

KIN 5002 Clinical Internship
Texas Tech University (TTU)
Department of Kinesiology and Sport Management (KSM)
Clinical Exercise Physiology Internship Program

PROFESSOR: Dr. Jacalyn J. McComb, Ph.D.
 CERTIFICATIONS: ACE; ACSM ETT, CEP, Clinical PD; ARC BLS Instructor for ARC
 OFFICE HOURS: MW 1:30-4:00 and by appointment
 OFFICE: Kinesiology and Sport Management, Room 111
 PHONE: (806) 834-6306
 EMAIL: jacalyn.mccomb@ttu.edu is my preferred method
 of communication for initial appointments
 WEBPAGE: <http://www.depts.ttu.edu/ksm/grad/index.php>
 MEETING TIME: as requested in Blackboard Announcements
 LOCATION: Kinesiology and Sport Management, Room 113
 PREREQUISITES: Nine hours of graduate work in Kinesiology.
 DESCRIPTION: 5002. Clinical Internship (V1-6). Prerequisites: 9 hours clinical
 exercise physiology coursework; 3 hours TTU credit = 250 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 KIN 5002. Some sites have a minimum of 300 hours
 for 1 internship block (3 hours).

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 ESS 5002	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 (see end of syllabus).
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 in October and December 1st**
- **For the Long Summer Session- Between February and April 1st**

REQUIRED TEXTBOOKS AND OTHER MATERIALS:

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

- American College of Sport Medicine. (2014). *ACSM's Guidelines for Exercise Testing and Prescription* (9th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. **ISBN:** 1609136055

This will be referred to as **TEXT A**

- American College of Sports Medicine. (2014). *ACSM's Resource Manual for Exercise Testing and Prescription* (7th ed.). Baltimore, MA: Wolters Kluwer Health\Lippincott: Williams and Wilkins. This will be referred to as **TEXT B**

Note: Although not required, it is highly recommended that you buy a learning tools package to help you study for the Clinical Exercise Physiology (CEP) examination if you choose to take this examination. <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist>

- ACSM's Guidelines for Exercise Testing and Prescription / \$45.99
- ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription / \$77.99
- ACSM's Certification Review / \$47.99
- Complete Study Kit: Buy all three and save / \$146.17

SITES FOR FIRST 3 HOUR BLOCK OF INTERNSHIP EXPERIENCE:

Covenant Health Care Hospital System/Lifestyle Centre

Lauren Henry (henryl1@covhs.org) or Erin Smith

Covenant Lifestyle Centre, Cardiac Rehab/Stress Testing (806) 725-4386

Victor Deleon, Covenant Lifestyle Centre, Wellness Centre (806) 725-4386

Apply at: (accept a total of 3 interns-that includes grad and undergrad)

<http://www.covenanthealth.org/Our-Services/LifeStyle-Centre/Internship-Student-Observation.aspx>

University Medical Center (UMC)

Internship Co-ordinator and initial contact person

Jesus Carrasco, E.S. (Jesus.Carrasco@umchealthsystem.com) (806) 775-8950

Dean Diersing, MS, ACSM-HFS (dean.diersing@umchealthsystem.com)

Cardiac & Pulmonary Rehabilitation

Physical Medicine & Rehabilitation

University Medical Center - Lubbock, Texas

ph: 806.775.8950

fax: 806.775.8951

Apply at: (accept a total of 3-that includes grad and undergrad)

<http://www.umchealthsystem.com/index.php/cardiac-rehab/internship-program>

Brownfield Regional Medical Center

Michael Lee (leventhal10@gmail.com)

(806) 781-1316

705 East Selt

Brownfield, Lubbock 79316

IF YOU ARE A PHYSICAL THERAPIST (PT) OR THERE IS AN OPENING, THESE SITES MAY BE A POSSIBILITY: DEPENDS ON AVAILABILITY-PT FIRST CHOICE

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

Physical Therapy Clinic

Address: 4229 78th St, Lubbock, TX 79423

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 Medical Office Plaza

3502 9th Street

Suite B40

Lubbock, TX 79415

Julie Bruce (julie.bruce@umchealthsystem.com) OR Jason Russell (806) 775-9224

(jason.russell@umchealthsystem.com) will coordinate this site even though they are not on site
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 DEPENDIING ON CAREER GOALS (SEE INTERNSHIP MANUAL FOR DETAILS):

