

SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES AND EDUCATION
DEPARTMENT OF Exercise Physiology



STUDENT HANDBOOK

2021-2022

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Introduction and Welcome

Welcome from the Department Chair

I would like to personally welcome you to the Department of Exercise Physiology at Saint Francis University. You are joining one of the most prestigious Exercise Physiology programs in the Mid-Atlantic Region. As a student in this program you will be provided a strong foundation on which to build a very successful career as an exercise professional.

An Exercise Physiologist is defined as an individual who studies the acute responses and chronic physiological adaptations resulting from physical activity and exercise. An exercise physiologist can apply this knowledge to improve or maintain the health, fitness, or performance of any individual. Graduates of our program have gone onto very successful careers in Exercise Physiology, Strength and Conditioning, Exercise Oncology, Physical Therapy, and Medicine (MD, DO, PA, Nursing), or have continued their studies in graduate programs (MS, PhD). As we like to say “in Exercise Physiology, the possibilities are endless!”

You are embarking on a journey that will challenge you both mentally and physically. As Theodore Roosevelt said “Nothing in the world is worth having or worth doing unless it means effort, pain, difficulty...” Our curriculum, faculty, and resources are here to help you navigate this journey. The information contained in this handbook provides the information you need to successfully complete the program and graduate as an entry-level exercise physiologist. The Handbook outlines the required courses, minimum standards necessary to progress in the program, as well as all the information you need to complete your culminating experiences / internships. You are expected to keep this Handbook and refer to it whenever you have questions about the program. Each faculty member is a great resource for you, and will be able to help you understand any policy or standard that may be unclear to you. This Handbook will guide you during the entire time as an Exercise Physiology Major at Saint Francis University.

We welcome you to the SFU Exercise Physiology family and wish you the best of luck!

Kristofer S. Wisniewski, Ph.D., ACSM RCEP, ACSM/ACS-CET, EIM3, NSCA, CSCS
Department of Exercise Physiology Chairperson

Mission and Philosophy

MISSION AND PHILOSOPHY

MISSION OF SAINT FRANCIS UNIVERSITY

A Mind for Excellence: Saint Francis University offers higher education in an environment guided by Catholic values and teachings, and inspired by the example of our patron, Saint Francis of Assisi. The oldest Franciscan institution of higher learning in the United States, Saint Francis University is an inclusive learning community that welcomes all people.

A Spirit for Peace and Justice: University programs and activities foster such Franciscan values as a humble and generous attitude toward learning, respect for diversity and the uniqueness of individual persons, understanding of ethical issues, and reverence for all life. With a spirit of simplicity and joy, we provide opportunities for the University Community to think critically and analytically, communicate effectively, and integrate theory and practice.

A Heart for Service: Saint Francis University offers undergraduate programs in the liberal arts tradition, graduate and professional programs of study that emphasize personal and professional ethics, and continuing education opportunities for personal and career enhancement. We seek to inspire in all members of the University community a love of lifelong learning and a commitment to share their gifts and skills generously with others in a rapidly changing world.

MISSION OF THE SCHOOL OF HEALTH SCIENCES AND EDUCATION

The School of Health Sciences and Education synchronizes innovative educational opportunities and experiences to skillfully prepare individuals to provide competent, compassionate, and ethical care to regional and global communities including the medically underserved in rural areas. Contemporary curricula and outreach programming influenced by the Franciscan tradition provide the foundation for graduates to demonstrate critical thinking, cultural competence, and an evidence-based approach enhancing professional practice. In the spirit of St. Francis of Assisi, these future leaders dedicate themselves to lifelong learning, critical self-reflection, and service facilitating positive change in health and wellness.

SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES AND EDUCATION
DEPARTMENT OF EXERCISE PHYSIOLOGY

MISSION OF THE DEPARTMENT OF EXERCISE PHYSIOLOGY

To prepare graduates that are competent, entry-level Exercise Physiology professionals who demonstrate critical thinking, embrace lifelong learning, and serve the health and fitness needs of consumers and society.

PROGRAM GOALS

1. To provide students the evidence-based knowledge, critical thinking skills, and abilities for entry-level positions in the exercise physiology profession.
2. To prepare students for graduate education and national certifications including, but not limited to, the ACSM and the NSCA.
3. To prepare students, consistent with the Goals of Franciscan Higher Education, to evince a humble and generous attitude toward learning, service to the poor and the needy, and respect for the uniqueness of individual persons.

PHILOSOPHY OF THE DEPARTMENT OF EXERCISE PHYSIOLOGY

The educational approach at Saint Francis University reflects the philosophy that a solid yet diverse academic base, critical thinking skills, a strong moral foundation and a love for lifelong learning are essential tools for success in the world. The philosophies of the University and the Department are complementary and are realized as students develop a mind for excellence, a spirit for peace and justice, and a heart for service.

Academic Progression

The Curriculum Plan

On January 16, 2014 the Exercise Physiology Program was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation for the Exercise Sciences (CoAES). For more information please visit www.caahep.org. The accreditation standards are established by the American College of Sports Medicine (ACSM), American Council on Exercise (ACE), American Kinesiotherapy Association, Cooper Institute, and National Academy of Sports Medicine (NASM). Meeting these quality standards means that our curriculum has been peer reviewed, and has been determined that it educates our students with the knowledge and skills necessary to move immediately into employment in the health and fitness industry, or to continue on and obtain additional education.

The Saint Francis University Department of Exercise Physiology allows students to select a paradigm to concentrate their studies based on their post baccalaureate career goals. The possible concentrations are: Fitness Professionals, Graduate Allied Health, Pre-Professional/Pre-Medicine. Additional majors within the department include Exercise Physiology to Doctor of Physical Therapy 4+3 (EXPT), Exercise Physiology to Doctor of Physical Therapy 3+3 (PTEX), and Exercise Physiology to Master of Cancer Care 3+2 (EXCC).

- Fitness Professionals concentration prepares students for immediate employment in the burgeoning wellness, health promotion and fitness industries, as well as graduate education in strength and conditioning.
- Graduate Allied Health concentration prepares students for graduate education in clinical exercise physiology, athletic training, physical therapy, physician assistant sciences, or occupational therapy.
- Pre-Professional concentration prepares students for graduate education in medicine, dentistry, optometry, podiatry or veterinary sciences. Pre-medical students are strongly encouraged to participate in undergraduate research.
- EXPT and PTEX majors prepare students for graduate education in physical therapy. Students in these majors are guaranteed acceptance into the SFU Doctor of Physical Therapy program, provided they meet the DPT admissions requirements at completion of the Exercise Physiology requirements.
 - EXPT 4+3 students will receive a Bachelor of Science degree in Exercise Physiology after successful completion of the fourth year, and a Doctor of Physical Therapy (DPT) degree will be awarded after successful completion of the seventh year. See Articulation Agreement on next page for additional requirements.

- PTEX 3+3 students will receive a Bachelor of Science degree in Exercise Physiology after successful completion of the fourth year, and a Doctor of Physical Therapy (DPT) degree will be awarded after successful completion of the sixth year.
- EXCC major prepares students for graduate education in clinical exercise physiology, specifically with cancer survivors in the SFU Master of Science in Cancer Care program.

Additionally, the curriculum prepares students to sit for national certifications including the American College of Sports Medicine Certified Exercise Physiologist (ACSM-EP) and the National Strength and Conditioning Association Certified Strength and Conditioning Specialist (NSCA CSCS).

SAINT FRANCIS UNIVERSITY
Program in Exercise Physiology
Bachelor of Science in Exercise Physiology

Year 1 - Fall			Year 1 - Spring			Year 1 - Summer
PSYC 101	Introduction to Psychology	3	BIOL 111	Biology I w/lab	4	No required courses
CHEM 113	Human Chemistry w/lab	4	CHEM 114	Human Chemistry w/lab	4	
CORE 103	Fall Comm Enrichment	0	CORE 113	First-Year Seminar	3	
WRIT 102	Research Writing	3	CORE 104	Spring Comm Enrichment	0	
EXPH 101	Intro to Exercise Physiology	2	SocScience I	Econ, PolSci or Soc	3	
RLST 105	Francis and Global Issues	<u>3</u>	HIST*	Elective (GE)	<u>3</u>	
		15			17	
Year 2 - Fall			Year 2 - Spring			Year 2 - Summer
BIOL 205	Anatomy & Physiology I w/lab	4	BIOL 206	Anatomy & Physiology II w/lab	4	
LANG	Elective	3	EXPH 275	Health & Fitness Programming	2	
LIT	Literature Elective	3	EXPH 305	Exercise Physiology w/lab	4	
EXPH 250	Functional Anatomy	2	MATH 110	Pre-Calculus (GE)	3	
PHIL 205	Phil-Reason/Response	3	PSYC 206	Health and Exercise Psychology	<u>3</u>	
PSYC**	Psychology elective	<u>3</u>				
		17			17	
Year 3 - Fall			Year 3 - Spring			Year 3 - Summer
EXAM 301	Writing Comp Exam	0	EXPH 310	Nutrition for Sport & Exercise	3	
EXPH 205	Common Sports Injuries	3	EXPH 360	Exercise Testing & Prescript w/lab	3	
EXPH 312	Exercise Across the Lifespan (GE+)	3	EXPH 396	Internship Guide	0	
EXPH 330	Neuro Muscular Str Cond w/lab	4	EXPH 405	Clinical Exercise Physiology	3	
Elective	Concentration Elective		Elective	Concentration Elective		
Elective	Concentration Elective		Elective	1-2 Concentration Elective(s)		
		17-18			16-18	
Year 4 - Fall			Year 4 - Spring			Year 4 - Summer
RLST/PHIL	Elective	3	CORE 407	Keystone Seminar	3	
EXPH 375	Research Methods and Statistics	3	EXPH 320	Biomechanics	3	
FNAR	Elective	3	EXPH 398/99	Internship/Practicum	2	
EXPH 398/99	Internship/Practicum	2	EXPH 400	Advanced Lab Techniques	1	
EXPH 412	Organization & Administration	2	EXPH 410	Environmental Exercise Phys	3	
SocScience II	Econ,PolSci,Soc or Psych	<u>3</u>	EXPH 414/15	Senior Seminar	1	
			Elective	Concentration Elective		
		16			13-16	

Total Credits = 128-134

*Suggest: HIST 220 History of Science or HIST 245 History of Medicine

**Note: PSYC 321 does not fulfill this requirement

GE+: Meets Gen Ed and Major Requirements, Revised: 7/28/16; 11/8/17; 4/23/18; 12/5/18; 6/10/19; 2/24/2020; 5/20/2021

Concentration Electives:

Fitness Professionals Concentration

ACCT 101 Financial Accounting , 3 cr
PLUS 3 courses (2 additional course for a business minor)
ACCT 102 Managerial Accounting, 3 cr
MGMT 101 Principles of Management, 3 cr
MGMT 201 Human Resource Management, 3 cr
MKTG 302 Marketing, 3 cr
MIS 102 Management Information Systems, 3 cr

Graduate Allied Health Concentration

Choose 3 to 4 courses (11 credits minimum)
BIOL 214 - Clinical Microbiology, 4 cr
BIOL 301 - Genetics, 4 cr
BIOL 401 - Cell and Molecular Biology, 4 cr
PHYS 104 - An Introduction to Physics I, 4 cr
PHYS 105 - An Introduction to Physics II, 4 cr
STAT 205 Essentials of Statistics, 3 cr

Physical Therapy 4+3 EXPT Only:

Take all of these (13 credits)

PT 101 Physical Therapy Seminar I, 1 cr (Fall, So Year)
PT 102 Physical Therapy Seminar II, 1 cr (Spring, Jr Year)
PHYS 104 An Introduction to Physics I, 4 cr (Fall Jr. Year)
PHYS 105 An Introduction to Physics II, 4 cr (Spring, Jr Year)
STAT 205 Essentials of Statistics, 3 cr (Spring Jr Year)

SAINT FRANCIS UNIVERSITY
Program in Exercise Physiology: Bachelor
of Science in Exercise Physiology
EP-P Pre Prof/Pre-Med Concentration:

Year 1 - Fall			Year 1 – Spring			Year 1 – Summer
BIOL 111	Biology 1 w/lab	4	CHEM 122	Chemistry Principles II	4	
CHEM 121	Chemistry Principles I	4	CORE 104	Spring Comm Enrichment	0	
CORE 103	Fall Comm Enrichment	0	CORE 113	First-year Seminar	3	
WRIT 102	Research Writing	3	SocScience I	Econ, PolSci or Soc	3	
EXPH 101	Intro to Exercise Physiology	2	HIST **	Elective	3	
RLST 105	Francis and Global Issues	<u>3</u>	PSYC 101	Intro to Psychology	<u>3</u>	
		16			16	
Year 2 – Fall			Year 2 – Spring			Year 2 – Summer
BIOL 205	Anatomy & Physiology I w/lab	4	BIOL 206	Anatomy & Physiology II w/ lab	4	
CHEM 221	Organic Chemistry I	4	CHEM 222	Organic Chemistry II	4	
LIT	Literature Elective	3	EXPH 305	Exercise Physiology w/lab	4	
MATH 121	Calculus I	3	PSYC 206	Health and Exercise Psychology	3	
PHIL 205	Phil-Reason/Response	<u>3</u>	STAT 205	Statistics	<u>3</u>	
		17			18	
Year 3 - Fall			Year 3 – Spring			Year 3 – Summer
BIOL 405	Biochemistry	4	BIOL 301/401	Genetics or Cell Molecular Biology	4	
EXAM 301	Writing Comp Exam	0	EXPH 360	Exercise Testing & Prescript w/lab	3	
EXPH 250	Functional Anatomy	2	EXPH 396	Internship Guide	0	TAKE MCAT
EXPH 330	Neuro Muscular Strength w/lab	4	EXPH 405	Clinical Exercise Physiology	3	
PHYS 104	Physics I w/lab	4	LANG	Elective	3	
PSYC**	Psychology Elective	<u>3</u>	PHYS 105	Physics II w/lab	<u>4</u>	
		17			17	
Year 4 - Fall			Year 4 - Spring			Year 4 – Summer
EXPH 312	Exercise Across the Lifespan	3	CORE 407	Keystone Seminar	3	
EXPH 375	Research Methods in Exercise	3	EXPH 275	Health and Fitness Programming	2	
EXPH 398/99	Internship/Practicum	2	EXPH 310	Nutrition for Sport & Exercise	3	
EXPH 412	Organization & Administration	2	EXPH 320	Biomechanics	3	
RLST/PHIL	Elective	3	EXPH	Internship/Practicum	2	
SocScience II	Econ, PolSci, Soc or Psych	<u>3</u>	EXPH 400	Advanced Lab Techniques	1	
			EXPH 410	Environmental Exercise Phys	3	
			EXPH	Senior Seminar	<u>1</u>	
		16			<u>18</u>	

