## Curriculum Proposal

**HSHE (Hum Perf) 18-19 #5**

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### Course Modification

| 1.2 HLTH 2100 First Aid and CPR/AED (1 credit); description change |

### New Course

| 1.4 PHED 4975 Internship: Human Performance (1-3 credits) |

### Program Modification

| 1.8 Human Performance, minor |

| 1.13 Signatures |
BSU Curriculum Forms

Form 1

Curriculum Modification Summary

College: Health Sciences and Human Ecology
Department: Human Performance, Sport, & Health
Proposer: Christel Kippenhan
Proposer’s position: Professor

Describe the modification(s) you propose, and how it (/they) will work to students’ advantage. (This description and explanation will be included in Curriculum Report packets forwarded to the Faculty Senate):

1. Description change to HLTH 2100 First Aid and CPR/AED to reflect changes American Red Cross made to names and validity duration of certificate(s)
2. Introducing an internship course specific to the Human Performance (H.P.) minor. Currently students in the H.P. minor register for the same internship course as the Exercise Science majors. The new course reflects the different internship prerequisites for the H.P. minor and clearly indicates that students, who pursue both the Exercise Science major and the H.P. minor, cannot double dip for satisfying the internship requirement.
3. Making PHED 4160 Advanced Fitness Assessment & Prescription-Aerobic (3 credits) or PHED 4170 Advanced Principles for Strength and Speed Training Exercise (3 credits) a required course for Option B. Fitness and Training. After offering Option B for the Human Performance minor for several years now it is evident that students seeking this minor want to work in a field related to Personal Training. Making at least one of these courses mandatory improves the student’s knowledge and employability in this field.

Modifications proposed (specify number of each):

1. Course Modification(s) (form 2)
1. New Course(s) (form 3)
1. Course Drop(s) (form 4)
1. Program Modification(s) (form 5)
1. New Program(s) (form 6)
1. Program Drop(s) (form 7)

The modifications affect (check):

Liberal Education
X Undergraduate Curriculum
Graduate Curriculum
X Teacher Licensure Program(s)
BSU Curriculum Forms

Form 2  
Updated 9.19.15

Course Modification Form

Current Course Number(s):
Undergraduate: HLTH 2100  
Graduate:
Proposed Course Number(s), if different:
Undergraduate:
Graduate:

Current Course Title: First Aid and CPR/AED  
Proposed Course Title, if different:

Current Course Description: An introduction to emergency action principles, first aid, and CPR/AED (automated external defibrillation) for lay responders. American Red Cross Adult, Child and Infant CPR (1-year), Adult and Child AED (1-year), and First Aid (3-year) certificates may be earned. Recommended as a basic course for professional educators.  
Proposed Course Description, if different: An introduction to emergency action principles, first aid, and CPR/AED (automated external defibrillation) for lay responders. American Red Cross Adult and Pediatric First Aid/CPR/AED (valid 2-years) certificate may be earned. Recommended as a basic course for professional educators.

Current Credits: 1 credit  
Proposed Credits, if different:

Current Prerequisite(s):
Undergraduate: none  
Graduate:
Proposed Prerequisite(s), if different:
Undergraduate:
Graduate:

1) Reason(s) for change(s): American Red Cross made changes to names and validity duration of certificate(s)

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___ X ___ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.  
   Student Learning Outcomes Yes ____ No ___ X ___
5.HSHE_18-19

Major Content Areas  Yes _____ No  X
Projected Maximum Class Size (Cap) Yes _____ No  X

4) Current Course fee(s) per student: $ 27
   for: Certification Fee
   Proposed Course fee(s) per student, if different: $ 27
   for: Certification Fee

5) Service Areas:
   This course is a requirement or an elective in the programs/areas listed below. To locate where
   this course appears please search the online catalog, as follows:
   a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent
      catalog(s),
   b) click on “Areas of Study, and Course Descriptions, ”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:
   Exercise Science, B.S., both emphasis areas
   Community Health, B.S.
   Sport Management, B.A.
   Human Performance minor, both options
   Coaching Certificate
   Red Cross Community First Aid Certification

   Teacher Licensure programs:
   Health Education, B.S.
   Physical Education, B.S.

   Liberal Education:

   The above “service area” programs/departments were notified of this modification
   on ________ (date) by __________________ (mail, email, or phone).

