

Department of Kinesiology

Student Success Handbook

2010-11



William Paterson University

TABLE OF CONTENTS

	Page
PREFACE.....	3
ACKNOWLEDGEMENT.....	4
WELCOME AND GREETINGS FROM THE FACULTY.....	5
FACULTY OF KINESIOLOGY DEPARTMENT.....	6
EDUCATIONAL PHILOSOPHY & OVERVIEW.....	8
GENERAL EDUCATION PROGRAM OBJECTIVES.....	9
GENERAL EDUCATION COURSES.....	9
NOTES ON THE GE CURRICULUM.....	10
GE CURRICULUM CONTROL SHEET.....	11
KINESIOLOGY MAJOR PROGRAMS (BACHELOR OF SCIENCE DEGREE).....	12
3 YEAR ROTATION OF EVENING, WEEKEND AND SUMMER COURSES.....	13
BACHELOR OF SCIENCE IN ATHLETIC TRAINING.....	14
BACHELOR OF SCIENCE IN EXERCISE SCIENCE WITH A CONCENTRATION IN EXERCISE PHYSIOLOGY.....	20
BACHELOR OF SCIENCE IN PHYSICAL EDUCATION.....	26
MASTER OF SCIENCE (EXERCISE AND SPORT STUDIES).....	32
PROFESSIONAL ORGANIZATIONS.....	40
KINESIOLOGY MAJORS CLUB.....	40
NEW JERSEY ASSOCIATION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE.....	40
AMERICAN ALLIANCE FOR HEALTH, PHYSICAL EDUCATION, RECREATION, & DANCE (AAHPERD) ...	40
AMERICAN COLLEGE OF SPORTS MEDICINE (ACSM).....	41
NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA).....	41
NATIONAL STRENGTH AND CONDITIONING ASSOCIATION (NSCA).....	41
Kappa Delta Pi-Zeta-Alpha Chapter.....	41
Pi Lambda Theta-Beta Chi Chapter.....	41
POLICIES AND PROCEDURES.....	42
ADVISEMENT.....	42
REGISTRATION PROCEDURES.....	42
MEDICAL EXCUSES.....	43
CLASS ATTENDANCE POLICY.....	43
PROCEDURE FOR PASS/FAIL OPTION.....	44
ENROLLING IN MORE THAN 19 CREDITS PER SEMESTER.....	44
INCOMPLETE POLICY.....	44
REPEAT COURSE GUIDELINES.....	45
ENROLLMENT IN COURSES AT ANOTHER INSTITUTION.....	46
PROBATION/DISMISSAL.....	46
READMISSION.....	48
EXPUNGEMENT.....	48
PROCEDURES FOR INVESTIGATING COMPLAINTS ABOUT GRADES OR STUDENT ACADEMIC PERFORMANCE.....	49
ACADEMIC INTEGRITY POLICY.....	50
APPENDIX A: APPLICATION FOR PRACTICUM.....	53
APPENDIX B: APPLICATION FOR STUDENT TEACHING.....	55

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 Undergraduate Catalog as you pursue the Bachelor of Science degree. The handbook contains curricular requirements and course sequences for the three majors in Kinesiology--athletic training, exercise science, and physical education --along with 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 and fulfilling the baccalaureate degree requirements of your program of study. 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 and handbook for the year in which you matriculated to the university. Thus, if you entered the Department of Kinesiology in Fall, 2010 or Spring, 2011 you would follow the 2010-2011 handbook and catalog throughout your undergraduate degree.

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

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, 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 to the baccalaureate degree, 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 upon your undergraduate preparation, you will find the educational experiences that you have had at William Paterson to be meaningful and satisfying.

FACULTY OF KINESIOLOGY DEPARTMENT

Dr. Kathy Silgailis, Chair

Wightman Gym 132

Department Secretary, Diane Jagt, jagtd@wpunj.edu, 973-720-2362

Teacher Certification Secretary, Elinore Vitale, vitalee@wpunj.edu, 973-720-2166

	<u>Office</u>	<u>Phone</u>
<p>Dr. Linda Gazzillo Diaz, Associate Professor gazzillol@wpunj.edu B.S., Pennsylvania State University M.S., University of Florida Ed.D., Rutgers University Certified Athletic Trainer (ATC) Program Director, Athletic Training Education Program</p>	G122	2364
<p>Dr. Ismael Flores-Marti, Assistant Professor floresmartii@wpunj.edu B.A., University of Puerto Rico M.S., Inter-American University, Puerto Rico Ph.D., The Ohio State University Program Director, Teacher Certification</p>	G128	2366
<p>Dr. Michael Figueroa, Assistant Professor figueroam@wpunj.edu B.A., Hunter College M.S., Brooklyn College Ed.M., Teachers College, Columbia University Ed.D., Teachers College, Columbia University</p>	G123	3950
<p>Ms. Toni LaSala, Instructor lasalat@wpunj.edu B.S., William Paterson University M.A., Montclair State University</p>	G116	
<p>Dr. James M. Manning, Professor manningj@wpunj.edu B.S., Niagara University M.S., Indiana State University Ph.D., University of Maryland Certified Athletic Trainer (ATC) Program Director, Exercise Physiology</p>	G127	2367
<p>Dr. Virginia Overdorf, Professor overdorfv@wpunj.edu B.A., Ohio Wesleyan University M.S., Indiana University M.Ed., Montclair State University Ed.M., Ed.D., Teachers College, Columbia University</p>	G130	2419
<p>Dr. Amy Rady, Assistant Professor radva@wpunj.edu B.S., State University of New York at Buffalo M.ED., State University of New York at Buffalo Ed.D., University of Georgia</p>	G120	2363

	<u>Office</u>	<u>Phone</u>
<p>Dr. Robb Rehberg, Assistant Professor rehbergr@wpunj.edu B.S., West Chester University M.S.S., United States Sports Academy Ph.D., Touro University International Coordinator of Clinical Education, Athletic Training Education Program</p>	G123	2267
<p>Dr. Gordon Schmidt, Professor schmidtg@wpunj.edu B.Ed., McGill University M.S., Indiana University Ph.D., Indiana University Graduate Program Director</p>	G121	2790
<p>Dr. Katherine Silgailis, Professor silgailisk@wpunj.edu B.S., Skidmore College M.S., Iowa State University Ph.D., Florida State University</p>	G132	2708
<p>Dr. Jason Wicke Ph.D., Queens' University M.Sc., Laurentian University B.Sc., Laurentian University</p>		
<p>Dr. Patricia A. Huber, Emeritus Associate Professor B.S., M.Ed., University of North Texas Ed.M., Ed.D., Teachers College, Columbia University</p>		
<p>Dr. J. Thomas Jable, Emeritus Professor jablet@wpunj.edu B.S., University of Dayton M.Ed., M.A., Ph.D., Pennsylvania State University</p>		

*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 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.

