

**Course Proposal Form**

**NEW COURSE:** Refer to the requirement checklist found in Appendix B.

**CHANGE** or  **DELETION,** attach a statement of justification to this form.

**For Change / Deletion Proposals:**

Indicate type of change(s) - Check all that apply:  
 Title  Number  Prerequisite(s)  Credit Hours  Description  Deletion  Other

Type of course:  Required for major  General Education Elective  CED Course

Please provide a brief description of the proposed change / deletion:

**For New Course Proposals:**

Proposed Course Code PFT 100 Course Name: Fit for Duty (Work)

Credit Hour Breakdown: .5 Lecture,     Lab, .5 Shop, .5 Other, please explain: \_\_\_\_\_

Prerequisites: \_\_\_\_\_

Associated Fees: \_\_\_\_\_

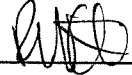
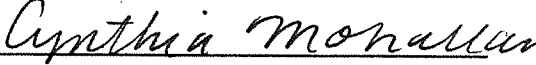
Associated Library/AV materials: \_\_\_\_\_

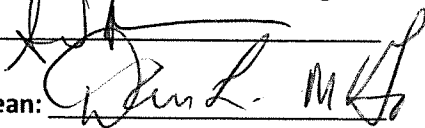
Program(s) affected: Criminal Justice / Conservation Law / Adventure Recreation Tourism.

*Please use rationale, format and responses that are consistent with college and MCCS policies. Course fees require a documented and itemized list of expenses per student and will require an application to the MCCS Board for approval. When appropriate attach current catalogue listing.*

**Department Chairs and Academic Dean Signatures and Chair Initials**

*Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.*

Submitted by: Wayde Carter  Cynthia Monallan 

Academic Dean:  A.C.C. Chair Initials & Date: RLM<sup>CC</sup> 1/15/2020

**Academic and Committee Chair Signature**

*Signature of the Chair denotes that the proposal has been approved by the ACC.*

Academic & Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

**Final Approval Signature**

\_\_\_\_\_ Date \_\_\_\_\_

WCCC President \_\_\_\_\_ Date \_\_\_\_\_



**WASHINGTON COUNTY COMMUNITY COLLEGE  
CALAIS, MAINE**

**PFT-100 Physically Fit for Duty (work)  
New Course Statement of Justification**

Fit for Duty, provides practical information on creating and implementing a personal physical fitness and wellness programs to help emergency first responders, law enforcement officers, adventure recreational leaders, or other careers demanding a level of physical fitness to safely fulfill their demanding job requirements. When facing emergency response, search and rescue, navigating unforgiving terrain, threats of violence and or terrorism, law enforcement officers are often critical first responders. The ability of these officers to be alert, physically ready, and mentally prepared to handle the hazardous situations that are a regular part of the profession is essential to their agencies and the communities they protect.

The Maine Criminal Justice Academy has an entrance and exit standard for Physical Fitness. The entrance standard is the 40<sup>th</sup> percentile and a 50<sup>th</sup> percentile must be achieved in order to successfully complete the police academy. This standard is often not met by 30 to 40 percent of Police Officer candidates. This prevents them from moving forward in the hiring process. This course will focus on meeting those entrance standards.

It is also important for recreational leaders to be physically fit to safely lead others over rough terrain during periods of inclement weather or unsuspecting incidents. Recreational leaders are not only responsible to be physically capable of taking care of themselves but are responsible for those they lead as well. Adventure recreational activities are physically demanding under the best of circumstances and may be more physically demanding during an emergency. It is important for the recreational leader to be maintain a level of physical fitness to ensure the safety of his or her customers.

It is very important and ethically responsible for any person working in a career that requires a level of physical fitness to keep themselves to an ethical standard that promotes job safety and a risk-free environment. This course will introduce students to starting and maintaining a healthy lifestyle of physical fitness and wellbeing. There are few career paths that do not require a level of physical fitness and wellbeing.

