

KIN 5304 Clinical Internship 001;002;003
Texas Tech University (TTU)
Department of Kinesiology and Sport Management (KSM)
Clinical Exercise Physiology (CEP) Internship Program

PROFESSOR: Dr. Jacalyn J. McComb, Ph.D.
CERTIFICATIONS: ACE; ACSM ETT, CEP, Clinical PD; ARC BLS Instructor OFFICE: Kinesiology and Sport Management Building, Room 111.
VIRTUAL OFFICE
HOURS: M 1:00 to 4:00 via ZOOM
OFFICE: I am working remotely for TTU. Therefore, my office hours will be via Zoom. Please e-mail me before you wish to meet, and I will send you a zoom invitation. I am happy to meet with you outside of my office hours also when it is convenient for you.
PHONE: (520): 468-9234 (cell).
EMAIL: jacalyn.mccomb@ttu.edu is my preferred method of communication to schedule appointments
HOME PAGE: <https://www.depts.ttu.edu/ksm/contact/pages/jmccomb.php>
INTERNSHIP WEB: <http://www.depts.ttu.edu/ksm/grad/internships.php>
MEETING TIME: as requested in Blackboard Announcements.
LOCATION: Virtual Meeting using Zoom
PREREQUISITES: Nine hours of graduate work in Kinesiology.
DESCRIPTION: Prerequisites: 9 hours clinical exercise physiology coursework; 3 hours TTU credit = 300 hours on-site experience; approval of the TTU Clinical Internship Director is required.
APPLICATION: Even though you sign up for Texas Tech University (TTU) credit, you first must be accepted at an off-campus site in the community. Therefore, an application and acceptance at a site is required prior to enrollment in the class. Most sites have a minimum of 300 hours for 1 internship block (3 hours).
NOTE: There are costs associated with professional internship placement by the supporting site, such as required background check, immunizations etc. These costs are your responsibility.

IMPACT OF COVID ON THE ACSM CEP CERTIFICATIONS:

<https://www.acsm.org/get-stay-certified/get-certified/cep>

- Due to the impact of **COVID-19** on clinical internships, the ACSM Certification Board has temporarily amended the requirements for taking the ACSM Certified Clinical Exercise Physiologist (ACSM-CEP) exam. ACSM-CEP candidates may now sit for the exam if they have at least 50% of their clinical internship hours completed when they apply. Outstanding clinical hours must be submitted within 12 months from the time of passing their exam.
- Due to the impact of COVID-19 on access to hands-on practical skills assessment of CPR and AED, the ACSM Certification Board has temporarily amended the CPR and AED requirements for all ACSM exams. **The ACSM Certification Board now accepts provisional and blended learning CPR/AED classes** – online learning and in-person

skills assessment. Exam candidates may schedule or apply to take an ACSM exam after successfully completing the online portion of the CPR/AED certification class. The CPR/AED skills assessment must be completed within six months of passing an ACSM certification exam. For full details regarding qualifications for the ACSM-CEP certification and how to register for an exam, visit the [ACSM-CEP webpage](#).

Learning Outcomes for the M.S. in Kinesiology	Methods of Assessment
Articulate and demonstrate competent understanding of the scientific method as applied to human movement.	Departmental Developed Rubrics
Apply principles underlying benefits and adaptations to human movement.	Departmental Developed Rubrics
Translate research into practice by demonstrating the ability to educate individuals about lifestyle modification.	Departmental Developed Rubrics

Learning Outcomes for KIN 5304	Methods of Assessment
The student will understand the legal requirements required to be a professional in a rehabilitative setting.	Uploaded verification of insurance in Blackboard by the first Friday of the semester
The student will understand the job task analysis demands required for certification by the American College of Sports Medicine as a clinical exercise physiologist.	Uploaded final required project for internship 1 or internship 2
The student will have hands on experience in a clinical rehabilitation setting.	Uploaded verification of hours signed by the site supervisor and timesheet in Blackboard by the last Friday of the semester

IMPORTANT DEADLINE DATES FOR INTERNSHIP APPLICATION AT LOCAL SITES:

- **For the Fall Semester- Between April and July 1**
- **For the Spring Semester- Between October and Nov 15th**
- **For the Long Summer Session- Between February and April 1st**

COVID-19 HEALTH PRECAUTIONS: The updated COVID-19 protocols for Texas Tech University (TTU) can be found at this link or google search TTU COVID-19.