GENERAL EDUCATION PROGRAM OBJECTIVES

The General Education program has 14 objectives that are arranged into three main areas as follows:

- A. 1. To practice and refine fundamental learning skills.
- 2. To foster effective written and oral communication.
- 3. To foster critical and creative thinking.

- B. 4. To develop the individual for meaningful and satisfying participation in society.
- 5. To form humanistic values by understanding their history, current problems and applications.
- 6. To provide broad, current knowledge.
- 7. To develop an awareness of the plurality of cultures and their expressions.

- C. 8. To develop the capacities for lifelong learning.
- 9. To introduce major concepts and methods in the major fields of knowledge.
- 10. To give an appreciation of arts and literature.
- 11. To give an understanding of the physical and natural world.
- 12. To foster an understanding of interdisciplinary learning modes.
- 13. To develop an awareness of commonalities across disciplines.
- 14. To foster student involvement through experimental and experiential learning.

GENERAL EDUCATION COURSES

(Effective 9/86 for New Students)

- A. All students must satisfactorily complete 59 credits in General Education. The credits are distributed as follows:

Arts and Communication	6
Humanities	21
Science & Math	11-12
Social Science	9
Other	
Health	3
Racism/Sexism	3
General Education Electives	6
Upper Level Electives	9

Specific General Education Courses for the major are on the Curriculum Control Sheet.

- B. Six (6) credits of general education electives chosen from a group of upper-level (200 or above) courses so designated. These may not be in the major or collateral areas. See Master Schedule for listing.

- C. A course in Non-Western Civilization (3 credits). This may be fulfilled by a course in ONE of the following:
 - 1. General Education
 - 2. Major Area
 - 3. Elective Area

- D. Upper Level Electives - Nine credits in courses beyond the 100 level and exclusive of courses in major department.

NOTES ON THE GE CURRICULUM

General Education Electives:

1. This is a 6 credit requirement.
2. Students are **NOT** allowed to take courses that are in their major or in a co-requirement area.
3. To fulfill this requirement student must choose:
 - a. any course from the list of GE electives printed at the front of master schedule and which they have had the prerequisite

OR

 - b. any other GE course.

Upper Level Electives:

1. This is a 9 credit requirement.
2. Students are **NOT** allowed to take courses that are in their major or in a co-requirement area.
3. To fulfill this requirement students must choose a course in the catalog that is at the 200, 300 or 400 level for which they have had the prerequisite.

Non-Western:

1. Students must take **ONE** of the non-western courses for which they have had the prerequisite.
2. Depending on which course students choose, the course can count either:
 - a. as part of their major,
(for example if sociology majors take a Sociology course that is part of the major, they may also count it as a Non-Western course if it is on the Non-Western list.)
 - b. as a GE elective,
(note that some of the Non-Western courses are also on the GE electives list)
 - c. as an upper level elective,
(any non-western course at the 200 level or above that is outside of the student's major or co-requirement area)

OR

 - d. as a free elective.

GE CURRICULUM CONTROL SHEET

William Paterson University
KINESIOLOGY

B.S. (Athletic Training), B.S. (Exercise Science), B.S. (Physical Education)

A. GENERAL EDUCATION REQUIREMENTS - TOTAL 55 CREDITS

				<u>Crs</u>	<u>Grade</u>				<u>Grade</u>			
1.	<u>Arts & Communication (3 credits)</u>						5.	<u>Other (6 credits)Crs</u>				
	_____	ARTH	101	Approaches to Western Art	3	_____	5A.	<u>Health/Movement Science (3 credits B.S. AT takes CMHL221)</u>				
	_____	COMM	110	Communication in Action	3	_____	_____	PBHL 120	Current Health Issues	3	_____	
	_____	MUS	120	Music Appreciation	3	_____	_____	PBHL 221	Nutrition-B.S. (A.T. E.S.)	3	_____	
	_____	COMM	101	Introduction to Theater	3	_____	5B.	<u>Racism and Sexism (3 credits)</u>				
2.	<u>Humanities (18 credits)</u>						_____	AACS	150	Racism & Sexism	3	_____
	_____	ENG	110	Writing Effective Prose	3	_____	_____	WS	150	Racism & Sexism	3	_____
	_____	ENG	150	Introduction to Literature	3	_____	_____	WS	110	Women's Changing Roles	3	_____
	_____	FOR LANG I		(See listing in current catalog)	3	_____	_____	AACS	155	Justice & Racism	3	_____
	_____	FOR LANG II			3	_____	6A.	<u>General Education Electives (8 credits)</u>				
	_____	HIST	101	Foundations of Western Civilization	3	_____	_____	BIO 119	Anatomy and Physiology II	4	_____	
	_____	PHIL	110	Introduction to Philosophy	3	_____	_____	PHYS110	Introduction to Physics	4	_____	
3.	<u>Math/Science (11 credits)</u>						5B.	<u>NON-WESTERN REQUIREMENT - TOTAL 3 CREDITS</u>				
				<u>3 Math</u>				<u>(choose from the list of approved courses in Master Schedule)</u>				
	_____	MATH	130	Elementary Statistics	3	_____	_____			3	_____	
	_____	BIO	118	Anatomy & Physiology I	4	_____	6C.	<u>UPPER LEVEL ELECTIVES - TOTAL 9 CREDITS</u>				
	_____	CHEM	131/031	College Chemistry	4	_____	_____			3	_____	
4.	<u>Social Science (6 credits)</u>						_____			3	_____	
	_____	ANTH	130	Introduction to Anthropology	3	_____	_____			3	_____	
	_____	SOC	101	Principles of Sociology (<u>required</u>)	3	_____	_____			3	_____	
	_____	SOC	102	Social Problems	3	_____	_____			3	_____	
	_____	POL	110	Introduction to Politics	3	_____						
	_____	POL	120	American Government	3	_____						
	_____	PSY	110	General Psychology (<u>required</u>)	3	_____						
	_____	ECON	201	Macroeconomics	3	_____						
	_____	GEO	150	World Regional Geography	3	_____						

KINESIOLOGY MAJOR PROGRAMS (BACHELOR OF SCIENCE DEGREE)

Whether you are interested in movement in the "traditional" sense or "scientific" sense, our exciting, "Kinesiology" (formerly Exercise and Movement Sciences) program is for you. Everyone in the major will take the same scientific core of courses but then can choose, from among many alternatives, what direction to pursue for a career. 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, pursue dance-related activities, work as an athletic trainer, get into the management side of professional centers, 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 movement and physical activity.

