food, cigarette smoke, etc.).
2. The uniform should fit well but should not be overly tight.
3. Student is to (visibly) wear his/her program name badge while in uniform.
4. Male students should wear a round white neck tee shirt under their top.
5. Uniforms will be worn on designated days as assigned.
6. Designated "uniform" shoes that afford good foot support are needed. The style selected for your class will be announced at orientation.

C. HOSE/SOCKS

1. Socks must be worn with the uniform pants but they must come up high enough on the leg to completely cover the leg area between the shoe and the pants when sitting.
2. Textured or patterned hose are not to be worn with the uniform.

D. JEWELRY

1. A watch with a good second hand (digital or sweep) and non-absorbent band is needed for client care.
2. Wedding rings, engagement rings and other rings worn on the ring finger are permissible. No other rings are authorized without the approval of the Program Coordinator.
3. Silver, gold, or pearl stud pierced ear jewelry may be worn. No dangling earrings, no double earrings or loops are permitted when wearing uniforms. Small, flat, gold or silver earrings that do not hang off the ear are allowed. Only one earring in each ear is allowed. The earring should be worn in the lobe on the ear.
4. Necklaces, bracelets, or anklets are not to be worn with the student

uniform.

5. Gamma Beta Phi pin (honor society), Health and Fitness Science pin, or Red Cross Volunteer pin may be worn with the student uniform. Wear pins on the left chest area of the uniform top.
7. Aside from the ear piercing guidelines (above) no other visible piercings are to be visible while wearing the uniform.

G. HAIR AND TEETH

1. Hair styling should be simple, neat, and moderate. It must be kept clean and out of the face. Long "bangs" or side curls that hang loosely around the face must be pulled back and fastened securely away from the face. Hair color must be a natural shade when in uniform.
2. Hair must be off the collar in the front. Long hair must be worn up or neatly pulled back and fastened securely or braided.
3. The following items may be used, while in uniform, to keep longer hair neatly pulled back and secured in a professional style: hair clasps and/or barrettes no wider than two inches; hair band that is no wider than 1/2 inch; hair claw/clip (2"- 4" length only); ponytail twist wrap that is no wider than two inches. Hair accessories may be one of the following colors: clear, black or white.

NOTE: Small hair claw/clip or butterfly clips used to secure bangs or small amounts of hair are not to be worn with the uniform.

4. Good oral hygiene must be practiced in order to avoid bad breath and to promote good health. Remember that certain foods and smoke can create mouth odor.
5. Gum chewing while in uniform is not allowed. If you need to chew gum after a meal to freshen your breath, do so, and dispose of the gum before returning to class, practice lab, or co-op area.

H. MAKE-UP

1. Cosmetics should be skillfully applied and natural looking.
2. Heavy eye shadow is not permitted. Keep eye appearance natural.
3. The length of the nails should be fairly short and well-rounded. Nail polish should be clear, natural or pastel color. A good rule to follow is to apply only one coat of a light colored polish.

XII. ADDITIONAL REGULATIONS

- A. **Perfume:** Strong perfume or cologne is not allowed! Remember that some individuals are allergic to colognes.
- B. **Hygiene:** Personal hygiene and grooming should be of the highest caliber. We are representing the health care field and our mission is to set an example of excellence.
- C. **Addressing Others:** Students should address Health & Fitness Science instructors, and other personnel by the surname when in the professional setting (e.g. Ms. Smith, Dr. Jones, etc.). During laboratory practice sessions, classmates will also be addressed in this manner. The use of surnames sets the tone for a professional atmosphere.
- D. **Professionalism:** Students should introduce themselves to clients using their full name and student title (i.e. "Hello, my name is Jane Doe, Health & Fitness Science Student"). Students should address clients by their surname (e.g. "I'll be with you in just a minute, Ms. Doe.")
- E. **Tobacco Use:** Do not use tobacco before or during duty (including breaks). Most of Health and Fitness Science facilities enforce tobacco-free policies. It is strongly suggested that Health and Fitness Science students should promote good health by setting the example as a "*tobacco free*" member of society. Smoking is known as an extremely unhealthy practice, and secondhand smoke is associated with distress and disease.
- F. **Signature:** A student should sign his/her name on the client's chart as follows: "first initial, surname, student program title, Gaston College". For example: "J. Doe, Gaston College."
- H. **Tattoos** and/or body art must be completely covered at all times when in uniform.

XIII. AUDIT STUDENTS

- A. Students will be accepted to audit courses only when space is available.
- B. Students who audit a course to qualify for the Certification Examination or re-examination must take all tests given in that semester and must maintain a "C" average in order to be recommended to take the examination.
- C. Returning Health & Fitness Science students will be required to audit the skills course in the semester in which they return to school and repeat for credit the course(s) they did not pass. In the skills classes that the returning student audits, the student will be required to participate in all skills procedures/check offs and take all exams. These exams must be passed with an overall "C" average and the student must pass all skills check offs in order to be recommended for progression in the program.

