



School of Health and Community Services
2014-15

Fitness and Health Promotion

PROGRAM GUIDE

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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at <http://www.durhamcollege.ca> for the most current information.

Welcome Students


A Message from the Dean and Associate Dean

On behalf of the faculty and staff of the School of Health and Community Services, it is a pleasure to welcome you to Durham College.

We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.

We are pleased you have chosen Durham College. We look forward to working with you.

Sincerely,



Susan Sproul, RN, BScN, MScN
Dean,
School of Health & Community Services

Sincerely,



Carol Burke, R.D.H., B.Ed
Associate Dean
School of Health & Community Services

A Message from the Vice-President, Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

A handwritten signature in cursive script that reads "Judy Robinson". The signature is written in black ink and is positioned above the typed name and title.

Judy Robinson,
Vice President, Academic

School of Health & Community Services

Fitness and Health Promotion

Program Faculty & Staff

Dean	Susan Sproul	Ext. 2249	susan.sproul@durhamcollege.ca
Associate Dean	Carol Burke	Ext. 2125	carol.burke@durhamcollege.ca
Administrative Coordinator	Carol Connor	Ext. 2375	carol.connor@durhamcollege.ca
Documentation Officer	Michelle Osborne	Ext. 3601	michelle.osborne@durhamcollege.ca
Student Advisor /Placement Officer	Stephanie Thomson	Ext. 2408	stephanie.thomson@durhamcollege.ca
Office Administrative Assistant	Sara Donner	Ext. 2944	sara.donner@durhamcollege.ca
Program Coordinator	Olga Labaj	Ext. 6573	olga.labaj@durhamcollege.ca
Practicum Coordinator	Micheal Longo	Ext. 2396	micheal.longo@durhamcollege.ca

School of Health & Community Services Office

SW106 – Gordon Willey Building

Telephone: 905.721.3038

Fax: 905.721.3189

Website: <http://www.durhamcollege.ca/academic-schools/school-of-health-community-services>

Health & Wellness Centre

G127 (Main Campus) 905.721.3037

The above individuals may be contacted by dialing directly 905.721.2000, followed by the appropriate extension.

Field Placement

The Fitness & Health Promotion program offers the student two field placement opportunities. Both are conducted in the second year of the program. During the 3rd semester the student will spend 88 hours in a placement that they choose with the approval of the Field Placement Coordinator; during the 4th semester students will spend 120 hours (a 3-week block) in a different field placement environment.

It is important that the students have two unique opportunities for field placement. Placement will not be approved for:

- a school which the student previously attended
- a home-based business
- an agency at which the student had a previous co-op or placement opportunity
- an agency at which the student's relative is an employer or employee
- an agency at which the student is or has been an employer or an employee, or
- any agency in which the student is in conflict of interest.

To qualify for field placement the student must have:

1. earned a cumulative program Grade Point Average of at least 2.0 upon completion of semester 2 for FWK 3305, and upon completion of semester 3 for FWK 4314; and
2. successfully completed of ALL previous subjects, i.e., for FWK 3305, all courses in semesters one and two, and for FWK 4314, all subjects in semesters one, two, three, and four.

Students need to be aware that their digital footprint may negatively affect their field placement opportunities. Placement employers often investigate a placement student's digital footprint.

Student requirements for field placement are detailed in the Fitness and Health Promotion Diploma Program Field Placement Manual and/or the individual course outline.

To be eligible for the field placement component of this program you must (at your expense) provide:

- A clear (no convictions) and current Criminal Reference Check (CRC) with Vulnerable Sector Screening (VSS). If you cannot provide a clear CRC with VSS, you may not be accepted for placement by a field placement agency. CRCs with VSS must be obtained from **your local** police station. You may be required to obtain additional CRCs with VSS to meet field placement agency requirements.
- Annual Level C CPR from a recognized provider.
- Current standard first aid certification from a recognized provider.
- Entry immunization form completed by a health care provider.

Procedures and regulations for obtaining criminal record search documents are controlled by the RCMP and the Government of Canada. These procedures and regulations may change at any time without notification. Durham College will endeavour to notify students of any changes when they come to our attention. As of March 1, 2011 the following reflects the current procedures and regulations of the RCMP with regard to Vulnerable Sector Verifications.

