

William Paterson University

Department of Kinesiology

Student Success Handbook

2023-2024



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PREFACE

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

Keep in mind that you will follow the curriculum outlined in the Undergraduate Catalog or Graduate Catalog and handbook for the year in which you matriculated to the university. Thus, if you entered the Department of Kinesiology in Summer, 2023, Fall, 2023 or Spring, 2024 you will follow the 2023-2024 handbook and catalog throughout your degree program.

ACKNOWLEDGEMENT

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

Name

Date

855 student ID # _____

WELCOME AND GREETINGS FROM THE FACULTY

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

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

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

FACULTY OF KINESIOLOGY DEPARTMENT

Department Secretary, Geri Suppa, suppag@wpunj.edu, 973-720-2362

Physical Education Secretary, Alyse Halligan, halligana@wpunj.edu, 973-720-2166

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

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

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

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

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

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

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

KINESIOLOGY UNDERGRADUATE PROGRAMS

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

There are four undergraduate majors in the Kinesiology Department including **Exercise Physiology, Physical Education (Teacher Certification), Sport Management, and Sports Medicine**. The following courses are prerequisites for most of the major courses:

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

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

Sport Management: Introduction to Kinesiology (KNES 1200)

Sports Medicine: Anatomy and Physiology I (BIO 1120)

BIO 1120 and KNES 1200 must be passed with a grade of C- or better in order to continue taking courses in the Kinesiology Department. Anatomy and Physiology II (BIO 1130) must also be passed with a grade of C- as a prerequisite course for Physiology of Exercise (KNES 3500), taken by Exercise Physiology, Physical Education, and Sports Medicine majors.

BACHELOR OF SCIENCE IN SPORTS MEDICINE

Dr. Jaclyn Morrisette, Program Director

The Bachelor of Science degree in Sports Medicine (BS in SMED) is an accelerated 3-year program, including summers, which prepares students to either apply into a graduate professional program or find gainful employment in the field of sports medicine. The program is intended to be a component of the Accelerated 3+2 BS in Sports Medicine/MS in Athletic Training. Students who do not wish to pursue or who do not meet the requirements for acceptance into the MS in AT can still matriculate into and graduate with a Bachelor of Science degree in Sports Medicine.

The BS in Sports Medicine will help prepare students for a wide variety of clinical health-related graduate professional programs including, but not limited to the following:

- Athletic Training
- Physical Therapy
- Occupational Therapy
- Physician Assistant
- Medical Doctor
- Chiropractor

Additionally, there are a number of sports medicine employment opportunities upon graduation from the BS in Sports Medicine. These settings include, but are not limited to:

- Sports Medicine Clinics
- Physicians' Offices
- Fitness Facilities
- Pharmaceutical Companies
- Research Laboratories
- Industrial Facilities

Requirements for the B.S. in Sports Medicine:

The Bachelor of Science (Sports Medicine) major involves 56 credits of University Core Curriculum (including BIO 1120, BIO 1130, BIO 1620, CHEM 1310, & PHYS 1100), 19 credits in the Kinesiology Core and 48 credits in Sports Medicine Courses.

Students must earn a grade of C- or better in BIO 1120, BIO 1130, and all of the Sports Medicine courses (SMED 2000, SMED 2200, SMED 2400, SMED 3000, SMED 3200, & SMED 3400). Any of these courses with a grade of less than C-, must be repeated to continue progress in the Sports Medicine major.

Co-requisite Courses **16 credits**

BIO 1130 Anatomy and Physiology II	4 cr.
BIO 1620 General Biology, Evolution, Ecology, & Biodiversity	4 cr.
CHEM 1310 College Chemistry	4 cr.
PHYS 1100 Introduction to Physics	4 cr.

Kinesiology Core Courses **19 credits**

KNES 2300 Tests and Measurement	3 cr.
KNES 2550 Disability and Diversity in Physical Activity	3 cr.
KNES 3300 Biomechanics	3 cr.
KNES 3500 Physiology of Exercise	4 cr.
KNES 3530 Motor Learning	3 cr.
KNES 4500 Psycho-Social Dimensions of Sport	3 cr.

Sports Medicine Courses **48 credits**

EXSC 1500 Aerobic Conditioning	3 cr.
EXSC 1600 Resistance & Flexibility Training	3 cr.
EXSC 2800 Health Promotion and Fitness Management	3 cr.
EXSC 3100 Essentials of Strength & Conditioning	3 cr.
EXSC 3600 Exercise Programs for Older Adults	3 cr.
EXSC 3901 Aerobic and Anaerobic Exercise Leadership	3 cr.
EXSC 4100 Exercise Programs for Special Populations	3 cr.
EXSC 4200 Graded Exercise Testing & Exercise Prescription	3 cr.
EXSC 4300 Advanced Exercise Physiology and Sport Nutrition	3 cr.
PBHL 1500 Sports Nutrition	3 cr.
PBHL 2950 Disparities in Health	3 cr.
SMED 2000 Medical Terminology	1 cr.
SMED 2200 Introduction to Sports Medicine	3 cr.
SMED 2400 Surface Anatomy	3 cr.
SMED 3000 First Aid and CPR	3 cr.
SMED 3200 Injuries, Illnesses & Conditions in Sports Medicine	3 cr.
SMED 3400 Observational Experience in Sports Medicine (or Elective)	2 cr.

Suggested Sequence of Courses
Accelerated BS in Sports Medicine (BS in SMED) 120 cr.

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
BIO 1120	Anatomy & Physiology I (<i>meets Area 3d</i>)	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing (<i>meets Area 2b</i>)	3	CHEM 1310	College Chemistry	4
PHYS 1100	Introduction to Physics	4	EXSC 1500	Aerobic Conditioning	3
PSY 1100	General Psychology (<i>meets Area 3c</i>)	3	EXSC 1600	Resistance & Flexibility Training	3
SOC 1010	Principles of Sociology (<i>meets Area 3c</i>)	3	MATH 1300	Elementary Statistics (<i>meets Area 3e</i>)	3
WPU 1010	Freshman Workshop	0	SMED 2000	Medical Terminology	1
Credits		17	Credits		18
<u>Summer Session</u>			<u>Summer Session</u>		
ENG 1500	Experiences in Literature (<i>meets Area 2c</i>)	3	KNES 2300	Tests and Measurements ^T	3
Total Summer Credits		6			
<u>3rd semester</u>			<u>4th semester</u>		
KNES 2550	Disability and Diversity in Physical Activity	3	SMED 2400	Surface Anatomy	3
KNES 3300	Biomechanics ^T	3	EXSC 2800	Health Promotion Fitness Management	3
KNES 3500	Physiology of Exercise	4	EXSC 3100	Essentials of Strength and Conditioning	3
PBHL 1500	Sports Nutrition (<i>meets Area 1</i>)	3	EXSC 3600	Exercise Programs for Older Adults	3
SMED 2200	Introduction to Sports Medicine ^W	3	-----	UCC Area 2 or 3	3
-----	Language semester 1	3	-----	Language semester 2	3
Credits		19	Credits		18
<u>Summer Session</u>			<u>Summer Session</u>		
-----	UCC Area 2 or 3	3	BIO 1620	General Biology, Evol, Ecol, & Biod.	4
Total Summer Credits		7			
<u>5th semester</u>			<u>6th semester</u>		
EXSC 3901	Aerobic and Anaerobic Exercise Leadership	3	EXSC 4200	Graded Exercise Testing and Exercise Prescription	3
EXSC 4100	Exercise Programs for Special Populations	3	EXSC 4300	Advanced Exercise Physiology and Sport Nutrition	3
KNES 3530	Motor Learning ^W	3	KNES 4500	Psycho-Social Dimensions of Sport	3
PBHL 2950	Disparities in Health (<i>meets Area 4</i>)	3	SMED 3200	Injuries, Illnesses & Conditions in Sports Medicine	3
SMED 3000	First Aid and CPR (<i>meets Area 5</i>)	3	-----	UCC Area 6	3
-----	UCC Area 2 or 3	3	SMED 3400 Elective 2 cr.	Sports Medicine Observational Experience	2
Credits		18	Credits		17

BACHELOR OF SCIENCE IN EXERCISE PHYSIOLOGY

Dr. Racine Emmons, ACSM-RCEP
Undergraduate Program Director

Dr. Michael Figueroa, CSCS
Graduate Program Director

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

- Fitness and wellness programs; these careers include health and fitness instructor, corporate fitness centers, exercise leader, health and fitness program director.
- Clinical exercise physiology; this career focuses on working with individuals in monitored cardiac and pulmonary rehabilitation facilities, as well as working with other special populations.
- Sport-specific training; such as a strength and conditioning coach in a group sport training facility or with a collegiate athletic team.
- Exercise physiology research: a B.S. degree in Exercise 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 Physiology is a stepping stone for other health-related careers such as physical therapy, occupational therapy, chiropractics, 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, athlete, older adult, obese adult and child, cardiac, diabetic, arthritic, hypertensive, pregnant and those suffering from cancer.

