



Policies and Procedures Manual Group Exercise Instructor Certificate

**Exercise Science Program
Pitney Bowes Foundation Wellness Center
Norwalk Community College**



Norwalk Community College
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1. General Program Information

Purpose

The purpose of the Group Exercise Instructor Certificate Policies and Procedures Manual is to:

- Provide general certificate information
- Expectations of college, student and internship site
- General policies and procedures for all general student conduct and internship experiences

The manual applies to all those involved with the program, including, but not limited to students, student interns, faculty, staff, administrators and field supervisors.

The information in this manual is subject to change. Efforts will be made to ensure that all parties have the most up-to-date copy. Please consult the program director to ensure that you have the updated version.

Mission and Goals of the Group Exercise Certificate

The Group Exercise Instructor Certificate at Norwalk Community College is designed to provide fundamental and theoretical knowledge as well as practical skills necessary to assume the role of a group exercise instructor in commercial or clinical exercise settings. The certificate will integrate up-to-date guidelines and recommendations into the curriculum to meet specific job tasks of a group exercise instructor, including but not limited to: class design, leadership and motivation, general exercise testing and prescription and studio management. Graduates of the certificate will demonstrate sound communication skills, life-long learning, safe and effective exercise programming and compassion for those they work with. This certificate will also prepare the student for the American College of Sports Medicine's Group Exercise Instructor Certification Exam.

Program of Study

The Group Exercise Instructor Certificate at Norwalk Community College has an integrated curriculum, meaning that students complete foundational courses (i.e. ENG and PSY) and Exercise Science/ Group Exercise courses (HPE) at the same time. As such, it is designed as a full-time, one-year certificate curriculum.

Although it is preferable to complete the program in a one-year span, it is sometimes difficult to accommodate a full time class schedule while working full time.

<u>Fall Semester:</u>	<u>Course Title:</u>	<u>Credits:</u>
HPE 105	Introduction to Exercise Science	3
HPE 232	First Aid and Sport Injury	2
HPE 113	Group Exercise Instruction I	4
HPE	Physical Activity Electives (two 0.5 credit courses)	1
ENG 101	Composition	3
PSY 111	General Psychology OR	
SOC 101	Introduction to Sociology	<u>3</u>

TOTAL: 16

<u>Spring Semester:</u>	<u>Course Title:</u>	<u>Credits:</u>
HPE 245	Programming and Prescription I	4
HPE 213	Group Exercise Instruction II *requires internship hours	4
BIO 111	Introduction to Nutrition	3
BMK 201	Principles of Marketing	<u>3</u>

TOTAL: 14

CERTIFICATE TOTAL: 30

Grading Policy:

The following table illustrates the standard grading policy at Norwalk Community College. All courses, including internships, are subject to this grading policy.

Grade	Points	Quality points
A	93+	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	<60	0.0

Privacy and Confidentiality

Below is a brief summary of the Family Educational Rights and Privacy Act (FERPA) of 1974 from the college catalog. All field site supervisors and NCC faculty/staff are expected to adhere to the FERPA Act:

Rights of Students to Access Records

The right of a student to access his or her own student records is protected by the Family Education Rights and Privacy Act of 1974, and the subsequent regulations for the act issued by the U.S. Department of Health, Education, and Welfare. Students may inspect and review their own records subject to the exclusions detailed in the Act prohibiting the disclosure of confidential information contained in records of instructional, supervisory and administrative personnel. Also excluded are confidential recommendations concerning the student respecting employment or admission to another educational agency or institution, and medical records supplied by a recognized medical professional. Financial records of parents of the student or any information contained therein are subject to exclusion as are other special circumstances as detailed in the Privacy Act. The act requires Norwalk Community College to make educational records not excluded above available to the student within a reasonable time after the request is made, but not exceeding a period of forty-five days. Officials are instructed to record the name of the student making the request and the date. Students wishing to challenge the accuracy of their records should present their comments in writing to the College Registrar. If informal efforts to resolve problems fail, a student may request a hearing and may file a complaint with the Family Policy and Regulations Office (FERPA), U.S. Department of Education, Washington, D.C. in accordance with the provisions of the Privacy Act.

The program shall abide by all policies and procedures of FERPA and the institution. For more information, review the student handbook or speak with your advisor.