The RCMP identified a means to enhance vulnerable sector checks to make the searches more rigorous. In the interest of public safety, the enhancements were quickly implemented to protect vulnerable members of society. As a result of the enhancement, a Vulnerable Sector Verification now requires the submission of fingerprints whenever the gender and date of birth of an applicant match to an existing pardoned sex offender record. This is not an accusation of criminality, but a requirement for a thorough verification to confirm identity and protect personal privacy. This process will take at least four months.

This is an excerpt from the RCMP web site:
<http://www.rcmp-grc.gc.ca/cr-cj/vulner/faq-eng.htm>

Health Policies and Guidelines

1. ENTRY IMMUNIZATION FORM

An approved Entry Immunization Form (EIF) must be on file with your practicum/placement officer to be eligible to attend the practicum placement portion of your program. Students are not allowed to attend placement until the form is approved. These forms are made available to students following registration and acceptance into a program and must be approved as a condition of acceptance into placement.

Completion of the form may take up to 4 weeks to complete and may require more than one visit to your health care provider. If you do not have access to a healthcare provider or you do not have any records of your past vaccination status, the Campus Health Centre can assist you complete your form. The Campus Health Centre is located in the Campus Recreation & Wellness Centre (CRWC), G-1030. Hours of operation are 9:00 am - 4:30 pm. 905-721-3037 www.durhamcollege.ca/campushealthcentre

Completion of an "Informed Consent for Immunization Exemption" must be provided to your placement officer if you are requesting exemption from any immunizations on the EIF form. These forms are available through a nursing appointment in the Campus Health Centre. Immune status is required via blood titre levels and any record of past vaccinations must be supplied for the exemption status to be processed. TB testing is mandatory.

2. TUBERCULOSIS SURVEILLANCE (TB skin testing)

All first year students and new entry students are required to provide proof of TB status as a part of the Entry Immunization Form. A two-step TB skin test is required. If a two-step TB skin test has been completed in the past, proof of this testing must be provided as well as a current yearly one step. If you are a known positive conversion, proof of a negative chest x ray which is less than 1 year old, must be submitted along with documentation of the positive test result.

3. INFLUENZA IMMUNIZATION (Flu vaccination)

For placements in long term care facilities, students may be required to have had vaccination for influenza. Please ensure you are immunized and keep a record for your placement agency. If a student has not had an influenza immunization and a flu outbreak occurs in the agency and/or on the unit the student is assigned to, the student may be required to stay away from the practicum area until the flu outbreak is over.

4. ILLNESS

Durham College has a responsibility to the practicum agencies concerning infection and disease control. As a student, you are responsible for assessing your ability to attend practicum/field placement. When reporting off due to illness, comply with the established policy for each agency. If illness or injury occurs while in a practicum segment, contact your practicum/placement officer for further direction.

Contact your healthcare professional or make a medical appointment thru the Campus Health Centre for clearance to attend placement if you suspect you have:

- Contact with a communicable disease
- Gastrointestinal symptoms of diarrhea persisting for longer than 24 hours.
- Respiratory symptoms such as a persistent fever of greater than 38 degrees and a new or worsening cough or shortness of breath.

5. MANAGEMENT OF PERSONS WITH EXPOSURE TO BLOOD OR BODY FLUIDS

Definition of "Exposure": exposure encompasses situations such as a break in integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other body fluids to which standard precautions apply.

- a) If an exposure occurs, immediately apply first aid measures.
1. Press cuts or punctures of the skin to make it bleed.
 2. Wash the area with soap and water
 3. If eyes(s) splashed, rinse with tap water or saline with eye(s) open.
 4. If mouth is affected, spit out suspected fluid and rinse with water.
 5. If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contact.

b) Reporting and post-exposure management

Students should report exposures immediately after they occur, as certain interventions that may be appropriate, for example prophylaxis against Hepatitis B, must be initiated promptly to be effective.

