

PROGRAM GUIDE

Faculty of Health Sciences (FHS)
Fitness and Health Promotion
2023-2024



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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 the [Durham College website](#) for the most current information.

June 2023

A Message from the Executive Vice President, Academic

On behalf of Durham College (DC), I would like to extend a warm welcome to you for the upcoming academic year. It is an exciting time, whether you are a returning student, getting back into the swing of things, or this is your first year of college.



You have made a great choice with DC. We offer a comprehensive range of exceptional academic programs and student services. Our faculty members are experts in their respective fields, and they are dedicated to providing you with the knowledge and skills needed to excel in your future careers. Our students develop the professional, intercultural and durable skills required to realize meaningful careers and make a difference in the world.

We support students by delivering excellence in teaching and learning, and providing opportunities for experiential learning, applied research and technology-enabled education. Our goal is to inspire students to create success for themselves and their communities through the best in innovative and transformative education.

As we start the new semester, it's important to recognize the evolving nature of how we live, work and learn. By choosing to study at DC this year, you've demonstrated a willingness to adapt and grow, which will help you move forward with your studies and life. I encourage you to take advantage of all that we have to offer. Be sure to get to know your faculty members, program coordinator, student advisor, and all the other employees on campus who are committed to your success. These individuals can provide valuable information and resources to support your studies and career planning. Get involved in campus life, connect with your peers, and make the most of your time here.

We are honoured to be a part of your educational journey and can't wait to see the great things you will achieve during, and after, your time with us. Together, we're leading the way. Best wishes for a successful academic year!

A handwritten signature in black ink that reads "Elaine Popp". The signature is written in a cursive, flowing style.

Dr. Elaine Popp
Executive Vice President, Academic

A Message from the Executive Dean, Faculty of Health Sciences

Dear Students,

On behalf of the Faculty of Health Sciences (FHS), I am delighted to extend a warm welcome to all our new and returning students. You are about to embark on a new academic year, one filled with possibilities and opportunities.



To our new students, I want to congratulate you on taking this important step towards your future. You have chosen a path that will provide you with knowledge and skills that will stay with you for a lifetime. We are excited to have you join our FHS, and we look forward to supporting you throughout your journey.

To our returning students, welcome back! We hope that your academic journey has been enriching thus far, and that you are excited to dive back into your studies. We are proud of all that you have achieved so far, and we are eager to see you continue to grow and succeed in the year ahead.

As we start a new academic year, I want to remind you of our mission to offer our learners the means to excel in their chosen field by providing industry relevant professional, technical, theoretical, and hands-on experience. We strive to develop work ready learners upon graduation through a collaborative partnership between students and the programs. Our state-of-the-art laboratories, facilities, learning spaces, and digital platforms provide student-centered learning environments and offer ample opportunities to integrate theoretical learning into real industry hands-on experience. Our goal is to empower students with the essential skills and confidence necessary to be successful in their field. It is our hope that upon graduation students will effectively and confidently transition to work force, related to their field of study. Our dedicated faculty and staff are committed to providing you with a supportive and enriching learning environment. We have a range of resources available to help you with your academic and personal goals, and we encourage you to take advantage of them. We are committed to supporting you throughout your academic journey.

Finally, I would like to wish you all the best for the upcoming academic year. Whether you are starting a new program or continuing with your studies, I am confident that you will find this year to be both rewarding and filled with a wealth of exciting opportunities for growth and discovery.

We look very much forward to having you with us!

A handwritten signature in black ink, appearing to read 'Mojgan Rezvani'. The signature is fluid and cursive.

Dr. Mojgan Rezvani
Executive Dean, Faculty of Health Sciences

A Message from the Associate Dean, Faculty of Health Sciences

As Associate Dean, it is my great pleasure to extend a warm welcome to all students in the Faculty of Health Sciences programs.

The Faculty of Health Sciences is at the forefront of advancing healthcare related education, research, and practice. Together, we have the opportunity to make a profound impact on the lives of individuals and our communities through our collaborative efforts and innovative approaches.

As we embark on this new academic year, I encourage you to embrace the spirit of collaboration, participation and excellence and wish you all the very best in your academic journey. Our dedicated staff members in the Faculty of Health Sciences are always here to lend a helping hand and provide guidance whenever needed.