Frontera Cardiopulmonary Metabolic Exercise Testing

Michael Hartman

(972) 387-5800

1227 W. Campbell Rd.; Suite 315

Dallas TX

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.
- Many facilities require a **record of immunizations, background check, and drug test**. Please check with the site. Specific requirements for UMC are detailed below. This is your responsibility to cover the costs, not TTU's, nor the site's responsibility. These records must also be uploaded in Blackboard regardless if your site placement.
 - 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
- Background Check (please see internship website for instructions)
- You are also required to have your own health insurance and medical insurance.
- You must obtain Student Malpractice Insurance prior to beginning your internship experience. Again, this is your responsibility. **You must use a money order.** Malpractice insurance will be handled through Procurement Services at Texas Tech University (806-834-0590). If you mail in your money order, the address is: Drane Hall; C/O Brandon Harper; MS/ Box 1094; Lubbock, TX 79409-1101. If you prefer to take

your money order to Brandon Harper in person, you can go to Drane Hall, 15th & University, Room 357. Brandon's e-mail is b.harper@ttu.edu. The cost of insurance is as follows: (a) \$14.50 from Aug 31 to Aug 31; (b) \$9.00 Jan 1 - Aug 31; and (c) both summer sessions \$5.00 (Bill Beatty Insurance 1-800-451-8358).

- You will be required to send or take this in order to get insurance: **(1) a money order; (2) your SS# (if you do not have this, you can use your ID# from Banner); (3) the class that you are enrolled in, i.e., KIN 5002 Spring or Fall Year (must state the semester you are doing this; (4) what you will be doing- Clinical Exercise Physiology; (5) and a request that you need the Bill Beatty Insurance Disclaimer mailed back to you or attached in your e-mail with his signature on it.**
- **Verification that you have received insurance (receipt, e-mail from Brandon, (declaration page or disclaimer, proof, etc.) must be uploaded into Blackboard. If this is not done, I will ask the internship coordinator to not allow you to put in hours until verification of insurance is noted.**

ASSIGNMENTS:

- Download the manual from Blackboard. You must have the manual bound or put it in a folder.
- Get malpractice insurance through Purchasing at Texas Tech (see above paragraph).
- Upload verification of insurance (declaration page or disclaimer) in Blackboard.
- Have a background check and upload the background check in Blackboard
- Get all required immunizations and keep your records, these records must be uploaded in Blackboard. You may have these, just need your records
 - 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
- Upload signed form entitled Student Activity Release Form (at the end of syllabus) that states that you will be leaving the TTU campus for your internship.
- Submit a letter of verification of acceptance to the organization to be signed. It is your responsibility to scan and upload the signed document in Blackboard (see Part IV internship manual).
- Have your site supervisor sign and initial all appropriate forms contained in the internship manual for verification of work at the end of the internship period, it is your responsibility to scan this and upload it into Blackboard (see Part IV internship manual).
- Fill out a daily time sheet and objective log sheet. At the end of the internship period, it is your responsibility to scan this and upload it into Blackboard (see Part II internship manual).
- Educate the site-supervisor with all of the appropriate forms at the back of the internship manual (see Part IV internship manual).
- Have the site supervisor complete an evaluation of your skills and competencies and mail this form to the Director of the Internship Program. Please supply your site supervisor with a self-addressed stamped envelope addressed to the Director of the Clinical

Internship Program, Jacalyn J. McComb at Texas Tech University; Department of Kinesiology and Sport Management; Box 43011; Lubbock, TX 79409-3011.

- Complete assigned projects as directed by Internship Director (Jacalyn McComb) and upload into Blackboard or give to the administrative Assistants in Kinesiology and Sport Management and ask to put in Dr. McComb's box. Part V of the internship manual lists specific projects to be uploaded into Blackboard. A project(s) is (are) required for each 3-hour block of an internship experience.

METING AND ASSIGNMENT DUE DATES DURING THE FALL AND SPRING SEMESTERS:

- Introduction/discuss site placement & responsibilities TBA
- First Week of the Semester Upload the *Student Activity Release Form*
- First Week of the Semester Upload signed *Verification of Internship Employment Form*
- First Week of the Semester Upload *Verification of Insurance* from Bill Beatty Insurance
- First Week of the Semester Upload *Background Check*
- First 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
- Last Day of the Semester Upload *logged hours, signature of supervisor indicating that you have completed the required hours, and all required forms in Par IV of the manual.*
- Last Day of Finals You should also upload your final project in Blackboard. However, if your final project is very long, you may turn it into the front desk and ask our administrative assistants to put it in my box.

METING AND ASSIGNMENT DUE DATES DURING THE LONG SUMMER SESSION

- Introduction/discuss site placement & responsibilities TBA
- First Day of the Semester Upload signed *Student Activity Release Form*
- First Day of the Semester Upload signed *Verification of Internship Employment Form*
- First Day of the Semester Upload *Verification of Insurance* from Bill Beatty Insurance
- First Day of the Semester Upload *Background Check*
- First Day 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

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- Last Day of the Semester Upload *logged hours, signature of supervisor indicating that you have completed the required hours, and all required forms in Par IV of the manual.*
- Last Day of Finals You should upload your final project in Blackboard. However, if your final project is very long, you may turn it into the front desk and ask them to put it in my box. All other forms must be submitted in Blackboard.

