
Calumet College



of Saint Joseph

You Belong!
ccsj.edu**COURSE SYLLABUS, Fall 2018****EXSS 200 Certified Personal Trainer****Instructor Information:**

Instructor Name	Professor Tracy Stone	Office Number:	Room 520
Phone Number:	219-473-4357	Email:	tstone@ccsj.edu
Hours Available:	Monday: 12:00p to 5:00p	Wednesday: 12:00p to 3:00p	Friday by appointment
Instructor Background:			
B.S. Health and Sport Studies, <i>Miami University of Ohio</i>		M.S. Kinesiology, <i>University of Illinois at Chicago</i>	
Certified Strength & Conditioning Specialist (CSCS) <i>National Strength & Conditioning Association (NSCA)</i>		Certified Fitness Nutrition Specialist <i>National Academy of Sports Medicine (NASM)</i>	
Certified Personal Trainer (CPT) <i>National Academy of Sports Medicine (NASM)</i>		Instructor for Advanced & Standard First Aid, CPR & AED <i>Emergency Care & Safety Institute (ECSI)</i>	

Course Information

Course Time:	Tuesday, 12:00p to 1:30p
Classroom:	Room 260 & Athletic Building
Prerequisites:	None, Concurrent enrollment in EXSS 425 suggested
Required Books and Materials:	NASM Essentials of Personal Fitness Training, 6 th Edition, 2018. Jones Bartlett Learning. ISBN: 9781284160086
Program Objectives: <ul style="list-style-type: none">• Describe the underlying scientific foundations of physical activity.• Evaluate information about physical activity from scientific basis.• Describe the relationship between physical activity participation and health, wellness, and quality of life.• Demonstrate knowledge of current physical activity guidelines and recommendations.• Design and evaluate physical activity programs that promote health and improve quality of life.	
Course Description: <p>This course will prepare students in the processes, theories and application of being a personal trainer. This course will provide the content necessary for students to sit for the national certification exam.</p>	

Learning Outcomes/Competencies:

- Explain the history of the profession of personal training.
- Identify common characteristics of personal training clients.
- Demonstrate an understanding of the principles of integrated exercise program design.
- Demonstrate an understanding of how to perform comprehensive health-related fitness assessments.
- Obtain subjective and objective information about clients and use the information collected to design exercise programs.
- Design exercise programs for any client and any phase of training.
- Describe how to modify program design for clients with chronic health and physical or functional limitations.
- Understand basic supplemental recommendations for optimizing health.
- Understand the process of writing a fitness resume.
- Understand and demonstrate basic marketing and sales techniques and skills

Experiential Learning Opportunities:

Students will develop workouts that they will use to train each other in the weight room and gym in the CCSJ Athletic Building.

Assessments:

Major Assignments:	Exams, 3 total, No Scores Dropped Study Guides Practice Quizzes	45% of Total Grade 30% of Total Grade 15% of Total Grade
Class Participation:	In-Class Activities & Discussions	10% of Total Grade
Attendance:	(See “Attending Class” below for details)	Will affect your final grade
Grading Scale:		
100 – 92: A	81 – 80: B-	69 – 68: D+
91 – 90: A-	79 – 78 : C+	67 – 62: D
89 – 88: B+	77 – 72: C	61 – 60: D-
87 – 82: B	71 – 70 : C-	59 and below: F

EXSS 200 Certified Personal Trainer		
Class Date	Lecture/Class Discussion/Activities	Assignments
Aug 28	Introductions, Overview of course and Fitness Field	<i>Read Ch 1 & Do Study Guide</i>
Sept 4	Exercise Science Summary: Chapters 2-5	<i>Ch 2-5 Study Guide</i>
11	Ch 6 Fitness Assessments	<i>Ch 6 SG & Practice Quiz 1: Ch 1-6</i>
18	Ch 13 Resistance Training Concepts & OPT Model	<i>Read Ch 15, Ch 13, 15 SG</i>
25	Ch 8 Aerobic Training Concepts & OPT Model	<i>Ch 8 SG</i>
Oct 2	Ch 9-10 Core & Balance Concepts & OPT Model	<i>Ch 9-10 SG & Practice Quiz 2: Ch 8-10, 13, 15</i>
9	EXAM 1	
Late work from Aug 28 to Sept 25 will not be accepted after October 11, 2018		
16	Ch 6 Posture, Movement & Performance Assessments	<i>Ch 6 SG</i>
23	Ch 7 & 14 Flexibility Training Concepts & OPT Model	<i>Ch 7 SG</i>
30	Ch 11, 12 & 14 Plyometrics & SAQ Training	<i>Ch 11, 12 SG</i>
Nov 6	Ch 19 Lifestyle Modification & Behavioral Coaching	<i>Ch 19 SG & Practice Quiz 3: Ch 6, 7, 11, 12, 19</i>
13	Ch 20 Developing a Successful PT Business Part 1	<i>Read Ch 16-18, Ch 16-18 SG & Practice Quiz 4: 16-18</i>
Late work from Oct 2 to Nov 6 will not be accepted after November 25, 2018		
Thanksgiving Break, No Class November 19 to 24, 2018		
27	Ch 20 Developing a Successful PT Business Part 2	<i>Wrap-up & Catch-up</i>
Dec 4	EXAM 2	
6	Review for Final Exam	
11	FINAL EXAM	
I reserve the right to change this schedule to meet the needs of the class.		

