

WASHINGTON STATE
 UNIVERSITY
HEALTH SCIENCES
SPOKANE

**BACHELOR OF SCIENCE
NUTRITION AND EXERCISE PHYSIOLOGY
(BS NEP)**

STUDENT HANDBOOK

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BS in Nutrition and Exercise Physiology (NEP) Description

Preface

The BS in Nutrition and Exercise Physiology (NEP) at Washington State University Spokane (WSUS) has as its central and unique focus the preparation of a student for exercise-and-nutrition-related career in disease prevention and rehabilitation, as well as corporate, private health and fitness industries. In addition, it provides the student with the basic scientific preparation necessary for the pursuit of advanced degrees in exercise, nutrition, or other allied health and medical fields.

The BS NEP degree offers an interdisciplinary awareness and evaluation of the multiple influences on the health of individuals, including biological, physiological, molecular, nutritional, exercise, social, psychological, environmental, and clinical perspectives. The BS NEP degree offers a unique perspective on how and why the human body functions and reacts in certain ways to physical activity, diet, and nutrition. The program culminates in a semester-long worksite internship.

Program in Nutrition and Exercise Physiology (NEP) Mission Statement

“The mission of the Program in Nutrition and Exercise Physiology is to:

- 1) Produce highly educated professionals capable of promoting optimum health and wellness for individuals and communities through the integration of nutrition, exercise, and dietetics,
- 2) Promote the prevention and management of chronic diseases in diverse populations through a multidisciplinary approach involving research, education, and extension,
- 3) Conduct advanced research and educate researchers in areas related to nutrition and exercise physiology, and
- 4) Prepare graduates to be credentialed by the American College of Sports Medicine (ACSM) Certified Clinical Exercise Physiologist.”

Student Learning Outcomes (SLOs) for the Program

Upon completion of the BS NEP degree graduates will:

1. Analyze scientific data and clinical information in a critical manner to devise innovative and ethical solutions to real world problems in nutrition and exercise physiology.
2. Apply quantitative reasoning in the analysis of clinical and scientific data to develop appropriate recommendations for nutrition and exercise interventions.
3. Utilize scientific principles to address issues in patient care and to advance knowledge in nutrition and exercise physiology.
4. Accurately evaluate the scientific literature to address issues related to nutrition and exercise physiology.
5. Communicate effectively to a broad range of audiences, including patients, clients, community members, and other healthcare professionals, using both traditional and technological media.
6. Consider cultural context in effectively dealing with global clients from diverse ethnic backgrounds.
7. Appreciate the breadth and depth of professional opportunities in nutrition and exercise physiology, integrating expertise from both disciplines in application to human populations.

WSU Policies and Procedures

The WSU Spokane website is being revised at the time of this writing. Please use keywords in the search box for the correct links as the following may change. . .

Statement of Equal Opportunity

WSU's Equal Employment Opportunity and Affirmative Action policy (Exec. Policy 12) is described at: http://www.wsu.edu/~forms/HTML/EPM/EP12_Equal_Employment_Opportunity_and_Affirmative_Action_Policy.htm

WSU Non-Discrimination Policy

WSU's Policy Prohibiting Discrimination and Sexual Harassment (Executive Policy 15) is described at: http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm

Enrollment and Registration

Registration must be made through the WSU Spokane Registrar. Information about registration for courses is online at the following website: <https://spokane.wsu.edu/studentaffairs/registrar-enrollment-services/registration/> Students are responsible for verification that all transcripts of college credits from previous institutions are on file with the WSU Registrar and with the NEP Academic Coordinator.

Students who desire to transfer credit for courses from other institutions must consult the NEP Academic Coordinator as soon as possible to facilitate the transfer process. Courses taken from other universities must meet the WSU and NEP transfer requirements.

Financial Aid/Assistantships

Students enrolled in the BS NEP degree are eligible to apply for internal and external scholarships, as well as for the WSU Spokane Emerging Scholar Academic Award. State and federal financial aid programs are available to those admitted as students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website at: <https://spokane.wsu.edu/current/>

Academic Deficiency

See the following website URL on the WSU Registrar's website for details. (Starts at #35.) <http://registrar.wsu.edu/academic-regulations/>

Academic Integrity Violations

All academic integrity (cheating) violations will be handled in accordance with the academic integrity procedures in the WSU Code of Conduct, WAC 504-26-404 found at <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404>.

Sexual Harassment

Detailed information regarding sexual harassment is available on the WSU website: <http://hrs.wsu.edu/dshp> . If a student feels sexually harassed he/she may contact WSU Spokane Student Affairs to help facilitate the appropriate course of action.

Request for Reasonable Accommodations

Reasonable accommodations are available for a student with a documented disability. If a student has a disability and needs accommodations during the internship, please contact Liz West, Assistant Director of

Student Affairs, in Academic Center 130 (liz.west@wsu.edu, 509-358-7534). Website: <https://spokane.wsu.edu/studentaffairs/disability-resources/>

WSU Student Conduct Code and Standards of Professionalism

The WSU Standards of Conduct for Students (Student Conduct Code) is in the WSU Student Handbook (<http://handbook.wsu.edu/>) and also available on the Washington State Legislature website at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26>. Any violation of the Student Conduct Code is a disciplinary issue and is within the jurisdiction of the Office of Student Conduct. As such, the Conduct officers or Conduct Board make decisions on sanctions for violations of the code. Additional information on policies and procedures relating to WSU students can be found at <http://www.conduct.wsu.edu>.

With respect to conduct that violates the NEP program's standards of professionalism, the decision to place students on probation or dismiss them from the BS NEP degree shall be made by the NEP Chair in consultation with NEP faculty. A student will be notified in writing if he or she has been placed on probationary status or dismissed, and will be provided an opportunity to appeal the decision (see "*Potential Sanctions*" & "*Appeal Procedures*" below under *NEP Policies and Procedures*).

Voluntary Student Resignation

1. *Resignation*: If it becomes necessary to resign from the BS NEP program before completion, the student should consult with the Academic Coordinator.
2. *Reapplication*: Students who resign for personal reasons may reapply and be considered on an equal basis with new applicants. Students who are dismissed may not reapply for admission to the BS NEP degree.

Graduation Application for Degree

Graduation applications must now be submitted online, paper copies are no longer available. Students can apply online at <https://spokane.wsu.edu/studentaffairs/commencement/steps-to-graduation/>

The Registrar will furnish candidates with records of their grade point averages, the hours completed to date, and lists of Major and General Education Requirements yet to be completed. A graduation fee must be paid at the time of application.

NEP Policies and Procedures

Student Orientation

Students **must attend** the Nutrition and Exercise Physiology (NEP) undergraduate student orientation to receive current information related to your program of study. The NEP Undergraduate Student Handbook is located on the website at the following link: <https://spokane.wsu.edu/nep/bs-nutrition-and-exercise-physiology/> Students must read the handbook in its entirety, including the information on the website links in this handbook. Student signatures are required on the Acknowledgement of Understanding form which is located in your orientation packet, and in back of the NEP Undergraduate Student Handbook.

