

**Fitness Instructor Training (FIT)**

SPRING 2021 Syllabus

**UREC Staff:**

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**Description**

The FIT program focuses on the basics of group fitness instruction, providing prospective instructors with foundational knowledge, tools, and skills as well as both online and in-person instruction experience. This required training is the first step to becoming a Group Fitness Instructor (GFI) at UREC. While not required to take the ACE or AFAA GFI national certification exam, students will receive content that prepares them for it.

**Format**

FIT is a semester-long commitment that allow students to lead UREC fitness classes by the subsequent semester. In lieu of a formal interview, students must successfully complete two parts:

1. ***COURSE***

We meet on **Wednesdays, 3:00-6:00 p.m.** via Zoom, alternating between lecture-based and hands-on practical experience sessions. Student should be ready for physical activity. As the schedule and guidelines allow, we plan to hold in-person sessions later in the course with safety and distancing protocols in place. Students must receive a Pass (at least 80% or 800 points) in the Course before continuing to the Apprenticeship portion. A points breakdown is available on the next page, and a full course calendar is on the third page.

Attendance is required throughout the initial seven weeks, along with regular participation as a shadow in one fitness class. The instructor for that class will serve as a mentor.

2. ***APPRENTICESHIP***

After seven weeks, students complete additional weeks of shadowing and practice in the same class and format with their mentor to prepare for their audition. Regular attendance and participation are encouraged as successful audition before employment is required.

**General Course Requirements & Expectations**

We provide a manual and workbook and expect students to come prepared. We value excellence, which academic integrity embodies: Students must complete all assignments and activities with effort using their own words. **FIT is a hiring process**; full participation and adequate submissions without plagiarism reflect well. Effort—or lack thereof—in reading, writing, and speaking about the course content will affect material retention and show in student performance.

We will take attendance in every class. Make up for missed classes, assignments, and quizzes is allowed for documented family/medical emergency or pre-approved travel, provided that students notify us at least 24 hours in advance. Missed assignments and quizzes without prior approval will not be rescheduled and therefore will receive no credit. Students are responsible for any content they miss during class; they should work with their classmates for materials and practice.

We ask that students join class on time and remain for the entire session. If students need to leave early, we expect students to notify us at least 24 hours in advance. Being tardy persistently or leaving early is equivalent to an absence and the student will receive no credit for that day.

### **Student Evaluation**

This class is Pass/Fail. There are 1000 total points, 800 of which constitute a PASS:

- Weeks 1-5 Attendance = 250 points (50 per week x 5)
- Workbook Assignments = 550 points
  - Workout Logs = 60 points (10 per week x 6)
  - Journals = 100 points (20 per entry x 5)
  - Instructor Observation = 150 points (50 each x 3)
  - Cueing Basics Practice = 40 points
  - Scope of Practice = 25 points
  - FITT and ACSM Guidelines Application = 75 points
  - Kinesthetic Cueing worksheet = 50 points
  - Apprenticeship Format Reflection = 50 points
- Quiz (undisclosed date) = 20 points
- Week 6 Lecture Final Exam = 100 points
- Week 7 Practical Experience Final = 80 points



**We do not round up percentages.** The grading distribution is as follows.

PASS: 800-1000 points (80-100%)

Fail: 0-799 points (0-79%)

### **Diversity & Inclusion**



#### ***UREC for All: Our Commitment***

We at University Recreation and the Chinook commit to empowering our students and community members to succeed through equitable support and engaging programming. We foster an inclusive climate that enables **all to thrive.**

We welcome everyone to participate in our group fitness classes. Our program provides diverse opportunities to the WSU community through over 180 classes per week in 45 unique formats. We train our instructors to ensure equitable, positive experiences that fit various exercise needs and incorporate all fitness levels and experiences.

Visit <https://urec.wsu.edu/fitness> to learn more.

### **Accessibility**

University Recreation values providing programs and activities that are accessible. We are proud to provide equipment and programming that creates an inclusive environment and makes every reasonable effort to be accessible to everyone. Reasonable accommodations are available with adequate prior notification. Contact Joanne Greene at 335-9669 for more information.

# Fitness Instructor Training (FIT) Course Calendar

\*Please note that details and topics may be subject to change.