Total Credits = 135

**Recommend: HIST 220 History of Science or HIST 245 History of Medicine, Revised 7/28/16; 11/8/17; 4/23/18; 6/3/19; 3/9/2020; 5/20/2021

Curriculum

SAINT FRANCIS UNIVERSITY
 School of Health Sciences and Education
 Physical Therapy: Bachelor of Science in Exercise Physiology (PTEX 3+3)
 (Leading to the Doctor of Physical Therapy)

Year 1 - Summer			Year 1 – Fall			Year 1 - Spring		
No required courses			BIOL 111	Biology 1 w/lab	4	CHEM 114	Human Chemistry II w/lab	4
			CHEM 113	Human Chemistry I w/lab	4	CORE 104	Spring Comm Enrichment	0
			CORE 103	Fall Comm Enrichment	0	CORE 113	First Year Seminar	3
			WRIT 102	Research Writing	3	EXPH 101	Intro to Exercise Physiology	2
			HIST ⁴	Elective	3	PSYC 101	Intro to Psychology	3
			PT 101	Physical Therapy Seminar I	1	RLST 105	Franciscan Goals for Today	<u>3</u>
			Gen Ed	Econ, PolSci, Soc ²	<u>3</u>			
				Semester Credits	18		Semester Credits	16
Year 2 – Summer Summer Session I			Year 2 – Fall			Year 2 – Spring		
BIOL 205	Anat & Physiology I w/lab	4				LIT 104	Intro to Literature	3
	Summer Session II		EXPH 205	Commons Sports Injuries	3	EXPH 360	Exercise Testing Prescription	3
BIOL 206	Anat & Physiology II w/lab	<u>4</u>	EXPH 305	Exercise Physiology	4	EXPH 396	Internship Guide 1	0
			LANG	Language Elective	3	EXPH 405	Clinical Exercise Physiology	3
			PHIL 205	Discovering Philosophy	3	MATH	Math 110/112/121	3
			PSYC ¹	Elective	<u>3</u>	PT 102	Physical Therapy Seminar II	1
						PSYC 206	Health and Exercise Psychology	<u>3</u>
						EXPH 275	Fitness Programming	2
							Semester Credits	18
			Semester Credits	8	Semester Credits	16	Semester Credits	18
Year 3 - Summer			Year 3 – Fall			Year 3 - Spring		
			EXAM 301	Writing Comp Exam	0	CORE 407	Keystone Seminar	3
			EXPH 312 ⁵	Exercise Across the Lifespan	3	EXPH 398/399	Internship/Practicum	2
			EXPH 330	Neuro Muscular Str & Cond	4	<i>EXPH 310/410</i>	<i>Nutrition or Environmental</i>	3
			FNAR	Fine Arts Elective	3	<i>EXPH 400</i>	<i>Advanced Lab/Field</i>	1
			Gen Ed	PHIL or RLST Elective	3	PHYS 105	Physics II w/lab	4
			PHYS 104	Intro Physics I w/lab		STAT ^{205 34}	Essentials of Statistics	
					<u>4</u>		Semester Credits	<u>3</u>
			Semester Credits	17	17		Semester Credits	16

¹ The three elective Psychology credits must be taken from any of the following: PSYC 204**, 205, 209**, 302, 303, 304, 305, 314**, 322**, 323.

² Psych elective may count as Social Science Elective

³ The Department of Physical Therapy requires that PT majors take STAT 205 in the junior year.

⁴HIST 220 or 245 is recommended

⁵EXPH 312 may count as Diversity Elective

Year 4 – DPT 1 - Summer			Year 4 – DPT 1 - Fall			Year 4 – DPT 1 - Spring		
PT 402	Movement Science 1	2	PT 403	Movement Science 2	2	PT 501	Neuroscience 1	2
PT 404	Surface Anatomy/Palpation	1	PT 405	Exercise Prescription	2	PT 511	Path & Diff. Dx-Musculoskeletal	3
PT 406	Human Anatomy 1	<u>3</u>	PT 407	Human Anatomy 2	2	PT 522	Therapeutic Agents	3
			PT 510	Path & Differential Dx-CP	2	PT 523	PM 2-Musculoskeletal 1	4
			PT 520	Physical Therapy Procedures	3	PT 540	Pharmacology	2
			PT 521	PM 1-Cardiopulmonary	4	PT 555	Research 1-Critical Inquiry	2
			PT 530	Professional Issues-Doc.	2	PT 561	Clinical Education Seminar 2	0.5
			PT 560	Clinical Education Seminar 1	0.5	PT 571	Professional Development 2	<u>0.5</u>
			PT 570	Professional Development 1	0.5			
		6			<u>18</u>			17

SAINT FRANCIS UNIVERSITY
School of Health Sciences and Education
Physical Therapy: Doctor of Physical Therapy, (Professional Curriculum)

Year 1 – DPT 1 - Summer			Year 1 – DPT 1 - Fall			Year 1 – DPT 1 - Spring		
PT 402	Movement Science 1	2	PT 403	Movement Science 2	2	PT 501	Neuroscience 1	2
PT 404	Surface Anatomy/Palpation	1	PT 405	Exercise Prescription	2	PT 511	Pathology & Diff. Dx-Musculoskeletal	3
PT 406	Human Anatomy 1	<u>3</u>	PT 407	Human Anatomy 2	2	PT 522	Therapeutic Agents	3
			PT 510	Pathology & Differential Dx-CP	2	PT 523	PM 2-Musculoskeletal 1	4
			PT 520	Physical Therapy Procedures	3	PT 540	Pharmacology	2
			PT 521	PM 1-Cardiopulmonary	4	PT 555	Research 1-Critical Inquiry	2
			PT 530	Professional Issues-Documentation	2	PT 561	Clinical Education Seminar 2	0.5
			PT 560	Clinical Education Seminar 1	0.5	PT 571	Professional Development 2	<u>0.5</u>
			PT 570	Professional Development 1	0.5			
		6			<u>18</u>			17
<u>Bachelor of Science in Exercise Physiology earned after completion of year 4.</u>								
Year 2 – DPT 2 - Summer			Year 2 – DPT 2 - Fall			Year 2 – DPT 2 - Spring		
PT 660	Clinical Education Experience 1	<u>4</u>	PT 601	Neuroscience 2	2	PT 611	Pathology & Diff. Dx-Multiple System	2
PT 651	Research 2-Clinical Application of Research	1	PT 610	Pathology & Diff. Dx-Neurology	2	PT 622	PM 5-Musculoskeletal 2	4
			PT 620	PM 3-Neurology 1	4	PT 623	PM 6-Neurology 2	4
			PT 621	PM 4-Pediatrics	2	PT 624	Motor Control & Advanced Exercise	2
			PT 630	Professional Issues-Ethics	2	PT 631	Professional Issues-Legal	2
			PT 641	Psychosocial Aspects of Patient Care	3	PT 640	Advanced Concepts in PT Practice 1	2
			PT 655	Research 2-Clinical Research Design	2	PT 642	Teaching & Learning	2
			PT 670	Professional Development 3	<u>0.5</u>	PT 671	Professional Development 4	<u>0</u>
		5			17.5			18
Year 3 – DPT 3 - Summer			Year 3 – DPT 3 - Fall			Year 3 – DPT 3 - Spring		
PT 720	PM 7-Geriatrics	2	PT 731	Professional Issues-Health Policy, Admin	2	PT 762	Clinical Education Experience 4	8
PT 721	PM 8-Other Systems	4	PT 760	Clinical Educ Experience 2 (8 wks)	4	PT 771	Professional Development 6	<u>0</u>
PT 722	PM 9-Complex Patients	2	PT 761	Clinical Educ Experience 3 (8 wks)	<u>4</u>			
PT 730	Administration	3						
PT 740	Advanced Concepts in PT Practice 2	2						
PT 741	Health & Wellness	2						
PT 770	Professional Development 5	<u>0.5</u>						
		15.5			10			8

Doctor of Physical Therapy earned after completion of year 6. Pre-professional program = 91 credits. Professional program = 115 credits. Total credits = 206. Revised: 01/23/20

SAINT FRANCIS UNIVERSITY
Program in Exercise Physiology
Bachelor of Science in Exercise Physiology
3+2 MSCC Concentration

Year 1 - Fall			Year 1 - Spring			Year 1 - Summer
PSYC 101	Introduction to Psychology	3	BIOL 111	Biology I w/lab	4	
CHEM 113	Human Chemistry w/lab	4	CHEM 114	Human Chemistry w/lab	4	
CORE 103	Fall Comm Enrichment	0	CORE 113	First-Year Seminar	3	
WRIT 102	Research Writing	3	CORE 104	Spring Comm Enrichment	0	
EXPH 101	Intro to Exercise Physiology	2	SocScience I	Econ, PolSci or Soc	3	
RLST 105	Francis and Global Issues	<u>3</u>	HIST*	Elective	<u>3</u>	
		15			17	
Year 2 - Fall			Year 2 - Spring			Year 2 - Summer
BIOL 205	Anatomy & Physiology I w/lab	4	BIOL 206	Anatomy & Physiology II w/lab	4	
LIT 104	(Or LIT 201, 202, 204, 207, 270)	3	EXPH 305	Exercise Physiology w/lab	4	
EXPH 250	Functional Anatomy	2	MATH 110	Pre-Calculus	3	
PSYC**	Elective	3	PSYC 206	Health & Exercise Psychology	3	
LANG	Elective	3	EXPH 275	Health & Fitness Programming	2	
PHIL 205	Phil-Reason/Response	<u>3</u>				
		18			16	
Year 3 - Fall			Year 3 - Spring			Year 3 - Summer
EXAM 301	Writing Comp Exam	0	EXPH 3/410	Nutrition for Sport & Exercise	3	EXPH 398/99 Internship/Practicum 2
EXPH 205	Common Sports Injuries	3	EXPH 360	Exercise Testing & Prescript w/lab	3	
EXPH 312	Exercise Across the Lifespan	3	EXPH 396	Internship Guide	0	
EXPH 330	Neuro Muscular Str Cond w/lab	4	EXPH 405	Clinical Exercise Physiology	3	
EXPH 375	Research Methods and Statistics	3	EXPH 400	Advanced Lab Techniques	1	
EXPH 412	Organization and Administration	2	PHIL/RLS	Elective (GE)	3	
FNAR	Fine Arts Elective (GE)	<u>3</u>	BIOL 3/401	Genetics or Cell Molecular	<u>4</u>	
		18			17	103 total credits to this point
Year 4 - Fall			Year 4 - Spring			Year 4 - Summer
MSCC 500	Principles of Clinical Research	3	MSCC 507	Psychosoc Landscape of CA	2	
MSCC 501	Statistics	3	MSCC 508	Nutrition for the Cancer PT	2	MSCC 620 Clinical Internship
MSCC 503	Epidemiology of Cancer	3	MSCC 512	Exercise Testing & Prescription	3	
MSCC 504	Biology / Pathophysiology of	3	MSCC 513	Clinical Exercise Physiology	3	
MSCC 505	Diagnosis - Treatment of CA	<u>3</u>	MSCC 514	Clinical ExPhys Methods	1	
			MSCC 660	Thesis	1	
			CORE 407	Keystone Seminar	<u>3</u>	
		15			15	

Recommend: HIST 220 History of Science or HIST 245 History of Medicine

Revised 5/20/21

Fall Year 5

MSCC 602	Compassionate Caregiving	2
MSCC 515	Clinical ExPhys Methods II	1
MSCC 603	Funding ..Resources for a Cancer Program	1
MSCC 604	Biology of Cancer II	2
MSCC 606	Recent Developments in Cancer	1
MSCC 661	Thesis	1
MSCC 662	Thesis	<u>1</u>
		9

Spring Year 5

MSCC 601	Med/Research Ethics in Cancer Care	2
MSCC 620	Clinical Internship	3
MSCC 625	Narrative Medicine	3
MSCC 662	Thesis	<u>1</u>
		9

Total Curriculum Credits 151

Exercise Physiology Minor for *Health Science Majors*

Note: EXPH 305 should be taken Spring Sophomore Year for more options.