Electronic Communications

Increasingly, Nutrition and Exercise Physiology (NEP) faculty and staff are using electronic means to disseminate information for students and to communicate with them. This information may be important and/or time-sensitive. Students must regularly check their email, more information below under "NEP Student Responsibilities".

Degree Audit

The degree Audit in my.wsu.edu shows all academic requirements that must be fulfilled before a student can graduate. The courses you have completed and the courses that are in progress are included on the degree audit. It is absolutely imperative that you become familiar with and understand your degree audit, and **check that it is accurate**, because the degree audit is used by your advisor for advising and by the Graduations Office for graduation clearance. If any items on your degree audit are not completed, then you do not graduate. It is recommended to check your degree audit each semester to be sure that the classes you are taking are listed and that all of your transfer work is reflected accurately. Review the degree audit prior to your advising sessions and ask assistance from your advisor to help with any reoccurring errors.

Program Academic Deficiency

Students must:

1. Earn a 'C' or higher in core science classes and a C or higher in all NEP courses.
2. Maintain a cumulative grade point average (GPA) of 3.0 or higher to graduate with a BS NEP degree.

If a student receives a grade lower than a 'C' in any class noted above, they must repeat the class. This grade will prevent the student from advancing to courses in which the class is a prerequisite. The student must be aware that this will extend the time required to complete the BS NEP degree as most classes are offered only once a year.

Criteria for Receiving an Incomplete

An Incomplete will be issued under the following circumstances:

- You fail to complete all assigned make-up requirements.
- Patient safety is compromised by the actions of a BS NEP student in clinic or during the internship, and depending on the severity of the offense the College has the right to reassign you to another site.
- Breach of professional stands. The NEP program will review the severity of the offense and disciplinary action will be enforced which may result in an incomplete for the course.
- You are unable to meet course or internship requirements as a result of an extended excused absence approved only the Chair of NEP. This may include (personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence).

Criteria for Receiving a Failing Grade

A failing grade will be issued under the following circumstances;

- You fail to make-up an incomplete
- You do not achieve a C or higher on the final assessment learning objectives.
- You do not achieve a 73% or higher on the final assessment.
- Patient or preceptor safety is compromised. The NEP Chair and faculty will review the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure of the course.
- Breach of professional standards. The NEP Chair and faculty will review the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure for course.

Confidentiality

NEP students must follow all HIPAA (also known as CITI, described below) regulations with regard to all patient/client information and all confidential information learned during their experiential learning activities, including health conditions, social information, medical records, fee systems, trade secrets and professional policies. Failure to do so may result in disciplinary action and dismissal from the BS NEP program.

Code of Professionalism

Moral or ethical character is an important component of professional behavior and of the overall assessment of performance of a student's fitness to enter a health care profession. Students in the Program of Nutrition and Exercise Physiology are expected to maintain ethical and professional behavior while in the classroom, when interacting with university employees, while completing experiential learning activities and the internship, when attending university-sponsored functions, and when serving as representatives of the university. While in clinical or practice situations, students' primary responsibility is the care of their patients/clients. Students must recognize that the patient's/client's welfare has precedence over a student's personal educational objectives. Students must respect every patient's/client's privacy and dignity and must maintain confidentiality with regard to all patient/client information. Students must never compromise patient/client safety through lack of diligence and/or by providing care for which they lack the skills or knowledge or that is not approved by an instructor or preceptor. Students will be held to the standards of conduct and safety expected of employees in the patient/client care areas of the health care facilities or other facilities that are participating in the teaching programs of the BS NEP. Students are also expected to meet all program and internship professionalism requirements.

A student's continued enrollment in the BS NEP program depends, in part, on his/her ability to adhere to recognized standards of professional practice and conduct. In the event a student demonstrates unprofessional behavior, the procedures outlined in the "Potential Sanctions" & "Appeal Process" will be followed. Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, probated or deferred sentence, or a no contest plea on the delivery, possession, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or legend drugs.
- Misappropriation or illegal use of other pharmacologically active agents.
- Attending class or patient care settings while under the influence of alcohol or other drugs.
- Disruptive behavior in the classroom which hinders the learning process of fellow students.
- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students.
- Repeated late arrival or early departures from experiential or internship sites without notifying the primary instructor or preceptor.
- Failure to maintain patient/client confidentiality.
- Misconduct in patient/client care settings.
- Failure to meet professional expectations set forth by a practice site (such as arrival and departure time, dress code, or similar requirements).
- Suspension or revocation from an internship site.

Professional Misconduct

Claims of you displaying professional misconduct while at your Internship site or during course curriculum will be referred to the NEP Chair and faculty immediately for review and potential adjudication following the procedure outlined below. Professional misconduct may result in severe disciplinary action and possible removal from the BS NEP program. Your misconduct is also subject to university disciplinary actions.

In addition to meeting when needed for a specific issue, a faculty committee in consultation with the NEP Chair will revisit and discuss all previously reported student cases involving alleged Code of Professionalism violations in conjunction with the review of the student academic deficiency report. In the event the Code of Professionalism violation involves a serious infraction, the Director of Student Affairs will become involved at the onset of the issue.

Potential Sanctions

After reviewing and discussing each alleged case, an ad hoc faculty committee, in consultation with the NEP Chair, will respond in writing to the student(s) within one week. The written letter will summarize the alleged incident and outline the action or consequence decided upon by the committee. The recommendations of the committee will vary depending on the nature and severity of each case. Possible outcomes include, but are not limited to:

- a written warning to the student
- placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student
- require the student to enroll in a university-based course on professionalism
- referral to a university-based, professional counseling service
- failure of a course or internship
- suspension from NEP program for a specific period
- decertification from the NEP program

The action decided upon by the committee will be communicated to the complainant at the discretion of the committee and in accordance with WSU's policies on student education records (WAC Chapter 504-21 ("University policy on student education records")). Written descriptions of both the complainant and the student(s) involved in the alleged violation, plus any related documents associated with the alleged incident, will be kept on file with the NEP Chair. The student records will be made available to the student upon request in accordance with WAC Chapter 504-21 ("University policy on student education records") from the NEP chair. Records will be retained in accordance with WSU's records retention policy and state law.

Appeal Process

Appeals from sanctions issued under the *WSU Standards of Conduct for Students and Academic Integrity Violations* are handled by the Office of Student Standards and Accountability in accordance with WAC Chapter 504-26-407 ("Review of Decision").

Appeals from sanctions issued due to a violation of the Code of Professionalism may be made to the Senior Vice Chancellor of WSU Spokane. This petition must be completed within **10 calendar days from the date the initial decision letter was issued to the student.**

Students may further appeal to other University officers in WSU Spokane Student Affairs if the student believes unfair treatment or action is being taken. See the following link for more details on complaint procedures:

<https://provost.wsu.edu/procedures/classrooms/policies-and-reports/complaints/>

NEP Undergraduate Students Taking Graduate Classes

If an NEP undergraduate student wishes to take a graduate course, he or she must obtain permission to do so by completing several steps detailed on the form titled "Request for Graduate Credit for Courses Taken" that is available from the WSU Graduate School at: <http://gradschool.wsu.edu/>.