The passion, expertise, and dedication of our faculty cultivate a nurturing and inclusive learning environment for our students, preparing them to become exceptional professionals and leaders in their respective fields.

Together, let us embark on a remarkable journey of discovery, innovation, and transformation.

With warm regards,

Sincerely,



Dr. Aimee Karagiorgakis
Associate Dean, Faculty of Health Sciences

Faculty of Health Sciences

Fitness and Health Promotions Program Administration, Faculty & Staff

Executive Dean	Dr. Mojgan Rezvani	Ext. 2249	mojgan.rezvani@durhamcollege.ca
Associate Dean	Aimee Karagiorgakis	TBD	aimee.karagiorgakis@durhamcollege.ca
Administrative Coordinator	Shari Kinney	Ext. 2375	shari.kinney@durhamcollege.ca
Student Advisor/ Placement Officer	Joycelyn Kelly	Ext. 2501	joycelyn.kelly@duhramcollege.ca
Office Admin Assistant	Nina Simons	TBD	nina.simons@durhamcollege.ca
Program Coordinator	Michael Williams-Bell	Ext. 2533	michael.williams-bell@durhamcollege.ca

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

Faculty of Health Sciences Office

Location: SW106 - Gordon Willey Building

Telephone: 905.721.3080

Website: <https://durhamcollege.ca/academic-faculties/faculty-of-health-sciences>

Campus Health and Wellness Centre

G127 (Main Campus) 905.721.3037

<https://durhamcollege.ca/student-life/health-and-wellness/campus-health-and-wellness-centre>

Access and Support Centre

SW116 (Main Campus) 905.721.3123

<https://durhamcollege.ca/asc/>

Coaching and Support Centre

SW116 (Main Campus) 905.721.3147

<https://durhamcollege.ca/asc/>

FHP Program Information

Fitness and Health Promotion

Fitness and health promotion professionals provide assessment, guidance, exercise design, and leadership services that require keen motivational, technical, and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of graduates are recognized by the industry and are paramount in the provision and management of safe and effective health-related fitness programs and services.

Description

The Durham College Fitness and Health Promotion (FHP) program prepares students to plan, promote, and deliver a wide range of services including physical activity, exercise, active living, and lifestyle programs to enhance the health, fitness, and wellness of clients in diverse settings and facilities. Students will develop skills in areas such as the physiological responses to acute and chronic exercise, designing individual and group physical exercise programs, conducting fitness assessment procedures, developing and promoting programs and services, identifying and managing safety and injury issues, and providing leadership integral to the ethical management of fitness facilities.

This program is based in theory and layers in practical experience that will make textbook concepts come alive. Classroom lectures and learning activities prepare students for hands-on labs. Independent and collaborative projects prepare graduates to work with a variety of health-care professionals and wellness practitioners. To enable graduates to be successful when writing certification exams, students will develop core competencies in:

- Functional anatomy
- Exercise physiology
- Exercise assessment and prescription
- Entrepreneurial skills
- Behaviour modification
- Health Promotion
- Nutrition

Fitness and Health Promotion Learning Outcomes

College Standards and Accreditation Council Program Standards

The College Standards and Accreditation Council (CSAC) state that each program standard for a postsecondary program includes the following elements:

- **Vocational standard**
(The vocationally specific learning outcomes which apply to the program in question),
- **Generic skills standard**
(The generic skills learning outcomes which apply to programs of similar length), and
- **General education standard**
(The requirement for general education courses that applies to postsecondary programs).

The vocational and generic skills components of program standards are expressed in terms of learning outcomes.

Learning outcomes represent culminating demonstrations of learning and achievement. In addition, learning outcomes are interrelated and cannot be viewed in isolation of one another. As such, they should be viewed as a comprehensive whole. They describe performances that demonstrate that significant integrated learning by graduates of the program has been achieved and verified.

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program.

Synopsis of the Vocational Learning Outcomes

Upon successful completion of the Fitness and Health Promotion program, the graduate will have reliably demonstrated the ability to:

1. Conduct an assessment of the physical fitness, activity level and lifestyle of the client using standardized protocols, to build an individualized exercise program.
2. Develop, implement and evaluate safe training programs grounded in fundamentals of anatomy, biomechanics, cardiorespiratory physiology, the musculoskeletal system and nutrition to support the fitness and wellness goals of clients.
3. Instruct individual clients and groups in the correct techniques for executing fitness and training programs to achieve results that meet their goals for fitness, active living, and wellness.
4. Select and apply interview tools and coaching strategies that will enable clients and groups to improve their fitness and wellness in sustainable ways.