In reading several articles on physical fitness and job performance the following information was found:

1. Work output increases
2. Improves time management and promotes focused thinking
3. Has positive effects on mood, increases mental tolerance, lessened tempers, lowers anxiety and depression, heightens moral and gives workers a greater sense of calmness.
4. Decreases work related injuries and those that were injured recovered more quickly saving the companies money and lost work time.
5. Improves ability to be a team player.
6. Decreases absenteeism and the need for work breaks.
7. Increases the ability to retain information better at trainings.



**1.5 MILE RUN:** The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

**Scoring:** *The time it takes to finish 1.5 miles.*

**Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013**

FITNESS TEST	MALE (40 <sup>th</sup> Percentile) AGE				FEMALE (40 <sup>th</sup> Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12:38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

**Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013**

FITNESS TEST	MALE (50 <sup>th</sup> Percentile) AGE				FEMALE (50 <sup>th</sup> Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push -up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11:58	12:25	13:11	14:16	14:07	14:34	15:24	17:13



# Washington County Community College

Discover Choices • Create Success

## WASHINGTON COUNTY COMMUNITY COLLEGE CALAIS, MAINE

### Criminal Justice / Conservation Law Department Semester: TBA

**COURSE NUMBER:** PFT 100 **CREDIT HOURS:** 1  
**COURSE TITLE:** Physically Fit for Duty (work)

**PREREQUISITES:** [Click here to enter text.](#)  
**CO-REQUISITES:** [Click here to enter text.](#)

INSTRUCTOR	PHONE NUMBER	OFFICE	E-MAIL ADDRESS
Wayde Carter -- TBA	207-454-1057	326	rcarter@wccc.me.edu

**OFFICE HOURS:** TBA

#### TEXTS:

Fit for Duty 3<sup>rd</sup> Edition., by Hoffman, Robert.

#### OTHER MATERIALS:

Appropriate physical fitness gear. ie. Appropriate footwear, exercise pants, shorts and shirts etc..

#### COURSE DESCRIPTION:

Physically Fit for Duty (work) provides the understanding of wellness and physical fitness to a standard that prepares the student to work safely in the career path they choose. This course is designed specifically for Emergency Services Personnel, Law Enforcement, Outdoor Recreational Leaders and any job that the duties may require any level of physical fitness and wellbeing. This course will cover nutrition, weight control, stress management, development of positive lifestyle behaviors. Each student will learn how to assess what level of fitness they are currently at and how to set and obtain reachable goals. This course will use the assessment and testing criteria set forth by the Maine Criminal Justice Academy.

#### COURSE OBJECTIVES:

Upon successful completion of this course, the student should be able to:

1. Assess themselves for physical fitness and wellbeing.
2. Understand the importance of regular, lifelong physical activity as part of a healthy lifestyle.
3. Understand how to safely participate in a physical activity program by setting, meeting and maintaining goals.
4. Understand the difference between health-related fitness and skills-related fitness
5. Understand the importance of fitness, health and nutrition throughout a person's lifespan.
6. Develop physical skills that also enhance the student's psychological and emotional wellbeing.
7. Understand that it is the responsibility of oneself ethically to maintain physical fitness and wellbeing that allows one to meet the goals and requirements of our employer and or customers.

## **COURSE CONTENT:**

Course content will be taken from the adopted text along with current practices for physical fitness standards adopted by the Maine Criminal Justice Academy. Appropriate supplemental information will also be provided by the instructor.

## **COURSE ACTIVITIES:**

Course activities will include minimal lecture, with most of the time being spent doing physical fitness labs. Activities will include, walking, hiking, backpacking, jogging, running, wall climbing, sit-ups, push-ups, pull-ups, victim rescue drag, rescue litter carry, and other appropriate physical strengthening activities.

