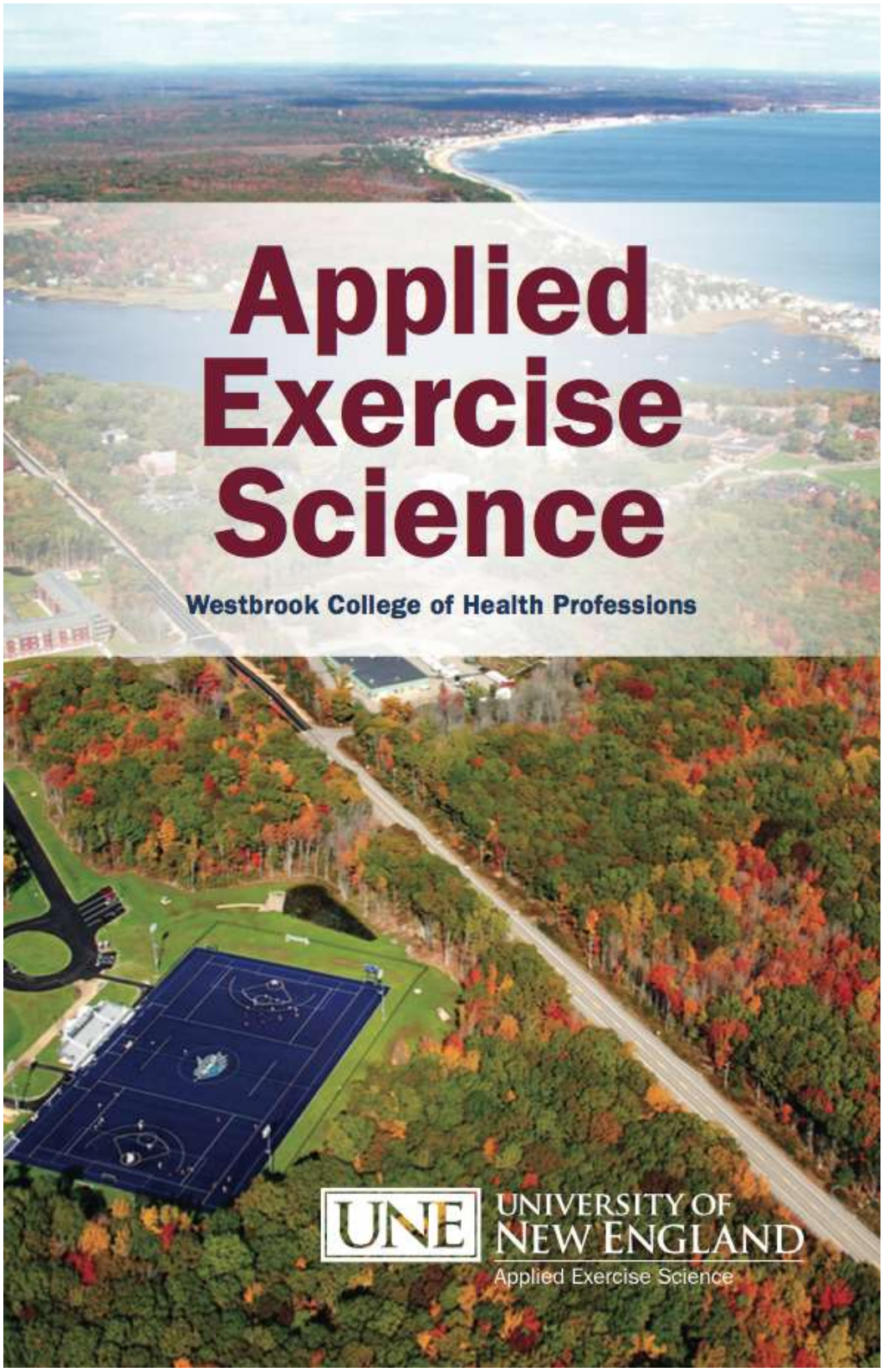

STUDENT HANDBOOK

TABLE OF CONTENTS

INTRODUCTION
Welcome to the Applied Exercise Science (AES) program at the University of New England. This handbook outlines the mission, goals and important academic policies and procedures of the AES program. Please read the handbook thoroughly, as it is your responsibility to be familiar with its contents. **The signed "Statement of Receipt and Understanding" of the AES Student Handbook is required to be handed in to Katie Starr Administrative Coordinator Department of Exercise and Sport Performance in HAF 264 by Friday, September 6, 2024 by 4:00PM.**

All policies herein are in effect from August 1, 2024. Any substantive changes to the contents of this handbook will be brought to the attention of all students currently enrolled in the program and will be accompanied by a new "Statement of Receipt and Understanding."

