Department of Physical Therapy
College of Health Sciences

Exercise Physiology Program
Student Manual

Class of 2019
September 1, 2015

Dear EP Student:

Welcome to the Exercise Physiology (EP) Program.

This student manual provides you with pertinent information not only as you begin the EP program but as you progress through the program to graduation. You will see the University of Massachusetts Lowell (UML) online undergraduate school catalog is referenced often. It can be found at: http://www.uml.edu/Catalog/Undergraduate/Default.aspx

Please note in registering for courses, each student assumes full responsibility for knowledge of and compliance with the definitions, regulations, and procedures for the University, as set forth in the University online Undergraduate School Catalog. Moreover, in accepting admission to the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations, and procedures of the University pertaining to his or her student status as set forth in the appropriate UML publications. This student manual is the publication for students in the EP program in the College of Health Sciences.

The university utilizes a web-based self-service application known as SiS - Student Information System. Additional information can be found at: http://www.uml.edu/enrollment/sis/default.aspx

As a UML/EP student you are required to use the university’s student email system, keep your address current in SiS, and know your academic standing at the end of each semester.

The faculty and staff of the Physical Therapy Department look forward to working with you during your time in our program. Please stay up to date with news and events of the department on our Facebook page: https://www.facebook.com/UMassPT.

Sincerely,

Erika S. Lewis

Erika Lewis, PT, Ed.D., MS, CHT
Chairperson, Department of Physical Therapy
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I. EXERCISE PHYSIOLOGY PROGRAM

A. Department Faculty and Staff

Faculty office hours are posted outside their office each semester.

The following faculty are located in Weed Hall:

Dr. Erika Lewis, Associate Professor, Chairperson
Weed 202
Erika_Lewis@uml.edu
978-934-4533

Professor Amy Burnell, Lecturer
Weed 210A
Amy_Burnell@uml.edu
978-934-4413

Dr. Kyle Coffey, Lecturer, Director of Exercise Physiology Program
Weed 210B
Kyle_Coffey@uml.edu
978-934-4000

Dr. Gerard Dybel, Associate Professor
Weed 220
Gerard_Dybel@uml.edu
978-934-4410

Dr. Michele Fox, Lecturer, Associate Director of Clinical Education, DPT Associate Program Director
Weed 322A
Michele_Fox@uml.edu
978-934-4766

Dr. Keith Hallbourg, Clinical Associate Professor, Director of Clinical Education
Weed 322B
Keith_Hallbourg@uml.edu
978-934-4402

Dr. Linda Kahn-D’Angelo, Professor, DPT Program Director
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PeiChun_Kao@uml.edu
978-934-4000

Dr. Andrea Mendes, Visiting Professor
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978-934-4483

Dr. Yining Wu (Winnie Wu), Assistant Professor
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yining_wu@uml.edu
978-934-6456

Department staff located in Weed Hall:
Ann Bratton, M.A., Program Administrator
Weed 210D
Ann_Bratton@uml.edu
978-934-3114

Dale Pevey, Coordinator of Laboratory Resources
Weed 104
Dale_Pevey@uml.edu
978-934-4491

College Coordinator for Student Success:
Jennifer Keene-Crouse, M.Ed.
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Jennifer_KeeneCrouse@uml.edu
978-934-4463

For more information on department faculty and staff please see the faculty web page:
http://www.uml.edu/Health-Sciences/PT/faculty/default.aspx
B. Department Mission and Philosophy

Mission
Department of Physical Therapy-Mission
(http://www.uml.edu/HealthSciences/PT/About/default.aspx)
The Department of Physical Therapy’s mission is to promote health and participation in a global society through:

- Teaching of theory and practice of physical therapy and exercise physiology in classroom and community-based setting preparing graduates to practice their chosen path with knowledge, competence, and respect for human well-being;
- Scholarship that advances multidisciplinary scientific research to provide educational and practical application of movement science; and
- Community service in partnership with local, regional, and national organizations advancing intervention and prevention-based strategies in health.

The Exercise Physiology (EP) program, housed within the Department of Physical Therapy, contributes to the campus mission by the transmission of knowledge to its students. Exercise Physiology Program learning outcomes are based on the principles cited in the department’s mission and clearly articulated in its philosophy.

Philosophy
The faculty believes that individuals have intrinsic worth and a right to optimal health and function. Function is defined as those activities identified by an individual as essential to support physical, social, and psychological well-being and to create a personal sense of meaningful living.

The faculty believes that students are active participants in the educational process. As potential professionals, the relationship between students and faculty is one in which there is mutual respect, understanding, and interchange of ideas. The faculty, as experienced professionals, serves as resource persons, mentors, and role models for the developing professional. The faculty view themselves as facilitators of the learning process. Students are expected to demonstrate commitment to learning as the basis for continued personal and professional growth, effective interpersonal and communication skills, problem-solving and critical thinking skills, and appropriate professional conduct. Effective use of time and resources, feedback, and stress management strategies are also important components of the behaviors of the successful student.

C. Exercise Physiology learning outcomes

Upon completion of the Exercise Physiology program, the student will be able to:

- Understand the anatomical and biomechanical bases of human movement
- Understand the physiological and biophysical bases of human movement
- Determine and justify the best set of examination procedures, evaluate the results of the examination to develop an exercise prescription, which maximizes compliance, motivation, and prevents injury and illness
- Evaluate professional literature in Kinesiology and Exercise Physiology
- Apply knowledge in kinesiology and exercise physiology to a practicum setting
- Implement a self-directed plan for professional development and lifelong learning which includes self-assessment, self-correction and self-direction
- Demonstrate professional behavior during interactions with others
- Communicate effectively in ways that are congruent with situational needs including appropriate body language, written communication, active listening skills and questioning
D. EP Program Description and Degree Pathway

Exercise Physiology is the study of acute and chronic physiological responses and adaptations resulting from exercise and physical activity.

The undergraduate curriculum is broad based and includes courses in liberal arts, basic sciences (Anatomy & Physiology, Chemistry, Physics, Biology, Biochemistry), and professional courses (Exercise Physiology, Kinesiology, Exercise Prescription/Program Planning). The EP courses are comprehensive and cumulative and prepare students for the practicum experience in the senior year. Students can be assigned to one of a variety of settings, including a cardiac or pulmonary rehabilitation setting, a private or corporate fitness center, a research facility, or strength and conditioning facility, for a semester. While working in the practicum setting, students attend a weekly seminar to discuss issues which arise during their experiences.

There are numerous career opportunities for graduates of the Exercise Physiology program. Graduates can work in sports medicine (the field of medicine dealing with injuries sustained in athletic endeavors and/or illnesses impacting sport performance). Practice settings may include sports medicine clinics or sports training facilities. Graduates can also work in cardiopulmonary rehabilitation settings, including hospitals, outpatient clinics, and medically supervised fitness centers. Patients/clients have cardiac or pulmonary conditions, or may be recovering from surgery or acute hospitalization. Graduates can also work as group exercise instructors, personal trainers, or strength and conditioning coaches. They may also work in a research or corporate setting. There are no professional licensing requirements at the present time. There are certifications for health/fitness instructors and clinical exercise physiology practitioners by the American College of Sports Medicine (ACSM) and personal trainers and strength and conditioning specialists by the National Strength and Conditioning Association (NSCA).