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

AMERICAN COLLEGE OF SPORTS MEDICINE (ACSM) CERTIFICATION

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

The ACSM Clinical Exercise Physiologist (CEP) examination requires 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.

Our program is currently applying for accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 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/>

Suggested journals to subscribe to:

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

Requirements for the B.S. in Exercise Physiology:

1. The Bachelor of Science (Exercise Physiology) major involves 53 credits of University Core Curriculum (including BIO 1120, BIO 1130, CHEM 1310, & PHYS 1100), 22 credits in the Kinesiology Core and 36 credits in Exercise Physiology.
2. Students begin the Exercise Physiology sequence upon completion of Physiology of Exercise (KNES 3500) with a grade of C or better.
3. Students must earn a grade of C- or better in all of the Exercise Physiology courses (EXSC 1500, EXSC 1600, EXSC 2800, EXSC 3100, EXSC 3600, EXSC 3901, EXSC 4100, EXSC 4200, & EXSC 4300). Any EXSC course with a grade of less than C- must be repeated before registering in EXSC 4800 and EXSC 4901.
4. Students must complete an application for Internship in Exercise Physiology the semester before enrolling in EXSC 4901. Applications must be obtained from the Program Director. Students are eligible to enroll in EXSC 4800 and EXSC 4901 once all of the EXSC courses (EXSC 1500, EXSC 1600, EXSC 2800, EXSC 3100, EXSC 3600, EXSC 3901, EXSC 4100, EXSC 4200, & EXSC 4300) have been completed with grades of C- or better.
5. Current certification in CPR for the Professional Rescuer (or equivalent) and AED. Proficiency is required to enroll in Internship in Exercise Physiology (EXSC 4901).
6. Prior to registration in EXSC 4901 (Internship in Exercise Physiology), students will need to show documentation of continuing education, obtained outside the classroom. Documentation may include a receipt of payment for a course, webinar, etc., certificate of completion/certification, or a letter of participation. Once documentation is received, the Internship Coordinator will place the student in his/her internship site. Continuing education may include, but not limited to:
 - a. Attendance at a conference or workshop
 - b. Certification relevant to the field of exercise science
 - c. Participation in online education such as a webinar, etc.

4+1 Undergraduate/Graduate Program in Exercise Physiology

1. Upon acceptance to the university, students may notify the Registrar and Office of Admissions of their interest in completing their degree in the 4+1 model prior to starting their junior year. Although it may be possible for a student to make this declaration in their third year, they may not have the opportunity to take all 4 graduate courses (12 credits) available to undergraduates.
2. Eligible majors for the 4+1 Undergraduate/Graduate program must have a GPA of 3.0 or greater before taking graduate courses as an undergraduate.
3. During the junior year (60+ credits) students will begin taking specific graduate courses that can be substituted for comparable undergraduate courses.
4. In the last semester, prior to completing the undergraduate degree, students will indicate whether or not they wish to continue with the graduate degree upon earning the BS.
5. Undergraduate students will save on graduate tuition costs by taking 4 graduate courses as part of their undergraduate program. The twelve (12) graduate credits taken as undergraduates reduces the remaining credits needed for the MS from 36 to 24.

Co-requisite Courses **15 credits**

BIO 1130 Anatomy and Physiology II	4 cr.
CHEM 1310 College Chemistry	4 cr.
PHYS 1100 Introduction to Physics	4 cr.
PBHL 1500 Sports Nutrition	3 cr.

Kinesiology Core Courses **22 credits**

KNES 1200 Introduction to Kinesiology	3 cr.
KNES 2300 Tests and Measurement	3 cr.
KNES 2550 Disability and Diversity in Physical Activity	3 cr.
KNES 3300 Biomechanics	3 cr.
KNES 3500 Physiology of Exercise	4 cr.
KNES 3530 Motor Learning	3 cr.
KNES 4500 Psycho-Social Dimensions of Sport	3 cr.

Exercise Physiology Courses **34 credits**

EXSC 1500 Aerobic Conditioning	3 cr.
EXSC 1600 Resistance & Flexibility Training	3 cr.
EXSC 2800 Health Promotion & Fitness Management	3 cr.
EXSC 3100 Essentials of Strength & Conditioning	3 cr.
EXSC 3600 Exercise Programs for Older Adults	3 cr.
EXSC 3901 Aerobic & Anaerobic Exercise Leadership I	3 cr.
EXSC 4100 Exercise Programs for Special Populations	3 cr.
EXSC 4200 Graded Exercise Testing & Exercise Prescription	3 cr.
EXSC 4300 Advanced Exercise Physiology & Sport Nutrition	3 cr.
EXSC 4800 Contemporary Issues in Exercise Science (Seminar)	3 cr.
EXSC 4901 Internship in Exercise Physiology	4 cr.

EXSC 2800 Health Promotion and Fitness Management has prerequisites of: BIO 1120 & KNES 1200

EXSC 3100 Essentials of Strength & Conditioning has prerequisites of: EXSC 1600, KNES 3300, & KNES 3500

EXSC 3600 Exercise Programs for Older Adults has prerequisites of: EXSC 1500 & KNES 3500

EXSC 3901 Aerobic & Anaerobic Exercise Leadership has prerequisites of: EXSC 1500, KNES 3300, & KNES 3500

EXSC 4100 Exercise Programs for Special Populations has prerequisites of: KNES 3500 & EXSC 3901

EXSC 4200 Graded Exercise Testing and Prescription and EXSC 4300 Advanced Exercise Physiology and Sport Nutrition require permits from the Department Chair in order to register. These courses are to be taken the semester immediately before EXSC 4800 and EXSC 4901 are taken.

EXSC 4800 Contemporary Issues in Exercise Science and EXSC 4901 Internship in Exercise Physiology must be taken in the same semester and are offered in the Fall, Spring, and Summer semesters. All EXSC courses must be completed with grades of C- or better before enrolling in EXSC 4800 & EXSC 4901.

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

Kinesiology Core (22 credits)

_____	KNES 1200	Introduction to Kinesiology	3
_____	KNES 2300	Tests and Measurement	3
_____	KNES 2550	Disability and Diversity in Physical Activity	3
_____	KNES 3300	Biomechanics	3
_____	KNES 3500	Physiology of Exercise	4
_____	KNES 3530	Motor Learning	3
_____	KNES 4500	Psycho-Social Dimensions of Sport	3

Exercise Physiology Sequence (34 credits)

_____	EXSC 1500	Aerobic Conditioning	3
_____	EXSC 1600	Resistance & Flexibility Training	3
_____	EXSC 2800	Health Promotion & Fitness Management	3
_____	EXSC 3100	Essentials of Strength & Conditioning	3
_____	EXSC 3600	Exercise Programs for Older Adults	3
_____	EXSC 3901	Aerobic & Anaerobic Exercise Leadership I	3
_____	EXSC 4100	Exercise Programs for Special Populations	3
_____	EXSC 4200	Graded Exercise Testing & Exercise Prescription	3
_____	EXSC 4300	Advanced Exercise Physiology & Sport Nutrition	3
_____	EXSC 4800	Contemporary Issues in Exercise Science	3
_____	EXSC 4901	Internship in Exercise Physiology	4

Co-Requisites (15 credits)

_____	BIO 1130	Anatomy and Physiology II	4
_____	CHEM 1310	College Chemistry	4
_____	PHYS 1100	Introduction to Physics	4
_____	PBHL 1500	Sports Nutrition	3

Kinesiology Electives (3 credits) SELECT ONE

_____	EXSC 3902	Advanced Aerobic & Anaerobic Ex Leadership II	3
_____	PETC 2720	Sport Coaching Methods	3
_____	SMED 3000	First Aid & CPR	3

