

William Paterson University Department of Kinesiology

Student Success Handbook

2018-19



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PREFACE

The purpose of this handbook is to guide you through the Kinesiology curriculum at William Paterson University. Use it in conjunction with the William Paterson Catalog as you pursue the Bachelor of Science, Bachelor of Arts, or Master of Science degree. This handbook contains curricular requirements and course sequences for the four undergraduate majors in Kinesiology-- Athletic Training, Exercise Science, Physical Education, and Sport Management --along with the graduate program in Exercise and Sport Studies plus other valuable information about professional organizations and careers in those areas. It also includes major departmental and college academic policies. Please read the handbook carefully and thoroughly. **You are responsible for knowing its contents.** If you do not understand something in the handbook, ask your advisor or any Kinesiology faculty member for an explanation. They will be happy to help.

Keep in mind that you will follow the curriculum outlined in the Undergraduate Catalog or Graduate Catalog and handbook for the year in which you matriculated to the university. Thus, if you entered the Department of Kinesiology in Summer, 2018, Fall, 2018 or Spring, 2019 you will follow the 2018-19 handbook and catalog throughout your degree program.

ACKNOWLEDGEMENT

I, _____ (print name) have read the contents of this Student Success Handbook, understand its contents and have had questions answered. I agree to abide by the terms of the policies included.

Name

Date

855 student ID # _____

WELCOME AND GREETINGS FROM THE FACULTY

We are pleased to welcome you to the Department of Kinesiology at William Paterson University. We are proud of our curriculum that has been designed to meet the challenges of constantly changing times. Although mastering it will require your best effort and we will accept nothing less, you will work with a dedicated faculty that is eager and willing to help you meet its demands and challenges.

Ever since Dr. Arnold Speert, former President of the University, announced his policy of putting “students first,” we strive to carry out the spirit of his policy at the departmental level. Our approach to advisement is proactive. The Kinesiology faculty reaches out to and is available for its students who need help. The compassion of the faculty and its dedication to responsible advisement, however, does not excuse you from knowing completely your course of study and fulfilling all of its academic requirements.

As you begin your journey through the Kinesiology curriculum, the Kinesiology faculty wish you well. We know it will be difficult, perhaps even frustrating at times, but when graduation day arrives and you look back, you will find the educational experiences that you have had at William Paterson to be meaningful and satisfying.

FACULTY OF KINESIOLOGY DEPARTMENT

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*All offices are located beside Gym B.

THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
Department of Kinesiology
EDUCATIONAL PHILOSOPHY & OVERVIEW

At William Paterson University, the Faculty of Kinesiology believe that the student must:

1. Be liberally educated so that he/she can understand the world in which we live.
2. Have a strong scientific background in human movement.
3. Have opportunity to develop physical performance skills.
4. Have opportunity to strengthen weaknesses and enhance strengths.
5. Have opportunity to specialize within the Kinesiology curriculum.
6. Have opportunity to develop competencies in chosen major(s) within the discipline.

Upon the successful completion of the Kinesiology undergraduate program, you may elect to:

- 1) Pursue a career related to your major and/or
- 2) Pursue graduate study in a chosen area of study.

In addition to your academic pursuits, it is recommended that you get involved in activities sponsored by the Department and the University. Some of these activities include participating in intramural or intercollegiate athletics for men and women; joining clubs and organizations, such as the Kinesiology Majors Club; attending lectures and demonstrations related to our discipline and others which may be of interest to you. We further encourage you to become involved in professional organizations and attend professional meetings and conferences as a student.

You are a vital part of this department and its success depends upon your contributions and active participation. We believe that your experiences will be meaningful and will assist you in becoming a better person and a contributor to the profession.

UNIVERSITY CORE CURRICULUM CONTROL SHEET

AREA 1: PERSONAL WELL-BEING (3 credits)

PBHL 1100 Healthy U (PE must take) _____ (3 cred.)
PBHL 2110 Nutrition (AT must take) _____ (3 cred.)
KNES 1000 Active Lifestyles for Health (ES must take) _____ (3 cred.)

AREA 2: EXPRESSION (9 credits)

- a. Arts/Communication _____ (3 cred.)
- b. Writing
ENG 1100 College Writing _____ (3 cred.)
- c. Literature
ENG 1500 Experiences in Literature _____ (3 cred.)

AREA 3: WAYS OF KNOWING (19 credits)

- a. Philosophical Perspectives _____ (3 cred.)
- b. Historical Perspectives _____ (3 cred.)
- c. Social/Behavioral Science
PSY 1100 General Psychology _____ (3 cred.)
SOC 1010 Introduction to Sociology (ES & PE) _____ (3 cred.)
- d. Scientific Perspectives
BIO 1120 Anatomy and Physiology I (AT, ES, & PE) _____ (4 cred.)
BIO 1200 Human Biology (SM only) _____ (4 cred.)
- e. Quantitative Thinking
MATH 1300 Elementary Statistics (AT, ES, & PE) _____ (3 cred.)
MATH 1170 Business Math (SM only) _____ (3 cred.)

AREA 4: DIVERSITY AND JUSTICE (3 credits)

Must complete 18 credits in UCC prior to taking Area 4

_____ (3 cred.)

AREA 5: CIVIC AND COMMUNITY ENGAGEMENT (3 credits)

Must complete Area 4 before taking Area 5

EDUC 4285 Phys Ed Clinical Practice II (PE only) _____ (4 cred.)
ATEP 4750 Clinical Experience in AT V (AT only) _____ (2 cred.)
SPM 4600 Internship in Sport Management (SM only) _____ (3 cred.)
EXSC 4900 Internship in Exercise Physiology (ES only) _____ (3 cred.)

AREA 6: GLOBAL AWARENESS (3 credits)

Must complete Area 4 before taking Area 6

_____ (3 cred.)

WRITING INTENSIVE (WI)

At least one course must be at the 300-level or above, must take 4 courses total

ENG 1100 College Writing _____ (3 cred.)
ATEP 2500 Clinical Experience in AT I (AT only) _____ (3 cred.)
ATEP 4500 Clinical Experience in AT I V (AT only) _____ (3 cred.)
KNES 3530 Motor Learning (ES & PE only) _____ (3 cred.)
EDUC 4285 Phys Ed Clinical Practice II (PE only) _____ (3 cred.)
ENG 1500 Experiences in Literature _____ (3 cred.)
EXSC 4800 Contemporary Issues in Exercise Science (ES only) _____ (3 cred.)
SPM 4500 Contemporary Issues in Sport Management (SM only) _____ (3 cred.)

TECHNOLOGY INTENSIVE (TI)

KNES 2300 Tests and Measurements (AT & ES) _____ (3 cred.)
CISE 3700 Multiple Literacies (PE only) _____ (3 cred.)
KNES 3300 Biomechanics (AT & ES) _____ (3 cred.)
KNES 2200 Motion Analysis (PE only) _____ (3 cred.)

FIRST YEAR SEMINAR (1.5 credits)

Required for 1st year students and transfers with less than 12 credits

_____ (1.5 cred.)

UNIVERSITY REQUIREMENT: FOREIGN LANGUAGE (6 credits)

_____ (3 cred.)

_____ (3 cred.)

KINESIOLOGY MAJOR PROGRAMS

Whether you are interested in movement in the "traditional" sense or "scientific" sense, our exciting, "Kinesiology" program is for you. If you want to teach and/or coach, work in corporate fitness centers or cardiac rehabilitation, help our increasing population of older persons become more active, work as an athletic trainer, get into the management side of professional sports, or work with special populations in adapted physical education, then our program is for you. We are looking for hard-working, energetic students who enjoy physical activity and sport.

There are four majors in the Kinesiology Department including **Athletic Training, Exercise Science, Physical Education (Teacher Certification), and Sport Management**. The following courses are prerequisites for all of the major courses:

Athletic Training: Anatomy and Physiology I (BIO 1120) and Introduction to Athletic Training (ATEP 1500)

Exercise Science: Anatomy and Physiology I (BIO 1120) and Introduction to Kinesiology (KNES 1200)

Physical Education: Anatomy and Physiology I (BIO 1120) and Introduction to Kinesiology (KNES 1200)

Sport Management: Introduction to Kinesiology (KNES 1200)

BIO 1120, ATEP 1500, and KNES 1200 must be passed with a grade of C- or better in order to continue in the major.

As well as the courses listed above, Athletic Training students must also pass Anatomy and Physiology II (BIO 1130) with a grade of C- or better in order to continue in this major.

Likewise, please see "The 3 C Policy" located at:

<https://www.wpunj.edu/cosh/departments/kinesiology/atep/admission-requirements-and-policies.html>

BACHELOR OF SCIENCE IN ATHLETIC TRAINING

Linda Gazzillo Diaz, Ed.D., ATC
Program Director

Robb Rehberg, Ph.D., ATC, CSCS, NREMT
Coordinator of Clinical Education

Mike Prybicien, M.A., ATC, CSCS
Clinical Supervision
Preceptor

Alison Moquin, M.S., ATC
Head Athletic Trainer
Preceptor

Dondi Boyd, B.S., ATC
Assistant Athletic Trainer
Preceptor

I. Introduction

- A. The Athletic Training Education Program (ATEP) at William Paterson University of New Jersey (WPUNJ) is housed in the Department of Kinesiology which is in the College of Science and Health. The ATEP is a professional preparation program which is accredited by the Commission for Accreditation of Athletic Training Education (CAATE).
- B. In order to fulfill the requirements of the ATEP curriculum, students complete a course of study which leads to a Bachelor of Science degree in Athletic Training. Upon successful completion of the ATEP, students are eligible to take the Board of Certification (BOC) examination.

II. Admission to the ATEP Professional Preparation Phase

- A. Students may apply only once per year for admission to the ATEP Professional Preparation Phase. Students in their sophomore year, transfer students, and second degree students can apply in November for spring admission. All students must meet the admission criteria below by the end of the fall semester in which they are applying in order to be considered as a candidate for acceptance to the Professional Preparation Phase. The deadline for application will be announced in ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training class and noted on the website application. The application is reviewed by the ATEP Admissions and Retention Committee. Details regarding the application procedure and application forms (application, standard physical examination, and technical standards) are available from the Program Director and can be downloaded from the ATEP website: www.wpunj.edu/atep

In order to be a candidate for admission to the ATEP Professional Preparation Phase, students must meet the following criteria:

- (1) submit the completed application by the deadline to the Program Director,
- (2) successfully complete a minimum of 24 semester hours of coursework,
- (3) earn a minimum overall grade point average (GPA) of 2.5 at WPUNJ,
- (4) complete a minimum of 100 hours of observation in the ATEP in WPUNJ's

athletic training rooms and athletic venues,
(5) earn a C- or better in BIO 1120 Anatomy and Physiology I,
(6) earn a C- or better in BIO 1130 Anatomy and Physiology II,
(7) earn a C- or better in ATEP 1500 Introduction to Athletic Training,
(8) successfully complete ATEP 2000 Sports Emergency Care,
(9) successfully complete ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training taken at WPUNJ in the fall semester of application,
(10) submit copies of current Professional Rescuer CPR with AED certification,
(11) submit a copy of Advanced First Aid or equivalent certification,
(12) meet the required technical standards,
(13) successfully pass the ATEP standard physical examination.
(14) submit a completed Student-Athlete/Athletic Training Student Policy form (if applicable),
(15) submit the NATA student membership number to the Program Director before the first day of spring semester classes.