<https://www.depts.ttu.edu/communications/emergency/coronavirus/>

Even though TTU does not mandate wearing a mask, the hospital where you do your internship may require a mask. You must adhere to the hospital policies.

REQUIRED TEXTBOOKS AND OTHER MATERIALS:

*Download the Internship Manual from Blackboard or internship web page- put holes in it and place it in a 3- ring binder for easy access.

- American College of Sport Medicine. (2022). *ACSM's guidelines for exercise testing and prescription* (11th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. ISBN-13: 978-1-975150-18-1. ISBN-10: 1-975150-18-X

ISBN-10: 9781496339072 (required for first year interns)

- Ehrman, J., Gordon, P., Visich, P., Keteyian, S. (Eds.). (2018). Clinical exercise physiology (4th ed.). Champaign, IL: Human Kinetics. ISBN-13: 978-1492546450
ISBN-10: 9781492546450 (required for second year interns)

RECOMMENDED - ESPECIALLY IF TAKING THE ACSM CLINICAL EXERCISE PHYSIOLOGY EXAMINATION see <https://www.acsm.org/get-stay-certified/get-certified/cep>

- Thompson, W. (2018). ACSM's Clinical Exercise Physiology. Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. ISBN/ISSN: 9781496393579

American College of Sports Medicine-Magyari, P. (2021). ACSM's Certification Review (6th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins.
ISBN: 9781975161927

OVERVIEW

Three academic credit hours is equal to 300 hours of clinical internship work hours in a rehabilitative setting if you are in the Clinical Exercise Physiology Track. You are required to accrue a minimum of 300 clinical hours if you are completing a thesis. If you are not completing a thesis, you are required to complete 600 hours of clinical internship hours. The grade you receive will be P or F. You will receive a CR if you do not finish your hours or complete the projects in the semester you are enrolled.

Your first 3 hours of internship experience should be completed at **University Medical Center (UMC)** or **Covenant Hospital** in Cardiac & Pulmonary Rehabilitation or **Brownfield Regional Medical Center**. If the site is full and you cannot get in, then please discuss this with the internship director and alternate plans can be made. The second 3 hours of your internship may be completed at the same site or the other site that you did not choose initially (Brownfield Regional Medical Center, UMC or Covenant). You may also complete your internship at a site listed under **Other Potential Internship Sites** for your second 3 hours of internship or at a site which is not listed on this sheet (designed specifically by you and the internship director).

SITES FOR FIRST 3 HOUR BLOCK OF INTERNSHIP EXPERIENCE: The link for these applications can also be found on our KSM CEP Internship Web page at <https://www.depts.ttu.edu/ksm/grad/internships.php>



One of the easiest ways to apply for UMC and Covenant Lifestyle Centre simultaneously is to go to our Clinical Internship Link in the Department of Kinesiology and Sport Management at TTU see <https://www.depts.ttu.edu/ksm/grad/internships.php>

Lauren Henry (henryl1@covhs.org)

Covenant Lifestyle Centre, Cardiac Rehab/Stress Testing

(806) 725-4386

Victor Deleon, (deleon@covhs.org) Covenant Lifestyle Centre,
Wellness Centre

(806) 725-4386

Apply at:

https://www.depts.ttu.edu/ksm/_documents/undergrad/internship/CovenantInternshipApplication.8.17.18.pdf

Please fill out the form found on the link and attach the completed form with the requested documentation found on the bottom of the form to Lauren Henry in an e-mail henryl1@covhs.org. Please follow up with a phone call to Lauren (806) 725-4386 (*accept a total of 3 interns-that includes grad and undergrad*).

Internship Co-ordinator and initial contact person

Ezekiel Nino, MS

(806) 775-8950

Ezekiel.Nino@umchealthsystem.com

Exercise Specialist: Supervisor Cardiac & Pulmonary Rehabilitation
Physical Medicine & Rehabilitation

University Medical Center - Lubbock, Texas

ph: 806.775.8950

fax: 806.775.8951

Apply at:

https://www.depts.ttu.edu/ksm/_documents/undergrad/internship/2018_UMC_Internship_Application.pdf (*accept a total of 3-that includes grad and undergrad*)



Brownfield Regional Medical Center

Michael Lee Michael Lee (michlee@brownfield-rmc.org)

(806) 781-

1316

705 East Selt

Brownfield, Lubbock 79316

Apply at: Michael prefers for you to call him (806) 781-1316 and set up an appointment.