XIV. CREDIT BY EXAM/EXPERIENTIAL LEARNING

- A. The Gaston College Health & Fitness Science Program does not grant credit for experiential learning.
- B. Credit by examination (challenge) is the decision of the particular course instructor in courses offered at Gaston College; however, there is no credit by exam option in the Health and Fitness Science courses.

XV. HANDICAPPED PARKING

- A. Any student requiring a handicapped parking permit, either temporarily or permanently, must make the Department Chair of Health Promotions aware of the need for the permit.

The following steps must be followed:

1. Notify Health Promotions Department Chair of need for permit:
 - a. If need is permanent, identify the reason for the permit and present a doctor's statement as to the need.
 - b. If need is temporary, identify the reason for the permit, present a doctor's statement indicating reason for permit and length of need.
2. Notify the Gaston College Counseling Center of the need for a handicapped permit and obtain approval through that office.
3. Notify the Health Promotions Department Chair of follow-through.
4. If at any time the status of a handicapped permit changes, the student must notify the Health Promotions Department Chair and the Counseling Center and present a doctor's statement as to reason for change.
5. Students requiring a handicapped permit at the time of the co-op must present a doctor's statement indicating ability to perform co-op duties before they can participate in the co-op. The doctor's statement must be submitted at least one month in advance of the co-op date unless otherwise approved by the Department Chair.

XVI. LIBRARY RESOURCES

The Morris Library maintains open stacks on the first and second floors. The collection includes over 45,000 books; 150 periodicals; 3,300 pieces of audiovisual materials; several electronic databases giving students access to over 5,000 online periodicals with indexing to an additional 10,000. The collection is focused on the information needs of the college community.

When you prepare to do research in the library, it will be helpful to have a general idea as to the location of resources related to our field of study. *If you are having difficulty*

locating material, seek assistance from the library staff. Books are cataloged according to the Library of Congress Classification.

The library staff can direct you to the appropriate location. You can also access the library from your home computer at the following Internet Address:
www.gaston.edu/library

XVII. OSHA GUIDELINES

A. Implementation of OSHA Guidelines:

1. All incoming Health & Fitness Science students shall attend a mandatory class (HEA 112: First Aid and CPR) which contains specific content regarding OSHA guidelines.
2. OSHA guidelines are specifically reviewed and updated in appropriate Health & Fitness Science courses throughout the program.

XVIII. CLASSROOM HOURS

The classroom hours will vary from semester to semester, depending on the number of classes you are taking. Generally, you should count on a day starting at 9:00 a.m. and ending at around 4:00 p.m. This will allow you time to do library research or work on class assignments. In general, it would be best to schedule any work activities after 4:00 p.m. daily to avoid frustration with your schedule. If you have taken classes ahead and don't need all that are offered for the semester, your hours may be different (most PSF classes run between the hours of 9:00 a.m. – 4:00 p.m.).

The summer schedule hours will be longer – and if we continue on a four day class week, the hours will vary. If you need a related class (ENG, PSY, or BIO) you will likely begin the day at 8:00 a.m. There will be lunch times assigned but everyone will be in class until approximately 4:00 p.m. daily. The second year (4th and 5th semesters) the hours will run from 9:00 a.m. – 4:00 p.m.

Note: Classroom hours may change as necessary.

Please make plans now to adjust your work hours as needed as you progress through the program.

XIX. JOB PLACEMENT

We do not guarantee job placement for our students. Students may be hired by the office in which they extern, although we are not always aware of the job availability when we place the student in the facility. If we receive job offers by phone from agencies looking for Health and Fitness Science graduates we will pass this information on to our graduating sophomores who are looking for jobs.

The ultimate responsibility of sending resumés and cover letters to potential employers rests with the graduating student. We recommend that students begin the job seeking process no later than March of their graduating year – most employees will be willing to wait several weeks if they find the right person for the job. We have a job placement office on campus that assists employers in finding employees and we will refer you to that office prior to graduation.

XIX. CERTIFICATION EXAMINATION:

Graduates of the Gaston College Health & Fitness Science Program will have completed and passed at least one certification examination offered by the American College of Sports Medicine (ACSM). This is a national certification exam and the credential is valid anywhere in the USA. The computerized exam is offered off site and shall be taken prior to the 5th semester.

CODE OF ETHICS

The ethical responsibility of Health and Fitness Science students is to uphold high moral principles.

- A. Represent Gaston College and the Health and Fitness Science Program by being a model citizen both in and out of the classroom.
- B. Demonstrate positive, professional attitude toward all Health and Fitness Science Program activities (class, club, co-op, etc.).
- C. Enthusiastic service with full respect for the dignity of clients.
- D. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- E. Uphold the honor and high principles of the profession.
- F. Seek to continually improve knowledge and skills for the benefit of clients and colleagues.
- G. Participate in additional service activities toward improving the health and well-being of the community.