Note that only seniors can apply to take a graduate course and that several steps and signatures are required to obtain permission to do so. The first step should be a discussion with their faculty advisor; therefore, the student needs to complete this request one semester in advance of when the course is offered.

NEP Student Responsibilities

Orientation Details

BS NEP student orientation is required. Students receive an overview of the Student Handbook as well as other trainings, and important program information. Orientation will occur in August prior to the start of classes.

Advising & Required Courses

Most courses in NEP are only offered once a year. Therefore, planning your full academic program with the NEP Faculty Advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree. Prerequisites must be met. Therefore, most courses must be taken in sequential order. Advising meetings will occur prior to each semester.

Submission of Required Documentation

The items listed below should be completed prior to orientation, unless stated otherwise in the descriptions below the checklist. The student must collect and provide a copy of all documentation to the NEP Placement Coordinator.

Documentation Checklist (Required)

- signed Acknowledgement of Understanding Form (back of handbook)
- signed WSU NEP Media Consent Form (back of handbook)
- signed Authorization of Release of Record Form (back of handbook)
- Student Professional Liability Insurance Form (see student services)
- PAR-Q Form (back of handbook)
- CPR w/AED (AHA BLS Healthcare Providers Certification)
- Basic First Aid
- Safety
- Blood Borne Pathogens (BBP) Initial training Quiz, and Form (form in back of handbook)
- HIPPA (CITI)
- Food worker card
- PAML Drug screen (optional)
- Immunizations
 - 2-step TB test initially, then annual TB test (If more than 12 months between annual TB test, then will need to complete 2-step TB again)
 - Tetanus & Diphtheria (TDAP /TD) within the past 10 years
 - Hepatitis B series or titer test or signed Hep B declination form
 - Measles, Mumps, & Rubella (MMR) or titer test
 - Varicella or titer test
 - Proof of annual Flu shot or signed flu declination waiver
 - Hepatitis A (optional, some sites may require)

- Criminal Background Checks(4): National, Washington State Patrol (WATCH), GSA, and OIG

Documentation Descriptions:

Acknowledgement of Understanding:

A signed *Acknowledgement of Understanding* (AoU) which indicates the student has read the BS NEP Student Handbook and will abide by the policies and procedures of the university, campus, and program. The student must sign and submit the AoU to the Placement Coordinator **prior to orientation**. The AoU is kept on file until the completion of the degree.

Professional Liability Insurance:

NEP students are required to obtain professional liability insurance before they participate in any NEP experiential learning activities. Therefore, this insurance should be obtained and documentation provided to the Placement Coordinator **by the end of the first week of class**. To purchase the insurance from WSU Spokane Student Affairs, students can visit the Student Services Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. This requires an additional fee on top of other tuition and fees. This fee is the responsibility of the student in addition to application and tuition fees. More details about Professional Liability insurance is described below under “Insurance Requirements.”

Training/ Certifications:

Training/certification in **Safety, First Aid, and CPR with AED** will be made available upon matriculation.

CPR with AED:

***Note:** Be sure to get the CPR & AED certification specifically for health care providers through the American Heart Association. Local contact information to get certified:

- American Heart Association: (509) 536-1500
- Spokane Regional Health District: (509) 324-1500
- Deaconess Medical Center: (509) 458-5800
- Sacred Heart Medical Center: (509) 474-3131

Blood Borne Pathogens Training (BBP) This training is designed to ensure you can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <http://ehs.wsu.edu/labsafety/bbptraining.html>. Once you complete the training, take the Initial training quiz at the end and submit results to the NEP Placement Coordinator. Then sign BBP form located in the back of this Handbook and submit to the NEP Placement Coordinator **prior to Orientation**.

HIPAA Training: The Health Insurance Portability and Accountability Act (**HIPAA**) training is required of all NEP students. Only HIPAA training done under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at <http://www.irb.wsu.edu/CITI.asp>. Students should complete the Basic/Refresher Required Modules training which can be done online at the previous site and takes 3-4 hours to complete. Submit results to the Placement Coordinator **prior to orientation**. Valid 5 years after completion date.

Food Worker Card (Permit): All students are required to have a current Washington State Food Worker Card. An exam and fee of approximately \$10 are required to obtain the permit, which is valid for two (2) years. For more information about the Washington State Food Worker Permit, students should search WA State website:

<http://www.foodworkercard.wa.gov/>. This documentation needs to be provided to the Placement Coordinator **prior to orientation.**

Drug Testing

Many internship sites require drug testing, but it is optional for the NEP enrollment. The expense of such a test will be the responsibility of the student and is not the responsibility of the University or its representatives. Arrangements have been made with PAML in Spokane for \$20 drug screen test. Obtain PAML Employee Drug Screen Authorization Form before going into a PAML facility for this test, see website for updated form: <https://www.paml.com/employers/testing-services/employment-testing>.

Immunization/Health Records

Each student must provide evidence to the NEP Academic Coordinator of completed immunizations listed below. Students are required to provide copies of the following immunizations to the NEP Placement Coordinator prior to orientation unless stated otherwise in the descriptions below. If a student needs immunizations to be updated, he/she should contact his/her personal physician, the Spokane Regional Health District at (509) 324-1600, or check online at <http://www.srhd.org/services/clinic.asp>.

Immunizations required are:

- Diphtheria & Tetanus (TD/TDAP)
- Measles, Mumps & Rubella (MMR) or titer
- Varicella (chicken pox) or titer
- Flu (annually) or signed declination waver
- Hepatitis B series or titer or signed declination waver
- Negative 2-step TB skin test and annual 1-step TB skin test within a year after 2-step, until NEP program completion

Notes:

Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years must be submitted to NEP Placement Coordinator prior to Orientation.

MMR(Measles, Mumps & Rubella): Must provide the 2 step series of MMR or titer test proving immunity prior to orientation.

Varicella (chickenpox): A student must get a Varicella immunity titer. If the Student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox instead. Provide record to NEP placement coordinator prior to orientation.

Flu: Documentation of annual flu shot is required by NEP throughout the student's time in the program. The Student can choose to sign the declination waver instead of being immunized for Flu. **However**, declining vaccination will exclude you from certain internship site experiences and may inhibit you from completing your degree.

Hepatitis B: You must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and can then provide evidence of the following two Hepatitis B required immunizations at a later date. The Student can choose to sign the declination waver instead of being immunized for Hep B. **However**, declining vaccination will exclude you from certain internship experiences and may inhibit you from completing your degree.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between your annual TB tests, then you will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by NEP prior to orientation. You then must provide evidence of **yearly** purified protein derivative (PPD) tuberculosis testing (negative 1-step)

throughout your time in the NEP program. If you are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the NEP Academic Coordinator for further instruction.

Some experiential sites require H1N1 virus immunization, Hepatitis A or other Immunizations)

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the NEP Placement Coordinator on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the BS NEP Program.