<p><b>WEEK 1</b></p> <p style="text-align: center;"><b>January 27, 2021</b></p> <p><b><u>Introduction to Group Fitness at UREC</u></b></p> <ul style="list-style-type: none"> <li>• Departmental Values</li> <li>• Instructor Roles and Expectations</li> <li>• Scope of Practice</li> <li>• Wellbeing</li> <li>• Auditions and Skills Audit</li> </ul> <p><b><u>Cueing Basics</u></b></p> <ul style="list-style-type: none"> <li>• Spatial use</li> <li>• Mirroring</li> <li>• Verbal and Non-verbal Communication</li> <li>• Inclusive Language Foundations</li> </ul>	<p><b><u>3:00-4:30 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Welcome and Introductions</li> <li>• Syllabus, FIT Process, and Timeline Overview</li> <li>• Lecture</li> </ul> <p><b><u>4:30-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Mirroring practice</li> <li>• Cueing drills</li> </ul> <p>After class:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Submit Student Bio, Portrait (that best represents personality), Format/Class Preferences, and Spring 2021 availability <b>by Friday, noon</b> (worth 25 Attendance points)</li> <li><input type="radio"/> Read Manual, p. 1-3</li> <li><input type="radio"/> Continue Cueing Basics Practice at home</li> </ul>
<p><b>WEEK 2</b></p> <p style="text-align: center;"><b>February 3, 2021</b></p> <p><b><u>Exercise Physiology &amp; Practical Anatomy for the GFI</u></b></p> <ul style="list-style-type: none"> <li>• Basic Physiology</li> <li>• Anatomical Terms and Muscles</li> <li>• Movement and Training Principles</li> <li>• Fitness Components</li> <li>• Workout Phases</li> <li>• Alignment</li> </ul> <p><b><i>*Start observing and participating in shadow class this week!</i></b></p>	<p><b><u>3:00-4:30 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Week 1 Review</li> <li>• Lecture</li> </ul> <p><b><u>4:30-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Cueing Practice</li> </ul> <p>Due by class time this week:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Workout Log 1</li> <li><input type="radio"/> Journal 1</li> <li><input type="radio"/> Scope of Practice Worksheet</li> </ul> <p>After class:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Read Manual, p. 4-25</li> </ul>
<p><b>WEEK 3</b></p> <p style="text-align: center;"><b>February 10, 2021</b></p> <p><b><u>Group Fitness Building Blocks</u></b></p> <ul style="list-style-type: none"> <li>• Musicality and Timing</li> <li>• Cueing Types</li> <li>• Verbal and Non-verbal Cueing Tools</li> <li>• Inclusive Leadership and Strategies</li> <li>• Intensity</li> <li>• Risk Management</li> <li>• Safety, Injury Prevention, and Contraindications</li> </ul>	<p><b><u>3:00-4:30 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Week 2 Review</li> <li>• Lecture</li> </ul> <p><b><u>4:30-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Teach from Home Guidelines</li> <li>• Cueing Practice</li> </ul> <p>Due by class time this week:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Workout Log 2</li> <li><input type="radio"/> Journal 2</li> <li><input type="radio"/> Cueing Basics Practice</li> </ul> <p>After class:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Read Manual, p. 26-34</li> </ul>

<p><b>WEEK 4</b></p> <p style="text-align: center;"><b>February 17, 2021</b></p> <p><b><u>Class Planning and Programming</u></b></p> <ul style="list-style-type: none"> <li>• Motivation and Adherence</li> <li>• Exercise Barriers</li> <li>• Exercise Considerations</li> <li>• Coaching Levels and Connection</li> <li>• Class Structure, Design, and Scripting</li> <li>• Floor Coaching</li> </ul>	<p><b><u>3:00-4:30 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Week 3 Review</li> <li>• Lecture</li> <li>• Audition Workout Worksheet Overview</li> </ul> <p><b><u>4:30-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• ONLINE Collective Team Workout # 1</li> <li>• Communication, Feedback, and Debrief</li> </ul> <hr/> <p>Due by class time this week:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Workout Log 3</li> <li><input type="radio"/> Journal 3</li> <li><input type="radio"/> FAMILIAR Class Format Observation</li> </ul>
<p><b>WEEK 5</b></p> <p style="text-align: center;"><b>February 24, 2021</b></p> <p><b><u>Course Content Review</u></b></p> <ul style="list-style-type: none"> <li>• Weeks 1-4</li> </ul> <p><b><i>*Topic overflow, as needed</i></b></p>	<p><b><u>3:00-5:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Week 4 Review</li> <li>• Lecture Final Review</li> </ul> <p><b><u>5:00-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Collective Team Workout # 2</li> </ul> <hr/> <p>Due by class time this week:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Workout Log 4</li> <li><input type="radio"/> Journal 4</li> <li><input type="radio"/> UNFAMILIAR Class Format Observation</li> </ul>
<p><b>WEEK 6</b></p> <p style="text-align: center;"><b>March 3, 2021</b></p> <p><b><u>Lecture Wrap-Up: Final</u></b></p>	<p><b><u>3:00-5:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Lecture Final Exam: Online</li> </ul> <p><b><u>5:00-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Practical Experience Final Practice</li> </ul> <hr/> <p>Due by class time this week:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Workout Log 5</li> <li><input type="radio"/> Journal 5</li> <li><input type="radio"/> FITT and ACSM Guidelines Application</li> <li><input type="radio"/> LES MILLS Format Observation</li> </ul>
<p><b>WEEK 7</b></p> <p style="text-align: center;"><b>March 10, 2021</b></p> <p><b><u>Course Wrap-Up</u></b></p> <p><b><i>*Reminder to:</i></b></p> <ul style="list-style-type: none"> <li><input type="radio"/> <b><i>Discuss Apprenticeship with Mentor</i></b></li> <li><input type="radio"/> <b><i>Review Timeline, Checklist, and other related materials</i></b></li> </ul>	<p><b><u>3:00-3:45 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Week 5-6 Review</li> </ul> <p><b><u>3:45-4:30 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• Practical Experience Final: Online</li> </ul> <p><b><u>4:30-6:00 p.m.</u></b></p> <ul style="list-style-type: none"> <li>• FIT Experience Reflection Discussion</li> </ul> <hr/> <p>Due by class time this week:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Workout Log 6</li> <li><input type="radio"/> Kinesthetic Cueing</li> <li><input type="radio"/> Apprenticeship Format Reflection</li> </ul>

