



WINONA

STATE UNIVERSITY
CLINICAL EXERCISE SCIENCE

Clinical Exercise Science Program Handbook

Policy and Procedures

Updated 8/1/2024

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Mission Statements

Winona State University (WSU)

The mission of Winona State University is to enhance the intellectual, social, cultural and economic vitality of the people and communities we serve.

We offer undergraduate programs based on the traditions and values of the arts and sciences and an array of graduate and professional programs that are especially responsive to the needs of the Upper Midwest.

We prepare our graduates to serve generously, lead responsibly and respond imaginatively and creatively to the challenges of their work, their lives and their communities.

A community of learners improving our world.

College of Nursing and Health Sciences (CoNHS)

The College provides quality graduate and undergraduate programs in nursing and health sciences. These programs are designed to graduate caring, ethical, competent, and progressive professionals who are sensitive to diversity and prepared to work with clients through health promotion, prevention of health problems, and caring during illness. In addition to its professional programs, the College seeks to promote health awareness at WSU. The College's educational environment supports life-long wellness in the individual, the University, the community, and global society.

Department of Health, Exercise and Rehabilitative Sciences (HERS)

The HERS Department is dedicated to graduating caring, ethical, competent, progressive professionals who are prepared to work with clients through health promotions, prevention, and caring during illness. In addition to its professional programs, the department seeks to promote health awareness at WSU.

Clinical Exercise Science Program (CES)

To train students in the physiology of chronic health conditions and how proper physical, psychosocial, and environmental health can impact and benefit clients with chronic conditions.

Program Assessment: Goals and Outcomes

Clinical Exercise Science: Program Goals and Outcomes

1. Academic and Program Success – WSU Clinical Exercise Science (CES) will be competent entry-level clinical exercise science professionals.
 - a. Average GPA of graduating majors will be >2.8.
 - b. Will have a 75% retention rate and graduation rate.
 - c. Will have a 75% pass rate of the ASCM- CCEP exam, one-year post-graduation.
 - d. Will have a 90% pass rate of CES students completing their internship.
 - e. Overall scores on Alumni surveys will score a rating of 3 out of 5 regarding program effectiveness and satisfaction following graduation.
 - f. Employer surveys will indicate satisfaction with the knowledge and skill of CES graduates of at least a 3 out of 5 on annual surveys.
 - g. Employment rate of 80% within one year of graduation.

2. Ethical/Professional Standards – CES students will achieve the knowledge and skills to practice in a legal, ethical, and professional manner that appropriately represents CES profession.
 - a. All students will achieve a rating of 3 or better on final supervisor evaluation forms.
 - b. All students will achieve a rating of 3 or better on field experience evaluation forms.
 - c. Graduates will self-report an overall rating of 3 on the Alumni Survey when assessing their ability to appropriately make ethical/professional decisions.

3. Quality of Instruction – CES students will be provided an outstanding education from faculty within the HERS department and their field experience sites.
 - a. Faculty will receive an overall rating of 3.0 in post-course evaluations from the CES students.
 - b. Site-supervisors will receive an overall rating of 3.0 in midterm and/or final evaluations from CES students.

Assessment of goals and outcomes:

Assessment of individual student progress/performance, courses, and sites/supervisors are completed each semester with the use of end of semester evaluations and surveys. A formal evaluation/assessment of all outcomes will be averaged every three years to determine areas of success and areas in need of improvement for the program. Average data will be summarized and made available for students and administration. Specific areas of need will be addressed by Program Director and Department accordingly.

Accreditation

The CES program is currently applying to Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Committee of Accreditation for the Exercise Sciences (CoAES) for program accreditation.

Application and Admission Requirements

Application and Admission to the WSU Clinical Exercise Science Program:

Students can declare a Clinical Exercise Science major at any point while attending Winona State University. Formal acceptance into the program occurs prior to the student completing their first practicum experience.

Academic Admission Criteria:

1. Possess a minimum overall GPA of 2.8 on a 4.0 scale.
2. Current certification in CPR/AED/First Aid.
3. Criminal background study completed.

See HERS department webpage or advisor for more a clarification.

Academic Policies and Standards

Once students have been formally admitted into the Winona State University Clinical Exercise Science Program the following requirements must be met for graduation:

- Must attain a C or better in all major courses.
- Must finish coursework with a GPA of 2.8.
- Must complete all field experiences with a passing grade.
- Adhere to WSU code of conduct.
- Adhere to Field Experience code of conduct and site policies.
- Meet all Winona State University graduation requirements.

Field Experiences (practicums and internship) (see Internship Policy and Procedure)

Field Experiences are critical to the development of a CES student. Students will be provided multiple opportunities to apply knowledge and skills acquired in the classroom and laboratory settings, for individuals with chronic disease under the direct supervision of a certified CCEP/RCEP/CCRP professional.

