

Austin Community College

Exercise Science Student Handbook

2019

Welcome

The Austin Community College Exercise Science Student Handbook has been compiled by the Exercise Science faculty to provide information pertinent to students enrolled in this program. The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Austin Community College Catalog and serves to bridge the overriding policies of the college with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. A copy of the student catalog is available at each campus's administrative offices, or may be downloaded from the ACC website.

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act (ADA) . Inquiries regarding ACC's compliance with ADA, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADA/Affirmative Action Coordinator

5930 Middle Fiskville Rd . Austin, TX 78752-4390

512 .223 .7572 (voice) and 711 (Relay Texas)

If you should need assistance in overcoming obstacles during your course of study or want to visit with faculty for any reason, please feel free to contact us. The email addresses for full time faculty members are listed below. The names and email addresses for adjunct faculty are also listed. Office hours will be posted on office doors, in the course syllabi and on the web each semester.

FULL TIME FACULTY

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I. PROGRAM PURPOSE

The Exercise Science Program offers an educational avenue for individuals interested in a career in the fitness industry as a personal fitness trainer. The program offers a curriculum that integrates practical learning skills with current exercise related principles such that the graduate can enter the workforce as an employee with the practical, educational and interpersonal skills needed to function as a personal fitness trainer. The program also provides the opportunity for professional development, general public education and preparation for national exams offered through ACE, NSCA and ACSM.

II. TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

The Exercise Science program has established technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs with or without reasonable accommodations due to a documented disability. Students are required to meet technical standards and essential functions for the Exercise Science program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and practicum experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her.	Visual (corrected as necessary) <ul style="list-style-type: none"> ○ Able to read small print on dials and LED displays and set parameters on PT equipment ○ Able to visually discriminate postural, musculoskeletal positions of the body, and color changes of skin. ○ Assess the environment at a distance. Auditory (corrected as necessary) <ul style="list-style-type: none"> ○ Recognize and respond to soft voices, auditory timers, and emergency alarms ○ Distinguish between normal and abnormal lung sounds and evaluate blood pressure. Tactile <ul style="list-style-type: none"> ○ Palpate a pulse and detect changes or abnormalities of surface texture, skin, muscle tone, temperature and locate boney prominences.
Communication	Ability to communicate effectively using verbal, non-verbal and written formats with	<ul style="list-style-type: none"> ○ Transmit information to clients, fellow students, faculty

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
	faculty, other students, clients, families and all members of the facility team.	and staff, and members of the facility. <ul style="list-style-type: none"> ○ Prepare, receive and interpret written communication in both academic and off-site locations.
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<ul style="list-style-type: none"> ○ Able to provide emergency treatment to clients (CPR/AED). ○ Possess manual dexterity necessary to manipulate equipment that would include equipment pins, knobs and gauges. ○ Ability to lift 45 pounds.
Intellectual	Ability to collect, interpret and integrate information necessary to make sound client program recommendations.	<ul style="list-style-type: none"> ○ Read and comprehend relevant information in reference and professional literature. ○ Integrate, retain and synthesize information to apply appropriate recommendations for client programs. ○ Apply knowledge to new situations for appropriate program design alterations. ○ Complete tasks, within required time limits.
Behavioral and Social Attributes	Possess the emotional health and stability necessary to work with others in a professional setting.	<ul style="list-style-type: none"> ○ Able to develop professional relationships with clients and other members of the facility in both dress and demeanor.

III. PROGRAM AWARDS

The Exercise Science offers two certificates and an Associate of Applied Science degree. The Fitness Specialist certificate is a one semester certificate completed in the fall semester. The Personal Fitness Trainer certificate is a one year certificate that is completed in a fall, spring, summer sequence. The AAS degree requires two years (or four semesters) in addition to a summer semester to complete.

IV. PROGRAM LEARNING OUTCOMES

Each of the awards offered through the Exercise Science program have learning outcomes that are achieved by all completers of the specific award pursued. Below are these learning outcomes.

