

BELLARMINE UNIVERSITY



LANSING SCHOOL

Exercise Science Program

Fall TERM EXSC Student Handbook

**BELLARMINE UNIVERSITY
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Reviewed, revised, 2/20/13

EXSC STUDENT HANDBOOK
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**BELLARMINE UNIVERSITY
LANSING SCHOOL OF NURSING**



Exercise Science Handbook

I, the Undersigned, have accessed on-line and read the Exercise Science Student Handbook. I understand that changes to this handbook may be made and I am responsible for knowing the updates and changes.

RECEIPT OF HANDBOOK

Information release: I authorize the release of my non-academic records to verify compliance with the responsibilities as stated in the Clinical Facility Agreement.

Authorization to obtain: I authorize Bellarmine University, its representatives, employees or agents to contact and obtain information regarding me from all public agencies, licensing authorities and educational institutions. I hereby waive all rights and claims I may have regarding Bellarmine University, its representatives, employees, or agents gathering and using such information and all other persons, corporations or organizations for furnishing such information about me.

I understand that if health care is required while participating in a program of study, the emergency/or other health care services shall be at the student's expense or insurance carrier.

I agree to allow Bellarmine University to record and/or photograph my performance in the skills labs for teaching purposes.

PRINT name

BU ID #

Signature

Date

EXERCISE SCIENCE PROGRAM OVERVIEW

The Exercise Science Program prepares students to advocate for community wellness; to pursue careers and graduate school opportunities in the healthcare, fitness and wellness; and to develop lifetime awareness of healthy living. The curriculum emphasizes the role of the exercise specialist in the prevention of disease through physical activity and health awareness. Students completing the Exercise Science curriculum will be prepared to sit for a number of external certification examinations in the fitness and wellness fields, including personal training, strength and conditioning, and as an exercise specialist. The major is also an option for pre-professional preparation for careers in physical therapy, nursing, respiratory therapy, athletic training, occupational therapy, and medicine. Exercise science is the study of how the human body responds to exercise and movement. The field emphasizes concepts of health, wellness and fitness, and the scientific basis of sports performance. Students in the exercise science program will take courses in exercise physiology, kinesiology, exercise testing and prescription, nutrition, anatomy and physiology, chemistry, and physics. The Mission of the Exercise Science Department is for students, faculty and graduates to advocate for healthy living, wellness and the prevention of disease related to physical inactivity and personal health decisions. Rooted in Catholic traditions of excellence in education and principles of social justice, the Department emphasizes outreach and service to all individuals of varying backgrounds, ages, needs and abilities to promote healthy lifestyles, wellness and fitness.

Program Recognition

The Exercise Science program at Bellarmine University has met the criteria recommended for acceptance into the National Strength and Conditioning Association (NSCA) Education Recognition Program (ERP), *“For successfully meeting established criteria, the National Strength and Conditioning Association officially recognizes Bellarmine University’s Personal Training Program in Strength and Conditioning.”*

National Strength and Conditioning Association
Phone: 1-800-815-6826 ext. 115
Fax: 1-719-632-6722
Website: www.NSCA-lift.org

Program Outcomes:

Upon completion of the Exercise Science curriculum at Bellarmine University the graduate will:

1. Demonstrate detailed comprehension of the anatomy and physiology of the human body.
2. Understand the pathophysiology of diseases, especially those related to inactivity and poor nutrition.
3. Demonstrate the benefits and limitations of exercise in the prevention, treatment, and rehabilitation of disease.
4. Design and evaluate effective exercise and nutrition intervention programs for individuals across the lifespan.

ACADEMIC ADVISEMENT

Each student is assigned an Exercise Science (EXSC) faculty advisor to assist with academic planning. All students must see their academic EXSC advisor prior to registration each semester.

PROGRESSION IN THE EXSC PROGRAM

Student in Good Standing

A student in good standing is one who:

- Adheres to the planned sequence of EXSC courses cited in the current university catalog
- Achieves and maintains a minimum GPA of 2.0 on a 4.0 scale
- Achieves and maintains safe EXSC practice in laboratory/internship performance as well as a passing grade in laboratory/internship practice
- Earns a minimum grade of **C- or higher** in all Exercise Science and Natural Science courses.
- Maintains current CPR and health requirements, including immunizations.

CONTINUATION IN THE PROGRAM

UNSATISFACTORY GRADE, GRADE OF D+ OR LOWER, IN AN EXERCISE SCIENCE AND/OR NATURAL SCIENCE COURSE

To continue in the Exercise Science program, a student must achieve a grade of C- or higher in all Exercise Science and Natural Science classes. If a student receives a grade of D+ or lower in an Exercise Science or Natural Science class, it is considered an unsatisfactory grade. The course must be repeated for a grade of C- or above. An Exercise Science or Natural Science course can only be repeated once.

