
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, Fall 2020

EXSS 200A Certified Personal Trainer

Instructor Information:

Instructor Name:	Audra Kielbowicz (Coach K)
Office Number:	Adjunct Office Room 331
Phone Number:	Cell: 630-649-9010
Email:	akielbowicz@ccsj.edu
Office Hours	By appointment only via Zoom or phone Tuesday's 10:30a to 12:00p. Please text or email to set up appointment.

Instructor Background:

As an athlete in high school and college, Audra has always had a passion for the sports and fitness industry. It led her to earn a B.S. in Exercise Science from Concordia University, St. Paul and an M.S. in Human Performance from Robert Morris University Chicago. Audra is a Certified Personal Trainer (CPT) through the National Personal Training Institute and a Certified Strength and Conditioning Specialist (CSCS) through the National Strength and Conditioning Association. Audra has also been a girl's lacrosse coach, volleyball coach and sports performance coach since 2009.

Course Information

Course Time:	Lecture: Online and Occasional synchronous meetings to occur during normal class time: Tuesday 12:00p to 1:30p. In class meeting days will be denoted in syllabus.
Course Delivery Method:	Hybrid. This class will meet as a full class in-person on a limited amount of class times on the schedule set forth in the "Course Schedule" section of this syllabus. Additional instructional content will be delivered in online lessons (live zoom lectures, recorded lectures, written lectures, etc.). Each week, a new set of lessons and assessments will become available on Blackboard for students to complete. Instructor will also communicate through regular announcements, responsive feedback on assignments, and via virtual office hours.
Classroom:	Via Zoom and Rm
Prerequisites:	Concurrent enrollment in EXSS 425 required
Required Books and Materials:	NASM Essentials of Personal Fitness Training, 6 th Edition, 2018. Jones Bartlett Learning. ISBN: 9781284160086

Learning Outcomes/Competencies:

1. Explain the history of the profession of personal training.

2. Identify common characteristics of personal training clients.
3. Demonstrate an understanding of the principles of integrated exercise program design.
4. Demonstrate an understanding of how to perform comprehensive health-related fitness assessments.
5. Design exercise programs for any client and any phase of training.
6. Understand basic supplemental recommendations for optimizing health.
7. Understand the process of writing a fitness resume.
8. Understand and demonstrate basic marketing and sales techniques and skills

This course meets the following Kinesiology Program Objectives:

- 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:

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.

Learning Strategies:

All of the following are created by the instructor with the NASM practice certification exam as a guide to ensure students are properly prepared to take and pass the official NASM Certified Personal Trainer exam at the end of the semester:

- PowerPoint lectures
- In-class and video demonstrations of fitness assessments and exercises
- Chapter study guides
- Unit quizzes on Blackboard
- Midterm and Final exams are official NASM exams, not created by the instructor

Experiential Learning Opportunities:

Concurrent enrollment in EXSS 425 is required to allow students hands-on experience developing workouts that they will use to train each other in the weight room and gym in the CCSJ Athletic Building.

Assessments:

Major Assignments:	8 Chapter Study Guides	30% of Total Grade
Assessments:	3 Exams	55% of Total Grade
Class Participation:	In-Class Activities & Discussions	15% of Total Grade

Grading Scale:

100 – 92: A	91 – 90: A-	
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78 : C+	77 – 72: C	71 – 70 : C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below: F		