The exposed student should:

1. Notify their immediate supervisor (i.e.: practicum teacher/faculty)
2. Follow the policy of the agency in which the exposure occurred.
3. If no policy exists, report to emergency department of local hospital to determine risk level, treatment, counselling and suggested follow-up.
4. Complete the Durham College Accidental-Injury form. Relevant information includes the following:
 - Date, time, location (agency) of exposure
 - Job duty being performed by student/staff at the time of exposure

- Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact.
 - Description of source of exposure.
5. Details about any referral for assessment/treatment.
 6. Follow – up counselling and on-going evaluations by a physician can be arranged if the student does not have a physician.

6. TRAVEL OUTSIDE CANADA

Please be aware that upon returning from travel outside of Canada, if unwell, you are advised to consult with your healthcare professional or make a medical appointment thru the Campus Health Centre.

Program Information

Vocational Learning Outcomes – At the end of the two-year program each successful student will have reliably demonstrated the ability to:

- Conduct assessments of fitness, well-being, and lifestyle for clients and effectively communicate assessment results.
- Prescribe appropriate physical activity, fitness, active living, and lifestyle programs to enhance health, fitness, and well-being of clients.
- Utilize appropriate interviewing and counselling skills to promote or enhance health, fitness, active living, and well-being of clients.
- Collaborate with individuals in the selection and adoption of strategies that will enable them to take control of and improve their health, fitness and well-being.
- Develop, implement, and evaluate activities, programs, and events which respond to identified needs and interests of clients and maximize the benefits of health, fitness, and well-being.
- Train individuals and instruct groups in exercise and physical activities.
- Contribute to community health promotion strategies.
- Assist in the development of business plans for health and fitness programs, activities, and facilities.
- Implement strategies and plans for ongoing personal and professional growth and development.
- Develop and implement risk management strategies for health and fitness programs, activities, and facilities.
- Interact effectively with clients, staff, allied health professionals, and volunteers in health and fitness programs, activities, and facilities.

Government of Ontario. (2003). *Fitness and Health Promotion Program Standard*. Toronto, Ontario: Ministry of Training, Colleges and Universities.

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/humserv/fitness.pdf>

Certification

The graduating student will have obtained the educational prerequisites to participate in the certification process of two nationally-recognized certifying bodies.

Upon successful completion of the 2-year Fitness and Health Promotion program the student is eligible to complete both certifications at their own cost. **The cost of these certifications is not included with tuition fees.** All students must pay for each certification separately before formal certification is issued by the certifying body.

These certifications are not a component of the diploma. Students do not need these certifications in order to graduate from the Fitness and Health Promotion program. The certifications enhance the student's marketability. Many employers expect their candidates to have acquired these certifications before commencing employment.

The successful completion of the following courses fulfill a core competency for Ontario Fitness Council, Fitness Leader Certification (OFC), for instructing group fitness classes or for the Canadian Society for Exercise Physiology - Certified Personal Trainer (CSEP-CPT), developing physical activity, fitness and lifestyle client-centered action plans for healthier living.

- BIOL 1302
- FITS 1302
- NUTR 1300
- BIOL 2302
- FITS 2300
- FITS 2302
- NUTR 4300
- PDSN 2300
- FITS 3300
- FITS 3301
- PSYC 3300
- FITS 4300
- FITS 4301
- PRGM 4300

Please visit these websites for further certification information:

www.csep.ca

www.ontariofitnesscouncil.com

Articulation details with University of Ontario Institute of Technology and University Guelph-Humber are referenced in the Transfer Guide further in this manual.