Students are encouraged to explore graduate admission requirements for any program they are considering. Faculty advisors guide students interested in whatever career they may be considering throughout their four undergraduate years and in the successful completion of prerequisites and the application process. Students can also pursue graduate study in Exercise Physiology. Advanced degrees in Exercise Physiology (Master of Science, doctoral degree) prepare individuals for positions as exercise specialists and exercise program directors. Graduate degrees in EP also prepare individuals for research or teaching positions. A Ph.D. is typically required for teaching or research positions in higher education.
## Course of Study for Exercise Physiology
### Class of 2016 and beyond

### Freshman Year/Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.101 Human Anatomy &amp; Phys. I (SCL)</td>
<td>3</td>
</tr>
<tr>
<td>35.103 Human Anatomy &amp; Phys. I Lab</td>
<td>1</td>
</tr>
<tr>
<td>42.101 College Writing I (Gen. Ed.)</td>
<td>3</td>
</tr>
<tr>
<td>47.101 General Psychology (Gen. Ed. SS)</td>
<td>3</td>
</tr>
<tr>
<td>38.101 EP Fr. Seminar</td>
<td>1</td>
</tr>
<tr>
<td>92.283 Intro to Statistics (Math)</td>
<td>3</td>
</tr>
<tr>
<td>48.101 Intro. Sociology (Gen.Ed.) SS, D, E</td>
<td>3</td>
</tr>
</tbody>
</table>

### Freshman Year/Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.102 Human Anatomy &amp; Phys. Lab II</td>
<td>1</td>
</tr>
<tr>
<td>42.102 College Writing II (Gen. Ed.)</td>
<td>3</td>
</tr>
<tr>
<td>47.260 Child &amp; Adolescent Dev. (Gen. Ed) SS</td>
<td>3</td>
</tr>
<tr>
<td>30.102 Intro to Public Health</td>
<td>3</td>
</tr>
<tr>
<td>81.122 Biology for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>81.124 Biology for Health Sciences Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

### Sophomore Year/Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.206 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>95.103 General Physics I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>96.103 General Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>(Gen Ed) Arts/Humanities Elec.</td>
<td>3</td>
</tr>
<tr>
<td>95.104 General Physics II Lecture</td>
<td>3</td>
</tr>
<tr>
<td>96.104 General Physics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>(Gen. Ed.) Arts/Humanities Elec.</td>
<td>3</td>
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</tbody>
</table>

### Sophomore Year/Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.202 Intro. to Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>47.260 Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>38.406 Exercise Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>38.408 Exercise Physiology Lab II</td>
<td>1</td>
</tr>
<tr>
<td>38.356 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>38.301 EP Junior Seminar</td>
<td>1</td>
</tr>
<tr>
<td>47.272 Abnormal Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Junior Year/Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>36.350 Human Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>38.307 Exercise Physiology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>38.315 Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>38.317 Kinesiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>(Gen Ed) Arts/Humanities Elec.</td>
<td>3</td>
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</tbody>
</table>

### Junior Year/Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.306 Intro to Gerontology OR</td>
<td>3</td>
</tr>
<tr>
<td>47.360 Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>38.406 Exercise Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>38.408 Exercise Physiology Lab II</td>
<td>1</td>
</tr>
<tr>
<td>38.356 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>38.301 EP Junior Seminar</td>
<td>1</td>
</tr>
<tr>
<td>47.272 Abnormal Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Senior Year/Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.412 Clinical Practicum (1/2 the class)</td>
<td>4</td>
</tr>
<tr>
<td>38.417 Research Methods in Exercise Phys.</td>
<td>3</td>
</tr>
<tr>
<td>38.418 Senior Seminar</td>
<td>3</td>
</tr>
<tr>
<td>38.422 Exercise Prescription &amp; Programming</td>
<td>3</td>
</tr>
<tr>
<td>Free elective</td>
<td>3</td>
</tr>
</tbody>
</table>

### Senior Year/Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.420 Advanced Study in Exercise Phys.**</td>
<td>3</td>
</tr>
<tr>
<td>Free elective</td>
<td>3</td>
</tr>
<tr>
<td>Free elective</td>
<td>3</td>
</tr>
<tr>
<td>Free elective</td>
<td>3</td>
</tr>
</tbody>
</table>

### Minimum Total Credits = 120

* See Notes on reverse side.

** Advanced Study in EP can be substituted with Directed Study in Health Promotion.
**Sophomore Year** – Science Elective Choices

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.251 Physiological Chemistry I</td>
<td>35.252 Physiological Chemistry II</td>
</tr>
<tr>
<td>35.253 Physiological Chemistry Lab I</td>
<td>35.254 Physiological Chemistry Lab II</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>84.111 General Chemistry I</td>
<td>84.112 General Chemistry II</td>
</tr>
<tr>
<td>84.113 General Chemistry Lab I</td>
<td>84.114 General Chemistry Lab II</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>84.121 Chemistry I</td>
<td>84.122 Chemistry II</td>
</tr>
<tr>
<td>84.123 Chemistry I Lab</td>
<td>84.124 Chemistry II Lab</td>
</tr>
</tbody>
</table>
E. EP Course Descriptions

38.101 EP Freshman Seminar Credits: 1
The Freshman Seminar will introduce new students to UMass Lowell, the College of Health Sciences, and the Program in Exercise Physiology. Students will participate in weekly activities to improve study skills, communication skills, and problem solving. They will also learn important information about careers in Exercise Physiology and health-related fields.

38.202 Intro to Exercise Physiology Credits: 3
This course will provide a broad overview of the various fields and career options within Exercise Physiology. Students will have the opportunity to network and interview guest speakers from all different careers, and also to explore the various environments in which Exercise Physiologist work by way of site visits to hospitals, clinics, etc. Strategies for success in the UMass-Lowell EP curriculum and guidance on choosing and applying to graduate schools will also be addressed.

38.301 EP Junior Seminar Credits: 1
The Junior Seminar, offered during the Spring semester to Exercise Physiology majors, will orient students to information required for their practicum experience during their senior year.

38.305 Exercise Physiology I Lect Credits: 4
This first course of a two-course sequence will examine the short and long term effects of exercise on the oxygen transport systems including bioenergetics. Clinical components of the course address diseases of and rehabilitation for cardiovascular, pulmonary and metabolic systems. The material is structured as an integrative physiology course. As such, you will be required to assimilate material previously learned about human anatomy, physiology, chemistry and physics with material learned in this course to form an integrated understanding of the responses and adaptations of the human system to exercise. Exercise Physiology bridges the gap between basic biologic science and professional fields of application, such as coaching, training, allied health and rehabilitation. This course will provide a solid background in the science, theory and concepts so that you will have a concrete basis for the application of Exercise Physiology in a variety of fields.
Co-requisite: 38.307 Exercise Physiology I Lab
Prerequisites: junior year status EP; Anatomy and Physiology I & II with Labs; Physiological Chemistry I & II (or Chem or General Chem) with labs; General Physics I & II with Labs; Intro to EP.

38.307 Exercise Physiology I Lab Credits: 1
This course should be taken concurrently with Exercise Physiology I (38.305). This course is designed to practically apply topics discussed in kinesiology lecture. Students are given the opportunity to engage in various activities that will allow them to observe and analyze the numerous factors involved in human motion and the impact of those factors on human performance. Students are given the opportunity and encouraged to explore areas of personal interest within the goals and objective of the course.

38.315 Kinesiology Lect Credits: 3
In Kinesiology, the study of Newtonian Mechanics, Anatomy, Neuromuscular Physiology and Motor Control is combined to teach the analysis of human movement. The major focus of the course is the qualitative analysis of human movement and its wide range of practical applications. Topics also include quantitative analysis techniques, body mechanics, posture gait evaluation, and sport or activity specific movement patterns with a focus of identifying and interpreting causes of less than optimal movement patterns. Students are given the freedom to explore areas of their interest within the goals and objectives of the course; however with this freedom comes a greater responsibility for the critical thinking and learning required to be successful in the analysis of human movement.
Co-requisite: 38.317 Kinesiology Lab
Prerequisites: junior year status EP; Anatomy and Physiology I & II with Labs; Physiological Chemistry I & II (or Chem or General Chem) with labs; General Physics I & II with Labs, Intro to EP.

38.317 Kinesiology Lab Credits: 1
This course should be taken concurrently with 38.315.101. This course is designed to practically apply topics discussed in kinesiology lecture. Students are given the opportunity to engage in various activities that will allow them to observe and analyze the numerous factors involved in human motion and the impact of those factors on human performance. Students are given the opportunity and encouraged to explore areas of personal interest within the goals and objective of the course.
Co-requisite: 38.315 Kinesiology Lecture
Prerequisites: junior year status EP; Anatomy and Physiology I & II with Labs; Physiological Chemistry I & II (or Chem or General Chem) with labs; General Physics I & II with Labs; Intro to EP.

38.356 Pharmacology Credits: 3 (spring only)
This course provides an introduction to the chemistry, biochemistry, and physiological actions of various pharmaceuticals. Fundamental concepts will be stressed and will include a discussion of drug receptors, drug receptor interactions, pharmacokinetics, enzyme induction, drug metabolism, drug safety and effectiveness and idiosyncratic reactions. Several major groups of drugs will be studied. Articles from current literature will be discussed.
Prerequisites: junior year status EP; Anatomy and Physiology I & II with Labs; Physiological Chemistry I & II (Chem or General Chem) with labs; General Physics I & II with Labs; Intro to EP.