Award: Fitness Specialist certificate	
<i>Program Level Student Learning Outcomes:</i>	
1.	Demonstrate functional ability to perform basic fitness assessment skills and use of basic training equipment for an apparently healthy adult.
2.	Describe an understanding of wellness and it's role in health.
3.	Describe a standard fitness facility in regards to organization structure, financial management and legal concerns.

Award: Personal Fitness Trainer certificate	
<i>Program Level Student Learning Outcomes:</i>	
1.	Demonstrate functional ability to perform basic and advanced fitness assessment skills and use of a wide variety of training equipment for an apparently healthy adult.
2.	Describe wellness and it's role in health.
3.	Describe a standard fitness facility in regards to organization structure, financial management and legal concerns.
4.	Demonstrate the capacity to integrate anatomical structures in regards to human movement.
5.	Articulate acute and chronic adaptations of multiple human systems to overloads created by resistance, aerobic and anaerobic methods of training.
6.	Create and implement a comprehensive training program for an individual that demonstrates appropriateness and goal oriented design elements.
7.	Demonstrate functional ability to perform advanced fitness assessment skills and use of a wide variety of training equipment for an apparently health adult and a special population adult
8.	Demonstrate professionalism in the workplace and the ability to work with others.
9.	Demonstrate the skills required to teach exercise in a variety of group settings.

Award: Exercise Science Associate of Applied Science degree	
<i>Program Level Student Learning Outcomes:</i>	
1.	Demonstrate functional ability to perform basic and advanced fitness assessment skills and use of a wide variety of training equipment for an apparently healthy adult and a special population adult.
2.	Describe wellness and it's role in health.
3.	Describe a standard fitness facility in regards to organization structure, financial management and legal concerns.
4.	Demonstrate the capacity to integrate anatomical structures in regards to human movement.
5.	Articulate acute and chronic adaptations of multiple human systems to overloads created by resistance, aerobic and anaerobic methods of training.
6.	Create and implement a comprehensive training program for an individual that demonstrates appropriateness and goal oriented design elements.
7.	Demonstrate functional ability to perform advanced fitness assessment skills and use of a wide variety of

	training equipment for an apparently health adult and a special population adult
8.	Demonstrate professionalism in the workplace and the ability to work with others.
9.	Demonstrate the skills required to teach exercise in a variety of group settings.

SCANS

SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS

In 1990, the Secretary of Labor appointed a commission to determine the skills our young people need to succeed in the world of work. The commission's fundamental purpose was to encourage a high- performance economy characterized by high-skill, high-wage employment. Although the commission completed its work in 1992, its findings and recommendations continue to be a valuable source of information for individuals and organizations involved in education and workforce development.

Skills competencies are what a person must know to handle five facets of any workplace—resources, interpersonal relationships, information, systems and technology. The SCANS report also indicates various proficiency levels for each competency. Underlying these competencies is the skills foundation, which goes beyond the “three R’s” to include speaking and listening skills and the thinking skills—those creative and analytical skills necessary for problem solving and decision making. Finally, the foundation includes personal qualities highly prized by employers—qualities such as responsibility, self-esteem and integrity.

SKILLS COMPETENCIES

1. RESOURCES: IDENTIFIES, ORGANIZES, PLANS, AND ALLOCATES RESOURCES.

- 1.1 Time—selects relevant goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
- 1.2 Money—uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records, and makes appropriate adjustments.
- 1.3 Materials and Facilities—acquires, stores, allocates, and distributes materials, supplies, parts, equipment, space, or final products efficiently.
- 1.4 Human Resources—assesses knowledge and skills and distributes work accordingly, evaluates performance and provides feedback.

2. INTERPERSONAL: WORKS WITH OTHERS.

- 2.1 Participates as a Member of a Team—works cooperatively with others and contributes to group with ideas, suggestions, and effort.
- 2.2 Teaches others—helps others to learn.
- 2.3 Serves Clients/Customers—works and communicates with clients and customers to satisfy their expectations.