FITNESS AND HEALTH PROMOTION

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT	LAB	ALT. DEL.	FIELD PLMT
					HR	HR	HR	.HRS
SEMESTER 1								
PHYSIOLOGY		BIOL 1302			3	0	0	
COMM. FOR FITNESS HEALTH PROMO		FHPC 1338			1	2	0	
INTRODUCTION TO FITNESS		FITS 1302		BIOL 1302	0	3	0	
G GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
INTRODUCTION TO WELLNESS		HLTH 1310			3	0	0	
NUTRITION		NUTR 1300			3	0	0	
					13	5	0	
SEMESTER 2								
PHYSIOLOGY II		BIOL 2302	BIOL 1302		3	0	0	
FUNCTIONAL ANATOMY		FITS 2300	FITS 1302 BIOL 1302	FITS 2302 PDSN 2300	0	3	0	
INJURY MANAGEMENT		FITS 2302	FITS 1302	FITS 2300	3	0	0	
G GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
FITNESS CLASS LEADERSHIP		PDSN 2300	FITS 1302 BIOL 1302	FITS 2300	1	2	0	
RESEARCH TECHNIQUES&APPLICATION		RSRC 3300	FHPC 1338		3	0	0	
COMMUNITY AND CIVIC LIFE		SOCI 2304	HLTH 1310 FITS 1302		3	0	0	
					16	5	0	
SEMESTER 3								
FTNESS ASSESSMENT I		FITS 3300	FITS 2300 BIOL 2302	PSYC 3300 FITS 3301	2	2	0	
PERSONAL TRAINING I		FITS 3301	FITS 2300 FITS 2302	PSYC 3300 FITS 3300	2	2	0	
FIELD PLACEMENT I		FWK 3305	SPEC 0000	FITS 3301 PSYC 3300	1	0	0	88
G GENERAL ELECTIVE		GNED 0000			3	0	0	
HLTH PROMOTION IN DIVERSE POP.		HLTH 3302	BIOL 2302 PDSN 2300 RSRC 3300	FITS 2302 FITS 2300 MKTG 3305	3	0	0	
MARKETING & ENTREPRENEURSHIP		MKTG 3305	RSRC 3300	HLTH 3302	3	0	0	
COUNSELLING TECHNIQUES		PSYC 3300	HLTH 1310	FITS 3300 FITS 3301	3	0	0	
					17	4	0	88

FITNESS AND HEALTH PROMOTION

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT	LAB	ALT. DEL.	FIELD PLMT
					HR	HR	HR	.HRS
SEMESTER 4								
FITNESS ASSESSMENT II		FITS 4300	FITS 3300		2	2	0	
PERSONAL TRAINING II		FITS 4301	FITS 3301	FITS 4300	2	2	0	
FITNESS CLASS LEADERSHIP II		FITS 4302	PDSN 2300	FITS 4301	1	2	0	
FIELD PLACEMENT II		FWK 4314	**SPEC0000		0	0	0	120
HOLISTIC WELLNES APPLICATIONS		HLTH 4303	RSRC 3300 HLTH 1310		3	0	0	
PROGRAM MANAGEMENT		PRGM 4300	SOCI 2304 MKTG 3305 RSRC 3300		3	0	0	
					11	6	0	120

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with **G** are "General Education" subjects.

*SPEC 0000 - Successful completion of ALL semester 1 and 2 subjects and a GPA of 2.0.

**SPEC 0000 - Successful completion of ALL semester 1, 2 and 3 courses, and FITS 4300, FITS 4301, FITS 4302, HLTH 4303, and PRGM 4300, and a GPA of 2.0.

Semester 4 courses FITS 4300, FITS 4301, FITS 4302, HLTH 4303, PRGM 4300 are 12 weeks in length, FWK 4314 is 3 weeks and completed after the 12 week courses.

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, refer to:
<http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

Program Specific Academic Policies & Procedures

Fitness and Health Promotion Program Policies

The Fitness and Health Promotion (FHP) Program has developed program policies based upon its philosophy and goals. It is the student's responsibility to read, understand, and comply with the policies outlined in this, and any related, document(s).

The FHP Program reserves the right to alter its Policies and Procedures as needed. Students will be provided with written notification of any necessary changes. The following policies apply to all courses unless students are advised otherwise. Additional policies specific to individual courses may be included in those course outlines.

Policies related to courses which include a lab component will be identified in the Fitness and Health Promotion Program Lab Manual of Policies and Procedures and/or the individual course outline.

Policies related to field placement (FWK 3305 and FWK 4314) will be identified in the individual course outline.

The Learning Environment

One factor that has a positive impact on student success is an appropriate learning environment. Acceptance of the following information will ensure a constructive learning environment for both students and faculty.

Off-Campus Classes

In fourth semester, labs associated with FITS 4301 and FITS 4302 will be held at an off-campus site. It is the student's responsibility to provide their own transportation to and from the off-campus site.