2. Group Exercise Instructor Intern Rights and Responsibilities

Essential Functions

Health Fitness Professionals and Group Exercise Instructor education and practice require essential functions to safely and effectively manage patients/clients. All programs at Norwalk Community College are required to make reasonable accommodations to any student with a disability according to the Americans with Disabilities Act (ADA) of 1990. The following essential functions are expected from all Group Exercise Instructor Students and Interns.

Category	Definition	Examples
Critical Thinking	Ability for sufficient clinical thinking and judgment	<ul style="list-style-type: none">• identify cause-effect relationships in the health/fitness setting or studio• respond to emergencies• apply universal precautions• apply teaching and learning theories in group exercise and health fitness
Interpersonal Skills	Sufficient ability to interact with groups from a variety of backgrounds	<ul style="list-style-type: none">• establish rapport with patients/clients and colleagues• recognize psychosocial impact of dysfunction/disability
Communication Ability	Ability to communicate in verbal and written form	<ul style="list-style-type: none">• explain testing or evaluation procedures• document and interpret protocols and client responses
Mobility Skills	Physical ability to move from room to room and maneuver in small spaces	<ul style="list-style-type: none">• move around facility or designated spaces• administer CPR procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective administration of exercise or care plans	<ul style="list-style-type: none">• calibrate and use exercise equipment• ability to lift, carry, push, and pull up to 40 pounds• ability to reach, stand, walk, kneel, bend, climb, balance and operate electrical equipment• ability to execute appropriate form and technique of exercise or group exercise choreography and activities
Hearing Ability	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none">• hear and monitor alarms, emergency signals and cries for help
Visual Ability	Visual ability sufficient to monitor and assess health needs	<ul style="list-style-type: none">• monitor vital signs• read a stop watch• observe a client/patient during exercise
Tactile Ability	Tactile ability for physical assessment	<ul style="list-style-type: none">• perform palpation for pulse, and resistance during exercises
Coping Skills	Ability to perform in stressful environments or under impending deadlines	<ul style="list-style-type: none">• ability to work within a schedule

Behavioral Skills	Ability to demonstrate professionalism and courtesy	<ul style="list-style-type: none"> • practice safely, ethically and legally • participate in scientific inquiry • demonstrate responsibility for lifelong professional growth and development
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If you have any questions about the Essential Functions or would like to request a reasonable accommodation for a disability, please discuss this with the Exercise Science Program Director.

Nondiscrimination Policy

The nondiscrimination policy of the institution is as follows:

The community college system of the state of Connecticut will not discriminate against any person on the grounds of race, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to blindness, or prior conviction of a crime, unless the provisions of sections 46a-60 (b), 46a-80 (b), or 46a-81 (b) of the Connecticut general statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60 (8) of the Connecticut general statutes. It is recognized that there are bona fide occupational qualifications which provide for exception and are to be applied pursuant to section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Alcohol, Controlled Substances and Illegal Drugs

Group Exercise Instructor Certificate students and interns are reminded of the institution's policy with regard to Alcohol, Controlled Substances and Illegal Drugs:

Norwalk Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act Amendments of 1989. The standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the college campus or at college activities. Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency-producing drugs or alcohol on campus or at any college-sponsored activity or event may be subject to disciplinary action. A complete policy on drugs and alcohol can be found below.

Students will demonstrate respect for themselves and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement.

Group Exercise Instructor Certificate students shall be aware of the following:

1. The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health and/or safety of others.
2. The program administration will maintain the confidentiality of all records and information related to the student's suspected abuse.
3. Certificate faculty and staff will assist students desiring to address a substance abuse problem. Additional support can be found by contacting the Counseling Center.
4. A student who refuses to comply with substance abuse policy/procedure will be subject to dismissal from the Group Exercise Instructor Certificate Program.

All student interns must also act in accordance with the individual internship facility's policies regarding alcohol, drug or illegal substances.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Certification

"CPR/AED for the Professional Rescuer" or "CPR/AED for Adults" certification and re-certification is the responsibility of the student. Students must show proof of certification prior to starting their internship experience. Students not possessing proof by the start of the internship course (HPE 213) will not be permitted to start their field hours. Lost hours must be made up by the student at the end of the semester, if approved by the certificate coordinator.

The American Red Cross and American Heart Association require recertification every two years. Students may choose either organization, but must bear in mind that some facilities require recertification on an annual basis regardless of where it was completed.