38.406 Exercise Physiology II Credits: 4
This course provides a continuation of Exercise Physiology I and deals with the short and long effects of exercise on the skeletal and neuromuscular systems. This portion of the sequence also provides an integration of the physiological systems when considering the effect of exercise.
Co-requisite: 38.408 Exercise Physiology II Lab

38.408 Exercise Physiology II Lab Credits: 1
This course is designed to provide the student with hands on experience in a variety of laboratory techniques and field techniques for the assessment of human performance.
Co-requisite: 38.406 Exercise Physiology I
Prerequisites: 38.305 EP I and 38.307 EP I Lab, 38.315 Kinesiology and 38.317 Kinesiology Lab

38.412 Practicum Credits: 4
This course is an off-campus experience in either a cardiac/pulmonary rehab clinical facility or in a fitness setting. Students experience practical applications of the concepts and theories learned in the classroom settings. Strength and conditioning, research or industry related setting, or other setting appropriate to the particular student’s interests.
Co-requisite: 38.418 Senior Seminar
Prerequisites: All 2nd and 3rd year course work in the Exercise Physiology major.

38.417 Research Methods In EP Credits: 3
This course involves an in-depth study of current research methods, topics with specific applications to the field of Exercise Physiology, and an introduction to the best evidence practice The content includes the sources of data acquisition, research design, testing procedures, and treatment of data.
Prerequisites: All 2nd and 3rd year course work in the Exercise Physiology major.

38.418 Senior Seminar Exercise Physiology Credits: 3
This course is specifically designed to enhance the practicum experience in the senior year.
Co-requisite: 38.412 Clinical Practicum I & II
Prerequisites: All 2nd and 3rd year course work in the Exercise Physiology major.

38.420 Advanced Study in Exercise Physiology Credits: 3
This course is designed as the final course required of all Exercise Physiology majors. Students summate and integrate classroom and clinical experiences in Exercise Physiology in the preparation of a final project. Course requirements are designed to encourage student learning and interest around individual specific career plans or focus. The culmination of the course is production of a major project and a public presentation through research and integration of oral, written and visual projects throughout the semester. Class meetings focus on assisting students in establishing a professional identity while individual conferences routinely discuss project planning, progress and problems. The course focus is to widen your area of expertise and broaden your career choices.
Prerequisites: All 2nd and 3rd year course work in the Exercise Physiology major.

38.421 Directed Study in Health Promotion Credits: 3
Directed study offers student (by invitation / acceptance by a Faculty member in the Dept of Physical Therapy) the opportunity to engage in a directed research project under the supervision of a department member. Working closely with the instructor, students define and investigate a research topic in an area of special interest and present the results of their investigation in a significant paper. Juniors (Spring semester) and Seniors only.
38.422 Exercise Prescription & Programming Credits: 3
This course provides an essential foundation for exercise prescription and programming, and sound educational practice. Factors that impede or enhance exercise compliance and progress are explored. Clinical teaching skills, safety, and professional behavior are also addressed.
Prerequisites: All 2nd and 3rd year course work in the Exercise Physiology major.

F. Academic Calendar

Students must consult and adhere to the University’s academic calendar found at:
http://www.uml.edu/Registrar/Calendars/default.aspx
II. ACADEMIC POLICIES

A. University of Massachusetts Academic Policies

Students must adhere to academic policies set by the University as a whole. University of Massachusetts Lowell policies:
http://www.uml.edu/Catalog/Undergraduate/Policies/Academic-Policies.aspx

Policies regarding student’s rights to prevent disclosure of direct information with respects to their educational records or FERPA (Family Educational Rights and Privacy Act) may found at: http://www.uml.edu/Registrar/Policies-and-Procedures/FERPA.aspx

B. College of Health Sciences Academic Policies

Students must adhere to all academic policies set by the Exercise Physiology Program and the College of Health Sciences within the University.

Policies regarding National Criminal Background Check; Clinical Affiliation Random Drug Screening; and Social Media policy for College of Health Sciences students should be reviewed at: http://www.uml.edu/Health-Sciences/Current-Students/Student-Policies.aspx

C. EP Program Academic Policies

Honor Code

All students are expected to adhere to the department Honor Code, Appendix B.

Academic Dishonesty and Prohibited Practice and Behavior

The following definitions are provided for the information of all students and constitute official notice of prohibited academic practice and behavior as taken from the online catalog’s Academic Integrity web site. at http://www.uml.edu/Catalog/Undergraduate/Policies/Academic-Integrity.aspx

Academic dishonesty includes but is not limited to:

Cheating - use, or attempted use, of trickery, artifice, deception, breach of confidence, fraud, or misrepresentation of one’s academic work. Submission of the same work in its entirety for credit in two courses without obtaining the permission of the instructors constitutes cheating.

Further defined cheating is:

- misrepresenting academic work which has been done by another as one’s own efforts – whether such misrepresentation has been accomplished with or without the permission of the other individual;
- utilization of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations;
- copying of another person’s work or the giving or receiving of information or answers by any means of communication during an examination;
- utilization of the services of a commercial term paper company;
- the unauthorized or fraudulent acquisition and/or use of another’s academic property.

Fabrication - falsification or invention of any information or citation in any academic exercise.

Plagiarism - representing the words or ideas of another as one’s own work in any academic exercise.

Further defined plagiarism is:

- direct quotation or word-for-word copying of all or part of the work of another without identification or acknowledgment of the quoted work;
- extensive use of acknowledged quotation from the work of others which is joined together by a few words or lines of one’s own text;
- an unacknowledged abbreviated restatement of someone else’s analysis or conclusion, however skillfully paraphrased.
Facilitating dishonesty - helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, misrepresenting oneself, or allowing others to represent as their own one’s papers, reports, or academic works.

Non-academic Misconduct

Improper conduct or behavior of students is subject to the University of Massachusetts Lowell Student Conduct Code and Judicial Process. Copies of this document may be obtained from the Dean of Students Office. Further information on the Administrative Dismissal process can be found at http://www.uml.edu/Catalog/Undergraduate/Policies/Administrative-Dismissal.aspx

Should a case of prohibited behavior occur, faculty may submit a Critical Incident Report. Appendix C

D. General Degree Requirements of the EP Program

In registering for courses, each student assumes full responsibility for knowledge of and compliance with the definitions, regulations, and procedures for the University, as set forth in the online catalog. Moreover, in accepting admission to the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations, and procedures of the University pertaining to his or her student status as set forth in the appropriate UML publications. The academic rules for the Physical Therapy Department are presented below.

Students are required to complete all curriculum requirements of the Exercise Physiology major (a minimum of 120 credits) and all University general education requirements.

- No more than 30 credits may be from Course Equivalency Examinations (CLEP).
- No more than 60 credits may be taken at an external university.
- Students may not transfer in credits from a 2 year college once the student has achieved junior status.

Students in the Exercise Physiology major must maintain:

- a minimum 2.5 overall GPA
- a minimum 2.5 cumulative average in required science courses (A & P I/II; General Physics I/II; Chemistry I/II (Phy Chem, General Chemistry, or Chemistry); and all labs)
- a minimum 2.5 average in EP major courses and may not get less than a C in any major course (major courses begin with 38).

Students must successfully complete all science prerequisites prior to entry into the junior year. (Anatomy & Physiology I & II; Physiological Chemistry/Chemistry/General Chemistry I & II, General Physics I & II with labs.)

Students in the DPT/EP Program

Students who were accepted into the DPT/EP program during the admissions process are required to complete the BS in EP program (4 Years) with an overall and science GPA minimum of 3.4 in order to continue to the professional (graduate) phase of the DPT program (3 years). All DPT/EP students must take all science and major courses at UMass Lowell.
Grading and Quality Points
Directions for students and advisors to calculate a GPA.

**GRADING EQUIVALENT**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>n/a</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

To calculate your GPA, determine the grade equivalent and multiply that number by the number of credits awarded for the grade.

You have calculated the total quality points.

Divide the total quality points by the total number of credits.

Example

Grade equivalent x # credits = total quality points.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Grade Equivalent</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; P I</td>
<td>A</td>
<td>3 cr.</td>
<td>4.0</td>
<td>3</td>
</tr>
<tr>
<td>A &amp; P I Lab</td>
<td>B</td>
<td>1 cr.</td>
<td>3.0</td>
<td>1</td>
</tr>
</tbody>
</table>

4 total credits 4 x 15

15 quality points
4 credits = 3.75 GPA
Directions for students and advisors to calculate the Science GPA to remain in the EP major.