There are three majors in the Kinesiology Department including **Athletic Training**, **Exercise Science**, and **Physical Education (Teacher Certification)**. Anatomy and Physiology I (BIO 118) and Introduction to the Profession of Movement Science (PEAC 150) are prerequisites for most of the major courses. BIO118 and PEAC150 must be passed with a grade of C- or better in order to continue in the major with effect from September, 2003.

MAJOR AREAS OF STUDY

The specific sequence of courses for each major is described on subsequent pages in this handbook. Credit requirements for each major are:

Athletic Training		55 crs.
Exercise Physiology		52 crs.
Teacher Certification:	Physical Education only	51 crs.
	Health & PE	77 crs.

OPTIONAL CURRICULAR EXPERIENCES

Optional Curricular Experiences include training in Project Adventure, preparation for the National Strength and Conditioning Association (NSCA) certification examination, and certifications in Driver Education and as a First Aid and CPR Instructor. Because Project Adventure is increasing rapidly in New Jersey secondary schools' physical education curriculum, teacher certification students are urged, but are not required, to undergo Project Adventure training each spring through the Wayne Township Adult School. Teacher certification students also have the option of becoming certified to teach Driver Education by completing the course, PETC 330 Methods, Materials, and Evaluation of Driver Education. Each summer the American Red Cross offers a First Aid and CPR Instructor certification course at William Paterson that is available to Kinesiology students. Also, the NSCA certification examination preparation course, EXSC 310 Essentials of Strength and Conditioning, offers valuable information to prepare students to take the NSCA certification examination. The Kinesiology Department believes these optional additional experiences and certifications will make its graduates more versatile to meet the changing demands and new challenges facing physical education in the twenty-first century.

3 YEAR ROTATION OF EVENING, WEEKEND AND SUMMER COURSES

In order to help students plan their academic programs, the following rotation of courses will be offered:

CORE ACADEMICS

FALL SATURDAY	FALL EVENING	SPRING SATURDAY	SPRING EVENING	SUMMER I	SUMMER II
2009-2010					
PEAC 150	PEAC 450	PEAC 255	PEAC 230	PEAC 330	PEAC 450
PEAC 254		PEAC 350	PEAC 353	PEAC 150	
2010-2011					
PEAC 255	PEAC 150	PEAC 200	PEAC 353	PEAC 330	PEAC 230
PEAC 350	PEAC 254		PEAC 450	PEAC 255	
2011-2012					
PEAC 330	PEAC 350	PEAC 254	PEAC 255	PEAC 254	PEAC 254
PEAC 230	PEAC 255		PEAC 330	PEAC 350	

CORE SKILLS

FALL SATURDAY	FALL EVENING	SPRING SATURDAY	SPRING EVENING	SUMMER I	SUMMER II
2009-2010					
PETC 114	PETC 115	PETC 110	PETC 112	PETC 112	PETC 110
PETC 116	PETC 117	PETC 111	PETC 113	PETC 113	PETC 114
	PETC 213	PETC 211	PETC 214	PETC 115	PETC 117
				PETC 210	PETC 212
2010-2011					
PETC 115	PETC 111	PETC 116	PETC 115	PETC 110	PETC 112
PETC 117	PETC 112	PETC 113	PETC 114	PETC 111	PETC 113
	PETC 210	PETC 212	PETC 213	PETC 114	PETC 117
				PETC 214	PETC 211
2011-2012					
PETC 112	PETC 116	PETC 114	PETC 110	PETC 116	PETC 111
PETC 210	PETC 212	PETC 210	PETC 111	PETC 117	PETC 115
	PETC 213	PETC 214	PETC 117	PETC 211	PETC 210
				PETC 214	PETC 213

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, MA, ATC, CSCS
Adjunct Faculty
Approved Clinical Instructor

Tobias J. Barboza, M.Ed., ATC
Head Athletic Trainer
Approved Clinical Instructor

Dondi Boyd, ATC
Assistant Athletic Trainer
Approved Clinical Instructor

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 posted on the Program Director's and ATEP faculty and staff's office doors, in the Wightman Gym Athletic Training Room, and throughout Wightman Gym. 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/cos/kinesiology/atep.htm).

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 118 Anatomy and Physiology I,
- (6) earn a C- or better in BIO 119 Anatomy and Physiology II,
- (7) successfully complete ATEP 240 Prevention and Care of Athletic Injuries,
- (8) successfully complete PEAC 200 First Aid and CPR and submit copies of current Professional Rescuer CPR, AED, and Advanced First Aid certifications,
- (9) meet the required technical standards,
- (10) successfully pass the ATEP standard physical examination.

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 (students must see the Coordinator for Clinical Education for details). 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. In the event that there are more applicants than space allows, the candidates will be interviewed by the ATEP Admissions and Retention Committee. Admission to the ATEP will be limited to those eligible candidates possessing the highest GPA and greatest potential to succeed as athletic trainers as determined by the ATEP Admissions and Retention Committee after the committee reviews each candidate's application and clinical observation experience. Candidates not accepted into the Professional Preparation Phase are encouraged to reapply the following year.

III. ATEP Student Requirements

A. Coursework

All students at WPUNJ must complete general education 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 general education requirements, athletic training students must complete the following general requirements:

- BIO 118 Anatomy and Physiology I (4 credits)
- BIO 119 Anatomy and Physiology II (4 credits)
- PEAC 150 Introduction to the Profession of Movement Science (1 credit)
- PEAC 200 First Aid and CPR (3 credits)
- PEAC 230 Tests & Measurements (3 credits)
- PEAC 330 Biomechanics (3 credits)

PEAC 350 Exercise Physiology (3 credits)
EXSC 310 Essentials of Strength and Conditioning (3 credits)
PEGE 330 Psychology of Sport (3 credits)

The following are Core Requirements for the BS in AT:

ATEP 240 Prevention and Care of Athletic Injuries (4 credits)
ATEP 250 Clinical Experience in Athletic Training I (2 credits)
ATEP 260 Assessment of the Extremities (3 credits)
ATEP 270 Athletic Training Modalities (3 credits)
ATEP 350 Clinical Experience in Athletic Training II (2 credits)
ATEP 360 Assessment of the Core Body (3 credits)
ATEP 370 Therapeutic Exercise (3 credits)
ATEP 375 Clinical Experience in Athletic Training III (2 credits)
ATEP 380 Organization and Administration in Athletic Training (3 credits)
ATEP 450 Clinical Experience in Athletic Training IV (2 credits)
ATEP 460 General Medicine and Pharmacology in Athletic Training (1 credit)
ATEP 475 Seminar in Athletic Training (2 credits)

In addition, six 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 an ACI or CI.
- (2) National Athletic Trainers' Association (NATA) athletic training competencies and proficiencies
- (3) oral/practical examinations;
- (4) inservices and meetings;
- (5) ACI or CI and student evaluations
- (6) WPUNJ athletic training room clinical education experiences;
- (7) WPUNJ intercollegiate athletics clinical education experiences;
- (8) affiliated site clinical education experiences;

III. Retention and Graduation Requirements

A. Academic Coursework

From admission to the ATEP Professional Preparation Phase through the fall semester junior year, students must maintain a 2.5 minimum overall grade point average (GPA). Prior to taking ATEP 375 Clinical Experience in Athletic Training III in spring semester junior year, students must have a minimum overall GPA of 2.75. Students must maintain this 2.75 overall GPA and pass all classes in the major in order to graduate with a BS in Athletic Training.