The Group Instructor Exercise Certificate Coordinator will monitor student compliance with CPR/AED (re)certification. All students are expected to sign the back of their CPR card and provide a copy to both the Program Coordinator and Field Site Supervisor.

Professional Behavior

The institution has policies and procedures related to the performance and conduct of students, which include, but are not limited to: attendance, classroom behavior, sexual harassment, drugs and alcohol, and computer usage. Students in the program shall be governed by these rights and responsibilities. Please refer to the NCC Student Handbook and/or the NCC College Catalog for details.

In addition to the rights and responsibilities of the institution, students in the program shall also be governed by the American College of Sports Medicine's (ACSM) knowledge and skills for the group exercise instructor.

Please refer to:

1. ACSM's Resources for the Group Exercise Instructor 1st Ed. LWW (2012), Appendix B.
2. ACSM's Guidelines for Exercise Testing and Prescription 9th Ed. LWW (2013), Appendix D.
3. ACSM Website: www.acsm.org

Students are expected to behave with the utmost professionalism while in the role of group exercise instructor at all internship facilities, including the Pitney Bowes Foundation Wellness Center. Students are representing Norwalk Community College, the Group Exercise Instructor Certificate, the Exercise Science program and the profession of group fitness to patients/clients, and potential employers. Anything less than the expected level of professional behavior will not be tolerated and may result in dismissal from the internship and certificate program.

Dress Code

While the program does not subscribe to a specific dress code, it is expected that all Group Exercise Instructor students and interns dress appropriately during all activities related to the program and internship experiences. All students are required to follow the dress code, if one exists, at their internship facility or as requested by NCC faculty for class specific activity. The cost of dress requirements is at the expense of the student. This means no hats or hoodies may be worn on the head during class, and that revealing clothing and offensive messages are not allowed. Ripped or dirty attire and un-tucked shirts are considered unprofessional and not allowed. Proper footwear including closed toe shoes is required as students will be expected to actively demonstrate exercise with the client/patient. When practicing exercise routines in the Pitney Bowes Foundation Wellness Center Studios (rooms H004 and H005) all students must wear non-marking sneakers. If your internship facility requires a name tag to be worn, then you must do so. For questions regarding the dress code of your internship facility, please speak with your site supervisor.

Fingernails must be trimmed sufficiently to allow you to work with clients/patients without risking damage to the skin. Artificial nails (acrylic, gel, etc.) are not permitted. According to the Centers for Disease Control, studies show that those with artificial nails harbor pathogens even after hand washing versus those with natural nails.

Body piercings, jewelry, and tattoos are governed by the dress code as well. Body piercings should be conservative and not interfere with client/patient care. It is recommended that tattoos be covered. Jewelry should be limited to wedding rings, medical identification bracelets, a watch, and small stud earrings.

Hair must be maintained off the collar and away from the face. Beards and mustaches should be neatly trimmed.

Keep in mind that your personal hygiene affects others. Please take the proper measures to ensure cleanliness and to avoid strong odors, colognes and perfumes that may offend others.

Failure to comply with the dress code policy will result in dismissal from the internship experience, resulting in failure of the course and delay in graduation.

Vaccinations

The college requires students show proof of immunization against measles and rubella to comply with state law. Most healthcare facilities require a recent physical and/or proof of additional vaccines (such as Hepatitis B) or tests (such as tuberculosis). There is the possibility that a Group Exercise Instructor assigned to a healthcare, or other, facility must comply with vaccination policies associated at that facility. Costs associated with these tests and medical examinations are the responsibility of the student.

Absence for Internship Experience

Students are responsible for discussing the absentee policy with their internship supervisor. During the orientation period the student should clarify how and when to contact the internship supervisor for an expected absence or tardiness. The college supervisor should also be notified of expected absences.

Students are responsible for making up time missed due to an absence. This internship requires a minimum of 20 hours for the semester that the student is enrolled in HPE 213. Missed time can severely impact the education of the student. For absences resulting in the inability to complete the full internship experience, a letter grade of "F" will be assigned to that student.

Extended absences of five days or more may require termination (withdrawal or failure) of the internship. The college supervisor may assign a grade of failure to a student unable to provide legitimate or adequate documentation of absences.