OTHER POTENTIAL INTERNSHIP SITES

If you are a physical therapist (PT) or there is an opening, these sites may be a possibility, depends on availability, PT gets first choice

UMC Team Rehab & Sports Medicine (Zach's club)

Physical Therapy Clinic

Address: 4229 78th St, Lubbock, TX 79423

Divya. Abraham (Divya.abraham@umchealthsystem.com)

(806) 775-9279

Jason Russell (jason.russell@umchealthsystem.com)

(806) 775-9279

UMC Team Rehab (Zach's club)

Physical Therapy Clinic

Address: 7105 Kewanee Avenue, Lubbock, TX 79424

Julie Bruce (julie.bruce@umchealthsystem.com)

(806) 775-9275 or (806) 775-9233

Team Rehab at I-27 Medical Center

4105 I-27

Lubbock, TX 79404

Sebastian Rios Sebastian.Rios@umchealthsystem.com

(806) 761-0705

Second 3-hour internship block can be done at any site outside of Lubbock or in the surrounding area if approved by the internship director depending on career goals (see internship manual for details).

PRE-REQUISITES TO INTERNSHIP ON-SITE HOURS

- You must have a current CPR certificate: Basic Life Support (BLS) is preferred and may be expected at the site. Please check with the site and inquire about options for training. However, this is your responsibility; it is not the responsibility of the site to provide the training.
- Most facilities require a **record of immunizations, a background check, and a drug test**. I am required to verify that you have no felonies before we send you to a site and that your record of immunizations is current. This is your responsibility to cover the costs, not TTU's, nor the site's responsibility. However, some sites may cover some of the costs, so please check with the site. Covenant Hospital covers the cost of the background check. These records must also be uploaded in Blackboard regardless of your site placement.
 - 2 TB skin tests at least 1 week apart (12 months prior to starting)
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
 - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
 - (Hepatitis B Vaccine recommended but not required)
 - Flu vaccine for any Employee/Student between the months of October-March of each year
- Background Check (<http://www.depts.ttu.edu/ksm/grad/internships.php>)
- You are also required to have your own health insurance and medical insurance.
 - You must obtain Student Liability Insurance prior to beginning your internship experience if you start during the fall or spring semester. If you start during the summer session, your internship liability insurance is covered under a blanket policy (you do not have to buy insurance if starting during the summer). However, you must buy a policy in the fall following the summer session if you are continuing your internship in the Fall or Spring. This is your responsibility.
 - The Student Professional Liability Insurance method of payment has moved to an online purchasing platform. Each student must purchase their own Policy. Students may not share insurance coverage or split the price of the premium.
 - Please list your site placement on the insurance policy **Kinesiology**. Upon successful payment processing, the student will be emailed a certificate of insurance evidencing their coverage. Students must use a credit or debit card to complete their payment online. Each student will receive a receipt for payment

and a certificate of insurance via email after successful payment. The purchase of the Policy is non-refundable.

- The Policy covers errors or omissions of the student during their TTU-enrolled internship or clinical practicum. The purchase of the Policy is non-refundable.
- If the student works or volunteers in another capacity outside of their TTU placement, the student is advised that this Policy would not respond to an error or omission during the course of their other employment or volunteer service. As such, the student is advised that the student should purchase another professional liability policy to cover other work or volunteer service.
- You are required to upload both of these documents (receipt and certificate) in Blackboard the first week of classes and email me the certificate only if you start your internship before classes start. Please direct questions/concerns to procurement.insurance@ttu.edu.
- Fall Semester: Premium - \$13.00 per student. (If a student pays \$13.00 in the fall they will be covered until the next fall or until their graduation whichever comes first) Example: Payment of \$13.00 received in the Fall of 2021 covers the student until the Fall of 2022.
- Spring Semester: Premium - \$9.00 per student. (If a student pays \$9.00 in the spring they will be covered until the fall of that year or their graduation whichever comes first) Example: Payment of \$9.00 received in the Spring of 2022 covers the student until the Fall of 2022.
- Summer I and Summer II Sessions – No Premium is required for any students current or new.