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 and Seminar 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 of approved athletic training clinical education experience

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

Name _____

ID NO. _____

55 credits

Kinesiology Core (27 credits/ 19 credits without GE Requirements)

Athletic Training Sequence (30 credits)

			Cr.				Cr.
_____	BIO 118	Basic Anatomy & Physiology I*	(4)	_____	ATEP 240	Prevention and Care of Athletic Injuries	4
_____	BIO 119	Basic Anatomy & Physiology II*	(4)	_____	ATEP 250	Clinical Experience in Athletic Training I	2
_____	PEAC 150	Introduction to the Profession of Movement Science	1	_____	ATEP 260	Assessment of the Extremities	3
_____	PEAC 200	First Aid and CPR	3	_____	ATEP 270	Athletic Training Modalities	3
_____	PEAC 230	Tests & Measurements**	3	_____	ATEP 350	Clinical Experience in Athletic Training II	2
_____	PEAC 330	Biomechanics	3	_____	ATEP 360	Assessment of the Core Body	3
_____	PEAC 350	Physiology of Exercise	3	_____	ATEP 370	Therapeutic Exercise	3
_____	EXSC 310	Essentials of Strength & Conditioning	3	_____	ATEP 375	Clinical Experience in Athletic Training III	2
_____	PEGE 330	Psychology of Sport***	3	_____	ATEP 380	Organization and Administration in Athletic Training	3
<u>ATEP Major Electives (6 credits)</u> (course approval by Department Chair; KIN and PBHL department courses preferred)				_____	ATEP 450	Clinical Experience in Athletic Training IV	2
_____	Elective		3	_____	ATEP 460	General Medicine and Pharmacology in Athletic Training	1
_____	Elective		3	_____	ATEP 475	Seminar in Athletic Training	2

*numbers in brackets are General Education requirements

**MATH 130 and PEAC 230 may be substituted with CSH 250 and CSH 350

***PEGE 330 may be substituted with PEAC 450 (with additional prerequisite of PEAC 353)

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 118 Basic Anatomy & Physiology I (4 cr.)

PEAC 200 First Aid and CPR (3 cr.)

Spring Semester

BIO 119 Basic Anatomy & Physiology II (4 cr.)

Sophomore Year

Fall Semester

ATEP 240 Prevention and Care of Athletic Injuries (4 cr.)

Complete 100 observation hours and apply for admission to the ATEP Professional Preparation Phase.

Spring Semester—Beginning of the ATEP Professional Preparation Phase

ATEP 250 Clinical Experience in Athletic Training I (2 cr.)

ATEP 260 Assessment of the Extremities (3 cr.)

ATEP 270 Athletic Training Modalities (3 cr.)

Junior Year

Fall Semester

ATEP 350 Clinical Experience in Athletic Training II (2 cr.)

ATEP 360 Assessment of the Core Body (3 cr.)

ATEP 370 Therapeutic Exercise (3 cr.)

Spring Semester

ATEP 375 Clinical Experience in Athletic Training III (2 cr.)

ATEP 380 Organization and Administration in Athletic Training (3 cr.)

Senior Year

Fall Semester

ATEP 450 Clinical Experience in Athletic Training IV (2 cr.)

ATEP 460 General Medicine and Pharmacology in Athletic Training (1 cr.)

Spring Semester

ATEP 475 Seminar in Athletic Training (2 cr.)

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

James M. Manning, Ph.D. ATC, 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, strength and conditioning instructor, corporate fitness centers, exercise leader, health and fitness program director.
- Clinical program such as cardiac/pulmonary rehabilitation: these careers include exercise specialist or program director usually located in a hospital setting..
- 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 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 Health Fitness Specialist examination and the NSCA's Certified Strength and Conditioning Specialist (CSCS) examination. These certifications enable individuals to work in fitness settings where exercise participants are apparently healthy or have controlled diseases.

The ACSM Exercise Specialist and Registry of Clinical Exercise Physiology 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.nasca-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/acsmcerc>
Publisher: Lippincott Williams and Wilkins
2. Strength and Conditioning Journal
NSCA National Office
P.O. Box 9908
Colorado Springs, CO 80932-0908
1-800-815-6826 <http://www.nasca-lift.org/>

Requirements for the Exercise Physiology Concentration:

1. The Bachelor of Science (Exercise Science) major with a concentration in Exercise Physiology involves 59 credits of General Education (including 16 credits of BIO 118, BIO 119, CHEM031/131, PHYS 110), 22 credits in the Major Core and 30 credits in the Concentration.
2. Students make application following the completion of PEAC 350 Physiology of Exercise with a grade of C or better.
3. An overall 2.0 GPA is required for acceptance into the concentration.
4. Students must have a grade of C- or better in all concentration courses.
5. Current certification in CPR for the Professional Rescuer (or equivalent) and Standard First Aid (or higher) is required to enroll in Internship in Exercise Physiology (EXSC 490).

Pre-requisites

16 GE credits

BIO 118 Anatomy and Physiology I	4 cr.
BIO 119 Anatomy and Physiology II	4 cr.
CHEM031/131 College Chemistry	4 cr.
PHYS 110 Introduction to Physics	4 cr.

Major Core Requirements

25 credits

PEAC 150 Intro to the Profession of Movement Science	1 cr.
PEAC 254 History and Philosophy of Sport and Physical Activity	3 cr.
PEAC 255 Special Physical Education	3 cr.
PEAC 330 Biomechanics	3 cr.
PEAC 350 Physiology of Exercise	3 cr.
PEAC 353 Psychology of Motor Learning	3 cr.

Select one of the following:

MATH 130 Elementary Statistics AND	3 cr.
PEAC 230 Tests & Measurements	3 cr.
OR	
CSH 250 Integrated Research Methods/Statistics I AND	3 cr.
CSH 350 Integrated Research Methods/Statistics II	3 cr.

Select one of the following courses:

PEGE 330 Psychology of Sport	3 cr.
OR	
PEAC 450 Psycho-Social Dimensions of Sport	3 cr.