## **GRADING:**

### **GRADING:**

#### ***Requirements and Grades:***

Professionalism, Attendance,	20%
Week 4 Assessment	20%
Mid-Term Assessment	20%
Final Week Assessment	20%
Weekly Physical Activity Progress Logs	10%
Weekly nutritional logs	10%

For the purposes of this course, ***professionalism*** will be gauged by a commitment to learning, desire to excel, strict integrity, attendance, and maintaining a positive attitude at all times. Group activities are a big part of this course, as many careers in criminal justice emphasize teamwork. Sleeping, eating, texting, etc. during class will severely impact this portion of your grade. Most Career paths require strict professionalism, even in the face of difficult situations and hard times. Professionalism and attendance will constitute 20% of your final grade.

#### **Lateness Policy**

Assignments are expected to be turned in/completed prior to the corresponding due date. **Unless you can prove extenuating circumstances, late assignments will receive a 10 point deduction per day it is late.**

#### **Examinations / Physical Assessments :**

In line with the above policy, there are no make-up dates for exams. The instructor reserves the right to allow a student to take an exam late if arrangements are made beforehand for a valid reason (i.e. childbirth, accident, etc.) All approved make up examinations must be completed within one week or the original exam or due date.

#### **Homework**

All homework and writing assignments will be completed on a word document in complete sentence and paragraph form and proper grammar.

**GRADING SCALE:**

A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 and below

[Click here to enter text.](#)

**ATTENDANCE POLICY:**

The student is responsible for knowing the following attendance policy of the college:

1. In standard academic courses (1-4 credit hours), students may not be absent more than ten percent of the hours the course meets during the term. When a student's absenteeism exceeds this number, the instructor will refer the student to the Associate Dean of Student Affairs. If the student does not adhere to guidelines set by the instructor or the Associate Dean, proper papers are available in the student services office and must be filed in timely fashion with the Registrar's Office.
2. Due to the frequency and extended hours in some trade programs that meet in 4 hour, daily blocks, students may not be absent for more than 6.5 percent of the hours the course meets during the term or a total of five (5), 4 hour classes per semester.
3. The instructor must counsel the student that excessive absences will lead to an administrative withdrawal. Additional remedies and obligations, such as mandatory tutoring or time spent in the study center, may be imposed by the instructor or student success team.
4. Any tardiness up to five (5) minutes will be counted as one-half of an absence, and a tardiness of more than five minutes will count as a full absence.
5. The student will be counted absent if he/she leaves class early without prior instructor permission.
6. When dropped from a course for poor attendance, the student may appeal to the Academic Dean for readmission if he/she feels there is justification for the absences. It is the student's responsibility to immediately contact the Academic Dean concerning the appeal for readmission. The student may be required to provide written evidence to substantiate legitimate reasons for being absent.
7. If the student anticipates extensive absences, he/she must notify the Associate Dean of Student Affairs in writing immediately. A Student Success Team will then be convened to devise a strategy to enhance his or her likelihood of success.

**COURSE REQUIREMENTS:**

All Criminal Justice / Conservation Law and Adventure Recreation Students must score at a 50<sup>th</sup> percentile on the Physical Fitness Assessment as outlined in the Maine Criminal Justice Standards.

**OTHER INFORMATION:**

Anything else that the students should know about class policies should go here.

## **STUDENTS WITH DISABILITIES**

**Accessibility Statement:** WCCC does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. In accordance with Section 504 of the Rehabilitation Act of 1973 (CRF 34Part 104) and Title II of the Americans with Disabilities Act (ADA and the Amendments of Americans with Disabilities Acts (AADA) of 2008 & 2010, WCCC is committed to assisting qualified students with disabilities achieve their individual goals. **Students with disabilities who need academic accommodations must contact Dora Adams, the Coordinator of Accessibility Services, at 454-1093 or at her office in TRIO.**

## **ACADEMIC ETHICS**

Honesty in all academic work is expected at WCCC. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action. Academic dishonesty includes, but is not limited to, using unauthorized aids; copying another person's work on exams, quizzes and assignments; and taking language, information or ideas from another person or source without noting the appropriate reference. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the class instructor. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign an F or zero for an activity, or to assign an F for the course. Additional possible disciplinary sanctions may include dismissal from the college.