GRADING:	Class if 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.

Project Assignments are listed on the following pages (Can also be found in Part V of the internship manual). You are required to do Project 1 in order to receive credit for your first 3 hours of internship experience. You are required to do project 2 to receive your second 3 hours of internship credit. These projects must be uploaded into Blackboard or turned in to the administrative assistants in KSM unless noted otherwise.

PROJECT 1 (mandatory for 1st 3 hours of internship credit).

SUPPORTING TEXT:

- American College of Sport Medicine. (2014). *ACSM's Guidelines for Exercise Testing and Prescription* (9th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. **ISBN:** 1609136055
This will be referred to as **TEXT A**
- American College of Sports Medicine. (2014). *ACSM's Resource Manual for Exercise Testing and Prescription* (7th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. This will be referred to as **TEXT B**

OBJECTIVE:

The purpose of this assignment is to help you study and pass the ACSM Clinical Exercise Physiology (CEP) Examination. There are two parts, Part I and Part II. There are 2 options to Part II.

ASSIGNMENT FOR PROJECT I:

PART 1: THE ACSM CERTIFIED CLINICAL EXERCISE PHYSIOLOGIST (CEP) JOB TASK ANALYSIS can be found at the back on the internship manual or on-line at http://certification.acsm.org/files/file/JTA_CEP_2015.pdf

The job task analysis (JTA) is intended to serve as a blueprint of the job of an ACSM Certified Clinical Exercise Physiologist. As you prepare for the exam, it is important to remember that all

examination questions are based on this outline. There are five different domains that the questions for the certification examination will be chosen from. The percentage of questions from each domain are also listed.

- Your assignment is to download the CEP JTA and turn it in along with Part II of this project. Please keep this JTA in mind as you answer the questions for Part II of this project. It is important to use this as a study tool for the CEP examination.
- The information is listed in this manner:
 - Domain I-V;
 - the Associated Job Task A., B., etc.;
 - Knowledge of;
 - Skill in;

PART II:

OPTION 1:

ANSWER CHAPTER QUESTIONS FROM THE GUIDELINES BOOK (TEXT A). THE QUESTIONS CAN BE FOUND IN BLACKBOARD.

In Blackboard, there are questions from each chapter of the ACSM Guidelines book. Your task is to write the answer to the question. You must also state the page number where you found the answer. All answers can be found in TEXT A (ACSM Guidelines) or TEXT B (Resource Manual). When you have finished this task, upload your scanned document in Blackboard. You can also turn this assignment into the front desk since it will be a long document. Answers must be hand written and the hand writing must match your signature. Please sign the document. Remember to turn in the JTA along with the questions and answers.

OPTION 2:

You can take a CEP webinar. You must show proof of attendance or registration for the webinar. See list of webinars at:

<http://members.acsm.org/source/Meetings/cMeetingProcessSearch.cfm>

Please upload proof of attendance or registration for the webinar in Blackboard.

PROJECT 2 (mandatory for second hours of internship credit).

SUPPORTING TEXT:

- American College of Sport Medicine. (2014). *ACSM's Guidelines for Exercise Testing and Prescription* (9th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. **ISBN:** 1609136055
This will be referred to as **TEXT A**
- American College of Sports Medicine. (2014). *ACSM's Resource Manual for Exercise Testing and Prescription* (7th ed.). Baltimore, MA: Wolters Kluwer Health\Lippincott: Williams and Wilkins. This will be referred to as **TEXT B**

OBJECTIVE:

The purpose of this assignment is to help prepare you for the ACSM Clinical Exercise Physiology Exam (CEP) Certification Examination. There are 2 Parts to this project. Part II has 2 options.

PART 1: In Blackboard, there are metabolic questions for you to solve. You can work in groups; in fact, I think it is better to work in groups. Please upload your answers in Blackboard

in the assignment tab. This can be done anytime during the semester but must be done by the last day of the semester. I will make the answers available during finals week or you can stop by my office to check the answers after you have uploaded the assignment.

Part II

OPTION 1: Take a 100 Q exam in Blackboard under the supervision of Dr. McComb. This exam will be from the guidelines book, the metabolic calculations, and pharmacology hand-outs in Blackboard. This examination will be given at the end of the semester at a time which is agreed on by all interns who choose this option. The exam will be taken in room 113 or 114 in Blackboard. You must make 70% on the test to pass. If you do not pass the exam, you will receive a CR in internship until you pass the exam. You must wait 2 weeks in between exams to give you time to study. However, the questions will not be the same the next time you take it, but will be from the same set of questions.