   Please check one of the items below:

   ______ No comments were received from other programs or departments within one week of
   the notification.

   ______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms
Form 3
Updated: 9.19.15

New Course Form

Course Number:
Undergraduate: PHED 4975
Graduate:

Course Title: Internship: Human Performance

Course Description:
This course is for the purpose of providing a supervised field internship experience in an exercise, fitness, and/or wellness-related setting, including university or high school athletics, corporations, private fitness-facilities, governmental agencies. Internship setting is dependent on coursework taken within selected Required Option. Prior approval must be obtained from the student’s internship advisor. A journal, written paper and/or oral presentation is to be presented following the learning experience. The student is expected to complete 30 hours per credit. Prerequisite(s): senior status or consent of instructor.

Credits: 1-3 cr.

Prerequisite(s):
Undergraduate: senior status or consent of instructor
Graduate:

1. Reason(s) for creating this course:
   - Current prerequisites and description for Internship in Human Performance Minor applies do Exercise Science major but not to Human Performance Minor.
   - Introducing separate internship courses for the Exercise Science major and the Human Performance minor helps tracking the students through their internships and clearly indicates that students, who pursue both, the Exercise Science major and the Human Performance minor, cannot double dip for their internship.

2. How often will this course be offered? every semester (Summer, Fall, Spring)

3. What are the student learning outcomes for the course (please precede each outcome with "Students will…")?
   - Students enrolled in the internship will:
     - acquire practical field experience in areas related to Human Performance and to chosen career.
     - gain in-depth knowledge in a human performance related area of interest.
     - keep a log in which they will reflect on their knowledge, skills and abilities.
4. What are the major content areas for the course?
   Practical experience for applying knowledge and skills learned in the curriculum

5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned?
   No

6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used?

7. What is the projected maximum class size (cap)? 20

8. What qualified faculty will be available to teach this course?
   Dr. B. Christina Kippenhan
   Dr. James White

   NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.

9. What additional library and other resources need or should be provided for this course, that are not already available?
   None

10. What special personal property or service fee(s) would be charged to students taking this course? These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
    Amount per student: $ n/a
    For: n/a

11. Attach a sample syllabus for the course. Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
PHED 4975 Internship: Human Performance (1-3 credits)

Faculty Supervisor: Christina Kippenhan, Ph.D.
Professor of PEHS
Office: 219 PE Complex
Telephone: 755-2076
e-mail: bkippenhan@bemidjistate.edu
URL: http://faculty.bemidjistate.edu/ckippenhan

Course Description:
This course is for the purpose of providing a supervised field internship experience in an exercise, fitness, and/or wellness-related setting, including university or high school athletics, corporations, private fitness-facilities, governmental agencies. Internship setting is dependent on coursework taken within selected Required Option. Prior approval must be obtained from the student's internship advisor. A journal, written paper and/or oral presentation is to be presented following the learning experience. The student is expected to complete 30 hours per credit.

Course prerequisites: senior status or consent of instructor

Course Objectives:
Students enrolled in the internship will:
- acquire practical field experience in areas related to Human Performance and to chosen career.
- gain in-depth knowledge in a human performance related area of interest.
- keep a log in which they will reflect on their knowledge, skills and abilities.

Course Requirements:
The following requirements have to be met for a satisfactory grade:
- Prior to starting you internship:
  - Focus: Internship needs to focus around a specific topic
  - Proposal: develop an internship proposal addressing the following questions: What are your objectives for this internship, i.e. what are you proposing to do? How are you planning to accomplish these objectives? How do you plan to evaluate if you met your objectives or how will you demonstrate that you have met the objectives?
  - Internship Affiliation Agreement: this agreement between the facility and BSU needs to be in place before you can start your internship
  - Internship Agreement: this agreement between the facility and you needs to be signed and returned to faculty supervisor before you can start your internship
- During internship
  - Reflective Log: Keep a log of events taking place during the assignment including descriptive, critical, and reflective comments. (Does not apply to research projects.)
Project related to Internship: a project (e.g., written paper, conditioning program development, software development, etc.) may be associated with the internship. Note: If the internship takes the form of a research project, the internship may consist solely of the project.

Time Requirements: Spend a minimum of 30 hours per credit on internship related work

Midterm Evaluation: All students registered for 3 credits of internship need to have their facility supervisor complete a midterm evaluation after completing 50% of their required hour. This evaluation should be sent by the facility supervisor directly to the faculty supervisor, by email, fax, or regular mail.