Suggested Sequence of Courses

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
BIO 1120	Anatomy & Physiology I (<i>meets Area 3d</i>)	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing (<i>meets Area 2b</i>)	3	EXSC 1500	Aerobic Conditioning	3
KNES 1200	Intro to Kinesiology	3	EXSC 1600	Resistance & Flexibility Training	3
PSY 1100	General Psychology (<i>meets Area 3c</i>)	3	SOC 1010	Principles of Sociology (<i>meets Area 3c</i>)	3
MATH 1300	Elementary Statistics (<i>meets Area 3e</i>)	3	-----	UCC Area 2 or 3 course	3
	Will Power 101	0		Will Power 102	0
Credits		16	Credits		16
<u>3rd semester</u>			<u>4th semester</u>		
KNES 2550	Disability and Diversity in Phys Act	3	PHYS 1100	Intro to Physics	4
KNES 2300	Tests & Measurements (<i>meets TI</i>)	3	KNES 3500	Physiology of Exercise	4
CHEM 1310	College Chemistry	4	_____	UCC Area 2, 3, 4 course	3
PBHL 1500	Sports Nutrition (<i>meets Area 1</i>)	3	_____	UCC Area 2, 3, or 4 course	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
Credits		15	Credits		16
<u>5th semester</u>			<u>6th semester</u>		
EXSC 2800	Health Promotion & Fitness Mgt	3	EXSC 3100	Strength & Conditioning	3
KNES 3300	Biomechanics (<i>meets TI</i>)	3	EXSC 3600	Exercise Programs for Older Adults	3
KNES 3530	Motor Learning	3	EXSC 3901	Aerobic & Anaerobic Ex Leadership I	3
_____	UCC Area 2, 3, or 4	3	_____	UCC Area 6 course	3
_____	UCC Area 2, 3, or 4	3	-----	UCC Area 2, 3, or 4 course	3
Credits		15	Credits		15
<u>7th semester</u>			<u>8th semester</u>		
EXSC 4100	Exercise Programs for Special Pops	3	EXSC 4800	Contemporary Issues in Exercise Science	3
EXSC 4200	Graded Ex Testing & Prescription	3	EXSC 4901	Internship in Exercise Physiology	4
_____	Kinesiology Elective	3	KNES 4500	Psycho-Social Dimensions of Sport	3
EXSC 4300	Adv Exercise Phys & Sport Nutrition	3	-----	TI, WI, Free Elective or Minor Course	3
Credits		12	Credits		13

BACHELOR OF SCIENCE IN K-12 PHYSICAL EDUCATION & HEALTH

Dr. Ismael Flores-Marti, Program Director

Education Preparation:

Preparation for a career in teaching physical education begins with completion of the Kinesiology Core and Physical Performance Skills. The core courses provide the scientific background for analyzing and understanding human movement while the performance skill courses equip the prospective teacher with activity 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 including field experiences where students actively apply their developing knowledge in school settings. Options for health and driver's education certification are available.

Course Offering and Requirements:

The following details course offerings and specific requirements students must satisfy at different points (gateways) throughout the program.

Courses

<u>AREA 1: PERSONAL WELL-BEING</u>	<u>3 CREDITS</u>	
PBHL 1100 Healthy U	3	
<u>AREA 2: EXPRESSION</u>	<u>9 CREDITS</u>	
<i>(A/C)</i>	3	Student selects course
<i>(WRIT)</i> ENG 1100 College Writing	3	Doubles as WI
<i>(LIT)</i> ENG 1500 Experiences in Literature	3	Doubles as WI
<u>AREA 3: WAYS OF KNOWING</u>	<u>19-20 CREDITS</u>	
<i>(PHIL PERS)</i>	3	Student selects course
<i>(HIST PERS)</i>	3	Student selects course
<i>(SOC/BEH SCI)</i> PSY 1100 General Psychology	3	
<i>(SOC/BEH SCI)</i> SOC 1010 Introduction to Sociology	3	
<i>(SCI PERS)</i> BIO 1120 General Anatomy & Physiology I	4	
<i>(QUAN THINK)</i> MATH 1300 Elementary Statistics	3	
<u>AREA 4: DIVERSITY & JUSTICE</u>	<u>3 CREDITS</u>	
KNES 2550 Disability & Diversity in PA	3	Doubles as KC
<u>AREA 5: CIVIC & COMMUNITY ENGAGEMENT</u>	<u>3 CREDITS</u>	
EDUC 4285 PE Clinical Practice II	4	Triples as WI & PES
<u>AREA 6: GLOBAL AWARENESS</u>	<u>3 CREDITS</u>	
<u>FIRST YEAR SEMINAR</u>	<u>1.5 CREDITS</u>	
WPU 1010/1011 First Year Seminar	1.5	
<u>WRITING INTENSIVE</u>	<u>13 CREDITS</u>	
ENG 1100 College Writing	3	Doubles as Area 2
ENG 1500 Experiences in Literature	3	Doubles as Area 2
KNES 3530 Motor Learning	3	Doubles as KC
EDUC 4285 PE Clinical Practice II	4	Triples as Area 5, PES
<u>TECHNOLOGY INTENSIVE</u>	<u>6 CREDITS</u>	
CISE 3700 Multiple Literacies	3	Doubles as DI
KNES 2200 Motion Analysis	3	Doubles as KC
<u>FOREIGN LANGUAGE</u>	<u>6 CREDITS</u>	
_____	3	Contact Department of
_____	3	Languages & Cultures

<u>KINESIOLOGY CORE</u>	<u>18 CREDITS</u>	
KNES 1200 Introduction to Kinesiology	3	
KNES 2200 Motion Analysis	3	Doubles as TI
KNES 2550 Disability & Diversity in PA	3	
KNES 3500 Physiology of Exercise	3	
KNES 3530 Motor Learning	3	Doubles as WI
KNES 4500 Psycho Social Dimensions of Sport	3	
<u>PERFORMANCE SKILLS</u>	<u>6 CREDITS</u>	
PETC 1200 Dual Net Games	1	
PETC 1210 Team Invasion Games	1	
PETC 1220 Individual Performance Games	1	
PETC 2230 Team Net & Field Games	1	
PETC 2240 Team Invasion Games II	1	
PETC 2250 Individual Dance	1	
<u>PHYSICAL EDUCATION SPECIALITIES</u>	<u>6 CREDITS</u>	
<i>Select 1 from each category (2 courses)</i>		
PETC 2450 Teaching Fitness Activities in PE	3	<i>Category I</i>
PETC 2750 Teaching Strength & Conditioning in PE	3	
PETC 2720 Sport Coaching Methods	3	<i>Category II</i>
PETC 2800 Adventure Education	3	
<u>DIRECTED ELECTIVES</u>	<u>11 CREDITS</u>	
BIO 1130 General Anatomy & Physiology II	4	
CHEM 1310 College Chemistry	4	
CISE 3700 Multiple Literacies	3	Doubles as TI
<u>PROFESSIONAL EDUCATION SEQUENCE</u>	<u>30 CREDITS</u>	
PETC 3110 Movement Education	3	
PETC 3310 Management & Planning in PE	3	
PETC 3650 Assessment in Physical Education	3	
PETC 3950 Elementary Methodology in PE	3	
PETC 3960 Secondary Methodology in PE	3	
PETC 3970 Clinical Experience – Elementary	1	
PETC 3980 Clinical Experience – Secondary	1	
PETC 3840 Adapted & Inclusive Physical Education	3	
EDUC 4185 Physical Education Clinical Practice I	1	
PETC 4180 Physical Education Seminar I	3	
EDUC 4285 Physical Education Clinical Practice II	4	Triples as WI, Area 5
PETC 4280 Physical Education Seminar II	2	
<u>HEALTH CERTIFICATION</u>	<u>15 CREDITS</u>	Optional but highly recommended
PBHL 1100 Healthy U	3	
PBHL 2800 Wellness & Nutrition Education K-12	3	
PBHL 2810 Drug Education K-12	3	
PBHL 2820 Sexuality Education K-12	3	
PBHL 4520 Teaching School Health	3	
<u>ADDITIONAL ENDORSEMENT</u>	<u>3 CREDITS</u>	Optional but highly recommended
PETC 2300 Contemporary Methods, Materials, and Evaluation in Drivers Ed.	3	

- ❖ *Often, physical education positions also require health education certification. Driver's education certification only adds to student marketability. Thus, it is highly recommended that students complete both the health and drivers education certification.*

Requirements

Gateway 1: Admission to the Professional Education Sequence

1. In the first 60 credits, students must complete or be enrolled in the following courses:
 - PBHL 1100 (Healthy U)
 - ENG 1100 (College Writing)
 - KNES 1200 (Introduction to Kinesiology)
 - BIO 1120 (General Anatomy & Physiology I)
 - BIO 1130 (General Anatomy & Physiology II)
 - KNES 2200 (Motion Analysis)
 - KNES 2550 (Disability & Diversity in Physical Activity)
 - Two PETC skills courses

2. Praxis Core (<https://www.ets.org/praxis/about/core/>)
 - a. Students must pass Praxis CORE Academic Skills for Educators (<https://www.ets.org/praxis/nj/requirements/>).
 - b. Detailed information packets about the Praxis Core testing requirements are available from the Physical Education Program Secretary.