ABOUT THE ONLINE PURCHASING PROGRAM

On or before the purchasing deadline, the student will navigate to TTU Professional Student Liability Store

[TTU Student Liability Insurance \(touchnet.net\)](http://touchnet.net) [[Spring – Coverage from January 2022 – August 2022 \(touchnet.net\)](http://touchnet.net)] in their internet browser to complete the payment. Students must use a credit or debit card. Cash, check, and money order are not accepted payment options. Payments must be made online. No payments will be accepted in person.

SECURITY CONSIDERATIONS

Please follow these guidelines concerning payment security:

- Be sure to protect your credit/debit card information.
- TTU Procurement Services will not email you or call you to ask your credit/debit card number. Do not respond to requests for your card number, as they are not originating from our office.

ASSIGNMENTS (LISTED IN PRIORITY - SOME TASKS MUST BE DONE BEFORE CLASSES START):

- Download the internship manual from the TTU internship web site <http://www.depts.ttu.edu/ksm/grad/internships.php> or Blackboard after classes start *All required forms for submission in Blackboard can be found in Part IV of this manual and are designed to be electronically signed.* You should have the manual bound or put it in a folder.

- Educate the site-supervisor with all the appropriate forms at the back of the internship manual. Everything can be done electronically using email. No forms need to be sent via mail (see Part IV internship manual).
- Get liability insurance You will have to navigate to [the TTU Student Professional Liability Store TTU Student Liability Insurance \(touchnet.net\)](#) to purchase insurance. You must upload proof that you have purchased this liability insurance through Texas Tech University.
Upload verification of insurance (declaration page or disclaimer) in Blackboard.
- Have a background check and upload the background check in Blackboard. Sites for the background check can be found on the TTU internship web page at: <http://www.depts.ttu.edu/ksm/grad/internships.php>. Note: You do not have to do this if you are at Covenant-Covenant does the background check in-house.
- Get all required immunizations and keep your records, these records must be uploaded in Blackboard. You may already have these, just need your records.
 - 2 TB skin tests at least 1 week apart (12 months prior to starting)
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
 - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
 - (Hepatitis B Vaccine recommended but not required)
 - Flu vaccine for any Employee/Student between the months of October-March of each year
- Upload *Internship Placement Form* as soon as Blackboard is open (in Part IV of the internship manual).
- Upload the signed (electronically or by hand) form entitled *Student Activity Release Form* that states that you will be leaving the TTU campus for your internship as soon as Blackboard is open.
- Submit a letter of verification of acceptance to the organization (*Verification of Acceptance by the Internship Site*) to be signed electronically or by hand if preferred by site supervisor. It is your responsibility to upload the signed document in Blackboard (in Part IV internship manual).
- Fill out a daily time sheet (*Logged Internship Time Sheet*) and submit it at the end of the internship period, it is your responsibility to scan this and upload it into Blackboard. If the internship site has their own time sheet, you can use that time sheet instead - what really matters is documentation that you have completed 300 hours (in Part IV of the internship manual).
- Fill out the objective log sheet (*Cardiac and Pulmonary Rehabilitation Objective Log Sheet OR the Objective Log Sheet for Designing Your Own Internship Experience*) and upload at the end of the semester. You can simply approximate the time spent on tasks (in Part IV of internship manual). If you have designed your own internship than you will have to complete the objectives along with your site supervisor. This task can be valuable if you plan on taking the Registered Clinical Exercise Physiologist in the future since they need documentation of hours spent in certain domains. The site supervisor initials these tasks.
- Verification of completed hours, have your site supervisor sign, and initial the *Verification of Completed Hours by Site Supervisor* form contained in the internship

manual for verification of work at the end of the internship period, it is your responsibility to upload this document into Blackboard (in Part IV of internship manual).