APPENDICES

APPENDIX A

EVALUATION OF PHYSICAL AND EMOTIONAL HEALTH

A: PHYSICAL HEALTH

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Assessment of the student's physical health is made with the use of information from the **physical examination** by the applicant's physician/nurse practitioner/physician assistant, and laboratory tests. Continued assessment of the student's physical health is made by timely documented updated tests and reports and by faculty observations of the student throughout the Health & Fitness Science program. The following immunizations are required: **TB skin test or chest x-ray for TB sensitive or positive individuals; Rubella/Rubeola or Rubella titer for those individuals with birth dates prior to 1957; and Tetanus vaccine or booster within the last ten (10) years. Hepatitis vaccine is required. Varicella (chicken pox) vaccine or positive immunity is required. Validation of immunizations is required and should be documented on the Admission Physical Examination Form.**

If a physical condition threatens to prevent or prevents satisfactory classroom or co-op performance, the individual in question is counseled and referred to an appropriate professional. The recommendation of the professional is utilized in advising the student with regard to continued enrollment in the program. A person may be denied admission or continued enrollment in the program until the identified condition is satisfactorily corrected.

In the case of a qualified individual with a disability, attempts will be made to provide reasonable accommodations as defined by the American Disabilities Act.

B. EMOTIONAL HEALTH

Emotional health is defined as reacting appropriately to stressful situations, withstanding everyday environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of emotional health of applicants is made through the use of physical examinations, references, letters from psychiatrists or therapists if intensive therapy is in progress or has occurred, and physiological evaluations, if necessary.

Throughout the curriculum, assessments of the emotional health of students are made by the use of observations of student behavior and by instructor-student conferences. When emotional conditions prevent satisfactory classroom or co-op

performance, recommendations are made on an individual basis, for consultation with the appropriate professional(s). The recommendations of the professional(s) are utilized in advising students with regard to continued enrollment in the Health & Fitness Science Program. A person may be denied admission or continued enrollment in the program until the identified condition is satisfactorily corrected.

C. PHYSICAL AND EMOTIONAL STANDARDS FOR ADMISSION AND PROGRESSION OF THE HEALTH & FITNESS SCIENCE STUDENTS

1. Critical Thinking: The Health & Fitness Science Student should possess critical thinking ability sufficient for co-op judgment. *For example*: student must be able to identify lifestyle modification methods in co-op situations; participate in the development of a plan of action for the client.
2. Interpersonal Skills: The Health & Fitness Science Student shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. *For example*: student shall establish rapport with clients and Health & Fitness Science cohort.
3. Communication Skills: The Health & Fitness Science Student shall possess communication abilities sufficient for interaction with others in verbal and written form. *For example*: explain exercises, initiate health teaching, document designed workouts and client responses accurately.
4. Mobility: The Health & Fitness Science Student shall possess physical abilities to move from room to room, stand and walk for extensive periods of time, and spot clients and fellow students during exercise routines. *For example*: administer cardiopulmonary resuscitation or first aid procedures.
5. Motor Skills: The Health & Fitness Science Student shall possess gross and fine motor abilities sufficient to provide safe and effective workout routines for clients. *For example*: design a workout for senior citizens with motor skill impediments.
6. Hearing: The Health & Fitness Science Student shall possess auditory ability sufficient to monitor and assess health needs and to effectively take notes on anything required or requested by the client. *For example*: hear heart monitor alarms on a treadmill test or blood pressure sounds through the stethoscope.
7. Visual: The Health & Fitness Science Student shall possess visual ability sufficient for observation and assessment. *For example*: assess changes in skin color (paleness, cyanosis, redness) and conduct visual assessments.
8. Tactile: The Health & Fitness Science Student shall possess tactile ability sufficient for assisting with physical assessment. *For example*: perform heart palpation.
9. Weight-Bearing: The Health & Fitness Science Student shall possess ability to lift and manipulate/move 45-50 pounds weekly and sometimes daily. *For example*: position clients in order to enable them to perform the exercises appropriately or

- move equipment.
10. Cognitive Abilities: The Health & Fitness Science Student shall possess ability to be oriented to time, place and person, must possess organizational skills, and ability to make decisions. *For example:* student shall assess client's complaints and record accurate observations.
 11. Occupational Exposures: The Health & Fitness Science Student may be exposed to communicable diseases and/or body fluids and shall use appropriate precautions at all times. *For example:* student may work with AIDS clients and shall provide appropriate care using universal precautions.

APPENDIX B

IMMUNIZATION REQUIREMENTS

IT'S THE LAW: ALL STUDENTS ENTERING COLLEGE IN NORTH CAROLINA ARE REQUIRED TO BE PROPERLY IMMUNIZED!