After completion of internship

Internship Portfolio: organize all internship related material in a portfolio:
- Proposal,
- Short report detailing if and to what extend objectives listed in proposal were met, one paragraph per objective
- Reflective log,
- All materials needed to show that you pursued/met your objectives as indicated in proposal,
- Any materials related to a possible project given to you by facility supervisor,
- Any other relevant information, etc.

Final Evaluation: All students need to have their facility supervisor complete a final evaluation after completing 100% of their required hour. This evaluation should be sent by the facility supervisor directly to the faculty supervisor, by email, fax, or regular mail.

Evaluation:
Evaluation is based on the successful completion of all assignments/objectives and/or evaluation by the internship supervisor.

University Policies & Procedures
Go to http://www.bemidjistate.edu/students/handbook/ for BSU “Policies & Procedures” and “Code of Conduct”

Academic Integrity:
Students are expected to practice the highest standards of ethics, honesty and integrity in all their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the University.

Special Accommodations:
I would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please contact me as soon as possible. It is also possible to contact Accessibility Services, Decker Hall, 202. Phone: 218/755-3883 or E-mail address accessibility@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

Disruptive Behavior in the Classroom:
We at Bemidji State University believe the classroom is an environment where civility, human dignity and respect is maintained. Any variation from this for example yelling or saying profanity at an instructor or another person in the classroom, or any other loud,
lewd, belligerent or obnoxious behavior resulting in a disruption from teaching, and learning are violations of the Code of Conduct and will not be tolerated. If this occurs, you will be asked to leave the classroom not to return until you meet with the University Conduct Officer and you could be subject to a judicial hearing.

**Extended Leave Procedure:**

If student has to be away from class from an extended period of time (more than two class sessions) for medical emergencies or a funeral, you are asked to contact the Student Life and Success Office where a leave notice will be given to your faculty. This notice informs the faculty of your departure and return date back to campus. This leave does not absolve you from any assignment you have due during your leave. You are to make arrangements with your instructors of when to complete any assignments due during the leave period. You can complete a leave form as this website https://www.bemidjistate.edu/offices/student-life-success/extended-absence/.
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Form 5

Program Modification Form

Program to be modified: Human Performance Minor

List all proposed change(s): (1) changing the name of the internship to the newly created course; (2) making PHED 4160 Advanced Fitness Assessment & Prescription-Aerobic (3 credits) or PHED 4170 Advanced Principles for Strength and Speed Training Exercise (3 credits) a required course for Option B. Fitness and Training

Reason(s) for the change(s): the professional setting in which students with this minor option would work requires the knowledge of at least one of these courses. Making at least one of these courses mandatory improves the student’s knowledge and employability in this field.

Note: In order to avoid hidden prerequisites, if a course is being dropped from this program (but not from the entire curriculum), please check for which remaining courses may include this dropped course as a prerequisite. Course prerequisites may be found in the online catalog (http://www.bemidjistate.edu/academics/catalog/). Remedies for hidden prerequisites may be found under Curriculum Forms at (http://www.bemidjistate.edu/faculty_staff/faculty_association/forms/).

Note: If a course from another department/program was either added to or dropped from this program, please notify the chair/coordinator of that course's department/program and indicate the following:

The course’s home department/program was notified of the addition or dropping of their course(s) on __________ (date) by _________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.

Note: If this is a joint program, the signatures of both department chairs (and both deans, if different colleges) must be provided.

Alert: Attach a copy of the current program showing the marked changes. Please copy the current program from the online catalog (http://www.bemidjistate.edu/academics/catalog/) and paste it into Word. Then use either the Track Changes feature under Tools, or the underline and strikethrough Font feature under Format. (Please note that the Track Changes feature may be easily switched on and off by holding down the Ctrl+Shift+E keys.)
Current Program
Human Performance minor

Required Credits: 20
Required GPA: 2.00

I REQUIRED COURSES

COMPLETE THE FOLLOWING COURSES:

- BIOL 1110 Human Biology (4 credits)
  or BIOL 1211Introductory Biology I (4 credits)
- HLTH 2100 First Aid and CPR/AED (1 credit)
- PHED 2100 Foundations of Physical Education, Exercise Science, and Sport (3 credits)
- PHED 3300 Physiology of Exercise and Nutrition (3 credits)
- PHED 4309 Legal Aspects of Sport, Health, and Fitness (3 credits)

COMPLETE THE FOLLOWING COURSE:

- PHED 4970 Internship (1-12 credits)

II REQUIRED OPTION

Select one of the following options (Physical Education and Exercise Science majors may not double count courses in either option).