- Intern Evaluation by Site Supervisor: **Two** evaluations are required, **one at the midterm** and **one at the end of the semester**. It is your responsibility to inform the site coordinator about the need for these evaluations. The evaluations are on the Clinical Internship Site on the KSM web page and in your Internship Manual. You can direct the site coordinator to our webpage at <https://www.depts.ttu.edu/ksm/grad/internships.php> or you can simply email the evaluations to your site coordinator. Instructions are on the form which can be found at both sites, the KSM webpage and the internship manual. Please ask them to email the filled-out form to jacalyn.mccomb@ttu.edu.
- We would also like you to evaluate your internship experience, there is a form entitled, *Internship Evaluation by Student* that you need to fill out and upload in Blackboard.
- Part V of the internship manual lists specific projects to be uploaded into Blackboard at the end of the semester. These completed projects can be upload into Blackboard under the assignment tabs in Blackboard. A project(s) is (are) required for each 3-hour block of an internship experience. You have options for completing the projects. The purpose of these projects is to help you successfully pass the ACSM Clinical Exercise Physiologist examination.

A VIRTUAL LECTURE MAY BE REQUIRED AT THE BEGINNING AND ENDING OF EACH SEMESTER

- In order to make sure that you are getting off to a good start, I will require a virtual lecture **on Wednesday, Jan 12th the first day of class at noon**. I will send you a class announcement with a zoom link the first day of class. Please ask off if you are working.

MEETING AND ASSIGNMENT DUE DATES DURING THE FALL AND SPRING SEMESTERS. **I will keep the Blackboard link open for you to upload the documents that are required at the beginning of the semester until Friday during the second week of the semester. I will also keep the link open to upload the required documents at the end of the semester and until the last day of finals.** All these forms can be found in Part IV of the internship manual as well as in the assignment tab in BB.

- Wednesday (Jan 12th) the first week of the semester at noon
Introduction/discuss site placement & responsibilities
- Second Week of the Semester Upload *Internship Placement form*
- Second Week of the Semester Upload the *Student Activity Release Form*
- Second Week of the Semester Upload signed *Verification of Acceptance by the Internship Site*
- Second Week of the Semester Upload *Certificate of Liability Insurance*
- Second Week of the Semester Upload *Background Check* (go to TTU Internship web site to get a background check)
- Second Week of the Semester Upload *Record of Immunizations*
 - 2 TB skin tests at least 1 week apart
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer

- Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
- (Hepatitis B Vaccine recommended but not required)
- Flu vaccine for any Employee/Student between the months of October-March of each year
- Midterm
 - Please have your site coordinator fill in the midterm evaluation in and Adobe format and email the document to me. This can be found in the internship manual.
- Last Day of the Semester, please upload:
 - **Logged Internship Time Sheet** (*at least 300 hours*)
 - **Cardiac and Pulmonary Rehabilitation Objective Log Sheet** OR *Objective Log Sheet for Designing Your Own Internship Experience*
 - **Verification of Completed Hours by Site Supervisor**
 - **Internship Evaluation by Student**
- Last Day of the Semester, please upload:
 - **Upload your final project in Blackboard** (see Part V of the internship manual).
 - Please make sure that you site-coordinator has emailed the **Intern Evaluation by Site Supervisor** to jacalyn.mccomb@ttu.edu.

METING AND ASSIGNMENT DUE DATES DURING THE LONG SUMMER SESSION.
All these forms can be found in Part IV of the internship manual:

- Introduction/discuss site placement & responsibilities
TBA in Announcements in BB
- Second Week of the Semester
Upload **Internship Placement form**
- Second Week of the Semester
Upload the **Student Activity Release Form**
- Second Week of the Semester
Upload signed **Verification of Acceptance by the Internship Site**
- Second Week of the Semester
Upload **Background Check** (*go to TTU Internship web site to get a background check*)
- Second Week of the Semester
Upload **Record of Immunizations**
 - 2 TB skin tests at least 1 week apart
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
 - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
 - (Hepatitis B Vaccine recommended but not required)
 - Flu vaccine for any Employee/Student between the months of October-March of each year
- Midterm, please have the site coordinator send via email
 - **Midterm Intern Evaluation by Site Supervisor**
- Last Day of the Semester, please upload:
 - **Logged Internship Time Sheet** (*at least 300 hours*)
 - **Cardiac and Pulmonary Rehabilitation Objective Log Sheet** OR *Objective Log Sheet for Designing Your Own Internship Experience*

- **Verification of Completed Hours by Site Supervisor**
- **Internship Evaluation by Student**
- Please make sure that you site-coordinator has emailed the **Intern Evaluation by Site Supervisor** to jacalyn.mccomb@ttu.edu.
- Upload your **final project** in Blackboard (see Part V of the internship manual).