Criminal Background Check

All students are required to submit a nationwide criminal background check **prior to orientation**. Only background checks obtained through the agency “CertifiedBackground.com” will be accepted. To obtain this background check, students should visit the website <https://www.certifiedbackground.com> and enter the package code **WA04BG** for student access. Please note that public institutions such as WSU may not deny admission based upon an applicant’s criminal record. However, if a student has a criminal conviction he/she may not be able to complete his/her degree and graduate depending upon the type and/or severity of the crime, irrespective of whether WSU has granted admission to the program. Experiential portions of the curriculum (practical experiences and internships) are required for completion of the degree and take place in private institutions that typically restrict individuals with criminal convictions from interacting with patients/clients. Since this is a nation-wide background check, it will require a fee in addition to the application and tuition fees.

Washington State Patrol Background Check (WATCH)

Students are required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. Students can complete WATCH either online or by completing a background check form at <https://fortress.wa.gov/wsp/watch/>. The fee is \$17.00.

General Services Administration (GSA) Background Check GSA background check documentation must be submitted to NEP Placement Coordinator **prior to orientation**. GSA can be completed at https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQpdmldzo5YjJiN2U5Ny03MTIyLTRjZTUtODc4Zi0wNmQxYzMwOGQ5YzQAB19fRU9GX18*&portal:componentId=0c0d95d1-a020-4d5d-9f91-4020bd008cb3&interactionstate=JBPNs_r00ABXcwABBfanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9zZWFyY2gua nNwAAAdfX0VPRi9f&portal:type=action##11. Click on “Search Records” and enter full name into the “Quick Search” box.

Office of Inspector General (OIG) Background Check

OIG background check documentation must be submitted to NEP Placement Coordinator **prior to orientation**. OIG can be completed at <https://exclusions.oig.hhs.gov/>.

Students who have not completed the required documentation will not be allowed to participate in experiential learning activities. This will likely result in a significant grade reduction (please see course syllabi) and possible graduation restriction.

Onboarding

The following steps are critical to successful onboarding as a NEP student.

1. Completion of NEP Advising & Documentation Checklist

The Checklist of Program Requirements was sent prior to registration to each student. All requirements were to be completed prior to the first week of classes.

2. Using Blackboard Learn

The student is given access to the Blackboard *Nutrition and Exercise Physiology Departments Continuous Home Page*, prior to Orientation. Documents related to online training for First Aid, CPR, Bloodborne Pathogens, HIPAA, as well as a folder for NEP 490 (Exercise Internship), allows students to be self-directed in meeting their health requirements prior to representing NEP in the curriculum and Internship experiences. Blackboard will likely also be the student's resource for course information and assignment submission.

Costs and Fee Estimates for BS NEP Students

All NEP students attending classes on the Health Sciences campus are subject to the tuition and fees described in the WSU Spokane Course Catalog. Books, course materials, housing, and transportation vary depending on individual's course requirements and personal needs.

Course Fees:	
NEP 340 Foods with Application to Physical Activity	\$35.00
NEP 370 Biochemistry	\$18.50
NEP 427 Nutritional Assessment and Lifestyle Counseling	\$28.00
NEP 463 Advanced Exercise Physiology	\$70.00
NEP 435 Exercise, Diet and Disease	\$18.50
NEP 465 Nutrition and Exercise Assessment	\$75.00
NEP 470 Sports Nutrition	\$25.00
NEP 476 Exercise Testing and Prescription	\$25.00
NEP 478 EKG, Medications, and Procedures	\$70.00
NEP 479 Nutrition and Exercise Practicum I	\$70.00
NEP 479 Nutrition and Exercise Practicum II	\$70.00
NEP 480 Cardiac and Pulmonary Rehabilitation	\$70.00

Additional Expenses:	
Housing Costs (<i>Estimated for modest studio apartment</i>)	Approx. \$550.00/mo
Annual Criminal Background Check	\$55.00
Annual WATCH Background Check	\$17.00
Annual Drug Test (may be required for internships)	\$20.00
Annual Professional Student Liability Insurance (through WSUS Student Affairs)	\$15.50
Health and Wellness Services Fee:	\$87.00
<ul style="list-style-type: none"> Mandatory for students enrolled with at least 7 credits 	

see http://spokane.wsu.edu/students2/student-life/health-wellness.html for coverage details	
Medical Insurance (Insurance may be required for an internship site. Students may purchase the WSU Spokane Student Medical Insurance Plan. See http://spokane.wsu.edu/students2/student-life/health-wellness.html for details.)	Variable
Physical Exam (May be required by an Internship Site)	Variable
Automobile Insurance	Variable
Books (This will depend on student's resources and individual needs)	Variable
Computer meeting specifications and daily access to the Internet	Variable
Flash/Thumb Drive (Recommended)	Variable

Costs Associated with Printing 10 cents/page In WSU Spokane Library (located 2 nd floor of SAC building)	Variable
Current Food Worker Card (Washington State)	\$10.00
Professional Portfolio Materials	Variable
AND Student Membership (optional)	\$50.00
Local AND Student Membership (optional)	\$10.00
ACSM Student Membership (optional)	\$10.00

Additional Expenses Junior Year: <ul style="list-style-type: none"> • Nametag Lanyard (provided by the NEP program) • Stethoscope • CPR for Adults, Infants, and Children w/Automated External Defibrillator (AED) • Basic First Aid 	Free \$50.00- \$100.00 Variable
Additional Expenses Senior Year: <ul style="list-style-type: none"> • Transportation to and from Practicum, Internship Site, and other experiential activities 	Variable
Vaccinations: <ul style="list-style-type: none"> • Please refer to the Immunizations/Health Records in the WSU Handbook Supplies: <ul style="list-style-type: none"> • ECG Calipers Possible Charges from Practicum and/or Internship Sites: <ul style="list-style-type: none"> • Drug Testing (often random) • Site-Specific Criminal Background Check • Relocation and Living Expenses Associated with NEP Internship 	\$9.00 Variable Variable Variable Variable

Computer Requirements

All NEP students are now required to have a laptop computer for academic use. If you have one, or plan to buy a new one, make sure it meets university IT specifications. WSU Spokane has Internet access, but additional access in your home or study area will also be required.

Electronic Communication Student Responsibilities

You must maintain an active Washington State University email account and promptly notify the Academic Coordinator of any account changes. This email account must be checked daily as this method of communication will be used exclusively for all official announcements and correspondence related to BS NEP and WSU.

For all WSU correspondence, NEP students are ***required to use their official WSU email address when corresponding with WSU faculty and staff***. In addition, NEP students should regularly check their WSU Spokane email inbox, and their spam inbox in case email is inadvertently placed there.

Following are the BS NEP Email expectations of students:

- All NEP students are connected to email and check it frequently (at least once daily on Mondays through Fridays).
- Each NEP student must maintain a WSU email account. All email from NEP faculty and staff to students will be sent directly to WSU email addresses (networkid@wsu.edu).
- Email communications from students to NEP faculty and staff should bear a signature line at the end of the message giving the student's full name and return WSU email address.
- Students using non-WSU email servers (e.g. Yahoo, Hotmail) may check their WSU email from those accounts with proper configuration (i.e. set up a POP account to check WSU server email). Permanent forwarding of the student's WSU email account to a non-WSU email server is not allowed.
- Students may access my.wsu.edu to get a new email name and temporary password, as well as, instructions on how to obtain a WSU email account and how to check their WSU email account via the Internet.
- Electronic communication (e.g., email or the World Wide Web) may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.
- Email communications from NEP faculty and staff to students and vice versa should include a concise description of the content of the email in the subject line so that recipients can gauge the urgency and importance of the message. Faculty and staff are expected to provide communications to students in a timely manner that will allow students adequate notice and opportunity to read and/or respond.