- 2.4 Exercises Leadership—communicates ideas to justify position; encourages, persuades and convinces others; challenges existing procedures and policies.
- 2.5 Negotiates—works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
- 2.6 Works with Cultural Diversity—works well with men and women with a variety of ethnic, social, or educational backgrounds.

3. INFORMATION: ACQUIRES AND USES INFORMATION.

- 3.1 Acquires and Evaluates Information—identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy.
- 3.2 Organizes and Maintains Information—organizes, processes and maintains written or computerized reports and other forms of information in a systematic fashion.
- 3.3 Interprets and Communicates Information—selects and analyzes information and communicates the results to others using oral, written, or multi-media methods.
- 3.4 Uses Computers to Process Information—employs computers to acquire, organize, analyze, and communicate information.

4. SYSTEMS: UNDERSTANDS COMPLEX INTERRELATIONSHIPS.

- 4.1 Understands Systems—knows how social, organizational and technological systems work and operates effectively within them.
- 4.2 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- 4.3 Improves and Designs Systems—makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

5. TECHNOLOGY: WORKS WITH A VARIETY OF TECHNOLOGIES.

- 5.1 Selects Technology—judges which set of procedures, tools or machines, including computers and related technologies, will produce the desired results.
- 5.2 Applies Technology to a Task—understands the overall intent and the proper procedures for setup and operation of equipment.
- 5.3 Maintains and Troubleshoots Technology—prevents, identifies, or solves problems in machines, computers, and other technologies.

FOUNDATION SKILLS

6. BASIC SKILLS: READS, WRITES, PERFORMS ARITHMETIC, AND MATHEMATICAL OPERATIONS, LISTENS, AND SPEAKS.

- 6.1 Reading—locates, understands, and interprets written information; learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
- 6.2 Writing—communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience . Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
- 6.3 Arithmetic—performs basic computations, uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information .
- 6.4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
- 6.5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.
- 6.6 Speaking—organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion, and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback; and asks questions when needed.

7. THINKING SKILLS: THINKS CREATIVELY, MAKES DECISIONS, SOLVES PROBLEMS, VISUALIZES, KNOWS HOW TO LEARN, AND REASONS.

- 7.1 Creative Thinking—uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- 7.2 Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
- 7.3 Problem Solving—recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of

action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.

- 7.4 Seeing Things in Mind's Eye—organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system's operation from schematics, the flow of work activities from narrative descriptions, or the taste of food from reading a recipe.
- 7.5 Knowing How to Learn—recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).
- 7.6 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text, applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.

8. PERSONAL QUALITIES: DISPLAYS RESPONSIBILITY, SELF-ESTEEM, SOCIABILITY, SELF-MANAGEMENT, AND INTEGRITY AND HONESTY.

- 8.1 Responsibility—exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- 8.2 Self-Esteem—believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
- 8.3 Sociability—demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others, responds appropriately as the situation requires; and takes an interest in what others say and do.
- 8.4 Self-Management—assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and nondefensively, is a “self-starter”.
- 8.5 Integrity/Honesty—can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.

TRANSFER POLICY

Any student wishing to transfer credit hours from another FITT Program will provide documentation of their previous education with transcripts from the educational institution and all FITT course syllabi with objectives. Some requirements may be waived or substituted by the Department Chair. Admission to the program is subject to classroom and practicum space availability.

Please note: Austin Community College policy states that at least 25% of the hours in the degree plan (15 credit hours for FITT degree plan) must be completed in residency at Austin Community College in order to be granted a degree from our institution.

TRANSFER CREDIT

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College. Any student who wishes to discuss transfer credit should make an appointment with the Department Chair to discuss such transfers.

ADVANCED CREDIT/CLEP

It is the student's responsibility to submit official results to the Admission and Records office of ACC for any coursework where the student has received Advanced Placement or successfully completed a CLEP.