Withdrawal from an internship course simply to avoid failure is unacceptable, unless extenuating circumstances exist, including illness, pregnancy or family emergency. Students must contact the college supervisor before withdrawal to discuss their specific circumstances and what procedures to follow. Students have the right to withdraw from an internship through the NCC Records office, but only those who have contacted the college supervisor and have received approval to withdraw. Students who do not comply with this provision will be dismissed from the program. Students must repeat the internship prior to graduation from the program.

Students with extenuating circumstances, such as extended illness, pregnancy or family emergency must have proper supporting documentation, which is, in most cases, a physician's note. With proper documentation, students with extenuating circumstances may withdraw from the course rather than receive a failing grade.

Students are expected to continue internship hours through all college recesses, including but not limited to spring break or holidays. If the internship facility is open, students are expected to report to work. Students are expected to be prepared and to arrive on time.

Students are required to fill out an attendance log, which is signed by the site supervisor once twenty hours have been completed by the student and submitted by the student to the college supervisor. Forgery, false reporting or tampering with the attendance log by the student will result in immediate failure of this course, removal from the internship site and certificate program of study. Full academic disciplinary action will be taken.

Cell Phone Usage

Students must have cell phones and other electronic devices in the off or silent mode during all internship hours. Even if the electronic device is off or in silent mode, earphones or ear buds must be removed at all times. Students will receive a verbal warning from the facility supervisor for the first offense, and a written warning for the second offense. Third offenses will result in sanctions determined by the program coordinator in consultation with the facility supervisor.

Client/Patients' Rights

All clients/patients have the right to know when they are receiving exercise service/care from a student versus a certified professional. They also have the right to refuse service/care from a student without negative consequences. All students must respect the client/patient's decision to decline to work with that student.

Safety

The NCC Student Handbook outlines safety procedures such as emergency medical procedures (p. 86), fire safety (p. 86), class cancellation due to inclement weather (p. 29), and safety and health regulations (p. 87). Students are required by the college to familiarize themselves with those regulations.

Students are provided with the Emergency Action Booklet during Group Exercise Instructor initial advisement session. This booklet contains information about the school's fire and building evaluation plan, emergency medical procedures, bomb threat procedures and additional safety situations. Students are required to be familiar with and follow these procedures in the event of an emergency. This document is also available on the college's website: www.ncc.commnet.edu.

Transportation to Classes or Internships

Students must arrange and pay for transportation to clinical placements and required uniforms/attire. Every attempt will be made to place students in an area that is within a reasonable driving distance from Norwalk, however students may be required to attend internships outside this area.

Inclement Weather

When the college is closed for inclement weather, this does not automatically result in an excused student absence from the internship. Students are responsible for clarifying policies for inclement weather with their clinical instructor. Hospitals, and in most cases, clinics, will not shut down in inclement weather. Students must communicate with the site supervisor in the event they cannot commute to the internship experience.

3. Preparations and Initiation of Field Internship

The following steps are necessary for preparation and initiation of the internship experience and enrollment into HPE 213 Group Exercise Instruction II. The student is responsible for completing each step:

1. The student is responsible for scheduling an academic advisement session with the Group Exercise Instructor Certificate Coordinator prior to the semester they are planning on enrolling in HPE 213. Eligibility to enroll in HPE 213 includes successful completion of HPE 105, Introduction to Exercise Science and HPE 113, Group Exercise Instruction I. During this advisement session, an internship facility will be determined.
2. Obtain appropriate CPR/AED certification if this has not already been completed by the student.
3. Once the internship facility has been identified by the student, they must contact the college supervisor for approval to contact the internship supervisor. The college

supervisor (certificate coordinator) reserves the right to disapprove any internship site and recommend alternative facilities that may be better suited for that student. If approved, it is the student's responsibility to make arrangements to speak with the site supervisor. The agency chosen by the student will be notified by the college supervisor, so the student can be interviewed by the agency.

4. If accepted by the field site, the student is responsible for agreeing on a schedule that works with their academic schedule and the schedule of the site supervisor. This document must be submitted to the college supervisor.
5. The student's field work experience will be carried out under the joint supervision of the field agency supervisor and the college supervisor.