Course Schedule			
Class Date	Lecture/Class Discussion/Activities	LO	Online HW Assignments
Aug 25	Zoom Class Session at 12:00p: Welcome, Course Overview, and Intro to Fitness Field	1	<i>Read Ch 1 Chapter 1 Study Guide</i>
Sept 1	Zoom Class Session at 12:00p: Ch 1 Scientific Rationale for Integrated Training	1-2	<i>Read Ch 2 Part 1</i>
8	Zoom Class Session at 12:00p: Ch 2 Basic Exercise Science, Part 1 Nervous System & Skeletal System	5-6	<i>Read Ch 2 Part 2</i>
15	Zoom Class Session at 12:00p: Ch 2 Basic Exercise Science, Part 2 Muscular & Endocrine Systems		<i>Chapter 2 Study Guide Read Ch 3 Part 1</i>
22	Zoom Class Session at 12:00p: Ch 3 Cardiorespiratory System, Part 1 The Cardiovascular System		<i>Read Ch 3 Part 2</i>
29	In Class Instruction 12:00p Rm: Ch 3 Cardiorespiratory System, Part 2 Respiratory System & Cardiorespiratory. Function. Exam Review		<i>Chapter 3 Study Guide Study for Exam 1</i>
Exam 1: Chapters 1-3 Must be completed by 11:59p on Sunday, October 4, 2020			
Oct 6	Zoom Class Session at 12:00p: Ch 4 Exercise Metabolism, Part 1 Intro to Bioenergetics, Energy and Work	5-6	<i>Read Ch 4 Parts 1 & 2</i>
Late work for Chapters 1-3 will not be accepted after Sunday, Oct. 18, 2020 at 11:59p			
13	Zoom Class Session at 12:00p: Ch 4 Exercise Metabolism, Part 2 Energy During Exercise	5-6	<i>Chapter 4 Study Guide Read Ch 5</i>
20	In Class Instruction 12:00p Rm: Ch 5 Human Movement Science. Exam Review	3-4	<i>Chapter 5 Study Guide Study for Exam 2</i>
Exam 2: Chapters 4-5 Must be completed by 11:59p on Sunday, October 25, 2020			
27	Zoom Class Session at 12:00p: Ch 17 Nutrition, Part 1 Intro to Nutrition, Definition, Daily Energy Needs, Altering Body, Composition	5-6	<i>Read Ch 17 Parts 1 & 2</i>
Nov 3	Zoom Class Session at 12:00p: Ch 17 Nutrition, Part 2 Protein & Carbohydrates		<i>Read Ch 17 Lipids and Water Read Ch 18 Supplementation</i>
10	Zoom Class Session at 12:00p: Ch 17 Nutrition, Part 3 Lipids and Water Ch 18 Supplementation		<i>Chapter 17 & 18 Study Guide Study for Exam 3</i>
17	In Class Instruction 12:00p Rm: Chapter 16 Chronic Health Conditions and Physical or Functional Limitations. Exam Review	1-2	<i>Read Ch 16 Chapter 16 Study Guide</i>
Exam 3: Chapters 16-18 Must be completed by 11:59p on Sunday, November 22, 2020			
Fall Break, November 22-28, 2020 No Class Online Work: Read Ch 19, Chapter 19 Study Guide			

Dec 1	Zoom Class Session at 12:00p: Ch 20 Developing a Successful PT Business	5, 7-8	<i>Review for NASM Practice Exam In Class on Thursday, December 10, 2020</i>
8	In Class Review Session at 12:00p: Ch 1-5, 16-20. Final Exam Thursday December 10, 2020	1-8	
I reserve the right to change this schedule to meet the needs of the class.			

Student Responsibilities	
Safety Measures	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> • Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices. • Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing. • Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track. • Disinfecting your personal space using the materials provided when you enter the classroom. • Maintaining physical distancing of at least six feet within classrooms and other common spaces. <p>Please note: To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
What to Do in Case of Illness	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to illness@ccsj.edu. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
Attending Class	<p>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>Online courses: The expectations for attendance are for the students to actively learn through weekly participation in online activities and to communicate consistently with instructors and peers. Students are required to check their CCSJ email daily and Blackboard a minimum of twice per week. In addition, students are required to complete a minimum of 50% of the course work that is assigned for that week. Attendance will be recorded on Monday for the previous week.</p>

	<p>Hybrid courses: For all in-person class sessions, your physical presence and active participation in class is required. For the online portion of class, refer to the attendance policy for Online courses above.</p> <p>Zoom class sessions: If Zoom class sessions have been scheduled for this course, students should prepare to have both video and audio activated during each session. This means you should be visibly present and actively engaged during the session, not just audibly present with a picture or name as your screen. All zoom class sessions will occur at your class’s originally scheduled day and time. For example, if your class was to meet on M/W from 12p to 1:30p, the zoom class session will meet at some point during this time. Scheduled Zoom class session dates and times can be found in the “Course Schedule” section of this syllabus.</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 when due.</p> <p>Missing Assignments 15% will be deducted from all assignments turned in after the posted due date. The highest grade you will be able to earn on late work will be 85%. 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 to complete this course. You must take all exams 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. 15% will be deducted from all make-up exams. The highest grade you will be able to earn on make-up exams will be 85%.</p>
<p>Meeting Standards for Classroom Behavior</p>	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions. Headphones and cellphones should remain in your bags during class time. Students who appear to be constantly distracted by their electronic devices will be marked absent. (See attendance policy for information on attendance and your grade.)

CCSJ Student Honor Code	<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.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p>Please note: All papers are electronically checked for plagiarism.</p>
Sharing Your Class Experience	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

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>