

**Personal Trainer and Group Exercise Leadership Certificate Program
Grossmont College
ES 296: PERSONAL TRAINER / GROUP EXERCISE LEADER
INTERNSHIP SEMINAR
ES 196P: COMMUNITY SERVICE LEARNING
Summer 2009
Lisa Garrity MA Ed.**

Course: ES 296 / 196P
Instructor: Lisa Garrity
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Office hours: By Appointment only

Required Texts:

Essentials of Personal Training. Baechle, T. (2005) National Strength and Conditioning Association.
Methods of Group Exercise Instruction. Neiman, Kennedy, C. A. and Yoke, M. M. (2005) Human Kinetics.

Recommended:

American College of Sports Medicine (ACSM) Guidelines for Exercise Testing and Prescription. (2000) Sixth Edition. Williams and Wilkins. (Pocket Version, not the full text)

The Complete Book of Personal Training. Brooks, D. (2004). Human Kinetics.

Course Description

This course is designed for the student in the Personal Trainer and Group Exercise Leader certification program. Students will discuss current issues in the fitness field, insurance, liability, standard business practices and national certifications. Emphasis is placed on client assessment, program design, teaching strategies and professional responsibility. Students apply knowledge of basic anatomy, exercise physiology, kinesiology, personal information gathering, and exercise testing through enrollment in ES 196 (Community Service Learning). The CSL component provides students the opportunity to explore options and careers in a selected area of study. The course will provide specific experiences in the field of personal training in a selected fitness facility.

Course Objectives

1. Evaluate a client's history, fitness levels, and contra-indicators for exercise programs.
2. Apply knowledge acquired through the prerequisite course work of exercise physiology, kinesiology and anatomy in the development and implementation of exercise programming at a specific community service learning site.
3. Examine teaching principles and strategies in order to discuss effective teaching techniques.
4. Recognize insurance, legal terminology, liability, and standard business practices.
5. Demonstrate skills and knowledge necessary for employment.
6. Recognize intrinsic value of work ethic.
7. Identify and comprehend national certification programs for personal trainers and group exercise leaders.
8. Examine and evaluate group exercise leadership as a career option in the fitness field.
9. Examine order, combinations, and sequences of various types of group exercise.
10. Demonstrate sensitivity to the organizational culture of the community site and progress through the levels of involvement:
 - a. Follow directions
 - b. Work cooperatively
 - c. Initiate and implement activities

Class Format

The Seminar Course consists of lecture, discussion, exercise demonstrations and practice, student participation, and group work. MOST lectures will contain information not found in the text books; we will only use the texts for reference during this course. Students are encouraged to take good notes in order to succeed in this course. The instructor will provide class handouts.

Class begins on time and will last the entire scheduled time period. Arriving late and/or leaving early is unacceptable, and will result in a reduction of your grade or may result in being dropped from the class. Absences will also negatively affect your performance and grade in this course.

The CSL On-site component will meet as scheduled between the student and the on-site supervisor.

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Programs and Services (DSP&S) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in room 110 or by phone at (619) 644-7112 (voice) or (619) 644-7119 (TTY for deaf.)

Grading

Your grade will be determined by the number of total points you earn throughout the semester. Grades are assigned on an absolute scale. In other words, your work is **NOT** graded on a curve. You will receive 2 separate grades – one for the Seminar Component (ES 296), and one for the CSL Component (ES 1906P).

Grade points are earned via the following activities:

SEMINAR COMPONENT – 100 Points Possible -- .5 grade point units

- Written Exam (Final) 40 points
- Case Study Reports (3 at 10 pts each) 30 points
- Homework Assignments 10 points
- Class Participation 20 points
 - *Each absence will reduce this by 2 points; Each tardy will reduce this by 1 point.*

CSL ON-SITE COMPONENT – 100 Points Possible – 1.0 grade point units

- CSL Learning Objectives Worksheet 10 points
- Site Supervisor Performance Evaluation Must score at least 40 points
Can earn up to 66 points
- Personal Portfolio 40
- Completion of required service hours 10