In deciding to use the repeat option, in accordance with Bellarmine University academic policy, “the student agrees to accept for the record the grade earned for the course as repeated. The earlier grade and quality points will remain on the transcript for the term in which it was received, but will not be used in computing the student’s cumulative grade point average and cumulative earned hours. The student will receive the grade and quality points of the repeat, which will be used in determining the grade point average and the number of hours earned” (Bellarmine Catalog).

A student can repeat one course in Exercise Science or Natural Science. If a student receives a second grade of D+ or below in the Exercise Science or Natural Science course, the student will be dismissed from the program.

UNSATISFACTORY GRADE IN INTERNSHIP

A student who receives an UNSATISFACTORY evaluation in EXSC 444, Internship, will receive a grade of F for the course. This failing grade places the student at-risk for completion of the Exercise Science major and the course must be repeated earning a PASS grade.

DISMISSAL FROM THE EXERCISE SCIENCE PROGRAM

TWO UNSATISFACTORY GRADES IN EXERCISE SCIENCE AND/OR NATURAL SCIENCE COURSES

1. If a student receives one unsatisfactory grade (D+ or lower) and at a later time receives a second unsatisfactory grade in an Exercise Science and/or Natural Science course, the student will be dismissed from the Exercise Science major. In addition, if a student receives two unsatisfactory grades (D+ or lower) in Exercise Science and/or Natural Science courses in the same semester, he/she will be dismissed from the Exercise Science program.
2. An Exercise Science and/or Natural Science course can only be repeated once.
3. A student must achieve a grade of C- or higher and a PASS grade in Exercise Science 444, Internship, and in any repeated course to continue to progress through the Exercise Science program.

If a student is dismissed from the Exercise Science program/major, he/she may request an exception to the Dismissal Policy. The request for exception to the policy must be submitted in writing within seven (7) business days following posting of an unsatisfactory grade/s (D+ or lower) on *myBellarmine*.

The student must clearly explain to the Admission, Progression and Graduation Committee of the Exercise Science department any unique circumstances that will inform the Committee's deliberations. Also, the student should include how the academic circumstances will be different and/or what strategies will be implemented in an effort to assure success in the program.

Exercise Science Department Grading Scale:

A+	=	98%	-	100%
A	=	92%	-	97%
A-	=	91%		
B+	=	90%		
B	=	84%	-	89%
B-	=	82%	-	83%
C+	=	81%		
C	=	78%	-	80%
C-	=	77%		
D+	=	76%		
D	=	74%	-	75%
D-	=	71%	-	73%
F	=	Below		70%

INTERNSHIP

Internship is graded on a pass/fail basis. Students must receive a passing grade in the Internship in order to successfully complete the course. In addition, all areas of performance must be successfully completed. A failure in the internship results in a grade of "F" for the course.

STUDENT CLASSROOM EXPECTATIONS:

- Promptness
- Attendance at all classes
- Bring class notes/materials in hand prior to class
- Notification to professor when unable to attend class
- Complete reading assignments before class
- Appropriate contributions to class
- Appropriate conduct during class

For example:

- Arrives on time
- Remains in classroom until class is dismissed
- Returns from breaks on time
- Stays awake in class
- Refrains from having side conversations
- Attends to speaker during class time
- Allows others to hear and learn

CLASSROOM AND INTERNSHIP GUIDELINES

PROFESSIONAL CODE OF CONDUCT FOR STUDENTS IN THE EXERCISE SCIENCE PROGRAM, LANSING SCHOOL OF NURSING AND HEALTH SCIENCES (Also see Bellarmine Student Handbook and Bellarmine Catalog).

A student who is preparing to enter a health profession has certain responsibilities which other students in the University may not necessarily have. The student who is involved in clinical education is responsible not only to the educational institution, but to the internship site, and ultimately to the patient as well.

The time spent in preparation for the health professions is spent in acquiring new information, practicing skills until they are perfected, and developing the professionalism which should be the hallmark of the health practitioner.

All students must comply with their internship program's professional code of conduct. If, at any time, a student disregards standards of professionalism or engages in behavior which endangers him or others, he/she may be immediately removed from the clinic by the educational coordinator or supervisory personnel in the department. In this event, the student must report immediately to the Program Chair, or in the Chair's absence, to a faculty member in the program.

The academic policies and regulations are found in the Bellarmine Student Handbook and Catalog.