Your family physician or the Health Department must verify that you have the necessary immunization by completing the forms.

OR

If you have attended high school or another college in N.C. since 1976, your immunization records may be on file with the school. You are responsible for seeing that the school mails a copy to the Health & Fitness Science Department and that it arrives on time. All immunization records submitted must be verified by the physician's signature, clinic stamp, or official verification from your previous school.

IMMUNIZATION REQUIREMENTS

ALL STUDENTS MUST PRESENT THE RESULTS OF A 2-STEP (TWO PPD'S WITHIN THE SAME YEAR) TUBERCULIN SKIN TEST PERFORMED PRIOR TO ENROLLMENT IN THE GASTON COLLEGE HEALTH & FITNESS SCIENCE PROGRAM.

1. STUDENTS 17 YEARS OF AGE AND YOUNGER.
REQUIRED:

- 3 DPT (Diphtheria, Tetanus, Pertussis) or Td (Tetanus-Diphtheria).
- 3 POLIO (Oral) doses.
- 1 MEASLES (Rubeola) dose, on or after 15 months of age or positive titer.
- 1 RUBELLA dose on or after 15 months of age or positive titer.
- 1 MUMPS dose on or after 15 months of age or positive titer.
- 1 Td dose within the last 10 years
- 1 MEASLES, MUMPS, RUBELLA (MMR) booster dose in 1980 or later.
- 2 Varicella doses or positive titer.

2. STUDENTS 18 YEARS OF AGE OR OLDER, BORN IN 1957 OR LATER.
REQUIRED:

- 3 DTP or Td doses
- 1 MEASLES (Rubeola) dose, on or after 15 months of age or positive titer.
- 1 RUBELLA dose on or after 15 months of age or positive titer.
- 1 MUMPS dose on or after 15 months of age or positive titer.
- 1 Td dose within the last 10 years.
- 1 MEASLES, MUMPS, RUBELLA (MMR) booster dose in 1980 or later.

3. STUDENTS BORN PRIOR TO 1957.
REQUIRED:
 - 3 DPT or Td doses
 - 1 RUBELLA dose.
 - 1 Tdap dose within the last 10 years
 - 2 Rubeola vaccines or positive titer
 - 2 Mumps vaccines or positive titer
 - 2 Varicella vaccines or positive titer
4. STUDENTS OVER 50 YEARS OF AGE.
REQUIRED:
 - 3 DPT or Td doses.
 - 1 Tdap dose within the last 10 years.
 - 1 Rubella dose or positive titer
 - 2 Rubeola vaccines or positive titer
 - 2 Mumps vaccines or positive titer
 - 2 Varicella vaccines or positive titer
5. History of varicella (chicken pox) will no longer be acceptable. Documentation of two Varicella injections or a positive titer is required.
6. History of Rubeola is no longer acceptable. Documentation of appropriate Rubeola vaccines or a positive titer is required.
7. The Hepatitis B Vaccine (required immunization) must be completed (series of three (3) injections) by the end of the fall semester, Freshman Year, unless proof is provided from a physician as to why the student should not take this vaccine or proof is provided showing the student has had the vaccine within the past 5-7 years and is “immune”.
8. Those students who do not pursue immunization for Hepatitis B will be required to sign a waiver releasing Gaston College and the Health & Fitness Science Program of any responsibility for the possibility of their contracting Hepatitis B.

APPENDIX C

ALTERED STATE OF HEALTH

In order to provide the greatest safety for our students, it is essential that students report altered states of health occurring at any time during their progression through the Health & Fitness Science Program. (An altered state of health is defined as pregnancy, epilepsy, acute or chronic illnesses, temporary or long term disabilities, etc). Due to the nature of the tasks involved in the Health & Fitness Science Program, the student will be required to provide a statement from his/her physician indicating that he/she is capable of participating in all classroom, laboratory, and externship activities required by the program. If the student is not allowed to participate in any of these designated activities of the program, the student's physician must sign a statement to that effect. Activities of concern are listed below:

- Ability to participate in pre/post fitness assessments.
- Able to provide instruction in the proper use of exercise equipment and facilities.
- Able to teach specific exercise and fitness classes
- Able to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.
- Able to participate in practice of first aid procedures and practice of administering cardiopulmonary resuscitation on mannequins.
- Able to communicate effectively and provide stable interaction with clients
- Able to manipulate/move 45-50 pounds weekly and sometimes daily.
- Able to control and cope with various stressful situations in a variety of settings.
- Able to work with a variety of people in a variety of locations and modalities..

When the student notifies the Health & Fitness Science faculty of his/her altered state of health, a form will be provided for the physician's notations and signature. If a student is unable to complete the externship phase of the program due to the altered state of health, a grade of incomplete "I" will be granted to the student and arrangements will be made to complete the externship as soon as the student's physician releases him/her to return to school. If the student returns to the externship rotation with any activity limitations, he/she must submit a statement from his/her physician, following the guidelines stated above.