In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.

Liability for Safety in Travel

Students must assume the responsibility for transportation to and from off-campus activities such as practicum, internship, professional meetings, and all other off site activities. Students in the BS NEP degree will be assigned to off-campus facilities in almost all cases for internships. It is highly recommended that students have reliable transportation at that time. Washington State University Spokane does not provide travel and will not be liable for student safety in travel to and from assigned off-campus activities.

Insurance Requirements:

Professional Liability Insurance

NEP students are required to obtain professional liability insurance before they participate in any NEP experiential learning activities. Therefore, this insurance should be obtained and documentation provided to the Placement Coordinator **by the end of the first week of class**. It must be maintained current through the entire NEP program, including the NEP Internship and documentation of such provided to the Placement Coordinator. This type of insurance is designed to protect against harm or injury that you may cause to others. Most experiential learning sites require students to have professional liability insurance and will not allow students to be on site without it. Students can obtain professional liability insurance through a private insurance agency, a professional organization, such as the American College of Sports Medicine (ACSM), or for a nominal fee through the WSU Spokane Student Affairs office. To purchase the insurance from WSU Spokane Student Affairs, students can visit the Student Services Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. Insurance purchased through WSU Spokane Student Affairs is good for only one year, so it will need to be purchased more than once. If a student obtains the insurance from any other source, the insurance must meet or exceed the minimum standards set by the insurance available through Student Affairs. Contact WSU Spokane Student Affairs to see if an insurance matches WSU's requirements.

Medical Insurance

It is highly recommended that each NEP student maintain health insurance. Practicum, exercise internship sites, and supervised practice rotations typically require health insurance for participation. A student is eligible to purchase a student health insurance plan through Washington State University Spokane if enrolled in 7 or more credit hours a semester. See WSU Spokane Student Affairs for more information.

Automobile Insurance

Automobile insurance is the responsibility of the individual. Automobile liability insurance is required in the state of Washington.

Health and Wellness Services Fee

A student who is enrolled for 7 credits or more per semester is required by WSU to pay a mandatory health and wellness fee that entitles the student to basic local medical and health care services. This Fee is automatically billed at the same time as the qualifying student's WSU tuition. See WSU Spokane Student Affairs Health and Wellness website URL: <https://spokane.wsu.edu/studentaffairs/health-and-wellness/> for more information.

Code of Professionalism

Refer to "Code of Professionalism" under "NEP Policies and Procedures" for student ethical requirements.

Professional Appearance

The student must exhibit a professional appearance at the practice site both in manner and dress at all times. While at the internship site, the dress code will be determined and enforced by the assigned preceptor *as each site may vary in dress code requirements*. Each student is responsible for obtaining and adhering to the site-specific dress code. Each student must always wear a name tag identifying oneself as a Washington State University Nutrition and Exercise Physiology student. Examples of professional attire guidelines include the following:

Men: Dress shirt with buttons/collar, polo, tie (optional), pressed dress pants/khakis with a crease, closed toe shoes, no baseball caps or other hats, or sandals. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch and one ring.

Women: Skirts (not mini-skirts), pressed dress pants/khakis with a crease, dresses (no mini dresses), blouses (not sheer), sweaters, sweater sets, closed toe shoes, no sandals. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch, one ring and earrings (no dangling earrings).

Business professional dress code does NOT include: jeans (blue, black or other colors), denim skirts, shorts, cargo pants, casual twill pants, halter tops, low cut shirts (cleavage or lingerie revealing), skirts shorter than your extended arms, low cut pants revealing skin or underwear, T-shirts, sweats, shorts, sandals, flip-flops, open toed shoes, baseball caps or other hats.

The health care professional and the student must present a professional image to the client/patient and are expected to exhibit a neat, professional appearance at all times. The student's total appearance and grooming are important. The student should provide an example by practicing good eating habits. Daily hygiene (daily showers/baths, nail care, use of deodorant, hose/socks, hair care, neatly-trimmed beard/moustache, and clean, ironed clothes) is essential. Individual Internship sites have policies regarding appearance and conduct that must be adhered to. However, in addition to such policies, expectations include:

1. Students may be requested to wear lab jackets/coats for clinical assignments, depending on the guidelines for the facility. Attire worn under these lab coats must be neat, clean, professional in style, and appropriate to the facility. Evaluations of the student's professional appearance are included in the overall evaluations by the preceptors.
2. Professional dress is expected at all times and for assignments, including presentations, tours, field trips, etc. Professional dress means that the student must not wear denim-type jeans, leggings, casual shorts, sweatshirts, T-shirts, or any clothing that is too tight or revealing. ***It is not acceptable to show cleavage or other revealing body parts on the abdomen, legs, or buttocks. Obviously, revealing clothing/body parts, excess body piercing, and visible extreme body art are not acceptable professional attire, and in many communities will detract from the student's effort to present themselves as a professional student and will thus interfere with establishing successful professional relationships with patients.*** Preceptors are told that they may ask students to change their attire or appearance if preceptors feel it is distracting to patients or detrimental to the professional atmosphere of their office.
3. Only simple earrings may be worn that are approved and in compliance by the facilities dress code. No nose rings are allowed. Visible body rings or piercings must be removed or covered.
4. Closed-toe shoes (no sandals) must be worn in all clinical settings and labs. Running shoes are appropriate only in the exercise physiology labs. Shoes must be kept clean and repaired at all times.
5. Name tags must be worn at all times when on duty in the facilities. It is the student's responsibility to attain a name tag prior to the experiential learning activities. During orientation pictures will be taken so the first name tag will be provided. If you lose your name tag it is the student's responsibility to make arrangements with the NEP Secretary Senior to create the appropriate name tag.
6. When working in a kitchen area, hair must be worn off the shoulders and securely pinned away from the face, and/or a hairnet or cap may be worn. Men may be asked to wear hairnets or beard nets in food preparation for NEP activities.
7. Nail polish is not allowed when working around or handling food.
8. During experiential learning activities students must not use perfume, cologne or after-shave. Odors are frequently offensive to people undergoing medical treatment. Some facilities are fragrance-free and do not permit perfumes or strong odors.

