



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS™

COURSE SYLLABUS

EPHP 4684 Exercise Physiology and Human Performance Internship

Course Dates and Location

This is a semester-long course (Spring/Summer/Fall) that requires completing a minimum of 250 contact hours at the internship site.

Internship Coordinator Contact Information

Dr. Chris Poole

Office: WH 322Q

Phone: (254) 519-5794

Email: poole33@tamuct.edu

Office Hours

Tuesday 12:00-4:00 (virtual), Wednesday 9:00am-1:00pm (virtual or in person). Please email me to set up a Zoom or in person meeting if you would like to meet. I am available most days of the week.

Student-Instructor Interaction

I will usually respond within 24 hours to any student emails sent between normal business hours Monday-Friday.

Emergency Warning System for Texas A&M University-Central Texas

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]

- [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- 2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
- 3. Complete your profile and accept the terms of service

Course Description

An applied, monitored and supervised, professional learning experience for which the student may or may not be paid. The internship provides hand-on experience for the EPHP major in the area of his or her concentration. A minimum of 250 hours on-site is required. The experience includes a special project determined jointly by the student and the agency Site Supervisor. Students follow a negotiated and/or directed plan of study where a high level of supervision is provided by the Site Supervisor. Prerequisites: EPHP 3301, 3302, 3303, 3304, 3305, and 3306.

Description of Instructional Methods

To be determined by the agency and the Internship Site Supervisor.

Course Requirements

1. **Required textbooks:** Designated by agency or internship site. There are no textbooks required by the University Internship Coordinator.
2. **Attendance Policy:** Professionalism is expected of all students participating in the internship experience. Any absences during the internship must be arranged with the Site Supervisor. Internship agencies reserve the right to terminate an internship at their discretion. There is a “three strikes and you are out” policy- after three unexcused absences or tardies. The student may be removed from the internship site and, after meeting with the university internship supervisor, complete an alternative internship, or receive an “F” for the internship.
3. **Make-Up Policy:** Students will coordinate any site make-up work with their Site Supervisor. All weekly reports not handed in on time still must be completed in order to complete the internship. Late reports will impact the course grade; see grading criteria for specifics.

Course Goals

See the Student Benefits section of the Internship Manual for a detailed listing of goals (page 6).

Student Learning Outcomes

By the end of the internship, the student intern will:

- A. Explore and apply employment application knowledge and skills.
- B. Reflect on their experience including making connections between theory learned in academic classes and practice in the field.
- C. Demonstrate professional dispositions required for success in their vocational field.

Evaluation Procedures of Learning Outcomes

Project	Points	Description and Grading Criteria	Outcome Alignment
Pre-Internship Preparation	50	Meets deadlines for turning in Internship Application, error-free resume, two disposition forms (self and faculty) (10). Application is completely and thoughtfully filled out (10). Resume and cover letter are error free, or, if errors were found, was reviewed by Career and Professional Development (10). Student has shown initiative in exploring internship opportunities and has either applied for 3 or more positions, contacted and secured an approved internship site, or developed an independent internship plan (10). The student completes Appendix A 5 & 6 in a timely manner and the student develops a quality internship plan and actively participates in any/all meetings. (10).	A C
Weekly Logs	100	Student completes a weekly log form by Sunday night, at the end of each week, regardless of number of hours worked. Reflections are thoughtful, sincere, specific, deal with work issues, and complete. Student communicates with University Internship Coordinator ahead of time or as soon as possible afterwards if log forms will not be on schedule (significant reasons like a death in the family).	B C
Special Project	50	Student completes a project that is jointly decided upon with the Site Supervisor and fits into the overall scope and learning objectives of the internship experience. If something is created (booklet, presentation, etc.) please include a copy as instructed with the Final Report (See below). Pictures can serve as documentation for this project as well. The Site Supervisor will be largely responsible for assessment of the project.	A C
Professionalism	100	Student will be graded in this area based on conversation with site supervisor, items in the disposition report, and comments and ratings on Intern Evaluation by Employer. Specific items include personal interactions (10), professional appearance (10), professional attitude (10) professional integrity (10), cooperation (10), organization (10), communication skills (10), interpersonal skills (10), knowledge base (10), and critical thinking (10).	C
Final Internship Report	100	Student completes internship report by time agreed upon in Appendix A (10). Report contains the following items completely filled out, as described in Appendix E of the internship manual: a title page (5), a table of contents (5), introduction (5), duties and responsibilities (20). Self-analysis (20), Student Evaluation of Internship (Appendix D) (5), copies of weekly log reports (5), copy of updated resume & cover letter (10), other documentation/special project and copy of thank you letter (15).	B C

Grading Policy

Students who do not complete all 250 hours will be graded according to the percentage of total hours completed relative to the course requirements. Example: If a student completes 200 hours, then $200/250 = 80\%$ of required hours completed. Therefore, the student at best would earn a maximum grade of 80% for the course if all other assignments are graded at 100%.

360 – 400 points (90-100%) = A	280 - 319 points (70-79%) = C	Below 240 points (Below 60%) = F
320 – 359 points (80-89%) = B	240 – 279 points (60-69%) = D	Incompletes: Must have completed 75% of work and have a documented concern.

Note: Students who are dismissed from an internship site with documented misconduct, dishonesty, falsifying records, inappropriate actions with children/clients/patients, numerous unexcused absences, or other serious transgressions, may be removed at any time from the internship site and given a "F" for the internship.

All grades will be posted on the Canvas gradebook.

COURSE OUTLINE AND CALENDAR

Week 1: Jan 18-21	Pre-Internship paperwork due by Jan 17, accumulate internship hours, log due on Sunday at end of week
Week 2: Jan 24-28	accumulate internship hours, log due on Sunday at end of week
Week 3: Jan 31 – Feb 4	accumulate internship hours, log due on Sunday at end of week
Week 4: Feb 7-11	accumulate internship hours, log due on Sunday at end of week
Week 5: Feb 14-18	accumulate internship hours, log due on Sunday at end of week
Week 6: Feb 21-25	accumulate internship hours, log due on Sunday at end of week
Week 7: Feb 28 – March 4	accumulate internship hours, log due on Sunday at end of week
Week 8: March 7-11	accumulate internship hours, log due on Sunday at end of week
Spring Break Week (optional) March 14-18	accumulate internship hours, log due on Sunday at end of week
Week 9: March 21-25	accumulate internship hours, log due on Sunday at end of week
Week 10: March 28 – April 1	accumulate internship hours, log due on Sunday at end of week
Week 11: April 4-8	accumulate internship hours, log due on Sunday at end of week
Week 12: April 11-15	accumulate internship hours, log due on Sunday at end of week
Week 13: April 18-22	accumulate internship hours, log due on Sunday at end of week
Week 14: April 25-29	accumulate internship hours, log due on Sunday at end of week
Week 15: May 2-6	accumulate internship hours, log due on Sunday at end of week
Week 16: May 9-13	All assignments due by Friday (log, site supervisor evaluation (professionalism), and internship report (this includes special project documentation))

Important University Dates

<https://www.tamuct.edu/registrar/academic-calendar.html>

February 2: Deadline to drop 16-week course with no record.

April 8: Deadline to drop 16-week course with a Q or W.

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central, 24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s

Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant

and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.