Practicum experiences are ideally completed during your last two semesters of coursework. Typically, the first practicum will be in the junior year and will be at WSU's Cardiopulmonary Rehabilitation and Prevention Program, this program requires about 5 hours per week from the students. The second practicum will be completed with outpatients at Winona Health's Cardiopulmonary Rehabilitation Program and clinical diagnostic testing. This practicum will last about 25-30 hours for the semester. Internship experiences are completed AFTER all major coursework is completed. The students will be required to complete 600-hours at the internship site.

During either type of field experience, the following apply:

Dress/Appearance Expectations:

- Overall, you should dress appropriately and professionally for all of your field experiences. Professional dress consists of clothing that is appropriately sized and will allow you to perform your duties. Clothing should not be faded, revealing, or have holes or fringe. Please note that the dress code at each site may vary and the student will be expected to follow the dress code of the individual site.
- **Tops:** Polos are preferred. Other acceptable options include "logo" sweatshirts, T-shirts, blouses, or scrubs. Shirts with inappropriate content are not permitted. University and Program themed clothing is preferred.
- **Bottoms:** Professional and appropriately fitting pants or scrub bottoms (with no holes/tears) should be acceptable at most sites.
- **Footwear:** Socks and laced athletic shoes will be the norm for most sites.

Participant/Patient Confidentiality:

- Participant confidentiality must be maintained during all field experiences.
- Prior to starting field experiences, students will be required to sign the Student Confidentiality Agreement form.
- At no time is it acceptable to give out information to anyone regarding a participant's personal or medical information.
- Participant records should not be left unattended or removed from the site without permission from the supervisor.

Social Media Policy:

- As a CES student at WSU, you represent the university, HERS Department, WSU CES Program, and yourself. Do not post anything that could embarrass you, your participants, the WSU CES Program, the HERS Department, WSU, or the profession.
- Students oftentimes use social media to communicate with other people. Social media may include blogs, websites, social networking platforms, such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, podcasts, etc. These guidelines apply whether you are posting on your own account or commenting on other sites. Your posts are never completely private, so do not post anything you will regret.
- The use of social media has several benefits, such as promoting the profession, networking with other professionals, and marketing yourself. However, social media can be detrimental due to several reasons. However, it is easy to become noncompliant with policies by sharing participant information. Derogatory language posted on social media will not be tolerated, nor will demeaning statements, threats, or incriminating photos.
- Inappropriate usage could result in disciplinary action, including possible dismissal from the CES Program.

Cell Phone Policy:

Cell Phone – CES students are encouraged to use cell phones, laptops or tablets during assigned field experiences or classrooms activities for **educational purposes** ONLY! If you have a family emergency taking place and you need to be available for phone calls, please notify your supervisor prior to the field experience.

Nondiscrimination and Harassment Policy:

Winona State University and the WSU CES program are committed to providing an academic and professional environment which embraces diversity and provides equal opportunity for all its students. The CES program follows all policies currently in place for Winona State University and Minnesota State, where no person shall be discriminated against with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. This policy includes all field experiences and educational opportunities throughout the academic program.

A CES student that has questions about any incident or action by a fellow student, staff or faculty member should report the incident to their supervisor and/or to the CES Field Experience coordinator immediately. For more information regarding the policies enacted by Winona State University and Minnesota State link to the following:

[Winona State Discrimination & Harassment](#)
[Minnesota State Policy 1B.1](#)

Field experience attendance and student responsibilities:

- Practicum and internship syllabi will provide specific requirements.
- Students will be required to log their field experiences and hours weekly.
 - HERS 361 Level I: 80 hours
 - HERS 361 Level II: 25 hours
 - HERS 497: 600 hours
- Students are responsible for recording their experiences and hours. Students may only document the hours in which they were under the direct supervision of a certified CES professional. Supervisors will need to sign off on hours weekly.
- Students are responsible for notifying their supervisors of any situation (i.e., emergency, illness, etc.) that may prevent them from attending or if they will be late.
- Field Experience schedule is set by the site supervisor (typically with student input).
- Field Experience hours may still need to be completed during typical semester breaks (depending on site).
- Students are expected to assume responsibility for transportation and (potentially) housing for any field experience.
- Students will be asked to provide evaluations of sites and supervisors after each semester's field experience.
- Students will also be asked to evaluate the Clinical Exercise Science Program through their senior exit survey.
- After all major coursework is completed, the student will be immersed in a full-time semester internship under the supervision of rehabilitation professional. Students have the opportunity to locate a site of interest and those may include paid positions. All sites need to be approved by field experience coordinator and have a Memorandum of Agreement in place with the University.

Clinical Exercise Science Student Evaluations:

- CES students will be evaluated by their supervisors at both midterm and end of each semester.
- CES students will be expected to reflect and discuss evaluations with field experience coordinator.

Site Supervisor Expectations:

The purpose of field experience is to provide CES students with opportunities to practice and master professional and interpersonal skills under the direct supervision of a certified CES professional.