Note Course Recommendations:

- Students interested in General Practice: EXPH 360, 405, 310 or PSYC 206 or choice
- Students interested in Sports Medicine: EXPH 330, 205, 310 or choice
- Students interested in Pediatrics: EXPH 360, 312, 310 or choice

REQUIRED COURSES	AVAILABLE IN	PRE REQUISITE / CO REQUISITE	CREDITS	SEMESTER	GRADE
EXPH 101 – INTRO EXERCISE PHYSIOLOGY	FALL / SPRING		2		
EXPH 305 – EXERCISE PHYSIOLOGY with Lab	SPRING Sophomore Year	BIOL 111, 205/ 206 as co-requisite	4		
REQUIRED: CHOOSE 1					
EXPH 330 – Neuro Muscular Strength Conditioning/Lab	FALL	EXPH 305	4		
EXPH 360 – Exercise Testing & Prescription	SPRING	EXPH 305	3		
PLUS 2 courses from the following courses					
PSYC 206 – Health and Exercise Psychology	SPRING / SUMMER	PSYC 101	3		
EXPH 205 – Common Sports Injury	FALL	BIOL 205,206	3		
EXPH 250 – Functional Anatomy	SPRING	BIOL 205 OR 211	2		
EXPH 275 – Health & Fitness Programming	SPRING	EXPH 305	2		
EXPH 310 – Nutrition for Sport & Exercise	SPRING	EXPH 305	3		
EXPH 312 – Exercise Across the Lifespan	FALL	EXPH 305	3		
EXPH 320 – Biomechanics	SPRING	MATH 110 and PHYS 104 or 121 or EXPH 330.	3		
EXPH 330 – Neuro Muscular Strength Conditioning /Lab	FALL	EXPH 305	4		
EXPH 360 – Exercise Testing & Prescription	SPRING	EXPH 305	3		
EXPH 405 – Clinical Exercise Physiology	SPRING	EXPH 360	3		
EXPH 410 – Environmental Exercise Physiology	SPRING	EXPH 305 or BIOL 406	3		

Student Guidelines for Articulation Agreement
Exercise Physiology leading to Doctor of Physical Therapy program
(Traditional 4+3 Exercise Physiology to Physical Therapy Program, EXPT)

1. The following criteria are to be met by October 15th of the Exercise Physiology (4+3) PT (EXPT) students Senior year and maintained thru his/her completion of his/her Bachelor's degree. If the following are met a seat will be offered into the SFU Doctor of Physical Therapy program:
 - a. A letter of intent to enter the Saint Francis University Doctor of Physical Therapy program submitted by the end of spring semester of the student's junior year. The letter should be addressed to the Chair of the Department of Physical Therapy and should contain an unofficial transcript and initial letter of endorsement from an instructor within the Exercise Physiology program.
 - b. Each student who declares intent to complete the Doctor of Physical Therapy program at Saint Francis University shall be co-advised by the Chair of the Physical Therapy department or designee.
 - c. A completed application on PTCAS to Saint Francis University Doctor of Physical Therapy.
 - d. A minimum 3.200 math/science GPA for the following prerequisites
 1. 4 credits of general biology (with lab)
 2. 8 credits of anatomy and physiology (with labs)
 3. 8 credits of physics (with labs)
 4. 8 credits of chemistry (with labs)
 5. 4 credits of exercise physiology (with lab)
 6. 3 credits of statistics
 - e. 9 credits of psychology – 3 from introduction to psychology (not included in the math/science QPA)
 - f. Completion of a total of 80 hours of documented volunteer or employed hours in at least two physical therapy settings, including one inpatient and one outpatient setting.
 - g. Three recommendations
 1. Two from Physical Therapists.
 2. One from a professional non-PT who can attest to your capacity to complete a rigorous graduate education program. (Non-family member)
 - h. A minimum overall GPA of 3.200 and an earned bachelor's degree prior to start of the professional curriculum.
2. Any exceptions must have the advance approval of both the Exercise Physiology Program and Physical Therapy Department. Reasonable advance notice and acceptable exceptions will be determined by the Physical Therapy department.
3. Students whose credentials do not meet the requirements that assure them automatic admission to the DPT program may still apply. They will be considered in relation to other qualified candidates in the general applicant pool.
4. This agreement will be reviewed annually (in May) by both programs. This agreement shall be reviewed on an annual basis or any time program changes are to be made by either program. Any program changes will be identified and incorporated into subsequent agreements.

Acknowledgement of receipt of agreement:

Student Name (please print) _____ Date _____

Student Signature _____

For additional information please contact

Cassidy Platt
Coordinator of Physical Therapy Graduate Admissions
Department of Physical Therapy
PO Box 600, Loretto, PA 15940 Phone: (814) 472-2764 Fax: (814) 472-3140
Web: www.francis.edu Email: cplatt@francis.edu

EXERCISE PHYSIOLOGY

DIVING MINOR

Background

Hyperbaric Physiology is the physiology of diving. It is an active research area in physiology, especially for those employed or funded by the military. Therefore, students with this interest often enroll in graduate or medical school. This minor is an additional possible curricular choice, and is a modification of the Biology Diving Minor. The Biology Diving minor is associated with the Marine Biology program, and includes courses in Fish Identification, Coral Reef Physiology, Field Biology, and several others. The Exercise Physiology Diving minor however is focused on the physiology of diving rather than the ecology of the Marine Environment.

The Program

Classes are offered through the Francis World Wide office with 2 or 3 Open Water Diver courses offered each year. In addition, one Advanced Open Water course is offered during the fall semester with a Rescue Class often offered once every other fall. Most courses are offered during the fall semester due to water temperatures. However, some specialties are offered over spring break some years. Multiple specialty courses are offered over one or two weekends with students registering through Francis World Wide for “specialty courses” rather than one specific course. Thus, all specialty courses taught in a weekend with lectures prior to the weekend would be considered 1 course for instructional credit. Scuba instructor courses have been taught on campus three times over the past 13 years, so teaching of the Instructor Level courses occurs only once every three years.

EXPH 305 Exercise Physiology
 EXPH 410 Environmental Exercise Physiology
 MS 101 Open Water Diver
 MS 102 Advanced Open Water Diving

Plus 7 credits from the following MS courses as electives:

MS 103 - Rescue Diver	MS 117 - Night Diver
MS 104 - Divemaster	MS 118 - Underwater Search and Recovery
MS 105 - Diving First Aid, AEDs, Neurological Assessment, and O ₂ Provider	MS 119 - Boat Diver
MS 106 - Underwater Digital Photography	MS 120 - Dive Propulsion Vehicle
MS 107 - Underwater Photograph	MS 121 - Dry Suit Diver
MS 108 - Underwater Videography	MS 122 - Altitude Diver
MS 109 - Underwater Naturalist	MS 123 - Drift Diver
MS 111 - Fish Identification	MS 124 - Peak Performance Buoyancy
MS 112 - Research Diver	MS 125 - Equipment Specialist
MS 113 - Enriched Air Diver	MS 201 - Assistant Instructor
MS 114 - Wreck Diver	MS 202 - Instructor Development excluding MS 110
MS 115 - Underwater Navigator	
MS 116 - Deep Diver	

EXERCISE PHYSIOLOGY
MOVEMENT SCIENCE MINOR

The Minor in Movement Science provides an introduction into the study of the basic and clinical aspects of movement by examining how the nervous system interacts with the anatomy of the body to initiate, control and coordinate movement, and how nervous and musculoskeletal system dysfunction can produce movement issues. The minor is geared to provide Health Science students a strong pre-professional foundation in the science of movement.

EXPH 250 Functional Anatomy: Examination of the neuromuscular and skeletal systems as related to movement. Detailed knowledge of origins, insertions, innervations, and actions of muscles will be presented. Students will select movements or exercises that utilize specific muscle groups and will analyze joint actions, muscle actions, and mechanical principles that apply to performance. (2 credits)

NEUR 279 Introduction to Neuroscience: This course exposes students to the history, language, scientific questions, fundamental principles, and methodology of neuroscience, and cultivates a clear understanding of the integrative nature of science (3 credits)

EXPH 320 Biomechanics: A detailed study of the musculoskeletal system and the application of muscle mechanics to sport and human movement patterns to include linear and angular kinematics and kinetics, loads and injuries of joints, fluid mechanics, and impacts with environmental objects. (3 credits)

SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES AND EDUCATION
DEPARTMENT OF EXERCISE PHYSIOLOGY

Progression Standards

In order to maintain a high-quality program and to encourage students to perform at their best, all Saint Francis University Exercise Physiology majors are expected to meet a minimum cumulative QPA standard in all Exercise Physiology required and collateral courses in order to maintain their standing in the major. The standards are progressive in that the requirements are higher as one advances through the curriculum from the freshman to the senior year.

In order to maintain a high quality program and to encourage students to perform at their best, each Saint Francis University Exercise Physiology Program is expected to meet a minimum cumulative QPA standard in all Exercise Physiology required and collateral courses in order to maintain their standing in the major. The standards are progressive in that the requirements are higher as one advances through the curriculum from the freshman to the senior year.

The Standard:

- 2.00 Major QPA at the end of the freshman year
- 2.50 Major QPA at the end of the sophomore year
- 2.75 Major QPA at the end of the junior year
- 2.75 Major QPA is also required for assignment to internships

The Courses:

- ALL EXERCISE PHYSIOLOGY COURSES (EXPH)
- Biology 111, 205, 206, 301*, 401*, 405*
- Chemistry 113, 114, or 121* & 122,* 221,* 222*
- Physics 104, 105*
- Math 110 or higher
- Statistics 101 or 205
- Psychology 206

*Not all students take these courses as it depends on their concentration

Further, these standards require earning no grade below “C” in any major or collateral course, and require if the earned grade is below a “C” that the course(s) be repeated. Courses may be repeated only once.

Prior to the fall semester of the junior year, 40 hours of documented volunteer experience or paid employment in two different exercise physiology settings.

Failure to achieve the threshold at the end of any academic year may result in the following:

- **Freshman Year: Warning Status**
Student placed on Program warning status. This is designed to alert the student that they are at risk of not meeting the programs progression standards.

If the student is placed on warning status, the student's performance will be reviewed at the end of fall sophomore year. If the student meets the minimum QPA standard for the semester, the student will be removed from warning status.

If the student fails to meet the minimum standard, and progress is unsatisfactory, a plan to achieve program progression standards must be developed. The plan will be developed between the student and the academic advisor, and agreed upon by Exercise Physiology Program Coordinator and Department of Physical Therapy Chair. Progress on the plan requires review at the end of spring semester.

- **Sophomore Year: Academic Probation**

If the student fails to meet progression standards at the end of the sophomore year, the student will be placed on Exercise Physiology Program Academic Probation (PAP), and a plan to achieve program progression standards must be developed. The plan will be developed between the student and the academic advisor, and agreed upon by Exercise Physiology Program Coordinator and Department of Physical Therapy Chair. Progress on the plan requires review at the end of the fall semester of the student's junior year. A

- **Junior Year: Academic Probation**

If the student fails to meet progression standards at the end of the junior year, the student will be placed on Exercise Physiology PAP, and a plan to achieve program progression standards must be developed. The plan will be developed between the student and the academic advisor, and agreed upon by Exercise Physiology Program Coordinator and Department of Physical Therapy Chair. Progress on the plan requires review at the end of the fall semester of the senior year. Any student on probation will have deferred internships until program progression standards are achieved. A recommendation to change majors from Exercise Physiology may be made if progress is not satisfactory.

- **Nota Bene**

Any student who has been on PAP four consecutive semesters is subject to dismissal from the Exercise Physiology Program. If dismissal is the recommendation, the student may appeal the dismissal action by submitting a written appeal to the Department of Physical Therapy Chair. In response to the appeal, the chair will consult with the student's academic advisor, meet with the Exercise Physiology Program Coordinator and meet with the student. Following these interactions the chair may request that the student appear before program faculty to discuss the appeal of the dismissal. If the student is dissatisfied with the results of these meetings, the student may appeal to the Dean of the School of Health Sciences and Education.

Exception to any stated program progression standard can only be granted following a written request for an exception to the Department of Physical Therapy Chair and Exercise Physiology Program Coordinator who will consult with the student's advisor and other program faculty before making any decision regarding granting of the requested exception. The student may be required to appear before the program faculty in addition to the written request. The student may also request to appear before program faculty as well.

Saint Francis University
Department of Exercise Physiology
PO Box 600
Loretto, PA 15940-0600
(814) 472-3988

**DOCUMENTATION FORM FOR EXERCISE PHYSIOLOGY
VOLUNTEER/PAID EMPLOYMENT EXPERIENCE**

(PLEASE PRINT)

STUDENT NAME: _____ STUDENT ID (or last four digits SS#) : _____

STUDENT SIGNATURE: _____ DATE: _____

EXPERIENCE NUMBER: 1 2 3 4

The person named above is an Exercise Physiology major at Saint Francis University. All students are required to complete a minimum of 40 hours of early observation experience prior to beginning the junior year in partial fulfillment of the program's progression standards. Students have the option of completing these observations in a variety of required and optional settings as listed on the back of the form. All students must complete at least 25 hours in a required setting, and MAY complete a maximum of 15 hours in an optional setting. By completing this form, you are verifying that the student has completed an observational experience at your facility as a volunteer or paid employee in the setting noted below.

NAME OF FACILITY: _____

ADDRESS: _____

TELEPHONE: _____

PRACTICE SETTING:

Required settings:

Clinical Exercise Physiology Exercise Physiology Wellness Research

Optional settings:

Allied Health Wellness Medicine Nutrition Other

_____ hours of experience were completed as a: volunteer employee

INCLUSIVE DATES: _____

Please indicate the typical responsibilities assumed by this student:

POSITION / TITLE: _____

SIGNATURE: _____ DATE: _____

CREDENTIALS/CERTIFICATION(S): _____

PLEASE CHOOSE FROM THE FOLLOWING SETTINGS TO OBTAIN YOUR REQUIRED 40 HOURS:

Group I: Required Settings:

Choose at least one from this group. Student must complete a minimum of 25 hours in any one site from this group.

<u>Clinical Exercise Physiology</u>	<u>Exercise Physiology</u>	<u>Wellness</u>	<u>Research</u>
Cardiac rehabilitation Pulmonary rehabilitation	Strength & Conditioning Sports Performance Personal Training Group Exercise Group Training	Corporate Educational YMCA Community Facility Management Silver Sneakers	Basic Applied Obesity Performance Risk Reduction Epidemiology

Optional Settings: Student MAY complete up to 15 hours in any one site from this group.

Allied Health	Medicine	Nutrition	Other
Physical Therapy Occupational Therapy Nursing Physician Assistant Athletic Training	Cardiology Pulmonary Orthopedics Neurology Internal Medicine Physical Medicine	Sports Nutrition Dietetics	Public Health Orthotics/Prosthetics

Students may photocopy this documentation form as necessary.

Program Academic Probation

Program Academic Probation (PAP) serves to identify students at risk of not progressing academically in order to provide them adequate advising support.