MISSION STATEMENT
The Applied Exercise Science (AES) program is a student-centered, innovative, comprehensive program designed to develop the knowledge, skills, and abilities required for excellence in the fields of exercise science, sport performance, and health & wellness. The curriculum encourages life-long learning through classroom, laboratory, internship, and research experience. Graduates will become highly effective, compassionate allied health care professionals capable of working with varied populations.

MAJOR DESCRIPTION
The AES program is designed to provide graduates with the knowledge, skills and abilities necessary to perform pre-participatory screening, fitness testing, exercise prescription, and exercise leadership for healthy, health-compromised populations, and athletic performance enhancement. With a combination of basic science, exercise science and athletic training courses, these students are prepared for career opportunities as an exercise science professional in cardiopulmonary rehabilitation, strength and conditioning, sports medicine, corporate fitness, personal training, and health promotion. Internship settings include: colleges and universities, sport/athletic organizations, hospitals/clinics, private/commercial/community health and fitness facilities, municipalities, corporations, and non-profit organizations. A senior year research option is available on a selected basis. The Applied Exercise Science program also provides a strong foundation for graduate school preparation for allied health programs.

PROGRAM GOALS
The goals of the AES program are to prepare students to pass accredited national certification examinations, entry-level employment and graduate/professional school admissions. The goals are compatible with the missions of the Department, College, and University and are attained through the interprofessional curriculum. They are as follows:

1. Prepare students to be competent exercise science professionals.
2. Develop a comprehensive curriculum that meets the demands of the exercise science profession.
3. Contribute to the body of knowledge in exercise science through scholarly and research activities.
4. Provide continuing education opportunities for exercise science professionals.
5. Actively participate in and contribute to professional activities at the department, college, and community (state, regional and national) levels.

ACCREDITATION
The AES program received initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Committee on Accreditation for the Exercise Sciences (COAES) on January 19, 2019. Our current accreditation expires on December 31, 2024.

ENDORSEMENT INFORMATION
The UNE AES program is endorsed by the National Strength and Conditioning Association (NSCA). Our current certificate expires on December 31, 2023.

ADMISSIONS
The following criteria must be met for admission to the AES program:

- A high school diploma or the equivalent with a better-than-average achievement record in a college preparatory program including chemistry (must include laboratory), biology (must include laboratory), mathematics (two (2) mathematics courses — algebra required, geometry preferred), English (three (3) years required — four (4) years preferred).

- Academic transcripts must reflect an overall high school grade point average (GPA) of 2.5, in addition to a GPA of 2.5 in all science and math courses.
- The Scholastic Achievement Test (SAT) is optional.
- A health record must be submitted which indicates specific findings regarding the applicant's complete physical exam.
- Complete the Common Application.

See **Undergraduate Admissions** for more information.

TECHNICAL STANDARDS FOR ADMISSION
Please refer appendix A for the Technical Standards for Admission to the Applied Exercise Science Program.

ACADEMIC AND PROGRESSION STANDARDS
Students accepted to the WCHP at the University of New England are subject to two sets of academic guidelines, one to meet minimum qualifications for ongoing enrollment at the University of New England and the other to meet specific program requirements.