DRESS CODE FOR INTERNSHIP ROTATION

This dress code is congruent with the majority of health care and professional agencies. Some agencies may have more restrictive dress codes. Compliance with each agency's code is expected, in addition to the code listed below:

General Considerations:

Student Name Pin

Students are required to wear their name pins at all times in the clinical setting. The name pin should not be covered by stickers and/or pins unless as a course requirement.

Hair

Hair should be tucked behind the ears; if it is shoulder length or longer it should be pulled back and secured with neutral elastic. Hair decorations are inappropriate. Hair should conform to natural hair colors and non-extreme styles.

Moustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment.

Body Piercing and Other Jewelry

- All visible body piercing jewelry (e.g., nose, eyebrow and tongue piercing) should be removed prior to the clinical experience. No more than one stud-style earring per earlobe may be worn.
- Religious necklaces and jewelry may be worn inside the uniform. Rings that are bands may be worn but rings with large stones present a safety risk.
- Internship facility policies on appearance and attire always prevail.

Tattoos

All visible tattoos must be covered during the Internship experience (i.e., if a student has an ankle tattoo, it may be covered by pantsuit uniform or opaque hosiery; if upper extremity tattoo it should be covered by sleeves of uniform). If the tattoo is in an area that cannot be covered by clothing, the student must comply with the Internship facility's policy.

Personal Hygiene

All students are required to maintain high standards of personal cleanliness.

- Non-scented makeup and hair products may be worn. No perfumes or colognes may be worn.
- Makeup should conform to general body tones avoiding extreme colors.
- Nails should be clean, well kept, and neutral colored, without designs and not longer than the tip of the finger.
- Artificial nails are prohibited in compliance with facility policy.

Professional Attire

All clothing should be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments.

- Community agencies generally require professional casual attire; the internship instructor will advise students what professional casual attire is appropriate.

- Polo shirts with Bellarmine EXSC logo over the left chest, solid color polo shirts or solid colored button down shirts worn with khaki, black or navy slacks or skirt and name tag are required, unless the internship facility policy dictates other apparel.
- Unless otherwise specified by the instructor, scrub attire, hats, shorts, denim jeans, see-through blouses, halter dresses, athletic attire (sweatshirts, sweatpants, hoodies and jogging suits), tight knit clothing, leggings, imprinted t-shirts and any type of attire which is low-cut or exposes the midriff may not be worn. Extreme styles should be avoided.
- Students are required to wear hose or socks at all times
- Enclosed, flat-heeled non-canvas shoes are required. All shoes must be kept clean and polished. No thongs, heel-less shoes or sandals may be worn.

TRANSPORTATION

Students are responsible for transportation to their internship sites each semester. Sites used for student experiences are usually within 50 miles or less of Bellarmine University. In some instances, students may find it efficient to carpool. Some courses require that students provide care in homes of individual clients, and therefore individual transportation is needed. Students provide vehicle collision and/or bodily injury liability insurance for their personal vehicles. The Exercise Science Department or Bellarmine University is not responsible for any vehicle occurrences.

GENERAL INTERNSHIP CONDUCT

Rules for conduct in internship sites, agencies, facilities, hospitals, clinics, physician's offices or laboratories are:

1. Each student is to be in the assigned internship agency at the required time. Tardiness affects the work of the section and the comfort and well-being of the client. If you are unable to be in your assigned location because of illness or other extenuating circumstances, you must call the designated person in the department and the clinical coordinator prior to the time of your expected arrival. Excessive absences which affect your performance must be made up. Excessive tardiness will be regarded as lack of professionalism.
2. A student in the internship site is expected at all times to behave in a manner which is not disruptive. Loud talking, horseplay, abusive language, or attendance while under the influence of alcohol or other drugs will not be tolerated.
3. A student is expected to maintain a respectful attitude toward instructors, peers, and other health professionals. When constructive criticism is offered, it should be accepted with a positive attitude. Though you may not agree with everything that is said, an argumentative and/or belligerent response is not acceptable. The ability to accept responsibility for one's actions and admit errors is a highly desirable trait in a student and in a health professional.

4. Students and professionals must always respect the rights of the client/patient. These rights include the right to privacy, the right to dignity, the right to confidentiality of information, and the right to a sympathetic understanding of fears and insecurities. The behavior of the student should inspire calm and confidence in the client and should never be unsettling.
5. Chewing gum, eating, drinking, and smoking in the patient care area is considered inappropriate and unprofessional behavior.

The program faculty considers all students as members of the professional environment.

The care and well-being of the client/patient comes first. Therefore, when being assigned to a client/patient, the professional will follow through with the examination/assessments regardless of the time or extenuating circumstances.

