STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
HEFI 404 – ORGANIZATION AND ADMINISTRATION IN HEALTH & FITNESS PROFESSIONS

Created by: Janet L. Parcell Mitchell, PT, DPT, ATC, CSCS
Updated by:

School of Science, Health, and Criminal Justice
Department: HEALTH & FITNESS PROMOTIONS
Semester/Year: SPRING 2020
A. **TITLE:** ORGANIZATION & ADMINISTRATION IN HEALTH & FITNESS PROFESSIONS

B. **COURSE NUMBER:** HEFI 404

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)
   
   # Credit Hours: 3  
   # Lecture Hours: 3 per week  
   # Lab Hours: per week  
   Other: per week  

   Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** Yes ☐ No ☒

E. **GER CATEGORY:** None: ☒ Yes: GER  
   *If course satisfies more than one: GER*

F. **SEMESTER(S) OFFERED:** Fall ☒ Spring ☐ Fall & Spring ☐

G. **COURSE DESCRIPTION:**

   Students learn and discuss the current standards and guidelines that help health and fitness establishments provide high-quality service and program offerings in a safe environment. Students learn the high standards of care to satisfy fitness facility certification. They also learn standards and guidelines for pre-activity screening, orientation, education, and supervision; risk management and emergency procedures; facility design and construction; facility equipment; operating practices; signage; other client contact fundamental skills; as well as history taking and effective documentation of client information.

H. **PRE-REQUISITES:** None ☐ Yes ☒ If yes, list below:

JUNIOR LEVEL STATUS OF PERMISSION OF INSTRUCTOR

   **CO-REQUISITES:** None ☒ Yes ☐ If yes, list below:
I. **STUDENT LEARNING OUTCOMES:** (see key below)

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome</th>
<th>Program Student Learning Outcome</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
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</thead>
<tbody>
<tr>
<td>a. Identify phases and components of planning and designing a health/fitness facility</td>
<td>4. Capably communicate, orally and in writing, as a health and fitness professional within various health and fitness settings</td>
<td>1- Communication skills</td>
<td>O</td>
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<td>8. Utilize knowledge of foundational science and/or business principles to guide decision making in the health and fitness setting.</td>
<td>2-Critical Thinking</td>
<td>CA</td>
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<td>5- Industry, Professional, Discipline Specific Knowledge and Skills</td>
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<td>b. Describe key elements for assessing space requirements and equipment needs in the health/fitness facility</td>
<td>4. Capably communicate, orally and in writing, as a health and fitness professional within various health and fitness settings</td>
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<td>8. Utilize knowledge of foundational science and/or business principles to guide decision making in the health and fitness setting.</td>
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<td>c. Explain key aspects of facility and equipment maintenance and cleaning and identify tools and supplies necessary for maintaining the health/fitness facility and equipment</td>
<td>4. Capably communicate, orally and in writing, as a health and fitness professional within various health and fitness settings</td>
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<td>8. Utilize knowledge of foundational science and/or business principles to guide decision making in the health and fitness setting.</td>
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<td>d. Recognize and evaluate common areas of potential litigation in the health/fitness facility</td>
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<td>ISLO #</td>
<td>Institutional Student Learning Outcomes [ISLO 1 – 5]</td>
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<td>Communication Skills</td>
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<td>Critical Thinking</td>
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<td>Critical Analysis [CA], Inquiry &amp; Analysis [IA], Problem Solving [PS]</td>
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<td>Foundational Skills</td>
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<td>Information Management [IM], Quantitative Lit./Reasoning [QTR]</td>
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<td>Social Responsibility</td>
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<td>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</td>
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J. **APPLIED LEARNING COMPONENT:** Yes ☐ No ☒

If YES, select one or more of the following categories:

- Classroom/Lab
- Internship
- Clinical Placement
- Practicum
- Service Learning
- Community Service
- Civic Engagement
- Creative Works/Senior Project
- Research
- Entrepreneurship

(program, class, project)
K. **TEXTS:**


L. **REFERENCES:**


M. **EQUIPMENT:** None □ Needed: Technology enhanced classroom.

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Exams
Quizzes
Written assignments
Final paper/project
Participation

P. **DETAILED COURSE OUTLINE:**

I. **Clinical Competencies**
   a. Interpersonal and communication skills
   b. Client interview and history taking
   c. Verbal skills
   d. Listening skills
   e. Respect
   f. Empathy
   g. Professionalism

II. **Client Encounter Documentation**
   a. SOAP note/other documentation
   b. Complete history and objective documentation

III. **Pre-Activity Screening**
   a. Standards
   b. Guidelines

IV. **Orientation, Education, and Supervision**
   a. Standards
   b. Guidelines

V. **Risk Management and Emergency Policies**
a. Standards
b. Guidelines
VI. Developing an Policies and Procedures Manual
a. Mission statement and program goals
b. Program objectives
c. Job titles, descriptions, and duties of staff
d. Staff policies and activities
e. Facility administration
VII. Professional Staff and Independent Contractors for health/fitness facilities
a. Standards
b. Guidelines
VIII. Health/Fitness Facility Operating Practices
a. Standards
b. Guidelines
IX. Health/Fitness Facility Design and Construction
a. Standards
b. Guidelines
X. Health/Fitness Facility Equipment
a. Standards
b. Guidelines
XI. Signage in Health/Fitness Facilities
a. Standards
b. Guidelines

Q. LABORATORY OUTLINE: None ☒ Yes ☐