Conditions for placement on academic probation include but are not limited to:

- Failure to meet a 2.50 QPA at the end of the sophomore year
- Failure to meet a 2.75 QPA at the end of the junior year

Within one week of being placed on PAP, the student will receive written notification of such action outlining the requirements for this period of time. Requirements may include but are not limited to:

- Scheduling a monthly meeting with his/her advisor to update on academic progress
- Satisfy any other requirements outlined in a lecture/lab course action plan. Mandatory attendance at open labs
- Any other requirements as determined by the Student Progress Committee (SPC)

Transference of a student from a status of PAP to that of academic good standing will occur only with satisfactory completion of all requirements.

Student Progress Committee (SPC)

Purpose of SPC

The student Progress Committee (SPC) is a departmental subcommittee serving the primary purpose of reviewing the academic, clinical progress and professional behaviors of each student. The SPC makes recommendations to the Program Director regarding appropriate actions to be taken for each student in the program including advancement to the next year, dismissal, readmission, and graduation.

Committee Make-up and Quorum Requirements

The SPC is made up of all full-time teaching faculty involved in the implementation of the Exercise Physiology curriculum. The Exercise Physiology Program Director serves as the Chair of the SPC and is responsible for convening the committee either in a face-to-face format or by electronic mail, preparing the agenda for the meeting, conducting the voting procedures, and disseminating the decisions made by the committee to the respective students involved. The Program Director may ask a student not making satisfactory progress to attend a SPC meeting. In the event of a student appeal of a SPC decision, the Program Director may invite a faculty member from another program within the School of Health Sciences and Education to attend the meeting and participate. A quorum for any regular or specially called meeting of the SPC is defined as one vote more than half the total voting members of the committee. A faculty member from another program within the School of Health Sciences and Education who was requested to attend the meeting will be considered as part of the quorum and have a vote in any decision.

Confidentiality

All proceedings of the SPC are confidential. Except as specified in the above guidelines, meetings will be closed to persons other than University representatives authorized by the Exercise Physiology Program Director. Minutes of each SPC meeting are maintained in a confidential file in the Exercise Physiology office.

Roles of the SPC

1. To Address Performance Below Program Progression Standards

When a student does not make satisfactory progress as defined by the progression standards, the grading policy, and the policies of the Program enumerated in this student handbook or the Internship Manual, the SPC convenes to review the circumstances.

Situations that result in an action by the SPC include but are not limited to:

- Failure to meet QPA requirements in the progression standards
- Continuing poor progress while on Departmental Academic Probation
- Failure or termination of an Internship
- Failure to meet other conditions defined in the progression standards

The SPC may also convene in other cases of academic or internship faculty concern about the performance of any student.

Potential Actions of the SPC for Students may include but are not limited to:

- Recommend, a student's continuance on, or removal from Departmental Academic Probation
- Recommend or refer a student for counseling or to the Center for Academic Success (CAS) for tutorial support, study skills training, or diagnostic evaluation for learning accommodations
- Recommend/Approve a leave of absence for academic reasons, diagnostic evaluation, medical interventions, or personal reasons
 - Recommend a suitable course of study during the time the student will not be in the program to facilitate success for students requesting a leave of absence from the program
- Recommend and approve readmission to the Exercise Physiology program
 - Recommend a suitable course of study during the time the student will not be in the program to facilitate success for students granted readmission to the program
 - Dismiss a student from the Exercise Physiology program

The Program Director will notify each student of any action taken by the SPC in writing within 5 business days. A copy of the notification will be filed in the student's record in the Exercise Physiology office.

2. Dismissal from the Program

Failure to meet progression standards of the program will result in dismissal from the major. Situations that may result in a decision by the SPC for dismissal for students in the program include but are not limited to the following:

- Failure to meet progression standards

Appeal of SPC Decisions

In the event that the SPC votes for dismissal, the student will be notified in writing by the Program Director within 5 business days by certified mail. The student may request an appeal hearing before the SPC in writing to the program director. Within 14 days of receipt of the request by the student, the program director will gather information required for SPC deliberations and will convene a meeting of the SPC to consider the student's request. The student may be present at the meeting to provide supporting evidence regarding his or her academic performance or professional behavior. As noted previously, the program director may invite a faculty member from another program within the School of Health Sciences and Education to attend the meeting. Immediately following the student presentation, the student will be excused from the proceedings and the SPC will complete deliberations and vote upon a specific recommendation.

If the vote by quorum is to uphold previous dismissal recommendation, the decision will be forwarded to the student within 5 business days in writing by certified mail. The Dean of the School of Health Sciences and Education and the Office of Academic Affairs will also be notified of the SPC decision to dismiss through interoffice mail, along with any supporting documentation and minutes of the meeting. The student may appeal to the Dean or the Office of Academic Affairs in writing within 10 days of being notified of the SPC decision to dismiss. The Dean/Office of Academic Affairs will make the final determination on the status of the student.

Appeal of Other SPC Decisions (non-dismissal decisions)

A student may appeal any previous decision by the SPC or may request consideration for an exception to an established policy governing student progress through the program in writing to the Program Director. As with appeals for dismissal decision, the student may attend this meeting in person or by conference call in order to explain the request for appeal or progression standard exception, and to answer questions that the SPC members may have. After meeting with the student, the SPC will propose recommendations to address the issue and will make vote on a final determination. The student will be notified of the determination of the SPC in writing by the Program Director within 5 business days.

Grading Scale

All Exercise Physiology courses (EXPH) will follow the same grading scale.

A	96 – 100	4.000
A-	91 – 95	3.667

B+	87 – 90	3.333
B	82 – 86	3.000
B-	78 – 81	2.667
C+	75 – 77	2.333
C	72 – 74	2.000
D	62 – 71	1.000
F	61 – below	0.000

Academic Honesty

Introduction

Academic honesty is an essential part of the Saint Francis University experience. Dishonesty in any aspect of the life of the University is viewed as being incompatible with its moral tradition. Accordingly, Saint Francis University has prepared a policy on academic honesty which will guide students in dealing with such issues in the process of learning.

Academic Dishonesty

All Saint Francis University students will be expected to understand the examples of academic dishonesty and the associated implications. It will be the responsibility of the Vice President of Academic Affairs to ensure that all Saint Francis University students become familiar with the potential violations of academic integrity.

There are various practices that are seen as violations of academic honesty. Some examples of these are listed below:

1. Submitting another student's paper or project as one's own.
2. Submitting the same assignment to fulfill requirements in two courses without the expressed permission of both instructors.
3. Cheating during an examination, either by copying from another student or by letting another student copy from one's own work, or by using any other illegitimate source of information.
4. Coaching another student in the preparation of: a lab practical examination (including discussion of cases), a assignment, including editing papers, projects, computer programs, etc., where expressly prohibited by the instructor/syllabus.
5. Impairing library resources so as to deprive others of their use - such as removing them from the library without checking them out, tearing out pages, hiding books, etc., with the intent of thereby gaining an academic advantage.
6. Inserting into a paper phrasings or paragraphs from journals or books without structuring them to demonstrate one's own synthesis of ideas, and without fully crediting the original source.

7. Obtaining general background for an assignment from a book, article, or other source that is not acknowledged.
8. Using a specific idea, detail, or illustration drawn from a particular source without attribution.
9. Paraphrasing without attribution.
10. Taking an exam in one section of a course and then discussing the nature and content of that exam with students who have yet to take an exam with another section of the course.
11. Submitting contrived or altered data, quotations, or documents with an intent to mislead, or deliberately misattributing material to a source other than that from which the student obtained it.
12. Falsifying, tampering with, or misrepresenting one's own transcript or other academic record, or that of another student, or any materials relevant to a student's academic performance.
13. Knowingly making false statements or presenting false evidence at any time throughout the academic honesty process. In cases where the student has been accused of other unacceptable practices, knowingly making false statements or presenting false evidence will be treated as an additional offense for purposes of determining the proper penalty category.
14. Recalling or reproducing questions from any assessments for the purpose of gaining advantage on future assessment.

The above listing of violations of academic honesty is based upon a list of unacceptable practices which was provided by Dr. John Watson of St. Bonaventure University, and it is not intended to be exhaustive.

The Role of the Faculty

The faculty of Saint Francis University are obliged to play a major role in the implementation of an effective academic honesty policy. Accordingly, when a member of the faculty becomes aware of an incident of academic dishonesty, that faculty member must confront the alleged offender and impose a penalty if the situation warrants.

Members of the faculty have several initial penalty options for academic misconduct. These include:

1. Assignment of a failure for the course.
2. Suspension from the class for one class period.
3. Lowering of a letter grade by one or more letters.
4. A failure on the specific assignment.

The accusing instructor must then write an incident report outlining the offense and the nature of the penalty levied. This report will be sent to the Office of the Registrar, where it will be filed for a period of five years from the date of the incident and then destroyed.

The penalty for academic dishonesty in a course is outlined in the syllabus.

NOTE: This is an abbreviated version of the Saint Francis University Academic Honesty Policy. A copy of the full policy including sections pertaining to the Academic Court and the Bylaws of the Academic Court may be obtained from the Office of Academic Affairs, Scotus Hall, Room 303. Students are encouraged to read the University's Academic policies and procedures, including the appeals procedures for offenses, as posted online or available from the Office of Academic Affairs.

Academic Advisement

Each student majoring in Exercise Physiology will have an advisor assigned from among the Department of Exercise Physiology faculty. The student will continue with this advisor until graduation. The purpose of departmental advising is to develop an ongoing relationship with each student in order to address his or her academic needs and facilitate professional development as an Exercise Physiology major.

At minimum, students must meet with the advisor each semester prior to registration, and at other times as deemed necessary by the student, the advisor or the department. The advisor will be available to the student during scheduled posted office hours and at other times upon mutual agreement. See the Saint Francis University Catalog for additional information.

In addition, the student's grades will be reviewed each semester by the advisor. The advisor may require a meeting with the student to discuss any areas of concern.

If the student seeks advice or assistance from the advisor on matters outside the advisor's area of expertise, the advisor may refer the student to the appropriate University office. Examples of such referrals are the Center for Academic Success and the Counseling Center.

The advisor will regard communication with the student as confidential. Information gleaned from confidential discussions will not be released without permission from the student, except as permitted by law and described in the Saint Francis University Student Handbook and Catalog.

SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES AND EDUCATION
DEPARTMENT OF EXERCISE PHYSIOLOGY

KNOWLEDGE, SKILLS AND ABILITIES

Essential knowledge, skills, and abilities typically required to perform the job of an entry-level Exercise Physiologist.

Problem-Solving/Decision-Making Skills

- Recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

Critical Thinking Skills

- Question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and distinguish relevant from irrelevant information.
- Appropriately utilize, analyze and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.
- Make clinical judgments to include identification of cause/effect relationships; response to emergencies; participate in scientific inquiry.

Communication Skills

- Use verbal skills to effectively communicate treatment interventions and to initiate patient/client education.
- Document actions and patient responses and related patient/client record information

Math Skills and Computer Skills

- Addition, subtraction, multiplication and division
- Percentages, ratios, etc.
- Internet and email
- Spreadsheet software
- Word processing software
- Job specific software

MENTAL DEMAND (typically required to perform the essential functions of this position)

1. **Comprehend & Follow Instructions**
 - a. Work with little guidance or reliance on oral or written procedures/instructions.
2. **Perform Assigned Tasks**
 - a. Perform a wide range of tasks as dictated by variable demands and changing conditions (i.e., running a different set of reports with no real schedule).
3. **Maintain an appropriate work pace**
 - a. Free to plan work assignments and schedule to meet long term goals and objectives.
4. **Perform complex or varied tasks at the same time**
 - a. Perform a wide range of complex tasks with little predictability as to their occurrence.
5. **Relate to others**
 - a. Interacts with co-workers, patients/clients, and stakeholders (internal/external) on a continual basis.
6. **Respond to annoyed and anxious patients/clients and stakeholders**
 - a. Must respond to annoyed and anxious patients/clients and stakeholders (internal/external).

7. **Maintain a high level of recordkeeping**
 - a. Maintain a high level of important records (i.e., patient records, reimbursement documents, etc.).
8. **Pressure for results**
 - a. Has high pressure to respond to time sensitive information or situations.
 - b. Perform in stressful environments or under deadlines.
9. **Verbally communicate**
 - a. Has the ability to organize thoughts and orally communicate with little to no time to think about it. This may occur with one person or a group of people.
10. **Decision making**
 - a. Has the ability to make complex/difficult decisions on an as needed basis. These decisions may typically have a large-scale impact.

PHYSICAL DEMANDS (typically required to perform the essential functions of this position)

- Auditory ability sufficient to monitor and assess health needs
- Physical ability sufficient to move from room to room and in patients' rooms and treatment spaces
- Gross and fine motor abilities sufficient to provide safe and effective exercise physiology:
 - Calibrate and operate equipment
 - Position clients/patients
 - Guard patients and perform facilitation techniques during gait training and other exercise interventions
 - Perform physical exercise activities such as ROM, MMT, transfers, CPR, or use of physical agents
 - Lift, carry, pull, push, reach, stand, walk, kneel, bend, climb, balance
- Ability to use touch to monitor and assess health needs
 - Palpate
 - Apply resistance during examinations or interventions
- Ability to use vision to monitor and assess health needs

ESSENTIAL FUNCTIONS OF THE STUDENT EXERCISE PHYSIOLOGIST

1. Implement assessment protocols and preparticipation health screening procedures to maximize participant safety and minimize risk.
2. Determine participant's readiness to take part in a health-related physical fitness assessment and exercise program.
3. Select and prepare physical fitness assessments for healthy participants and those with controlled disease.
4. Conduct and interpret cardiorespiratory fitness assessments.
5. Conduct assessments of muscular strength, muscular endurance and flexibility.
6. Conduct anthropometric and body composition assessments.