ACEDEMIC STANDING POLICY - SEMESTERS ONE THROUGH FOUR (Freshman and Sophomore Years)

1. In keeping with the guidelines of the University of New England, all students must achieve a minimum cumulative semester-end grade point average as described in the Undergraduate Academic Policies and Regulations of the catalog.
2. Failure to maintain the minimum GPA requirements will result in academic probation, academic separation, academic dismissal and or academic warning as described in the catalog.
3. Students must achieve a minimum grade of “C” in the following courses: MAT 120, BIO 105, BIO 106, BIO 208, BIO 209, BIO 309, EXS 120, EXS 180, ATC 101 and NUTR 220. Failure to achieve a minimum grade of a “C” will result in program-level probation, and may affect academic progression and delay graduation.
4. Students must achieve a minimum grade of “C-” in the following courses: CHE 110 and PHY 110. Failure to achieve a minimum grade of a “C-” will result in program-level probation, and may affect academic progression and delay graduation.
5. Failure to achieve a minimum grade of a "C" or "C-" in any of the above outlined courses requires the student to repeat the course.
6. Failure to achieve a minimum of a "C" or "C-" a second time the course is taken will result in dismissal from the major.
7. A student may enroll in any of the courses listed above a maximum of two times. Enrollment in a course consists of achieving a WP or WF or a letter grade. Receiving a W in a course is not considered officially enrolled and will not result in academic penalty.

DEPARTMENT OF EXERCISE AND SPORT PERFORMANCE ACADEMIC AND PROGRESSION STANDARDS: APPLIED EXERCISE SCIENCE PROGRAM STANDARDS – SEMESTERS FOUR THROUGH EIGHT (JUNIOR AND SENIOR YEARS)

Minimum acceptable semester-end GPA	2.5
Minimal grade of a C or better in any EXS or ATC prefix course	2.0

1. Once in course work within the major (fall of the junior year and beyond), students must maintain a minimum semester-end grade point average GPA of 2.5. Failure to do so will result in program–level probation and may affect academic progression and delay graduation.
2. Students whose semester-end GPA falls below the 2.5 threshold for two consecutive semesters will be dismissed from the program.
3. Students must achieve a minimum grade of “C” in each EXS and ATC prefix course.
4. Failure to achieve a minimum grade of a "C" in each EXS or ATC prefix course requires the student to repeat the course.
5. Failure to achieve a minimum of a "C" a second time the course is taken will result in dismissal from the major.
6. A student may only enroll in any EXS or ATC prefix course a maximum of two times. Enrollment in a course consists of achieving a letter grade. Receiving a W in a course is not considered officially enrolled and will not result in academic penalty.

Curricular Requirements

	Credits
First Year	**31**
IHS 130 - First Year Experience	3
BIO 105 - BIO I: Ecology/Evolution w/lab	4
BIO 106 - BIO II: Cellular/Molecular w/lab	4
ENG 110 - English Composition	4
EXS 120 - Personal Health and Wellness	3
MAT 120 - Statistics	3
PSY 105 - Introduction to Psychology	3
SOC 150 - Introduction to Sociology	3
One (1) Explorations Course	3
EXS 101 Introduction to AES	1
Second Year	**33**
NUTR 220 - Nutrition	3
IHS 310 - Ethics for Interprofessional Practice	3
ATC 333 - Gross Anatomy	3
EXS 180 - Motor Learning and Performance	3
BIO 208 - Introduction to Anatomy and Physiology I	4
BIO 209 - Introduction to Anatomy and Physiology II	4
CHE 110 - General Chemistry I	4
ATC 101 - Prevention and Care of Athletic Injuries	3
PSY 250 - Lifespan Development	3
(Social Global Awareness Course)	
One (1) Creative Art (May be ART, ARH or MUS course)	3
Third Year	**32**
ATC 420 - Research Methods	3
EXS 310 - Kinesiology and Biomechanics w/Lab	3
EXS 320 - Exercise Physiology w/Lab	3
EXS 330 - Fitness Evaluation and Prescription	3
EXS 380 - 12 Lead ECG Interpretation w/Lab	3
EXS 392 - Clinical Exercise Testing/Prescription	3
EXS 495 - AES Seminar	1
BIO 309 Pathophysiology	3
PHY 110 - General Physics w/ Lab	4
AES Elective Course 1 of 3*	3
AES Elective Course 2 of 3*	3
Fourth Year	**24**
EXS 322 - Metabolism and Bioenergetics of Sport Nutrition	3
EXS 340 - Concepts of Strength and Conditioning	3
EXS 432 - Exercise Management for Chronic Disease &	3