WEEKS 8-15	March 15-May 7, 2021
<p><b><u>Shadowing &amp; Apprenticeship</u></b></p> <p>Students will be an apprentice to a well-established instructor in the format they will teach in the future.</p> <p><b><i>*It is the student’s responsibility to work with their mentor on their apprenticeship progress and audition preparation. Students should facilitate communication with mentors and manage their time during this stage.</i></b></p> <p><b><i>*There is no Spring Break this semester so the fitness class schedule is not affected.</i></b></p>	<p><b>Step 1.</b> Shadow and participate in class (<b>February 1</b>)</p> <p><b>Step 2.</b> Teach at the front alongside mentor (still distanced; <b>March 15</b>)</p> <p><b>Step 3.</b> Lead sections of class (<b>April 5</b>)</p> <ul style="list-style-type: none"> <li>• Practice, practice, practice!!!</li> <li>• Attend in-house training for apprenticeship format (to be scheduled based on students’ availabilities)</li> <li>• Schedule an audition             <ul style="list-style-type: none"> <li>✓ <b><u>At least one full week in advance</u></b></li> <li>✓ In the apprenticeship format</li> <li>✓ By the last week of Session 2 (<b>April 26-May 3</b>)                 <ul style="list-style-type: none"> <li>○ Sweat the Stress Week (<b>May 3-7</b>) at the latest</li> <li>○ May audition earlier based on course performance, mentor feedback, and UREC staff discretion</li> </ul> </li> </ul> </li> <li>• Use Audition Workout Worksheets to help structure your audition</li> <li>• Be prepared to have <u>original copies</u> of necessary documents for payroll ready <u>in person</u> (details below) by Sweat the Stress Week (<b>May 3-7</b>)</li> </ul>
<p><u>AFTER FIT</u></p> <p><b>Upon completion of a successful audition...</b></p>	<p>Students will need to:</p> <ul style="list-style-type: none"> <li>• Complete payroll procedures and background check             <ul style="list-style-type: none"> <li>○ To get on payroll, prospective employees must bring:                 <ul style="list-style-type: none"> <li>✓ Valid, non-expired US Passport (must be original, not copied), <u>OR</u></li> <li>✓ A state-issued driver’s license/ID, WSU ID card, or military ID/Dependent ID Card <u>AND</u> their birth certificate or social security card</li> <li>✓ Acceptable Documents: <a href="https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents">https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents</a></li> </ul> </li> </ul> </li> <li>• Complete a UREC CPR/First Aid/AED hybrid class and skills test (TBD)</li> <li>• Complete required UREC and WSU Human Resource Services trainings</li> <li>• Complete COVID-19 testing and documentation requirements (if any)</li> <li>• Return to Pullman in time for trainings during week of August 16, 2021:             <ul style="list-style-type: none"> <li>○ Attend UREC New Employee Orientation</li> <li>○ Attend Group Fitness Meeting &amp; Training (August 18 or 21)</li> <li>○ Attend All UREC Staff Training for Fall 2020 (August 19 or 29)</li> </ul> </li> </ul>
<p><u>AFTER FIT</u></p> <p><b>If unsuccessful with their audition, and students want to continue with the process...</b></p>	<p>Students should:</p> <ul style="list-style-type: none"> <li>• Reflect on performance</li> <li>• Practice more</li> <li>• Reschedule audition at a later date</li> </ul> <p>Participation in FIT for a second time is required after a second unsuccessful audition attempt.</p>