- B. Clinical Observation Hours (100 hours)
All students applying for admission to the ATEP Professional Preparation Phase must demonstrate evidence of clinical observation at WPUNJ before being considered for admission. This clinical observation consists of 100 hours of observation through the WPUNJ ATEP. The observation hours must include observation in the athletic training rooms and at athletic practices and competitions. Prior to beginning the observation hours, the student must complete a Bloodborne Pathogen Orientation in ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training. In order to complete the observation requirement, the observation hours should begin no later than the second week of the fall semester in the candidate's sophomore year. Clinical observation hours do not count toward the 1000 hour ATEP clinical education experience requirement. Clinical observation hours from other institutions or organizations will not be accepted.
- C. Candidates who meet the entrance requirements will be accepted into the ATEP Professional Preparation Phase as program space allows. All candidates must meet the same criteria for admission. Admission to the Professional Preparation Phase will be limited to those eligible candidates possessing the highest GPA and greatest potential to succeed as athletic trainers as determined by the Athletic Training Education Program Admissions and Retention Committee after the committee reviews each candidate's application and clinical observation experience. In the event that there are more applicants than program space allows, the candidates may be interviewed by the Athletic Training Education Program Admissions and Retention Committee. Candidates not accepted into the Professional Preparation Phase are encouraged to reapply the following year.
- D. After acceptance into the Professional Phase, the students must become a NATA student member and provide their membership numbers to the Program Director prior to the first day of classes in the spring semester. Students must be NATA

student members in order to begin their ATEP 2500 Clinical Experience in Athletic Training I course.

III. ATEP Student Requirements

A. Coursework

All students at WPUNJ must complete University Core Curriculum requirements and requirements for an academic major as outlined in the WPUNJ Undergraduate Catalog and the Department of Kinesiology Student Handbook. In addition to the University Core Curriculum requirements, athletic training students must complete the following courses:

- BIO 1120 Anatomy and Physiology I (4 credits)
- BIO 1130 Anatomy and Physiology II (4 credits)
- CHEM 1310 College Chemistry (4 credits)
- EXSC 3100 Essentials of Strength and Conditioning (3 credits)
- KNES 2300 Tests & Measurement (3 credits)
- KNES 3300 Biomechanics (3 credits)
- KNES 3500 Exercise Physiology (3 credits)
- KNES 3700 Psychology of Sport (3 credits)
- PHYS 1100 Introduction to Physics (4 credits)

The following are Core Requirements for the BS in AT:

- ATEP 1500 Introduction to Athletic Training (3 credits)
- ATEP 2000 Sports Emergency Care (3 credits)
- ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training (4 credits)
- ATEP 2500 Clinical Experience in Athletic Training I (2 credits)
- ATEP 2600 Assessment of the Extremities (3 credits)
- ATEP 2700 Athletic Training Modalities (3 credits)
- ATEP 3500 Clinical Experience in Athletic Training II (2 credits)
- ATEP 3600 Assessment of the Core Body (3 credits)
- ATEP 3700 Therapeutic Exercise (3 credits)
- ATEP 3750 Clinical Experience in Athletic Training III (2 credits)
- ATEP 3800 Organization and Administration in Athletic Training (3 credits)
- ATEP 4500 Clinical Experience in Athletic Training IV (2 credits)
- ATEP 4600 General Medicine and Pharmacology in Athletic Training (1 credit)
- ATEP 4750 Clinical Experience in Athletic Training V (2 credits)

In addition, three credits of ATEP Major Electives, preferably from the Kinesiology and Public Health Departments, are required.

Students are encouraged to pursue an additional major or minor to increase their marketability to potential employers or graduate schools.

B. Clinical Education Experience Requirements

The clinical portion of the ATEP at WPUNJ is built around competency-based education and hands-on exposure. All students in the program must abide by the policies and procedures governing the program's clinical education experiences and complete all requirements in order to be eligible to take the BOC examination and to graduate from WPUNJ with a Bachelor of Science in Athletic Training.

The ATEP clinical education experience requirement includes the following:

- (1) direct supervision of the athletic training student by a preceptor;
- (2) National Athletic Trainers' Association (NATA) athletic training competencies and clinical education proficiencies;
- (3) oral/practical examinations;
- (4) computer-based practice exams;
- (5) proficiency workshops;
- (6) inservices and meetings;
- (7) preceptor and student evaluations;
- (8) WPUNJ athletic training room clinical education experiences;
- (9) WPUNJ intercollegiate athletics clinical education experiences;
- (10) affiliated site clinical education experiences.

IV. Retention and Graduation Requirements

A. Academic Coursework

In order to be admitted to the Athletic Training Education Program Professional Preparation Phase, students must have a 2.5 overall grade point average (GPA) (see section on admission standards). Prior to entering ATEP 3750 Clinical Experience in Athletic Training III, and to continue in the Professional Preparation Phase, students must have a 2.75 overall GPA. If the student falls below the required GPA, he/she may be placed on probation for one semester. At the end of the probationary semester the student's progress will be reviewed by the ATEP Admission and Retention Committee. If the student is meeting academic program requirements at that time (including GPA requirements per semester in the program), then he/she will be reinstated to the ATEP Professional Preparation Phase. If the student has not met academic program requirements at that time, then the student will be dismissed from the ATEP.

Students who do not pass prerequisite Athletic Training Program courses are dismissed from the Professional Preparation Phase. They may not take any further courses in the Professional Preparation Phase until the prerequisites are passed and reacceptance to the Professional Preparation Phase has occurred. Students who are dismissed may reapply to the Professional Preparation Phase in the subsequent fall semester. Once reaccepted, the student is able to continue in the Professional Preparation Phase from the point of dismissal. Students must see the Program Director for detailed information on resuming the academic coursework.

“The 3 C Policy”

Effective Fall 2015, all new students (first-year and transfer) in the ATEP program will need to meet the following requirement: To enter into or be retained in the Athletic Training Professional Preparation Phase of the Athletic Training major students must earn grades of C- or greater in BIO 1120, BIO 1130 and ATEP alpha courses. Students who earn 4 or more grades of C or below in those courses will be dismissed from the major, additionally, students who earn 2 or more grades below C- in these courses will be dismissed from the major.

Students who started at WPU prior to fall 2015 (including transfer students) will not be held accountable to these new requirements. University practice states that students are held accountable to the policies and standards that are in place at the time they first begin at the university, and any changes to those policies and standards that take place during a student’s time at the university will not be applied retroactively.

- B. **Clinical Education Experiences**
Students will be assessed on their completion of their clinical education experience requirements each semester within their Clinical Experience in Athletic Training courses. The requirements for successful progression are outlined in the section of the ATEP Handbook describing the clinical education experiences.
- C. **Graduation is contingent upon the following:**
- the student has successfully completed the university requirements
 - the student has successfully completed all major coursework requirements
 - the student has successfully completed all ATEP academic and clinical education experience requirements
 - the student has earned a minimum overall GPA of 2.75 when he/she has completed all academic coursework
 - the student has successfully completed a minimum of 1000 hours and a maximum of 1500 hours of approved athletic training clinical education experience.
- D. **Board of Certification (BOC) Exam Endorsement**
A student’s BOC exam endorsement by the Program Director is contingent upon completion of all ATEP requirements (see “Graduation” above).

**WILLIAM PATERSON UNIVERSITY
DEPARTMENT OF KINESIOLOGY
Curriculum Control Sheet for the Bachelor of Science in Athletic Training**

Name _____

ID NO. _____

Kinesiology Core Courses (28 credits)

Athletic Training Sequence (26 credits)

_____	ATEP 1500	Introduction to Athletic Training	3
_____	ATEP 2000	Sports Emergency Care	3
_____	ATEP 2400	Prevention & Care of Injury and Illness in AT	4
_____	KNES 2300	Tests and Measurement	3
_____	KNES 3300	Biomechanics	3
_____	KNES 3500	Physiology of Exercise	3
_____	KNES 3700	Psychology of Sport**	3
_____	EXSC 3100	Essentials of Strength and Conditioning	3
_____	PBHL 2210	Nutrition	3

_____	ATEP 2500	Clinical Experience in Athletic Training I	2
_____	ATEP 2600	Assessment of the Extremities	3
_____	ATEP 2700	Athletic Training Modalities	3
_____	ATEP 3500	Clinical Experience in Athletic Training II	2
_____	ATEP 3600	Assessment of the Core Body	3
_____	ATEP 3700	Therapeutic Exercise	3
_____	ATEP 3750	Clinical Experience in Athletic Training III	2
_____	ATEP 3800	Organization and Administration in Athletic Training	3
_____	ATEP 4500	Clinical Experience in Athletic Training IV	2
_____	ATEP 4600	General Medicine and Pharmacology in Athletic Training	1
_____	ATEP 4750	Clinical Experience in Athletic Training V	2

ATEP Major Electives (3 credits) (course approval by Department Chair; KNES and PBHL department course preferred)

_____	Elective		3
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Co-Requisites (12 credits)

_____	BIO 1130	Anatomy and Physiology II	4
_____	CHEM 1310	College Chemistry	4
_____	PHYS 1100	Introduction to Physics	4

**KNES 3700 may be substituted with KNES 4500 (with additional prerequisite of KNES 3530)

ATEP Course Sequence

The course sequence for the Bachelor of Science in Athletic Training is below. These courses must be taken in the year and semester listed and in the order presented. Please peruse the WPUNJ and ATEP websites for further information regarding general education and major course sequence requirements.

Freshman Year

Fall Semester

BIO 1120 Anatomy & Physiology I (4 cr.)

ATEP 1500 Introduction to Athletic Training (3 cr.)

Spring Semester

BIO 1130 Anatomy & Physiology II (4 cr.)

Sophomore Year

Fall Semester

ATEP 2000 Sports Emergency Care (3 cr.)

ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training (4 cr.)

(In the Fall semester sophomore year, students will complete 100 observation hours and apply to the Professional Preparation Phase in November.)

Spring Semester – Beginning of the ATEP Professional Preparation Phase

ATEP 2500 Clinical Experience in Athletic Training I (2 cr.)

ATEP 2600 Assessment of the Extremities (3 cr.)

ATEP 2700 Athletic Training Modalities (3 cr.)

Junior Year

Fall Semester

ATEP 3500 Clinical Experience in Athletic Training II (2 cr.)

ATEP 3600 Assessment of the Core Body (3 cr.)

ATEP 3700 Therapeutic Exercise (3 cr.)

Spring Semester

ATEP 3750 Clinical Experience in Athletic Training III (2 cr.)

ATEP 3800 Organization and Administration in Athletic Training (3 cr.)

(Students need a 2.75 overall GPA at the end of Fall semester Junior year to continue in the Professional Preparation Phase.)

Senior Year

Fall Semester

ATEP 4500 Clinical Experience in Athletic Training IV (2 cr.)

ATEP 4600 General Medicine and Pharmacology in Athletic Training (1 cr.)

Spring Semester

ATEP 4750 Clinical Experience in Athletic Training V (2 cr.)