5. Develop business plans for a fitness and/or training business organization to ensure sustainability and viability while mitigating risks.
6. Support community health promotion strategies for active healthy living in the general population.
7. Establish and maintain positive working relationships with clients, staff, allied health professionals, and volunteers in the delivery of programs, activities, and use of facilities.
8. Provide positive reinforcement to empower clients and help them sustain their efforts.
9. Develop plans and Implement strategies* for ongoing professional growth and development.
10. Communicate information persuasively and accurately in oral, written, and other media formats.

Government of Ontario. (2020). *Fitness and Health Promotion Program Standard*. Toronto, Ontario: Ministry of Training, Colleges and Universities.

[Fitness and Health Promotion Program Standard-52209 \(ontario.ca\)](https://www.ontario.ca/fhp)

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighing of significance.

Certification

The graduating student will have obtained the educational prerequisites to participate in the registration process of the Ontario Fitness Council and the certification process of the Canadian Society for Exercise Physiology.

The student is eligible to complete the following 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 certifications before commencing employment.

Ontario Fitness Council is the provincial provider with international portability through ICREPS (<http://www.icreps.org/>). Fitness and Health Promotion students are qualified to be registered as an OFC Group Exercise Instructor, an OFC Resistance Trainer, and an OFC Personal Fitness Trainer.

The Canadian Society for Exercise Physiology is the principal body for physical activity, health and fitness research, and personal training in Canada. Fitness and Health Promotion

graduates are qualified to be certified as a CSEP–Certified Personal Trainer (CSEP-CPT) with an additional option for High Performance Specialist (CSEP-HPS).

Details of grades required and certification process will be presented in class.

Please visit these websites for further certification information:

<http://www.csep.ca/en/membership/csep-cpt>

www.ontariofitnesscouncil.com

Technology Requirements

The Fitness and Health industry is continually moving towards a paperless data management method that allows for easier data collection and communication with clients. Fitness professionals require the ability to input data and maintain appropriate monitoring of the health and safety of their clients. As such, all Fitness and Health Promotion students are required to have a tablet, with at least a 9-inch screen, that can access the internet and use a web browser to be compatible with the online platform implemented into curriculum.

Fitness and Health Promotion Fitness Kits

As a full-time student in the Fitness and Health Promotion program, you will receive a Fitness Kit in semester 1 and 3. The Fitness Kit includes equipment and clothing required for experiential learning activities that occur during laboratory sessions and field placement. Fitness Kits will be picked up at the beginning of the semester through the Durham College Campus Bookstore.

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to
<http://www.durhamcollege.ca/academicpolicies>

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 documents, such as the Lab Manual of Policies and Procedures and the Field Placement Guide.

The Faculty of Health Sciences and the FHP program reserve the right to alter Policies and Procedures as needed to ensure program quality and relevancy. 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 that include a lab component will be identified in the Fitness and Health Promotion Program Lab Manual of Policies and Procedures and the individual Course Outline.

Policies related to field placement (FITP2200) will be identified in the Fitness and Health Promotion Field Placement Guide and/or 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 information stated in the Program Guide will ensure a constructive learning environment for both students and faculty.

Scent-Free Environment

To create an appropriate learning environment for all is imperative to recognize that many individuals have sensitivities to chemical and organic scents. Chemical scents include scented deodorants, antiperspirants, perfumes, lotions, colognes, etc. Organic scents include body odour, perspiration, and unwashed clothing.

These odours would create a problem in the professional workplace and are thus unacceptable in learning environments. This is easily remedied by choosing personal items that are not scented as well as ensuring you have showered/bathed that day and are wearing freshly laundered clothing.

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 or by 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 within all aspects of the learning environment (lab, in and out of classroom, field placement). There is a great deal of group and practical/lab work within the program and it is an expectation that all group members treat each other with respect and dignity. Respect creates a caring environment that supports teaching and learning. If individual behaviours interfere with the rights of others to teach or to learn, the professor has the right to hold the disruptive student(s) accountable and disciplinary action may be initiated as per the College policies. See the College Policies on Student Conduct.