Grading Scale

Points	Grade
90 +	A
80 – 90	B
70 – 80	C
60 – 70	D
< 60	FAIL

Explanation of Grading Criteria

SEMINAR COMPONENT

1 -- WRITTEN FINAL EXAM (40 points possible)

- There will only be one written exam, a Final
- The final will focus on information delivered during the seminar classroom meetings, homework assignments and on-site learning experiences.
- The Exam will be a combination of true/false, multiple choice and short answer items.
- If you have a conflict with the time of the final, speak to the instructor ahead of time to discuss if other arrangements can be made. **MAKE UP EXAMS ARE NOT GIVEN, unless an unforeseen emergency arises and written documentation is provided to the instructor.**

The Final Exam will be on **TUESDAY – JULY 28** at 5:00 PM.

2 -- CASE STUDY REPORTS (30 points possible)

- There will be 3 Reports worth 10 points each.
- These will follow a given format and worksheet provided by the instructor.
- Reports will be due every 2-3 weeks
 - June 23
 - July 14
 - July 28

4 -- HOMEWORK WORKSHEETS (10 points possible)

- Homework assignments will be given each week and due at the following class meeting.
- Completing the homework assignments is essential to your success as a fitness instructor because we do not have enough class time to cover all the material you need to know and do to gain employment in the fitness field.

5 -- CLASS PARTICIPATION (20 points possible)

- You will earn all 20 points if you do not miss any assigned class and/or group meetings.
- There will be meetings scheduled outside of classroom time between the student and the instructor.
- Input and participation is expected. Asking questions and sharing personal experiences is encouraged as long as it adds to the class discussion.
- Regular attendance is absolutely critical for success in this course. Material will be presented in class that is not included in the textbook.
- Arriving on time, staying the entire class period, and behaving appropriately are all contribute to this portion of your grade.
- **No absences or tardiness will be excused. 2 absences or 4 'late arrivals' or a combination of the two may result in a FAILING GRADE for the course.**
- Roll will be taken daily. It is your responsibility to ensure that the instructor recorded your attendance if you arrive late.

CSL ON-SITE INTERNSHIP COMPONENT

1 -- CSL LEARNING OBJECTIVES WORKSHEET (10 points)

You will be developing 3-5 objectives to help guide your during your on-site internship. You will develop these with your instructor's help during the first week of class then you will share them with your on-site supervisor until all 3 parties agree on the learning objectives.

- *MUST be completed by the end of the 2nd week of the semester.*

2 -- SITE SUPERVISOR EVALUATION (Minimum of 40 points necessary; up to 66 points possible)

See Community Service Learning / Work Experience Evaluation of Student Performance by On-Site Supervisor Grading Worksheet. Students are scored from Not Satisfactory (0 points) to Outstanding (3 points) for 22 different categories. The student MUST earn a minimum of 40 points on this section to be eligible for a passing grade in ES 196P – Community Service Learning.

3 -- PERSONAL AND PROFESSIONAL PORTFOLIO – 40 points possible

Each student will develop and keep a personal and professional portfolio notebook. You will need a LARGE 3-ring binder. See Portfolio worksheet for more information.

This portfolio will also include journal worksheets for the on-site internship experiences.

4 -- STUDENT SELF-EVALUATION REPORT – Part of the Portfolio

The student will use the notes compiled in the Project Journal to write up a summary report of the Community Service Learning experience. The student self-evaluation should be in line with the Site Supervisor Evaluation. If not, the student must document why discrepancies exist and provide explanations and possible solutions for resolving any below average scores.

- *The completed Portfolio and self analysis are due – July 31*

5 -- COMPLETION OF REQUIRED SERVICE HOURS – 10 points possible

The student is required to complete 60 unpaid or 80 paid hours of Community Service Learning over the course of 8 weeks. Weekly hours are documented on a time sheet that will be submitted along with the Project Journal and Student Self Evaluation Report.

- *All hours must be completed by July 31.*

ABSENCE POLICY

Any class missed is an absence, regardless of the reason. If you miss class due to an illness, injury, appointment, vacation, wedding, dog, grandma, car problem, or ANYTHING it is an absence. Doctor's notes will not excuse an absence. **If you miss more than 3 classes OR you are late 6 times OR a combination of the two, you may be dropped from the course.** It is the student's responsibility to add, drop or withdraw from this course by the established deadlines. If your name remains on my roster at the end of the semester you will receive an appropriate grade. If you miss class for any reason it is your responsibility to have a buddy or other student provide you the information that you missed. The instructor cannot provide missed material and you WILL be responsible for the information on the exams.