READMISSION POLICY

Any student who withdraws from or drops out of the program must complete the following procedure for readmission:

- A. A student who has earned a D or F in any FITT course or has withdrawn from the program before academic closure of the first semester is required to proceed through the regular application, selection and acceptance procedures along with all other candidates the following year.
- B. A student who is unsuccessful academically or withdraws for personal reasons after academic closure of the first semester will complete the following:
 1. Submit a written request for readmission to the Department Chair at least one month prior to registration for the semester in which he/she wishes to enroll. The letter should delineate the steps the student has taken that will enable him to successfully complete the program on the second attempt.
 2. Readmission to the program is subject to classroom and practicum space availability.
- C. Any student making a D or F in any FITT courses within a semester will repeat all courses that were assigned these grades.

COMPLETION OR PINNING CEREMONY

If deemed a sufficient number of completing graduates, at the completion of the program, the graduates, their families and friends are invited to a ceremony at which recognizes the student's accomplishment. This ceremony may be held in room 8500 at Eastview Campus.

EXERCISE SCIENCE POLICIES AND PROCEDURES

2019-2020

The Austin Community College Exercise Science Policies and Procedures have been compiled by the faculty to provide information pertinent to all students in the program.

These policies and procedures should be used as a supplement to the Austin Community College Catalog and the program specific student handbook.

The Exercise Science program prohibits discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

We wish you success in the pursuit of your educational goals.

POLICIES AND PROCEDURES

Students enrolled in ACC Exercise Science program are expected to agree to and abide by the ACC Student Policies and Procedures located at: <http://www.austincc.edu/catalog>

ACADEMIC DISHONESTY

Academic integrity is an essential component of professional behavior in the program. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Exercise Science program follow the college's general policies on academic integrity as set forth in the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/>

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition: Actions constituting violations of academic dishonesty include, but are not limited to, the following:

Cheating: The use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

- using unauthorized notes or other study aids during an examination
- using unauthorized technology during an examination; only approved calculators may be used; no cell phones
- improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
- looking at other students' work during an exam or on an assignment where collaboration is not allowed
- attempting to communicate with other students in order to get/give help during an exam or on an assignment where collaboration is not allowed (i.e. competency check offs)

- obtaining an examination prior to its administration
- altering graded work and submitting it for re-grading
- allowing another person to do one's work and submitting it as one's own
- submitting work done in one class for credit in another without the instructor's permission
- removal of privacy screen on computer

Plagiarism: Defined as taking another person's intellectual work and using it as one's own; for example, this includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Collusion: Knowingly helping another individual violate any provision of the Academic Dishonesty guidelines. Collusion includes assistance with assignments or tests that are not authorized by the instructor

Falsifying institutional records or other legal or source documents: Includes altering grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and reporting forms used by the college.

PROGRAM PROGRESSION

In order to successfully progress through the Exercise Science program, the student must at a minimum (individual programs may have additional requirements):

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
 - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
 - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
- Achieve a minimum grade of "C" in all Exercise Science courses (grading scale of individual programs may vary)
- Satisfactorily meet course objectives.

GRADUATION

In addition to the graduation requirements contained in the ACC College Catalog (See "Graduation"), the prospective graduate must:

1. Complete all courses listed in the official degree plan with a minimum grade of "C". Some exceptions to this requirement are considered for non FITT courses.
2. Have official transcripts from all other colleges sent to ACC Admissions and Records for evaluation, if student has taken courses at other colleges that apply to the degree plan.
3. Apply for graduation in accordance with college policies.

COMPLETION CEREMONY GUIDELINES

This event, if scheduled, culminates a very significant achievement of a goal. It is a time to recognize the accomplishments of all students. Students are expected to present professional appearance as well as to recognize your individual role as a representative of a new profession and ACC.

GUIDELINES FOR DRESS

Required attire is business/professional dress.