APPENDIX D

POLICY STATEMENT ON CHARGES FOR MISDEMEANORS OR FELONIES

Students are required to report any charges of misdemeanors or felonies to the Health Promotions Department Chairperson immediately. All co-op assignments will be withheld until the Health & Fitness Science faculty reviews the situation to determine if the student is competent to deliver safe care and is not engaging in conduct that endangers the public health (Statutory Authority G.S. 90-171.37). Continued enrollment in the Health & Fitness Science Program will be determined by the Health & Fitness Science faculty.

ACKNOWLEDGEMENT STATEMENT

I certify that I have received, read, and understand the Policy Statement on Charges for Misdemeanors or Felonies. I understand that noncompliance with this policy will result in immediate faculty review and possible discontinuance in the Health & Fitness Science Program.

Signature

Date

APPENDIX E

NOTICE REGARDING CRIMINAL BACKGROUND CHECKS

Please be advised that if you have a conviction or charges pending for the following you will need to contact the Health Promotions Department Chairperson.

- Assault or sexual offences of any nature.
- Any form of larceny. Larceny includes fraud, embezzlement, theft, armed robbery, common law robbery, shoplifting, forgery and financial crimes.
- Illegal use, possession or selling of a controlled substance.
- Breaking and entering or burglary.
- Kidnapping, abduction and carjacking.
- Arson, hazing, perjury, bribery and obstruction of justice.
- Abuse and neglect.

STATEMENT OF AWARENESS

I am aware that I will be unable to participate in the required co-op component of the Health & Fitness Science Program if I have a conviction or charges pending on any of the above crimes.

Applicant Signature

Date

GASTON COLLEGE
AUTHORIZATION TO VIEW CRIMINAL BACKGROUND CHECK
AND FINGERPRINT REPORT

Healthcare facilities which provide educational experience for students enrolled in health programs at Gaston College require criminal background checks and FBI fingerprint reports prior to co-op placement. Gaston College has arranged for Certified Background (www.certifiedbackground.com) to conduct the background searches for our students. These background checks include sex offender registry checks and verification that the student is not excluded from providing services under federal health care programs. The fingerprint reports are obtained by the student through the FBI and extend to a check nationwide.

Results of criminal background checks and fingerprint reports may be shared with affiliating healthcare facilities. Results will be maintained in confidential GC files and reviewed by authorized GC employees only.

You will be provided with the necessary instructions you need to complete and obtain both the background check and the fingerprint report. The CBC background check is at a cost of \$36.00*; the review extends to the past seven (7) years. The fingerprint report cost is a total of \$28.00 (\$10.00 cash for fingerprint card obtained from local police/sheriff departments and \$18.00 money order payable to the Treasury of the United States).

A student, who declines to have these checks done, or to have results reviewed by authorized Gaston College employees, or to have the results released to a healthcare facility, will become ineligible for enrollment in all courses requiring experience in a healthcare (e.g. Fitness Center) facility and will become ineligible for program completion.

A criminal record, when reported to an affiliating healthcare facility, may result in the student's ineligibility to complete the program.

Please sign and date the following statement:

Authorization for Criminal Background Check and FBI Fingerprint Report

I have read and understand the above-stated information and hereby agree to have a criminal background check and FBI fingerprint report completed, results reviewed by authorized GC employees, and results shared with affiliating healthcare facilities.

STUDENT SIGNATURE

DATE

STUDENT'S PRINTED NAME

STUDENT NUMBER

LEGAL GUARDIAN SIGNATURE (if applicable)

DATE

GASTON COLLEGE
AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

Healthcare facilities which provide educational experience for students enrolled in health programs at Gaston College require criminal background checks, immunizations, and drug screens prior to clinical placement.

Results of this information may need to be shared with affiliating healthcare facilities upon request. Results will be maintained in confidential Gaston College files and reviewed by authorized Gaston College employees only.

A student who declines to have the criminal background check, drug screen, or required immunizations done, or to have results reviewed by authorized Gaston College employees, or to have the results released to a healthcare facility, if necessary, will become ineligible for enrollment in all courses requiring experience in a healthcare facility and will become ineligible for program completion.

A criminal record or positive drug screen, when reported to an affiliating healthcare facility, may result in the student's ineligibility to complete the program.

Please read, sign, and date **one** of the following statements:

Authorization for Criminal Background Check/Drug Screen/ Immunizations/Release of Information

I have read and understand the above-stated information and hereby agree to have a criminal background check, required immunizations, and drug screen completed; results reviewed by authorized Gaston College employees; and results shared with affiliating healthcare facilities, if necessary.