<http://www.durhamcollege.ca/academicpolicies>.

Student Success

It is the student's responsibility to keep the faculty informed about any circumstances that 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 send an email to arrange 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 is discussion with the professor. If the issue cannot be solved through collaboration, the student is advised to make an appointment with the Program Coordinator then their Student Advisor.

A pass mark is 50%. A Grade Point Average (GPA) of at least 2.00 is required for placement and for graduation. Students should strive for 60% or better in each subject to achieve a GPA of 2.0.

Attendance

Because of the relationship between theoretical knowledge and practical application in education, it is essential that students participate in all learning activities provided. Missed learning opportunities may lead to gaps in knowledge, grade reduction and potential safety hazards for the client during field placement.

Full attendance is required to meet the program learning outcomes, essential employability outcomes and to ensure quality, scaffolded learning that promotes students' professional success.

If a student is absent from class, it is their responsibility, **prior to the next class**, to learn what was missed by asking a classmate or a study group member.

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 form support groups of three to four 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.

Students are responsible for any missed material and instructions as a result of an absence from class. In addition, it is the student's responsibility to complete all assignments and to be aware of announcements made. It is the student's responsibility to arrive to class on time, review notes, readings, and other requirements in preparation for class.

In order to promote student success in courses, skill and knowledge acquisition, success in the program and field, any student who is frequently absent will be asked to meet with their professor to determine how the student might fully participate in learning activities. This process and guideline is followed in a consistent, supportive manner throughout the program to promote student success, communicate transparently, offer appropriate supports to encourage attendance and active participation, and is not punitive.

Throughout the academic year, students will be expected to perform practical skills on classmates and clients. Working in partnerships with classmates, and practicing newly learned skills with and on classmates, 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.

During the final assessment period, there may be other scheduled activities related to the program. The student is expected to keep all of the final assessment period open for evaluations and activities as scheduled by the Faculty of Health Sciences. Missing these sessions may affect course success, program progression, or field placement.

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. Arriving early or leaving late during lecture is inappropriate.

To optimize the learning and teaching environment, professors may refuse entry for arriving late until a suitable time to do so or may not allow entry at all. Professors shall discuss this expectation with their class.

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. If the behaviour is chronic and/or disturbs a class already in progress, 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 is not 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 early. Prior arrangements are to be made with the professor. When the behaviour is chronic and/or disturbs a class, the professor has the right to deny early departure.

Professional Decorum

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

Program Uniform

The FHP program uniform consists of a program issued shirt and/or sweater, appropriate black workout bottoms, and clean athletic footwear. The program uniform shall be worn during:

- Participation during **any practical assignment** related to the Fitness and Health Promotion program.
- Participation during **any event** representing the Fitness and Health Promotion program.
- Participation in the **active portions** of class as announced by the professor.

Hats do not form part of the uniform.

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.

Communication

The student communication strategy may be found at <https://durhamcollege.ca/wp-content/uploads/Student-Communication-Matrix.pdf>

Students are expected to check [MyDC](#) daily for college-wide information.

Students are expected to check the Learning Management System, DC Connect, regularly throughout the business day for program-specific information.

Should a student have a login and/or performance issue with their [MyDC](#) 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 SW100.

Each Durham College student has a DC Connect email address, which they need to check regularly throughout the business day. This may be forwarded to the student's personal device. (Sign into DC Mail, go to settings, then account or email.)

Communication between students, faculty, and staff via email is limited to the DC Connect system. Durham College faculty and staff do not use or reply to personal email addresses.

Emails need to include an appropriate greeting and closing and be grammatically correct with proper spelling and punctuation to reflect professional communication.

Computer equipment is required. The student is responsible to check with IT Support Help Desk to ensure their home equipment has the capacity to manage DC Connect. Students have access to computers in the Learning Commons if home access is not available.

Basic computing, keyboarding, and word processing skills as well as experience browsing the internet, sending and receiving emails is necessary for the facilitation of DC Connect.

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.

Use of Personal Technology & Communication Devices

All students are guided by the [Durham College Information Technology Acceptable Use Policy](#). In addition to this general policy, the following guidelines apply to the use of any technology in the FHP program.

