UF | College of Health & Human Performance

Department of Applied Physiology and Kinesiology

UNIVERSITY *of* FLORIDA

PROFESSIONAL CONFERENCING: 2020 ACSM HEALTH AND FITNESS SUMMIT

PET 5936　~　01 CREDIT　~　SPRING 2020

INSTRUCTOR: **Joslyn Ahlgren, PhD, ACSM C-EP**
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Preferred Method of Contact: CANVAS email

OFFICE HOURS: Live office hours will be posted in CANVAS during the first week of classes. Email the instructor for a virtual conference using Zoom (encouraged for online students).

MEETING TIME/LOCATION: This course is fully online, so there is no weekly in-person meeting day/time/location.

COURSE DESCRIPTION: Attending professional conferences is part of academia—but rarely are students prepared for the experience. In this course, students will learn best practices for planning conference-related travel, identifying sources of funding to help with travel and registration, navigating the conference program, time management, and professional engagement at a conference.

PREREQUISITE KNOWLEDGE AND SKILLS: There are no pre-requisites for this course.

REQUIRED AND RECOMMENDED MATERIALS: The only required "material" for this course is attendance at the 2020 ACSM International Health and Fitness Summit in Atlanta, GA (Mar 12-15, 2020): http://www.acsm.org/acsm-summit-home. Students must cover the cost of travel and registration to the conference. During the course, the instructor will assist students with planning. Because the conference location is so close to Gainesville, ground transportation as a whole class may be the most economical option.

COURSE FORMAT: Students will complete a series of activities leading up to the conference travel date intended to help them prepare for an enjoyable, <u>productive</u> experience at a professional conference. While at the conference, students will complete a number of activities/meetings with the class/instructor. Upon return from the conference, students will complete an online presentation outlining some of what they learned and a one-on-one interview with the course instructor reflecting on and summarizing their experience. Because the date of the conference is in mid-March, this course is "front-end loaded" – with more work before the conference than after. Most of the course "hours" will take place during the conference.

COURSE LEARNING OBJECTIVES: At the conclusion of this course, student should be able to:
- Craft a feasible budget and identify possible sources of funding to help cover related costs
- Navigate the online program/schedule and registration site for a professional conference
- Register for and travel to/from a professional conference
- Generate a personal business card and resume for use at a professional conference
- Network/interact with other conference attendees and presenters….and follow up with them in a professionally acceptable manner
- Organize and share information learned at a professional conference

COURSE AND UNIVERSITY POLICIES:

ATTENDANCE POLICY: Students are required to attend the entire 2020 ACSM International Health and Fitness Summit in Atlanta, GA (Mar 12-15). For each day a student is not in attendance at the conference, a whole letter grade penalty will be applied (e.g., A → B). Students are also required to attend on-site course gatherings (see semester schedule below). For each on-site gathering not attended, a partial letter grade penalty will be applied (e.g., B → B-). If the student is unable to attend any required meeting/gathering due to illness or other acceptable excuse, it is their responsibility to notify the instructor immediately via email or text. In the case of excused absences, a make-up assignment or alternative time to meet with the instructor will be provided.

PERSONAL CONDUCT POLICY: Students are expected to exhibit behaviors that reflect highly upon themselves and our University:
- Read and refer to the syllabus
- Be punctual to all course meetings and conference presentations, workshops, and workouts
- Show respect for the authority of the course instructor and conference presenters through politeness and use of proper titles (e.g., "Dr. Ahlgren")

- Use of professional, courteous standards for all emails and discussions:
    - Descriptive subject line
    - Address the reader using proper title and name spelling
    - Body of the email should be concise but have sufficient detail
    - Give a respectful salutation (e.g., thank you, sincerely, respectfully)
    - No textspeak (e.g., OMG, WTH, IMO)
- No personal conversations, texting, checking social media during class meetings or conference presentations
- No taking photographs of conference presentations without explicit permission from the presenter
- Adherence to the UF Student Honor Code and UF Student Conduct Code: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/ Please note: These codes apply to students regardless of where such conduct occurs, *even if off campus.*

MAKE-UP OR DEADLINE EXTENSION POLICY: If students feel they need a make-up assignment or extension of a deadline for an existing assignment, they should email the instructor through CANVAS. The request should include specifics on the reason as well as related documentation verifying the need for your request. Requests should be submitted prior to the deadline of the assignment. Requests submitted after the deadline of an assignment as passed will only be considered in emergency situations. *Please note: inability to submit an assignment of time due to clear procrastination is not a valid excuse for a make-up or an extension.* Students are encouraged to manage their time wisely and permit enough time to complete assignments and submit them by the given deadlines.

"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."

ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

COURSE EVALUATIONS: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email

they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

GETTING HELP:

Health and Wellness
- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575
- Counseling and Wellness Center: https://counseling.ufl.edu/, 352-392-1575
- Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies) http://www.police.ufl.edu/

Academic Resources
- E-learning technical support, 352-392-4357 (select opti on 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml
- Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. https://career.ufl.edu/
- Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/
- Student Complaints On-Campus: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/ On-Line Students Complaints: http://distance.ufl.edu/student-complaint-process/

GRADING:

Students will receive points for the following graded components. Detailed instructions, grading rubrics, and submission information will be posted in CANAS. *Indicates a mandatory course component. Failure to complete mandatory components will result in course failure.

Evaluation Components (number of each)	Points Per Component	Approximate % of Total Grade
Pre-Conference Assignments	**50**	
Verification of Conference Registration (1)*	5	

Verification of Hotel Reservation (1)*	5	
Business Card (1)	5	
Professional Resume or CV (1)	10	
Conference Budget (1)	5	
Proposed Daily Conference Schedule (1)	10	
Presenter Summary (1)	10	
Getting Organized Ahead of Time (1)	10	
At the Conference	**90**	
Keynote/Bortz Lecture Attendance (4)*	10 x 4 = 40	
Expo Hall (1)*	10	
Daily Summaries (3)*	10 x 3 = 30	
Evidence of Networking/Engagement (1)	10	
Post-Conference Assignments	**30**	
Summary Presentation (1)*	20	
Meet with Instructor (1)*	10	

GRADING SCALE: Grades will be assigned according to the following table. *Any requests for extra credit or special exceptions to these grading policies will be interpreted as an honor code violation (i.e., asking for preferential treatment) and will be handled accordingly.*

Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	90.00-100%	4.0
B+	87.00-89.99%	3.33
B	80.00-86.99%	3.0
C+	77.00-79.99%	2.33
C	70.00-76.99%	2.0
D+	67.00-69.99%	1.33
D	60.00-66.99%	1.0
E	0-59.99%	0

More detailed information regarding current UF grading policies can be found here: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/.

WEEKLY COURSE SCHEDULE:

Should any changes need to be made to this schedule during the term, students will be notified via CANVAS announcements. If you do not currently receive notifications for CANVAS announcements, you can alter your CANVAS profile at this link to set those up: https://community.canvaslms.com/docs/DOC-10628.

Week	Dates	Topic and Assignment (with Due Dates)	~Hrs
1	Jan 7-11	Read the syllabus, watch the course instructor welcome video, view ACSM website to review registration information. Students are strongly encouraged to register for the **free** STUDENT ACCELERATOR workshop on 3/12/20 from 2:45-5:15pm.	1.25
2	Jan 14-18	Budgeting for a Professional Conference (Submission due 1/18/20 at 5pm)	1
3	Jan 21-25	Creating and Using a Student Business Card at a Conference (Submission due 1/25/20 at 5pm)	1
4	Jan 28-Feb 1	Getting your Resume/CV On-Point (Submission due 2/1/20 at 5pm)	1.5
5	Feb 4-8	Registration and Hotel Verification (Submission due 2/8/20)	0.5
6	Feb 11-15	Budgeting Your Time at a Conference (Submission due 2/15/20 at 5pm)	1.5
7	Feb 18-22	Investigating the Conference Presenters (Submission due 2/22/20 at 5pm)	2
8	Feb 25-Mar 1	Getting Organized Ahead of Time (Submission due 3/1/20 at 5pm)	0.5
9	Mar 4-8	Spring Break	
10	Mar 11-15	**ACSM International Health and Fitness Summit (Mar 12-15)** Travel on 3/12 and 3/15 Keynote/Bortz Lecture Attendance (no submission needed – meet with instructor) Expo Hall (Submission due 3/14/20 at 11:59pm) Daily Summaries (Submissions due 3/13, 3/14, and 3/15 at 11:59pm) Evidence of Networking/Engagement (Submission due 3/16 at 11:59pm)	32
11	Mar 18-22	Work on your post-conference presentation - detailed instructions in CANVAS	3
12	Mar 25-29	Post-conference Online Presentation (Submission due 3/29/20 at 5pm)	0.25
13	Apr 1-5	Post-conference Meeting with Instructor (Email to request a meeting by 4/5/20 at 5pm)	0.5
14	Apr 8-12		

15	Apr 15-19		
16	Apr 22-26	Last day to complete the post-conference meeting is Wed, 4/24/20	

PERSONAL NOTE FROM DOC. A:

If you are totally overwhelmed by the stresses of your semester and feel like you just can't handle the pressure, please contact me or someone at UF's Counseling and Wellness center. I genuinely care for my students' wellbeing. Without you, I would have no one to teach…and that's uncool.

Also, it is important to me that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me. If your preferred name is not what shows on the official UF roll, please let me know. I would like to acknowledge your preferred name and pronouns that reflect your identity. You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison."   To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas.   This does not change your legal name for official UF records.

Let's ROCK this semester, yeah?!

Doc. A