Concentration Requirements**30 credits**

EXSC 210	Survey of Athletic Injuries	3 cr.
EXSC 310	Essentials of Strength & Conditioning	3 cr.
EXSC 320	Graded Exercise Testing & Exercise Prescription	3 cr.
EXSC 330	Exercise Programs for Special Populations	3 cr.
EXSC 380	Health Promotion and Fitness Management	3 cr.
EXSC 390	Aerobic and Anaerobic Exercise Leadership	3 cr.
EXSC 480	Contemporary Issues in Exercise Science (Seminar)	3 cr.
EXSC 482	Advanced Exercise Physiology and Sport Nutrition	3 cr.
EXSC 490	Internship in Exercise Physiology	3 cr.
PEDA 462	Exercise Programs for Older Adults	3 cr.

Synopsis:

General Education Requirement	59 cr.
Kinesiology Core	22 cr.
Exercise Physiology Concentration	30 cr.
Free Electives	17 cr.
Total	128 cr.

**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

52 credits

Kinesiology Core 22 credits

Exercise Physiology Concentration Sequence 30 credits

			Cr.			Cr.	
_____	BIO 118	Basic Anatomy & Physiology I*	(4)	_____	EXSC 210	Survey of Athletic Injuries	3
_____	BIO 119	Basic Anatomy & Physiology II*	(4)	_____	EXSC 310	Essentials of Strength & Conditioning	3
_____	PEAC 150	Introduction to Profession of Movement Science	1	_____	EXSC 320	Graded Exercise Testing & Exercise Prescription	3
_____	PEAC 230	Tests & Measurements**	3	_____	EXSC 330	Exercise Programs for Special Populations	3
_____	PEAC 254	History & Philosophy of Sport	3	_____	EXSC 380	Health Promotion and Fitness Management	3
_____	PEAC 255	Special Physical Education	3	_____	EXSC 390	Aerobic and Anaerobic Exercise Leadership	3
_____	PEAC 330	Biomechanics	3	_____	EXSC 480	Contemporary Issues in Exercise Science (Seminar)	3
_____	PEAC 350	Physiology of Exercise	3	_____	EXSC 482	Advanced Exercise Physiology and Sport Nutrition	3
_____	PEAC 353	Psychology of Motor Learning	3	_____	EXSC 490	Internship in Exercise Physiology	3
_____	PEAC 450	Psycho Social Dimensions of Sport***	3	_____	PEDA 462	Exercise Programs for Older Adults	3

*(numbers in brackets are General Education requirements)

**MATH130 and PEAC230 may be substituted with CSH250 and CSH350

***PEAC450 may be substituted with PEGE330

PHYSIOLOGY OF EXERCISE CONCENTRATION

Suggested Course Sequence

Fall

BIO 118 Basic Anatomy & Physiology I

Spring

BIO 119 Basic Anatomy & Physiology II

Freshman Year

Sophomore Year

CHEM 131/031 College Chemistry
PBHL 221 Nutrition

PEAC 350 Physiology of Exercise
EXSC 210 Survey of Athletic Injuries
PHYS 110 Introduction to Physics

Junior Year

PEDA 462 Exercise Programs for Older Adults
EXSC 330 Exercise Programs for Special Populations

EXSC 310 Essentials of Strength and Conditioning
EXSC 320 Graded Exercise Testing & Prescription
EXSC 482 Advanced Exercise Physiology and Sport Nutrition

Senior Year

EXSC 380 Health Promotion and Fitness Management
EXSC 390 Aerobic and Anaerobic Exercise Leadership

EXSC 480 Contemporary Issues in Exercise Science
EXSC 490 Internship in Exercise Physiology

NOTE:

PEAC 350 Physiology of Exercise is the prerequisite course for: EXSC 310, 320, 330, 380, 390, 462, 480, 482, 490, & PEDA 462.

Courses offered ONLY during the Fall semester:

EXSC 330 Exercise Programs for Special Populations
EXSC 380 Health Promotion and Fitness Management
EXSC 390 Aerobic and Anaerobic Exercise Leadership

Courses offered ONLY during the Spring Semester:

EXSC 210 Survey of Athletic Injuries
EXSC 320 Graded Exercise Testing & Prescription
EXSC 482 Advanced Exercise Physiology and Sport Nutrition

Courses offered BOTH Fall and Spring semesters:

PEAC 350 Physiology of Exercise
PEDA 462 Exercise Programs for Older Adults
EXSC 310 Essentials of Strength and Conditioning

EXSC 480 Contemporary Issues in Exercise Science and **EXSC 490 Internship in Exercise Physiology** must be taken in the same semester and are offered in the Fall, Spring, and Summer semesters. All EXSC courses and PEDA 462 must be completed before enrolling in EXSC 480 & EXSC 490.

BACHELOR OF SCIENCE IN PHYSICAL EDUCATION

Health and Physical Education - Grades K-12

Dr. Ismael Flores-Marti, Program Director

Career Outlook:

During the past few years teaching positions in health and physical education have been more easily obtained. The growth in pupil population has begun to increase since 1990 in many areas of the United States. Therefore, approximately 70 percent of our graduates have obtained positions in the last few years.

Education Preparation:

Education preparation for a career in teaching physical education begins with completion of the Exercise and Movement Sciences 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 2.75 cumulative grade point average to be state certified, complete the major and certification courses with a 2.75 grade point average, and successfully pass the Student Teaching Internship (EDUC 415). Because of these state requirements, students need a 2.75 GPA to be accepted into the Teacher Certification Program.

Kinesiology Core (22 credits)

BIO 118 Basic Anatomy & Physiology I	(4)
BIO 119 Basic Anatomy & Physiology II	(4)
PEAC 150 Introduction to the Profession of Movement Science	1
PEAC 230 Tests & Measurements	3
PEAC 254 History and Philosophy of Sport	3
PEAC 255 Special Physical Education	3
PEAC 330 Biomechanics	3
PEAC 350 Physiology of Exercise	3
PEAC 353 Psychology of Motor Learning	3
<u>PEAC 450 Psycho-Social Dimensions of Sport</u>	<u>3</u>

*(courses in brackets are General Education requirements)

Professional Education Sequence (29 credits)

PSY 210 Developmental Psychology	3
CIRL 335 Literacy, Technology, and Instruction	3
PETC 311 Movement Education	3
PETC 395 Curriculum & Teaching Elementary School PE	3
PETC 396 Curriculum & Teaching Secondary School PE	3
PETC 397 Practicum I: Elementary School Experience	1

PETC 398 Practicum II: Secondary School Experience	1
EDUC 415 Student Teaching Internship	12

Performance Skills (11 credits)

PETC 110 Teaching of Racquet Sports	1
PETC 111 Teaching of Team Sports	1
PETC 112 Teaching of Tumbling and Gymnastics	1
PETC 113 Teaching of Field Team Games	1
PETC 114 Teaching of Invasion Games	1
PETC 115 Teaching of Track and Field	1
PETC 116 Teaching of Conditioning and Swimming	1
PETC 117 Teaching of Dance in Physical Education	1

Complete three of the following:

PETC 210 Personal Development in Physical Education	1
PETC 211 Adventure Education	1
PETC 212 Social and Recreational Dance	1
PETC 213 Gymnastics Apparatus	1
PETC 214 Recreational Games	1

Health and Physical Education Certification

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.