Name of Test	Test Code	Qualifying Cut Score
Reading	5713	156
Writing	5723	162
Mathematics	5733	150

CORE WAIVER: You may be eligible to have the CORE requirement waived if you have met the below cut score basic skills requirement (SAT, ACT or GRE). However, you must receive qualifying scores on **all parts of one particular test**. You must either have all qualifying CORE scores **OR** must have all qualifying SAT, ACT or GRE scores. We are not permitted to mix-and-match scores. For example, a candidate cannot use a math core, a verbal SAT and core writing. The student can choose to fulfill this state basic skills requirement with **any one test type**.

SAT		
	Verbal	Mathematics
If taken before 4/1/1995	480	520
If taken between 4/1/95 and 2/28/2016	560	540
If taken on or after 3/1/2016	610 Evidence Based Reading and Writing or 30 Reading	570
ACT		
If taken before 8/28/1989	20	23
If taken on or after 8/28/1989	23	23
GRE		
If taken before 8/1/2011	530	720
If taken on or after 8/1/2011	155	156

Please contact Liana Fornarotto at fornarottol@wpunj.edu OR Stacey Steiner at steiners@wpunj.edu if you believe you qualify for this waiver.

3. Grade Point Average
 - Once 48 credits are completed, each student's GPA will be checked. Students with a cumulative GPA less than 3.0 will receive an "alert" letter. The alert letter will state that a GPA of 3.0 must be attained by the time 60 credits are completed.
 - Students with 60 credits and less than a 3.0 GPA will be dismissed from the Physical Education/Teacher Certification major and must choose another major. Once a student achieves a GPA of 3.0, he/she may reapply to the Physical Education/Teacher Certification major.
- ❖ *Students are eligible to enroll in Movement Education (PETC 3110) when:*
 - A. *At least 60 credits have been completed.*
 - B. *Completed or be enrolled in the courses listed in #1 above.*
 - C. *Earned a minimum GPA of 3.0 at WPU.*
 - D. *Pass Praxis CORE (Mathematics, Reading, Writing) or Satisfy Waiver.*
- ❖ *Transfer students who have met the criteria in A and B above, are required to establish a minimum 3.0 GPA in their first semester at WPU. Once a minimum 3.0 GPA is earned at WPU, they are eligible to enroll in PETC 3110 during the next Fall semester.*

Gateway 2: Applications for Clinical Experiences

1. Successfully complete Movement Education (PETC 3110)
 - a. Students must complete Preparing for the Education Profession (EDUC 2000), a zero credit course taken in conjunction with Movement Education (PETC 3110).
2. Grade Point Average
 - a. Students must have at least a 3.0 GPA.
 - b. Failure to maintain a 3.0 GPA will result in dismissal from the Physical Education/Teacher Certification major.
3. New Jersey Substitute License
 - a. Have a current Mantoux test (valid for one year). A Mantoux test is required by anyone employed by or acting as a volunteer in a school. The Mantoux test checks for tuberculosis and takes only a minute or two at a Doctor's office or the campus Health Center for a nominal fee.
 - b. Complete a criminal history background check through Morpho Trak. All required information on this finger-printing process is included in any substitute license application.
 - c. Complete and submit to the school district with whom you are applying all required documentation which is a part of the application process.
4. Applications for Field Experiences (<http://www.wpunj.edu/coe/departments/field/applications.html>)
 - a. Clinical Experiences
 - i. Clinical Experience - Elementary (PETC 3970) and Clinical Experience - Secondary (PETC 3980) are completed while enrolled in Preparing for the Education Profession (EDUC 2000) and submitted at least **one semester** in advance of starting Clinical Experience.
 - ii. In the Fall semester, applications are due the first week in October. In the

Spring semester, applications are due the first week in February.

- b. Applications for Clinical Practices
 - i. Applications for Clinical Practice I (EDUC 4185) and Clinical Practice II (EDUC 4285) completed while enrolled in Preparing for the Education Profession (EDUC 2000) and submitted at least **one year** in advance.
 - ii. In the Fall semester, applications are due by mid October. In the Spring semester, applications are due by mid February.

❖ *All applications for Field Experiences (which includes copies of your resume) must be submitted to the Physical Education Program Secretary for verification **at least two weeks prior to the due date**. Students must then pick up their applications from the Program Director and submit to the Office of Field Experiences before the due date.*

❖ *NJ Substitute License must be secured prior to beginning Field Experiences*

Gateway 3: Clinical Practice I

1. Grade Point Average
 - a. Students must have at least a 3.0 GPA.
 - b. Failure to maintain a 3.0 GPA will result in dismissal from the Physical Education/Teacher Certification major.
2. Praxis II Subject Test (Health and Physical Education)
 - a. To enroll in Clinical Practice I (EDUC 4185), students must have at least attempted (passing not required) all parts of the test prior to enrollment (<https://www.ets.org/praxis/nj/requirements/>).
 - b. Detailed information packets about the Praxis II Subject Test testing requirements are available from the Physical Education Program Secretary.
 - c. Official scores must be received by the Office of Education Enrollment and Certification by August 15 (Fall CPI enrollment) or January 1 (Spring CPI enrollment).

<u>Name of Test</u>	<u>Test Code</u>	<u>Qualifying Cut Score</u>
Health and Physical Education: Content Knowledge	5857	160

❖ *It is recommended students take the Praxis II early in the semester prior to Clinical Practice I.*

Gateway 4: Clinical Practice II

1. Grade Point Average
 - a. Students must have at least a 3.0 GPA.
 - b. Failure to maintain a 3.0 GPA will result in dismissal from the Physical Education/Teacher Certification major.
2. Successfully complete Clinical Practice I (EDUC 4185) and Seminar (PETC 4180)

3. Praxis II Subject Test (Health and Physical Education)
 - a. To enroll in Clinical Practice II (EDUC 4285), students must have passed all parts of the test prior to enrollment (<https://www.ets.org/praxis/nj/requirements/>).

<u>Name of Test</u>	<u>Test Code</u>	<u>Qualifying Cut Score</u>
Health and Physical Education: Content Knowledge	5857	160

- b. Official scores must be received by the Office of Education Enrollment and Certification by August 15 (Fall CPII enrollment) or January 1 (Spring CPII enrollment).
- ❖ *It is recommended students take the Praxis II early in the semester prior to Clinical Practice II.*

Gateway 5: Application for Teacher Licensure

1. Grade Point Average
 - a. Students must have at least a 3.0 GPA.
2. Successfully complete Clinical Practice II (EDUC 4285) and Seminar (PETC 4280)
3. Degree Confirmation from William Paterson University
4. Apply for Licensure
 - a. Applications for licensure are completed during Clinical Practice II (EDUC 4285) through the Office of Education Enrollment & Certification
https://www.wpunj.edu/coe/departments/cert/nj_licensure_and_praxis_exam_information.html

Critical Contact Information

<p><u>Physical Education Program</u> Dr. Ismael Flores-Marti, Director Department of Kinesiology Wightman Gym, Rm 128 Wayne, NJ 07470 (973) 720-2366 (Phone) / (973) 720-2034 (Fax) floresmartii@wpunj.edu</p>	<p><u>Office of Enrollment & Certification</u> Liana Fornarotto, Director College of Education 1600 Valley Road, Suite 4112 (Dean's Office) Wayne, NJ 07470 (973) 720-2206 (Phone) fornarottol@wpunj.edu</p>
<p><u>Physical Education Program</u> Alyse Halligan, Secretary Department of Kinesiology Wightman Gym, Rm 134 Wayne, NJ 07470 (973) 720-2166 (Phone) / (973) 720-2034 (Fax) halligana@wpunj.edu</p>	<p><u>Office of Field Experiences</u> Margaret Renn, Director College of Education 1600 Valley Road, Suite 3108 Wayne, NJ 07470 (973) 720-3978 (Phone) rennm@wpunj.edu</p>

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

Kinesiology Core Courses (19 credits)

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

Performance Skills (6 credits)

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

Physical Education Specialties (6 credits)

Select one course from each category:

Category 1

- _____ PETC 2750 Teaching Str. & Cond. in PE
- _____ PETC 2450 Teaching Fitness Activities in PE

Category 2:

- _____ PETC 2800 Adventure Education
- _____ PETC 2720 Sport Coaching Methods

Directed Electives (11 credits)

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

Professional Education Sequence (30 credits)