(Students need a 2.75 overall GPA at the end of Spring semester Senior year to graduate with a B.S. in Athletic Training.)

Suggested Sequence of Courses

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
BIO 1120	Anatomy & Physiology I (<i>meets Area 3d</i>)	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing (<i>meets Area 2b</i>)	3	MATH 1300	Elementary Statistics (<i>meets Area 3e</i>)	3
ATEP 1500	Intro to Athletic Training	3	SOC 1010	Principles of Sociology (<i>meets Area 3c</i>)	3
PSY 1100	General Psychology (<i>meets Area 3c</i>)	3	-----	Area 2 or 3 course	3
WPU 1010	First-Year Seminar	1.5	-----	Area 2 or 3 course	3
Credits		14.5	Credits		16
<u>3rd semester</u>			<u>4th semester</u>		
ATEP 2000	Sports Emergency Care	3	CHEM 1310	College Chemistry	4
ATEP 2400	Prevention and Care of Injury and Illness in AT	4	ATEP 2500	Clinical Experience in Athletic Training I (<i>meets WI req.</i>)	2
KNES 2300	Tests & Measurements (<i>meets TI req.</i>)	3	ATEP 2600	Assessment of the Extremities	3
PBHL 2210	Nutrition (<i>meets Area 1</i>)	3	ATEP 2700	Athletic Training Modalities	3
-----	Area 2 or 3 course	3	-----	Area 2 or 3 course	3
Credits		16	Credits		15
<u>5th semester</u>			<u>6th semester</u>		
ATEP 3500	Clinical Experience in Athletic Training II	2	ATEP 3750	Clinical Experience in Athletic Training III	2
ATEP 3600	Assessment of the Core Body	3	ATEP 3800	Organization & Admin. In Athletic Training	3
ATEP 3700	Therapeutic Exercise	3	KNES 3300	Biomechanics	3
PHYS 1100	Introduction to Physics	4	KNES 3500	Physiology of Exercise	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
Credits		15	Credits		14
<u>7th semester</u>			<u>8th semester</u>		
ATEP 4500	Clinical Experience in Athletic Training IV	2	ATEP 4750	Clinical Experience in Athletic Training V	2
ATEP 4600	General Medicine & Pharmacology in At Training	1	EXSC 3100	Essentials of Strength & Conditioning	3
ATEP	MAJOR ELECTIVE	3	KNES 3700	Psychology of Sport	3
-----	Area 4 course	3	-----	Area 6 course	3
-----	Free Elective or WI course	3	-----	Free Elective or WI course	3
-----	Free Elective or WI course	3	-----	Free Elective or WI course	3
Credits		15	Credits		17

BACHELOR OF SCIENCE IN EXERCISE SCIENCE WITH A CONCENTRATION IN EXERCISE PHYSIOLOGY

Dr. Racine Emmons, Program Director

The Bachelor of Science Degree in Exercise Science with a concentration in Exercise Physiology is a program that prepares students for a wide variety of health-related careers that include, but are not limited to the following:

- Fitness and wellness programs; these careers include health and fitness instructor, corporate fitness centers, exercise leader, health and fitness program director.
- Sport-specific training, such as strength and conditioning coach in a group sport training facility or with a collegiate athletic team.
- Exercise physiology research: a B.S. degree in Exercise Science with a concentration in Exercise Physiology prepares students for graduate degree work in exercise physiology. Careers include: research assistant, research scientist and laboratory technician.
- Other careers: a B.S. degree in Exercise Science with a concentration in Exercise Physiology is a stepping stone for other health-related careers such as physical therapy, occupational therapy, nursing, or physician assistant to name a few.

The program prepares students to work with numerous symptomatic and asymptomatic populations. Students are prepared to design exercise prescriptions and give specific exercise and nutrition information as it applies to exercise, health and performance. Among the populations included in the coursework are: the normal individual, aged, obese adult and child, cardiac, diabetic, arthritic, hypertensive, pregnant and those suffering from cancer.

The program prepares students for numerous national certifications which exist in the field. Among them are The American College of Sports Medicine (ACSM), the YMCA, American Council on Exercise (ACE), and the National Strength and Conditioning Association (NSCA).

Our program specifically prepares students to take the American College of Sports Medicine Certification Exams in the Health and Fitness Track and the Certified Strength and Conditioning Specialist (CSCS) Exam from the NSCA. These students go on to numerous fitness positions at corporate centers, hospitals, clinics, strength coaches, or become personal trainers with their own independent business.

AMERICAN COLLEGE OF SPORTS MEDICINE (ACSM) CERTIFICATION

The American College of Sports Medicine has various levels of certification within two specific tracks, the Health and Fitness Track and the Clinical Track.

The B.S. degree in Exercise Science with a concentration in Exercise Physiology is designed so that students can qualify for the ACSM Certified Exercise Physiologist (EP-C) examination. This certification enables individuals to work in fitness settings where exercise participants are apparently healthy or have controlled diseases.

The ACSM Clinical Exercise Physiologist (CEP) and Registered Clinical Exercise Physiologist examinations require additional time and practical experiences. These certifications enable

individuals to work in clinical settings with participants in need of cardiac or pulmonary rehabilitation or with participants with a chronic disease, such as diabetes. In clinical settings, participants exercise at greater risk and require careful monitoring.

More information on all ACSM certifications as well as the dates and locations of workshops and examinations can be obtained by contacting:

The American College of Sports Medicine
401 W. Michigan Street
Indianapolis, IN 46202-3233
(317) 637-9200 www.acsm.org

**NATIONAL STRENGTH AND CONDITIONING ASSOCIATION (NSCA)
CERTIFICATION
Certified Strength and Conditioning Specialist (CSCS) Credential**

Our program is recognized by the National Strength and Conditioning Association and has the necessary educational program criteria to prepare our students to take the Certified Strength and Conditioning Specialist (CSCS) exam. Certified students go on to careers as strength coaches at high schools, colleges or professional sports.

NSCA Certification Commission
P.O. Box 83469
Lincoln, NE 68501-3469
<http://www.nscs-lift.org/>

The **National Coalition for Promoting Physical Activity** site provides information on this organization. The organization's mission is to provide a consistent physical activity message in order to clarify for Americans the confusing array of messages that currently exist.
<http://www.ncppa.org>

Suggested journals to subscribe to:

1. ACSM's Health and Fitness Journal
1-800-486-5643 <http://www.lww.com/acsmcra>
Publisher: Lippincott Williams and Wilkins
2. Strength and Conditioning Journal
NSCA National Office
1885 Bob Johnson Drive
Colorado Springs, CO 80906
1-800-815-6826 <http://www.nscs-lift.org/>

Requirements for the Exercise Physiology Concentration:

1. The Bachelor of Science (Exercise Science) major with a concentration in Exercise Physiology involves 55 credits of University Core Curriculum (including BIO 1120, BIO 1130, CHEM 1310, & PHYS 1100), 24 credits in the Major Core and 30 credits in the Concentration.
2. Students begin the Exercise Physiology concentration upon completion of Physiology of Exercise (KNES 3500) with a grade of C or better.
3. Students must earn a grade of C- or better in all of the concentration courses (EXSC 1500, EXSC 1600, EXSC 2100, EXSC 3100, EXSC 3200, EXSC 3300, EXSC 3800, EXSC 3900, EXSC 4600, & EXSC 4820). Any EXSC course with a grade of less than C- must be repeated before registering in EXSC 4800 and EXSC 4900.
4. Students must complete an application for Internship in Exercise Physiology the semester before enrolling in EXSC 4900. Applications must be obtained from the Internship Coordinator. Students are eligible to enroll in EXSC 4800 and EXSC 4900 once all of the EXSC courses (EXSC 1500, EXSC 1600, EXSC 2100, EXSC 3100, EXSC 3200, EXSC 3300, EXSC 3800, EXSC 3900, EXSC 4600, & EXSC 4820) have been completed.
5. Current certification in CPR for the Professional Rescuer (or equivalent), Standard First Aid (or higher), and AED Proficiency is required to enroll in EXSC 4900 Internship in Exercise Physiology.

Co-requisite Courses **15 credits**

BIO 1130 Anatomy and Physiology II	4 cr.
CHEM 1310 College Chemistry	4 cr.
PHYS 1100 Introduction to Physics	4 cr.
PBHL 2210 Nutrition	3 cr.

Major Core Courses **24 credits**

KNES 1000 Active Lifestyles for Health	3 cr.
KNES 1200 Introduction to Kinesiology	3 cr.
KNES 2300 Tests and Measurement	3 cr.
KNES 2550 Disability and Diversity in Physical Activity	3 cr.
KNES 3300 Biomechanics	3 cr.
KNES 3500 Physiology of Exercise	3 cr.
KNES 3530 Motor Learning	3 cr.
KNES 4500 Psycho-Social Dimensions of Sport	3 cr.

Exercise Physiology Concentration Courses **34 credits**

EXSC 1500 Aerobic Conditioning	2 cr.
EXSC 1600 Resistance & Flexibility Training	2 cr.
EXSC 2100 Survey of Athletic Injuries	3 cr.
EXSC 3100 Strength & Conditioning	3 cr.
EXSC 3200 Graded Exercise Testing & Exercise Prescription	3 cr.

EXSC 3300	Exercise Programs for Special Populations	3 cr.
EXSC 3800	Health Promotion and Fitness Management	3 cr.
EXSC 3900	Aerobic and Anaerobic Exercise Leadership	3 cr.
EXSC 4600	Exercise Programs for Older Adults	3 cr.
EXSC 4800	Contemporary Issues in Exercise Science (Seminar)	3 cr.
EXSC 4820	Advanced Exercise Physiology and Sport Nutrition	3 cr.
EXSC 4900	Internship in Exercise Physiology	3 cr.

EXSC 4800 Contemporary Issues in Exercise Science and EXSC 4900 Internship in Exercise Physiology must be taken together in the same semester. These courses are offered in the fall, spring, and summer semesters. All EXSC courses must be completed with grades of C- or better before enrolling in EXSC 4800 and EXSC 4900.