- Professional behaviour and proper technology etiquette will be observed at all times when using cell phones, I-pods, PDA's, laptops, tablets, or other electronic devices in the classroom, lab, or field placement.
- Technological devices may be used only when authorized by faculty for classroom activities, or as an approved accommodation. Students seeking the latter will require an Accommodations Notice from the Access and Support Centre (ASC).
- Use of laptops or internet-based technology in the class is permitted related to course work only. When faculty request that students close laptops or turn off other electronic devices to focus attention on a learning activity, it is expected that students will respond promptly to this direction.
- No personal texting or phone conversation is allowed at any time or under any circumstance while in class, lab or during field placement. All devices must be silenced or turned off during these times unless required for course work.
- At no time may a student post anything related to faculty, staff, clients, other students, classes/field placement/lab on social media.
- Students may not take pictures/videos/recordings of clients/students/professors/staff without written consent.
- Students who abuse the privilege of using technology will be subject to disciplinary action.

Missed In-Class Activities, Quizzes, Exercises, Assignments

In order to earn in-process marks, students must be present in class the day the activities take place and meet the submission deadline. Many of the activities require student-teacher and student-student interaction and the intended learning cannot take place if the student is absent from this process. 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 zero.

All in-class activities, quizzes, exercises, and assignment marks are earned through both scheduled and random activities conducted throughout the semester and are intended to give students the opportunity to apply concepts covered in class to enhance and reinforce learning. These activities may be unannounced. Given the nature of these activities, there are no make-ups or facility for submitting after the submission deadline. Students not in attendance during this time will receive a mark of zero. No makeup activities, quizzes, exercises, and assignments will be given.

Missed Presentations

A student who misses delivering their presentation on a previously scheduled date and time, individually or as part of a group, shall earn a grade of zero for that presentation.

Tests

Student must place their Durham College Student Photo ID on the upper right-hand corner of the desk during all tests and for all formal examinations. 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 examinations.

Hats, caps, and sunglasses are not permitted to be worn during any evaluations, e.g., tests, quizzes, presentations, and practical evaluations.

Missed Tests

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

Tests will be given only once. To reflect established practice in the workplace and demonstrate responsibility, students are required to provide voice mail or email notification ***PRIOR*** to the start of the scheduled test date and time if they are unable to attend the test. Students need to clearly state the reason why the test will be missed in their notification. ***Students who fail to contact the professor by this time will receive a mark of zero 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, will receive a mark of zero on the test.*

Failure to comply with the above will result in a mark of zero being assigned to that test.

When both prior notification **and** supporting documentation are duly received, the student may write the missed test during a scheduled pre-determined time in the Test Centre during Week 7 and/or Week 14. Tests missed during Weeks 1 – 7, inclusive, will be written in Week 7. Tests missed during Weeks 8 – 14, inclusive, will be written in Week 14. There will be one opportunity **only** to complete any missed tests. Students who are absent for a missed test in the scheduled pre-determined time in the Test Centre will receive a mark of zero on the test.

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

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 leaves the room. No student is permitted to leave the test room during the first 15 minutes of a test.

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. When the class is scheduled to write a test outside of scheduled class time or in another room notice will be posted to DC Connect. ****Tests may occur outside of scheduled class hours.**

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.

Refer to [MyDC](#) for evaluations scheduled during the final assessment period.

Assignments

Assignments are due by the date and time assigned in class and posted to DC Connect. All late assignments will be penalized at a rate of 10% per day (i.e., 24-hour period). Late assignments will not be accepted beyond the fifth late day and will receive a grade of zero. A "day" includes each day of the weekend.

It is the responsibility of the student to submit all assignments on time and as indicated on the assignment instructions.

If a student experiences technical difficulties when attempting to submit an assignment electronically they need to contact the IT Help Desk at 905-721-3333 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. The professor is not responsible for any computer problems the student may encounter when submitting an assignment electronically. Attachments that will not open, are not included with the submission, or do not contain any content are the responsibility of the student and are subject to late penalties.

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.

The student is responsible for keeping a backup copy of all written assignments, marked assignments and course work for future reference and as evidence for professional portfolio.

The student takes full responsibility for assignments submitted by others on his/her behalf. Assignments are NOT accepted at the Faculty of Health Sciences office under any circumstances.

In the event of an appeal, students are responsible for producing all assignments and course work.