- _____ PETC 3110 Movement Education
- _____ EDUC 2000 Preparing for the Education Prof
- _____ PETC 3310 Management & Planning in PE
- _____ PETC 3650 Assessment in PE
- _____ PETC 3840 Adapted & Inclusive PE
- _____ PETC 3950 Elementary Methodology in PE
- _____ PETC 3960 Secondary Methodology in PE
- _____ PETC 3970 Clinical Experience – Elementary
- _____ PETC 3980 Clinical Experience – Secondary
- _____ EDUC 4185 PE Clinical Practice I
- _____ PETC 4180 PE Seminar I
- _____ EDUC 4285 PE Clinical Practice II
- _____ PETC 4280 PE Seminar II

Health Certification (15 credits)

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

Optional Endorsement (3 credits)

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

Suggested Sequence of Courses

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
BIO 1120	Anatomy & Physiology I	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing	3	SOC 1010	Principles of Sociology	3
KNES 1200	Intro to Kinesiology	3	-----	UCC Area 2 course	3
PSY 1100	General Psychology	3	MATH 1300	Elementary Statistics	3
PETC	Performance Skills Course	1	KNES 2550	Disability & Diversity in PA	3
PBHL 1100	Healthy U (UCC Area 1 req.)	3	PETC	Performance Skills Course	1
WPS 1010	Will Power 101	0	WPS 1020	Will Power 102	0
Credits		17	Credits		17
<u>3rd semester</u>			<u>4th semester</u>		
CHEM 1310	College Chemistry	4	PBHL 2810	Drug Education K-12	3
KNES 2200	Motion Analysis	3	-----	UCC Area 3 course	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
-----	UCC Area 2 course	3	PBHL 2820	Sexuality Education K-12	3
-----	UCC Area 3 course	3	PETC	Performance Skills Courses	2
PETC	Performance Skills Courses	2	KNES 3500	Physiology of Exercise	4
Credits		18	Credits		18
<u>5th semester</u>			<u>6th semester</u>		
PETC 3110	Movement Education	3	PETC 3950	Elementary Methods in PE	3
PETC 3310	Management & Planning in PE	3	PETC 3970	Clinical Experience- Elementary	1
CISE 3700	Multiple Literacies	3	PETC 3960	Secondary Methods in PE	3
EDUC 2000	Preparing for the Education Profession	0	PETC 3980	Clinical Experience - Secondary	1
PETC 2----	PE Specialty Course	3	PETC 3840	Adapted & Inclusive PE	3
PBHL 2800	Wellness & Nutrition Education K-12	3	PETC ----	PE Specialty Course (Category I)	3
KNES 3530	Motor Learning	3	PETC 3650	Assessment in PE	3
Credits		18	Credits		17
<u>7th semester</u>			<u>8th semester</u>		
EDUC 4185	PE Clinical Practice I (3 days in field)	1	EDUC 4285	PE Clinical Practice II (4 days in field)	4
PETC 4180	PE Seminar I	3	PETC 4280	PE Seminar II	2
-----	UCC Area 6 course	3	KNES 4500	Psycho-Social Dimensions of Sport	3
PBHL 4520	Teaching School Health	3			
Credits		10	Credits		9

BACHELOR OF ARTS IN SPORT MANAGEMENT

Dr. David Hack, Program Director

Dr. John Bae, Internship Director

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

Requirements for Sport Management:

1. An overall 2.0 GPA is required for acceptance into the Sport Management major.
2. All Sport Management majors must complete three required courses in the College of Business that serve as the business foundation for this major. Coursework is also completed in the Kinesiology Department and the final semester is devoted to an internship experience.
3. Students are eligible to take SPM 4600 (Internship in Sport Management) in their last semester of the Sport Management program after having completed the following SPM courses (SPM 2000, SPM 2100, SPM 2200, SPM 2500, SPM 2800, SPM 3000, SPM 3400, SPM 3500, SPM 3600, & SPM 4000).
4. Students are required to locate their own internship sites in coordination with the Sport Management Program Director. An appointment must be scheduled with the Dr. Bae at least one semester in advance of enrolling in SPM 4600. (For example, the student must meet with Dr. Bae the first week of the Fall semester in order to enroll in SPM 4600 in Spring.) Once the internship site is approved, a signed internship package must be submitted to Dr. Bae by the due date.

4+1 Undergraduate/Graduate Program in Sport Management/Sport Administration

1. Upon acceptance to the university, students may notify the Registrar and Office of Admissions of their interest in completing their degree in the 4+1 model prior to starting their junior year. Although it may be possible for a student to make this declaration in their third year, they may not have the opportunity to take all 4 graduate course (12 credits) available to undergraduates.
2. Eligible majors for the 4+1 Undergraduate/Graduate program must have a GPA of 3.0 or greater before taking graduate courses as an undergraduate.
3. During their junior year (60+ credits) students will begin taking specific graduate courses that can be substituted for comparable undergraduate courses.
4. In the last semester, prior to completing the undergraduate degree, students will indicate

whether or not they wish to continue with the graduate degree upon earning the BS.

5. Undergraduate students will save on graduate tuition costs by taking 4 graduate courses as part of their undergraduate program. The twelve (12) graduate credits taken as undergraduates reduces the remaining credits needed for the MS from 36 to 24.

Kinesiology Courses (6 credits)

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

Business Courses (9 credits)

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

Sport Management Courses (30 credits)

SPM 2000 Foundations of Sport Management	3 credits
SPM 2100 Diversity in Sport	3 credits
SPM 2200 Experiential Learning in Sport Management	3 credits
SPM 2500 Sport Event and Facility Management	3 credits
SPM 2800 Sport Ethics and Law	3 credits
SPM 3000 Sport Marketing	3 credits
SPM 3400 Sport Leadership and Governance	3 credits
SPM 3500 Finance and Business in Sport	3 credits
SPM 3600 Sport Technology	3 credits
SPM 4000 Global Sport Management	3 credits

Capstone Experience (6 credits)

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

Electives (3 credits)

COMM 3400 Intercultural Communication	3 credits
COMM 3600 Interpersonal Communication	3 credits
CS 2010 Computer and Information Technology	3 credits
MKT 3320 Digital Marketing	3 credits
KNES 3300 Biomechanics	3 credits
PETC 2720 Sport Coaching Methods	3 credits
RPS 2050 Professional Selling	3 credits
RPS 2100 Negotiations	3 credits
SMED 3200 First Aid and CPR	3 credits

Minor in Sport Management (18 credits)

ACCT 2110 Financial Accounting	3 credits
MGT 2000 Principles of Management	3 credits
SPM 2000 Foundations of Sport Management	3 credits
SPM 2500 Sport Event and Facility Management	3 credits
SPM 2800 Sport Ethics and Law	3 credits
Select one course from the following list:	3 credits
-SPM 2100, SPM 2200, SPM 3000, SPM 3400, SPM 3500, SPM 3600, SPM 4000, SMED 3000	

<u>1st semester</u>		Credits	<u>2nd semester</u>		Credits
	UCC Area 1 - Personal Wellbeing	3	PSY 1100	General Psychology (UCC 3c)	3
ENG 1100	College Writing (UCC 2b)	3		UCC Area 3 - Quantitative Thinking	3
KNES 1200	Intro to Kinesiology	3	MKT 2100	Principles of Marketing	3
MGT 2000	Principles of Management	3	SPM 2200	Experiential Learning in SPM	3
SPM 2000	Foundations of Sport Management	3		UCC Area 2 - Arts/Communication	3
WPU 1010	Will Power 101	0	WPU 1020	Will Power 102	0
Credits		15	Credits		15
<u>3rd semester</u>			<u>4th semester</u>		
SPM 2800	Sport Law and Risk Management	3		Free Elective	3
SPM 2500	Sport Event and Facility Management	3	SPM 2100	Diversity in Sport	3
ACCT 2110	Financial Accounting	3		UCC Area 3 - Social/Behavioral	3
	UCC Area 3 - Scientific Perspectives	4		UCC Area 3 - Historical Perspectives	3
	UCC Area 3 - Philosophical Perspectives	3		Writing Intensive course	3
Credits		16	Credits		15
<u>5th semester (Junior year)</u>			<u>6th semester (Junior year)</u>		
	UCC Area 2 - Literature	3	SPM 3500	Sport Economics and Finance	3
SPM 3400	Sport Leadership & Governance	3	SPM 3600	Sport Technology	3
	Foreign Language I	3		Sport Management Elective	3
	UCC Area 4 - Diversity and Justice	3		Foreign Language II	3
SPM 3000	Sport Marketing	3		Free Elective Course	3
Credits		15	Credits		15
<u>7th semester (Senior year)</u>			<u>8th semester (Senior year)</u>		
	Writing Intensive course	3	SPM 4500	Contemporary Issues in Sport	3
SPM 4000	Global Sport Management	3	SPM 4600	Internship in Sport Management (UCC 5)	3
KNES 4500	Psycho-Social Dimensions of Sport	3		Technology Intensive course	3
	Free Elective Course	3		Free Elective Course	3
	UCC Area 6 - Global Awareness	3		Free Elective Course	2
Credits		15	Credits		14

MASTER OF SCIENCE IN ATHLETIC TRAINING

Jaclyn Morrissette, Ph.D., ATC
Program Director

Linda Gazzillo Diaz, Ed.D., ATC
Faculty

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

Mike Prybicien, M.A., ATC, CSCS
Adjunct Faculty

Introduction

- a. The Athletic Training Program (ATP) at William Paterson University of New Jersey (WP) is housed in the Department of Kinesiology which is in the College of Science and Health. The ATP 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 ATP curriculum, students complete a course of study which leads to a Master of Science degree in Athletic Training. Upon successful completion of the ATP, students are eligible to take the Board of Certification (BOC) examination.

