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 Fund (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
Students will be responsible for all other travel costs and conference registration fees.

- All reimbursement requests must be submitted to the Dept. Chair within one month of travel. Requests must include a brief description of each expense along with all itemized receipts.

**Internships (EXSCI 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 EXSCI course
3. Student must bear the primary responsibility for all aspects of the project.
4. Project must be approved by the majority of the EXSCI 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: [http://www.willamette.edu/cla/exsci/students/seb/index.html](http://www.willamette.edu/cla/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

**Student Grants and Awards**
Students interested in securing funds for the purpose or completing a research project (equipment, supplies, travel, etc.) should consider one of these opportunities:

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

**Abendroth Fund**
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.

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**iHuman Sciences Initiative (iHSI)**

iHSI 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.

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**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/](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.

[http://willamette.edu/offices/saga/wu_programs/programs/carson/](http://willamette.edu/offices/saga/wu_programs/programs/carson/)

**Science Collaborative Research Program (SCRP):** The objective of the Science Collaborative Research Program (SCRP) 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.

[http://willamette.edu/cla/additional-academic-opportunities/scrp/](http://willamette.edu/cla/additional-academic-opportunities/scrp/)

**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.


**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: http://www.willamette.edu/dept/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 Physiological Society awards: http://www.the-aps.org/mm/awards/Other-APS-Awards/Undergraduate

Work Study Opportunities in EXSCI

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 EXSCI website: http://www.willamette.edu/cla/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 (EXSCI 360) and can competently perform standard exercise physiology lab tests, may apply.
- For further details, or to apply, please contact Prof. Lockard <mlockard>