Student Class of: ____________

Note: A 2.5 “Science GPA” required to remain in the EP major means: A & P I/II; Phy. Chem. I/II; and Physics I/II with all labs. You must also maintain a 2.5 overall GPA.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Grade Equivalent</th>
<th>x</th>
<th>Credits</th>
<th>= Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P I</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A&amp;P I Lab</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A&amp;P II</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A&amp;P II Lab</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PhyChem I (or Chem I or Gen Chem I)</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PhyChem I (or Chem I or Gen Chem I) Lab</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PhyChem II (or Chem II or Gen Chem II)</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PhyChem II (or Chem II or Gen Chem II) Lab</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Physics I</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Physics I Lab</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Physics II</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Physics II Lab</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

24 science credits

To calculate your EP Science GPA, determine the grade equivalent and Multiply that number by the number of credits awarded for the grade. You have calculated the total quality points. Divide the total quality points by the total number of credits. (See previous page for example.)
Incomplete Grades  
An incomplete grade may be granted when a student is temporarily unable to complete EP course requirements due to illness or unusual personal circumstances. An incomplete grade must be cleared no later than the end of the next semester of enrollment as stated in the University’s official academic calendar. If the incomplete grade is received in a program course that is a prerequisite to the following semester’s course, the incomplete grade must be cleared prior to the commencement of the following course.

E. Academic Honors and Awards

HONORS

University Honors: The University recognizes baccalaureate graduates who have attained exceptional scholastic distinction. To be eligible for such recognition a student must achieve a minimum grade point average of 3.0 for all courses completed at the University and must have earned a minimum of 60 semester credits at the University as upper class students. Three levels of distinction are noted at commencement: summa cum laude; 3.85, magna cum laude; 3.5, and cum laude; 3.25. University honors are officially entered on the permanent record of the students.

Honors College/Program: Undergraduate students enrolled in the University Honors Program who complete all program requirements graduate as Commonwealth Honors Program Scholars.

Dean’s List: To be eligible for the Dean’s List:
- Undergraduate students must receive a semester grade point average (GPA) of 3.25 or higher.
- Undergraduate students must take a minimum of 12 credits with grades of either A, A-, B+, B, B-, C+ or C for the semester. Grades of Pass/Fail or Satisfactory/Unsatisfactory do not count toward the 12 credits.
- Undergraduate students cannot receive grades of incomplete (INC) for any course.
- Undergraduate students cannot receive a grade lower that C for any course.
- Students may not use grade deletions to improve their semester GPA and qualify for the Dean’s List.

AWARDS

All students are selected for an award based on a departmental review committee.

The Dean’s Award is given to the graduating senior with the highest GPA in the Exercise Physiology program.

Department Award: The Department recognizes baccalaureate graduates who have attained scholastic and distinction in service, research, or practicum experiences.

The Exercise Physiology Award of Excellence is given to the graduating senior who demonstrates outstanding promise as an Exercise Physiology professional. The student should demonstrate excellence in two or more of the following areas:
- Leadership skills
- Professionalism
- Academic performance
- Practicum performance

The Exercise Physiology Practicum Excellence Awards are given to those graduating seniors who demonstrate excellence during their senior Practicum experience.

F. Permission to take off campus courses

In order to take a course off campus the student must be in compliance with the following regulations:
- The course must be approved by the registrar’s office and deemed equivalent to the corresponding course at UMass Lowell. Approved courses may be found on the “Transfer Dictionary” at http://www.uml.edu/registrar/transfer/ Alternatively, if the course in question is not listed in the “Transfer Dictionary”, students must obtain approval for the course from the chairperson of the department that offers the course at UMass Lowell and they must sign the authorization.
- Prior to taking a course, students must complete the Authorization for Off-Campus Courses form and obtain the signature of the EP program director.
- Authorization for Off-Campus Courses form may be found at: http://www.uml.edu/docs/authorizationforoffcampuscourses_tcm18-3561.pdf
- Students must submit a written explanation to the EP program director regarding their rationale for taking the course off campus.
● Students must be in compliance with the “University Restrictions Concerning Off-Campus Study” provided on the Authorization for Off-Campus Courses form

G. Academic Standing at the End of Each Semester

Grade point averages for all students in the Exercise Physiology program are reviewed at the end of each semester. Students who fail to satisfy academic requirements will be dismissed from the program with the right to appeal. Letters of notification are mailed at the end of the semester to student’s home addresses. Students are required to maintain current addresses in SIS. Overall, science, and major GPAs are used to determine academic standing at the end of each semester. Grades cannot be deleted after the end of the semester in order to adjust academic standing for that particular semester. Academic standing is calculated as soon as grades are posted. Therefore, students in the Exercise Physiology program who want to utilize the Repeated Coursework and Course Deletion option (see below) are required to delete grades of C- or below before the semester ends. The Repeated Coursework and Course Deletion option (removing the grade and credits of C- or below from the GPA and credits earned) allows students to repeat a course in a subsequent semester up to either 7 or 15 credits. See E. below.

To remove course credits students submit a Course Deletion form to the Registrar’s office. A copy of the form can be found at http://www.uml.edu/docs/course_deletion_tcm18-103705.pdf

When submitting the form students agree to the following:

● Once the grade deletion is processed by the Registrar’s Office, I will lose the credits earned for this course. In addition, if the course is a required course for my major, I will need to take the course again to meet the requirement.

● The original grade will always remain on my transcript, but the grade points earned will be calculated out of my GPA.

● My academic standing does not change. For example, if you are on academic warning or suspension, this standing will remain even when the grade deletion is processed.

● Only grades of a C- and below are eligible for grade deletion.

H. Repeated Coursework and Course Deletions

Grade Substitution/Deletion Rule

Students who entered the University of Massachusetts Lowell as freshmen or transfer to the University of Massachusetts Lowell with fewer than 60 semester credits are permitted a maximum of 15 semester credits for course repetitions/deletions to remove grades of C- or below earned in previously completed courses from their cumulative grade-point averages. Transfer students who enter the University with 60 or more credits are permitted a maximum of 7 semester credits of course repetitions for this purpose. The number of actual course repetitions permitted for any student depends on the number of credits allocated to the courses that he or she wishes to repeat.


The course deletion form is available at: http://www.uml.edu/thesolutioncenter/Forms.aspx

Frequently asked questions regarding course deletions:

Q What are the GPA equivalents for grades of C- or below?
A C- (1.7), D+ (1.3), D (1.0) and F (0.0).

Q Do I wait until I’m repeating the course to delete the grade and credits?
A No, you can delete the course without repeating the course at the same time.

Q Will I have to make up a course that I delete?
A Yes, if the course is included on the “Course of Study for Exercise Physiology” it is a course that must be taken in order to complete the EP program.

Q When in the semester should I delete a course?
A If you know you are going to delete a course, submit the form to the Registrar’s office before the end of the semester to avoid dismissal when academic standing is run. Academic standing is run immediately following the posting of grades.

Q Should I wait to see what my grade is before I process a deletion form?
A You can wait to see what you receive for your grade but a C- or below could result in academic dismissal.
Q. What happens if I withdraw from a course by the semester deadline?
A. Students do not receive a grade or credit from a withdrawn course.

Q. If I repeat a course will it automatically be deleted?
A. Even if it is automatically deleted it may not be in time to raise your GPA to prevent dismissal from the EP program. Therefore, submitting the delete form is most efficient.

Q. How many courses can I delete?
A. See the section above on Grade Substitution/Deletion Rule. If you enter the university with less than 60 credits you can delete up to a maximum of 15 credits. If you enter the university with more than 60 credits you can delete up to a maximum of 7 credits.

Q. What do I do with the course deletion form?
A. Take the completed form to the Registrar’s office. It does not need to be signed off by anyone in the Department.

Q. Who can I talk to about course deletions?
A. Students are encouraged to speak with their academic advisor regarding grade deletions.

I. Dismissal

Students will be dismissed from the program if he/she fails to meet the academic criteria stated above or receives an Unsatisfactory grade (U) on a Practicum Experience.

A student dismissed from the major has the right to appeal for reinstatement in the form of a written petition to the Department’s Professional Review Committee.

J. Appeals Process

The student has the right to appeal for reinstatement in the form of a written petition to the Department Professional Review Committee. The formal appeal, in writing and containing the pertinent facts, should be presented by the student to the Director of the EP program no later than the date specified in the letter of notification. The Professional Review Committee shall convene and discuss the appeal. The appeal must include: an explanation of the reasons for the unsatisfactory performance and an indication of what a student will change in order to succeed in the program. If reinstatement is recommended, the student will be placed on academic probation. Terms of the probation will be specified in a letter to the student.