The purpose of the internship is to provide students with opportunities to practice and develop both interpersonal skills and professional abilities/skills under the direct supervision of CES professionals.

At minimum, supervisors for the WSU Clinical Exercise Science Program need to be CES certified. Ideally, they will have had experience working with a variety of different populations inpatient, outpatient, and maintenance. Supervisors should also be familiar with the WSU policy and procedures for field experiences in CES.

- Supervisors will provide instruction and opportunities for CES students to practice and integrate the CoAES core competencies with a range of participants.
 - Health and Fitness Assessment
 - Exercise Prescription and Implementation.
 - Exercise Consulting and Behavior Modification
 - Risk Management and Professional Responsibilities
- To promote an effective learning environment, new clinical supervisors will receive education from the WSU Clinical Exercise Science Program as needed every three years. Supervisor training will be completed via video conference and would last approximately 45 minutes.
- Supervisors will assess students' abilities to meet the curricular content standards.
- Supervisors will maintain regular and ongoing communication with the WSU Clinical Exercise Science program.
- Supervisors will report any conflicts or problems with CES students to the program director and/or coordinator of field experiences after appropriate discussion with the student. Discipline will follow the Clinical Exercise Science Program Guidelines.
- Supervisors will directly supervise (visual and auditory), mentor and instruct students during internship experiences.
- Supervisors will provide an orientation to the student at the beginning of each term. At minimum, this should include:
 - Student and supervisor expectations
 - Review of the student's current scope of knowledge and skills
 - Plan for participants /staff to be able to differentiate professionals from students (i.e., name tags)
 - Review of all equipment and facilities
 - Critical incident response procedures (i.e., emergency action plans)
 - Blood-borne pathogen exposure plan
 - Communicable and infectious disease policies
 - Documentation policies and procedures

- Participant privacy and confidentiality protections
- Treat all participants/staff equally, regardless of race, ability, gender, sport, position/ability level, or any other reason.
- The Clinical Exercise Science Program director and/or field experience coordinator will evaluate all supervisors and sites annually.
- Clinical Exercise Science students will be evaluated at regular intervals (mid-point and end of term) by their supervisor through hard copy and/or Qualtrics online survey. These evaluations should be discussed with the student.
- Clinical Exercise Science students are expected to ask for regular oral feedback from the supervisor on knowledge level and skills throughout the field experience.

Disciplinary Action:

All student infractions will be considered individually by the CES program director, HERS faculty and the HERS Department Chair (as deemed appropriate). All infractions and disciplinary action will follow Due Process Rights as described in the WSU Student Handbook. A summary as it applies to a CES student is given below:

- Initiation of an infraction or complaint
- Notification of the student(s) involved.
- Preliminary Conference - with student(s) and CES program director. HERS faculty and/or site supervisors may be involved as deemed appropriate based upon the infraction.
 - Discussion of infraction/complaint by CES program director (HERS faculty and/or supervisors if needed)
 - CES student presents their case.
 - Discussion of appropriate sanctions if any
 - Agreement by all parties involved.
- Student conference with HERS Department Chairperson to review complaint and approve sanctions.
- Final appeal can be made to the College Dean.

Sanctions – one of the following will be applied by the CES program director.

- Acquittal - student conduct does not warrant sanctions.
- Conduct (Professional Behavior) Warning/Sanctions (Specific conduct and sanctions will be given to the student in writing). One of the following will be imposed.
 - Student is warned his/her conduct is unprofessional and future breaches will result in sanctions.
 - Student will be required to either provide a verbal or written apology to the involved parties or both.
- Disciplinary Warning
 - Student will be given a warning that their performance is below average.
 - Specific areas for improvement (deficiencies) and suggestions for improvement (objectives and outcomes) will be given. This will be in the form of a “Learning Contract” that the student and the CES program director will agree upon and sign.
- Dismissal
 - CES students will be notified in writing of dismissal from the program following a written warning.
 - If a student is dismissed, the student must re-apply to the Program, follow all application procedures, provide current documentation required for application, and demonstrate consistent improvement in the area that resulted in the dismissal to be considered as a candidate.

Grievance Policy:

Appeals will follow the process outlined below.

Winona State students have the right to appeal academic decisions. An unfavorable ruling at one level can be appealed to the successive levels. Wherever the student enters the process, the remainder of the communication line must be completed. At each level, the student must write a letter of appeal outlining the conflict and what process has been followed up to that point. Below is the communication flow chart.

1. Student Advisor (NOTE: CES Director and advisor, if different will be involved at this stage).
2. If the problem has not been solved to student satisfaction, appeal to the department chairperson.
3. If the problem has not been solved to student satisfaction, appeal to the dean of the college.
4. If the problem has not been solved to student satisfaction, appeal to the Associate Vice President for Academic Affairs.