Availability

All Durham College staff and faculty encourage open communication with students. Appointments are available based on the individual professor's timetable. Appointments may be made in person, by telephone or email with each individual professor directly.

Classroom Conduct

It is expected that all members of the class, including the professor, will treat one another with courtesy and respect. If individual behaviours interfere with the rights of others to teach or to learn, the professor has the right to ask the disruptive student(s) to immediately leave the class.

Attendance and Student Success

Attendance has been shown to be the best predictor of student success. Most courses are designed to build on skills previously learned and applied in class; a student missing topics will find it more difficult to complete subsequent assignments. If a student is absent from class, it is their responsibility, **prior to the next class**, to learn what was missed.

Students are responsible for knowing all course requirements and instructions given in class, even if they are absent from that class. Students are encouraged to connect with classmates who are willing to gather handouts, take notes and pass along instructions and information from classes that they have missed. The student who has missed class is encouraged to contact the professor immediately if any of the information they have received from classmates is unclear.

If extenuating circumstances occur and you must be absent, please notify the appropriate professor by telephone voicemail or email as soon as you are aware that you will be absent clearly stating the reason for your absence.

Failure to notify may result in loss of opportunity to:

- a) submit assignments without penalty,
- b) write tests,
- c) obtain handouts,
- d) complete practice sessions.

Documentation validating the date(s) and nature of the absence is required to substantiate the absence. Documentation may take the form of a note from the doctor, dentist, auto mechanic, police officer, officer of the court, etc. depending on the circumstances surrounding the absence. This documentation must be provided to the professor no later than one week following the student's return to school.

Failure to provide valid documentation supporting the absence may result in loss of opportunity to:

- a) submit assignments without penalty,
- b) write tests,
- c) obtain handouts,
- d) complete practice sessions.

A student who is frequently absent will be interviewed to discuss the reason for their absenteeism and to determine how the student might fully participate in learning activities. The student may be requested to meet with the Program Coordinator or Associate Dean or

Dean of the FHP Program. Students who are absent from a significant portion of any course(s) may be unable to meet the FHP Program learning outcomes.

Communication

Students are expected to check DC mail daily.

Professors will indicate in their first class their preferred method of communication.

Should a student have a login and/or performance issue with their MyCampus or DC Connect, it is their responsibility to report the issue(s) to the IT Help Desk by calling 905-721-3333 or emailing ITsupport@dc-uoit.ca or visiting the Computer Commons, Room SW 100.

It is the student's responsibility to keep the faculty informed about any circumstances which may be interfering with the student's success in that course. The faculty cannot provide support and assistance if they are not aware that a problem exists. Students can leave messages on the faculty's voice mail or email to make arrangements for the faculty and the student to meet and work together to resolve any issues or challenges.

If a student has a concern about an individual course, the first line of solution should be a discussion with the professor. If the issue cannot be solved through collaboration, the student is advised to make an appointment with the Program Coordinator or their Student Advisor.

The student communication strategy may be found at <http://www.durhamcollege.ca/student-communications> .

DC Connect

Basic computer skills and equipment are required. If necessary, check with the IT Support Help Desk in the Learning Commons to see if your home computer has the appropriate capacity. Computers are available in the Learning Commons if home access is not available.

The following skills are necessary for facilitation of DC Connect course work:

- Basic computing skills
- Basic keyboarding and mousing skills
- Basic word processing skills
- Experience browsing the Web
- Experience sending and receiving email

It is strongly recommended the student who does not have basic computer skills, seek help from the Student Academic Learning Services (SALS) as soon as possible.

Class Participation and Student Success

Because of the relationship between theoretical knowledge and practicum skills, it is essential that students participate in all learning activities provided. Failure to attend class/lab may result in gaps in knowledge, grade reduction and potential safety hazards for

students and clients in the field placement setting. Therefore, **full** attendance and participation is expected for both class and lab.

Throughout the academic year, students will be expected to perform practicum skills on classmates and clients. Working in partnerships with classmates, and practicing newly learned skills with and on fellow students, prior to training clients, is a significant component of the learning process. Students who are not prepared to work collaboratively in the client role with their classmates will not be able to achieve the learning outcomes of the Fitness and Health Promotion Program.