K. Academic Probation

Students whose appeal is successful will be readmitted to the program on probation. Students placed on probation must meet all the conditions of their probation including maintaining all CHS and EP program criteria for the remainder of the time in the major. Students may be placed on probation only once. Failure to meet the terms of the probation will result in dismissal from the program with no further appeal possible.

The conditions of probation require that students successfully meet the following requirements by the end of next semester and every subsequent semester.

- students must understand probation is a one-time only condition; if all of the following conditions are not met it will result in dismissal with no appeal
- must maintain a minimum 2.5 cumulative/overall GPA
- must maintain a minimum 2.5 cumulative average in required science courses (A & P I/II; General Physics I/II; Chemistry I/II (Phy Chem, General Chemistry, or Chemistry; including all labs)
- maintain a minimum 2.5 average in EP major courses
- may not get less than a C in any professional major course (major courses begin with 38)
- may not withdraw from any professional major course (major courses begin with 38)
- must successfully complete any course in the EP program following the degree pathway in the appropriate time sequence. Successful completion of major courses with a grade of C or higher is required to continue your progression in the EP program. In addition successful completion of major courses following withdrawal is required to continue your progression in the EP program.
- must meet all conditions of probation for the remainder of the time in the EP program
- must meet all College of Health Sciences and EP program criteria
L. Non-Academic Dismissals and Appeals

An individual dismissed for non-academic reasons may be required to present statements documenting physical and/or mental health from appropriate licensed health care providers. On the basis of a review of such statements, the Professional Review Committee will determine if the individual will be reinstated or denied continuance in the program.

If the decision of the Department committee is not satisfactory to the student, the student may forward the appeal to the college dean within two weeks of the decision of the Department committee.

Additional information can be found in the Administrative Dismissal section of the online catalog at: http://www.uml.edu/catalog/undergraduate/policies/administrative_dismissal.htm

M. Change of Major

Students have the option of transferring into other programs at the university. This is contingent upon the student’s ability to meet the department’s admission requirements (requirements can be found on department web sites) and acceptance into the department by the Chairperson. All intra-university transfers are on a space-available basis. This option is also available to students who do not meet the criteria to remain in the EP program. A Declaration of Major/Minor or Change of Major form can be found at http://www.uml.edu/docs/declarationofmajor_tcm18-3567.pdf

N. Withdrawal / Reinstatement

Students are expected to complete the degree in four consecutive years. In extenuating circumstances, the student can petition the Department Professional Review Committee for consideration of a withdrawal. If the withdrawal is approved, return to the program (reinstatement) is on a space-available basis and by resolving any program deficiencies. The university’s policy on Withdrawal can be found at http://www.uml.edu/Catalog/Undergraduate/Policies/Withdrawal-from-University.aspx.
III. PROGRAM REQUIREMENTS

A. Communication

- Students and faculty will maintain unconditional positive regard for each other in all interactions.
- Students must use their UMass Lowell email accounts and address for communication with faculty.
- Students are expected to check student email accounts periodically for information and updates.
- Students are welcome to make appointments with faculty and/or academic advisor to discuss issues confidentially.
- Students will resolve conflict in an appropriate fashion by discussing the situation first with the faculty member involved, with follow-up as needed to the Department Chair.
- No cell phone will be used in class or throughout practicum experience.
- Students are required to notify faculty of absences prior to the start of class.
- Students are required to notify the Practicum Instructor as well as the practicum site supervisor of absences while on practicum.
- Students are expected to provide the Department with current postal address, phone number, and email addresses as well as prompt notification should a change occur.

B. Attendance Policy

Although the University does not require class attendance as a matter of institutional policy, course instructors may establish required attendance in their courses and specify penalties for student violations of such attendance requirements. Colleges also have this option and sometimes adopt attendance policies for introductory courses and special learning situations.

At the beginning of each course, the instructor will inform students of any specific attendance regulations which apply. Please consult each course syllabus for the attendance policy.

The University’s policy can be accessed at: http://www.uml.edu/Catalog/Undergraduate/Policies/Attendance-Policies.aspx

C. Technical Standards

The following guidelines have been developed to specify the essential functions students must demonstrate in order to fulfill the requirements of the Exercise Physiology curricula. Functions listed are required for the learning and practice of critical thinking, communication, and technical skills taught in the curricula. These functions may be required in practicum, classroom and laboratory environments.

The University of Massachusetts Lowell Exercise Physiology Program will consider for admission any applicant who demonstrates the ability to perform or learn to perform the functions listed in this document with or without reasonable accommodations or academic adjustments consistent with the American Disabilities Act (ADA).

Applicants with disabilities are not required to disclose the existence or nature of their disability during the admissions process; however, any applicant with questions about these technical requirements is strongly encouraged to discuss the issue with a Department representative. If appropriate, and upon the request of the applicant/student, academic adjustments and/or reasonable accommodations may be provided.

Students in Exercise Physiology must demonstrate certain minimum skills, including:

1. Observational and Examination Skills:
   - Obtain an appropriate health/fitness/medical history from the patient/client.
   - Accurately examine body systems and determine vision, hearing, speech and non-verbal communication, cognition, strength, flexibility, and functional capacities of patients/clients in the context of Exercise Physiology.
   - Accurately examine cardiovascular fitness, including vital signs, blood pressure, breathing patterns, and exercise endurance.
   - Observe demonstrations and participate in classroom and laboratory experiences.
   - Reliably read all equipment monitors and dials.

2. Communication Skills:
   - Communicate (verbal, nonverbal and written) with others in a respectful, polite and confident manner.
   - Maintain accurate and timely documentation in all written assignments in classroom and practicum settings.
   - Translate complex information simply and clearly.
● Maintain confidentiality of information/records in all settings.
● Demonstrate understanding of English, including speaking, reading, and writing using correct grammar, accurate spelling, and expression.
● Use communication technology timely and effectively, i.e. telephone, computer, UMass Lowell student email, SiS and other classroom technologies.

3. Motor Skills:
   A. Mobility
      ● Attend lecture and laboratory classes and access laboratories, classrooms and work stations.
      ● Attend internships in assigned locations.
      ● Accomplish required physical tasks for assessments, demonstration, leadership, and assistance in academic, laboratory, and internship settings.
      ● Perform emergency procedures such as first aid or CPR in laboratory and internship setting.
   B. Strength tasks
      ● Safely and effectively administer exercise and training techniques which require demonstration, facilitation, spotting, or resistance.
      ● Manually adjust exercise and training equipment.
      ● Safely assist and guard patients/clients during exercise testing and training.
   C. Fine motor and coordination skills
      ● Use palpation and touch to accurately assess pulse, locate and prep sites for electrode placement, and skinfold measurement.
      ● Accurately set equipment dials and switches, calipers, use stethoscopes and sphygmomanometers, and tape measures.
      ● Accurately assess blood pressure.

4. Critical Thinking Skills:
   ● Demonstrate the ability to recall knowledge, comprehend and interpret, apply, analyze, synthesize, and evaluate information obtained during didactic, laboratory, and/or practice setting experiences.
   ● Demonstrate problem-solving skills necessary for identifying/prioritizing problems, and developing appropriate solutions and treatment plans for patient/client problems as well as evaluating those solutions for efficacy.
   ● Demonstrate the ability to evaluate and integrate scientific research.

5. Behavioral and Social Skills:
   ● Demonstrate appropriate interpersonal skills evidenced by mature, sensitive, and effective professional interactions.
   ● Demonstrate a positive attitude (motivation) toward learning.
   ● Demonstrate attributes of honesty, integrity, enthusiasm, compassion, empathy, and continuous regard for others.
   ● Demonstrate emotional well-being necessary for exercising sound judgment.
   ● Demonstrate appropriate time management, dependability, and punctuality.
   ● Demonstrate ability to critique own performance, accept responsibility for one’s own actions, and follow through on commitments and assignments.
   ● Actively seek help when necessary and appropriately utilize constructive feedback.
   ● Demonstrate organizational skills, completing all professional responsibilities and assignments in a timely manner.
   ● Adapt to ever-changing environments, demonstrating flexibility, and learning in the face of the uncertainties and stressors inherent in the educational and practice settings.
   ● Delegate responsibility appropriately, and function as a member of a team.
   ● Demonstrate respect of personal space.
   ● Maintain appropriate personal hygiene and adhere to appropriate professional attire mandated by the department and practicum setting.
   ● Display cultural competency for individual, social, gender, and cultural differences in fellow students, colleagues, faculty, patients/clients and community members.
D. Use of Facilities

Classrooms are in Weed Hall and should be maintained in good condition. Smoking is not permitted in Weed Hall. Laboratory hours (including open hours) are posted outside each room. Keys may be obtained from the College of Health Sciences Coordinator of Laboratory Resources, Mr. Dale Pevey (Weed 104, 7:30-4:00, M-F), or at the Dean’s office, (Weed 101, 8:30-5:00, M-F).