7. Review preparticipation health screening including self-guided health questionnaires and appraisals, exercise history and fitness assessments.
8. Determine safe and effective exercise programs to achieve desired outcomes and goals.
9. Implement cardiorespiratory exercise prescriptions using the FITT principle (frequency, intensity, time, and type) for apparently healthy participants based on current health status, fitness goals and availability of time.
10. Implement exercise prescriptions using the FITT principle (frequency, intensity, time, and type) for flexibility, muscular strength, and muscular endurance for apparently healthy participants based on current health status, fitness goals and availability of time.
11. Establish exercise progression guidelines for resistance, aerobic and flexibility activity to achieve the goals of apparently healthy participants.
12. Implement a weight management program as indicated by personal goals that are supported by preparticipation health screening, health history, and body composition/anthropometrics.
13. Prescribe and implement exercise programs for participants with controlled cardiovascular, pulmonary, and metabolic diseases and other clinical populations.
14. Prescribe and implement exercise programs for healthy special populations (i.e., older adults, youth, pregnant women).
15. Modify exercise prescriptions based on environmental conditions.
16. Optimize adoption and adherence to exercise programs and other healthy behaviors by applying effective communication techniques
17. Optimize adoption of and adherence to exercise programs and other healthy behaviors by applying effective behavioral and motivational strategies.
18. Provide educational resources to support clients in the adoption and maintenance of healthy lifestyle behaviors.
19. Provide support within the scope of practice of a Health Fitness Specialist and refer to other health professionals as indicated.
20. Create and disseminate risk management guidelines for a health/fitness facility, department or organization to reduce member, employee and business risk.
21. Create an effective injury prevention program and ensure that emergency policies and procedures are in place.
22. Manage human resources in accordance with leadership, organization, and management techniques.

23. Manage fiscal resources in accordance with leadership, organization, and management techniques.
24. Establish policies and procedures for the management of health fitness facilities based on accepted safety and legal guidelines, standards and regulations.
25. Develop and execute a marketing plan to promote programs, services, and facilities.
26. Use effective communication techniques to develop professional relationships with other allied health professionals (e.g., nutritionists, physical therapists, physicians, nurses).

Academic Awards

Each spring semester, the department identifies eligible candidates for several undergraduate awards. Three undergraduate awards are presented at the School of Health Sciences and Education Annual Awards Ceremony. Eligibility criteria for these three awards are noted below:

Academic Excellence in Undergraduate Studies

Purpose: To honor the student who has achieved the highest-grade point average in Exercise Physiology.

Criteria: Highest QPA in the undergraduate curriculum as calculated at the end of the fall semester of the senior year

Outstanding Senior Exercise Physiology Student

Purpose: To honor the Senior Exercise Physiology student who has demonstrated academic achievement, exemplary professional behavior, and involvement in extracurricular activities.

Criteria:

1. Senior Exercise Physiology Major
2. Excellence in academic achievement during matriculation through the undergraduate curriculum
3. Exemplary professional behavior, demonstration of leadership
4. Involvement in service through extracurricular activities

Class Speaker

Purpose: To honor the senior Exercise Physiology student who has demonstrated strong communication skills, professional demeanor, and the ability to deliver sincere reflective comments about their experience in the Exercise Physiology Program.

Criteria:

1. Senior Exercise Physiology Major
2. Nominated by the faculty
3. Strong communication skills
4. Professionalism: exhibits appropriate professional conduct and represents the profession effectively
5. Class identity: capable of conveying a message that represents the identity of the entire class with conviction, pride, reflection, and appropriate humor

Internship Excellence

Purpose: To recognize a student who has demonstrated outstanding performance during internship education experiences.

Criteria:

1. Senior Exercise Physiology Major who is nominated by the Internship Supervisor and voted on by Exercise Physiology Program Faculty
2. Demonstrates professionalism, particularly in the internship environment

3. Demonstrates sensitive, flexible, and effective communication with clients/patients, staff, and other members at the internship facility
4. Completes more than the minimum number of hours required for internship experiences

The LoRusso Family Award

Purpose: To recognize a student who displays excellence in Exercise Oncology Research.

Criteria:

1. All awards are considered by nomination only. Self or faculty nominations are permissible.
2. A letter from the nominee or nominator outlining why the student should be considered for the award must support each nomination.
3. If the nomination is for excellence in research, there must be evidence submitted outlining why the project is deserving. Data supporting the project will need to be included. If the project has been presented as a poster or platform presentation, that abstract must be submitted with the nomination. The thesis advisor must support the submission of the nomination if the student is self-nominating or another faculty member is submitting the nomination.
4. In all cases, the award must be grounded in exercise oncology. Exercise **MUST** be a component of the project. If exercise does not play a role in the project, it is not eligible. An exception **MAY** be considered if there is supporting evidence of the overall excellence of the project. Supporting evidence is provided by supporting letters from another faculty associated with the program.
5. If the nomination is based on excellence in clinical exercise oncology skills or overall commitment to the field of Exercise Oncology, supporting letters from at least one additional faculty member is required.

Academic Policies

Grievance Policy

<https://www.francis.edu/student-complaint-resolution/>

Grade Appeal Policies and Procedures

If a student wishes to question or appeal a grade, the student will, prior to the sixth week of the subsequent fall or spring semester:

1. Contact the instructor for an explanation of the grade determination. The instructor of the course will review how the grade was determined. If a grade change is warranted, instructor will complete and submit a grade change request.
2. If not satisfied with the grade and explanation, the student will then appeal to the department chairperson or director of the academic program sponsoring the course. The chairperson/director will review the grade determination with the course instructor, and then meet with the student to explain the outcome of the appeal. Some departments/programs have published appeal policies that must be followed.
3. A student who remains unsatisfied with the results of the appeal must, prior to the end of the sixth week of the subsequent Fall or Spring semester, submit a letter of appeal to the appropriate dean. The letter must include a summary of the meetings with the instructor and the appeal results, as well as a rationale for the appeal. After discussing the appeal with the instructor and the department chairperson/program director, the dean will meet with the student to explain the final decision. In cases where the dean is the course instructor, the Office of Academic Affairs will review the final appeal.

Complaints about the program

Policy: Both the University and the Department of Exercise Physiology recognize and accept the responsibility to handle concerns or complaints about the program in a fair and timely manner. Complaints may be received from students, parents of students, Department faculty, faculty from other departments, other University employees, personnel from clinical education sites, the general public, employers of graduates, or any other source.

Procedure: The Chairperson of the Department of Exercise Physiology and the Dean of the School of Health Sciences and Education, will be responsible for handling complaints about the program.

Definition of complaint: A complaint will be considered *bona fide* when the maker submits it in written, signed format.

1. All records related to the complaint will be housed in the Exercise Physiology Office. The complaint will be photocopied and forwarded to the Dean of the School of Health Sciences and Education.
2. The Department Chair may act alone to address the complaint unless the complaint is directed at an Exercise Physiology faculty member.
3. In the case that the complaint involves an Exercise Physiology faculty member or in the case that the Department Chair perceives a need for assistance in addressing the complaint, the appropriate coordination will be consulted **within five days** of its receipt.

4. The Department Chair will review the complaint and any related pertinent documents and, if indicated, will contact the maker of the complaint **within 10 days** of its receipt.
5. The Department Chair will recommend ways to address the complaint and, if necessary, will vote to choose a specific pathway of resolution. The proposed resolution will be provided in writing to the maker of the complaint **within 15 days** of receipt of the complaint.
6. The Dean of School of Health Sciences and Education and the Chair of the Department of Exercise Physiology will receive a copy of the proposed resolution.

Comprehensive Examination

University policy requires all students to pass a comprehensive examination in their major field of study as a requirement for graduation. The purpose of the examination will be to assess the student's command of the material and methodology used in his or her major.

A student in the Exercise Physiology Program has two choices to complete their comprehensive examination requirement.

1. Participate in a National Credentialing Exam
2. Pass the Exercise Physiology Program comprehensive examination

National Credentialing Examination

Students may participate in one of two credentialing examinations.

1. National Strength and Conditioning Association (NSCA)-Certified Strength and Conditioning Specialist (CSCS)
 2. American College of Sports Medicine (ACSM) – EP-C: Exercise Physiologist-Certified.
- Students are required to pay for the cost of the examination. Discounts are available to students who are members of the professional organization.
 - Study materials are available in the Exercise Physiology office suite and also at the Center for Academic Success
 - The ACSM-EP-C and the CSCS exam can be taken here on campus and there is a voucher available for the ACSM Exam which provides a significant discount because our program is accredited

Exercise Physiology Program Comprehensive Examination

The exam will be made up of 75-100 multiple choice questions from Exercise Physiology courses.

Americans with Disabilities Act

<https://www.francis.edu/americans-with-disabilities-act/>

Qualified students, who feel they need an accommodation to fully participate in the academic curriculum, including laboratory and clinical education experiences, must contact the Center for Academic Success (CAS) prior to or at the start of the semester. CAS will work with the student to identify and approve accommodations that are reasonable and do not pose an undue hardship to

Saint Francis University. All instructors will be notified of all approved accommodations prior to or at the start of the semester.

Qualified students with disabilities who require accommodations on their internship must contact the Internship Coordinator prior to the start of the semester to identify reasonable accommodations. All accommodations must be approved by the director of the Center for Academic Success and the Internship Site Supervisor.

Departmental Communication

The faculty and staff will communicate with students via the student's SFU e-mail address, SFU mailbox, home address if the student does not have a mailbox, or departmental mail slot.

It is the responsibility of the student to regularly check these locations for timely receipt of their mail. Students should only expect faculty to respond to student communications during regular business hours. Individual instructors may require the use of e-mail through Canvas in courses where this tool is incorporated. This would only apply to course related communication, and the student must still check the sites above for all other communication. Due to increasing problems with computer viruses other email accounts, i.e. Hotmail, yahoo, will not be used.

Electronic Devices in the Classroom

The use of electronic devices during class or lab is determined by the faculty/course instructor. The instructor will determine if computers are needed for an in-class activity or if permitted for note taking. Otherwise computers should not be used for any other purpose including email, instant messages, or surfing the internet.

Cell phones will not be used at any time during class for texting, email, surfing the internet, etc. and will be stored away during class time. Students may not leave class to answer or make phone calls. If a student anticipates receiving a phone call about a pending urgent situation they must notify the instructor of this possibility prior to the start of class. Cell phones should always be kept in a silent mode.

Attendance Policy

Attendance is determined by the faculty/course instructor.

Lab Attire

Attire for labs is at the discretion of the faculty/course instructor.

Student Assignment Guidelines

All assignments must be professional in appearance. This includes:

- Identifying information on a cover sheet or the first page:
 - Student(s) name
 - Date
 - Course Number and Name
 - Assignment Title
- Word processed, unless instructor specifies otherwise
- Standard margins and font size

- Edited for grammar, spelling, and punctuation
- References (where required) cited in APA format

Poster and platform presentations must be prepared following the guidelines of the organization to which the poster or platform presentation is to be presented.

Students are referred to the following resources:

- JAMA & Archives Journals. *American Medical Association Manual of Style: A Guide for Authors and Editors*. 10th ed. USA: Oxford University Press; 2007.
- Kirszner LG, Mandell SR. *The Brief Wadsworth Handbook*. 6th ed. USA: Wadsworth Cengage Learning; 2010.

Physical Contact

Physical contact in the classroom/lab may be between instructor and student, or between two or more students. Contact may be for the purpose of demonstration, practice, or testing of a technique or procedure. If a student finds personal physical contact in a particular situation objectionable for religious, sexual, or other personal reasons, it is the student's responsibility to notify the course instructor, advisor, or Chair. The instructor will modify their instructional techniques to the extent possible without adversely affecting the educational objectives. However, students will be required to perform lab techniques and procedures in order to pass all courses that have a laboratory component.

All students sign a consent to serve as a subject. If there are instances when a student wishes to rescind this consent they must discuss this with the Department of Exercise Physiology Chair.

Lab classes may involve activities requiring physical exertion as well as being in close proximity or having actual physical contact. In order to avoid giving offense to others, it is expected that everyone will perform regular personal hygiene. This includes daily bathing, use of deodorant, tooth brushing, and wearing clean clothing.

Internship/Practicum

Exercise Physiologists may practice in a variety of settings, with most positions requiring experience with hands-on skills. Classroom courses aim to develop a knowledge base in exercise physiology and to improve analytical skills. The main objectives for the internship / practicum are for students to further develop their problem-solving abilities, their interpersonal communication skills, and to become ready to seek full-time employment. Internship / practicum education is a vital part of the total curriculum.

Internship / practicum education requires collaborative efforts of students, academic faculty, and the internship faculty and staff. Communication in all directions is necessary to achieve our mission. Preparation, planning, supervision, and teaching are all essential to a successful internship / practicum experience for the student. It is the student's responsibility to recognize the value of, and to participate in, the learning experiences provided.

After successful completion of EXPH 405 (Clinical Exercise Physiology) and EXPH 360 (Exercise Testing & Prescription), and a major QPA of 2.75, students are eligible for an internship/practicum in selected settings. The sequence of internship/practicum education courses includes requirements for assignments in different settings. They will be expected to function as a health care professional during their interactions with the faculty staff and clients. In addition, they must also be prepared for potential exposure to the risks found in any health care setting.

In order to perform safely and successfully in these varied facilities, Exercise Physiology students are subject to additional policies while participating in internship/practicum courses. These policies are found in the Department of Physical Therapy/Exercise Physiology Program Internship handbook.

The internship/practicum component of the Exercise Physiology Program will be reviewed with the students during either the spring semester of the junior year in EXPH 396 Exercise Physiology Internship Guide, or the fall semester of the senior year and the internship manual will be distributed. The internship facilities that contract with Saint Francis University to serve as a site for internship experiences also will receive a copy of this manual.

Professionalism

Students are expected to conduct themselves in a professional manner at all times during internship education courses. Site faculty, clients, and other facility employees should be treated with dignity and respect must be shown for each individual.

Students are expected to maintain confidentiality of all patient/client/athlete-related information including protected health information and facility information such as patient/client/athlete care protocols and administrative information in accordance with HIPPA guidelines, facility policy, and legal guidelines. Failure to maintain confidentiality may result in dismissal from the internship site and failure of the internship/practicum education course. If a student wishes to use such information in a subsequent course they must provide the course instructor with a written and signed consent from the facility that specifies what information may be utilized.