WILLIAM PATERSON UNIVERSITY
DEPARTMENT OF KINESIOLOGY
Curriculum Control Sheet for the Bachelor of Science in Exercise Science (Exercise Physiology Concentration)

Name _____

ID NO. _____

EXERCISE PHYSIOLOGY CONCENTRATION

Kinesiology Core (24 credits)

Exercise Physiology Concentration Sequence (34 credits)

_____	KNES 1000	Active Lifestyles for Health	3
_____	KNES 1200	Introduction to Kinesiology	3
_____	KNES 2300	Tests and Measurement	3
_____	KNES 2550	Disability and Diversity in Physical Activity	3
_____	KNES 3300	Biomechanics	3
_____	KNES 3300	Physiology of Exercise	3
_____	KNES 3530	Motor Learning	3
_____	KNES 4500	Psycho-Social Dimensions of Sport	3

_____	EXSC 1500	Aerobic Conditioning	2
_____	EXSC 1600	Resistance & Flexibility Training	2
_____	EXSC 2100	Survey of Athletic Injuries	3
_____	EXSC 3100	Strength & Conditioning	3
_____	EXSC 3200	Graded Exercise Testing & Exercise Prescription	3
_____	EXSC 3300	Exercise Programs for Special Populations	3
_____	EXSC 3800	Health Promotion and Fitness Management	3
_____	EXSC 3900	Aerobic and Anaerobic Exercise Leadership	3
_____	EXSC 4600	Exercise Programs for Older Adults	3
_____	EXSC 4800	Contemporary Issues in Exercise Science	3
_____	EXSC 4820	Advanced Exercise Physiology and Sport Nutrition	3
_____	EXSC 4900	Internship in Exercise Physiology	3

Co-Requisites (12 credits)

_____	BIO 1130	Anatomy and Physiology II	4
_____	CHEM 1310	College Chemistry	4
_____	PHYS 1100	Introduction to Physics	4

PHYSIOLOGY OF EXERCISE CONCENTRATION

Suggested Course Sequence

Fall

BIO 1120 Anatomy & Physiology I
KNES 1200 Intro to Kinesiology
KNES 1000 Active Lifestyles for Health

Spring

BIO 1130 Anatomy & Physiology II
EXSC 1500 Aerobic Conditioning
MATH 1300 Elementary Statistics

Freshman Year

Sophomore Year

CHEM 1310 College Chemistry
KNES 2550 Disability and Diversity in Phys Act
KNES 2300 Tests and Measurement
EXSC 1500 Resistance & Flexibility Training

KNES 3530 Motor Learning
EXSC 2100 Survey of Athletic Injuries
PHYS 1100 Introduction to Physics

Junior Year

KNES 3500 Physiology of Exercise
PBHL 2210 Nutrition
KNES 3300 Biomechanics

EXSC 3100 Strength & Conditioning
EXSC 3900 Aerobic & Anaerobic Ex Leadership
EXSC 3300 Exercise Programs for Special Pops
EXSC 4600 Exercise Programs for Older Adults

Senior Year

EXSC 3800 Health Promotion and Fitness Manage
EXSC 3200 Graded Ex Testing & Prescription
EXSC 4820 Adv Ex Physiology & Sport Nutrition
KNES 4500 Psycho-Social Dimensions of Sport

EXSC 4800 Cont Issues in Exercise Science
EXSC 4900 Internship in Exercise Physiology

NOTE:

KNES 3500 Physiology of Exercise is the prerequisite course for: EXSC 3100, 3200, 3300, 3900, 4600, 4800, 4820, 4900.

EXSC 3200 Graded Exercise Testing and Prescription and **EXSC 4820 Advanced Exercise Physiology and Sport Nutrition** require permits from the Department Chair in order to register. These courses are to be taken the semester before EXSC 4800 and EXSC 4900 are taken.

EXSC 4800 Contemporary Issues in Exercise Science and **EXSC 4900 Internship in Exercise Physiology** must be taken in the same semester and are offered in the Fall, Spring, and Summer semesters. All EXSC courses must be completed before enrolling in EXSC 4800 & EXSC 4900.

Suggested Sequence of Courses

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
BIO 1120	Anatomy & Physiology I (<i>meets Area 3d</i>)	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing (<i>meets Area 2b</i>)	3	EXSC 1500	Aerobic Conditioning	2
KNES 1200	Intro to Kinesiology	3	MATH 1300	Elementary Statistics (<i>meets Area 3e</i>)	3
PSY 1100	General Psychology (<i>meets Area 3c</i>)	3	SOC 1010	Principles of Sociology (<i>meets Area 3c</i>)	3
KNES 1000	Active Lifestyles for Health (Area 1)	3	-----	UCC Area 2 or 3 course	3
WPU 101	First-Year Seminar	1.5			
Credits		17.5	Credits		16
<u>3rd semester</u>			<u>4th semester</u>		
KNES 2550	Disability and Diversity in Phys Act	3	PHYS 1100	Intro to Physics	4
KNES 2300	Tests & Measurements	3	EXSC 2100	Survey of Athletic Injuries	3
CHEM 1310	College Chemistry	4	KNES 3530	Motor Learning	3
EXSC 1600	Resistance & Flexibility Training	2	EXSC 1600	UCC Area 2, 3, or 4 course	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
Credits		15	Credits		16
<u>5th semester</u>			<u>6th semester</u>		
KNES 3500	Physiology of Exercise	3	EXSC 3100	Strength and Conditioning	3
KNES 3300	Biomechanics	3	EXSC 3300	Exercise Programs for Special Pops	3
-----	UCC Area 2, 3, or 4 course	3	EXSC 3900	Aerobic & Anaerobic Ex Leadership	3
-----	UCC Area 2, 3, or 4 course	3	EXSC 4600	Exercise Programs for Older Adults	3
PBHL 2210	Nutrition	3	-----	UCC Area 5 course	3
Credits		15	Credits		16
<u>7th semester</u>			<u>8th semester</u>		
KNES 4500	Psycho-Social Dimensions of Sport	3	EXSC 4800	Contemporary Issues in Exercise Science	3
EXSC 3200	Graded Ex Testing & Prescription	3	EXSC 4900	Internship in Exercise Physiology	3
EXSC 3800	Health Programs and Fitness Management	3	-----	TI, WI, Free Elective or Minor Course	3
EXSC 4820	Adv Exercise Phys & Sport Nutrition	3	-----	TI, WI, Free Elective or Minor Course	3
-----	UCC Area 6 course	3			
Credits		15	Credits		12

BACHELOR OF SCIENCE IN PHYSICAL EDUCATION

Health and Physical Education - Grades K-12

Dr. Michael Hodges, Program Director

Education Preparation:

Education preparation for a career in teaching physical education begins with completion of the Kinesiology Core and Physical Performance Skills. The core courses provide the scientific background for analyzing and understanding human movement while the performance skill courses equip the prospective teacher with sports and dance skills necessary to be a well prepared physical educator. The Professional Education sequence provides opportunities for the student to become competent in teaching physical education at the elementary and secondary school level as well as understanding the growth and development of children and youth. The program consists of field experiences that enable the students to apply their knowledge and teaching skills while observing, assisting, and teaching physical education in schools.

Course Offering and Requirements:

For a Bachelor of Science in Physical Education the student must have a 3.0 cumulative grade point average to be state certified, complete the major and certification courses with a 3.0 grade point average, and successfully pass the Student Teaching Internship (EDUC 4150). Because of these state requirements, students need a 3.0 GPA to be accepted into the Teacher Certification Program.

Kinesiology Core (18 credits)

KNES 1200 Introduction to Kinesiology	3
KNES 2200 Motion Analysis	3
KNES 2550 Disability and Diversity in Physical Activity	3
KNES 3500 Physiology of Exercise	3
KNES 3530 Motor Learning	3
KNES 4500 Psycho-Social Dimensions of Sport	3

Professional Education Sequence (30 credits)

PETC 3110 Movement Education	3
PETC 3310 Management & Planning in PE	3
PETC 3650 Assessment in Physical Education	3
PETC 3840 Adapted & Inclusive Physical Education	3
PETC 3950 Elementary Methodology in PE	3
PETC 3960 Secondary Methodology in PE	3
PETC 3970 Clinical Experience – Elementary	1
PETC 3980 Clinical Experience – Secondary	1
EDUC 4185 Physical Education Clinical Practice I	1
PETC 4180 PE Seminar I	3
EDUC 4285 Physical Education Clinical Practice II	4
PETC 4280 PE Seminar II	2

Performance Skills (6 credits)

PETC 1200 Dual Net Games	1
PETC 1210 Team Invasion Games	1
PETC 1220 Individual Games	1
PETC 2230 Team Net & Field Games	1
PETC 2240 Team Invasion Games II	1
PETC 2250 Individual Dance	1

Physical Education Specialties (6 credits)

Select one course from each category:

Category 1:

PETC 2450 Teaching Fitness Activities in PE	3
PETC 2750 Teaching Strength & Conditioning in PE	3

Category 2:

PETC 2800 Adventure Education	3
PETC 2720 Sport Coaching Methods	3

Most physical education positions also require certification in health education. Thus, it is highly recommended that teacher certification students complete the requirements to be certified in both health and physical education.

Health Certification (15 credits)

PBHL 1100 Healthy U	3
PBHL 2800 Wellness & Nutrition Education K-12	3
PBHL 2810 Drug Education K-12	3
PBHL 2820 Sexuality Education K-12	3
PBHL 4520 Teaching School Health	3

Directed Electives (11 credits)

BIO 1130 Anatomy & Physiology II	4
CHEM 1310 College Chemistry	4
CISE 3700 Multiple Literacies	3

Optional Endorsement

PETC 2300 Methods, Materials, and Evaluation of Driver Education	3
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Application to the Professional Education Sequence:

1. In the first 60 credits, students must complete or be enrolled in the following courses: KNES 1200, KNES 2200, KNES 2550, two credits of performance skills (PETC courses), ENG 1100, BIO 1120, BIO 1130, & PBHL 1100.
2. Once 48 credits are completed, each student's GPA will be checked. Students with a cumulative GPA less than 3.0 will receive an "alert" letter. The alert letter will state that a GPA of 3.0 must be attained by the time 60 credits are completed.
3. Students with 60 credits and less than a 3.0 GPA will be dismissed from the Physical Education/Teacher Certification major and must choose another major. Once a student achieves a GPA of 3.0, he/she may reapply to the Physical Education/Teacher Certification major.
4. Students are eligible to enroll in Movement Education (PETC 3110) when:
 - A. At least 60 credits have been completed.
 - B. Completed or be enrolled in the courses listed in #1 above.

- C. Earned a minimum GPA of 3.0 at WPU.
 - D. Pass Praxis CORE (reading, writing, and math)
5. Transfer students who have met the criteria in A and B above, are required to establish a minimum 3.0 GPA in their first semester at WPU. Once a minimum 3.0 GPA is earned at WPU, they are eligible to enroll in PETC 3110 during their second semester.

Application for Clinical Experience - Elementary (PETC 3970), Clinical Experience - Secondary (PETC 3980), and Clinical Practice I & II (EDUC 4185 & 4285):

1. Students must complete Movement Education (PETC 3110).
2. Students must have a GPA of at least 3.0. (Failure to maintain a 3.0 GPA will result in dismissal from the Physical Education/Teacher Certification major.)
3. Students must obtain a New Jersey substitute license.
4. A Mantoux Test for Tuberculosis must be completed and passed.
5. Applications for Clinical Experience - Elementary (PETC 3970) and Clinical Experience - Secondary (PETC 3980) must be filed when enrolled in PETC 3110 and are submitted to the Teacher Certification Program Director and the Office of Field Experience at least one semester in advance. In the Fall semester, the applications are due the first week in October and in the Spring semester the applications are due the first week in February. Application forms can be obtained at:
<http://www.wpunj.edu/coe/Departments/OFE/Deadlines.htm>
6. Applications for Physical Education Clinical Experience must be filed while enrolled in Elementary Methodology in PE (PETC 3950) and are submitted to the Teacher Certification Program Director and the Office of Field Experience at least one year in advance. In the Fall semester, the applications are due by mid October and in the Spring semester the applications are due by mid February. Application forms can be obtained at:
<http://www.wpunj.edu/coe/Departments/OFE/Deadlines.htm>
7. All applications for the Clinical Experiences must be verified by the Teacher Certification secretary, approved and signed by the Teacher Certification Program Director, and then submitted in triplicate to the Teacher Certification Program Coordinator.
8. **Students must pass the PRAXIS II exam (Health and Physical Education) by the semester prior to enrolling in Physical Education Clinical Practice I (EDUC 4185). Students who do not take or fail the PRAXIS II exam will not be allowed to enroll in EDUC 4185. It is suggested the students take the PRAXIS early in the semester prior to EDUC 4185.**

Completion of Teacher Certification is Contingent Upon:

1. Graduating with a cumulative grade point average of at least 3.0.
2. Satisfactorily completing Clinical Experience - Elementary (PETC 3970), Clinical Experience - Secondary (PETC 3980), Physical Education Clinical Practice I (EDUC 4185), and Physical Education Clinical Practice II (EDUC 4285) with the recommendation of the university supervisors and cooperating teachers.
3. Satisfactorily completing the professional education course sequence.

