

Department of Exercise and Health Science  
Student Handbook  
Updated Fall, 2022

The Department of Exercise Science has compiled a handbook of policies and procedures for current and prospective Exercise Science majors. This is meant to be an informative resource to help students better identify opportunities within the department. This manual will be updated to reflect current policies as they change. If you have any questions, please feel free to contact your academic advisor directly.

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## Student Policies and Procedures

### Conference Travel and Attendance

#### Reimbursement for Conference Costs:

Individuals must be declared Exercise Science students in good academic standing within the same academic year.

- First Author:
  - Registration and Submission fees reimbursed via department funds

- Travel and lodging costs via the Abendroth Research Award (See *Student Grants and Awards* below)
- ACSM-Northwest Academic Bowl Team
  - Dept will reserve and pay for up to 2 hotel rooms to be shared by students
    - Rooms must be at the reserved conference price
  - Dept will reimburse students for the early-bird registration fee. Students must submit reimbursement forms through the dept administrative assistant after they have attended the conference.
  - Students will be responsible for all other travel costs and membership fees.
- All reimbursement requests must be submitted to the Dept. Chair or administrative assistant within one month of travel. Requests must include a brief description of each expense along with all itemized receipts.

### **Internships (EXHS 394)**

Internships are designed to provide students with opportunities to experience potential career paths in real-world settings, such as clinics, offices, agencies, and research institutions. Credit options: 0.5 credits for minimum of 80 hours on-site; 1 credit for minimum of 160 hours on site. A paid position cannot be used for internship credit.

All internships are supervised and evaluated by an on-campus advisor in the Department of Exercise Science as well as an internship-site advisor.

The application for an internship (available from the department supervisor) must be completed before the internship can begin. Registration for the internship credit is tied to the submission of the application form – students do not sign up for this course through the usual on—line registration procedure.

Grading: Internship have a two-stage grading process: a) evaluation of the student's on-job performance by the internship site supervisor. This is only C/NC. b) ~10 page research paper (topic and details to be determined between the student and faculty supervisor once the student has had a minimum of 25 hours exposure in the setting and has some understanding of its mission). This is graded by the department internship supervisor. The letter grade for the paper will be the grade for the internship (assuming the evaluation of student performance by the internship-site supervisor is satisfactory)

The internship can extend over more than one semester but must be completed within a maximum of one year.

For more information or to apply for an internship, contact Professor Harmer.

### **Independent Study**

Students may receive academic credit for completion of an Independent Study (such as research work). Credit for an Independent Study will not be awarded for assisting with a faculty member's research (e.g. lab technician, or using already established experimental protocols). An independent study must meet the following criteria:

1. Original idea/research question: idea may originate with the student or in collaboration with faculty.
2. Research study must involve a distinct aspect, either content or experiential, that the student cannot obtain in a regularly offered EXHS course
3. Student must bear the primary responsibility for all aspects of the project.
4. Project must be approved by the majority of the EXHS faculty
  - a. Simple (~1pg) proposal
5. Outcome: A paper in the form of a literature review or manuscript submitted for publication (alternates to be considered on a case-by-case basis)
6. Grading is the responsibility of the supervising faculty member based on the following general criteria:
  - a. Quality of the written assignment (80%)
  - b. Effort and outcome (20%)

### **Student Executive Board**

The Willamette University Exercise Science Student Executive Board serves as liaison between the students and faculty of the Department. The Board is comprised of two representatives from each graduating class. Representatives are elected by their peers during the previous academic year. Elected students serve for one year.

Please click here for more detail: <https://willamette.edu/undergraduate/exsci/students/seb/index.html>

### **Exercise Science Student Club**

The Exercise Science Club is designed to provide the opportunity to exercise science majors and those interested in the human body and its function through the organization of several events and creation of health-related network of individuals Willamette Community and Greater Northwest.

- Members must have declared an Exercise Science major or are considering a major in Exercise Science
- Members must be ASWU fee-paying student at Willamette University
- Elected members of the Exercise Science Executive Board coordinate the activities of the Exercise Science Student Club.

For more information please contact: [exsciexecutive@willamette.edu](mailto:exsciexecutive@willamette.edu)

## **Student Grants and Awards**

### **Dept. of Exercise Science Internal Grants and Awards**

#### **Department Honors**

Upon graduation from Willamette University, a student will receive Exercise Science Department Honors if they have met one or more of the following criteria:

- Overall GPA of at least 3.5 and Major GPA of at least 3.75
- Successful completion of a Presidential Grant

- Successful completion of a Carson Grant
- Other scholarly achievement recognized by the EXHS faculty as meritorious.