Responsibilities

<p>Attending Class</p>	<p>General Absences You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. In all things, communication is KEY. All planned and unplanned absences must be communicated to your instructor via email with a brief explanation.</p> <p>Attendance and Your Grade Missing class will have a negative effect on your final grade. You are allowed no more than 3 absences with no change in your grade, so long as each absence is properly communicated <i>ahead of time</i>. Additional absences will drop your final grade by 0.3 grade points.</p> <p>Example:</p> <ul style="list-style-type: none"> • Final grade in class: A GPA: 4.0 • Final attendance record: 4 total absences for the semester • Adjusted Final grade in class: A- GPA: 3.7 <p>Absence due to college events We do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance and you are responsible for all missed work.</p>
<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Missing Assignments 10% will be deducted from all assignments turned in after the posted due date. No late work will be accepted after the dates posted on the syllabus. See syllabus for dates to plan-ahead.</p> <p>Missing Exams All exams are required in order to complete this course. You must take all exams in order for a low score to be dropped (if applicable). If you are absent on exam day, you must email the instructor by the end of the week to schedule your make-up exam. 10% will be deducted from all make-up exams.</p>
<p>CCSJ Student Honor Code</p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.

Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Tracking Your Progress	Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor. To discuss questions or concerns regarding your grade, please see the note in the grading scale above for instructions.
Sharing Your Class Experience	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Your instructor will be using CCSJ's new Diagnostic Feedback Instrument, which will ask you to describe the progress you feel you have made on the following learning objectives for this course:</p> <ul style="list-style-type: none"> • Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories) • Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions) • Learning appropriate methods for collecting, analyzing, and interpreting numerical information • Gaining a broader understanding and appreciation of intellectual activity • Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course <p>Take the time to complete your course evaluations – we value your feedback!</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources

CCSJ Book Rental Program	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p>
Student Success Center:	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
Disability Services:	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
Student Assistance Program	<p>Through a partnership with Crown Counseling, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor, at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org.</p>
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p>

Prof. Stone 2018-2019 Grading Rubric for classwork, homework, presentations and labs

	5	4	3.5	3
Presentation	You have completed the assignment on time. It is readable and neat with no grammatical or spelling errors. All directions were followed, and assignment requirements met.	You have completed the assignment on time. It is readable and neat with minimal grammatical or spelling errors. Majority of directions were followed, and assignment requirements met.	Assignment was turned in late. Assignment is mostly complete. It is readable and neat. Some grammatical and spelling errors present. Most directions were followed, and requirements met.	Assignment was turned in late. Assignment is not complete. It is readable. Contains several errors. Directions were not followed, requirements not met.
Content	Your work is well thought out, answers are unique and are your own words. (No text copying.) There is evidence you have sought out valid resources beyond the textbook.	Your work shows thought and answers are mostly in your own words. (Minimal text copying.) You attempted to seek out resources beyond the textbook.	Answers show a valid attempt to complete the assignment, but not much written in your own words. Some of your work is coming from the text, word for word. No outside resources were used.	Barely tried to complete the assignment. Your answers are not in your own words. Work is copied from the text word for word. No outside resources were used.
Effort Applied	You show a personal interest in how the material relates to your future as a professional in the field. You make real-life connections and connections to lecture and other material.	You put forth effort to make real life connections OR connections to lecture and other material.	Few or no connections made to real life, lecture and other material.	No connections made
Understanding	Shows mastery of the material.	Demonstrates a general understanding of the material	Shows very basic understanding of the material. (tutoring, fine tune study skills, suggested)	Little to no understanding of the material. (Tutoring, fine tune study skills, required.)
Calculations	Answers and calculations are correct, and work was shown.	Most (more than $\frac{3}{4}$) answers and calculations are correct. Work was shown.	Some (less than $\frac{1}{2}$) of all answers and calculations are incomplete and/or incorrect. No work was shown.	Most (more than $\frac{1}{2}$) answers and calculations are incomplete and incorrect. No work was shown.
Participation Rubric				
Participation	Consistently stays focused on in-class work and what needs to be done. Self-directed and highly motivated.	Focuses on in-class work and what needs to be done most of the time.	Often must be reminded by the teacher about what needs to get done.	Has difficulty focusing on class work and procedures.
Additional criteria for oral presentation assignments.				
Source: Association of American Colleges and Universities. (2009). <i>VALUE rubrics</i>				
Organization	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable and is skillful and makes the content of the presentation/paper cohesive.	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation/paper	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is intermittently observable within the presentation/paper	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is not observable within the presentation/paper
Delivery	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable, and speaker appears tentative.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) detract from the understandability of the presentation, and speaker appears uncomfortable.
Use of Information	Communicates, organizes and synthesizes information from sources to fully achieve a specific purpose, with clarity and depth	Communicates, organizes and synthesizes information from sources. Intended purpose is achieved.	Communicates and organizes information from sources. The information is not yet synthesized, so the intended purpose is not fully achieved.	Communicates information from sources. The information is fragmented and/or used inappropriately (misquoted, taken out of context, or incorrectly paraphrased, etc.), so the intended purpose is not achieved