Certification Requirements:

1. Complete the total program satisfactorily according to the above criteria.
2. Attain the minimum score on the PRAXIS II as determined by the NJ State Department of Education.
3. Apply for the teaching certification during the Physical Education Clinical Practice II semester. The application for the certificate is different from the application for graduation. Students must complete and submit both applications.

WILLIAM PATERSON UNIVERSITY
DEPARTMENT OF KINESIOLOGY
Curriculum Control Sheet for the Bachelor of Science in Physical Education

Kinesiology Core Courses (18 credits)

- _____ KNES 1200 Introduction to Kinesiology
- _____ KNES 2200 Motion Analysis
- _____ KNES 2550 Disability & Diversity in Physical Activity
- _____ KNES 3500 Physiology of Exercise
- _____ KNES 3530 Motor Learning
- _____ KNES 4500 Psycho-Social Dimensions of Sport

Professional Education Sequence (35 credits)

- _____ PETC 3110 Movement Education
- _____ PETC 3310 Management & Planning in PE
- _____ PETC 3650 Assessment in PE
- _____ PETC 3840 Adapted & Inclusive Physical Education
- _____ PETC 3950 Elementary Methodology in PE
- _____ PETC 3960 Secondary Methodology in PE
- _____ PETC 3970 Clinical Experience – Elementary
- _____ PETC 3980 Clinical Experience – Secondary
- _____ EDUC 4185 Physical Education Clinical Practice I
- _____ PETC 4180 PE Seminar I
- _____ EDUC 4285 Physical Education Clinical Practice II
- _____ PETC 4280 PE Seminar II

Performance Skills (6 credits)

- _____ PETC 1200 Dual Net Games
- _____ PETC 1210 Team Invasion Games
- _____ PETC 1220 Individual Games
- _____ PETC 2230 Team Net & Field Games
- _____ PETC 2240 Team Invasion Games II
- _____ PETC 2250 Individual Dance

Physical Education Specialties (6 credits)

Select one course from the following two categories:

Category 1:

- _____ PETC 2750 Teaching Strength & Conditioning in PE
- OR

- _____ PETC 2450 Teaching Fitness Activities in PE

Category 2:

- _____ PETC 2800 Adventure Education
- OR

- _____ PETC 2720 Sport Coaching Methods

Health Certification (15 credits)

- _____ PBHL 1100 Healthy U
- _____ PBHL 2800 Wellness & Nut Ed K-12
- _____ PBHL 2810 Drug Education K-12
- _____ PBHL 2820 Sexuality Ed K-12
- _____ PBHL 4520 Teaching School Health

Directed Electives (11 credits)

- _____ BIO 1130 General A & P II
- _____ CHEM 1310 College Chemistry
- _____ CISE 3700 Multiple Literacies

Optional Endorsement (3 credits)

- _____ PETC 2300 Contemporary Methods, Materials, and Eval in Driver's Ed

Suggested Sequence of Courses

1st semester		Credits	2nd semester		Credits
BIO 1120	Anatomy & Physiology I	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing	3	SOC 1010	Principles of Sociology	3
KNES 1200	Intro to Kinesiology	3	ENG 1500	Experiences in Literature	3
PSY 1100	General Psychology	3	MATH 1300	Elementary Statistics	3
PETC 1---	Performance Skills Course	1	PBHL 2810	Drug Education K-12	3
PBHL 1100	Healthy U (Area 1 req.)	3	PETC 1---	Performance Skills Course	1
WPU 101	Pioneer Success Seminar	1			
Credits		18	Credits		17
3rd semester			4th semester		
CHEM 1310	College Chemistry	4	PETC 3110	Movement Education	3
KNES 2200	Motion Analysis	3	KNES 2550	Disability & Diversity in PA	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
PBHL 2800	Wellness & Nutrition Education K-12	3	PBHL 2820	Sexuality Education K-12	3
-----	Area 2 or 3 course	3	PETC 2---	Performance Skills Course	1
PETC 1---	Performance Skills Course	1	PETC 3310	Management & Planning in PE	3
*Students must take & pass matriculation requirements Credits		17	Credits		16
5th semester			6th semester		
PETC 3950	Elementary Methods in PE	3	PETC 3960	Secondary Methods in PE	3
PETC 3970	Clinical Experience- Elementary	1	PETC 3980	Clinical Experience- Secondary	1
CISE 3700	Multiple Literacies	3	KNES 3500	Exercise Physiology	3
-----	Area 2 or 3 course	3	PBHL 4520	Teaching School Health	3
PETC 2----	PE Specialty Course (Category I)	3	PETC 2---	Performance Skills Course	1
PETC 2---	Performance Skills Course	1	PETC ----	PE Specialty Course (Category I)	3
PETC 3650	Assessment in PE	3			
Credits		17	Credits		14
7th semester			8th semester		
EDUC 4185	PE Clinical Practice I (3 days in field)	1	EDUC 4285	PE Clinical Practice II (4 days in field)	4
PETC 4180	PE Seminar I	3	PETC 4280	PE Seminar II	2
KNES 3530	Motor Learning	3	KNES 4500	Psycho-Social Dimensions of Sport	3
PETC 3840	Adapted & Inclusive PE	3	-----	Area 6 course	3
-----	Area 2 or 3 Course	3			
Credits		13	Credits		12

BACHELOR OF ARTS IN SPORT MANAGEMENT

Dr. John Bae, Program Director

Dr. David Hack

The Bachelor of Arts degree in Sport Management prepares students who want to work in a wide variety of sport venues, including but not limited to, professional and collegiate sport, sport marketing and advertising, event planning, facility management, ticket operations manager, and sport finance. The Sport Management program is designed to offer relevant theory and practice that will prepare students to be successful leaders in today's sport industry. Students will learn from faculty who have experience working in the sport business industry and gain practical experience through an internship experience in their senior year. The program will develop business and administrative skills needed by organizations involved with sport activities, products, and services.

Requirements for Sport Management:

1. An overall 2.0 GPA is required for acceptance into the Sport Management major.
2. All Sport Management majors must complete three required courses in the College of Business that serve as the business foundation for this major. Coursework is also completed in the Kinesiology Department and the final semester is devoted to an internship experience.
3. Students are eligible to take SPM 4500 (Contemporary Issues in Sport Management) and SPM 4600 (Internship in Sport Management) in their last semester of the Sport Management program after having completed all of the SPM courses (SPM 2000, SPM 2500, SPM 2800, SPM 3000, SPM 3400, SPM 3500, SPM 3600, SPM 3700, & SPM 4000).
4. Students are required to locate their own internship sites in coordination with the Sport Management Program Director. An appointment must be scheduled with the Program Director at least one semester in advance of enrolling in SPM 4600. (For example, the student must meet with the Program Director the first week of the Fall, 2018 semester in order to enroll in SPM 4600 in Spring, 2019.) Once the internship site is approved, a signed internship package must be submitted to the Program Director by the due date.

Kinesiology Courses (6 credits)

KNES 1200 Introduction to Kinesiology	3 credits
KNES 4500 Psycho-Social Dimensions of Sport	3 credits

Business Courses (9 credits)

ACCT 2110 Financial Accounting	3 credits
MGT 2000 Principles of Management	3 credits
MKT 2100 Principles of Marketing	3 credits

Sport Management Courses (27 credits)

SPM 2000 Foundations of Sport Management	3 credits
SPM 2500 Sport Event and Facility Management	3 credits
SPM 2800 Sport Ethics and Law	3 credits
SPM 3000 Sport Marketing	3 credits
SPM 3400 Sport Leadership and Governance	3 credits

SPM 3500 Finance and Business in Sport	3 credits
SPM 3600 Sport Technology	3 credits
SPM 3700 Risk Management in Sport and Recreation	3 credits
SPM 4000 Global Sport Management	3 credits

Capstone Experience (6 credits)

SPM 4500 Contemporary Issues in Sport Management	3 credits
SPM 4600 Internship in Sport Management	3 credits

Electives (6 credits, no more than 3 credits per discipline)

COMM 3400 Intercultural Communication	3 credits
COMM 3600 Interpersonal Communication	3 credits
CS 2010 Computer and Information Technology	3 credits
EXSC 2100 Survey of Athletic Injuries	3 credits
MKT 3320 E-Marketing	3 credits
RPS 2050 Professional Selling	3 credits
RPS 2100 Negotiations	3 credits
KNES 2400 Impact of Sport in the Modern World	3 credits
KNES 3300 Biomechanics	3 credits
KNES 3400 Social History of Western Sport	3 credits
WGS 2070 Women, Sport, and Culture	3 credits
SPM 2100 Diversity in Sport	3 credits

Minor in Sport Management (18 credits)

ACCT 2110 Financial Accounting	3 credits
MGT 2000 Principles of Management	3 credits
SPM 2000 Foundations of Sport Management	3 credits
SPM 2500 Sport Event and Facility Management	3 credits
SPM 2800 Sport Ethics and Law	3 credits
Select one more course from Sport Management courses	3 credits

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
BIO 1200	Human Biology (<i>meets Area 3d</i>)	4	MGT 2000	Principles of Management	3
ENG 1100	College Writing (<i>meets Area 2b</i>)	3	MATH 1170	Business Math (<i>meets Area 3e</i>)	3
KNES 1200	Intro to Kinesiology	3	MKT 2100	Principles of Marketing	3
PSY 1100	General Psychology (<i>meets Area 3c</i>)	3	-----	UCC Area 1 Course	3
WPU 1010 -----	Pioneer Success Seminar Free Elective	1 3	-----	UCC Area 2 Course	3
Credits		17	Credits		15
<u>3rd semester</u>			<u>4th semester</u>		
SPM 2000	Foundations of Sport Management	3	SPM 2800	Sport Ethics and Law	3
ACCT 2110	Financial Accounting	3	SPM 2500	Sport Event and Facility Management	3
-----	Sport Management Elective	3	-----	Area 3 Course	3
-----	Area 2 Course	3	-----	Area 3 Course	3
-----	Area 3 Course	3	-----	Writing or Tech Intensive Course	3
Credits		15	Credits		15
<u>5th semester (Junior year)</u>			<u>6th semester (Junior year)</u>		
SPM 3000	Sport Marketing	3	SPM 3500	Sport Economics & Finance	3
SPM 3400	Sport Leadership & Governance	3	SPM 3700	Risk Management in Sport & Recreation	3
-----	Foreign Language I	3	-----	Sport Management Elective	3
-----	UCC Area 3 Course	3	-----	Foreign Language II	3
-----	Writing or Tech Intensive Course	3	-----	UCC Area 4 Course	3
Credits		15	Credits		15
<u>7th semester (Senior year)</u>			<u>8th semester (Senior year)</u>		
SPM 4000	Global Sport Management	3	SPM 4500	Contemp Issues in Sport Management (<i>meets WI</i>)	3
SPM 3600	Sport Technology	3	SPM 4600	Internship in Sport Management (<i>meets Area 5</i>)	3
KNES 4500	Psycho-Social Dimensions of Sport	3	-----	Free Elective	3
-----	UCC Area 6 Course	3	-----	Writing or Tech Intensive Course	3
-----	Free Elective	3	-----	Free Elective	3
Credits		15	Credits		15

Master of Science in Exercise and Sport Studies
Department of Kinesiology
Program Director: Dr. Michael Figueroa

The Master of Science in Exercise and Sport Studies program consists of 36 credits with a concentration in Exercise Physiology. In the M.S. (E.S.S.) program, students will take: (a) three required courses (Introduction to Research, Research Methods and Design, and Seminar in Exercise Science); (b) five classes in exercise physiology and two free electives; and (c) a choice of an independent research project with submission of a thesis or a practical internship experience with submission of a substantial concluding report plus a comprehensive examination.