E. Laboratory Guidelines

Students should be appropriately dressed for lab activity as a professional atmosphere will be maintained in the lab at all times. Dignity of subjects should be respected, and comfort and safety always provided.

Students are expected to:

- Take personal responsibility for the care and maintenance of labs and all equipment.
- Leave sinks and surrounding areas as clean as possible.
- Return equipment and furniture to appropriate places after each use.
- Get written permission from an instructor to remove any equipment or supplies from the building.
- Tape a “Do Not Use” note on any equipment that appears broken or is not functioning properly and submit written information concerning the problem to an instructor.
- Place linen in the appropriate container when soiled.
- Not wear shoes on any equipment which contacts human skin (i.e. plinths, exercise mats, tilt table).

Laboratory Safety Procedures

- Hands should be washed prior to and at the completion of laboratory work and before touching each new subject.
- The room is to be occupied by a minimum of two students at all times.
- Students are not to use equipment without prior authorization and instruction of a faculty member.

F. Computer Laboratory Information

The College of Health Sciences has three computer laboratories available for EP students. These labs are open between the hours of 8:30 AM – 9PM Monday through Thursday, and 8:30 AM – 6 PM on Fridays. The labs are not open on weekends, holidays, or weather related closings. A student must have a valid ID card to use the computer lab resources.

These labs are also used for classes throughout the school year. Any scheduled class will take precedence over an “open” lab period. All class use of the labs will be posted outside the door of each lab.

Weed 212

This lab consists of 24 Dell workstations and one teaching station. There is also a print station consisting of one Dell computer and a HP LaserJet 4200 Series Printer in the front of the room. These machines contain the standard Microsoft Office Suite as well as Adobe Acrobat, SPSS, and the nursing program specific software such as NCLEX 3550 and the MediSims. They also contain the browsers and other software needed to complete homework and online class work. In addition, this room contains the ArcGIS software.

Weed 216

This lab consists of 17 Dell workstations and one teaching station. There is also a print station consisting of one Dell computer and a HP LaserJet 4200 Series Printer in the front of the room. These machines contain the standard Microsoft Office Suite as well as Adobe Acrobat, SPSS, and the nursing program specific software such as NCLEX 3550 and the MediSims. They also contain the browsers and other software needed to complete homework and online class work.

Kitson 200B

This lab consists of 6 Dell workstations and is primarily for the use of Work Environment students. These machines contain the standard Microsoft Office Suite as well as Adobe Acrobat, SPSS, but also have many other statistical packages installed on them. Also installed is the ArcGIS software and the browsers and other software need to complete homework and online class work.

The usage of these Laboratories and their resources is governed by the procedures and rules outlined in the UMass Lowell College of Health Sciences Acceptable Use Policy. Failure to comply with these policies will result in the loss of College of Health Sciences computer lab privileges.
College of Health Sciences Acceptable Use Policy

In order to make available the limited amount of resources to the most students, several policies have been put in place to govern use of the computer labs in the College of Health Sciences. Most policies have been addressed in the University of Massachusetts at Lowell Computer Network Usage Policy. This document adds additional specific policies regarding the use of College of Health Sciences computer lab equipment and resources.

Violation of these policies and procedures could result in loss of lab use privileges.

Workstations

There are 3 computer labs designated for use by the College of Health Sciences students: Weed 212, Weed 216 and Kitson 200B.

These systems are to be used only by students currently enrolled in a College of Health Sciences program. You may not move or attempt to move any piece of equipment. If equipment needs repair, you are to make it known to the lab staff. You are not to change the setup of any computer in the lab. The computers have been setup to accommodate the vast majority of the students. If you need a specific change, please contact the lab staff.

Unauthorized use

It is the responsibility of the users to ensure that they make sure that they are indeed enrolled in a program in the College of Health Sciences. You may be asked to show your ID and have your name checked against a master roster at any time by the lab staff. You will be asked to leave the lab if you are not on the master roster.

You may not use the lab resources to gain unauthorized access to other UML or non-UML computer systems. This also includes but is not limited to “password cracking”, “spamming”, “hacking” or “denial of service attacks”.

Printer usage

Only College of Health Sciences enrolled students will be able to print in the computer labs. Each student will be given a password to use the print stations. When clicking “Print” on your job, you will be prompted for your username and password to print. It is the responsibility of the user to keep this account and password secret. Users who give out their printing username/password to other individuals will have their access to printing privilege revoked. If you do not know the username and password, please see a lab staff member and he/she will check your name and ID against the master roster. If your name does not appear on that roster, it is the user’s responsibility to have that corrected.

If there is a problem with the printer, please do not try to fix it yourself. Please tell a member of the lab staff and the issue will be corrected as soon as possible.

Eating and Drinking and Cleanliness

There is absolutely no eating, drinking or smoking in the labs. Food and drink may not be brought into the labs, including unopened items. Failure to comply with this policy will result in the loss of lab privileges.

It is the responsibility of the user to keep his/her work area clean. Please take any refuse with you when you leave.

Game Playing

Game playing is not permitted in the labs at any time unless specific authorization of the lab staff has been granted. There are limited resources and these need to be available for others who have been assigned homework using the specific software installed in the labs.
IV. STUDENT ENGAGEMENT AND SUCCESS

A. Resources

1. Advising
According to the Exercise Physiology Program Requirements, each student must meet with their advisor in person every semester for pre-registration Advising. The purpose of this meeting is to guide the student toward the correct course selection, identify and adhere to appropriate policies and procedures, and promote success in the program. The two week advising period dates are listed on the Undergraduate Academic Calendar at http://www.uml.edu/Registrar/Calendars/default.aspx.

The first contact for students should be your faculty advisor in regards to any discussions on academic planning or guidance on completing their degree pathway. To understand the consequences of all academic decisions, students should always check with their advisor before deleting or withdrawing from a course.

A few specifics that will be discussed during your advising meeting include:

- Identify any existing ‘Holds’ for the student and discuss measures to remove them
- Review each course taken according to SiS Advisement Report and compare to the Exercise Physiology Program’s degree pathway
- Honors College progress (if this applies to you)
- Other student concerns such as selecting a minor (see section B below), study abroad, changing majors
- Career choices

NOTE: Each meeting is unique to the advisor and particular student. There may be further discussions that will occur on a case by case basis.

2. Coordinator of Student Success
The College of Health Sciences has a dedicated Coordinator of Student Success who is located on the 1st Floor, Weed Hall. The Coordinator of Student Success can help students with advising, transferring majors within and outside the College of Health Sciences, orientation and retention activities, and assisting in the management of the student Resource Center (see below). Students should contact the Coordinator of Students success only if the issue or concern can not be addressed by their faculty advisor.

2. SiS (Student Information System)
The university utilizes a web-based self-service application known as SiS - Intercampus Student Information System. This system is utilized for numerous reasons; some main points are to review financial aid, update personal information, and register for classes. Students will receive training on using this system during Freshmen Seminar. Additional information can be found at: http://www.uml.edu/it/isis/

Students are encouraged to visit the Student section on the SiS website for online tutorials, both video and audio: http://www.uml.edu/Enrollment/sis/Student.aspx.

3. Solution Center
“"The Solution Center gives you the tools and information you need to register, pay your bill, or apply for financial aid allowing you to stay focused on being a student.""(Please visit their website: http://www.uml.edu/thesolutioncenter/.)

Of particular interest to students is the section on forms. Particular forms student may need include financial aid forms, course deletion forms, withdrawal forms, and off-campus authorization forms. All forms can be found here: http://www.uml.edu/thesolutioncenter/Forms.aspx.

4. Centers for Learning and Academic Support Services (CLASS) - Tutoring Services
CLASS provides services to all students on campus. Some of the services they provide include academic advising, tutoring services, computing resources, and study skill sessions.

CLASS has two locations on both South (O’Leary Library, 1st Floor) and North Campus (Southwick Hall, 308).