9. During the experiential learning activities, students must not eat, chew gum, or use tobacco.
10. Use of alcohol or drugs, or impairment from such use while on duty in any facility, is not acceptable and may be grounds for dismissal from the program. Random drug tests may occur at the Internship facilities.
11. All NEP clinic or hospital-related material and information must be kept confidential. Students must not discuss any patient/client information in any public place, including elevators, lounges, cafeteria, etc. Students must use only initials when referring to patients/clients in written case studies, reports, or log books. It is unprofessional to repeat gossip or to discuss personality conflicts with co-workers.
12. Germs are more prevalent in the NEP Clinic or hospital setting; therefore, students must avoid mouth contact with fingers, nails, pencils, etc. Hands must be washed frequently and after using the toilet.
13. Telephones, supplies, computer equipment, and FAX machines in any facilities are for business purposes ONLY and are prohibited for a student's personal use.
14. Students must arrive at the facility in sufficient time in order to report for duty as scheduled. Students must not leave before designated departure times. Students must make sure that the preceptor or instructor knows the student's general whereabouts at all times during the experiential learning activity or internship. Students must call as soon as possible the preceptor or instructor if unable to report for the activity. Students must give the course instructor, academic coordinator, and their preceptors a local phone number and a contact person in case of emergencies.
15. Students must attend the experiential learning experiences in order to meet the competencies and the minimum American College of Sports Medicine requirements. If any experiential hours are missed at any time, the student must make up the time lost. Punctuality is a REQUIREMENT so students must arrive to the NEP Clinic or internship facilities on time. Students must communicate with the preceptor or instructor if ill, attending to personal business or a family emergency, etc. ATTENDANCE is mandatory and if any hours are missed, the student must arrange with the preceptor or instructor to make up the hours at another arranged time. Makeup days must be scheduled based upon the availability of supervising personnel. An extended absence due to illness or extenuating circumstances must be discussed with the course instructor and the preceptor.
16. While on duty or in a class situation, staff and instructors must be addressed by their appropriate title. For example: Doctor, Professor, Ms., Mrs., or Mr. However, some instructors and/or preceptors may prefer to be called by their first names so students can adjust to what is preferred.
17. Students must review study notes and reference materials more extensively on their own time. Projects and homework on advanced material must be anticipated as normal activities of a course requirement that may include experiential learning activities or exercise internship and will require additional time outside the normal workday.
18. Student cell phone use is prohibited during classes, labs, and during Internship/clinical hours. It is unacceptable for students to text or use the cell phone to communicate except during allowable breaks such as lunch or break times.

Exercise Internship Academic Requirement

After BS NEP program course completion the student will complete a culminating exercise Internship either the summer or fall after their last term ends. 10 credits will be awarded for the first 400 hours of the internship and more credits can be added if more hours are necessary (detailed description below). These 10 credits are a BS NEP academic requirement. The student will be responsible for finding an Internship during their last year in the

BS NEP program, but a list of previous sites will be provided by NEP faculty. The student may complete a clinical exercise internship if they wish to sit for the ACSM Certified Exercise Physiologist certification exam, or a non-clinical exercise internship if they do not wish to sit for the exam.

Clinical Exercise Internship: ACSM Clinical Exercise Physiologist Certification

The BS NEP degree prepares students to become certified as an American College of Sports Medicine Clinical Exercise Physiologist (ACSM CEP). An ACSM CEP is a healthcare professional certified to deliver a variety of exercise assessment, training, rehabilitation, risk factor identification, and lifestyle management services to healthy individuals and those with, or at risk for, cardiovascular, pulmonary, and metabolic disease(s). These services are typically delivered in cardiovascular/pulmonary rehabilitation programs, physicians' offices, or medical fitness centers. The ACSM Clinical Exercise Physiologist is also competent to provide exercise-related consulting for research, public health, and other clinical and non-clinical services and programs. See <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist> for more information from the ACSM.

Requirements for ACSM Clinical Exercise Physiologist certification include the following:

1. The student must have a minimum of a bachelor's degree in Exercise Science, Exercise Physiology, or Kinesiology from a regionally accredited college or university. You are eligible to take the certification exam if you are in the last term or semester of your program provided you have the required 500 hours of clinical experience. (See below).
2. A minimum of 500 documented hours of clinical experience must be completed prior to taking the ACSM Clinical Exercise Physiologist certification exam (e.g. cardiac/pulmonary rehabilitation programs, exercise testing, exercise prescription in clinical populations, electrocardiography, patient education and counseling, management of clients with cardiac/pulmonary/metabolic diseases, and emergency management). See below and the NEP Clinical Exercise Internship Manual for more information.

At least 400 hundred hours will be accumulated in the clinical exercise internship (NEP 490 - usually 10 credits), if the student does an approved clinical exercise internship.

Up to 100 clinical hours may be accumulated in the following NEP classes during on-site practicum experiences:
 NEP 427: Nutritional Assessment and Lifestyle Counseling
 NEP 478: EKG, Medications, and Procedure,
 NEP 479: Nutrition and Exercise Practicum I and II
 NEP 480: Cardiac and Pulmonary Rehabilitation

It is the NEP Instructor's responsibility to make sure that the course clinical hours meet ACSM's requirement. Clinical hours can also be done at off-site locations such as physician clinics, rehabilitation programs, and medically-based programs in the community. The student is strongly encouraged to acquire ACSM's pre-approval of any clinical hours obtained outside the program. NEP faculty will not be held responsible for any hours accumulated outside of the program. There will be some additional off-site experiences made available to students during their last year in BS NEP. However, it's the student responsibility to track and accumulate all clinical hours. For students wanting the ACSM Clinical Exercise Physiologist certificate (which requires 500 **clinical** hours in order to be able to take the certification exam) the student's clinical exercise internship may be extended beyond the standard 400 hours and 10 credits, if the student has not accumulated 100 clinical hours during their senior year in BS NEP. The additional clinical hours to be obtained during an internship must be approved in advance by the Internship Site Preceptor and the NEP Clinical Internship Coordinator. The student should then enroll in the appropriate number of credits for NEP 490. For example, forty hours is one credit; if a

student needs 440 hours, the student should enroll in 11 credits. The NEP Academic Coordinator must confirm that the student has enrolled in the appropriate number of credits. The Clinical Hours Documentation Form (*See Appendix for form*) is used to log and verify all clinical hours. For clinical hours earned in NEP courses, each student is responsible for listing on this form the approved clinical hours that have been accumulated during course work and obtaining faculty signatures **at the end of the semester for each course in which these hours were accumulated**. Additionally, each student must list clinical hours accumulated during the internship on the Clinical Hours Documentation Form and get signatures from the Internship Preceptor and the NEP Clinical Internship Coordinator. All off-site clinical hours should be signed by the event supervisor and NEP faculty member who approved the experience.

Note: A student is **not allowed to count more than 100 clinical hours outside of their exercise internship**.

To qualify as ACSM clinical hours, ACSM requires the practical experience in a clinical exercise program to be in one or more of the following:

- cardiac/pulmonary rehabilitation programs
- exercise testing and prescription
- electrocardiography
- patient education and counseling
- disease management of cardiac, pulmonary, and metabolic diseases
- emergency management

ACSM further states that:

“Only hours associated with the following in which you assisted or played a direct role in providing services will be accepted”:

- exercise assessment
- exercise prescription
- supervision
- counseling
- education

Before a student takes the ACSM Clinical Exercise Physiologist certifying exam, consult the following website: <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist>

Documenting Clinical Hours

The student should keep a copy of the Clinical Hours Documentation form(s) in his/her personal file. Documentation will ensure that these hours meet ACSM requirements, and that proof of hours can be provided to the ACSM. However, in some courses the student is required to document hours weekly. The NEP Instructor is **not** held responsible for signing the ACSM Certified Clinical Exercise Specialist Clinical Hour Verification Form if a student did not document the hours per the course requirements or did not obtain the signature at the end of each semester in which the hours were accrued.