Computer use/expectations

Although this is not a computer based class, there is an expectation that you are familiar with basic computer operations and that you have access to a computer for class projects. The Tech Mall in the Library is available for those that need additional assistance or need access to computers. Because we are VERY limited on classroom hours during this internship seminar, there will be some class related communication via email. PLEASE CHECK EMAIL at least one time per week before coming to class.

Every ROP student has a unique login for any on-campus computer lab use. Please refer to the "ROP Student Logins" worksheet attached to this syllabus. To utilize all Grossmont College (GC) computer labs (i.e., Tech Mall, CSIS, Health Professions, etc. each ROP student must log in according to the instructions found in the attachment. Take the attachment with you when you go to any GC computer lab.

Students are referred to enroll in the following supervised tutoring course if the service indicated will assist them in achieving or reinforcing the learning objectives of this course. You can take this syllabus with you to the Tech Mall as a referral to use the Tech Mall or to sign up for any of the following courses:

- IDS 198, Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall
- English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119)
- IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, 644-7387)

To add any of these courses, students may obtain Add Codes at the Information / Registration Desk in the Tech Mall. All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the student will be charged the usual health fee.

Classroom Rules

If you choose to stay enrolled, you are committing to the responsibilities that come with this class. The following rules outline expectations for appropriate student conduct:

- 1) **TURN OFF CELL PHONES AND PAGERS** (leaving during class time to answer phone calls is unacceptable and will be counted as a “tardy” on your record.
- 2) You are responsible for checking in with the instructor each day before the lecture begins as this is the method roll is taken.
- 3) If you fail to check in prior to the lecture, or arrive after the lecture has started, it will be marked as a “late arrival.” If you leave early, you will be marked as “early departure.” Excessive “late arrivals” and “early departures” will negatively impact your grade. Do not make plans to do other things when you should be in class.
- 4) If you must leave early on a rare occasion, please tell the instructor before class begins.
- 5) After 3 absences you will be dropped.
- 6) Please take care of your need for food and visiting the restroom before coming to class.
- 7) If there are any empty seats in front of you when class begins, please move up. No sitting in the back of the room when there are seats available closer to the front.
- 8) There are no makeup exams given, and homework and other assignments will **NOT** be accepted late. The only exception is if you have an unavoidable and bona fide emergency, you need to **contact the instructor immediately and provide written proof of the emergency** to make-up a missed exam.
- 9) **Staple** any homework that has multiple pages prior to coming to class (the instructor does **NOT** have a stapler.) Paper clips or turning over the corners of your homework is not acceptable, and the assignment will be returned to you and not be graded if you do this.
- 10) During exams, all cell phones must be placed in your backpack or pocket. You may **NOT** use the calculator function on the cell phone during exams. All hats must be removed during exams.
- 11) Exams begin on time – if you arrive late to a test, you will lose ½ a point for every minute you are late.
- 12) Rude behavior is inappropriate in a college classroom, so please refrain from the following:
 - a. Talking with your classmates during the lecture. It disturbs students around you and is very rude to the instructors and other class presenters.
 - b. Arriving to class late or leaving early.
 - c. Putting away your notebooks early – this class will go the entire class period, and notes should be taken up to the very end!
- 13) **If you are caught cheating on any requirements for the class you will receive a failing grade for the course and will be directed to meet with the Dean of the Exercise Science Department.**

ROP Student Logins

User Name

firstmiddle-last

Password

6 Character Birthdate

Log in to

GCCCEDU

PROTECT YOURSELF . . . DON'T FORGET TO LOG OFF!!!

EXAMPLE

ROP Student: Joe T Lunchpail

Birth date: May 6, 1985

User Name

joet-lunchpail

Password

050685

GCCCEDU

Log in to

PROTECT YOURSELF . . . DON'T FORGET TO LOG OFF!!!