Introduction

Advances in the study of exercise science and sport studies have developed over the last few decades. The disciplines within the domains of exercise science include biomechanics, exercise physiology, motor behavior, and sport nutrition. The diversity and professionalism of the faculty within the Department of Kinesiology presents a tremendous opportunity to initiate graduate training in the exercise sciences and the capability to offer a comprehensive master's program.

Objectives

The M.S. (E.S.S.) degree is designed to:

- Provide extensive training and knowledge in exercise physiology for students with undergraduate degrees in exercise science or related discipline;
- Provide an opportunity for students to acquire research skills;
- Provide further professional training in exercise science.

Content of the Program

The M.S. (E.S.S.) degree has the following requirements:

1. Three required classes (Introduction to Research, Research Methods and Design, and Seminar in Exercise Science);
2. Five required courses in exercise physiology, plus two free electives;
3. Thesis, or non thesis internship with a comprehensive examination.

Admission Requirements

For admission to the program, an applicant must have:

1. An undergraduate bachelor's degree from an accredited university with a major in exercise science, human performance, kinesiology, or the equivalent.
2. A candidate with an undergraduate degree, but not in the exercise science domain, may take this program, however pre-requisite classes will be assigned on an individual basis. Prerequisite courses are BIO 1120 Anatomy & Physiology I, KNES 3300 Biomechanics [prerequisite: PHYS 1100 Physics], KNES 2550 Disability & Diversity in Physical Activity, KNES 3500 Physiology of Exercise [prerequisite: CHEM 1310 Chemistry], and KNES 3530 Motor Learning, or equivalent courses.
3. Grade Point Average (GPA) greater than or equal to 2.75 on a 4.0 scale from an undergraduate degree.

4. A minimal Graduate Record Examination (GRE) verbal score of 150 (450 if taken before 8/1/11) or Miller Analogies Test score of 400. A minimal Graduate Record Examination (GRE) quantitative score of 150 (450 if taken before 8/1/11). TOEFL scores may be required according to policy.
5. A 250-500 word essay by the applicant on his or her suitability for the program.
6. Two professional letters of reference, at least one from a professor or another person who can attest to the applicant's academic abilities.
7. A personal interview may be required before being accepted for matriculation.

Typical Sequence of Courses

Year 1: Fall Semester

EXSC 5010 Introduction to Research
 EXSC 6100 Advanced Physiological Principles of Performance
 EXSC Free Elective

Year 1: Spring Semester

EXSC 5020 Research Methods and Design
 EXSC 6110 Applied Nutrition, Exercise, and Performance
 EXSC Free Elective

Year 2: Fall Semester

EXSC 5030 Seminar in Exercise Science
 EXSC 6120 Cardiovascular Physiology and Metabolic Disease
 Thesis or Internship

Year 2: Spring Semester

EXSC 6130 Neuromuscular Physiology
 EXSC 6140 Physical Activity and Aging
 Thesis or Internship

Course Structure

Students in this program can enroll on a full-time or part-time basis. Most students will be taking the degree on a full-time basis and will complete coursework requirements within two years including the thesis.

To graduate, students must complete:

1. 30 credits in 10 classes. Each course is equivalent to three credits, unless otherwise stipulated.
2. Six credits of a written thesis, or practicum/internship with a written concluding report and a comprehensive examination.

Thesis

The thesis shall be submitted in accordance with the provisions prescribed in the William Paterson University Graduate Studies Handbook. The thesis will be supervised by a faculty member assigned by the Chair of Kinesiology. Proposals for thesis topics are subject to the supervisor's approval.

Non-Thesis Internship

Students may complete a clinical practicum or internship under the supervision of an assigned faculty member. The practicum is 450 hours working with a sport team, approved fitness center, recognized sporting agency or appropriate government center.

Logistics

Classes are offered during regular semesters during scheduled class meeting times in the afternoons and evenings. Courses can be offered during summer subject to university availability and approval. Substitute courses may be taken with the permission of the Chair, Kinesiology and Dean, College of Science and Health.

Examinations

Candidates will be progressively examined in each class through assignments, tests, term papers, presentations and examinations in accordance with prescribed university policy. The following examination schedule applies to all courses:

1. All required classes (graded)
2. All elective classes (graded)
3. Internally examined thesis (pass/revisions required/fail)
4. Comprehensive examination (pass/fail) for those selecting the internship
5. Internship (graded as pass/fail)

List of Master of Science (Exercise and Sport Studies) Courses

- EXSC 5010 Introduction to Research** – Introduction to research involves the understanding of and the conceptualization of research techniques and how they can be effectively implemented. Topics include qualitative and quantitative research fundamentals, research purposes and problems, hypothesis testing methods, data collection and analysis techniques, reading research literature.
- EXSC 5020 Research Methods and Design** – This course explores intermediate concepts and methods of qualitative and quantitative research. Course emphasis is placed on conceiving and designing a research project. Tools and techniques used in the analysis and interpretation of data, qualitative and quantitative analysis.
- EXSC 5030 Seminar in Exercise Science** – This course covers current topics related to the field of specialization. The course will vary according to student need and graduate advisor's identification of topics in the exercise sciences pertinent to the field of study. The seminar will deal with current issues in the appropriate topical area and other relevant issues related to exercise science. Discussions, structured reading assignments in physical education, exercise science and sport studies.
- EXSC 6100 Advanced Physiological Principles of Performance** – This course examines in depth the concepts involving the physiological adaptations of man to the stress of exercise. Focusing primarily on the biochemical, muscular, cardiovascular, circulatory, nutritional and pulmonary aspects of influencing athletic performance, this course will utilize laboratory exercises to explore various physiological principles. Responses, mechanisms and physiological adaptation to human performance are included.
- EXSC 6110 Applied Nutrition, Exercise and Performance** – This course examines the nutritional aspects of physical and athletic performance. Focusing on the proper nutrition as a component in total physical training this course will investigate the effect nutrition plays in influencing athletic ability resulting in significant performance gains. The laboratory exercises will include obtaining: dietary information, carbohydrate, fat and protein metabolism information and the regulation of metabolism.
- EXSC 6120 Cardiovascular Physiology and Metabolic Diseases** – Cardiovascular physiology is concerned with the electrical activity, hemodynamics and control of the heart and circulation and how these are affected by physical training. Metabolic diseases are conditions that affect the internal systems of the body and exhibit themselves through cardiovascular diseases. The laboratory exercises will include various measurement and evaluation aspects of the cardiovascular system.
- EXSC 6130 Neuromuscular Physiology** – This course provides specialized training in the field of neurophysiology. Laboratory and theoretical aspects are integrated through the applications of physiological principles of exercise from a perspective of the coach, teacher, trainer or sports skill specialist.

- EXSC 6140 Physical Activity and Aging** – This course examines the effects of physical activity on the process of aging. Focusing on the physiological and neuromuscular bases of physical activity, this course explores the aging process. It also covers the important conceptions of nutrition, drugs and medications, the psychological and social components of aging and exercise programming.
- EXSC 6240 Human Motor Development** – A study of the process of motor development and motor behavior across the lifespan. Observation and analytical skills will be developed in the locomotor, non-locomotor and manipulative skill sequences. Relationships among growth, maturation, motor performance and the persons' context will be discussed. Developmental considerations will be discussed with respect to planning and directing movement experiences for individual across the lifespan. Individual and gender differences will be identified and applied to movement settings. The service-learning experience consists of weekly instruction in a community based early childhood motor skill program or a senior recreation center. Academic concepts learned in class will be applied and utilized in the service-learning setting.
- EXSC 6520 Applied Kinesiology and Biomechanics** – This course examines the principles of physics as applied to human movement. Special emphasis will be placed on examining and applying anatomical and mechanical principles to human locomotion and selected movement skills. The quantitative and qualitative approach to movement analysis will be utilized. Theory and application of biomechanical principles of exercise.
- EXSC 6530 Advanced Motor Behavior** – A study of the neural mechanisms underlying the control of our movements. There will be both a micro and macro evaluation of the hierarchical levels that contribute to the neural control of movements. Theory and application – motor skill acquisition and neural control of movement, skill analysis and practice.
- EXSC 6540 Applied Psychology of Sport and Exercise** – This course will overview the applications of selected psychological theories and concepts to the sport and exercise experience. More specifically, the student will gain an understanding of how psychological factors affect sport and exercise performance and how participation in sport and exercise affects psychological well-being.
- EXSC 6600 Special Topics** – related sport studies or exercise science topics offered by special permission and when visiting scholars are available to teach.
- EXSC 7700 Internship** – under the supervision of a faculty member, participants experience clinical application with a recognized sporting or health agency.
- EXSC 7800 Thesis** – supervised research involving the establishment of a research question, review of literature, properly conducted research, collection of data, analysis and written submission.

Master of Science in Exercise and Sport Studies

I.	Required Core Courses	<u>9 credits</u>
	EXSC 5010 Introduction to Research	3
	EXSC 5020 Research Methods and Design	3
	EXSC 5030 Seminar in Exercise Science	3
II.	Required Courses in Exercise Physiology	<u>15 credits</u>
	EXSC 6100 Advanced Physiological Principles of Performance	3
	EXSC 6110 Applied Nutrition, Exercise and Performance	3
	EXSC 6120 Cardiovascular Physiology and Metabolic Diseases	3
	EXSC 6130 Neuromuscular Physiology	3
	EXSC 6140 Physical Activity and Aging	3
III.	Free Elective Courses	<u>6 credits</u>
	EXSC 6520 Applied Kinesiology and Biomechanics	3
	EXSC 6530 Advanced Motor Behavior	3
	EXSC 6540 Applied Psychology of Sport and Exercise	3
	EXSC 6600 Special Topics	3
IV.	Internship/Thesis	<u>6 credits</u>
	EXSC 7700 Exercise Science Internship OR	6
	EXSC 7800 Exercise Science Thesis	6
V.	Total credits	36

PROFESSIONAL ORGANIZATIONS

As a student, you are encouraged to become a member of local, state, and national professional associations. As a member of these associations, you receive publications, announcements about conferences, seminars, and workshops. Participating in these groups enables you to broaden your knowledge about the profession. Student membership fees are much lower than those for regular membership. A brief description of each of the associations is presented. See Program Directors for associations specific to each major.