II REQUIRED OPTION

Option A. Pedagogy

SELECT 3 OF THE FOLLOWING COURSES:

- PHED 2640 Water Safety Instructor (3 credits)
- PHED 3100 Motor Development (2 credits)
  or PHED 3110 Motor Learning (2 credits)
- PHED 3504 Teaching Rhythms and Dance (2 credits)
- PHED 3505 Teaching Elementary Physical Education (2 credits)
- PHED 3604 Teaching Team Sports (2 credits)
- PHED 3605 Teaching Individual Sports (2 credits)
- PHED 3607 Teaching Fitness (2 credits)

Option B. Fitness and Training

SELECT 3 OF THE FOLLOWING COURSES:

- HLTH 3300 Nutrition (3 credits)
- PHED 1240 Skills for Life: Techniques of Neuromuscular Relaxation (1 credit)
- PHED 3100 Motor Development (2 credits)
- PHED 3200 Introduction to Sport Biomechanics (3 credits)
- PHED 3504 Teaching Rhythms and Dance (2 credits)
- PHED 4160 Advanced Fitness Assessment & Prescription-Aerobic (3 credits)
- PHED 4170 Advanced Principles for Strength and Speed Training Exercise (3 credits)
Proposed program:  
Human Performance minor

Required Credits: 20 21  
Required GPA: 2.00

I REQUIRED COURSES

COMPLETE THE FOLLOWING COURSES:

- BIOL 1110 Human Biology (4 credits)  
  or BIOL 1211 Introductory Biology I (4 credits)  
- HLTH 2100 First Aid and CPR/AED (1 credit)  
- PHED 2100 Foundations of Physical Education, Exercise Science, and Sport (3 credits)  
- PHED 3300 Physiology of Exercise and Nutrition (3 credits)  
- PHED 4309 Legal Aspects of Sport, Health, and Fitness (3 credits)

COMPLETE 1-3 CREDITS OF THE FOLLOWING COURSE:

- PHED 4970-4975 Internship: Human Performance (1-12 credits)

II REQUIRED OPTION

Select one of the following options (Physical Education and Exercise Science majors may not double count courses in either option).

II REQUIRED OPTION

Option A. Pedagogy

SELECT 3 OF THE FOLLOWING COURSES:

- PHED 2640 Water Safety Instructor (3 credits)  
- PHED 3100 Motor Development (2 credits)  
  or PHED 3110 Motor Learning (2 credits)  
- PHED 3504 Teaching Rhythms and Dance (2 credits)  
- PHED 3505 Teaching Elementary Physical Education (2 credits)  
- PHED 3604 Teaching Team Sports (2 credits)  
- PHED 3605 Teaching Individual Sports (2 credits)  
- PHED 3607 Teaching Fitness (2 credits)
Option B. Fitness and Training

SELECT 1 OF THE FOLLOWING COURSES:

- PHED 4160 Advanced Fitness Assessment & Prescription-Aerobic (3 credits)
- PHED 4170 Advanced Principles for Strength and Speed Training Exercise (3 credits)

SELECT 3 AN ADDITIONAL 2 OF THE FOLLOWING COURSES:

- HLTH 3300 Nutrition (3 credits)
- PHED 1240 Skills for Life: Techniques of Neuromuscular Relaxation (1 credit)
- PHED 3100 Motor Development (2 credits)
- PHED 3200 Introduction to Sport Biomechanics (3 credits)
- PHED 3504 Teaching Rhythms and Dance (2 credits)
- PHED 4160 Advanced Fitness Assessment & Prescription-Aerobic (3 credits)
- PHED 4170 Advanced Principles for Strength and Speed Training Exercise (3 credits)
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Form 8
Updated: 09.18.15

Signatures

B. Christel Kippenhan / Professor / Feb, 21, 2018
Proposer / Title / Date

James White / Dept. of Human Perf., Health & Sport / Feb. 21, 2018
Chair or Director / Department or Program / Date
Note: "All departmental recommendations [on curriculum] must be reviewed and approved by the department's faculty."--IFO/MnSCU Master Agreement 2009-2011, 20.A.3 (p. 80).

At this point, packet goes to Records Office/Curriculum Coordinator to be logged in to the Curriculum Proposal Progress Grid.

James Barta / Health Sciences and Human Ecology / 3.2.18
Dean / College / Date

Note: If proposal is sent back to the Proposer, please notify the Curriculum Coordinator. If approved, packet goes to Academic Affairs Office.