Cell phone usage and texting while engaging the patient/client/athlete is not permitted.

Professional Liability Issues

The School of Health Sciences and Education requires that all students participating in clinical, field work or internships undergo medical and complete criminal, Child Abuse and Drug Screening clearances. Some facilities require additional medical or background checks and/or a Child Abuse History Clearances beyond those required by the school. Students must comply with and pass such screenings in order to be placed at these facilities. The facility will be notified of the results.

Students may only practice with clients/patients under the supervision of designated internship site instructors. If there is not a site instructor present, the student may not treat any type of client/patient, or assist any other personnel with patient treatment. There are no exceptions to this policy.

Health and Safety

COVID 19 University Policy

<https://www.francis.edu/coronavirus/>

Student Health Services

Health Care Services

All undergraduate students may receive health care services at the MyHealth@School. In order to receive services, each student must submit the required Pre-entrance requirement form to the Student Health Center. Please contact MyHealth@School if you have any questions.

Pre-Existing & Acquired Medical Conditions

Any student with a pre-existing medical condition will be required to consult his/her physician about any safety precautions that should be taken, with documentation submitted to the Department Chair. Examples of such conditions include, but are not limited to, pregnancy, asthma, diabetes, and orthopedic conditions.

Any student with a disability covered under the Americans with Disabilities Act is referred to the policies on Americans with Disabilities Act and Essential Functions located in the Handbook.

Safety Regulations

The following procedures are established to assure the safety of all individuals using the labs and equipment in the Human Performance Laboratory, the University Fitness Center and East Gate Hall.

1. Any spill must be cleaned up immediately. The manufacturer's recommendations will be followed for any potentially hazardous product. The Housekeeping Department may be contacted if the spill is such that there are inadequate clean-up supplies present.
2. Electrical cords must be kept clear of walkways.
3. Students may not use any equipment until they have received instructions from a faculty member. Their first use of any equipment must be in a class or lab session supervised by faculty.
4. The instructor of each course will decide when students are performing a procedure safely, and will notify students when they are permitted to practice with the equipment during Open Lab Time.
5. Electrical equipment will be calibrated and inspected annually by a qualified service technician. A log is maintained in the Department of Physical Therapy office.
6. Any equipment that malfunctions or breaks will be taken out of service. This applies also to any equipment showing signs of disrepair prior to use, i.e. a frayed cord. **The Exercise Physiology office must be notified immediately.** The equipment may not be used until it has been repaired. The Department will make arrangements for repair of equipment.
7. Standard precautions will be followed at all times by faculty and students.
8. The Hazard Communication Program will be followed. A copy is located in Stokes 221, East Gate Hall, and the HPL in the notebook with the MSDS.
9. Items will be put away after use to maintain the lab in an uncluttered state.
10. Each student is responsible for immediately reporting any injury or undesired treatment effect that occurs in the lab or classroom to the instructor. The instructor will have the student document the injury on a Student Incident Report. Student Incident Reports will be kept in every lab and classroom in a marked binder in a previously designated location. The instructor will submit the completed report to the Program Director within 24 hours. The Program Director will communicate any follow-up recommendations regarding the student's continued participation in class/lab activities to the rest of the faculty as warranted. A log of all Student Incident Reports will be maintained in the Exercise Physiology office.
11. Students not following safety regulations are subject to the policies of the course instructor and Department.
12. In the case of a medical emergency the University Police Department should be contacted at x3360 on campus. Off campus students should call 911.

SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES AND EDUCATION
DEPARTMENT OF EXERCISE PHYSIOLOGY

STUDENT INCIDENT REPORT

Date _____ Time _____ Location _____

Person(s)
Involved _____

Description of Incident _____

Injury Received _____

Equipment Involved _____

Witness _____

Medical Attention Recommended _____

Person Preparing Report _____

Department Chair Comments _____

Department Chair Comments _____

Program Director Signature _____ Date _____

Chair Signature _____ Date _____

Saint Francis University

Drug Screening Policy for Allied Health Students

<https://www.francis.edu/uploadedFiles/Content/About Us/Student Consumer Information/Drug and Alcohol Prevention Policy/Drug%20and%20Alcohol%20prevention%20program.pdf>

Purpose:

MyHealth@School recognizes that the allied health students of Saint Francis University may be subjected to urine drug screening prior to the start of their clinical experience, as required by certain clinical sites in an effort to maintain a safe and healthy workplace. The Health Center recognizes that the allied health students are in a position of safety and security of other human beings, and therefore should be able to perform their duties without impairment. In consideration of the General Assembly of Pennsylvania House Bill 1928, Saint Francis University will not randomly select students for urine drug screening. All students who are going to an institution that requires pre-employment/experience drug testing will be tested. This shall be distinguished from comprehensive testing as not every Saint Francis University student will be tested, only allied health students requiring such tests prior to practice experiences.

The following policy has been put into effect in order to provide the student with the most appropriate care and to provide the clinical sites with safe and effective students.

Policy:

1. The student who is required to submit a urine drug screen prior to a clinical experience will be notified in writing by the department sending that student to the experience.
2. The students required to have drug screening completed must do so at a licensed clinical laboratory specifically approved to offer drug testing and that is a member of the National Association of Collection Sites.
3. The result of the initial drug screen will be sent directly to the Student Health Center. The results will be kept in the student's confidential medical file at the Student Health Center.
4. If the result is negative, the student's department chair or designee will be notified in writing that the student is cleared for internship/practicum experience.
5. If the result is positive, see the separate confirmed positive drug test (or refusal to be tested) policy.

A copy of this written policy shall be made available to any and all students required to have pre-clinical drug screening prior to the testing.

Name Tag

A nametag must be worn during all internship/practicum assignments. The use of a nametag facilitates clients understanding of personnel providing care and protects the student from being accused of misrepresenting him/herself as a paid staff member. The school will provide one nametag prior to the first Internship/Practicum course. Students will be responsible for the cost of any replacements.

Expenses

Students earn credits for each internship education course. Students should expect to be assigned off campus for one or more of their internship/practicum assignments. Students are responsible for travel arrangements and costs, as well as costs for housing, during internships that require such accommodations. Faculty and classmates may be a resource in finding housing.

Dress Code

Students are expected to demonstrate a professional appearance during internship education courses. This includes good personal hygiene, and being neatly dressed and groomed. Clothing should allow for adequate movement during client/athlete/patient management, and should not be overly tight, low cut, or expose the trunk with movement. A nametag must be worn while in the facility. Shoes must have closed toes, and stockings or socks must be worn. Students should wear clothing styles that are typical and/or appropriate for their particular internship site. Hair should be clean and arranged so as not to interfere with the student's activities. Some people are adversely affected by odors, and this can be exacerbated during illness. Therefore, students should not wear strong perfume or cologne. Fingernails should be trimmed and no jewelry should be worn that could injure a client during activities. Long necklaces or earrings should not be worn as they can contribute to injuries to the student. Earrings are the only visible body piercing permitted.

Absences

Attendance is required during all internship/practicum education experiences. Excused absences will be granted only for illness or personal emergency. The student must notify their internship instructor/supervisor **and the SFU Faculty Internship Coordinator of their absence prior to their scheduled arrival time at the internship facility.** Any illness, injury, or condition that results in limited or altered ability to perform regular internship activities should be reported to the SFU Faculty Internship Coordinator.

Excused absences for more than two days, and all unexcused absences must be made up. Excused absences of one or two days will be made up at the discretion of the on-site internship instructor. Any assignment due during an absence must be made up.

Americans with Disabilities Act

Qualified students with disabilities who require special accommodations in the internship setting must contact the Faculty Internship Instructor prior to the start of the semester to identify reasonable accommodations. All accommodations must be approved by the director of the Academic Center for Enrichment (ACE Phone number: 814-472-3124) and the internship facility.

Sexual Harassment

It is expected that clinical facilities will foster an environment free of sexual harassment. If a student believes he/she is being sexually harassed the Faculty Internship Coordinator must be notified. In addition, if the student feels comfortable doing so, he/she should notify the appropriate individual in the facility. The appropriate individual can vary depending on the circumstances. Students can refer to the Saint Francis University Student Handbook for additional information.

Infection Control

During internship activities there is always the risk of the transmission of infection. To minimize this risk, the students are expected to follow standard precautions during internship education courses. Any additional procedures that the internship facility utilizes should be adhered to as well. In the event of student exposure to a blood-borne pathogen the facility and SFU policies will be followed. In addition to notifying their SFU Faculty Internship Coordinator 814-472-3123 during normal business hours or 814-935-7288 (cell) all other times, the student must notify the Student Health Center, telephone number: 814-472-3008.

SFU Blood Borne Pathogen Policy

The Student Health Center will maintain records of blood borne pathogen exposures to our allied health care students while on their clinical rotations and/or field work. If an exposure should occur on campus to an employee, he/she will be referred to an appropriate panel physician.

An exposure is defined as a needle stick, body fluid splash or sharp injury from a source with known or suspected infection.

Procedures:

1. The student will notify clinical site occupational medical staff immediately. Follow sites protocols for blood born pathogen exposure.
2. The student will notify via phone *MyHealth@School* within 24 hours and provide *MyHealth@School* with information needed to complete the blood borne pathogen exposure form.
3. If the student is unable to receive treatment at their Internship/Practicum site, appropriate arrangements will be made to secure treatment for that student through the *MyHealth@School*.

Standard Precautions

In order to comply with the Blood borne Pathogens Standard published by the Occupational Safety and Health Administration (OSHA), the Exercise Physiology Program requires all faculty and students to follow Standard Precautions during lab and/or research activities. The standard, OSHA Blood borne pathogen; Federal Register December 6, 1991 29-CFR 1910.1030 Occupational Exposure to Blood borne Pathogens Rule, is on file in the Department of Physical Therapy and is available to any faculty member or student during office hours.

1. All blood, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, semen, vaginal secretions, amniotic fluid, saliva, anybody fluid that is visibly contaminated with blood, and any unfixed tissue or organ (other than intact skin) from a human will be treated as if known to be infectious for blood borne pathogens.
2. Personal protective equipment will be provided by the department. This may include gloves, goggles, gowns, masks, and booties. Faculty and students will utilize the necessary equipment to protect themselves against exposure to potentially infectious material that might reasonably be expected to occur during their planned activities. If personal protective equipment has been contaminated by potentially infectious material it will be placed in a designated container for disposal when it is removed. If it has not been contaminated, it may be disposed of in the regular trash.
3. Any materials or laundry that is contaminated by potentially infectious material will be sealed in a bag labeled "Biohazard." All contaminated materials will be sealed in such a labeled bag before being removed from the area in which they were used. The department will arrange with the University Police Department for disposal.
4. All sharps (objects that can penetrate the skin such as needles, scalpels, and broken glass or capillary tubes) will be disposed of in an approved container that is closable, puncture resistant, leak-proof on sides and bottom, and labeled as "Biohazard." The department will arrange with the University Police Department for disposal.
5. Students are expected to follow these precautions during all clinical education courses. A clinical site may have established modifications or additions to these procedures. Students will follow the site's procedures.

6. Hepatitis B vaccination is recommended to all students, and to faculty who have a clinical practice or conduct human research. If a student chooses not to be vaccinated, they must have a signed waiver on file in the *MyHealth@School* office.
7. Scalpel blades used in the anatomy lab must be discarded in approved containers at each table. Dissected materials must be placed in the tissue receptacle at each table. Cadavers and dissected materials are returned to the supplier for disposal and burial.

Any incident involving exposure to potentially infectious material must be reported immediately. A student must report to the class/lab instructor. A faculty member must report to the Exercise Physiology Program Director. The Program Director is responsible for reporting employee exposure incidents to the University Police Department.

OPEN LAB TIME

1. Each semester a schedule will be posted when students may use the lab/equipment for study and/or practice. If any special study groups or sessions are scheduled during the semester, such as prior to an exam, the information will be posted for all members of the class.
2. Students may not use any equipment until they have received instructions from a faculty member.
3. The equipment may not be used for actual treatment of anyone.
4. Any individual brought into the lab as a subject must adhere to safety regulations and may not operate any equipment.
5. Students are responsible for maintaining the lab in a clean and neat manner after independent or in-class use. All equipment and materials must be placed in designated areas.
6. Loss of open lab privileges may occur due to failure to follow lab policies and safety requirements.

Internship Site Visits

The SFU Faculty Internship Coordinator or designee will contact the facility via phone or may visit the facility, student, and internship supervisor during internship education experiences. The purpose of such contacts is for the Faculty Internship Coordinator to obtain first-hand information on the student's learning and performance, the competence of the Internship Site Supervisor, and to observe site operations. Telephonic contact or on-site visits will be made to each student during each internship education course. Additional contacts or visits may be made at the discretion of the SFU Faculty Internship Coordinator, or at the request of the Internship Site Supervisor, or the student.

Student Evaluation

Evaluation of student performance in the internship setting is a necessary part of the program. The Internship Site Supervisor will complete a student evaluation at the mid-term, and again upon completion of the internship. The student will complete a self-evaluation at the end of each internship education experience. Finally, the Faculty Internship Coordinator will complete one final evaluation of the student.

Grading

Internship credits (EXPH 398) are graded with a letter, while practicum credits (EXPH 399) are graded on a pass/fail scale. See the attached syllabus for the specific grading rubric.

Portfolio

Each student will be responsible for creating an internship portfolio which will be handed in to the Saint Francis University faculty internship coordinator upon completion of the internship. The portfolio is an opportunity for students to reflect upon their overall internship experience and present their specific achievements/contributions completed during the internship. See course syllabus for specific requirements.

Student Supports

Academic Support

<https://www.francis.edu/Academic-Support-Services/>

In the event that a student needs academic assistance in a course there are services available. Students may meet with the course instructor. The Saint Francis University Center for Academic Success has a variety of services. They include tutors, workshops on test taking strategies, test anxiety, and other topics.