### **Raymond F. Kenitzer, Sr. Exercise Science Scholar Award**

This award was made possible by the generous contribution of the Kenitzer family in memory of Ray Kenitzer, Sr. Each year, the Department faculty select one graduating senior in Exercise Science in recognition of academic excellence and outstanding contributions to advancing the ideals of the Department of Exercise Science. The awardee receives a plaque and is added to the plaque on display in Collins Hall. The awardee also receives either a copy of the Gray's Anatomy textbook, or the equivalent cost towards textbooks when entering graduate school.

### **Abendroth Research Award**

These awards are made possible by funds arranged by Professor Julianne Abendroth prior to her untimely passing in January, 2011. The Abendroth Fund has been further enhanced by contributions from her family, colleagues and friends. Jules was an inspirational teacher and unceasing advocate for her students and the Abendroth Awards are specifically designated to provide opportunities for Exercise Science majors to engage in scholarly and professional work in recognition of how important these activities were to her.

Proposals (approx. 1pg) must be submitted directly to the Exercise Science Department Chair. A call for proposals will be sent out annually; proposals will be accepted on a rolling basis. Contact Prof. Harmer for more detail.

Awarded funds may be applied to the following:

- **Research Funding:** up to \$500 for research expenses
  - Equipment, supplies, recruiting participants, conference travel, etc
  - Results must be presented at Student Scholarship Recognition Day, as well as at a peer-reviewed regional or national conference
- **Travel Funding:** up to \$200 for conference travel
  - The student must be a presenter at the conference
- **Article submission fees:** up to \$100 for submission fees to a peer-reviewed research journal. Page fees will not be reimbursed.

### **The Julianne Abendroth Scholarship**

The Department of Exercise Science is committed to the success of our majors. We aim to provide a welcoming and supportive academic environment, where students are encouraged to engage meaningfully with the faculty, and learn collaboratively with and from their peers. We recognize the benefit of broad participation from students who come from diverse economic, social, political, racial, and religious backgrounds. We also appreciate the realities our students face in meeting their financial obligations while enrolled. In recognition of her unwavering support for her students' welfare, the Department of Exercise Science has established the Julianne Abendroth Scholarship to support under-resourced students with demonstrated financial need who have shown academic potential. Scholarships of \$500 will be awarded to a maximum of four applicants per year. The funds may be applied toward tuition and fee charges or the purchase of textbooks.

This scholarship is funded through generous donations from the family and friends of Professor Julianne Abendroth who served the Department of Exercise Science from 2003-2011.

Eligible students must be:

- Declared Exercise Science majors with demonstrated financial need, and
- Returning for at least one semester following the application.

Students previously receiving this award are eligible to apply for it again.

Applicants must submit:

1. A personal statement of no more than two single-spaced pages detailing their motivation for studying Exercise Science, their individual journey to get to this point in their education, including any obstacles that they have overcome, their professional goals, and the impact that this award would have on their academic performance and participation, and
2. Unofficial transcripts.

By applying for the Julianne Abendroth Scholarship students agree to allow the Willamette University Financial Aid Office to provide the faculty in Exercise Science with a general indication of their financial status, including the existence of other sources of funding, without divulging specific financial details. The application materials will be solicited via email and the department website each Spring semester. Awardees will be announced during the Spring semester and funds will be added to the awardees' financial aid packages for the following Fall semester.

### **Raymond Kenitzer Award for Human Anatomy Textbook**

The Exercise Science Department acknowledges the financial strain that the high cost of textbooks can place on students. The Department has secured funds made available by Skip Kenitzer, former faculty member of the Department of Exercise Science, and his family in honor of his father Raymond F. Kenitzer Sr., to obtain copies of the textbook and atlas required for the BIOL 246 Human Anatomy course.\* As an alternative to purchasing the textbooks, eligible students can submit an application to borrow a copy of the textbook and atlas from the Department for personal use for the duration of one (1) semester. The application will be solicited via email and the department website every semester.

\* Required text: Moore's Clinically Oriented Anatomy 7th Edition, and optional text: Thieme Atlas of Anatomy

Eligible students must be:

- Declared Exercise Science majors with financial need, and
- Enrolled in the BIOL 246 Human Anatomy course for the semester for which the textbook is requested.