Student's Signature

Date

Student's Name (Print)

Student's ID

Legal Guardian's Signature (If applicable)

Date

Declination for Criminal Background Check/Drug Screen/ Immunizations/ Release of Information

I have read and understand the above-stated information and decline to have a criminal background check completed, required immunizations, or drug screening done; or to have the results reviewed by authorization Gaston College employees; or to have results shared with affiliating healthcare facilities.

I understand that my declination means that I will be ineligible for enrollment in all courses requiring experience in a healthcare facility and will be ineligible for program completion.

Student's Signature

Date

Student's Name (Print)

Student's ID

Legal Guardian's Signature (If applicable)

Date

APPENDIX F

GASTON COLLEGE

HEALTH AND FITNESS SCIENCE PROGRAM

CO-OP EXPERIENCE CODE OF CONDUCT

The following guidelines are to be followed by the Health and Fitness Science student at all times while in the assigned externship office. Failure to follow these guidelines (including the rule of privileged communication) may result in dismissal from the program with resultant failure of the course.

1. Punctuality is considered essential to a satisfactory grade. When in externship rotation, arrive at your externship office approximately ten minutes before the appointed time. **Promptness is a most important rule to follow. Again, tardiness will not be tolerated and will result in a poor evaluation and final grade.**
2. Leaving the externship area for personal reasons except during the office lunch break is not allowed, unless you become sick or a personal emergency occurs. If you must leave the externship area at times other than the assigned lunch time, you must get approval from the office manager and must notify the supervising Health and Fitness Science faculty member before leaving the office.
3. **Absenteeism.** Attendance in the externship area is essential. Absences in the externship area will result in an unsatisfactory for each day missed. If you miss 10% of your externship experience (2 days), you are automatically placed on probation and are subject to failure of the rotation if additional absences occur. **Any student who misses more than two (2) days in the eight (8) week externship experience is subject to making up the missed days prior to graduation.** If you must be absent or tardy, notify your office supervisor before the scheduled work hour and **your Health and Fitness Science instructor** by calling his/her office and leaving a message on his/her voice mail.
4. If taking prescribed medications, which may impair your ability to think or act responsibly, have your personal physician excuse you from externship until the medication therapy is complete. Arrangements will then be made to make up lost externship time.
5. If you experience a change in their health status during the externship rotation will be required to submit a completed "Altered State of Health" form before returning to externship. In the interest of the student's health and safety, the ultimate decision of the student's return to externship rests with the Health and Fitness Science Program Coordinator and faculty.
6. If requiring a handicapped permit at the time of externship must present a doctor's statement indicating ability to perform clinical duties before he/she can participate in the externship. The doctor's statement must be submitted at least one month in advance of

- externship date unless otherwise approved by the Health and Fitness Science Program Coordinator.
7. Refrain from loud laughter and loud talking in the health/fitness facility. There is always work to be done - - do it!
 8. Gum chewing while in uniform is not permitted, except at lunchtime.
 9. No smoking while on duty. Please reserve smoking for designated areas, free from patient view (if you are taking a break). Most of the health and fitness facilities are now enforcing no-smoking policies. If you do smoke, be alert to mouth and clothing odors.
 10. The use of alcohol and/or drugs is prohibited. Any student caught using alcohol and/or drugs will be dismissed from the program.
 11. Address Health and Fitness Science instructors, and other college personnel by their surname when in the externship setting (i.e. Ms. Doe). This behavior sets the tone for a professional atmosphere.
 12. Introduce yourself to clients, using your full name and student title (i.e. "Hello, my name is Jane Doe, Student Health and Fitness Science Assistant.") however you should address clients by their surname (i.e. "We'll be with you in just a minute, Ms. Doe.").
 13. You are expected to be constantly polite and cooperative with everyone, above all with patients, patients' families, and medical staff. Remember: **You communicate non-verbally, as well as verbally!**
 14. **Personal calls/text messages while in the externship area are not allowed! You should not place or receive calls/text messages. This should be reserved for your own time-away from the office. The only exception to this is emergency calls.**
 15. Your personal life is just that: **YOUR PERSONAL LIFE!** If you are having personal problems, discuss these with one of your Health and Fitness Science instructors. DO NOT share these problems with the office staff! The mark of a professional is the ability to separate home from work.
 16. Conduct yourself in a professional manner at all times. Your behavior at an externship office should be your best. You are being evaluated not only individually, but also as a potential staff member. Always be alert, well mannered, and as interested as possible. There is much to be learned at each office.
 17. Check with your externship supervisor before writing in the patient's chart.
 18. Sign your name as follows when documenting in a patient's chart: "first initial, surname, student title, Gaston College." **Example:** J. Doe, SMA, Gaston College
 19. Adhere to the Code of Ethics of the Health and Fitness Science Profession and of the ACSM and, specifically, pledge compliance to the rule of privileged communication; that is, "I shall not reveal to my family, the public in general, or anyone, information pertaining to clients." **Any Health and Fitness Science student discussing clients or supervisors outside of the office, except in seminar, will be dismissed from the program.** In seminar, patients' names are not to be revealed.