Nondiscrimination Statement and No Harassment Policy

<https://www.francis.edu/Nondiscrimination-and-No-Harassment/>

Saint Francis University, inspired by its Franciscan and Catholic identity, values equality of opportunity, human dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of gender, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, veteran status, or any protected classification. Saint Francis University will not tolerate sexual violence, dating violence, domestic violence, stalking, or sexual inappropriate conduct in any form. The University is committed to this policy based upon its values and as required by Title IX of the Education Amendments Act of 1972, the American's with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statues and University Policies. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs.

Inquiries or complaints may be addressed to Ms. Lynne Banks, Title IX Coordinator, Associate Dean of Students, 232B Padua Hall, Loretto, PA 15940 (814) 472-3352.

Miscellaneous

Accreditation Status

Saint Francis University is accredited by the Middle States Association of Colleges and Schools. The Exercise Physiology Program at Saint Francis University is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) of the Committee on Accreditation for the Exercise Sciences (CoAES). The Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Telephone: (727) 210-2350, Website: www.caahep.org.

Complaints about the Program

To File a Complaint with the Commission on Accreditation of Allied Health Education Programs (CAAHEP): There are established procedures for filing a formal complaint about a CAAHEP accredited program. To obtain the materials necessary for submitting a complaint, please visit the CAAHEP website at www.caahep.org or call (727) 210-2350.

SAINT FRANCIS UNIVERSITY
DEPARTMENT OF EXERCISE PHYSIOLOGY

Informed Consent for Research

Faculty and students conducting research must obtain prior informed consent from each prospective subject. Another situation requiring consent would be when a human subject is used for demonstration or for student practice for educational purposes.

Saint Francis University has an Institutional Review Board to oversee the use of human subjects in research. The purpose is to protect the rights and to minimize risk for the subjects. Prior to initiating a University associated research project, faculty and students must follow established procedures for review of the project and obtaining informed consent from the subjects.

Consent to be photographed or electronically recorded

Exercise Physiology students will sign a consent to allow their photographs to be used for educational purposes. No other individual may be photographed or electronically recorded during any activity unless the individual has provided written consent. This includes photographs, slides, and videotapes made for any purpose. To obtain consent to be photographed or electronically recorded, the procedure will be:

1. The person who wishes to obtain photographs, etc. will explain the situation he or she wishes to record, including a description of the pose or activity and the clothing to be worn.
2. The person who wishes to obtain photographs will explain the intended use of the photographs, etc.
3. The person who wishes to obtain photographs will answer all questions that the subject has.
4. This following consent form will be completed and signed. The subject will receive a copy, and the original will be retained by the Exercise Physiology administrative assistant.

Consent for Use of Human Subjects for Practice/Demonstration

Exercise Physiology education includes practice of the psychomotor skills that are required to treat patients. Most frequently, this involved students working with a classmate in the lab setting. At times, it may involve working with a faculty member. Therefore, Exercise Physiology students should expect to be a subject for a classmate in all classes having a lab component. Faculty should also expect to participate as a subject for demonstration, practice, or testing.

If a student finds serving as a subject in a particular situation objectionable, it is the student's

responsibility to notify the course instructor. The instructor will modify the assignment to the extent possible without adversely affecting the educational objectives.

A course instructor may arrange for someone from outside the Department to participate as the subject in a demonstration or for students to practice a procedure. This is done to give the students first-hand experience with a condition or procedure that cannot be simulated effectively on a classmate. The purpose of bringing a person into the class/lab may not be to perform any type of research or experimentation on the subject. The purpose also may not be to provide treatment of any condition the subject may have.

When a person from outside the department participates in a class the following procedure will be followed:

1. The instructor will explain the purpose of the activity/class/demonstration/procedure that is planned, and answer any questions for the subject.
2. The instructor will have the subject (parent/guardian if subject/visitor is a minor) sign a consent form that specifies the activities that are planned.
3. The instructor will provide the subject with a copy of the consent. The original will be kept in the Exercise Physiology office.
4. The subject retains the right to withdraw their consent at any time.
5. A parent/guardian shall retain responsibility at all times of a minor

For each human subject, including students that are used for faculty/student research, informed consent must be obtained.

APPENDIX

Exercise Physiology Internship: Mid-Term Site Internship Supervisor Evaluation Form
Exercise Physiology Internship: Final Site Internship Supervisor Evaluation Form
Exercise Physiology Internship: Final Student Self-Evaluation Form
Exercise Physiology Internship: Internship Contract Instructions
Exercise Physiology Internship: Internship Contract
Exercise Physiology Internship: Internship Checklist
Exercise Physiology Internship: Civil Clearance Instructions

SAINT FRANCIS UNIVERSITY
Department Exercise Physiology

Exercise Physiology Internship: Mid-Term Evaluation Form

Student Name: _____ Student Signature: _____
Semester and Year: _____ Expected Graduation Date: _____
Site Name: _____
City, State and Zip Code: _____
Type of Internship: _____
Name of Site Supervisor: _____
Supervisor's Phone and email: _____
Supervisor Signature and Date Completed: _____
SFU Internship Coordinator Signature and Date Completed: _____

This form is intended to be completed at the **midpoint** of the student's internship (after about 40 hours). This form should be mailed or faxed to the Faculty Internship Instructor that is listed below. Please review this evaluation with the student before sending it back to the Internship Instructor so that the student can receive valuable feedback and gain a valuable learning experience. This should help the student to utilize the feedback to improve upon any weaknesses in the second half of their internship. As a reminder, please keep a copy for your records to assist you with your final evaluation upon completion of the internship.

The Department of Physical Therapy and the Exercise Physiology major at Saint Francis University appreciate your willingness to provide internship experiences. This internship is undoubtedly a vital part of our student's education and will help them to be well prepared for their future careers by providing real-world experience.

Please mail or fax evaluations to:
Patricia I. Fitzgerald, PT, PhD, MPT, CSCS
Saint Francis University
P.O. Box 600
Stokes, Suite 229
Loretto, PA 15941
Phone: (814) 472-3121
Fax: (814) 472-3140

Rating Scale:**1 = Poor – fails to meet expectations****2 = Fair – sometimes fails to meet expectations****3 = Good – meets expectations on a regular basis****4 = Commendable – frequently exceeds expectations****5 = Outstanding – consistently surpasses requirements and expectations****N/A = Not applicable**

Professional appearance (appropriate attire and grooming)	1	2	3	4	5	N/A
Arrives to work on-time and well-prepared	1	2	3	4	5	N/A
Works effectively under supervision	1	2	3	4	5	N/A
Works productively when independent	1	2	3	4	5	N/A
Ability to respond constructively to criticism or correction	1	2	3	4	5	N/A
Exhibits the ability to evaluate their own quality of work	1	2	3	4	5	N/A
Displays enthusiasm and has ability to motivate others	1	2	3	4	5	N/A
Behaves in a mature manner	1	2	3	4	5	N/A
Uses time effectively and efficiently	1	2	3	4	5	N/A
Is considerate of other people	1	2	3	4	5	N/A
Behaves in an ethical and honest manner	1	2	3	4	5	N/A
Verbally communicates clearly with clients and others	1	2	3	4	5	N/A
Written communication is clear	1	2	3	4	5	N/A
Demonstrates ability to listen to others	1	2	3	4	5	N/A
Documents and charts information correctly	1	2	3	4	5	N/A
Maintains client confidentiality	1	2	3	4	5	N/A
Possesses adequate knowledge for their level of education	1	2	3	4	5	N/A
Skill level is appropriate for the level of education	1	2	3	4	5	N/A
Has the ability to apply skills in a practical manner	1	2	3	4	5	N/A
Demonstrates problem solving skills	1	2	3	4	5	N/A
Has the ability to multitask	1	2	3	4	5	N/A
Works well as part of a team	1	2	3	4	5	N/A
Overall evaluation of professional performance	1	2	3	4	5	N/A
Overall evaluation of professional knowledge	1	2	3	4	5	N/A
Overall evaluation of professional attitude and personality	1	2	3	4	5	N/A

Please provide written open-ended answers and comments below.

1. Comment on the strengths of this intern.

2. Comment on the areas that this intern may need to improve.

3. Is he or she making adequate progress during the internship?

4. Was the student well prepared to be an intern? If not, provide any specific knowledge, skills, or abilities that should be improved?

5. Do you feel that this student has chosen the career path meant for them and did you witness the potential for them to succeed?

6. Please provide any additional comments (attach a separate sheet if necessary):

Saint Francis University
Department of Exercise Physiology

Exercise Physiology Internship: Form for Site Internship Supervisor Final Evaluation of Student

Student Name: _____

Semester and Year: _____ Expected Graduation Date: _____

Site Name: _____

Site City, State and Zip Code: _____

Name of Site Supervisor: _____

Supervisor's Phone and email: _____

Supervisor Signature: _____ Date: _____

This form is intended to be completed at the conclusion of the student's internship (after at least 80 hours). This form should be mailed or faxed to the Faculty Internship Instructor that is listed below. Please review this evaluation with the student before sending it back to the Internship Instructor so that the student can receive valuable feedback and gain a valuable learning experience. This should help the student to better prepare for future internship or employment opportunities. The Department of Physical Therapy and the Exercise Physiology program at Saint Francis University appreciate your willingness to provide internship experiences. This internship is a vital part of our student's education and will help them to be well prepared for their future careers by providing real-world experiences.

Please mail or fax evaluations to:
Patricia I Fitzgerald, PT, PhD, MPT, CSCS, CET
Saint Francis University
P.O. Box 600
Stokes, Suite 229
Loretto, PA 15940
Phone: (814) 472-3121
Phone: (814) 935-7288
Fax: (814) 472-3140
Email: Fitzgerald@francis.edu

Rating Scale:**1 = Poor – fails to meet expectations****2 = Fair – sometimes fails to meet expectations****3 = Good – meets expectations on a regular basis****4 = Commendable – frequently exceeds expectations****5 = Outstanding – consistently surpasses requirements and expectations****N/A = Not applicable**

Professional appearance (appropriate attire and grooming)	1	2	3	4	5	N/A
Arrives to internship on-time and well-prepared	1	2	3	4	5	N/A
Works effectively under supervision	1	2	3	4	5	N/A
Works productively when independent	1	2	3	4	5	N/A
Ability to respond constructively to criticism or correction	1	2	3	4	5	N/A
Exhibits the ability to evaluate their own quality of work	1	2	3	4	5	N/A
Displays enthusiasm and has ability to motivate others	1	2	3	4	5	N/A
Behaves in a mature manner	1	2	3	4	5	N/A
Uses time effectively and efficiently	1	2	3	4	5	N/A
Is considerate of other people	1	2	3	4	5	N/A
Behaves in an ethical and honest manner	1	2	3	4	5	N/A
Verbally communicates clearly with clients and others	1	2	3	4	5	N/A
Written communication is clear	1	2	3	4	5	N/A
Demonstrates ability to listen to others	1	2	3	4	5	N/A
Documents and charts information correctly	1	2	3	4	5	N/A
Maintains client confidentiality	1	2	3	4	5	N/A
Possesses adequate knowledge for their level of education	1	2	3	4	5	N/A
Skill level is appropriate for the level of education	1	2	3	4	5	N/A
Has the ability to apply skills in a practical manner	1	2	3	4	5	N/A
Demonstrates problem solving skills	1	2	3	4	5	N/A
Has the ability to multitask	1	2	3	4	5	N/A
Works well as part of a team	1	2	3	4	5	N/A
Overall evaluation of professional performance	1	2	3	4	5	N/A
Overall evaluation of professional knowledge	1	2	3	4	5	N/A
Overall evaluation of professional attitude and personality	1	2	3	4	5	N/A

Please provide answers and comments below.

1. Comment on the strengths of this intern.
2. Comment on the areas that this intern may need to improve.
3. Did he or she make adequate progress during the internship?
4. Was the student well prepared to be an intern? If not, provide any specific knowledge, skills, or abilities that need to be improved?
5. Do you feel that this student has chosen the career path meant for them and did you witness the potential for them to succeed?
6. Please provide any additional comments (attach a separate sheet if necessary):

Saint Francis University
Department of Exercise Physiology

Exercise Physiology Internship: Final Student Self-Evaluation Form

Student Name: _____

Semester and Year: _____ Expected Graduation Date: _____

Site Name: _____

Site City, State and Zip Code: _____

Name of Site Supervisor: _____

Supervisor's Phone and email: _____

Supervisor Signature: _____ Date: _____

This form will be completed **by the student** at the conclusion of the student's Internship, in most cases, after at least 80 hours. This form serves as the Student's opportunity to evaluate the internship site, the site supervisor and the perception of their own personal performance during the internship. This form should be emailed or faxed to the Faculty Internship Instructor. The Faculty Internship Instructor will review this form, along with the mid-term and final evaluation forms from the site supervisor, before completing the Internship Instructor Evaluation form. This form should be emailed or faxed to the Internship Instructor. The Faculty Internship Coordinator will contact the student a short time later to review and discuss the overall internship experience.