Written work submitted must be the product of the student's own efforts. Plagiarism and other forms of cheating are prohibited and are subject to consequences.

Evaluation Results

Students shall be provided with an opportunity to review graded evaluations. Students may request an interview with the course professor for clarification of evaluation results.

From time to time, a student may believe that an error or misapplication of a grade has been assigned. The policy and procedure to address academic appeals related to grading may be found at this link <https://durhamcollege.ca/wp-content/uploads/111-grade-appeals.pdf>.

Faculty shall return assignments to students within an appropriate timeframe for the assessment type. Typically, one week for multiple choice tests and three weeks for formal papers, 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 assignments and course work for future reference.

Group Work

Throughout the program, students are expected to complete a variety of assignments that involve teamwork, team presentations and team projects. The following policies were developed to help students collaboratively and successfully complete these assignments.

- During teamwork, students will demonstrate respect for all members in their working team.
- Team members are expected to mutually agree upon distribution of workload for assignment completion.
- All teamwork communication regarding meetings, workload distribution etc., must take place on DC Connect under Discussion created by the professor of the course.
- Any peer evaluations required for the assignment are to be completed confidentially, NOT as a team, and submitted separately to the professor of the course.
- Teamwork requires working through group dynamic issues. If challenges are encountered students must meet as a team, identify the issues, and collaboratively attempt to resolve the identified issues. If the issues are unable to be resolved there are College resources available through Campus Conflict Resolution Services <http://www.durhamcollege.ca/academic-schools/school-of-justice-emergency-services/about-the-school/campus-conflict-resolution-services>.
- Appointments are made at CCRS@durhamcollege.ca.
- If, after meeting with Campus Conflict Resolution Services, the issues are still not resolved, the team may make an appointment as a team with the professor of the course.

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, rescheduling a test, etc.) to be followed when an absence due to varsity athletic participation occurs.

Because varsity 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 complete final evaluations at the scheduled times and to complete end-of-semester work by the deadlines set by the professor unless an extraordinary circumstance interferes.

Off-Campus Classes

A few classes will have labs or events held at an off-campus site. It is the student's responsibility to provide their own transportation to and from the off-campus site. Students are responsible for all costs associated with such transportation that may or may not be proximal to transit lines.

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 that are the basis for effective workplace practice. The student will be expected to research material and articles and will want, therefore, to become familiar with the Durham College Library and APA citation style.

- **Team Building**

Fitness and Health Promotion professionals are members of interdisciplinary teams. Learning experiences will be planned to foster the co-operative spirit, communication skills, sharing and mentoring which are the foundations of teamwork.

- **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, professors, and others are considered "good citizens".

Because the above-listed qualities are valued by the college community and the fitness and health promotion profession, they will be integrated 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.

Fitness and Health Promotion (FIT)

Weekly
Breakdown

<i>Course Name</i>	<i>Mod</i>	<i>Code</i>	<i>Prerequisites</i>	<i>Corequisites</i>	<i>Lec Hrs</i>	<i>Lab Hrs</i>	<i>FP/Alt Hrs</i>
FIT-SEM1							
Functional Anatomy		BIOL 1100			3	0	
Exercise Physiology 1		BIOL 1302			3	0	
Communications for Fitness and Health Promotion		COMM 1338			3	0	
Fitness Assessment 1		HLTH 1100			1	3	
Introduction to Wellness and Health Promotion		HLTH 1310			3	0	
FNMI Elective	OPT1	FNMI 0000			3	0	
					16	3	
FIT-SEM2							
Exercise Physiology 2		BIOL 2302	BIOL 1100, BIOL 1302		3	0	
Professional Practice and Standards		EDUC 1200	COMM 1338		3	0	
Fitness Class Leadership		HLTH 1200	HLTH 1100		1	2	
Fitness Assessment 2		HLTH 1201	BIOL 1100, BIOL 1302, HLTH 1100		2	2	
Exercise Prescription 1		HLTH 1202	BIOL 1100, BIOL 1302, HLTH 1100		2	2	
Nutrition		NUTR 1200			3	0	
Research Techniques and Application		RSCH 1200	COMM 1338		2	0	1
					16	6	1

Fitness and Health Promotion (FIT)