GRADING:	Class is graded P/F or CR
P:	Required TTU logged hours uploaded, all required forms and final project submitted
CR:	Hours could not be completed during the semester
F:	Hours were not completed during the semester or during the time required by the University for a CR to be completed and/ or projects and forms not submitted.
BLACKBOARD GRADE:	Even though this class is P/F I must assign a numerical value to indicate that I have checked to make sure that you have uploaded your documents. A value of 1 will be given for every required form uploaded. If you receive a 0 that means that this form is missing.

STUDY TOOLS TO PASS THE ACSM CLINICAL EXERCISE PHYSIOLOGIST (CEP)

EXAMINATION: <https://www.acsm.org/get-stay-certified/get-certified/clinical-certifications/cep>. We want you to be successful in the job market when you graduate. The project that you have the option of choosing for your second internship experience is to take the ACSM CEP Examination. If you pass this examination, it will also serve as your final comprehensive examination for the Masters in Kinesiology if you are in the CEP track. You do not have to pass it to receive credit for the internship, but you do to use it for your comprehensive examination. You can retake it for comps if you need to as many times as you need before you must register for comps. We have a study guides and notes from other graduate students who have successfully passed the exam on our internship web site. See https://www.depts.ttu.edu/ksm/grad/acsm_exam.php. You can also sign up on the ACSM website to get a free Certification Resource Guide (copy and paste link below in your browser).

https://www.acsm.org/get-stay-certified/get-certified?gclid=EAIaIQobChMI4vahxoqp7gIVySCtBh1nmgqdEAAYASAAEgKUGvD_BwE

REGISTEERING FOR THE ACSM CEP EXAM: Please go to the link on the ACSM website, <https://www.acsm.org/get-stay-certified/get-certified>. The exam is given through the Person Vue Testing Center, you can register on the [Pearson VUE's ACSM webpage](#). However, ACSM utilizes an online proctoring called [OnVUE](#) ([check out the online proctoring FAQ](#)) so you can take the certification exam in the privacy of your own home.

ACADEMIC INTEGRITY:

Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and

administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. The instructor in a course is responsible for initiating action for dishonesty or plagiarism that occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should not submit a grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester. See the section on "Academic Conduct" in the *Code of Student Conduct* for details of this policy.

Department of Kinesiology and Sport Management Academic Integrity Policy

Adherence to the highest standards of academic honesty is required, with academic integrity a requirement. (See

<https://www.depts.ttu.edu/studentconduct/academicinteg.php> for TTU's statement of academic integrity.) The faculty member in whose class academic dishonesty allegedly occurs will report the student(s) involved with the act of academic misconduct to the Office of Student Conduct using the Academic Integrity Incident Report Form. All written assignments must be completed independently and individually, unless specified otherwise by the instructor. Any attempt by students to present as their own any work they have not completed themselves is regarded by the faculty as a serious offense and renders the student liable to serious consequences, including possible removal from the program, and possible probation, suspension, or expulsion from the University. Upon investigation and adjudication by the Office of Student Conduct, a referred student who is found responsible for a policy violation will be subject to the following outcomes. If plagiarism or another act of academic dishonesty is found to occur in any departmental course, students will receive a zero on that assignment. If a student cheats on an exam or allows another student to cheat from his or her exam or other graded assignment, each student found responsible for academic dishonesty will receive a zero on that exam or other graded assignment. No materials such as a smartphone or smartwatch are allowed during an exam. Any use of a smartphone during an exam (for any reason) is considered a violation. If academic dishonesty occurs a second time in the same course the student will be referred to the Office of Student Conduct for academic dishonesty for further disciplinary action. If the Office of Student Conduct determines the student is responsible for the violation, the student will receive an F in the course.

Academic Misconduct:

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Cheating includes, but is not limited to, the following:

1. Copying from another student's test paper.
2. Using materials during a test that have not been authorized by the person giving the

test.

3. Failing to comply with instructions given by the person administering the test.

4. Possessing materials during a test that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.

5. Possessing, using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program.

6. Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with an assignment without authority.

7. Discussing the contents of an examination with another student who will take the examination.

8. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.

9. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course related assignment.

10. Paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an Un-administered test, test key, homework solution, or computer program.