Applicants must submit:

1. A personal statement of no more than one single-spaced page describing the impact that this award would have on their academic performance and participation, and
2. Unofficial transcripts.

By applying for this award, students agree to: 1) allow the Willamette University Financial Aid Office to provide the faculty in Exercise Science with a general indication of financial need and confirm the existence of other sources of funding, without divulging specific financial details, and 2) return the textbook and atlas in good condition to the department at the end of the semester, or to pay to replace them.

### ***i*Human Sciences Initiative (*i*HSI)**

*i*HSI is an interdisciplinary research initiative of the Departments of Exercise Science and Psychology, designated specifically to support collaborative projects with faculty outside the two departments that tie other disciplinary foci to Exercise Science or Psychology. Funding may be available for students working as research assistants, in the form of a stipend. Contact a faculty member from Exercise Science or Psychology for more information.

## **Willamette University Internal Funding**

### **Mark O. Hatfield Library (MOHL) Research Award:**

Student paper in any discipline that demonstrates outstanding research using library and information resources. The paper must have been written in the sophomore or junior year as part of regular class work. Up to two awards are given each year and winners receive \$500.

This award is administered by the Hatfield Library:

<http://library.willamette.edu/about/award/>

**Carson Undergraduate Research Grant:** Summer Research/Creative projects for sophomores and juniors. Carson Grants offer Willamette undergraduates the opportunity to undertake a scholarly, creative, or professional research project during the summer. Approximately 10 grants of up to \$3,000 are available each year. Students may apply for these competitive grants either as sophomores or juniors. Projects may be creative and artistic, literary, investigative, interdisciplinary, and performative.

<https://willamette.edu/offices/saga/students/internal/programs/carson/index.html>

**Science Collaborative Research Program (SCRIP):** The objective of the Science Collaborative Research Program (SCRIP) is to provide selected undergraduate students the opportunity to work directly with faculty in the natural sciences on a nine-week summer research project. A stipend, food allowance, and housing expenses are provided to participating students.

<https://willamette.edu/arts-sciences/additional-academic-opportunities/scrp/index.html>

**Presidential:** Two undergraduates each year from any discipline receive this scholarship for one full semester's tuition for their senior year or a \$5,000 graduate fellowship. It also includes \$2,500 for research expenses the summer preceding their senior year.

[http://willamette.edu/offices/saga/wu\\_programs/programs/presidential/index.html](http://willamette.edu/offices/saga/wu_programs/programs/presidential/index.html)

**College Colloquium Student Research Grant:** Grants up to \$3,500 are available to first-year students interested in researching a topic related to their College Colloquium program, a first-semester course that immerses incoming students in the liberal arts environment. For rising Sophomores only. For more detail on these awards, please visit here:

[http://willamette.edu/offices/saga/wu\\_programs/programs/ccsrg/index.html](http://willamette.edu/offices/saga/wu_programs/programs/ccsrg/index.html)

## **External funding**

There are numerous grants and awards available for qualified students. Willamette University's Student Academic Grants and Awards office specializes in helping students identify and apply for many of these opportunities: <https://www.willamette.edu/offices/saga/index.html>.

Additional travel and research grants are available from several professional societies related to Exercise Science. These opportunities include, but are not limited to, the following:

- The American College of Sports Medicine, Biomechanics Interest Group: <https://bigacsm.wordpress.com/>
- The American Society of Biomechanics: <http://www.asbweb.org/>
- American College of Sports Medicine: <https://www.acsm.org/find-continuing-education/awards-grants/student-awards>
- American Physiological Society awards: <http://www.the-aps.org/mm/awards/Other-APS-Awards/Undergraduate>

## **Work Study Opportunities in EXHS**

### ***Human anatomy Peer Tutors***

For students who have successfully completed Human Anatomy (BIOL 246) and would like to work as an Anatomy Peer Tutor. As a Peer Tutor you will be responsible for helping out in weekly laboratory sections (2 hours), holding review hours, performing specialized dissections to uncover specific anatomic structures (1-2 hours) and attend weekly meetings with the professor as well as your peers in the tutor team (1-2 hours).

- Further details and the application can be found via the EXHS website:  
<https://www.willamette.edu/undergraduate/exsci/students/tutor-application/index.html>

### ***Exercise Science Public Testing***

The Exercise Science Dept offers fee-for-service lab testing for the public. Students who have successfully completed Exercise Physiology (EXHS 360) and can competently perform standard exercise physiology lab tests, may apply.

- For further details, or to apply, please contact Prof. Lockard <mlockard>