5. Resource Center (Weed Hall)
The Resource Center is located in Weed Hall, Room 104. The goal of the resource center is to help you succeed. Some of the services it provides are: free peer tutoring and learning materials such as a skeleton, flashcards, books, and 3D models; computers and projector; and availability for study sessions and meetings.

Tutoring services are also available in the Resource Center located on the first floor of Weed Hall. Tutoring schedules are available within the Resource Center and from the Coordinator of Student Success (Weed 102).
6. Library & Media Services
Students are encouraged to take advantage of services provided at both the O’Leary Library on South Campus and the Lydon Library on North Campus: http://libweb.uml.edu/information_services/hours.html.

Each library houses a media services department where students can utilize equipment in office or rent for use for school projects. Please find out more information here: http://library.uml.edu/media/UML_Media_Center/Welcome.html.

7. Career Services & Cooperative Education Center
The Career Services Office (University Crossing, 220) provides assistance with dissemination of vocational information and career interviewing services. A basic resource library in the office provides occupational information, industrial literature, graduate school information, and self-help career aids. Students can establish and maintain an up-to-date file of personal records, a resume, letters of recommendation, and other supportive documentation. Copies of student credentials are sent to prospective employers upon their request or at the request of the student.

Activities conducted by Career Services include the following: letter writing clinics, resume writing clinics, salary negotiations, a travel-business etiquette success seminar, full and part-time job placement, interviewing practice, graduate placement, and guest speaking services. Students are encouraged to avail themselves of these services early on in their undergraduate career. These services are also available to alumni. Offices are located on both north and south campus. Please visit their website at: http://www.uml.edu/student-services/career-services/.

8. Counseling Center
The UML Counseling Center offers individual and group counseling to assist students who have concerns in vocational, personal, and educational areas. Counseling services are available free of charge and with the complete assurance that any concern discussed will be held in strictest confidence.

Services provided include: crisis intervention, individual counseling, psychiatric services (private insurance), biofeedback, and alcohol/drug counseling.

The center is located on the 3rd floor of University Crossing. More information can be found here: http://www.uml.edu/student-services/counseling/.

9. Health Services
The Student Health Services exists to provide accessible, affordable, quality healthcare to all University of Massachusetts Lowell students, with a particular focus on wellness and prevention.

Health Services is located within the Wellness Center at University Crossing, Third Floor. More information can be accessed here: http://www.uml.edu/student-services/health/

B. Academic Minors
UMass Lowell Exercise Physiology Students have the opportunity to declare and complete a minor from a variety of choices. The diversity of the EP curriculum allows for progress toward completion of a minor in Nutrition, Psychology, and Disability Studies.

Information on each minor can be found here:


**Psychology**: https://www.uml.edu/Catalog/Undergraduate/FAHSS/Psychology/Psychology-Minor.aspx.


While the minors listed are the most popular, some students are now looking into a Business Minor. More information can be found here: http://www.uml.edu/MSB/Undergraduate-Programs/Minor-in-Business-Administration.aspx.

C. Honors College
The Honors Program mission is “mission is to challenge, encourage, and celebrate undergraduate students who pursue a path of academic excellence on their way to becoming advanced scholars, working professionals, creative artists, and/or community leaders. We do this through innovative and engaging classroom settings, living communities, and special events that promote a love for inquiry, learning, and exposition. Our Honors College welcomes students who are able to thrive in a reading, writing, and research oriented environment and who want to be encouraged and challenged by their peers and our Honors Faculty”.

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Students are typically invited to the Honors College upon admission to the University or by student request. More information can be found here: http://www.uml.edu/Honors/How-To-Join.aspx. General information on the Honors College can be found at this link: http://www.uml.edu/Honors/default.aspx.

D. Student Engagement & Participation

1. EP Club
The Exercise Physiology club’s main objective is to provide further educational opportunities and experiences for EP majors but to also have a ton of fun while promoting an active and healthy lifestyle. This club is open to all majors and fitness levels! The EP club works very closely with the Physical Therapy (PT) club promoting annual events such as the Wheelchair Basketball game and joint social events. The EP club organizes an event for the annual University Spring Carnival and a “Knowledge Series” every month where a professional from the field comes to discuss a topic of particular interest to students.

If you are interested in joining the Exercise Club, please go to https://umasslowellclubs.collegiatelink.net/ and use your UMass Lowell email and password for login. Search for the Exercise Physiology club and join - you will know be updated on all events and meetings.

2. Exercise Physiology Student Ambassador (EPSA) Program
UMass Lowell Exercise Physiology Student Ambassadors (EPSA) are baccalaureate student volunteers (sophomore – senior) whose role responsibilities are to assist the Department of Physical Therapy and Exercise Physiology Program by:
- Serving as the Exercise Physiology Program’s premier student liaisons
- Participating in Open Houses, Early Action and Welcome Day receptions, and other department events (Note: Events may be held during evenings, weekdays, or weekends)
- Being available to help conduct College of Health Sciences (CHS) and Department of Physical Therapy tours for prospective students, their families, friends, and visitors

The process is as follows:
- Selection Process
  - Prospective student ambassadors must complete the EPSA application.
  - Applicants must be outgoing and friendly, enjoy meeting people, and be willing to give of their time to be a part of the Department of Physical Therapy and Exercise Physiology Program’s student leadership team.
- EPSA Requirements
  - Must be in good academic standing (i.e. achieving all GPA requirements)
  - Must have strong communication and interpersonal skills
  - Must be courteous and professional (including appearance)
  - Must be well rounded (i.e. academic performance, activities and/or athletics, and leadership)
  - Must attend periodic general meetings as needed
  - Must attend required annual orientation
  - Remain active for two consecutive semesters
  - Complete at least four events per academic year
  - EPSAs are expected to represent the Department of Physical Therapy and Exercise Physiology Program in a responsible, ethical and professional manner
- Benefits of membership are:
  - Build relationships with Department of Physical Therapy and Exercise Physiology Program faculty, staff and students
  - Experience University, CHS, and Department traditions firsthand
  - Opportunity to experience behind the scenes preparation for CHS and department events
  - Peer mentor opportunities with current Student Ambassadors

Applications are due every Spring semester. The application will be emailed to students during the spring semester.
E. Professional Organizations & Certifications

American College of Sports Medicine (ACSM) Certifications
http://www.acsm.org/
http://www.acsm.org/join-acsm/membership-options-benefits
http://www.acsm.org/certification

Health Fitness Certifications
● ACSM Certified Health Fitness Specialist
● ACSM Certified Group Exercise Instructor
● ACSM Certified Personal Trainer

Clinical Certifications
● ACSM Certified Clinical Exercise Specialist
● ACSM Registered Clinical Exercise Physiologist

Specialty Certifications
● Exercise Is Medicine® Credentials
● ACSM/ACS Certified Cancer Exercise Trainer
● ACSM/NCHPAD Certified Inclusive Fitness Trainer
● ACSM/NPAS Certified Physical Activity in Public Health Specialist

American Society of Exercise Physiologists (ASEP)
https://www.asep.org/

American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR)
● AACVPR program certification process
● Cardiac and pulmonary certifications
  https://www.aacvpr.org/MemberCenter/JoinAACVPRorRenewYourMembership/tabid/86/Default.aspx
● AACVPR membership for cardiovascular and pulmonary rehabilitation

National Strength and Conditioning Association (NSCA)
http://www.nsca.com/membership/
http://www.nsca.com/Certification/
● The Certified Strength and Conditioning Specialist®
● The Certified Special Population Specialist®
● The NSCA-Certified Personal Trainer®
● Tactical Strength and Conditioning-Facilitators
V. EXERCISE PHYSIOLOGY PRACTICUM

This capstone course in the EP curriculum is taken during either the fall or spring semester in the Senior year. It is an integrated practicum in which students are assigned either to a cardiopulmonary rehabilitation facility, fitness center, school system, research facility or strength and conditioning setting for 12 hours per week for 12 weeks. This experience is an integrated one, meaning students also return to campus to take other courses and attend Senior Seminar. The practicum is designed as a practical application of knowledge and as an opportunity to polish professional behavior, communication skills (verbal, non-verbal, written), problem-solving abilities, safety, and administrative/management skills. The goal of the Department of Physical Therapy Exercise Physiology Program is to prepare entry-level practitioners in Exercise Physiology.