4. Field Site Responsibilities

Learning Objectives

Field Experience should:

- Help a student to gain an understanding and appreciation of the role of a group fitness instructor in commercial, health fitness, or other settings.
- Develop group fitness skills necessary to function as an entry level Group Exercise Instructor.
- Make the student aware of the professional nature their career.
- Develop skills necessary to further the student's understanding of client-centered exercise prescription, group exercise and behavioral counseling in an exercise setting.
- Provide experiences which will assist the student and his/her advisor to discover the student's strengths as a professional, as well as those areas requiring improvement.
- Foster a learning environment that encourages a student to progress from an observational role to one that is hands-on (as appropriate for each internship site).
- Emphasize the abilities necessary for professional leadership as well as methods, techniques, and abilities necessary in conducting group and health-fitness activities.

The student in their field experience should be a working part of the internship facility system and gain experience in the following areas:

1. **Skill Sets:** The student should be involved in initial consultations, pre-participation screenings, group fitness class design, instruction, motivation and studio/facility management. These programs should include, but not be limited to: health screenings, risk stratification, resting and exercise measures, selection of music, choreography, class session design, goal setting and client/patient counseling. The student should prepare programs to fit the specific needs of each individual/group and base the design off current group exercise guidelines and recommendations. Adherence and awards programs should also involve the student as far as design and application.
2. **General Experiences:** The student should have an opportunity to study and observe the policies and practices of the facility, budgeting and record keeping procedures, personnel and supervisory practices, general staff relations, and the values of and

techniques in dealing with the public and the agency constituency in a courteous and effective manner.

Agency Requirements:

Internship training may be held in any recognized public or private facility. Such agencies might include private or public health fitness centers, wellness centers, gyms, strength and conditioning centers, college athletic/clinic settings, corporate wellness or healthcare settings.

Field placement agencies must be located within commuting distance from Norwalk Community College. Any agencies outside of the state may be utilized with permission of the program coordinator.

Eligible agencies must:

- Be certified by the NCC Group Exercise Instructor Certificate Coordinator:
 - Certification of a facility includes a walkthrough of the physical location where the student will intern and compliance with the following:
 1. Have adequate areas, facilities, and equipment to accommodate a variety of learning experiences appropriate for a Group Exercise Professional.
 2. Employ adequate staff to supervise students during field work training
 - The agency must employ at least one member, with a group fitness/ health-related/exercise science background to supervise the intern. Such a professional shall be experienced in the group fitness setting, have training certifications (ex. GEI, HFS, ACE, Etc.), and possess the interest and ability to work as a supervisor for the student.
- The student must be accepted and approved as an intern by the administration or governing body of the agency.
 - All internship supervisors will have the opportunity to interview each intern prior to accepting the student.
 - Interview scheduling will be done through the Group Exercise Instructor Certificate Coordinator.
 - The college program coordinator can also attend this interview if requested to do so by the student or internship facility.
 - If an intern is not accepted to the facility, a written explanation must be submitted to both the student and Group Exercise Instructor Certificate Coordinator.
- Facilities that are approved by Norwalk Community College will be made known so that all students in the Group Exercise Instructor Certificate will be aware of the field experience work opportunities available at those agencies. A brief description of each facility will be distributed to all students.

Internship Supervisor Responsibilities:

- To be responsible for all relationships between the college and the agency in regards to Group Exercise Instructor Certificate internship experiences. The first responsibility of the agency supervisor is to clients/ patrons which the agency serves. This means the internship supervisor should not permit the student intern to function in any way that impairs the quality of the agency's services. At the same time, the agency supervisor should allow the student reasonable freedom of operation so satisfactory internship work can be completed.
- To review all facility rules and regulates, policies and procedures (substance abuse policies, dress code, etc.) with the intern, prior to the student starting the internship experience. This includes scheduling, with the student, required training or orientations necessary to work at that facility. The college will not be responsible for completing employee/intern paperwork for the student. This is the responsibility of the site supervisor.
- To interpret the internship program to the facility staff allowing for the student to gain acceptance as a member of the staff. All student interns are expected to be treated respectfully by all staff members at the internship facility.
- To help the student intern develop as a prudent group fitness professional.
- To communicate efficiently and clearly with the student and college supervisor regarding disciplinary action resulting from inappropriate behavior of the intern, tardiness/unexcused absences or violation of any of the college or internship facility policies/procedures. Documentation for any of the above scenarios is required by the internship supervisor and must be forwarded to the college supervisor. Please refer to academic disciplinary actions (above).
- To define the role of the student intern through:
 - Meetings with the student to determine expectations of both parties and goals of the experience. The college supervisor must be notified of the intern schedule as well as any changes made during the semester.
 - On-going conferences with the student to discuss problems that may arise in the process of performing regular duties assigned, techniques of leadership and methods of operation used by the student intern, and factors that will aid the student to better understand the job and to carry on front-line as well as administrative duties pertaining to operations as they exist in the agency.
 - Being friendly to the student, making them feel wanted, yet requiring high standards in the performance of all field work.
- To review and sign off on student intern attendance log.
- To evaluate the field work of the student
 - To have scheduled conferences, as needed, with the student and intermittent evaluations to aid the student and give specific indications of the student's progress.