20. **CONFIDENTIALITY** also applies to the day-to-day operations within the health and fitness office. If for any reason you become dissatisfied with the staff in your externship office, please **DO NOT** discuss these problems openly among your classmates. Problems should be discussed privately with your Health and Fitness Science instructor and resolved at that level. Discussion on any other level can affect your externship grade.
21. Supervisor's orders pertaining to services intended for the client's welfare should be carried out exactly as requested by the supervisor. **If you do not understand an order, ask for clarification.** Be sure that the client understands instructions or exercise prescriptions **before** he/she leaves the facility.
22. The supervising member of the externship area will check student for procedures, exercise administration, and documentation in the client's chart. **PLEASE NOTE: Health and Fitness Science students are NOT allowed to perform any tasks without supervision of an appropriate staff member while in the externship area.**
23. If you are unprepared for procedures (that you should have been prepared for) in the externship area, you will be required to return to the practice laboratory. Friday afternoons have been set-aside for individual "procedure review" with your supervising Health and Fitness Science faculty member. If you need improvement in any area on your procedure checklist, you are expected to schedule a time for review with your supervising Health and Fitness Science faculty member during these hours. You will be expected to do this during the same week the area of need was determined. You may contact your supervising Health and Fitness Science faculty member on Friday morning to arrange a time during the afternoon for review. This time can also be used for a personal request for review. Before returning to your externship area, a satisfactory return demonstration must be completed in the practice lab and this must be documented by your supervising Health and Fitness Science faculty member.
24. Regard the work that you perform as extremely important and exert every effort to accomplish it properly and promptly.
25. Understand that you will be expected to perform skills in the facility in an efficient manner and in a reasonable length of time.
26. Give needed service in emergencies, those for which you are qualified, and expeditiously finish daily tasks regardless of the time required. **Do not leave the facility if you have not completed your tasks.** Don't become a "clockwatcher".
27. Once you become familiar with client exercise prescriptions and procedures of the facility, prepare for each co-op day. **READ, READ, READ!** The better prepared you are, the smoother you function and the more comfortable you feel.
28. Do not offer personal excuses or problems for shortcomings in the performance of duty. Remember that taking short cuts is dangerous and is a form of cheating.
29. Do not expect shortcomings to be accepted. Any errors are to be made known promptly without fear of undue reprimand, unless repeated. Careless, indifferent work will not be tolerated, nor should you expect forgiveness for attempts to "cover-up" mistakes. Realize

that when errors (however made) are immediately recognized, correction can usually be made. **You are liable for your actions.**

30. **A positive attitude on your part is essential!** No work setting is perfect. Make the most of your experience and learn as much as you can. Be considerate and respectful of those supervising your work. When corrected by supervising personnel, you should accept the constructive criticism without becoming defensive. Do not argue with or be rude to the people with whom you are working. Reports of this will lower your overall grade. If you feel that you are being criticized/corrected unnecessarily, please notify your Health and Fitness Science instructor to help you through the situation.
31. The individuals related to and responsible for your training will evaluate you fairly and according to your merits. You will be evaluated on your competency for entry-level skills into the Health and Fitness Science field in accordance with the American College of Sports Medicine.
32. You should realize that the externship office experiences are a valuable means of training a professional member of the health and fitness team. Each office should be visited with the idea that this is the place where you want to work. With your interest, enthusiasm, and knowledge, you will produce a warm feeling of belonging with each office. Always strive for this type of relationship.
33. If there are any problems with the office experiences, please arrange to talk with your Health and Fitness Science instructor about your situation. If personality problems exist in the office between staff members, **DO NOT BECOME INVOLVED! DO NOT TAKE SIDES! DO NOT GOSSIP!**
34. If possible, from time to time, ask the office personnel and the doctor if they have any suggestions for improvement or any constructive criticism of your work. Be open for suggestions and accept criticism graciously.
35. Suggestions for improvement of the Health and Fitness Science Program are invited; it will be your duty to present and discuss them with the Health and Fitness Science Program Coordinator.
36. Consider any health and fitness career as a privilege and realize that you are fortunate to be permitted to obtain professional training while helping others. Remember that you are dealing with improving the quality of human life and must learn all you can about proper procedures in order to do no harm!
37. Finally, be industrious; **stay busy**. If you do not have something to do, ask for something. **Be eager and willing to learn**. Remember, when co-op externship is over, you will want to be able to use these offices for job references.

APPENDIX G

GASTON COLLEGE

HEALTH AND FITNESS SCIENCE PROGRAM

CLASSROOM CODE OF CONDUCT

All students have the right to a safe, peaceful, quality and honest educational environment. Therefore, when in the judgment of the Health and Fitness Science faculty a student's conduct disrupts or threatens to disrupt the classroom setting and/or the success of the student, appropriate disciplinary action will be taken to restore and protect the mission, safety, peace, and integrity of the student, classroom, and the Health and Fitness Science Program.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Health and Fitness Science Classroom Code of Conduct is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits.