Late Arrivals and Early Departures

Students are expected to arrive to class or lab on time both at the beginning of class or lab and after breaks. Students are expected to stay until the completion of class or lab. Ingression or egression during lecture is inappropriate.

Professors recognize that there are legitimate reasons for late arrivals. If an unavoidable lateness occurs, it is expected that the student enter the classroom using the back door (where applicable) as quietly as possible and take the first available seat to minimize disruption to students who arrived on time. The professor has the right to prohibit entry to the classroom or lab until a suitable break occurs.

During classes or labs in which a guest speaker is scheduled or when student peers are making a presentation, late arrival may not be permitted. Special circumstances may be presented to the professor in advance of the class or lab for consideration.

Professors recognize that there are legitimate needs for leaving class or lab early. Prior arrangements are to be made with the professor. When the behaviour is chronic and/or disturbs a class or lab, the professor has the right to deny early departure.

Varsity Athletes

Professors recognize the fact that varsity athletes will be unable to attend classes when they are officially representing Durham College. For this reason, varsity athletes are given a letter, identifying them as a varsity athlete, at the beginning of each semester to give to each of their professors.

In addition, varsity athletes are expected to notify the professors in whose courses they will be missing academic work before each absence from class due to scheduled varsity athletic events. It is the sole responsibility of each individual professor to determine the arrangements (e.g., early submission of work, an alternative assignment, rescheduling a test, etc.) to be followed when an absence due to athletic participation occurs.

Because athletic absences are pre-scheduled events, student athletes are expected to provide appropriate notification, one week prior to their participation in each scheduled varsity athletic event.

Varsity athletes are expected to take final examinations at the scheduled times and to complete end-of-semester work by the deadlines set by the professor unless an extraordinary circumstance interferes.

Eating and Drinking in Classrooms

Light snacks and drinks, emitting minimal odour and unwrapping noise, are permitted in classrooms as long as the student takes responsibility for removing garbage and cleaning up their workspace before leaving the class. The professor has the right to revoke this privilege if these conditions are not met or if this practice negatively impacts the learning environment.

Professional Decorum

In order to prepare students for field placement and the workplace hats, caps, any type headgear, or music devices/earphones are not permitted in the classroom or lab.

Electronic Devices

It is essential that all students conduct themselves in a professional and appropriate manner at all times. To show respect for their professor, their classmates, and themselves, students are to ensure all electronic communication devices are turned off and stored away during class and lab.

Students must request permission to record their professor.

Please make sure that anyone in your life (e.g., family, child care provider, employer, classmates) that needs to locate you during class time, for reasons other than an emergency, has a copy of your timetable and ask them to respectfully contact you outside of class times. If a student must leave a device on because someone may need to contact them in an emergency situation, then the device is to be set to vibrate and the student shall leave the classroom prior to responding to the message. If a device is causing unnecessary disruption to the class, the student will be asked to leave the classroom and to return after break or when class has concluded.

When faculty request that students turn off electronic communication devices to focus attention on a learning activity, it is expected that students will respond promptly and appropriately to this directive.

At no time may a student post anything related to faculty, staff, clients, other students, class, or field placement on social media.

Missed In-Class Activities, Quizzes, Exercises, Assignments

In-process activities, quizzes, exercises and assignments will be given only once. They cannot be made up or supplemented. Any missed in-class activities, quizzes, exercises and assignments, including project presentations, will be assigned a mark of "0". Exceptions due to extraordinary circumstances will be considered at the discretion of the professor.

Tests

There are no makeup, supplemental or "do-over" tests.

Students who arrive late on the day of a test will not be given any additional time to complete the test. No student will be allowed to enter the test room after the first student to complete the test has left the room.

It is the student's responsibility to check the test time carefully. Ensure awareness of the date, time and location that the test is being written. Students need to write all tests during the scheduled times. ****Tests may occur outside of class hours. This will be noted on individual course outlines.**

Tests will be given only once. If the student is unable to write a test, voice mail or email notification (clearly stating the reason why the test will be missed) is required prior to the start of the scheduled test date and time. **Students who fail to contact the professor by this time automatically receive a mark of zero (0) on the test.**

Documentation validating the date and nature of the absence is required to substantiate missing a test. Documentation may take the form of a note from a doctor, dentist, auto mechanic, police officer, officer of the court, etc., depending on the circumstances surrounding the absence.