Minimum

Males

- Pressed slacks or khakis—NO JEANS
- Button down shirt or “polo” type shirt. NO T- Shirts
- Closed toe, business or dress type shoes.
- May wear clean athletic shoes if approved by department chair.
- PLEASE DO NOT WEAR – T-shirts, shirts with “logos”, baseball caps, shorts, jeans
- No sandals, flip flops, etc.

Females

- Conservative dresses or skirts that at least come to the top of the knee
- Dress slacks with a business shirt/blouse —
- Closed toe shoes preferred, heel no higher than 2 ½’.
- May wear clean athletic type shoes if approved by department chair.
- PLEASE DO NOT WEAR - halter tops, strapless dresses, revealing tops etc.
- No sandals, flip flops, etc.

Preferable: Above dress with a clean, pressed lab coat or uniforms if applicable. Non-compliance with the above dress guidelines may result in the student not being allowed to participate in the ceremony.

GUIDELINES FOR STUDENT SPEAKER AND MEDIA

- One speaker that best represents the class
- Student must submit his/her remarks in writing to the Department Chair for approval.
 - Proper use of English
 - No “street” language, slang or other improper verbiage
 - Follows HIPAA and FERPA standards for confidentiality
 - Must be submitted to Department Chair or their designee 3 weeks prior to the ceremony to allow ample time for review
 - Limited to 5-10 minutes
 - If student deviates from the approved speech, exceeds the time limit, and/or remarks are inappropriate, the ceremony coordinator or dean will terminate the speech. The ceremony will proceed according to the printed program.

Use of media

- No pictures of any hospital/healthcare agency, patients, visitors or staff
- No pictures with alcohol, or other activities which may be interpreted as unprofessional behavior
- Must be reviewed by Department Chair on flash drive to remain with Department Chair until use
- Limit 5-10 minutes

STUDENT COMPLAINT PROCEDURE

The Exercise Science program follows the college's policies for student complaints as set forth in the ACC Student Policies and Procedures located at: <http://www.austincc.edu/handbook> and the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from <http://www.austincc.edu/catalog>. The purpose of the student complaint procedure (<http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>) is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

SMOKING, NICOTINE VAPOR AND TOBACCO PRODUCTS

The College District prohibits the use, distribution, and/or sale of tobacco, smoke, and nicotine vapor products and devices (including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, or any other related products and devices) by any person on all premises owned, rented, leased, or supervised by the College District, including all College District facilities, buildings, and grounds. This prohibition applies to property owned by others that the College District uses by agreement, and further applies to all District vehicles. The only exception to this total prohibition shall be in those circumstances where the College District is party to a contract or other agreement relating to the property that limits its authority in this regard.

SEXUAL AND/OR RACIAL HARASSMENT COMPLAINTS

If an Exercise Science student has a complaint regarding sexual or racial harassment the student should refer to the ACC Student Policies and Procedures located at: <http://www.austincc.edu/handbook> and to the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded at: <http://www.austincc.edu/catalog>

GRADE CHANGE POLICIES AND PROCEDURES

ACC Exercise Science program follows the college's policies on grade change as set forth in the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog>

ASSIGNMENT OF GRADES

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

GRADE DISPUTES

If a student believes that an error has been made in the assignment of a grade, he or she should follow the Grade Dispute Policy in ACC Student Policies and Procedures located at <http://www.austincc.edu/catalog> (<http://www.austincc.edu/students-rights-and-responsibilities/grade-disputes>) in the ACC Catalog. A copy of the catalog is available at each campus's administrative offices.

LAB/PRACTICUM POLICIES

PROFESSIONAL BEHAVIOR

Faculty of Austin Community College and the Exercise Science Program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Exercise Science students, while representing Austin Community College at any practicum agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and practicum agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Exercise Science Handbook.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Students must remember that the information concerning clients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

SOCIAL MEDIA AND PORTABLE ELECTRONIC DEVICES

Social media platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation (VanderbiltHealth.com). Examples include but are not limited to:

- Blogs: Wordpress, Blogger
- Social Networking Sites: Facebook, Twitter, LinkedIn
- Virtual Social Worlds: Second Life

- Collaborative Projects: Wikis
- Content Communities: YouTube, Flickr

WHAT ARE PORTABLE ELECTRONIC DEVICES (PED)?

Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This definition generally includes, but is not limited to, laptops, PDAs, pocket PCs, palmtops, Media Players (MP3s), memory sticks (thumb drives), cellular telephones, PEDs with cellular phone capability, and pagers. (US Department of Homeland Security)

GENERAL INFORMATION

When publishing information on social media sites, the student needs to be aware that information may be public for anyone to see and can be traced back to them as an individual. There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, ask your faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in an ACC Exercise Science program, you may encounter confidential information within the classroom or during labss/practicums. It is the responsibility of the student to follow the following policy related to Social Media.

POLICY

- All social media postings must be made within the guidelines of the “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program specific student handbook, and Professional Codes of Conduct/Code of Ethics as applicable to their specific field.
- All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable facility policy, and state law.
- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained as a result of your presence in a clinical/practicum setting or as a result of a student-patient/client relationship.
 - Do not identify clients by name or post or publish information that may lead to the identification of a client (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
 - During labs/practicums, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.
 - Do not take photos or videos of patients/clients on personal devices, including cell phones.
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship.
- Student must have permission from the faculty to videotape or audio tape in the classroom. Official accommodations made by the Student Accessibility Services (SAS) will be provided.

- Personal phone conversations or texting are NOT allowed at any time while in the classroom. If the student needs to respond to an emergency text or call during class, the student is asked to leave the classroom.

CONSEQUENCES

- Violations of patient/client privacy with a portable electronic device/use of social media platforms will be subject to HIPAA procedure/guidelines and consequences.
- Students who violate “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program specific student handbook, and Professional Codes of Conduct/Code of ethics codes through the use of social media platforms/portable electronic communication devices do so at the risk of disciplinary action that can be failure in a course and/or dismissal from the program.

SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES

The Exercise Science program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe lab/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the Exercise Science Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of equipment
- lack of proper protection of the client which potentiates falls, lacerations, new or further injury
- failure to perform pre-procedure safety checks of equipment, devices or client status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending practicum while ill

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with clients, family members, staff, or faculty, may potentially compromise contractual agreements and/or working relations with practicum affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a client health record
- Misrepresenting care given related to the lab/practicum experience
- Recording, taping, taking pictures in the lab/practicum setting without expressed consent

PLACEMENT POLICY

ACC will not place a student at a practicum site where the student is currently employed by the facility in the same department and/or under the same supervisor and where the ACC faculty is not continually onsite with the student.

PROGRESSIVE DISCIPLINE

Faculty is committed to assisting students to be successful in the program. To afford students due process, Exercise Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program

Step 3: Probation

Probation action is implemented for:

- Unsatisfactory practicum performance
- Unsatisfactory practicum attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional practice that compromises client or staff safety
- Behavior which compromises practicum affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a specified time frame in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of client confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior/unsafe behavior that seriously jeopardizes client, student, or staff safety
- Unprofessional behavior that seriously jeopardizes practicum affiliations.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.

- Withdrawal Policy: Semester Credit Courses
<http://www.austincc.edu/admrule/1.04.003.htm>
- Instructor Initiated Withdrawal and Appeal Policy <http://www.austincc.edu/admrule/4.01.002.pdf>

HEALTH AND SAFETY INFORMATION

HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. Information about health insurance is available at <http://www.austincc.edu/students/international-students/life-in-the-us/health-insurance>. Additional information can be found at <http://sites.austincc.edu/health/student/resources/#health-insurance>). Should medical care be required, the student is responsible for all costs of treatment/medical care unless covered under the accident insurance policy described below.