Weekly Breakdown

Course Name	Mod Code	Prerequisites	Corequisites	Lec Hrs	Lab Hrs	FP/Alt Hrs
FIT-SEM3						
Business Practices	BUSI 2100	EDUC 1200		3	0	
Field Placement Preparation	FDPL 2101	SPEC 0000		2	0	
Injury Management	FITS 2302	BIOL 1100, HLTH 1201, HLTH 1202		3	0	
General Elective Credit	GNED 0000			3	0	
Fitness Assessment 3	HLTH 2100	BIOL 2302, HLTH 1201		2	2	
Exercise Prescription 2	HLTH 2102	BIOL 2302, HLTH 1202		2	2	
Health Promotion and Behaviour Change	PSYC 3300	HLTH 1202, HLTH 1310		3	0	
				18	4	
FIT-SEM4						
Exercise Physiology 3: Diverse Populations	BIOL 2201	BIOL 2302, HLTH 2100, HLTH 2102, PSYC 3300		3	3	
Field Placement	FITP 2200	SPEC 0000		0	0	224
General Elective Credit	GNED 0000			3	0	
Health Promotion and Community Development	HLTH 2200	BUSI 2100, NUTR 1200, PSYC 3300		3	0	
				9	3	224

NOTES:

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

GNED - Courses with this Subject Code are "General Education" subjects, GNED 0000 you are required to choose a 'General Education Elective' that term when you register.

SPEC 0000 - when displays as a pre-requisite you are required to have passed all previous courses and have a GPA of 2.0.

COOP - the co-op work term takes place in the following semester (spring/summer).

MOD1/MOD2 - course is delivered over a portion of the semester.

Field Placement

The Fitness and Health Promotion program offers the student one field placement opportunity to work alongside successful fitness professionals to enrich their knowledge, practise their skills, and strengthen their abilities. Both occur in the second year of the program. During the fourth semester, the student participates in a 224-hour placement to maximize their exposure to possible career opportunities.

The field placement will take place for 16-hours per week over 14 weeks.

It is important that the students have a unique opportunity 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 coop or placement opportunity
- An agency at which the student's relative is an employer or employee or volunteer
- An agency at which the student is or has been an employer or an employee
- An agency at which the student is a current patient or client
- Any agency in which the student is in conflict of interest

To qualify for field placement the student must have:

1. Successfully completed ALL semester 1 and 2 courses, and earned a cumulative program Grade Point Average of at least 2.0 for FITP 2200.
2. Successfully completed ALL semester 1, 2, and 3 courses, and earned a cumulative program Grade Point Average of at least 2.0 for to participate in FITP 2200.

Notes:

1. Any student on Academic Probation or who has an unresolved Student Alert will not be permitted to participate in Field Placement until the issue pertaining to the Alert or Academic Probation has been successfully resolved.

Students need to be aware that their digital footprint (e.g., Facebook, Instagram, Twitter, Snapchat, etc.) 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 Program Field Placement Guide and/or the individual Course Outline.

Criminal Reference Check

Students are required to secure a criminal reference check; including Vulnerable Sector Screen **prior to commencing placement**. Students are responsible for arranging and paying all costs associated with obtaining the criminal reference check in their primary residence (hometown). When requesting a criminal reference check, students must inform the police that the criminal reference check is required for work with vulnerable persons and is required for a student placement.

Criminal reference checks must be submitted to [Synergy Gateway \(sgappserver.com\)](http://sgappserver.com) our 3rd party documentation collection and verification partner by the specified deadline for each semester / year in the program.

Students with criminal charges or convictions, criminal charges pending, or an unclear criminal record will be severely limited in placement and/or employment opportunities or be denied by the placement agency, and therefore may be unable to complete the program. Students with criminal charges or convictions, criminal charges pending, or an unclear criminal record should approach the Placement Officer as soon as possible.

If you are applying for your Criminal Reference Check with Vulnerable Sector Screening outside of Durham Region, please contact your local police department regarding their application process. 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 endeavor to notify students of any changes when they come to our attention. For current procedures and regulations of the RCMP with regard to the vulnerable sector verifications please visit <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>.

Health & Safety Requirements

Completion of a confidential College Health Entry Immunization Form is required **prior to the start of field placement**.

Annual certification in Cardiopulmonary Resuscitation (CPR-C) and current Standard First Aid is required **prior to the start of placement**.