This documentation must be given to the professor no later than one week following the student's return to school. Students who fail to provide appropriate documentation to support their absences, within the required time frame, also forfeit the grade value of the missed test.

Failure to comply with the above will result in a mark of "zero" being assigned to that test. If both prior notification **and** supporting documentation are duly received, make-up arrangements will be made by the professor. A student may be given the opportunity to write a modified version of the test, which may occur on an evening or weekend, **OR** have the weight of the missed test added to another evaluation item, e.g., test, assignment, or exam. This decision will be at the discretion of the professor.

A student may miss only one test in any course in a semester. If the student misses any additional tests, the FHP faculty team will decide, based on the circumstances, if the student may make up any of the missed tests.

In cases of bereavement or other serious situations, the student should discuss the situation with the professor who will outline the procedures to be followed.

In-class quizzes may be unannounced. Students not in attendance during this time will receive a mark of zero. No makeup quizzes will be given.

For all tests, examinations, assignments, and lab reports a deduction of ½ mark per error may be made for incorrect spelling of terminology, to a maximum of 10% of the value of the evaluation. All marks will stand; there will be no rewrites or supplemental or alternative tests or examinations or assignments or lab reports.

Students will be required to present their student I.D. card for all tests and for all formal exams. If a valid Durham College student I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test or exam. Please ensure that you bring your **DURHAM COLLEGE STUDENT I.D.** card to **all** tests and exams.

In order to ensure a quiet environment throughout the test/examination, the following guidelines are in effect:

- Arrive five (5) minutes early.
- Wait quietly outside the test/examination room. Students will be seated in the test/examination room a few minutes before the test/exam is scheduled to start.
- **Stop talking upon entering the room.**
- Place all books, bags, coats, hats, and personal items at the front of the room, or in a location indicated by the professor.
- The floor around the desks must be clear for the professor to move around the room and to answer questions.
- Keep only erasers, pens, pencils and tissues on the desk. All other articles must be removed from the desk. Any other required items will be supplied.
- The test/examination paper should not be turned over until directed to do so.
- Be sure your first and last names appear on all computer cards, booklets and papers.
- Check the test/examination paper to ensure that no pages are missing. Before handing in the paper, check to ensure all questions have been answered.
- Complete the computer forms correctly. Answers appearing on the computer sheet will be used to determine the grade. The computer form cannot be altered by the professor.
- Students must sit facing the front of the classroom, not sideways.
- Always **keep your eyes on your own paper.**
- **You are responsible for protecting the contents of your test answers** from the view of those sitting near you.
- Do not share materials with your classmates (white-out, rulers, erasers, etc.). If you need something, raise your hand and ask the professor.
- Remain in your seat until you have finished writing the test. If you have a question about the test, raise your hand and the professor will come to you.
- When you are finished writing, you may leave the classroom **quietly**. Return only at the agreed upon time or when all students have finished writing.
- After exiting the test room, refrain from talking outside the door. The other students are still trying to concentrate. Move away from the room.
- Initial the class list at the beginning of the test/examination to confirm attendance.
- If questions or problems arise during the test/examination, the professor should be notified by a raised hand.
- The professor may or may not be present during the test or examination. The invigilator present acts for the professor and holds the same authority while presiding over the test or examination.

Evaluation Results

Students shall be provided with an opportunity to review graded assessments.

Faculty shall return assignments to students within an appropriate timeframe for the assessment type, typically three weeks at a maximum with exceptions as advised by the professor. Students shall consult their course outlines for specific information on evaluation protocols. It is a student's responsibility to review returned assignments. Students are responsible for keeping all marked assignments and course work for future reference.

Evaluations shall be assigned a grade, and where appropriate, faculty may provide feedback to assist students in improving academic performance. Students may request an interview with a faculty member for further clarification of evaluation results.