The guidelines below are to be followed by the Health and Fitness Science student at all times while in the classroom setting. Failure to follow these guidelines may result in a documented write-up, conference with program coordinator, or communication with an administrative officer of the college. Three write-ups in one semester will result in probation. Four write-ups in one semester could end up in dismissal from the program.

1. *Punctuality*- Punctuality is considered essential to a satisfactory grade. If you must be tardy, notify your instructor before the scheduled class by calling his/her office and leaving a message on his/her voice mail. Each tardy will result in 25 points being deducted from the final grade.
2. *Absenteeism*- Attendance in classroom and laboratory is essential. Absences will result in 50 points being deducted from the final grade. **Any student who misses more than three (3) days in the semester will be written-up.** If you must be absent, notify your instructor before the scheduled class by calling his/her office and leaving a message on his/her voice mail.
3. *Food and Drink*- Eating during scheduled classroom/laboratory hours is prohibited. Students are permitted to drink water in the classroom/laboratory setting.
4. *Dishonesty* - Students may not cheat, fabricate and falsify information, submit the same assignment multiple times, plagiarize, or be a part of academic dishonesty as described in Appendix C of the Student Handbook. Students cannot provide false information to the College, forge and alter or misuse college documents, records or instruments of identification. Dishonesty will not be tolerated in any transactions or interactions including the student code of conduct process.

5. *Theft and Damage to Property* - Students may not steal, damage or misuse college property or the property of anyone working at, attending, or visiting the college.
6. *Misuse of Computers* - Students may not damage college computer hardware and software, gain unauthorized access to remote sites, and/or view sexually explicit, pornographic or other inappropriate material. (Please see Computer Resources – Acceptable Use Policy, Appendix G of the Student Handbook.)
7. *Inappropriate Behavior* - Students may not engage in behavior that interferes with the learning process, peace and order of the college while on college property or attending college activities. Not following an instructor's classroom policies, being disrespectful in or outside the classroom, playing loud music policies & regulations and using loud, threatening, rude and/or obscene language are some examples of inappropriate behaviors.
8. *Prohibited Substances*- The use of tobacco, alcohol, and/or drugs is prohibited. Any student caught using tobacco, alcohol, and/or drugs will be written-up and possibly dismissed from the program.
9. *Electronic Devices*- Personal calls/text messages while in the classroom/laboratory area are not allowed! You should not place or receive calls/text messages.
10. *Professionalism*- Conduct yourself in a professional manner at all times. Always be alert, well mannered, and as interested as possible.
11. *Grades*- A minimum grade of "C" is expected on all assignments, exams, and quizzes. If a student earns a grade below a "C" on an assignment, exam, or quiz a conference will be held between that student and the instructor, and a write up will be documented.

APPENDIX H

CODE OF ETHICS FOR A.C.S.M CERTIFIED AND REGISTERED PROFESSIONALS

Principles and Standards

1. ACSMPs shall be dedicated to providing competent and legally permissible services within the scope of the KSAs of their respective credential. These services shall be provided with integrity, competence, diligence, and compassion.
2. ACSMPs provide exercise information in a manner that is consistent with evidence-based science and medicine.
3. ACSMPs respect the rights of clients, colleagues, and healthcare professionals, and shall safe-guard client confidence within the boundaries of the law.
4. Information relating to the ACSMP-client relationship is confidential and may not be communicated to a third party not involved in the client's care without the prior written consent of the client or as required by law.
5. ACSMPs are truthful about their qualifications and limitations of their expertise and provide services consistent with their competencies.

Responsibility to the Profession

1. ACSMPs maintain high professional standards. As such, an ACSMP should never represent himself or herself, either directly or indirectly, as anything other than an ACSMP unless he or she holds other license/certification that allows him or her to do so.
2. ACSMPs practice within the scope of their KSAs. ACSMPs will not provide services that are limited by state law to provision by another healthcare professional only.
3. An ACSMP must remain in good standing relative to governmental requirements as a condition of continued credentialing.
4. ACSMPs take credit, including authority, only for work they have actually performed and give credit to the contributions of other as warranted.
5. Consistent with the requirements of the certification or registration, ACSMPs must complete approved, additional education course work aimed at maintaining and advancing their KSAs.

APPENDIX I

GASTON COLLEGE HEALTH & FITNESS SCIENCE PROGRAM STUDENT REGULATIONS HANDBOOK

My signature below means I have read the Student Regulations Handbook for the Health & Fitness Science Program and that I understand them. I further agree to abide by them while in the Health & Fitness Science Program.

Signature

Date

NOTES