Admission to the ATP Program

- a. Students must apply only once a year for admission to the ATP program. Students in their final year of the B.S. in Sports Medicine, transfer students, and second-degree students can apply by April 1st for summer admission. All students must meet the admission criteria by the end of the spring semester in which they are applying in order to be considered as a candidate for acceptance to the program. The application is reviewed by the ATP Admissions and Retention Committee. Details regarding the application procedure and application forms (application, standard physical examination, and technical standards) are on the ATP website:
<https://www.wpunj.edu/cosh/departments/kinesiology/ms-athletic-training/>
- b. In order to be a candidate for admission to the ATP program, students must meet the following criteria in addition to the University's admissions requirements:
 - A current resume
 - Two individuals to serve as references. Reference information should include the current contact information of each individual, including their email address and phone number. This can be former professors or other persons who can attest to the student's ability to succeed in graduate study in athletic training.
 - Official transcripts from all undergraduate institutions attended showing evidence of a minimum 3.0 GPA on a 4.0 scale and completion of the following MS in Athletic Training prerequisites courses:
 - Anatomy & Physiology I (C- or better)
 - Anatomy & Physiology II (C- or better)
 - Introduction to Sports Medicine (C- or better)
 - Surface Anatomy
 - Medical Terminology
 - First Aid & CPR
 - Injury and Illness in Sports Medicine
 - General Biology: EEB
 - College Chemistry
 - Introduction to Physics

General Psychology
Elementary Statistics

- A one to two page personal statement stating why you are interested in pursuing a Master's degree in Athletic Training at WPU.
 - TOEFL scores are required for non-native English speakers. Minimum scores of 500/170/60 for paper/computer/internet versions.
 - Recommended but not required: GRE General Test scores
- c. Candidates who meet the admissions requirements will be accepted into the ATP program as program space allows. All candidates must meet the same criteria for admission. Admission to the program will be limited to those eligible candidates possessing the highest GPA and greatest potential to succeed as athletic trainers as determined by the Athletic Training Program Admission and Retention Committee after the committee reviews each candidate's application and interview. Candidates not accepted into the program are encouraged to reapply the following year.
- d. After acceptance into the program, the students must become a NATA student member, obtain a National Provider Identifier (NPI), complete a standard physical examination, and complete a NJ Department of Education (DOE) background check. Verification of all of these items must be provided to the program director, including a copy of their most recent First Aid & CPR card, by the date specified on the candidate's welcome letter.

ATP Student Requirements

- a. Coursework, all students admitted to the program must complete the following courses to graduate from the MS in AT and be eligible to sit for the BOC;
- ATP 5000 Prevention of Injury and Illness in Athletic Training (4 cr.)
 - ATP 5100 Sports Emergency Care (3 cr.)
 - ATP 5200 Pharmacology in Athletic Training (online) (2 cr.)
 - ATP 5300 Assessment of the Upper Body (3 cr.)
 - ATP 5400 Therapeutic Modalities (3 cr.)
 - ATP 5500 Assessment of the Lower Body (3 cr.)
 - ATP 5600 Clinical Experience in AT I (2 cr.)
 - ATP 5700 Therapeutic Exercise (3 cr.)
 - ATP 5800 Assessment of the Core Body & General Medical Conditions (3 cr.)
 - ATP 5900 Clinical Experience in AT II (2 cr.)
 - ATP 6000 Clinical Experience in AT III (4 cr., immersive experience)
 - ATP 6100 Organization and Administration in Athletic Training (3 cr.)
 - ATP 6200 Current Topics in Athletic Training (online) (1 cr.)
 - ATP 6300 Clinical Experience in AT IV (2 cr.)
- b. Clinical Education Experience Requirements
- The clinical portion of the ATP at WP 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 WP with a Master of Science in Athletic Training. The ATP clinical education experience requirement includes the following:

Direct supervision of the athletic training student by a preceptor;

Commission on Accreditation of Athletic Training Education (CAATE) current content standards;
Oral practical examinations;
Computer-based practice exams;
Proficiency workshops;
In-services and meetings;
Preceptor and student evaluations;
WP athletic training room clinical education experiences;
WP intercollegiate athletics clinical education experiences;
Affiliated site clinical education experiences

Retention and Graduation Requirements

a. Academic coursework

In order to be admitted to the Athletic Training Program, students must have a 3.0 overall grade point average (GPA) (see section on admission standards). If a student falls below the required GPA, he/she may be placed on probation for one semester. At the end of the probationary semester the student's progress will be reviewed by the ATP Admission and Retention Committee. If the student is meeting academic program requirements at that time (including GPA requirements per semester in the program), then they will be reinstated to the program. If the student has not met academic program requirements at that time, then the student will be dismissed from the ATP.

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

b. The 3 C Policy

To be accepted into the Master of Science in Athletic Training (MS in AT), students must earn no more than 3 grades of C or below (including a combination of C, C-, D+, D, and F grades) or 2 grades below C- (including a combination of D+, D, and F grades) in BIO 1120, BIO 1130, SMED alpha/prefix courses.

Included in this policy are the following:

- Grades of C or below in BIO 1120, BIO 1130, and SMED 2200, even though the minimum requirement for admission to the MS in AT is a C- in these courses.
- Transferred grades of courses equivalent to BIO 1120, BIO 1130, and SMED alpha/prefix.
- The original course grade of a course that the student has retaken (C- or below).

If the student applying for admission to the MS in AT does not meet this requirement, they will not be accepted to the MS in AT.

Once admitted into the MS in AT program, in order for a student to be retained in and graduate from the MS in AT, students must earn no more than 3 grades of C or below

(including a combination of C, C-, D+, D, and F grades) or 2 grades below C- (including a combination of D+, D, and F grades) in BIO 1120, BIO 1130, SMED, and ATP alpha courses.

Included in this policy are the following:

- Transferred grades of courses equivalent to BIO 1120, BIO 1130, SMED, and ATP alpha courses.
- The original course grade of a course that the student has retaken (C- or below).

Grades of C or below in BIO 1120, BIO 1130, and SMED 2200, even though the minimum requirement for admission to the AM in AT is a C- in these courses.

If the student does not meet this requirement, they will be dismissed from the MS in AT major.

c. Clinical Education Experiences

Students will be assessed on their completion of their clinical education experience requirements each semester within their Clinical Experience in Athletic Training courses. The requirements for successful progression are outlined in the section of the ATEP Handbook describing the clinical education experiences.

d. Graduation Requirements

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 ATP academic and clinical education experience requirements
- the student has earned a minimum overall GPA of 3.0 when they have completed all academic coursework
- the student has successfully completed a minimum of 1000 hours and a maximum of 1500 hours of approved athletic training clinical education experience.

e. Board of Certification (BOC) Exam Endorsement

A student's BOC exam endorsement by the Program Director is contingent upon completion of all ATP requirements (see "Graduation above).

f. If a change occurs to any of the policies outlined in the MS in AT section of this handbook due to CAATE accreditation changes or changes in university policy, students will be informed of the change(s) immediately and will be required to comply as necessary.

ATP Course Sequence

The course sequence for the Master 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 WP and ATP website for further information regarding course sequence requirements.

First Year

Summer Session I & II

- ATP 5000 Prevention and Care of Injury and Illness in Athletic Training (4 cr.)
- ATP 5100 Sports Emergency Care (3 cr.)
- ATP 5200 Pharmacology in Athletic Training (online) (2 cr.)
- ATP 5300 Assessment of the Upper Body (3 cr.)