Assignments

Assignments must be submitted to the appropriate professor in the specified format on the date indicated. All assignments are due at the beginning of class, i.e., during the first 5 minutes of class (before 15 minutes after the hour has elapsed), on the specified due date, unless otherwise noted by the professor. If you are experiencing any difficulty with assignments, speak to your professor in **advance** of the due date.

It is the responsibility of the student to submit all assignments on time and to submit them directly to the professor of the course, unless otherwise indicated.

If the student will be absent on the due date, they can negotiate with the professor for an **earlier submission date**. It is the student's responsibility to contact the professor to arrange for this change.

If a student experiences technical difficulties when attempting to submit an assignment electronically they need to contact the IT Help Desk at 905-721-2000 ext. 3333 or email itsupport@dc-uoit.ca and have a "ticket" opened. If the technical issue cannot be resolved, the ticket number is to be provided to the professor.

Late Assignments

This is an assignment that has been handed in late, and there has not been a verbal or contractual agreement between the student and the professor to extend the time for the assignment to be submitted.

Late assignments are penalized at the rate of 10% per calendar day including the due date of the assignment and weekends. Assignments will not be accepted after the 7th day and will receive a grade of "0".

In the event of an unexpected absence, students must contact the course professor prior to the due date and time. The professor will consider individually, rare extenuating circumstances, which may cause an assignment to be late. The student must provide appropriate supporting documentation to validate the absence and secure permission for the assignment to be submitted at a later time and/or date.

Professionalism

The FHP student will be encouraged to use critical thinking, participate in team building, and share responsibility for their own learning.

Critical Thinking

Critical thinking includes the interpretation of ideas, appraisal of evidence for and against arguments, and the determination of what is reasonable and unreasonable. The student will be encouraged to employ critical thinking because this type of thinking leads to the problem-solving and decision-making skills which are the basis for effective workplace practice. You will be expected to research material and articles and will want, therefore, to become familiar with the Durham College Library.

Team Building

Fitness practitioners are members of the interdisciplinary teams. Learning experiences will be planned to foster the co-operative spirit, communication skills, sharing and mentoring which are the foundations of team work.

Citizenship

Students, who participate in learning activities, are punctual, come prepared, contribute in a positive, constructive manner, follow established guidelines, and who demonstrate consideration and caring for themselves, their peers, teachers and others are considered "good citizens".

Because the above-listed qualities are valued by the college community and the fitness profession, they will be assessed on an ongoing basis throughout the FHP Program.

As citizens of Durham College, students and staff have a mutual responsibility to uphold the key values of the college in their dealings with each other.

Academic Advising - Student Advisors

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit:

<http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>

Centre for Students with Disabilities

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential. Please visit the following link to view valuable information regarding the CSD:

<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

Continuing Education Course Book

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor. To view comprehensive information regarding Continuing Education offerings, please visit the following link:

<http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online. Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at: <http://www.durhamcollege.ca/mycampus>

Please visit the following link to view the Course Outlines Policy and Procedure documents: <http://www.durhamcollege.ca/academicpolicies>

Credit Transfer Information

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed. Please view the following link for credit transfer information: www.durhamcollege.ca/credittransfer

Durham College Mission, Vision and Values

Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values>

Essential Employability Skills

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning. Please view the following link for further information:

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

General Education

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation. For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

Important Dates

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates.

Learning Management System Usage (LMS)

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link: <http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

Library

The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. You may visit the library virtually at <http://www.durhamcollege.ca/library> or to view information regarding locations, hours, and more, please visit the following link: <http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link: <http://www.durhamcollege.ca/academicpolicies>

Pathways to Degrees

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit www.durhamcollege.ca/pathways or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide. Additional information regarding transferring between institutions in Ontario can be found at www.ontransfer.ca.

Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information:

<http://www.durhamcollege.ca/wp-content/uploads/plar.pdf>

Requirements for Promotion

Evaluation and Promotion:

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic Probation:

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Students must have a cumulative program G.P.A. between 1.5 to 1.99 to continue under academic probation.

Scholarships, Bursaries and Awards

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards [Web Site](#).

Student Academic Learning Services (SALS)

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

Student Communications

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more: http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf

Student Rights and Responsibilities

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>