Course Description:

Number and Title:

HFMG 4970 (CRN 80094)
Health & Fitness Management Internship

Credit Hours:

3.0 semester credit hours

Catalog Description:

Students enrolled in Health & Fitness Management Bachelor of Science degree program are required to complete an internship related to their area of study. Students must have completed all Health & Fitness Management core classes prior to enrollment in the internship program. The purpose of the internship is to provide a mechanism for students to assimilate learning experiences in the classroom with real world situations. The internship consists of an experiential learning experience for 15 hours per week for the entire semester in Health & Fitness focus of the student's choice. Students are expected to arrange their own internships after consulting with the faculty of record, their advisor and career services. There are some agencies with which the University has negotiated possible internships. However, if the student is investigating another agency, it must be approved by the program coordinator to ensure an appropriate placement. All students enrolled in this course are required to email their internship learning agreement prior to the start of the semester to the faculty of record. The ILA is designed to show three professional objectives from the Job Task Analysis of the certified exercise.
physiologist from the American College of Sport Medicine. If you have any questions, please email the faculty responsible for the course. The ILA must be reviewed for adequacy, approved by the faculty before signatures are requested. Once the signatures are secured, please return your ILA to the faculty who will transmit it to career services before the end of drop and add.

The intern is required to meet all of the requirements set up by the agency such as schedules, dress code, health history (physical examination, immunizations, etc...) and other pertinent requirements that will relate to that agency. Students should also schedule appointments with their prospective agencies to negotiate the particulars of that facility. Grades are determined by the combination of the instructor's evaluation of the submitted weekly logs and midterm evaluation, and the two supervisor's evaluations of the intern.

**Course Content:**

See [Internship Learning Agreement](#).

This class emphasizes 225 hours in the professional setting. There is no mandatory course orientation so be sure to read the [internship guidelines](#). On campus meetings will be by scheduled appointments with the class instructor and as needed to help the student clarify goals and objectives and/or to problem solve during the semester.

**Computer Requirement:**

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to [http://itpchoice.clayton.edu/policy.htm](http://itpchoice.clayton.edu/policy.htm).

**Computer Skill Prerequisites:**

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using Outlook™ or Outlook Express™
- Able to attach and retrieve attached files via email
- Able to use a Web browser.
Use of Student Notebook Computers:

Computers will be required to access course materials and to communicate with your instructor.

Major Student Activities:

The ILA is due with all signatures by the end of drop and add.
This class emphasizes 225 hours in the professional setting.
On campus meetings will be by scheduled appointments with the class instructor, as needed to help the student clarify goals and objectives and/or to problem solve during the semester.

Program Learning Outcomes:

Interpersonal Skills and Appreciation for Diversity: using interpersonal and cross-cultural knowledge and skills to lead and manage collaborative activities and to work effectively in teams that have a diverse membership

Knowledge of the Health & Fitness Management Environment: understanding how HFMG multi-disciplines integrate to compete successfully in the global business environment.

Thinking Skills: thinking critically and analytically to evaluate organizational effectiveness, to make decisions on clients’ well being, and to develop strategy for healthy success and managerial success.

Oral Communication Skills: designing, and delivering persuasive oral recommendations and presentations.

Written Communication Skills: writing clearly, concisely, and correctly

Course Learning Outcomes:

Once a student has identified an Internship site, made contact, and has been accepted, the student and site preceptor will jointly complete the Internship Learning Agreement (http://www.clayton.edu/hfmg/Internship) before August 10, 2017.
The Learning Agreement allows the student and preceptor to set objectives for the Internship experience. These objectives should include:
a) Job Task Analysis from ACSM- they are posted at www.clayton.edu/hfmg under the internship tab
b) Exposure to as many departments within the institution as possible. The goal is to allow the intern to observe the functioning and administration of a variety of departments while working on JTAs.

c) Complete a project or series of projects that will allow the intern to experience managing tasks. Ideally, a project can be designed that allows the student to interact with a variety of departments and individuals to gather information and prepare a report for presentation. This project should be something meaningful that will provide useful information to the institution. It could be a project that a manager always wanted to accomplish, if only they had someone to plan and implement it.

d) When possible, participate in meetings and budgetary processes.

e) When applicable, interact with external constituencies.

f) Meet regularly with the preceptor to acquire insights into what they do and how they arrive at decisions.

Term:

Fall Semester 2017

Instructor Information:

Instructor:

Melanie Poudevigne, Ph.D., FACSM  
phone: (678) 466-4937  
fax: (678) 466-4669  
e-mail: mpoudevigne@clayton.edu

internet: http://faculty.clayton.edu/mpoudevi

Office:

NBS 131

Office hours: by appointment only during the Fall 2017
Class Meetings: NA

Orientation: Contact Dr. Poudevigne directly by email at mpoudevigne@clayton.edu with your availability during the first week of class.

Textbook Information:

Text: NA

Evaluation:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>Mid-term Evaluation (Student download and share w/ preceptor)</td>
<td>250</td>
</tr>
<tr>
<td>Final Evaluation- With Preceptor input and Career Services assistance</td>
<td>300</td>
</tr>
<tr>
<td>225 clinical hours – LOG due before last day of class- Review by faculty</td>
<td>450</td>
</tr>
<tr>
<td>Total possible points</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
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</tbody>
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Mid-term Progress Report:

Students should download the midterm evaluation from [www.clayton.edu/hfmg/internship](http://www.clayton.edu/hfmg/internship) by October 1 and email it to their
The preceptor should email the evaluation back to the faculty of record before October 2, 2017.

The mid-term grade in this course which will be issued on October 3, 2017, reflects approximately 25% of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by October 6, 2017. The last day to withdraw without academic accountability is October 6, 2017.

Course Policies:

General Policy
Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

University Attendance Policy
Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy
Attendance is expected for all class periods. Attendance is required for quiz and examination periods. Any absence must be accompanied by a written excuse from a doctor or other competent authority.

Missed Hours
Without a valid excuse, a grade of zero points will be assigned for too many missed hours. If a valid excuse is provided:

- An incomplete will be assigned until the hours are completed.
- The final evaluation must be submitted by the preceptor. Students missing the final evaluation should contact their instructor concerning the applicability of an Incomplete grade.
**Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described beginning on page 14 of the [Student Handbook](http://www.clayton.edu) (Procedures for Adjudicating Alleged Academic Conduct Infractions).

**Disruption of the Learning Environment**

Behavior which disrupts the teaching-learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at:


**Operation Study**

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

**Hardship Withdrawal**

Students who experience an unexpected event or circumstance beyond their control that directly interferes with their ability to continue to make satisfactory progress in classes, such as serious illnesses or unexpected major life events, may petition the Dean of their major for a hardship withdrawal from all classes. In order to be considered for a hardship withdrawal, the student must have been passing all courses at the time that the emergency or other hardship arose and notify his or her instructors or other University officials about the hardship situation as soon as possible after it arose (per University and BOR policy, —passing is defined as a grade of —D or above). Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate. Students who attend any classes through the end of a term and complete all course requirements (i.e. final project or exam) are not eligible for hardship withdrawal. If you have taken a final exam in any of your courses, you may not request a hardship withdrawal. For more information go to [http://www.clayton.edu/registrar/Withdrawal](http://www.clayton.edu/registrar/Withdrawal)