- To present criticism in a constructive, objective, and tactful way.
- To cooperate with the College Supervisor in evaluating the student's work.
- The Internship Supervisor should use the following criteria as a basis for grading/ evaluations:
 - Completion of grading rubric at mid and end semester (see appendix). This would include an analysis of the student's strong and weak points and other information concerning the student that the agency supervisor thinks would be pertinent in the further education of the student. These rubrics should be applied after a progress meeting has been completed with the intern. Please see grading policy above.

5. College Responsibilities

College Supervisor Responsibilities:

- The internship supervisor will also be the instructor for HPE 213 Group Exercise Instruction II
- To represent the College in all official arrangements with cooperative agencies in the conduct of the off-campus field work and internship experience.
- To supervise arrangements for and give final approval of all students' off-campus assignments.
- To help students to prepare for off-campus internship experiences.
- To supervise the work of the students in the internship facility. There will be a minimum of one visit to observe the intern and to confer with the student and with the internship supervisor regarding the student's training and progress as compared to the their goals and objectives.
- To evaluate Field Work Experiences in Group Exercise and to discuss these reports with the student and with the agency supervisor.
- To assign the final grade of the student in HPE 213. The college supervisor also has the ability to adjust any grades provided by the field site supervisor, in the event that the grade provided does not represent the deserving grade for the student. Justification as to why a grade was changed will be provided in writing to the internship site supervisor and student.
- To serve as a resource person for both the cooperating agency supervisor and the student.

6. Description of Group Exercise Instructor Certificate Internship Experience

Overview

Field experience in the Group Exercise Instructor Certificate is the practical application of the theory taught in the classroom. It is experience combined with academic education. Field work is valuable for the student, agency, and college.

Purpose

Field Experience is important to the **student** because it;

- Introduces them to people in a group/health fitness setting
- Enables them to test classroom theories and techniques

- Relates specific application to general knowledge
- Offers a challenge and stimulus to learn and investigate
- Brings them into contact with professionals in the field, and tests the student as a professional
- Suggests strengths which may be developed and weaknesses which may be strengthened through the education program
- Offers entry into the professional field as a gradual, growing process
- Provides opportunity to evaluate the choices within the profession

Field experience is important to the group/health field site because it:

- Represents the agency's responsibility in preparing professionals of the future in group fitness and possibly, exercise science, and/or sports medicine.
- Provides contact with teachers in the field and relates agency service to current theory and practice
- Stimulates professional staff and strengthens the in-service development program
- Enlarges the available staff, in an effort to offer a greater amount of service
- Gives an opportunity to evaluate perspective staff candidates for later employment

Field experience is important to the college because it:

- Improves the educational process and enlarges the scope of the professional curriculum
- Provides a laboratory for application of theoretical knowledge
- Provides continuing opportunity for evaluation of the student's needs, abilities, and progress, leading to adjustment of their program of study
- Requires faculty contact with exercise science professionals of agencies on a cooperative basis
- Leads to continuing evaluation of the entire curriculum as well as its field placement
- Increases its service and scope of influence

Description of the Field Placement Course (HPE 213)

The Group Exercise Instructor Certificate Field Experience Courses are regular college courses carrying 4 hours of credit. Students will report to the agency supervisor and work directly under agency supervision. The work period for the student is flexible and takes into account time for preparation, report writing, and conferences with the college supervisor.