Disability	
One Advanced Studies Course	3
AES Elective Course 3 of 3*	3
ATC 306 Psychology of Sport and Exercise	3
EXS 499 - Internship**	6
Minimum Required Credits	**120**

***AES ELECTIVES (9 credits)**
1) Students need to take a minimum of 6 credits with EXS or ATC prefix, but have permission to take all 9 credits in EXS or ATC if they so desire.
2) If a student does not take all 9 credits in EXS or ATC, any remaining credits can be filled by taking courses in BIO, CHE or PHY.
3) Elective course substitution is allowed per permission of the Exercise and Sport Performance Department Chair.

****CLINICAL INTERNSHIP EXPERIENCE**
The senior-level culminating experience may be either EXS 499 taken as a six-credit field experience internship (taken in the summer, fall or spring) or a combination of (2) EXS 499 three-credit field experience internships totaling six-credits. Each student is required to complete a minimum of 270 hours (45 hours/credit) under the direct supervision of an approved clinical internship site supervisor. To be eligible to complete the internship the student must: be senior level status with a minimum of 90 earned credits, be in good standing with a cumulative GPA of 2.5 or greater and compliant with all academic and technical standards. Failure to achieve these academic standards may delay graduation.

AFFILIATED INTERNSHIP SITES
The AES program is very fortunate to have a wide variety of clinical sites in Southern Maine available for field experience. For a list of current sites, please use the following link:
http://www.une.edu/wchp/aes/sites.cfm

STUDENT MALPRACTICE INSURANCE
The AES program provides malpractice insurance for all senior students participating in a clinical internship in the amount of $2,000,000 per incident and $4,000,000 aggregate. Malpractice insurance will be billed during the fall semester of the senior year.

ACADEMIC ADVISING
Each student is assigned a professional academic advisor for the first two years and a faculty mentor at the time of enrollment into the AES program. At the completion of the second year the mentor will transition into the role the academic advisor. The mentor continues for the duration of student's time in the Department, unless the student or academic advisor requests a change through the Department Chair.

STUDENT ACADEMIC SUCCESS CENTER:
The Student Academic Success Center offers a range of free services to support your academic achievement, including tutoring, writing support, digital project support, learning support, and many online resources. To see and schedule available appointments go to https://une.tutortrac.com or visit the SASC. To access our online resources, including links, guides, and video tutorials, visit https://une1.sharepoint.com/sites/SASC.

STUDENT ACCESS CENTER
The University of New England is committed to creating a learning environment that meets the needs of its diverse student body and will make reasonable accommodations for students with documented disabilities. Any student eligible for and needing academic adjustments or accommodations because of a disability is encouraged to contact the Student Access Center as soon as possible to discuss next steps. Any student with existing accommodations is responsible to share those with their professor(s) at the beginning of each semester. Registration with the Student Access Center is required before accommodation requests can be granted. Visit https://www.une.edu/student-access-center for more information.

PROGRAM FACULTY
More information about the AES faculty can be found using the following link:
http://www.une.edu/wchp/aes/faculty.cfm

PROFESSIONALISM
Professionalism is not a choice; it is an expectation of all AES students in the WCHP. Professionalism is inherent to the practice of an exercise science professional. Professionalism, generally, is defined as exhibiting a courteous, conscientious, and businesslike manner to all clients/patients, peers and faculty. It is important to keep in mind that professionalism is reflected in your behavior, attitude towards others and your appearance. Professionalism is a mandatory skill that is continually evaluated during your time here as a student.

ACADEMIC INTEGRITY
The University of New England values academic integrity in all aspects of the educational experience. Academic dishonesty in any form undermines this standard and devalues the original contribution of others. It is the responsibility of all members of the university community to actively uphold the integrity of the academy; failure to act, for any reason, is not acceptable. Charges of academic dishonesty will be reviewed by the dean of the appropriate College and, if upheld, will result at minimum in a failing grade on the assignment and a maximum of dismissal from the University of New England. All students must abide by their Departmental and Program Student Handbook which may provide more details than the information below.