Faculty Internship Instructor

Patricia I Fitzgerald, PT, PhD, MPT, CSCS, CET

Saint Francis University

P.O. Box 600

Stokes, Suite 229

Loretto, PA 15940

Phone: (814) 472-3121

Phone: (814) 935-7288

Fax: (814) 472-3140

Email: Fitzgerald@francis.edu

Rating Scale:

1 = Poor – failed to meet expectations

2 = Fair – sometimes failed to meet expectations

3 = Good – met expectations on a regular basis

4 = Commendable – frequently exceeded expectations

5 = Outstanding – consistently surpassed expectations

N/A = Not applicable

This internship site provided an engaging work environment	1	2	3	4	5	N/A
The internship site improved your experience with hands-on work	1	2	3	4	5	N/A
This site was well organized and was a safe working environment	1	2	3	4	5	N/A
The site was what you expected and you would recommend it to others	1	2	3	4	5	N/A
The site supervisor provided clear guidelines for work to be performed	1	2	3	4	5	N/A
Staff at the site openly communicated with you	1	2	3	4	5	N/A
Your workload was appropriate (not boring, but not too stressful)	1	2	3	4	5	N/A
The staff and clients acted in a mature manner	1	2	3	4	5	N/A
You used your time effectively and efficiently	1	2	3	4	5	N/A
You maintained client confidentiality	1	2	3	4	5	N/A
Your overall evaluation of your professional performance	1	2	3	4	5	N/A
Your overall evaluation of your professional knowledge	1	2	3	4	5	N/A
Your overall evaluation of your professional attitude and personality	1	2	3	4	5	N/A

SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES AND EDUCATION
DEPARTMENT OF EXERCISE PHYSIOLOGY

Internship Contract Instructions:

1. The student reviews the contract, completes all the internship location, dates, etc., and completes the form in its entirety, before meeting with the Facility Internship Supervisor.
2. Student meets with and Facility Internship Supervisor to review the contract and make revisions if needed.
3. Student signs and dates the contract and then obtains the on-site supervisor's signature.
4. Student then obtains the Faculty Internship Supervisor's signature.
5. Student or Dr. Fitzgerald returns original to Exercise Physiology Office Assistant. A copy is sent to the Vice President for Academic Affairs for signature **once all medical and background clearances are obtained.** A student may NOT register or start the internship until all clearances (medical and criminal) are obtained! Once the clearances are obtained the student may start during the approved time frame.
6. The Vice President for Academic Affairs will submit the original internship contract to the Registrar's Office. The student, faculty supervisor/advisor, department chair, and dean's office will receive an electronic copy of the signed internship contract once all signatures have been obtained. If an internship placement is out of the state of Pennsylvania, a copy of the contract will also be forwarded to Janet Long.
7. In the fall and spring semester, once the student receives the electronic copy of the signed contract from the Vice President for Academic Affairs, the student should go to the Registrar's Office to register for the internship. Faculty payment is requested by the respective faculty department chair.
8. In the summer semester, a copy of the internship contract is also sent to the Francis WorldWide office, and the student is registered by Francis WorldWide. Faculty payment for summer internships is requested by the Francis WorldWide Office.
9. When the student receives a fully signed copy from the Vice President for Academic Affairs office, the student then goes to the registrar to register for the Internship. A student must go to the registrar's office to register, this cannot be done online

SAINT FRANCIS UNIVERSITY

Loretto, Pennsylvania

INTERNSHIP CONTRACT

EXPH 398/399 Section

Internship

Semester: _____

I. Student Name: _____ Student Cell: _____

II. Briefly describe your intended internship, noting course work and experience that will enable you to profit from this particular internship listing the duties of the internship. (*One-half page minimum*).
The duties of the internship are as listed below:

Internship Completion Plan

Site, City, State has plans in place to move virtual operation if the COVID-19 status of the state of Pennsylvania requires that in person operations of the (**Site, City, State**) cease for any period of time. We are better prepared to continue virtual offerings for our patrons. An Intern from the Saint Francis University participating at **Site, City, State** would be able to complete their scheduled internship if the **Site, City, State** must go virtual.

III. Location of Internship:

IV. Type of Internship:

V. On-Site Supervisor:

Phone: _____ FAX: _____ Email: _____
Web Address: _____

VI. Saint Francis University Faculty Supervisor: Dr. Patricia Fitzgerald
Phone: 814-472-3121 FAX: 814-472-3140 Email: pfitzgerald@francis.edu
Cell: 814-935-7288

VII. Credits to be earned/course number(s):

EXPH 398 Section ___1___ credit(s) EXPH 399 Section ___1___ credit(s)

VIII. Starting/Ending dates of internship: From: _____ To: _____

Mid Term Evaluation: _____

Must be a minimum of 100 hours over 8-week period.

Student will follow the facility schedule, not SFU schedule. If an internship falls over any SFU Break students are required to still be at their internship.

IX. Title/Author of book(s) you plan to utilize in connection with your internship:

X. Please state three educational objectives which you hope to accomplish. *Be precise.* Goals must be written or constructed using the S.M.A.R.T. acronym.

XI. Describe the project which you will complete during the course of this internship. (One page minimum to be completed by the student while or after meeting with Facility Supervisor and attached to this contract. Contract will not be signed unless all elements are completed).

COURSE REQUIREMENTS:

1 mid-term site internship coordinator evaluation	15%
1 final site internship coordinator evaluation	20%
1 SFU internship coordinator evaluation	15%
1 student internship journal	10%
1 student case study/project/paper	10%
1 final student self-evaluation	10%
Student internship paperwork completed on time**	10%
Student clearances completed on time**	<u>10%</u>
	100%

**as indicated in time-line provided to students by SFU Internship Coordinator

Student/Date

On-Site Supervisor/Date

Saint Francis University Supervisor/Date

Vice President for Academic Affairs/Date

Description of Project (completed by student after conferring with Facility Internship Supervisor).

The student internship project will be determined in a meeting between the student and facility supervisor. The topic, a purpose statement, and a bulleted outline must be sent to the SFU Faculty Internship Coordinator, via e-mail, NOT LATER THAN the third week of the internship. Missing this deadline will result in the loss of one letter grade for the project. The ultimate goal of the project is to develop a product that is appropriate for submission to a local or state meeting minimally as a poster presentation. As such, the project must include the following sections: Introduction, Statement of Purpose, Review of the Literature, Methods, Results, Discussion, Conclusions, Suggestions for future projects of this nature, Cited References. Approval will be sent to the student and the facility internship supervisor.

**Saint Francis University
School of Health Sciences and Education
Department of Exercise Physiology
EXPH 398/399 Completion Dates**

Directions: Facility supervisor fills in dates on lines 7, 8, 9 (same date as 8), 10 (one week after date in number 9), 11 (one week after date in number 10), 12 (same as number 11).

- | | |
|---|------------------|
| 1. Facility to Facility Agreement Date Fully Executed: | <u>Completed</u> |
| 2. Student Intern folder checked for Medical Clearances: | <u>Completed</u> |
| 3. Student Intern folder checked for Background Clearances: | <u>Completed</u> |
| 4. Meeting date with On-Site Internship Coordinator: | _____ |
| 5. Student to Facility Agreement Sent to VPAA: | _____ |
| 6. Student Registration for EXPH 398/399: | _____ |
| 7. Anticipated Completion Date for Mid-term Evaluation: | _____ |
| 8. Anticipated Completion Date for Final Evaluation from On-Site Internship Coordinator: | _____ |
| 9. Anticipated Completion Date for Student Self Evaluation: | _____ |
| 10. Anticipated Completion Date for Student Portfolio: | _____ |
| 11. Completion Date for Student Final grade: | _____ |

It is the responsibility of the student to ensure that mid-term and final evaluations are scheduled in accordance with the dates listed above. Student initials: _____

Student Name Printed:_____ Date:_____

Student Signature:_____

Facility Internship Instructor:_____ Date:_____

Saint Francis Internship Coordinator:_____ Date:_____

FACILITY:_____

Student Name Checklist Items	Ye s	D a t e	Internship Site Comments
Current CPR Certification			Expiration Date: _____
Act 34 PA State Criminal History			
ACT 31 Clearance			
ACT 73 Federal Criminal History			
Act 33 PA Child Abuse History Clearance			
Recognition of Child Sexual Abuse (PITT or EduRisk)			
Proof of Health Insurance			
Liability Insurance (SFU provides)			
Hepatitis B Series			Kept on file in university health center
Polio Vaccination			Kept on file in university health center
MMR (1&2) Vaccination			Kept on file in university health center
PPD (within past year) (2-Step)			Kept on file in university health center
Tetanus Booster with Pertussis (Tdap)			Kept on file in university health center
Rubella Titer			Kept on file in university health center
Rubeola Titer			Kept on file in university health center
Mumps Titer			Kept on file in university health center
Hepatitis B Titer			Kept on file in university health center
Varicella Titer			Kept on file in university health center
Recent Physical Examination			Kept on file in university health center
Record of Immunizations			Kept on file in university health center
Negative Urine Drug Screening			Kept on file in university health center
Internship Contract-Student			
Affiliate Agreement - Facility			
Mid-Term Site Supervisor Evaluation			
Faculty Internship Coordinator Evaluation			
Site Supervisor Final Evaluation			
Student Final Self Evaluation Form			
Case Study/Project/Paper			

Journal Entry Week 1 Week 2			
Journal Entry Week 3 Week 4			
Journal Entry Week 5 Week 6			
Journal Entry Week 7 Week 8			
Journal Entry Week 9 Week 10			

You will need to obtain a *Child Abuse Clearance*, a *Criminal Record Check Clearance*, and an *FBI Fingerprinting Clearance*.

Child Abuse Clearance \$13.00 via credit card

<https://www.compass.state.pa.us/cwis/public/home>

- Click “Create Individual Account”;
- Click Next
- Create a Keystone ID and fill the form and security question out and click Finish
- A Temporary Password will be sent to your email. You will receive two emails. One confirming your ID and one containing a temporary password. Copy the temporary password, click on the link for “Child Welfare Portal” in the email containing your password. Click on “Individual Login” and then click on “Access My Clearances”. Click on “Continue” at the bottom of the page. Enter your ID and paste the temporary password in and enter. Verify your account through the answers to the security questions you provided when you created your profile and select that you are using a private device. You will be prompted to make a permanent password here. Retain this for your records as it is how you will access your results.
- Once logged in with your new password, you will have to accept the terms and conditions and select “next”. Then select Continue. You will then click on “Create a Clearance Application” and click “Begin”
- You will need:
 - Addresses where you have previously lived since 1975
 - Names, ages and relationship of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
 - Any previous names you have used or have been known by
- You will select the option that starts “Individual 14 years of age or older who is apply for or holding a paid position”, because even though you are not paid money for camps, you are “paid” in college credit.
- Fill out the entire application providing all details required for clearance and make payment (If it asks for a code, select no and click next).
- Once you click submit, you will receive a Submission Confirmation page. At the bottom of the screen there is a button to “Go to PA Child Abuse History Clearance Account” Click this. You will now be on a page with a blue link “e-Clearance ID: XXXXXXXXXXXX” with a little eye glass icon beside it. This lets you view your application. You will get an email telling you that it is being processed. Once it is complete, and your results are available, there will be a green box that says “Your application has been processed. To view the results, click here.” Please save this in your Google Drive Folder that was assigned to you by the Department of Exercise Physiology.

Criminal Record Check Clearance \$22.00 (credit cards accepted)

<https://epatch.state.pa.us/>

- Click on Submit a New Record Check (NOT the Volunteer option);
- Accept the terms and conditions and select the Individual Request
- Fill out your information in the fields and in the “Reason For Request” Select the “Employment” option
- Fill out the information required and Enter Request. You will see “View Queued Record Check Request (1)” in blue under Enter This Request. Click on this and it will take you to the screen where you can click Submit and then Click Checkout and enter your credit card information to have the results processed. There will be a blue number in the Control Number column, write this control number down or take a picture of it so you have it to enter for results if something goes wrong or you may have to pay

a second time, click on the Control Number and you will be taken to a screen where you can then click on "Certification Form" and the pdf that you need to save and put on Google Drive will come up.

FBI Fingerprinting Clearance ~\$23.85

- THIS IS A MULTI-STEP PROCESS – YOU MUST FIRST REGISTER ONLINE, MAKE AN APPT OR CHOOSE WALK-IN, THEN GO TO THE SITE FOR FINGERPRINTING.
- Registration Form can be completed online at <https://uenroll.identogo.com/> Enter Service Code 1KG756.
- After entering the code, you will select "Schedule or Manage Appointment" from the next screen.
- Enter your information.
- Use Saint Francis University, 169 Lakeview Drive, Loretto, PA 15940 as your employer.
- Continue to enter the info requested.
- If you changed your name/have been married, make sure to indicate that you have used an alias.
- You will not have an authorization or coupon code, so make sure you don't select that you do.
- Enter your Personal Information and Address.
- From the Document List, select "Driver's License issues by a State or outlying possession of the U.S." (unless you don't have a driver's license, then select the document to substitute from the list)
- Enter the zip code you are looking for to find a nearby fingerprinting center. Schedule an appointment or select Walk In if you can't commit to an appointment time and submit. Your credit card will be processed on site when you show up. The credit card you intend to pay with must be in your name, not your parents. If you don't have a credit card with your name on it, the sites do accept money orders.
- Print your document from this transaction that includes your Universal Enrollment ID (UEID). You will need this for your fingerprint results; do not lose it.
- After you have been fingerprinted, save your "proof of submission" receipt until you receive your results.

Act 31 Notice to all Health-related licensees

Gayle Denk

Sent: Monday, December 01, 2014 9:41 AM

To: CHS Global Group

Importance:High

As you are probably aware, beginning January 1, 2015 all health-related licensees and funeral directors applying for the renewal of a license issued by the Board are required to complete at least 2 hours of Board-approved continuing education in child abuse recognition and reporting requirements as a condition of renewal. In addition, all persons applying for issuance of an initial license are required to complete 3 hours of the same training. It is the individual licensee's responsibility to meet this new requirement. I suspect you will be asked to attest that you have completed this requirement on your next license renewal.

The Pennsylvania Child Welfare Resource Center of the University of Pittsburgh School of Social Work has developed a free 3-hour online course. This course has been approved by the PA Department of Human Services and Department of State to meet mandated reporting (Act 31) license requirements.

The course can be accessed at www.reportabusepa.pitt.edu.

If you choose to use this course to meet the Act 31 requirement, please be sure to enter your specific information, including your PA Board License Number, accurately to ensure your record is sent to the PA Department of State. If you are licensed by more than one Board, the Department of State will apply credit to all relevant boards.

Gayle L. Denk

Manager

Department of Continuing Education

gdenk@conemaugh1.org

o: (814) 534-1322

f: (814) 53401498

Conemaugh Health System

1086 Franklin Street, Johnstown, PA 15905-4398

www.conemaugh.org

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