Non-clinical Exercise Internship

Students who are not planning to take the ACSM Clinical Exercise Physiologist certification exam may do a 400(+) hour non-clinical exercise internship for their program culminating experience. However, students planning a non-clinical internship should still use the Clinical Hours Documentation Form (*See Appendix for form*) for clinical hours acquired in NEP courses, and have the form signed at the end of each semester by the

instructor of each course in which the clinical hours were completed. Should these students choose at a later date to acquire their required clinical hours in order to test for ACSM Clinical Exercise Physiologist certification, these additional clinical hours would be done under supervision of another institution or agency. It will be the student's responsibility to obtain documentation of the clinical hours performed at the institution/agency that constitute the remainder of the 500 clinical hours required by the ACSM.

Possible Relocation for BS NEP Culminating Internship

Students in the NEP undergraduate program may be required to relocate to a different city or state in order to do the required NEP 490 internship, because there may not be sufficient or appropriate internship sites or preceptors available in Spokane and the surrounding regions to place all students nearby. If relocation is required, the student is responsible for the costs of relocating and living expenses during the internship unless the internship site provides housing and/or a stipend. (See the NEP 490 Exercise Internship Manual for more details).

Attendance

The student is responsible for notifying NEP faculty and/or Internship Preceptors as early as possible in the semester if absence from classes, practicum experiences or internship is anticipated. Provision must be made to the satisfaction of the faculty and/or Internship Preceptor for coverage of coursework or duties during the student's absence. Students who are "at risk" academically will need to discuss with their instructor if absence from classes or facilities is in their best interest. Students may apply for travel grants through the Associated Students of Washington State University Spokane (ASWSUS) office located in the WSU Spokane Student Academic Center (SAC). Students will be required to make up any internship hours missed in order to meet the total 400-500 hours required. Each student is encouraged to attend one or more professional meetings each year. The student is responsible for the expenses associated with these meetings.

Injury or Illness While in Class or the Internship Facility

If necessary, the student will be taken at his/her own expense to the Emergency Room for treatment for an injury. If an illness occurs for you while at the NEP program facility or internship site, you will be directed to go to the nearest health clinic at your own expense.

Outstanding Student Awards

The Outstanding Student Awards in Nutrition and Exercise Physiology are given by the faculty to recognize the professional potential of students graduating in each of the NEP degree programs. Criteria for the awards are academic and research performance, service to the community, work ethic, conscientiousness, and positive attitude.

Student Responsibility for Graduation

Together with the NEP Faculty Advisor, the student plans and follows the program of study each semester. However, the written curriculum requirements described in the bulletin and catalog supplements are binding, and no advisor may waive or alter them. The student has the ultimate responsibility for meeting university, college, and program graduation requirements. Please reference the current **WSU Student Handbook** for complete guidelines on the following topics:

- Petitions for Graduation Requirements
- Requirements for Undergraduate Degrees
- Grades and Grade Points
- Honors
- Index to Academic Regulations (complete listing of rules indexed by subject)

Appendices

APPENDIX A

BS NEP ADVISING CHECKLIST

Student BS NEP & MS CPD NEP Enrollment Requirements Checklist:


MUST be reported to Placement Coordinator:

- Signed Acknowledgement of Understanding Form
- Signed WSU NEP Media Consent Form
- Signed Authorization for Release of Record

- Annual Student Professional Liability Insurance
- PAR-Q/Fitness Facility Pre-participation Screening Questionnaire Form

- HIPAA Certification (*Valid 5 years*)

- Blood Borne Pathogens (BBP) Training: Initial Training Quiz & Signed Form (annual)

- Basic First Aid Certification (*Valid 3 yrs.*)

- Food Worker Card (*Valid 2-3 yrs.*)

- CPR (Adult, Infant, & Child) w/AED Certification
Must be the AHA BLS Healthcare Providers Certification (Valid 2yrs.)

- Criminal Background Check
- Washington State Patrol (WATCH) background Check (annual)

- General Services Administration (GSA) Background Check (annual)
- Office of Inspector General (OIG) Background Check (annual)

- Tetanus & Diphtheria (TDAP/TD)

- Measles, Mumps & Rubella (MMR) series or Titer test

- Hepatitis B Series & Titer test or signed Hep B declination waver
- Varicella vaccine or Titer test
- Annual Flu shot or signed flu declination waver

- Negative 2-step TB test initially, then annual 1-step (1-step TB test, unless >12 months since 2-step TB test: then you will need to complete 2-step TB again). If any TB test is positive, refer to handbook for further instruction.
- Hepatitis A (Optional – some sites may require)
- Drug Test (Optional)

Submit Documentation of Requirements to Placement Coordinator by:

Email attachment as PDF document and send to: nep.advising@wsu.edu

APPENDIX B
ADVISING CHECKLIST FORMS



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

Bachelor of Science Degree in the Program of Nutrition & Exercise Physiology

Washington State University

Student Handbook

ACKNOWLEDGEMENT OF UNDERSTANDING

I, _____ have read the current NEP Undergraduate Student Handbook and the current WSU Student Handbook in their entirety, including the links provided therein. I fully understand the content of these documents, and agree to abide by the policies and procedures as outlined in the documents and the university website. I agree to assume the student responsibilities provided in these documents.

Signature of Student: _____

Date: _____



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

MEDIA CONSENT FORM

Date: _____

I, (please print) _____, hereby give my consent to be captured on any and all forms of media including but not limited to photography, video, audio etc. recorded by a staff, faculty or student of Washington State University and by its partners. I understand that the footage are to be used for teaching and communications purposes or for informational/marketing publications which may also include distribution over public, commercial, cable television, and/or the website. I release Washington State University, faculty, staff, and students from any responsibility associated with this action whatsoever.

Participant's Signature: _____

Email: _____



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

STUDENT AUTHORIZATION FOR RELEASE OF RECORD

Student Name: _____

(Please Print) (First) (Middle) (Last)

WSU ID: _____ Date of Birth: _____

I authorize the Nutrition and Exercise Physiology Program to release information from my education record as requested by clinical agencies in order to attempt to secure placement for clinical/practicum experiences.

I understand clinical agencies can require that I provide additional information beyond what is contained in my WSU education record.

I acknowledge there is no guarantee that I will receive a clinical placement. I understand I will not be placed at a clinical agency if I cannot meet the agency's requirements.

This authorization is valid for a period of five (5) years from the date of my signature. I understand I may revoke this authorization at any time by providing written notice to the Nutrition and Exercise Physiology Placement Coordinator.

Signature of Student: _____ Date: _____

Completed Blood Borne Pathogens Training

Washington State University Spokane Nutrition and Exercise Physiology

DUE: After the completion of the BBP video and successfully passing the BBP quiz

I have completed all of the required elements for Blood Borne Pathogens Training:

- _____ Watched the Blood Borne Pathogens refresher video in class
- _____ Completed and passed (with at least 90%) the Blood Borne Pathogen Refresher Quiz
- _____ Read Blood Borne Pathogens Control Plan 2015-2016

I agree to follow appropriate procedures for infection control as outlined in the Blood Borne Pathogens Control Plan, BBP training video, and the provided skill sheets. I understand that the cost of treatment, if I become exposed to an infectious agent, is **my responsibility and is not the responsibility of the University.**

NAME (Please print): _____

Signature: _____

Date: _____

IMPORTANT

You are required to keep a copy of this document each year. A copy of this may be required by experiential learning sites and rotation or internship site.