Academic dishonesty includes, but is not limited to, the following:

1. Cheating, copying, or the offering or receiving of unauthorized assistance or information;
2. Fabrication or falsification of data, results, or sources for papers or reports;
3. Actions that destroy or alter the work of another student;
4. Multiple submissions of the same paper or report for assignments in more than one course without permission of each instructor;
5. Plagiarism: the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own.

https://www.une.edu/studentlife/student-affairs/student-conduct/academic-integrity

RESOLUTION OF CONFLICT
Students are encouraged to meet with faculty members about any concerns they have regarding course work, grades, clinical, or conflicts. Differences will be resolved by seeking help through the appropriate channels of communication. Students are expected to resolve differences following the sequence listed below:

1. Meet with the faculty member involved and/or the course laboratory instructor.
2. Meet with academic advisor.
3. Meet with the Program Director regarding classroom or laboratory grievance or Internship Coordinator regarding clinical internship grievance.
4. Meet with the Department Chair.
5. Follow additional steps outlined in UNE Student Handbook.

STATEMENT OF RECEIPT AND UNDERSTANDING
Please refer appendix B for the Statement of Receipt and Understanding of the Applied Exercise Science Program Handbook. Once you have read the Student Handbook, please sign and date it, and submit it to the program office (HAF 264). It is the responsibility of the student to submit proof of this acknowledgement to the program office.

APPENDIX

UNE UNIVERSITY OF NEW ENGLAND
Applied Exercise Science

APPENDIX A

Department of Exercise and Sport Performance
Applied Exercise Science Program

TECHNICAL STANDARDS

The demands placed on students in the Applied Exercise Science program are designed to reflect those encountered in the field upon graduation. Courses will educate students in the skills, knowledge, and abilities to perform the required functions associated with the entry level exercise science professional. This document will identify the essential functions and technical standards required of students as stipulated by the faculty of the Applied Exercise Science program. The student is expected to be able to meet these standards in order to be admitted into the Applied Exercise Science program and maintain the standards throughout their academic program. The technical standards set forth by the Applied Exercise Science program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and abilities of an entry-level exercise science professional, as well as meet the expectations of the program's endorsement agency (National Strength and Conditioning Association [NSCA]) and the American College of Sports Medicine (ACSM). The following abilities and expectations must be met by all students in the Applied Exercise Science program.

If a student has a disability which may require special accommodation to perform the tasks listed, it is the student's responsibility to contact the Director of the Applied Exercise Science Area and the Student Access Center (207-602-2815) so appropriate steps can be taken to determine whether reasonable accommodations may be made. In the event that a student is unable to fulfill these essential functions and technical standards they may be dismissed from the program.

Candidates for selection to the Applied Exercise Science major should be able to complete the following essential functions:

1. Possess effective verbal and written communication skills in English and appropriate nonverbal demeanor in order to interact and develop rapport with faculty, students, staff, administrators, program participants and others which may include individuals from different cultural and social backgrounds.

2. Possess ability to perform appropriate exercise testing and exercise leadership procedures in a safe, reliable, ethical, legal and efficient manner; and properly observe subjects undergoing the above procedures and instruments recording pertinent data.

3. Demonstrate the mental capacity to assimilate, analyze, synthesize, and integrate concepts in the classroom and laboratory and then be able to solve simple and complex problems likely to be encountered in health fitness settings.

4. Possess sufficient postural and neuromuscular control, sensory function and coordination to perform appropriate assessment procedures and demonstrate proper exercise methods utilizing standard techniques and instruments/equipment in working with subjects/clients.

5. Demonstrate emotional maturity, composure and patience and the ability to be flexible under stress in a variety of situations.

6. Demonstrate honesty, integrity, professionalism and maintain a high personal code of conduct both on and off campus.

TECHNICAL STANDARDS

To perform the essential functions of the role of an exercise science professional and be successful in this educational curriculum, an individual must possess specific knowledge, skills and abilities. These can be divided into 4 categories:

1. Observational skills
2. Psychomotor skills
3. Cognitive skills
4. Affective/behavioral skills

These technical skills are outlined below for each of the four categories.