Students will enroll in field experience by taking HPE 213 Group Exercise Instruction II in their last semester of the certificate and will have valid CPR/AED certification. These students cannot enroll in this course without the approval of the Group Exercise Instructor Certificate Coordinator. This course is intended to provide students with the opportunity to explore and observe various work roles within the group fitness profession. Students should participate in and conduct activities presented to them. The field experience course work requires the student to spend a minimum of 50 hours and 10 weeks of service in the field, submit reports to the college supervisor, complete all evaluations and submit all assignments.

HPE 213 is a voluntary internship and is intended for Group Exercise Instructor Certificate Students only. **Compensation of interns by field sites is not recommended. If student interns**

are compensated, NCC will not be responsible for injuries that occur during paid internship hours.

Eligibility to Participate in Field Placement Internship

In order to be eligible for participation in an internship (HPE 213), the following criteria must be met:

- The student must demonstrate acceptable academic progression through the program as outlined in the grading policy
- The student must complete all of the following courses (ENG 101, HPE 105, HPE 232 and HPE 112) prior to enrolling in HPE 213.
- All students must be CPR certified (see above).

7. Professional Liability Insurance

All Group Exercise Instructor Certificate students enrolled in a certified internship facility are covered under the general liability insurance of Norwalk Community College:

Personal Professional Liability Coverage

Section 10-235 of CGS provides for...any student enrolled in a constituent unit of the state system of higher education who is engaged in a supervised program of field work or clinical practice which constitutes all or part of a course of instruction for credit by a constituent unit...and is a requirement for an academic degree to be provided with professional and personal liability coverage.

Medical Insurance Coverage

All students enrolled in credit bearing classes are provided with a School Time Accident and Sickness Insurance Plan that covers the student during site visitations, co-operative work programs, internship, field placements, and other non-academic activities on or off campus that are sponsored by the college.

For more information regarding Norwalk Community College's liability coverage for student interns, please contact:

Carrie McGee-Yurof
Director of Financial Services
Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854
203-857-7040
cmcgee-yuroff@norwalk.edu

Appendix: Attachment I

**Norwalk Community College
Exercise Science Program**

Group Exercise Instructor Certificate Student Intern Signature Page

All students must be aware of the policies and procedures that pertain to students participating in internship education within the Group Exercise Instructor Certificate.

After you have read the Group Exercise Instructor Certificate Policy and Procedures Manual for Field Placement and Internship Experience, please sign and return this form to the Program Coordinator. By signing this form you are indicating that you have received, read and understood the handbook and agree to abide by the policies and procedures contained within.

Student signature

Date

Please print your name

Norwalk Community College
Exercise Science Program
HPE 213 Group Exercise Instruction II

Internship Agreement and Work Schedule

**** A COPY MUST BE APPROVED BY THE COLLEGE SUPERVISOR ****

Student: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Agency: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Agency supervisor:

Name: _____ Position/Title: _____

(Please print)

Supervisor Signature: _____

Description of internship assignment:

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Intern Schedule:

Day	Time	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
		TOTAL:

I, _____ (print student name), understand that by signing this document, I agree to the above internship assignment and schedule. I fully understand my responsibilities and will represent the NCC Exercise Science Program in a professional manner.

Student Signature: _____

This agreement has been approved.

Certificate Coordinator

Semester/ year _____

**Norwalk Community College
HPE 213 Group Exercise Instruction II**

Attendance Log

Instructions: an attendance log with facility supervisor signature must be completed by the end of the internship experience. This document must be submitted to the program coordinator by the date specified on the HPE 213 syllabus. It can be faxed to 203-857-7098 or scanned and e-mailed to the HPE 213 class instructor.

Week:	Time In	Time Out	Weekly Total:

The hours reported on this timesheet must be accurate in regard to hours completed for the internship experience. Any student who falsifies this document will be subject to academic disciplinary actions, termination of the internship position and removal from the Group Exercise Instructor Certificate Program.

_____ Internship Supervisor Signature

_____ Student's name (PLEASE PRINT)

Norwalk Community College
HPE 213 Group Exercise Instruction II

Supervisor's Final Evaluation

Instructions: The internship supervisor must complete the following rubric for their student intern. This form should be completed prior to the final progress meeting with the intern. Results should be discussed with the student at this time. This form must be submitted to the college supervisor in a sealed envelope.