Students who have not successfully completed these activities by the end of orientation:

- will not be allowed to participate in any experiential learning activities or begin their rotation or internship until all activities have been completed and documented by the NEP Academic Coordinator or appropriate faculty member.

STUDENT PROFESSIONAL LIABILITY INSURANCE - \$15.50/ACADEMIC YEAR

Student Name: _____ WSU ID #: _____

Academic Department:

NEP SHS NURS: BSN RN-BSN MN/DNP PhD

Location: Spokane TC WW VC Yak

Student Permanent Address: _____

Phone Number: _____

Email Address: _____

This Student Professional Liability Policy provides liability coverage of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate limits and Commercial General Liability coverage with limits of \$1,000,000 per occurrence with a \$2,000,000 limits.

Instructions:

NURSING students: This form is **REQUIRED**. Please submit this form in person or via US mail with payment of \$15.50 to: Office of Student Affairs, WSU Spokane, PO Box 1495, Spokane WA 99210-1495

NEP and SHS students: Submit this form if requested by your department with payment of \$15.50 to the Student Affairs office (SAC 130) in person or via US mail. When authenticated with the cashier's paid stamp and returned to your academic department, this document serves as proof of insurance.

You may process this in person in the Student Affairs office or mail this form with payment to:

Washington State University Spokane ,
Office of Student Affairs
PO Box 1495
Spokane WA 99210-1495

Check made payable to WSU MasterCard VISA

Cashier's Paid Stamp

Trans Code: SSSPLI

Cardholder Name _____

Address _____

Card # _____ Security Code _____ Ex Date _____

Signature _____



PLEASE INCLUDE ALL INFORMATION. Omissions may result in your payment not being processed.

PAR-Q & YOU

(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity <u>recommended</u> by a doctor?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you feel pain in your chest when you do physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	3. In the past month, have you had chest pain when you were not doing physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you lose your balance because of dizziness or do you ever lose consciousness?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you know of <u>any other reason</u> why you should not do physical activity?

If
you
answered

YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

PLEASE NOTE: If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

Informed Use of the PAR-Q: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME _____

SIGNATURE _____

DATE _____

SIGNATURE OF PARENT _____

WITNESS _____

or GUARDIAN (for participants under the age of majority)

Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.



APPENDIX C

CLINICAL HOURS DOCUMENTATION FORM FOR THE AMERICAN COLLEGE OF SPORTS MEDICINE (ACSM) CLINICAL EXERCISE PHYSIOLOGIST CERTIFICATION

Reminder: This form is to be completed by each student. For those students planning to take the ACSM Clinical Exercise Physiologist certification exam, this form is to document the attainment of the required 500 hours of clinical experience in order to qualify for the Clinical Exercise Physiologist certification exam. These hours can include cardiac/ pulmonary rehabilitation programs, exercise testing, exercise prescription, electrocardiography, patient education and counseling, disease management of cardiac, pulmonary, and metabolic diseases, and emergency management. **100 of the 500 clinical hours should be completed during your senior year in the BS NEP program, and prior to the 400 hour exercise internship.**

American College of Sports Medicine — ACSM Certified Clinical Exercise Specialist Clinical Hour Verification Form

ACSM ID Number _____

Dr. Mr. Ms. Mrs.

First Name: _____ MI: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work: _____ Home: _____ E-mail: _____

1. Please provide as accurate assessment as possible of your total clinical experiences up to 600 hours. Only hours associated with exercise assessment, prescription, supervision, counseling and education in which you assisted or played a direct role in providing services will be accepted. The site supervisor refers to the contact person who supervised your work or internship experience. You should notify this person that we may contact him/her to verify your practical experience.

2. In addition to this form, please submit letters from each supervisor regarding your clinical experience. It is recommended that these letters do not exceed 500 words.

	Total hours earned	Dates of experience	Candidate job title (specify role)	Organization	Supervisor name	Phone number and e-mail
Site 1 P S V						
Site 2 P S V						
Site 3 P S V						
Site 4 P S V						

Please circle the appropriate letter. P - professional experience S - student internship V - volunteer experience (any non-work or school related experience)

I confirm that the information above accurately summarizes my clinical experience. I understand that falsification of this information could result in the revocation of the ACSM Certified Clinical Exercise Specialist credential.

Signature of applicant: _____ Date: _____



APPENDIX D

OPTIONAL IMMUNIZATION DECLINATION FORMS



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

HEPATITIS B VACCINE DECLINATION

I understand that due to my exposure to potentially infectious materials through my Nutrition and Exercise Physiology (NEP) courses, internship, rotations, or other experiential learning activities I may be at risk of acquiring Hepatitis B (HBV) infection.

I understand that by declining to obtain this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and get vaccinated with the Hepatitis B vaccine, I will present notification to the NEP Placement Coordinator.

I understand that by declining to obtain this vaccine I may not be able to complete an internship if the site requires the vaccination

NAME (please print): _____

SIGNATURE: _____

DATE: _____



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

INFLUENZA VACCINE DECLINATION

Did You Know?

- CDC and the Advisory Committee on Immunization Practices (ACIP) recommend that all health care workers get an annual flu vaccine.
- Fewer than half of health care workers report getting an annual flu vaccine.
- As a health care worker, by getting vaccinated, you can help protect your family at home and your patients at work from getting sick.
- Influenza outbreaks in hospitals and long-term care facilities have been attributed to low vaccination rates among health care professionals.
- Studies have shown that higher vaccination rates among health care workers can reduce influenza-like illness, and even deaths, in settings like nursing homes.
- Health care workers play an important role in protecting public health, and your co-workers need you to be healthy and able to cover your shift.
- Getting a yearly flu vaccine can help ensure your time off is spent doing what you want to do, not staying at home sick.

I have read and understand the above facts but elect to decline the Influenza Vaccine.

NAME (please print): _____

SIGNATURE: _____

DATE: _____

APPENDIX E

NEP FACULTY CONTACT INFORMATION

QUICK CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
NEP FACULTY MEMBERS			
Glen Duncan <i>Chair, Nutrition & Exercise Physiology</i>	glen.duncan@wsu.edu	509-358-7875	SHER 302
Janet Beary <i>CPD Director Instructor</i>	beary@wsu.edu	(509) 358-7562	SHER 320B
April Davis <i>Instructor</i>	adavis@wsu.edu	(509) 358-7919	SHER 320A
Laura Frank <i>Director of Clinical Sites, Clinical Assistant Professor</i>	frankl@wsu.edu	(253) 697-2012	Madigan Army Hospital, Tacoma
Daniel J. Guerra <i>Instructor</i>	djguerra@wsu.edu	(509) 358-7668	SHER 308
Shaekira Niehuser <i>Instructor</i>	shaekira.niehuser@ su.edu	N/A	SHER 314C
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