To accomplish the essential function of the role of entry-level exercise science professional the student must be able to:

1. Observational skills
   - Accurately observe the patient/client activity and behavior during evaluations and treatments.
   - Take an appropriate history.
   - Observe changes in patient/client status which may require modification of activity or intervention such as: skin color (pallor or flushing), breathing regularity and effort, heart rate, ECG, temperature of skin, muscle tone, gait pattern, facial expressions.
   - Read and interpret information from diagnostic tests, equipment, and patient/client charts or files such as ECG, sphygmomanometers, metabolic analyzers.
   - Accurately monitor and operate dials, displays, and equipment used in evaluating and treatment of patients/clients including exercise equipment (treadmills, ergometers, cycles, etc), ECG machines, stethoscopes and sphygmomanometers, resistance training machines and free weights, calipers and dynamometers, pulmonary function and body composition equipment.

2. Psychomotor skills

A. Mobility
   - Attend lecture and laboratory classes and access laboratories, classrooms and work stations.
   - Attend internships in assigned locations.
   - Accomplish required physical tasks for assessment, demonstration, leadership, and assistance in academic, laboratory, and internship settings.
   - Perform emergency procedures such as first aid or CPR in laboratory and internship setting.

B. Strength tasks
   - Safely and effectively administer exercise and training techniques which require demonstration, facilitation, spotting, or resistance.
   - Manually adjust exercise and training equipment.
   - Safely assist and guard patients/clients during exercise testing and training.

C. Fine motor and coordination skills
   - Use palpation and touch to accurately assess pulse, locate and prep sites for electrode placement, skinfold measurement.
   - Accurately set equipment dials and switches, calipers, use stethoscopes and sphygmomanometers, tape measures.
   - Accurately assess blood pressure.
   - Legibly and accurately complete documentation activities.

3. Cognitive skills
   - Comprehend, integrate, and synthesize a large body of knowledge and technical skill in a short period of time.
   - Understand theory, research literature, and principles that apply to exercise science, exercise testing and training.
   - Reflect on performance accurately to self-assess.
   - Use appropriate written and verbal formats and skills for communication of patient/client information and classroom assignments.
   - Utilize knowledge of natural, exercise, and social sciences, along with appropriate test results, protocols, and training principles to develop, implement, and modify appropriate exercise testing and training sessions and

programs.

4. Affective /behavioral skills
   - Demonstrate professionally appropriate behaviors, emotional status, and attitudes to protect the safety and wellbeing of patients/clients and classmates.
   - Display tolerance for individual, social, gender, and cultural differences in fellow students, colleagues, faculty, patients/clients and community members.
   - Demonstrate the ability to professionally cope with situations that may be physically, emotionally, and/or intellectually stressful.
   - Behave in an ethical and moral manner, upholding professional and community standards.
   - Demonstrate flexibility and the ability to adjust to changing situations and uncertainty in an academic or internship environment.
   - Accept critical feedback and respond by appropriate modification of behavior.
   - Demonstrate the ability to work effectively alone as well as in small and large groups.

Students will be required to verify they understand and meet these technical standards or that they believe that, with certain reasonable accommodations, they can meet the standards.

No accommodation will be authorized that would jeopardize clinician/patient/athlete safety, cause an undue burden, lower programmatic standards or substantially modify the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I attest that I have read the Technical Standards for the University of New England's Applied Exercise Science program, and that I have had the opportunity to ask questions about these requirements. I affirm that I am capable of performing the technical standards expected of a student in the University of New England's Applied Exercise Science program as outlined above with or without reasonable accommodations.

Student signature_____ Date _____

Student print _____

UNE UNIVERSITY OF NEW ENGLAND
Applied Exercise Science

APPENDIX B

Department of Exercise and Sport Performance
Applied Exercise Science Program

Statement of Receipt and Understanding

I attest that I have read the University of New England's Applied Exercise Science Program Handbook, and that I have had the opportunity to ask questions about these requirements. I affirm that I have read and understand its contents.

Student signature_____ Date _____

Student print _____

Please hand in this signed "Statement of Receipt and Understanding" of the AES Student Handbook to the Katie Starr Administrative Coordinator Department of Exercise and Sport Performance in HAF 264 by Friday, September 6, 2024 by 4:00PM.