KINESIOLOGY MAJORS CLUB

The Kinesiology Club is a professional club which is open for membership to all students in the Kinesiology Department. Its purpose is to enrich the student's experience at William Paterson by providing camaraderie, professional programs and social opportunities for its members. There are monthly meetings of the club as well as special events at various times throughout the year.

ATHLETIC TRAINING CLUB

The purpose of this organization shall be to bring together people interested in the field of athletic training, its promotion as an allied health profession, and to provide them with numerous educational opportunities through various conventions, meetings, and in-services that will help them develop into knowledgeable, well-rounded professionals, to not only help them better serve the athletic population post-graduation, but here on campus in the present. Our goals are to provide education of the profession of Athletic Training throughout the community and to organize fund-raisers for athletic injury and illness related causes and foundations. This organization is open to all students at William Paterson University. See the following website for additional information:

<https://wpunj.collegiatelink.net/organization/athletictraining>

NEW JERSEY ASSOCIATION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE (NJAPERD)

This is a state professional organization dedicated to stimulating, and supporting professional growth of the members in the various fields. As a professional student you are obliged to be members of your organization. Two conventions, fall and spring, are offered to keep you abreast of developments in the field. In addition to these conventions, workshops, and mini-conferences are scheduled at a local and regional level. Student Division Representatives serve on the Executive Board, sponsor events geared toward students, and send reps from the state to the national convention. For further information see your advisor, the Chairperson, or President of the Majors Club. Membership applications are available on the NJAPERD website: www.njahperd.org

SOCIETY OF HEALTH AND PHYSICAL EDUCATORS (SHAPE AMERICA)

This is the national organization representing the various fields within the discipline of Kinesiology. The goals, objectives, and philosophy are comparable to the state association, but at the national level. As professional students, you are eligible for membership in SHAPE America. The organization holds an annual national convention at a different site each year. Other conferences are held in special interest

areas. As a member you receive two monthly publications: *Update*, a monthly newsletter type publication, and *Journal of Physical Education, Recreation, and Dance* which has many articles related to various fields. Additional publications, *Strategies*, and *Research Quarterly*, are available for extra fees. For further information see your advisor, the Chairperson, or officers of Kinesiology Club. Membership applications are available on the SHAPE America website: www.shapeamerica.org

**AMERICAN COLLEGE OF SPORTS MEDICINE (ACSM)
MID-ATLANTIC REGIONAL CHAPTER OF ACSM (MARC-ASCM)**

The ACSM consists of professionals from medicine, basic and applied science, and education and allied health. It is dedicated to using medicine and exercise for healthier living. It is committed to the prevention and treatment of sports-related injuries and the advancement of the science of exercise. The ACSM holds a national convention each June and regional conventions throughout the US at other times. For information, write to ACSM, P.O. Box 1440, Indianapolis, IN 46206-1440 or telephone 317-637-9200 or find information at www.acsm.org.

The Mid-Atlantic Regional Chapter of the ACSM (MARC-ACSM) is the local chapter of the ACSM and includes members from approximately 8 different states. The MARC-ACSM Annual Meeting is always held in the first weekend in November in Harrisburg, PA and fosters the educational development and research from undergraduate and graduate students. Annually, the Annual Meeting hosts the Student Bowl Trivia Challenge and the Undergraduate Fitness Challenge. For more information on membership and conferences, go to www.marcacsm.org

**NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA)
EASTERN ATHLETIC TRAINERS' ASSOCIATION (EATA)
ATHLETIC TRAINERS' ASSOCIATION OF NEW JERSEY (ATSNJ)**

The NATA is the professional organization for athletic trainers. The organization holds a national convention each year in June. The EATA, which includes the New England states comprising District 1 and New Jersey, New York, Delaware and Pennsylvania comprising District 2, holds a conference every January. The ATSNJ is the State organization which holds its annual conference in March. Athletic training students must become student members of the NATA immediately after being admitted into the Professional Preparation Phase. For membership information and application, go to www.nata.org The EATA and ATSNJ websites are www.goata.org and www.atsnj.org respectively.

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION (NSCA)

The NSCA consists of exercise physiologists, athletic trainers, elementary and secondary physical education teachers, strength coaches, and personal trainers. It is designed mostly for people who want to be strength coaches or personal trainers. We offer the coursework and the certification examination on the WPU campus annually. Students who qualify become Certified Strength and Conditioning Specialists (CSCS). Publications include: *Strength and Conditioning Journal*, *The Journal of Strength and Conditioning Research*, and the *NSCA Bulletin*. Website: www.ncsa-lift.org.

Honorary Organizations

Two national honorary education societies have chapters on our campus. The requirements for membership are given below. See respective advisor for further information.

Kappa Delta Pi-Zeta-Alpha Chapter

The honor society in education fosters the ideals of fidelity to humanity, science, service and toil which serve as guidelines for its members serving in educational careers. Membership requirements include having a commitment to the field of education and a minimum grade point average of 3.45 for sophomores, 3.30 for juniors and 3.20 for graduate students.

Pi Lambda Theta-Beta Chi Chapter

An honors and professional organization for women in education, membership is open to junior and senior undergraduate students with a minimum grade point average of 3.2 and graduate students with a minimum grade point average of 3.5.

POLICIES AND PROCEDURES

ADVISEMENT

Upon entering William Paterson University, each student is assigned an advisor. We try to assign advisors by major. All faculty maintain office hours for the purpose of seeing their advisees when necessary. If the office hours of the advisor and student schedule conflict, the student should make an appointment with his/her advisor. Advisors welcome you at times other than during Registration when you have questions regarding courses, concentrations, requirements, careers, etc. or if you just want to visit.

You may request a change of advisor at any time by completing the Change of Advisor for available in the department office and turning it in to the Department Chair.

REGISTRATION PROCEDURES

Prior to Registration, the Registrar sends pertinent information and procedures for Registration to all students.

Each semester, you will register for courses that you plan to take the following semester. During the fall semester, you will develop a spring schedule; and in the spring semester, you will develop a schedule for the following fall. It is important to select courses properly and carefully with the assistance of your advisor. You must obtain your Alt. PIN number from your advisor each semester at registration time in order to register for courses. To assist your advisor or faculty member at registration, bring an up-to-date Degree Evaluation and a possible schedule. Upon completion of the conference, your advisor will approve your schedule. You are then responsible for securing the courses you have scheduled via Web registration.

Note: Students who do not register during the advisement period jeopardize the possibility of getting the courses needed.

DEPARTMENTAL POLICIES

Students should be aware of the following policies that are in effect in the Department of Kinesiology.

MEDICAL EXCUSES

When injury and/or illness prevent a student from participating in a physical performance skills course, the student must present to the professor a written excuse from his/her physician or the university physician. To resume the activity, a medical clearance must be presented to the professor. In the event the student is unable to complete the activity, a grade of Incomplete will be given. If possible, the student is expected to attend class while injured. The student must make arrangements with the professor to make-up the work. Upon completion of the work, the grade will be changed accordingly. This same policy applies to non-activity courses. When a student cannot attend class over an extended period of time, the Dean of Students should be contacted immediately so that all professors of the student can be notified. If a student is unable to participate in a class due to an injury or temporary medical condition, he or she should speak with the Department Chair about dropping the course and taking it in another term.

CLASS ATTENDANCE POLICY

The department has endorsed an attendance policy that permits one unexcused absence per course credit. Thus, if you are taking a 3 credit course, 3 unexcused absences will be permitted. If a student's number of absences exceeds the total course credit, the student will be in jeopardy of failing the course. Excused absences are determined by the professor. If you are on an athletic team, you should give a schedule to your professors noting any absences from class. Also, for any school sponsored trip, you must bring notice from professor or sponsor to your professors.

These procedures will begin as of the Fall 2003 semester and will remain in effect henceforth.

PROCEDURE FOR PASS/FAIL OPTION

THE POLICY:

1. University Core Curriculum courses cannot be taken on a pass/fail basis.
2. With the exception of courses that are designated by the university as “pass/fail only,” student may exercise a pass/fail option for free elective courses only and for a maximum of 3-4 credits or one course per semester and a career maximum of 12 credits or four courses, whichever is greater.
3. Students must be in good academic standing (minimum cumulative GPA of 2.0) to opt for pass/fail.
4. Under no circumstances may the course you wish to request as a Pass/Fail be a course required for the major.

Explanation: The purpose of the pass/fail option is to encourage students to take courses outside their area of expertise and to explore new and more difficult topics. The ability to exercise the pass/fail option in UCC requirements does not support that purpose and undermines the integrity of the University Core Curriculum program.

ENROLLING IN MORE THAN 19 CREDITS PER SEMESTER

1. Students who wish to enroll in more than 19 credits in a semester must obtain permission from the Department Chairperson and Dean during the registration period.
2. The student must have a 3.0 cumulative grade point average to qualify.
3. Those students in the Teaching Certification major may enroll for only 18 credits during the term when they are enrolled in Elementary and/or Secondary Practicum and may enroll for only 17 credits in the term when they are Student Teaching.

INCOMPLETE POLICY

THE POLICY:

Work relating to grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week of classes in the semester subsequent to the semester in which the grade was issued.

Grades of Incomplete (IN) may be assigned only when the student has successfully completed most of the work required for a course but due to extraordinary circumstances is unable to submit a portion of course work or completed final project (paper, exam, or other work) by the end of the semester. Under no circumstances should an incomplete be assigned when, through negligence or with no acceptable excuse, a student fails to take and examination or to submit required work on time.

Grades of Incomplete (IN) may be assigned only with an agreement of mutual understanding between the faculty member and the student on an Incomplete Form indicating the reason for the Incomplete (IN) the work to be completed, the work that had been completed for a grade, and a

deadline for completion.

A copy of this agreement must be signed by the faculty member and student and approved by the Department Chair, with copies to the Dean of the College and the Registrar, when the grade of Incomplete is submitted.

Rationale: Students must have the opportunity to meet with their instructor to resolve questions or problems when completing “Incompletes,” and we cannot guarantee the possibility of such meeting during summer and winter breaks.

REPEAT COURSE GUIDELINES

POLICY: Undergraduate degree students may repeat a course or courses in which a grade lower than C was received but the option to repeat a course may be exercised no more than five (5) times in total during their matriculated enrollment. No individual course may be repeated more than twice.

PROCEDURE: Any course a student has taken in which a grade lower than C has been received is eligible to be repeated, so long as the limit on repeating has not been exceeded.

- Only the last grade received will be computed in the GPA. If the last grade is a WD, then the previous grade will be computed in the GPA instead.
- If a student withdraws from an entire semester, he or she may repeat any of those courses a single time. Those repeats will not count toward the five total.
- All grades received will be shown on the transcript.