PBHL 120 Current Health Issues	3
PBHL 215 Drugs and Health	3
PBHL 221 Nutrition	3
PBHL 390 Human Sexuality	3
PBHL 430 Professional Skills of Health Counseling	3
PBHL 452 Methods, Curriculum, & Theory in School Health Ed.	3

Optional Course Offering:

PETC 330 Methods, Materials, and Evaluation of Driver Education	3
---	---

Application to the Professional Education Sequence:

1. In the first 60 credits, students must complete or be enrolled in the following courses: PEAC 150, PEAC 230, PEAC 254, PEAC 255, four credits of performance skills (PETC courses), ENG 110, MATH 130, BIO 118, BIO 119, PBHL 120, PHYS 110, PSY 110, and PSY 210.
2. Once 48 credits are completed, each student's GPA will be checked. Students with a cumulative GPA less than 2.75 will receive an "alert" letter. The alert letter will state that a GPA of 2.75 must be attained by the time 60 credits are completed.
3. Students with 60 credits and less than a 2.75 GPA will be dismissed from the Physical Education Teacher Certification major and must choose another major. Once a student achieves a GPA of 2.75, he/she may reapply to the Physical Education Teacher Certification major.

4. Students are eligible to enroll in Movement Education (PETC 311) 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 2.75 at WPU.
5. Transfer students who have met the criteria in A and B above, are required to establish a minimum 2.75 GPA in their first semester at WPU. Once a minimum 2.75 GPA is earned at WPU, they are eligible to enroll in PETC 311 during their second semester.

Application for Practicum I: Elementary School Experience (PETC 397), Practicum II: Secondary School Experience (PETC 398), and Senior Teaching Internship (EDUC 415):

1. Students must complete Movement Education (PETC 311) with a grade of C or better.
2. Students must have a GPA of at least 2.75. (Failure to maintain a 2.75 GPA will result in dismissal from the Physical Education Teacher Certification major).
3. A speech and hearing evaluation must be completed and passed at the WPUNJ Communication Disorders Clinic.
4. A writing assessment must be completed the semester the student is taking the Movement Education course. This assessment is mandatory and could be found on the Office of Certification's Web Site.
5. Students must obtain a New Jersey substitute license.
6. A Mantoux Test for Tuberculosis must be completed and passed.
7. Applications for Elementary Practicum (PETC 397) and Secondary Practicum (PETC 398) must be filed when enrolled in PETC 311 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 (see Appendix A) can be obtained at: <http://www.wpunj.edu/coe/Departments/OFE/Deadlines.htm>
8. Applications for Senior Teaching Internship (EDUC 415) must be filed while enrolled in Curriculum and Teaching Elementary School (PETC 395) 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 (see Appendix B) can be obtained at: <http://www.wpunj.edu/coe/Departments/OFE/Deadlines.htm>

9. All applications for the Practicums and Senior Teaching Internships 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.

10. Students must pass the PRAXIS II exam (Health and Physical Education) by the semester prior to enrolling in the Senior Teaching Internship. Students who do not take or fail the PRAXIS II exam will not be allowed to enroll in the Senior Teaching Internship. It is suggested the students take the PRAXIS early in the semester prior to the Senior Teaching Internship.

Completion of Teacher Certification is Contingent Upon:

1. Graduating with a cumulative grade point average of at least 2.75.
2. Satisfactorily completing Practicum I: Elementary School Experience (PETC 397), Practicum II: Secondary School Experience (PETC 398), and the Senior Teaching Internship (EDUC 415) 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 Senior Teaching Internship 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 Bachelor of Science in Physical Education (Teacher Certification)

Name _____

ID NO. _____

PHYSICAL EDUCATION CERTIFICATION

51 credits

Kinesiology Core 22 credits

Professional Education Sequence 29 credits

		Cr.			Cr.
_____ BIO 118	Basic Anatomy & Physiology I*	(4)	_____ PSY 210	Developmental Psychology	3
_____ BIO 119	Basic Anatomy & Physiology II*	(4)	_____ CIRL 335	Literacy, Technology and Instruction	3
_____ PEAC 150	Introduction to Profession of Movement Science	1	_____ PETC 311	Movement Education	3
_____ PEAC 230	Tests & Measurements	3	_____ PETC 395	Curriculum & Teaching PE Elementary School	3
_____ PEAC 254	History & Philosophy of Sport	3	_____ PETC 396	Curriculum & Teaching PE Secondary School	3
_____ PEAC 255	Special Physical Education	3	_____ PETC 397	Practicum – Elementary School	1
_____ PEAC 330	Biomechanics	3	_____ PETC 398	Practicum – Secondary School	1
_____ PEAC 350	Physiology of Exercise	3	_____ EDUC 415	Senior Teaching Internship	12
_____ PEAC 353	Psychology of Motor Learning	3			
_____ PEAC 450	Psycho Social Dimensions of Sport	3			

*(numbers in brackets are General Education requirements)

PERFORMANCE SKILLS – 11 CREDITS

		Cr.			Cr.
_____ PETC 110	<u>Take All</u> Teaching of Racquet Sports (Badminton, Racquetball, Tennis)	1	_____ PETC 210	<u>Select 3</u> Personal Development in Physical Education (Self-defense, Golf, Archery)	1
_____ PETC 111	Teaching of Team Sports (Soccer, Volleyball)	1	_____ PETC 211	Adventure Education	1
_____ PETC 112	Teaching of Tumbling and Gymnastics	1	_____ PETC 212	Social and Recreational Dance	1
_____ PETC 113	Teaching of Field Team Games (Football, Field Hockey, Floor Hockey)	1	_____ PETC 213	Gymnastics Apparatus	1
_____ PETC 114	Teaching of Invasion Games (Lacrosse, Basketball, Speedball)	1	_____ PETC 214	Teaching of Recreational Games Softball, Team Handball, Ultimate Frisbee	1
_____ PETC 115	Teaching of Track and Field	1			
_____ PETC 116	Teaching of Conditioning and Swimming	1			
_____ PETC 117	Teaching of Dance in Physical Education	1			