Fall Semester

- ATP 5400 Athletic Training Modalities (3 cr.)
- ATP 5500 Assessment of the Lower Body (3 cr.)
- ATP 5600 Clinical Experience in Athletic Training I (1 cr.)

Spring Semester

- ATP 5700 Therapeutic Exercise (3 cr.)
- ATP 5800 Assessment of the Core Body and General Medical Conditions (3 cr.)
- ATP 5900 Clinical Experience in Athletic Training II (2 cr.)

Second Year

Fall Semester

- ATP 6000 Clinical Experience in Athletic Training III (immersive experience) (4 cr.)
- ATP 6100 Organization and Administration in Athletic Training (3 cr.)

Spring Semester

- ATP 6200 Special Topics in Athletic Training (online) (1 cr.)
- ATP 6300 Clinical Experience in Athletic Training IV (2 cr.)

Master of Science in Exercise Physiology

Program Director: Dr. Michael Figueroa
Internship Coordinator: Dr. Racine Emmons

The Master of Science in Exercise Physiology program requires the completion of 36 credits consisting of 10 online courses and either an Internship and Fieldwork Experience or Thesis. In this program, students will take: (a) three required courses (Introduction to Interdisciplinary Research, Research Methods and Design, and Seminar in Contemporary Topics); (b) five classes in exercise physiology and two free electives; and (c) a choice of an independent research project with submission of a thesis or a practical internship and fieldwork experience with submission of a substantial concluding report plus a comprehensive examination.

Students entering the MS in Exercise Physiology from the 4+1 undergraduate/graduate model must complete the remaining graduate courses to earn their degree. This will reduce the number of credits from 36 to 24. Students who wish to apply to the current MS program, outside of the 4+1 model, will be required to complete the 36 credits as a stand-alone degree.

Introduction

Advances in the study of Exercise Physiology have developed over the last few decades. Given the current healthcare crisis, an MS degree in Exercise Physiology provides a valuable education to current and potential healthcare professionals who may be working with patients afflicted with the secondary consequences due to COVID-19. Disciplines within the domains of exercise science include exercise physiology, biomechanics, motor behavior, and sport nutrition. The diversity and professionalism of the faculty within the Department of Kinesiology presents a tremendous opportunity to initiate graduate training in the exercise sciences and the capability to offer a comprehensive master's program.

Objectives

The M.S. in Exercise Physiology is designed to:

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

Content of the Program

The M.S. in Exercise Physiology has the following requirements:

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

Admission Requirements

For admission to the program, an applicant must have:

1. An undergraduate bachelor's degree from an accredited university with a major in exercise science, human performance, kinesiology, or the equivalent.

2. A candidate with an undergraduate degree, but not in the exercise science domain, may take this program, however pre-requisite classes will be assigned on an individual basis. Prerequisite courses may include BIO 1120 Anatomy & Physiology I, KNES 3300 Biomechanics [prerequisite: PHYS 1100 Introduction to Physics), KNES 3500 Physiology of Exercise [prerequisites: BIO 1120 Anatomy & Physiology I, BIO 1130 Anatomy & Physiology II, CHEM 1310 College Chemistry], and KNES 3530 Motor Learning, or equivalent courses.
3. Grade Point Average (GPA) greater than or equal to 2.75 on a 4.0 scale from an undergraduate degree.
4. TOEFL scores may be required for non-native speakers.
5. Name and contact information for two references (academic or professional) who can attest to the applicant's ability to study at the graduate level.
6. A personal interview may be required before being accepted for matriculation.
7. Upon admission, students must maintain a GPA Of 3.0 or better.

Typical Sequence of Courses

Year 1: Fall Semester

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

Year 1: Spring Semester

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

Year 2: Fall Semester

EXSC 5030 Seminar in Contemporary Topics
 EXSC 6120 Cardiovascular Physiology and Metabolic Disease
 Thesis or Internship and Fieldwork Experience

Year 2: Spring Semester

EXSC 6130 Neuromuscular Physiology
 EXSC 6140 Physiology of Aging and Chronic Conditions
 Thesis or Internship and Fieldwork Experience

Course Structure

Students in this program can enroll on a full-time or part-time basis. Most students will be taking the degree on a full-time basis and will complete coursework requirements within two years (18 – 24 months).

To graduate, students must complete:

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

Thesis

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

Internship and Fieldwork Experience

Students may complete a clinical practicum or internship and fieldwork experience under the supervision of an assigned faculty member. The practicum is 450 hours and may include working in a clinical setting, a sport team, fitness/wellness center, strength and conditioning center (university or privately owned), recognized sporting agency or appropriate government center.

Logistics

Courses are offered online during regular semesters in an asynchronous manner. Courses can be offered during summer subject to university availability and approval. Substitute courses may be taken with the permission of the Chair, Kinesiology and Dean, College of Science and Health.

Examinations

Candidates will be progressively examined in each course 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 Physiology Courses

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

- EXSC 6140 Physiology of Aging and Chronic Conditions** – This course examines the effects of physical activity on the process of aging. Focusing on the physiological and neuromuscular bases of physical activity, this course explores the aging process. It also covers the important conceptions of nutrition, drugs and medications, the psychological and social components of aging and exercise programming.
- EXSC 6520 Biomechanics Across the Age-Spans** – This course examines the principles of physics as applied to human movement. Special emphasis will be placed on examining and applying anatomical and mechanical principles to human locomotion and selected movement skills. The quantitative and qualitative approach to movement analysis will be utilized. Theory and application of biomechanical principles of exercise.
- EXSC 6530 Advanced Motor Behavior** – A study of the neural mechanisms underlying the control of our movements. There will be both a micro and macro evaluation of the hierarchical levels that contribute to the neural control of movements. Theory and application – motor skill acquisition and neural control of movement, skill analysis and practice.
- EXSC 6540 Applied Psychology of Sport and Exercise** – This course will overview the applications of selected psychological theories and concepts to the sport and exercise experience. More specifically, the student will gain an understanding of how psychological factors affect sport and exercise performance and how participation in sport and exercise affects psychological well-being.
- EXSC 6600 Special Topics and Current Trends** – related sport studies or exercise science topics offered by special permission and when visiting scholars are available to teach.
- EXSC 7700 Internship and Fieldwork Experience** – under the supervision of a faculty member, participants experience clinical application with a recognized sporting or health agency.
- EXSC 7800 Thesis** – supervised research involving the establishment of a research question, review of literature, properly conducted research, collection of data, analysis and written submission.

Master of Science in Exercise Physiology

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

Master of Science in Sport Administration

Program Director: Dr. Michael Figueroa

This Master of Science in Sport Management program consists of 36 credits consisting of 10 online courses and either a Thesis or Internship and Fieldwork Experience. In the Sport Administration program, students will take: (a) three required courses (Introduction to Interdisciplinary Research, Research Methods and Design, and Seminar in Contemporary Issues); (b) seven required sport administration courses; and (c) a choice of an independent research project with submission of a thesis or a practical internship and fieldwork experience with submission of a substantial concluding report plus a comprehensive examination.

Students entering the MS in Sport Administration from the 4+1 undergraduate/graduate model must complete the remaining graduate courses to earn their degree. This will reduce the number of credits from 36 to 24. Students who wish to apply to the current MS program, outside of the 4+1 model, will be required to complete the 36 credits as a stand-alone degree.

Introduction

The evolution and growth of the sport industry has led the need for a larger and more prepared work force. Major areas of employment within the sport industry include administration and finance, facility operations, event planning and management, recreational sport management, youth sport development and management, and more. The diversity and professionalism of the faculty within the Department of Kinesiology presents a tremendous opportunity to initiate graduate training in sport administration and the capability to offer a comprehensive master's program.

Objectives

The M.S. in Sport Administration degree is designed to:

- Provide extensive training and knowledge in sport administration for students with undergraduate degrees from a variety of disciplines;
- Provide an opportunity for students to acquire research skills;
- Provide further professional training in sport administration.

Content of the Program

The M.S. in Sport Administration degree has the following requirements:

1. Three required classes (Introduction to Interdisciplinary Research, Research Methods and Design, and Seminar and Contemporary Topics);
2. Seven required courses in sport administration;
3. Thesis, or non-thesis internship and fieldwork experience 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.
2. Grade Point Average (GPA) greater than or equal to 2.75 on a 4.0 scale from an undergraduate degree.
3. TOEFL scores may be required for non-native English speakers.

4. Name and contact information of two references (academic or professional) who can attest to the applicant's ability to study at the graduate level.
5. A personal interview may be required before being accepted for matriculation.
6. Upon admission, students must maintain a GPA of 3.0 or better each semester.