Telephones are for professional use only. Telephone etiquette is a must at all times. Always state the department name and your name. Personal calls are not allowed while on duty.

Students are not allowed to accept tips or gratuities from clients/patients or visitors.

No solicitation is allowed at internship sites.

All work-related injuries must be reported immediately to the appropriate supervisor at the Internship site and promptly treated as needed. An incident report must also be filed by the student and instructor and submitted to the Program Chair.

ATTENDANCE

Attendance and tardiness policies for individual didactic courses will be outlined in course syllabi.

Each student is to be in the assigned internship at the required time. Except as defined below, all internship experience hours must be completed in order to gain credit for the internship education courses. Attendance & Tardiness will affect Internship grades.

1. Tardiness or absence must be reported to the preceptor and/or facility with sufficient notice. A student who does not call to report an expected absence will be considered unexcused for that day.
2. One unexcused absence will result in a conference between the Internship instructor, the student and Program Director.

3. Any more than one (1) day of excused absence per internship term and all unexcused absences must be made up by the student at a time convenient for the internship instructors prior to completion of the internship education course.
4. Students should not attend the internship when ill or injured. In addition, students should not take prescription or non-prescription medications that may alter their clinical judgment. It is the student's responsibility to inform the instructor and preceptor of any illness or injury that may affect the student and the internship.
5. If the student must leave the internship assignment earlier than the scheduled departure time, the early departure must be approved by the preceptor; and, except for cases of illness, must be approved by the Instructor.

HOURS OF ATTENDANCE

Students are required to complete all Internship hours as scheduled. The Internship preceptor may alter hours if deemed necessary.

EMPLOYMENT

Many students acquire employment while attending school. Employment does not release the student from the policies and procedures regarding attendance and tardiness in class or Internship. Employment cannot be used as a reason for arriving late for, leaving early from, or missing Internship assignments.

ACADEMIC HONESTY

[**Academic Honesty Policy in Bellarmine's Catalog**](#)

Student Liability Insurance

Student liability insurance premiums are collected as part of the course/clinical fees.

Health Insurance

It is recommended that the student maintain health/medical insurance coverage so that, in the event of exposure to illness or injury at an internship site, the student can obtain adequate testing and treatment.

STUDENT RESPONSIBILITIES IN THE INTERNSHIP SITES

1. The student will be assigned to specific clinical areas by the Instructor.
2. The student is responsible to designated personnel while in the internship site.
3. The student will be responsible for all technical assignments given him/her by the supervising preceptor.
4. The student will assist with all work assigned and will not leave the facility without the knowledge of the preceptor.
5. The student will perform all related duties as instructed by the preceptor.
6. The student is required to keep a record of all procedures in which he/she observes, participates, assists, or performs unassisted.
7. The student will ensure that the correct client is examined or treated.
8. The student is responsible for the client's safety.
9. The student will follow universal precautions for blood and body fluid when dealing with all clients (see Universal Precautions).
10. The student will not operate equipment or perform procedures without qualified supervision (direct and indirect supervision is determined by the student's competency). Students may not at any time take the responsibility or the place of qualified staff.
11. The student needs to be familiar with facility policies in regards to emergency situations.

UNIVERSAL PRECAUTIONS

Persons may be carriers of infectious germs and may infect others even though these persons do not have any symptoms of disease. Therefore, the Center for Disease Control suggests that UNIVERSAL PRECAUTIONS be used with ALL patients.

The following procedures must be followed with ALL patient contact.

HAND WASHING: Hands must be washed before and after touching any patient, and after contact with potentially contaminated articles. Hands should also be washed after removal of gloves.

GLOVES: Wear gloves if touching infective material including any moist body substances, especially if contaminated with blood.

GOWNS/APRONS: Wear a gown or apron as necessary to prevent soiling of clothes.

MASK/EYE PROTECTION: Mask when caring for patients with airborne infections. Use mask and protective eyewear to prevent splashing of any moist body substances on the face.

SHARPS: Dispose of sharps in a puncture-proof Sharps Container (which should be near the point of use). **DO NOT** recap needles unless using an approved protective device.

RESUSCITATION: Use a manual resuscitative device as necessary to avoid mouth-to-mouth resuscitation.

LAUNDRY: Place soiled linens and other laundry in leak-proof containers in accordance with the institutional policy and local law.

WASTE: Dispose of waste in leak-proof containers in accordance with the institutional policy and local law.

To obtain the most current information on Universal Precautions, AIDS, or other infectious diseases, consult the Morbidity and Mortality Weekly Report.