A. Grading for Practicum Experience

Grades for EP Practicum experience are given as either Satisfactory (S) / pass or Unsatisfactory (U) / fail. If a student receives an Unsatisfactory grade, he/she will be dismissed from the program with the right to appeal. Students may not proceed to their Practicum Experience until all fr/soph/jr coursework is satisfactorily completed. Students must also complete specific health pre-requisites (as stated in the Professional and Technical Standards and Program Requirements).

B. Practicum General Policies

- The practicum component of the curriculum is directed by the Practicum Instructor with the Practicum Coordinator. The Practicum Instructor and Coordinator identify and develop sites which are suitable and compatible with the EP program. Students should not contact a facility to establish a practicum experience. Guidelines to propose a new practicum site are in section V., item F.
- All affiliations sign a contractual Agreement with the University. This Agreement, which is a legal and binding document, outlines the rights and responsibilities of each party. All such Agreements must be in place prior to any student beginning practicum.
- Any costs for practicum education are the students’ responsibility. These may include: transportation, parking, attire, nametags, meals, health pre-requisites, CPR certifications, etc.
- Students will meet with the Practicum Coordinator in their junior year to discuss pre-requisites for the practicum experience. These include health pre-requisites, immunizations, CORI checks, CPR certification etc. **All prerequisites must be completed prior to beginning a practicum.** In addition, some placements may also require an interview prior to being accepted to their site, attendance at an orientation or training prior to their first day of practicum, or an on-site blood or drug test.
- The Practicum Instructor and Coordinator will meet with the students in the junior year to determine who will go out on practicum during the fall semester or during the spring semester of their senior year. **Although student preference is considered, placements cannot be guaranteed on the basis of employment, transportation issues, family responsibilities, or athletic team participation.**
- Students must be enrolled in Senior Seminar at the same time as practicum.
- The Practicum Instructor and/or Practicum Coordinator will visit sites as needed. Should the situation require that a student be withdrawn from practicum, each case will be handled on an individual basis with potential outcomes ranging from delayed completion of the practical (i.e. withdrawal for a medical reason) to dismissal from the EP program (i.e. unacceptable behavior)
- Students with physical, mental, or emotional conditions must disclose this information to the Department prior to consideration for practicum placement. Medical diagnoses and medications must be known (specifically) for the students safety as well as for the safety of the clients with whom they will interact. All information disclosed is confidential.
- Students may NOT “double up” hours to finish clinical before the end of the semester.
- Students may NOT perform any invasive procedures such as drawing blood for a cholesterol test; as they are not trained and qualified to do so.
- Students MUST wear a nametag at all times at practicum so they are clearly identified as a UML student.
- Students MUST observe **Universal precautions.**
- Students MUST maintain confidentiality and all Health Insurance Portability and Accountability Act (H.I.P.A.A.) regulations.
- Students may NOT get paid by the site during their practicum semester. It is both an ethical consideration and is specifically prohibited by our contractual agreements.
C. Health Requirements
All students in the Exercise Physiology program must comply with the following:

- Prior to entry into the Practicum in the senior year (fall or spring), provide evidence of a current (within one year) physical exam indicating satisfactory general health and proof of immunization for:
  - measles
  - chicken pox or the varicella vaccine
  - mumps
  - rubella
  - Hepatitis B.
- Mantoux tests (TB) are to be administered within the minimum of 1 year of each practicum experience. Additionally, many facilities now require one TB test within the past year and a second within 3 months of the practicum placement. In such cases, the prospective student will be notified individually. Note: The Tine Test is not acceptable. A PPD is acceptable, and for some hospitals, required.
- Students must have a tetanus shot within 10 years or Tdap vaccine, and be cleared for tuberculosis.
- Practicum sites may have additional requirements (flu shot, test for color blindness, drug screen etc.).
- Students must complete all requirements of their practicum. See Appendix D.
- Failure to submit all required health documentation by the required deadline may result in termination of practicum placement.
- Any other pertinent health information/needs must be communicated to the department faculty in a timely manner.

D. CPR Certification (Infant Through Adult)
Evidence of current CPR Certification is required prior to entry in the senior year.

- The CPR certification must cover the entire practicum semester.
- The CPR certification must be for the healthcare provider and include CPR and AED for the adult, child and infant.
- The CPR certification should be from a reputable source (i.e. American Heart Association, American Red Cross).

E. CORI Check
A criminal background check (CORI check) is required before starting the Clinical Practicum. See Appendix E.

Massachusetts passed the Criminal Offender Record Information (CORI) act in 1996. According to the CORI Act, Massachusetts General Laws Chapter 7, sections 167-178, agencies have the right to require a criminal record check on any student affiliating at their institution. Education practicum experiences and some state licensing boards require a CORI check. Failure to pass a CORI check may jeopardize continued matriculation in the program, practicum placements, eventual licensure and/or certification. Final determination of a failed CORI check will be made by the department’s Professional Review Committee. Processing of the CORI can take several weeks therefore it is imperative that the paperwork be completed thoroughly and in a timely manner.

NOTE: A current driver’s license or state issued ID is required to process the CORI.

F. Dress Standard
While recognizing that personal tastes and styles may vary considerably, the EP program mandates a dress and grooming code that all students are expected to follow. Guidelines are not created to dictate strict conformity or to impose oppressive restrictions. They are standards that should be followed to ensure a personal appearance that is expected of students in the profession. This professional image should be maintained while in the classroom and laboratory, at a practicum site, and while attending college events or conferences on or off-campus.

- Students should demonstrate good hygiene and avoid wearing strong perfumes/colognes.
- Students should wear neat and clean clothing and avoid wearing clothing with offensive language.
- Hats, hoods and sunglasses should be removed while indoors.
- Clothing that is too tight, form fitting, loose fitting, or exposes cleavage, undergarments, mid-section, underwear or buttocks is not allowed.
- Visible tattoos should be covered with a bandage or clothing.
- Facial piercings should be removed while on practicum.
- Ear gages should be plugged closed with plugs matching skin.
- Students must adhere to any dress code requirements as stipulated by the practicum site.

If you are unsure about a practicum site dress code, ask your Site Supervisor or discuss with the Practicum Instructor.

**G. Emergency Policy**

**Medical Emergency**
In the event of a medical emergency involving a UMass Lowell student, practicum sites are instructed to follow the procedure outlined below:

1. Take necessary action to deal with the immediate emergency at the site.
2. During normal business hours, contact the Practicum Coordinator Ann Bratton at (978) 934-3114 in the Department of Physical Therapy.
3. Notify the student’s emergency contact on the form completed with the Practicum Site Supervisor the first week of practicum. A copy of this form is also given to the Practicum Coordinator.

**Exposure to Bloodborne Pathogens while on Practicum**
All students are expected to follow Universal Precautions. In the event of exposure to bloodborne pathogens, the student will follow these procedures.

1. Follow agency policy for reporting, testing, treatment AND THEN REPORT TO
2. UML’s Health Services Director at (978) 934-4492 for reporting, referral for testing, and referral for treatment if not provided by the agency.

Health Services will provide confidential medical evaluation and follow-up. Students need not share the details of the incident with anyone except the Director of Health Services. It is the exposed student’s option to participate in the testing and treatment.

**H. Practicum Attendance Policy**
Practicum experiences are part time (12 hours per week for 12 weeks) and times are arranged by mutual agreement of the student and supervisor. Students will follow the University calendar. Attendance is mandatory during practicum hours. Make up of any missed hours are at the discretion of the student’s supervisor, in consultation with the Practicum Instructor. Prolonged absence due to illness or injury may result in the student being dismissed from practicum and re-assigned in another semester.

- If a student cannot attend practicum due to illness, injury or family emergency, the student must notify his/her site supervisor and the Practicum Instructor.
- Students are excused from practicum should the University be closed due to a snow day. Any make-up for snow days is a mutual decision between the site supervisor and the student.
- Students who are observing religious holidays shall be excused from practicum that day and be given the opportunity to make up those hours. Speak to your site supervisor and to the Practicum Instructor prior to the holiday.
- Attendance at the co-requisite Senior Seminar is mandatory.

**I. Developing New Practicum Sites**
These guidelines are developed for students who would like to assist with establishing a new practicum site. The site CANNOT be a privately owned physical therapy site. Available sites are provided in the Junior Seminar documents and should be used as a guide. See the Practicum Coordinator and practicum instructor to discuss a site you would like to propose.

New practicum site proposals must be submitted a full three months prior to the selection process as it takes many a long time to work out the details and obtain a signed contract.

- For the spring selection process the deadline would be the last week in September.
- For the fall selection process the deadline would be the second week in February.