Explanation of Rubric:

Score	Explanation
5	Excellent: The student fully meets this criterion and associated expectations 100% of the time. No improvement is necessary.
4	Above Average: The student meets this criterion and associated expectations most of the time. Little improvement is needed.
3	Average: The student meets this criterion at a satisfactory level most of the time. Improvement is needed.
2	Below Average: The student meets this criterion at an unsatisfactory level most of the time. Improvements must be made.
1	Poor/Unacceptable: The student does a poor job of meeting this criterion and demonstrates an absolute disconnect from associated expectations. Improvements must be made.

Category	Explanation	Score				
Critical Thinking	The student demonstrates the ability to think critically, show sound judgment, and synthesis of group fitness theory in a manner that meets the different needs of a client/patient or related duties.	1	2	3	4	5
Professional Knowledge	The student demonstrates an understanding of group exercise principles, philosophy, theory and fundamentals.	1	2	3	4	5
Professionalism	The student displays a level of respect and rapport with fellow staff members, supervisors, clients/patients and cultural/racial/ethnic diversities. All duties are met with a professional demeanor and appropriate attitude.	1	2	3	4	5
Initiation	The student demonstrates self-initiation of projects, activities and work duties. They show excitement, interest and encouragement during all internship duties and are willing to work in different settings with types of people.	1	2	3	4	5
Leadership	The student organizes, plans, controls and guides the work of others to produce satisfactory results. They display the ability to not only lead but also become an effective team player.	1	2	3	4	5
Communication	The student communicates clearly and efficiently with staff, supervisors and clients/patients by use of written, verbal, auditory and visual demonstration.	1	2	3	4	5
Attendance/Promptness	The student is responsible in regard to attendance, promptness, sick leave and unauthorized absences.	1	2	3	4	5
Professional Appearance	The student maintains an acceptable appearance taking into account appropriateness of dress, personal neatness and hygiene.	1	2	3	4	5

TOTAL: _____ / 40

**Norwalk Community College
HPE 213 Group Exercise Instruction II
Supervisor's Final Evaluation**

Please use the space below to discuss improvements shown by the student intern from the midterm evaluation:

Please use the space below for any additional comments:

DO NOT WRITE BELOW THIS LINE

Recommended Final Grade _____

Supervisor's Signature _____ Date: _____

Student's Name (please print) _____

Norwalk Community College
HPE 213 Group Exercise Instruction II
Site Visitation Report Form

This form is to be completed by the college supervisor

Student's Name: _____

College Supervisor: _____

Visitation Date: _____

Agency Supervisor: _____

Agency Name: _____

Year: _____ Semester: _____

Please use the space below to discuss activities observed.

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Explanation of Rubric:

Score	Explanation
5	Excellent: The student fully meets this criterion and associated expectations 100% of the time. No improvement is necessary.
4	Above Average: The student meets this criterion and associated expectations most of the time. Little improvement is needed.
3	Average: The student meets this criterion at a satisfactory level most of the time. Improvement is needed.
2	Below Average: The student meets this criterion at an unsatisfactory level most of the time. Improvements must be made.
1	Poor/Unacceptable: The student does a poor job of meeting this criterion and demonstrates an absolute disconnect from associated expectations. Improvements must be made.

**Norwalk Community College
HPE 213 Group Exercise Instruction II
Site Visitation Report Form**

Category	Explanation	Score				
Critical Thinking	The student demonstrates the ability to think critically, show sound judgment, and synthesis of group fitness theory in a manner that meets the different needs of a client/patient or related duties.	1	2	3	4	5
Professional Knowledge	The student demonstrates an understanding of group exercise principles, philosophy, theory and fundamentals.	1	2	3	4	5
Professionalism	The student displays a level of respect and rapport with fellow staff members, supervisors, clients/patients and cultural/racial/ethnic diversities. All duties are met with a professional demeanor and appropriate attitude.	1	2	3	4	5
Communication	The student communicates clearly and efficiently with staff, supervisors and clients/patients by use of written, verbal, auditory and visual demonstration.	1	2	3	4	5
Organization	The student seems well prepared for the observations and displays organization, effective and efficient management of activities observed.	1	2	3	4	5
Goals and Objectives	The student is meeting all goals and objectives associated with this internship experience.	1	2	3	4	5

TOTAL: _____ / 30

Please use the space below for any additional comments:

DO NOT WRITE BELOW THIS LINE

Recommended Grade _____

Student Name (please print) _____

Signature _____ Date: _____



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