HEALTH AND PHYSICAL EDUCATION CERTIFICATION – 77 CREDITS

All of the above courses plus the following:					
_____ PBHL 120	Current Health Issues*	3	_____ PBHL 390	Human Sexuality	3
_____ PBHL 215	Drugs & Health	3	_____ PBHL 430	Professional Skills of Health Counseling	3
_____ PBHL 221	Nutrition	3	_____ PBHL 452	Methods, Curriculum Theory in School Health Education	3

*numbers in brackets are General Education requirements

TEACHER CERTIFICATION

Course Sequence (Suggested)

<u>Fall</u>		<u>Spring</u>	
<u>FIRST YEAR</u>			
BIO 118 Anatomy and Physiology I	4	BIO 119 Anatomy and Physiology II	4
PEAC 150 Introduction to Profession of MS	1	PEAC 254 History and Philosophy of Sport	3
Performance Skills Courses	2	Performance Skills Courses	2
PBHL 120 Current Health Issues	3	MATH 130 Elementary Statistics	3
ENG 110 Writing Effective Prose	3	PSY 110 General Psychology	3
<u>SECOND YEAR</u>			
PEAC 255 Special Physical Education	3	Performance Skills Courses	2
PEAC 230 Tests and Measurements	3	PEAC 330 Biomechanics	3
Performance Skills Courses	2	PSY 210 Developmental Psychology	3
PBHL221 Nutrition	3	PBHL 215 Drugs & Health	3
PHYS 110 Introduction to Physics	4	CHEM 031/131 College Chemistry	4
<u>THIRD YEAR</u>			
PETC 311 Movement Education	3	PETC 395 Curriculum & Teaching in Elem. School	3
Performance Skills Courses2	2	PETC 397 Practicum I: Elementary School Experience	1
PBHL 390 Human Sexuality	3	Performance Skills Courses	1
PEAC 350 Physiology of Exercise	3	PBHL 452 Meth, Curr, Theory in Sch Health Ed	3
		PEAC 353 Psychology of Motor Learning	3
<u>FOURTH YEAR</u>			
PETC 396 Curriculum & Teaching in Sec. Schools	3	EDUC 415 Student Teaching Internship	12
PETC 398 Practicum II: Secondary School Experience	3		
CIRL 335 Literacy, Technology & Instruction	3		
PBHL 430 Health Counseling	3		

Additional General Education courses are not listed above but must be completed to finish the Physical Education major.

Master of Science (Exercise and Sport Studies)

Department of Kinesiology

The Department of Kinesiology has introduced a 36 credit graduate program leading to the degree of Master of Science in Exercise and Sport Studies with a choice of a general degree, or a concentration in Exercise Physiology or Sport Pedagogy.

The M.S. (E.S.S.) program aims to develop knowledge through a choice of classes in subject disciplines related to the candidate's area of interest. Students will take: (a) three required courses (Introduction to Research, Research Methods and Design, and Seminar in Exercise Science); (b) five classes in a specialized concentration and two free electives; or seven classes in the general area; and a choice of an independent research project with submission of a thesis or a practical internship with submission of a substantial concluding report plus 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, sport pedagogy 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 masters program.

The WPU Competitive Edge

The Master of Science (Exercise and Sport Studies) degree from William Paterson University will offer two competitive advantages. First, there is substantial flexibility built into the structure of the degree thereby allowing students to select classes that are tailored to their individual needs and interests. Second, a student who has not received prior training in physical education can take the Master of Science courses once the prerequisite courses have been completed.

Objectives

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

- Provide extensive training and knowledge for students with an undergraduate degree in kinesiology, physical education or exercise science;
- Provide an opportunity for students to acquire research skills;
- Provide further professional training in exercise science and physical education.

Content of the Program

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

1. Three required classes (Research Methods, Research Design and Statistics, and Seminar in Exercise Science);
2. Seven elective classes in the general M.S. (E.S.S.) degree; or five required classes in either Exercise Physiology or Sport Pedagogy, 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, physical education, 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 BIO118 Anatomy & Physiology I, PEAC330 Biomechanics [prerequisite: PHYS110 Physics), PEAC255 Special Physical Education, PEAC350 Physiology of Exercise [prerequisite: CHEM031/131 Chemistry], and PEAC353 Psychology of Motor Learning, or equivalent course. For students entering the Sport Pedagogy Concentration, they must take PETC311 Movement Education.
3. Grade Point Average (GPA) greater than or equal to 2.75 on a 4.0 scale from an undergraduate degree. In lieu of this standard, work experience or other factors may be taken into consideration.
4. A minimal Graduate Record Examination (GRE) verbal score of 450 or Miller Analogies Test score of 400. A minimal Graduate Record Examination (GRE) quantitative score of 450 for the exercise physiology concentration. 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. A copy of a teaching certificate if applicable and a résumé of any teaching or educational work performed by the applicant.
7. Two professional letters of reference, at least one from a professor or other person who can attest to the applicant's academic abilities.
8. A personal interview may be required before being accepted for matriculation.

Three Year Sequence of Courses

The M.S. (E.S.S.) degree follows the sequence of classes beginning in the fall term with EXSC501 Introduction to Research. Students may be admitted on a rolling basis. Students are only matriculated in the fall term.

<u>Year 1</u>	Fall	Cr.	Spring	Cr.
	EXSC501 Introduction to Research	3	EXSC502 Research Methods and Design	3
	Concentration/Elective course	3	Concentration/Elective course	3
<u>Year 2</u>				
	Concentration/Elective course	3	Concentration/Elective course	3
	Concentration/Elective course	3	Concentration/Elective course	3
<u>Year 3</u>				
	EXSC503 Seminar in Ex Science	3	Thesis or Internship	6
	Concentration/Elective course	3		

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 part-time basis and will complete coursework requirements within three years including the thesis. Students take a total of 36 credits: three required classes, select a Concentration involving five required classes plus two free electives or a general degree comprising seven free elective classes; plus complete a thesis or a non thesis internship.

To graduate, candidates must complete:

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

Classes and Research Requirements

Students must complete 10 classes (30 credits) prior to beginning the thesis or non thesis internship. Classes are held according to established hours and approved outlines (not all courses will be offered every term).

Required Classes

All students must take all three of the following classes: EXSC501 Introduction to Research, EXSC502 Research Methods and Design, EXSC503 Seminar in Exercise Science.

Concentration Classes

Students select five classes from specialized concentrations plus two from the free electives.

Free Elective Classes

Students may take seven classes from any concentration or free electives for a M.S. (E.S.S.) degree. With permission of the Chair of the department, two graduate classes from outside the department may be used to fulfill the free elective requirement.

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 take 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 daytime, afternoons and evenings. Courses can be offered during summer subject to university availability and approval. Intensive courses can be offered during inter-session periods and vacations. Most of the classes are offered after 4:00 p.m. in order for students to attend on a part-time basis. Substitute classes 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

- EXSC501** **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.
- EXSC502** **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.
- EXSC503** **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.
- EXSC610** **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.
- EXSC611** **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.
- EXSC612** **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.
- EXSC613** **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.