For additional details, see the Fitness and Health Promotion Program Field Placement Guide.

Health Policies and Guidelines

Certain protective health measures such as entrance physical examinations, up to date immunization, criminal reference checks, CPR certification and/or special tests are expected of all students, the professor and staff prior to an experience in the agency.

All required entry and pre-practicum documentation must be submitted to [Synergy Gateway \(sgappserver.com\)](https://sgappserver.com) our 3rd party documentation collection and verification partner by the specified deadline for each semester / year in the program. Deadline dates will be communicated to students through email in 1st year and through DC Mail email in the remaining semesters. Exceptions to these dates are non-negotiable due to liability and safety regulations.

Please refer to the Practicum Guide for further details and for submission instructions.

1. Entry Immunization Form

An approved Entry Immunization Form (EIF) must be on file with [Synergy Gateway \(sgappserver.com\)](https://sgappserver.com) to be eligible to attend the practicum placement portion of your program. Students are not allowed to attend placement until the form is approved.

Please visit the Campus Health Centre to request assistance in completion of these forms. Completion of the form may require more than one visit. The Campus Health Centre is located in the Campus Recreation & Wellness Centre (CRWC), G-1030. Hours of operation are 8:00 am - 6:30 pm. Monday to Thursday and 8:00 am to 4:00 pm on Friday, 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 only available through an 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 through 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 Routine Practices apply.

a) If an exposure occurs, immediately apply first aid measures.

1. Wash the area with soap and water
2. If eyes(s) splashed, rinse with tap water or saline with eye(s) open
3. If mouth is affected, spit out suspected fluid and rinse with water
4. 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 professor)
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 ongoing 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 through the Campus Health Centre.

Additional Important Information

Durham College Mission, Vision and Values

Used to guide the overall direction of the college, the [Strategic Plan](#) outlines DC's mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver quality teaching and learning opportunities that support the success of our students and academic employees. Together we're leading the way.

Academic Advising – Student Advisors

Student advisors are committed to student success and are available to help guide you through your college experience.

They can help you to:

- Identify career goals and make sound academic decisions;
- Develop academic plans to promote success in the event of failed courses or low grade point average (GPA);
- Make decisions regarding full-time/part-time studies;
- Review graduation requirements;
- Find equivalent credits.
- Transfer to another program or identify pathways to further education; and
- Access other college services to support student success.

To view contact information for your student advisor, visit the [Student Advisor website](#).

Academic Integrity

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the DC community. Mechanisms to support academic integrity reinforce our core values, enrich educational inquiry and enhance the quality of our scholarship and reputation.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of their own efforts. The [Academic Integrity Policy and Procedure](#) provides a comprehensive explanation of DC's expectations regarding academic integrity.

Student Supports

DC offers students a variety of services to help them achieve academic success. From accessibility accommodations, financial aid, health services and wellness coaching to student life, recreation and career development, our knowledgeable staff provide holistic supports to help students reach their greatest potential.

Please visit the [Student Services](#) page for more information on each of the student service areas.

Important Dates

DC strives to keep you informed of important dates throughout the academic year. Please review the 2023-2024 important dates that include fee payment deadlines, web registration, add/drop and grade release dates etc. You can find this information on the [college's website](#) and on [MyDC](#). Please review [MyDC](#) regularly for updates and reminders on important dates.

Academic Grading and Progression

Please refer to the [Academic Grading Framework Policy and Procedure](#) documents for a complete overview of grading practices which communicates student performance and [Academic Progression Policy and Procedure](#) to clearly understand the requirements necessary for a student to progress through an academic program.

Students must have a cumulative program G.P.A. between 1.8 and 1.99 to continue under academic probation.

Student Academic Learning Services (SALS)

SALS helps DC students to achieve their academic goals through free services and resources, including subject specific support (math, accounting, biology, chemistry, physics and statistics), academic reading and writing, learning strategies, and assistance with English language proficiency. Students also have access to peer tutoring, online resources located through the [MyDC](#) landing page (under "[Learning Resources](#)"), and SALS ONLINE academic resources, videos, and quizzes in DC Connect.

Please email SALS at sals@durhamcollege.ca, or visit the www.durhamcollege.ca/sals for information on accessing resources and services, scheduling an appointment, registering for workshops, or sign-up to request or be a peer tutor.