Accident Insurance-- Austin Community College students purchase Student Accident Insurance by paying applicable Insurance Fee at the time of registration and current payment. The Student Accident Insurance pays for injuries occurring from school sponsored activities related to the selected classes. The insurance policy is a \$10,000 maximum benefit per accident policy with a \$25 deductible per claim. The policy pays for reasonable and customary charges for treatment of injuries. It does not pay for illnesses such as allergies, influenza, or fainting. The policy is a 'primary pay' policy; it will pay first regardless if the student has any other insurance.

<http://www.austincc.edu/offices/environmental-health-safety-and-insurance/student-insurance>

CPR/AED REQUIREMENTS

All Exercise Science students are required to provide the following documentation prior to placement at a practicum site:

- Current Adult CPR/AED certification.

All items must be current for the duration of the coming semester. If any item expires during the semester, it must be completed (redone) prior to the first day of class or earlier as directed by the program

ACCIDENT PROCEDURES

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the lab/practicum area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he/she may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student may be required to pay the cost/ bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company for the cost of treatment. The deductible is not eligible for reimbursement.
5. The injured student will use the designated claim form. All applicable components of the claim form must be completed. The completed form must contain the signature of the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Risk Management Department
9101 Tuscany Way

Austin, TX 78754
Phone: 512-223-1015 Fax: 512-223-1035

6. The student or faculty submits a copy of the completed insurance form, HIPAA, release form, and the Fraud Warning certification to the Department Chair of ACC Personal Fitness Trainer program immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report to the Department Chair within 48 hours of the event.
8. The Department Chair will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

<https://docs.google.com/viewer?a=v&pid=sites&srcid=YXVzdGluY2MuZWZWR1fGFjYy1mb3Jtcy1pbmZlbnRvcnl8Z3g6MjJlZTlxZWZlMjU2NDNlOAA>

<https://docs.google.com/viewer?a=v&pid=sites&srcid=YXVzdGluY2MuZWZWR1fGFjYy1mb3Jtcy1pbmZlbnRvcnl8Z3g6MzAwYmM3MzhkNTEzOWZhYw>

FACILITY SPECIFIC ORIENTATION/TRAINING/TESTING

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information (see HIPAA Compliance Manual at <http://sites.austincc.edu/hipaa/hipaa-compliance-manual/>). Since Exercise Science students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must annually complete an online training module to remain in compliance with HIPAA regulations. Students are not allowed to enter the practicum settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website: <http://sites.austincc.edu/hipaa/training-module/>

HIPAA BREACH NOTIFICATION PROCESS

If a breach occurs, the Event Notification Form (found on the HS Faculty Resource page) **must be completed within three working days and distributed as follows:**

- Covered Entity (clinical site/facility)
- HIPAA Privacy Officer
- Program/Department HIPAA File

Violations and sanctions can be applicable to program and to the individual involved. The involved Program/Department follows the progressive discipline policy in the Student Handbook that addresses student confidentiality violations.

SUBSTANCE ABUSE POLICY (SUSPICION - BASED DRUG TESTING)

The well-being of clients cared for by our students is of primary concern in all programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Exercise Science program has adopted a substance abuse testing program wherein a student who is participating in lab/practicum courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

TESTING PROCEDURE

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening.*
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a departmental representative.
5. After the drug screen specimen has been obtained, the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all lab/practicum activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the

student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.

9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Catalog.
10. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.

* Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

EMERGENCY INSTRUCTIONS

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See Emergency Instructions at Student Handbook at <http://www.austincc.edu/nexus/top/docs/emergency-procedures.pdf>

GENERAL EMERGENCIES

To reach the ACC Police Department dial 222 from any campus phone or 512.223.7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

MEDICAL EMERGENCIES

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 512.223.7999 from any cell phone, pay phone, or off-campus phone.

SEVERE WEATHER/OUTDOOR HAZARDS

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

FIRE

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongings if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

GUNMAN ON CAMPUS

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 512.223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice.

CONTACTING A STUDENT IN AN EMERGENCY

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student. Please visit <http://www.austincc.edu/ferpa> for more detailed information about FERPA.