- EXSC614** **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.
- EXSC620** **Curriculum Trends and Issues in Physical Education** – This course will address selected topics that affect physical education and sport curriculum, such as marginality, character education, health and obesity, competition, assessment, equity, social context of curriculum. A project on a physical education issue in the work-place is required.
- EXSC621** **Constructivist Curriculum and Teaching in Physical Education** – Focused on developing teaching skills in a contemporary curriculum trend in physical education, with an emphasis in integrating practice and theory of a number of instructional models such as tactical games teaching, creative dance, curriculum gymnastics, sports education, physical activity and lifestyle health concepts. Strategies for building learning communities through small group teaching are emphasized in a supportive structure for change through peer support and networking among the course participants. This course has a practical emphasis and a school-based project.
- EXSC622** **Supervision in Physical Education** – This course will focus on the professional model of individual and collaborative supervision. The course will utilize an open systems framework to present the topics. An overview of the relevant theory and research in supervision and administration as it relates to supervisory practice in physical education will be discussed. The course will provide a detailed analysis of supervisory problems that occur in practice, and afford the students the opportunity to learn how to identify and solve these problems by utilizing ethical administrative and best supervisory practices.
- EXSC623** **Research on Curriculum and Supervision in Physical Education** – The purpose of this course is to engage in an in-depth study of the research on teaching and the application of research-based knowledge to the teaching of physical education. The course is designed for graduate students to study the process and implementation of the research on teaching. This includes the study of the historical background, common research paradigms, selected published research reports, and application of research to teaching.
- EXSC624** **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.

- EXSC652** **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.
- EXSC653** **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.
- EXSC654** **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.
- EXSC660** **Special Topics** – related sport studies or exercise science topics offered by special permission and when visiting scholars are available to teach.
- EXSC770** **Internship** – under the supervision of a faculty member, participants experience clinical application with a recognized sporting or health agency.
- EXSC780** **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 (Exercise and Sport Studies)

I.	Core (required courses)	<u>9 credits</u>
	EXSC501 Introduction to Research	3
	EXSC502 Research Methods and Design	3
	EXSC503 Seminar in Exercise Science	3
II.	Concentration in Exercise Physiology (required courses)	<u>15 credits</u>
	EXSC610 Advanced Physiological Principles of Performance	3
	EXSC611 Applied Nutrition, Exercise and Performance	3
	EXSC612 Cardiovascular Physiology and Metabolic Diseases	3
	EXSC613 Neuromuscular Physiology	3
	EXSC614 Physical Activity and Aging	3
III.	Concentration in Sport Pedagogy (required courses)	<u>15 credits</u>
	EXSC620 Curriculum Trends and Issues in Physical Education	3
	EXSC621 Constructivist Curriculum and Teaching in Physical Education	3
	EXSC622 Supervision in Physical Education	3
	EXSC623 Research on Curriculum and Supervision in Physical Education	3
	EXSC624 Human Motor Development	3
IV.	General and Free Elective Courses	
	EXSC652 Applied Kinesiology and Biomechanics	3
	EXSC653 Advanced Motor Behavior	3
	EXSC654 Psychology of Sport and Exercise	3
	EXSC660 Special Topics	3
	Free Electives from another graduate program	3-6
V.	Thesis/Non-thesis	
	EXSC770 Non-Thesis – Practicum or Internship with comprehensive exam	6
	EXSC780 Thesis	6
VI.	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 the 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.

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. Your membership entitles you to the *FYI Newsletter* and *The Reporter* which are publications with recent developments in the field and in the state. Also, 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 in the Department office.

AMERICAN ALLIANCE FOR HEALTH, PHYSICAL EDUCATION, RECREATION, & DANCE (AAHPERD)

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 AAHPERD. 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 news letter 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 in the Department office.

AMERICAN COLLEGE OF SPORTS MEDICINE (ACSM)

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. 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.

NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA)

The NATA is the professional organization for certified athletic trainers. The organization holds a national convention each year in June. The Eastern Athletic Trainers Association, 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. Athletic training students must become student members of the NATA as part of their ATEP 380 Organization and Administration in Athletic Training course. For membership information and application, go to www.nata.org.

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION (NSCA)

The NSCA consists of exercise physiologists, athletic trainers, elementary and secondary 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 WP 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*. Web site: 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. See Dean of Education, Raubinger 430.

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. See Dean of Education, Raubinger 430.

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.

If, after entering the program, you decide to change your major, see the Department Chairperson so that your Advisor can be changed to the faculty member who coordinates or assists in the respective major. Any questions regarding the advisement program should be directed to the Chairperson.

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 build 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 Curriculum Audit 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 activity 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. General Education 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 GE requirements does not support that purpose and undermines the integrity of the General Education 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 concentration may enroll for only 18 credits during the term when they are doing Junior or Senior Practicum and may enroll for only 17 credits in the term when they are doing 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 an 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

THE POLICY:

A first degree undergraduate student may repeat once any course taken for credit toward degree completion in which he or she received a grade of D+ or lower. A course in which a failing (F) grade is received may only be repeated twice. In the case where a department or program requires that departmental permission is granted to repeat a particular course, this requirement will be stated in the officially approved course outline, syllabus, and other official publications.

Explanation: The purpose of the policy is to enable a student who has failed courses in the equivalent of one semester to achieve a more satisfactory academic record by re-taking courses. The policy is intended to enable a student who wishes to improve his or her achievement. The student may retake a course with a grade of D+ or lower only once.

1. Only the last grade will be computed in the GPA.
2. All grades will be shown on the transcript.
3. Courses taken under the repeat grade policy will be noted accordingly on the transcript.
4. The course being repeated cannot be taken on a Pass/Fail basis unless it was initially taken Pass/Fail.
5. Course substitutions are not permitted.

Students must be registered and have paid for the course to be repeated before an application can be completed in the Registrar’s Office. A student who has received their schedule may take advantage of the grade repeat policy in the following manner:

1. Request the course to be repeated.
2. Verify, by means of your course schedule, that you are registered for the course.
3. From the time that you receive your schedule through and including the last date to withdraw from a course for the semester, you must declare your intention to take advantage of this policy by completing your application in the office of the Registrar, College Hall.

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 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: Students must take their last 30 credits at William Paterson University. If a student has only 30 credits remaining to finish the degree, then enrolling in courses at another institution will not be allowed for transfer credit towards the degree. 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 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.

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.

Students 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.

APPENDIX A: APPLICATION FOR PRACTICUM

APPENDIX B: APPLICATION FOR STUDENT TEACHING