11. Falsifying research data, laboratory reports, and/or other academic work offered for credit.

12. Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

Plagiarism includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression, and media, and presenting that material as one's own academic work being offered for credit. Any student who fails to give credit for quotations or for an essentially identical expression of material taken from books, encyclopedias, magazines, Internet documents, reference works or from the themes, reports, or other writings of a fellow student is guilty of plagiarism.

Collusion includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

Falsifying academic records includes, but is not limited to, altering, or assisting in the altering of any official record of the university, and/or submitting false

information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

Misrepresenting facts to the university or an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

Civility in the Classroom is expected that all students in the class will treat fellow classmates, the professor, the assistant, and guests in the classroom with respect. Respect includes, but is not limited to, arriving to class on time, not making unnecessary noise or speaking when others are speaking, attending to those who are speaking, and not engaging in disruptive behaviors. A student lacking civility will be asked to leave the classroom. If the behavior continues, the students will be asked not to return to the classroom.

Students with Disabilities ADA Statement

Any student who because of a disability may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary accommodations. Student should present appropriate verification from AccessTECH. No requirement exists that accommodations be made prior to completion of this approved university procedure. Students with disabilities are encouraged to use AccessTECH which publishes a Desk Reference for Faculty and Staff (that is very helpful. You may call the AccessTECH Office at 742-2092 to request a copy.

The **Ombudsman for Students** is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in 237 Student Union Building or call 742-SAFE.

The Student Grade Appeal policy is OP 34.03 and can be viewed at

<http://www.deots.ttu.edu/opmanual/OP34.03.pdf>

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at titleix.ttu.edu/students.

Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, <https://www.depts.ttu.edu/scc/> (Provides confidential support on campus.) TTU Student Counseling Center 24-hour Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, voiceofhopelubbock.org (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, rise.ttu.edu (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department, 806-742-3931, <http://www.depts.ttu.edu/ttpd/> (To report criminal activity that occurs on or near Texas Tech campus.)

Required Use of Masks/Facial Coverings by Students in Class

Please see the updated COVID-19 protocols for Texas Tech University (TTU) can be found at this link or google search TTU COVID-19.
<https://www.depts.ttu.edu/communications/emergency/coronavirus/>

Illness-Based Absence Policy

If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged *not* to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

1. If you are ill and think the symptoms might be COVID-19-related:
 - a. Call Student Health Services at 806.743.2848 or your health care provider. After hours and on weekends contact TIU COVID-19 Helpline at [TBA].
 - b. Self-report as soon as possible using the [Dean of Students COVID-19 webpage](#). This website has specific directions about how to upload documentation from a medical provider and what will happen if your illness renders you unable to participate in classes for more than one week.
 - c. If your illness is determined to be COVID-19-related, all remaining documentation and communication will be handled through the Office of the Dean of Students, including notification of your instructors of the period of time you may be absent from and may return to classes.
 - d. If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.
2. If you are ill and can attribute your symptoms to something other than COVID-19:
 - a. If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at

806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.

- b. During the health provider visit, request a "return to school" note;
- c. E-mail the instructor a picture of that note;
- d. Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.

Absence Due to Religious Observance. A student who is absent from classes for the observance of a religious holy day, according to the legal definition, will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student has notified the instructor of each scheduled class that the student will be absent for a religious holy day. This notification will be in writing and will be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested, addressed to the instructor of each class. A student who is excused under this policy must not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment.

Absence due to Officially Approved Trips. The *Texas Tech University Catalog* states that the person responsible for a student missing class due to a trip should notify the instructor of the departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the material missed.

Illness and Death Notification and Absences. Whether an absence is excused or unexcused is determined solely by the instructor with the exception of absences due to religious observance and officially approved trips described above. The Office of the Dean of Students will notify faculty, at the student's request, when a student is absent for four consecutive days with appropriate verification of a health-related emergency. This notification does not excuse the student from class, it is provided as a courtesy. The service is explained as follows and can be found on the Office of the Dean of Students web site at: <http://www.deots.ttu.edu/dos/>.

The Office of the Dean of Students is responsible for notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occurs when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards. The notification from

the Office of the Dean of Students does not excuse a student from class, assignments, and/or any other course requirements. The notification is provided as a courtesy.