ENROLLMENT IN COURSES AT ANOTHER INSTITUTION

In order to enroll in a course in another institution and receive course credit at William Paterson University, the student must:

1. Obtain a Visiting Student Request Form from the Kinesiology Department Chairperson.
2. Have a minimum 2.0 overall grade point average to qualify.
3. Have permission and approval form signed by the Department Chairperson offering the course, the Kinesiology Department Chairperson and College of Science and Health Dean.
4. Obtain a grade of C or higher in the course for the credits to be transferred to William Paterson*
5. Have an official transcript sent to the Registrar's Office upon completion of the course.

*The credits will transfer but the grade will not be computed into the student's grade point average.

Note: Once 60 credits have been earned, a course may NOT be completed at a two-year school (community college). Until 90 credits have been earned, a course may be completed at a four-year school. Once 90 credits have been earned, all of the remaining courses must be completed at William Paterson. Therefore, students should enroll in courses at another institution early in their degree work at William Paterson University.

PROBATION/DISMISSAL

THE POLICY:

This policy is divided into two sections, the first relating to First-Time Full-Time Freshman and the second relating to students who have earned 24+ credits at the time they become subject to the provisions of the policy, i.e. when their cumulative GPA becomes less than 2.0

First-Time Full-Time Freshman

A First-Time Full-Time Freshman student who has attempted 12-23 credits toward graduation and whose grade point average is less than 2.0 is in the status of Academic Probation and must adhere to the conditions noted herein:

1. Register for no more than 12-14 credits in the following Fall or Spring semester, and no more than two courses in either the first or second Summer Session;
2. Meet with his or her advisor within ten days of beginning of the semester following notice of status of probation and monthly throughout the semester or as directed by the advisor; and,
3. Enter into an Academic Agreement with the advisor that includes an academic plan to assist the student in acquiring appropriate academic assistance, tutoring, career information, and/or personal counseling.

A First-Time Full-time student in status of Probation after the second semester of matriculation, who has attempted 24+ credits, and whose cumulative GPA is less than 2.0 is subject to Dismissal, with the ability to appeal the dismissal to the Dean of the appropriate College (if a declared major) or the Director of the Advisement Center (if undeclared). Criteria for an Appeal of Dismissal include mitigating factors such as (a) evidence of adherence to the terms of a prior

Academic Agreement, (b) evidence of progress toward a cumulative GPA of 2.0, or (c) change in personal circumstances.

A First-Time Full-Time student who has been reinstated on Appeal for a third semester who does not achieve a cumulative GPA of 2.0 will be Dismissed. The student may Appeal to the Dean or the Director of the Advisement Center. The sole criterion for appeal will be progress toward achieving a GPA of 2.0. A First-Time Full-Time student who has completed four semesters without achieving a GPA of 2.0 in any of the preceding semesters will be dismissed without the right of Appeal.

Full-Time Upper-Level Students (24+ Credits)

An Upper Level Student, defined as one who has already earned 24 or more credits, whose GPA falls below 2.0 in any semester will be placed on Academic Probation and must adhere to the conditions noted herein:

1. Register for no more than 12-14 credits in the following Fall or Spring semester, and no more than two courses in either the first or second Summer Session;
2. Meet with his or her advisor within ten days of the semester following notice of status of probation and monthly throughout the semester or as directed by the advisor; and,
3. Enter into and Academic Agreement with the advisor that includes and academic plan to assist the student in acquiring appropriate academic assistance, tutoring, career information, and/or personal counseling.

An Upper Level student whose cumulative grade point average is less than 2.0 for two consecutive semesters will be Dismissed from the University, with the ability to appeal the dismissal to the Dean of the appropriate College (if a declared major) or the Director of the Advisement Center (if undeclared). Criteria for an Appeal of Dismissal include mitigating factors such as (a) evidence of adherence to the terms of a prior Academic Agreement, (b) evidence of progress toward a cumulative GPA of 2.0, or (c) change in personal circumstances.

If the Appeal is granted and the student does not achieve a GPA of 2.0 in the next subsequent semester, the student is Dismissed with right to Appeal.

Other Circumstances

A Part-Time Student with a GPA of less than 2.0 should confer with her or her Advisor (if in a major) or the Advisement Center (if undeclared) for counsel regarding his or her academic program and support services.

Explanation: The university recognizes that First-Time Full-Time Students may experience special difficulties in establishing themselves as successful students and seeks by this policy to assist them while challenging them to assume more responsibility and become more accountable for their education. Upper-Level Students who fail to maintain a cumulative GPA of 2.0 for more than one semester give evidence of serious academic deficiency unrelated to transitional issues of first-time students.

READMISSION

THE POLICY:

Re-admission of students who withdrew from the University in good standing will be expedited.

Student who have been dismissed from the University for academic reasons must be absent from enrollment in the University for a minimum of one academic year. The application for readmission of a student who was dismissed or withdrew from the University with a GPA of less than 2.0 requires an appeal to the appropriate academic Dean (declared students) or the Director of Advisement Center (undeclared students). On readmission, the student will be in status of probation under terms of an agreement with the re-admitting Dean/Director for a course of study and academic support to attain status of good standing within an appropriate time period.

Students should also give evidence of ability to do college-level work subsequent to their dismissal, including evidence that the student had taken steps to improve his or her academic performance with potential for success at WPU.

EXPUNGEMENT

THE POLICY:

Former WPU students who left the University for academic reasons and subsequently completed two semesters or twenty-four credits at an accredited institution of higher learning with a GPA of 2.0, or who have graduated from a county or community college or other accredited two-year institution (or four-year institution, if seeking a second degree) will be considered as new applicants and their prior WPU grade point average will be excluded from cumulative GPA calculations if they are readmitted.

Explanation: The Repeat Course Policy, Probation Policy, and Readmission Policy provide an adequate framework and sufficient means to enable students to address prior failures. However, students who elect to attend a county or community college or accredited two-year institution and, in so doing, are able to achieve a satisfactory academic record (2.0 GPA or higher) in a degree program should be readmitted on application to the University (with appropriate exceptions for programs requiring a higher GPA).

Approved by the Provost, March 2003.

PROCEDURES FOR INVESTIGATING COMPLAINTS ABOUT GRADES OR STUDENT ACADEMIC PERFORMANCE

Students who are dissatisfied with treatment by a faculty member in reference to grades or student academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline.

Each step in the procedure must be initiated within 10 working days of the faculty, chairperson, or departmental response. Dated, **written statements** are required at each step. Likewise, at each level, the faculty member, chairperson or Department Executive Council (or other appropriate departmental committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within 10 working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student's right to appeal will not be jeopardized, and the deadline will be extended. A copy of all materials submitted at each level of the appeal process should be retained by the student. If the student so chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

- 1) The student must write to the faculty member within 10 working days of the receipt of grade or incident related to student academic performance to request an appointment to discuss the complaint. The letter must also include any pertinent documentation to substantiate the student's complaint.
- 2) At the meeting with the faculty member, the student must present any additional pertinent documents to substantiate the complaint. The faculty member must make available for review at this meeting materials submitted by the student for evaluation and not yet seen by the student.
- 3) If the student is unsuccessful in making contact with the faculty member or upon meeting with the faculty member is dissatisfied with the outcome and wishes to further pursue the complaint, the student must write to the department chairperson and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be included. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it and understands it before the appeal can proceed.
- 4) If the complaint is not resolved at the Chairperson's level, and if the student wishes to pursue the complaint, the student must request, in writing, that the department chairperson convene the Department Executive Council (or other appropriate department committee) to hear the appeal. The committee must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a decision to the department chairperson. When the faculty member involved is the chairperson, the student may request that the dean of the school convene the Department Executive Council (or other appropriate department committee).
- 5) If not satisfied with the Department Executive Council's (or other appropriate department committee's) decision, and if the student wishes to further pursue the complaint, the student must write to the dean of that school requesting that the complaint be brought to the School Council for a decision by the department chairpersons of the school concerned. The chairperson of the department concerned shall not take part in the final vote. This decision will constitute the University's final decision.
- 6) The faculty unequivocally have the final responsibility with regard to grade changes.

ACADEMIC INTEGRITY POLICY WILLIAM PATERSON UNIVERSITY

I. Standards of Academic Conduct

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the college community shall conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson has established standards of academic conduct because of its belief that academic honesty is a matter of individual and university responsibility and that, when standards of honesty are violated, each member of the community is harmed.

Members of the college community are expected to acknowledge their individual responsibility to be familiar with and adhere to the Academic Integrity Policy.

II. Violations of Academic Integrity

Violations of the Academic Integrity Policy will include, but not be limited to the following examples:

A. Cheating during examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks or other sources, not specifically designated by the professor of the course for student use during the examination period, or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

B. Plagiarism is the copying from a book, article, notebook, video or other source material whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own, the ideas, words, writings, programs and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism will also include submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

C. Collusion is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

D. Lying is knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the College's advisor, registrar, admissions counselor, professor etc., for any academically related purpose.

E. Other concerns which relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records as well as vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples, should however, give a clearer idea of the intent and extent of application of this policy.

III. Faculty Responsibilities for Upholding the Academic Integrity Policy

A. Faculty are expected to be familiar with academic integrity policy. Each faculty member will inform students of applicable procedures and conditions early in the semester prior to first examination or assignment.

B. Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although where necessary, that responsibility may be shared with or delegated to faculty colleagues or graduate assistants assigned to the course.

IV. Resolution of Academic Integrity Policy Violations

A. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to discuss this matter with the student within ten (10) working days of the incident.

B. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing.

Depending on circumstances, as assessed by the faculty member who has discussed the matter with the student, the following penalty could be imposed:

1. Resubmission of the assignment;
2. Failure of the assignment;
3. Failure of the course;
4. Forced withdrawal from the course with no credit received;
5. Impose other appropriate penalties with the consent of the student;
6. Recommendation to the president of suspension or expulsion from the College;
7. With any of the above, the faculty member may have a written record of the sequence of events placed in the student's permanent record with a copy to the student.

C. If the student does not admit to a violation or disagrees with the proposed penalty he/she must:

1. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the department chairperson in writing within that ten (10) day period.
2. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the department chairperson presenting a dated, written and signed statement describing the specific basis for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.
3. The department chairperson will try to resolve the issue by reaching a settlement which is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student will request that the chairperson convene the Department Executive Council (or other appropriate department committee)--excluding the faculty member involved--to hear the appeal. The faculty member will submit a written, dated and signed statement of the alleged violation to the council/committee. The student will submit a written, dated and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, then the student will request that the dean of the school convene the Department Executive Council (or other appropriate department committee). The Department Executive Council/Committee will submit its decision to the chairperson (or school dean, if the faculty member involved is the chairperson).
4. If not satisfied with the Department Executive Council's (or other appropriate department committee's) decision, the student may ask the dean of that school to bring the matter to the School Council. The faculty member will submit a written, dated and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the department concerned will not take part in the final vote (though the written decision from the department chairperson will be part of the record). **The School Council's decision will constitute the College's final decision regarding the substantive nature of the case.** Future appeals based on violation of due process are permitted to the limit of the law.

5. Each step in the procedure must be initiated within 10 (ten) working days of the faculty, chairperson, department or school response. Dated, written and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department committee) or School Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting student or faculty, it is understood that the student's right to appeal will not be jeopardized and the time constraints will be extended. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

6. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, read it and understands it before the appeal can proceed.