OPTION 2: Take the ACSM Certified Clinical Exercise Physiology Examination. Please refer to the ACSM JTA from your first 3 hour internship. The percentage of questions from each domain will be as listed in the JTA. You do not have to pass the exam to pass internship. However, you must upload your test results in Blackboard to pass the class. If you do think you are ready for the exam during the semester and want to take it when you have more time to study, you can register for the exam, pay your fees and upload the receipt in Blackboard. You will receive a CR for the class until you submit your exam results to the internship director. The CR will be changed to a P regardless if you pass. For more information about the exam go to:<http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist>. This test is taken at the nearest Pearson VUE testing center.

The good part about choosing this option is that if you pass the exam, you can use this examination for your comp exam as long as it is taken during the third or fourth semester of your studies. If you do not pass the exam the first time, you can retake it for comps. What is important is that you pass the CEP exam before the date that you have to register for comps during your last semester. Having this certification will make you more marketable in a competitive job market. If you do not pass it the first time, use this experience as your study guide and study the areas where you did poorly and retake it. There are some ACSM restrictions for retaking the exam. Please see their website.

In summary for your second 3 hours of internship credit, you must make 70% on the 100 MC question in Blackboard that was taken from the questions you answered in your first 3 hours of internship credit to receive a P. You also have the option of taking the ACSM CEP examination, but you do not have to pass it for internship credit. You must upload your results in Blackboard.

In summary for **COMPS**, you must scan and upload your certificate to your advisor(s) from ACSM that you passed the CEP exam before the beginning of your last semester when you have to register for comps. If at that time, you have not passed it, you must take the departmental comps. For the departmental comps, you must also use the JTA as a guideline for study. The departmental comps will be a 100 MC exam with the same percentage of questions from each Domain as stated in the CEP JTA. You make 80% on the departmental comps to pass.

Ready to Schedule Your Exam?

At ACSM, we want to make sure that you are well prepared and ready to join our team! We also want to make sure that you can take your exam at a time and location convenient to you. That's why we partner with Pearson VUE, an organization that administers more than 5,000 computer-based testing centers throughout the world.



Before visiting the Pearson VUE site, you should:

- Select your certification.
- Review that certification's Exam Content Outline (found on each certification page).
- Outline your study plan to ensure you've given yourself enough time to prepare (study materials for each exam can also be found on the certification page).

Once you have the items in place, you are ready to go! New visitors will have to make an account with **Pearson VUE** before scheduling. If you have any questions, you can contact us at: **800-486-5643**. For questions directly related to your exam scheduling, please call Pearson VUE at **888-883-2276**.



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 Center for Campus Life 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 Center for Campus Life web site at: <http://www.depts.ttu.edu/centerforcampuslife/>.

The Center for Campus Life 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 occur 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 Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. The notification is provided as a courtesy.

Academic Integrity and Student Conduct

Responsible citizenship among college students includes honesty and integrity in class work; regard for the rights of others; and respect for local, state, and federal laws as well as campus standards. Specific standards concerning the rights and responsibilities of students and registered student organizations at Texas Tech are contained in the *Code of Student Conduct and Student Handbook*. Students are expected to become thoroughly familiar with and abide by these standards. The *Code of Student Conduct and Student Handbook* may be obtained from the Office of Student Judicial Programs, Student Union, (806) 742-1714, or online at www.studentaffairs.ttu.edu or www.depts.ttu.edu/studentjudicialprograms.

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.

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 unadministered 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 unadministered test, test key, homework solution, or computer program, or information about an unadministered 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.

Student Activity Release Form

I understand and agree that university-related activities of Texas Tech University involve certain known risks, including but not limited to, transportation accidents, personal injuries, and loss or destruction of my property. I understand and agree that Texas Tech University cannot be expected to control all of said risks in consideration of the benefits I will receive through my participation in the activities of Texas Tech University. I hereby expressly and knowingly release Texas Tech University, its officers, agents, volunteers, and employees from any and all claims and causes of action I may have for property damage, personal injury or death sustained by me arising out of any travel or activity conducted by, or under the auspices of Texas Tech University, whether caused by my own negligence or the negligence of Texas Tech University, its officers, agents, volunteers, or employees.

I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. Further, I voluntarily and knowingly agree to hold harmless, protect, and indemnify Texas Tech University, its officers, agents, volunteers, and employees, against and from any and all claims, demands, or causes of action for property damage, personal injury or death, including defense costs and attorney's fees, arising out of my participation in the activities of Texas Tech University, regardless of whether such damages, injury or death are caused by my own negligence, or by the negligence of Texas Tech University, its officers, agents, volunteers, or employees.

Texas Tech University shall notify me promptly in writing of any claim or action brought against it in connection with my participation in these activities. Upon such notification, I, or my representative, shall promptly take over and defend any such claim or action.

I have read and understood this document, and my signature evidences my intent to be bound by its terms.

SIGNATURE:

DATE:

(PARTICIPANT)