Typical Sequence of Courses – Full Time

Year 1: Fall Semester

EXSC 5010 Introduction to Interdisciplinary Research
SPAD 6300 Administration of Sport and Athletics
SPAD 6350 Sport Marketing and Sponsorship

Year 1: Spring Semester

EXSC 5020 Research Methods and Design
SPAD 6310 Legal Aspects of Sports
SPAD 6320 Sport Venue and Event Operations

Year 1: Summer Semester

SPAD 6330 Sport Economics and Finance
SPAD 6340 Policy and Strategic Management
SPAD 6360 Human Resource Management

Year 2: Fall Semester

EXSC 5030 Seminar in Contemporary Topics
Internship and Fieldwork Experience or Thesis

Typical Sequence of Courses – Part Time

Year 1: Fall Semester

EXSC 5010 Introduction to Interdisciplinary Research
SPAD 6300 Administration of Sport and Athletics

Year 1: Spring Semester

EXSC 5020 Research Methods and Design
SPAD 6310 Legal Aspects of Sports

Year 1: Summer Semester

SPAD 6330 Sport Economics and Finance
SPAD 6360 Human Resource Management

Year 2: Fall Semester

SPAD 6350 Sport Marketing and Sponsorship
EXSC 5030 Seminar in Contemporary Topics

Year 2: Spring Semester

SPAD 6320 Sport Venue and Event Operations
Internship and Fieldwork Experience or Thesis

Year 2: Summer Semester

SPAD 6340 Policy and Strategic Management
Internship and Fieldwork Experience or Thesis

Course Structure

Students in this program can enroll on a full-time or part-time basis. Most students will be taking the degree on a full-time basis and will complete coursework requirements within four semesters (18 – 24 months).

To graduate, students must complete:

3. 30 credits in 10 online courses. Each course is equivalent to three credits, unless otherwise stipulated.
4. Six credits of a written thesis, or internship and fieldwork experience with a written concluding report and a comprehensive examination.

Thesis

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

Internship and Fieldwork Experience

Students may complete a clinical practicum or internship under the supervision of an assigned faculty member. The practicum is 450 hours working with an approved organization.

Logistics

Courses are offered online regular semesters in an asynchronous manner. Courses can be offered during summer subject to university availability and approval. Substitute courses may be taken with the permission of the Chair, Kinesiology and Dean, College of Science and Health.

Examinations

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

6. All required classes (graded)
7. All elective classes (graded)
8. Internally examined thesis (pass/revisions required/fail)
9. Comprehensive examination (pass/fail) for those selecting the internship
10. Internship (graded as pass/fail)

List of Master of Science in Sport Administration Courses

- EXSC 5010 Introduction to Interdisciplinary Research** – Introduction to research involves the understanding of and the conceptualization of research techniques and how they can be effectively implemented. Topics include qualitative and quantitative research fundamentals, research purposes and problems, hypothesis testing methods, data collection and analysis techniques, reading research literature.
- EXSC 5020 Research Methods and Design** – This course explores intermediate concepts and methods of qualitative and quantitative research. Course emphasis is placed on conceiving and designing a research project. Tools and techniques used in the analysis and interpretation of data, qualitative and quantitative analysis.
- EXSC 5030 Seminar in Contemporary Topics** – 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 exercise science and sport studies.
- SPAD 6300 Administration of Sport and Athletics** – Organization and administration of athletic programs, current issues in athletics, effective leadership mentality, contemporary research, and health and safety measures in sport and athletics will be emphasized. Further emphasis will be placed on management of the athletic program as it pertains to: scheduling, relationships, and marketing programs using modern technology and social media.
- SPAD 6310 Legal Aspects of Sports** – An overview of the laws most often encountered in sport and physical activity, the course will emphasize tort, contract, selected areas of constitutional, labor, trademark/copyright law, title IX, drug testing, and state guidelines and policies for sport participation. Students will become aware of the rights of participants, athletes, coaches, managers, teachers, referees and others engaged in amateur or professional sports. The needs of sport clubs, schools and organizations in which the principal events involve physical activity will be addressed.
- SPAD 6320 Sport Venue and Event Operations** – This course is designed to develop practical competencies necessary for effectively managing sport facilities and events. Basic concepts pertaining to arena and stadium functional areas and production of events at sport facilities are further emphasized. This course also focuses on issues and strategies of risk management in sport venue and event as well as learn how to develop risk management strategies that will assist them in setting guidelines, policies, and procedures in the areas.
- SPAD 6330 Sport Economics and Finance** – This course provides students with knowledge of financial management and managerial economics as they relate to sports and athletic programs. The focus will be placed on financial language, ability to analyze financials and performance of sports organizations, developing a budget, and tax implications as it pertains to making better organizational decisions.

SPAD 6340 Policy and Strategic Management in Sport – This course will examine the roles and responsibilities of top-level management in positioning a sports organization for success. More specifically, the student will gain an understanding of how administrators manage issues and make decisions in order to positively affect the long-term direction of the organization. The creation, maintenance, and enforcement of policy will be examined as a vital tool which aids in the decision making process throughout the hierarchy of an organization's management structure.

SPAD 6350 Sport Marketing and Sponsorship – This course is designed to deal with current issues in sport marketing and sponsorship. The discussion of contents will focus on strategic sport marketing and sponsorship process. More specifically, this course will provide students with an appreciation of the business of sport, an examination of research in the sport marketing and sponsorship field, an understanding of ethical issues involved in sport sponsorship, an understanding of all aspects of sport marketing and sponsorship and an introduction to the unique theories in sport marketing and sponsorship.

SPAD 6360 Human Resource Management in Sports – An introduction to the human resources function and related elements and activities in sports. The course outlines the roles and functions of members of the human resources department in sport organization in how their roles include human resources-related activities. The student will learn about the evolution in human resources management such as volunteerism, professionalism, job design and analysis, hiring process, legal issues, staffing and career considerations, performance appraisal, satisfaction, and commitment. The student will be exposed to practical situations and problem solving regarding areas of employee counseling, discipline and termination, training and development, and staffing and strategy.

EXSC 7700 Internship and Fieldwork Experience – under the supervision of a faculty member, participants experience clinical application with a recognized sporting or health agency.

EXSC 7800 Thesis – supervised research involving the establishment of a research question, review of literature, properly conducted research, collection of data, analysis and written submission.

Master of Science in Sport Administration

I.	Required Core Courses	<u>9 credits</u>
	EXSC 5010 Introduction to Research	3
	EXSC 5020 Research Methods and Design	3
	EXSC 5030 Seminar in Contemporary Issues	3
II.	Required Courses in Sport Administration	<u>21 credits</u>
	SPAD 6300 Administration of Sport and Athletics	3
	SPAD 6310 Legal Aspects of Sports	3
	SPAD 6320 Sport Venue and Event Operations	3
	SPAD 6330 Sport Economics and Finance	3
	SPAD 6340 Policy and Strategic Management in Sport	3
	SPAD 6350 Sport Marketing and Sponsorship	3
	SPAD 6360 Human Resource Management in Sports	3
IV.	Internship/Thesis	<u>6 credits</u>
	EXSC 7700 Internship and Fieldwork Experience OR	6
	EXSC 7800 Thesis	6
V.	Total credits	36

PROFESSIONAL ORGANIZATIONS

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

KINESIOLOGY MAJORS CLUB

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

ATHLETIC TRAINING CLUB

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

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

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

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

SOCIETY OF HEALTH AND PHYSICAL EDUCATORS (SHAPE AMERICA)

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

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

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

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

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

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

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

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION (NSCA)

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

HONORARY ORGANIZATIONS

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

Kappa Delta Pi-Zeta-Alpha Chapter

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

Pi Lambda Theta-Beta Chi Chapter

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

POLICIES AND PROCEDURES

ADVISEMENT

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

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

REGISTRATION PROCEDURES

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

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

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

DEPARTMENTAL POLICIES

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

MEDICAL EXCUSES

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

CLASS ATTENDANCE POLICY

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

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

PROCEDURE FOR PASS/FAIL OPTION

THE POLICY:

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

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

ENROLLING IN MORE THAN 19 CREDITS PER SEMESTER

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

INCOMPLETE POLICY

THE POLICY:

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

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

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

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

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

ENROLLMENT IN COURSES AT ANOTHER INSTITUTION

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

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

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

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

PROBATION/DISMISSAL

THE POLICY:

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

First-Time Full-Time Freshman

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

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

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

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

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

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

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

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

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

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

Other Circumstances

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

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

READMISSION

THE POLICY:

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

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.