

# Program Handbook 2022-2023

## SPORT AND EXERCISE STUDIES



Last update: Summer 2022

The information on this version of the Sport and Exercise Studies Program Handbook is subject to change without notice. This handbook is a program resource and not intended to contain all policies and regulations applicable to students.

Cuyahoga  
Community  
College



## **Introduction**

The purpose of this handbook is to inform and guide students on program specific requirements and expectations.

The Cuyahoga Community College Board of Trustees, Faculty and Administration reserve the right to change, at any time, without notice, graduation requirements, tuition, books, fees, curriculum, course structure and content, and such other matters within its control, including information set forth in this handbook.

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## **Section I – Welcome Letter**

(The faculty and staff of the Sport and Exercise Studies degree program want to welcome you to an exciting and rewarding educational program in Sport and Exercise Studies. The two-year degree is designed to:

(1) Provide students with the knowledge, skills, and abilities for various roles in the field of Sports and Exercise Studies including: Fitness Specialist, Personal Trainer, Health and Wellness Coach, Group Fitness Instructor, Strength and Conditioning Specialist, Sport Coach, and Wellness Coordinator.

(2) Prepare students for national certification exams in personal training, health and wellness coaching, group fitness instructor, and strength and conditioning specialist.

Career opportunities in the field include sport teams, hospital wellness centers, health and fitness centers, recreation centers, and entry level management positions in health, fitness and recreation centers and sport and fitness retail sales. Graduates of the program may transfer many of these courses to four-year institutions to continue their studies in other health and fitness related fields.

## **Section II – Program Description**

### **1. Program Mission, Vision and Philosophy**

The mission of the Sport and Exercise Studies Program is to offer an educational program for individuals from multicultural and diverse backgrounds who aspire to enter the various areas of the sport and exercise studies profession. Through didactic and practical experience the curriculum prepares the student with the knowledge, skills, and abilities for various roles in the field of Sports and Exercise studies including: Fitness Specialist, Personal Trainer, Health and Wellness Coach, Strength and Conditioning Specialist, Group Fitness Instructor, Specialty Instructor, Health Specialist, Sport Coach, Program Manager, Fitness Coordinator, and Floor Supervisor in a variety of health, fitness, and wellness settings. The program seeks to develop, cultivate, and assist the student in the development of knowledge, skills and ethical conduct.

### **2. Program History**

Fall Semester 2008- The launch of the Sport and Exercise Studies Associate of Applied Science degree program.

Fall Semester 2017-Launch of the Fitness Specialist Certificate of Proficiency

Accomplishments:

NBHCW-approved health and wellness coach training and education program

2016- Advisory Committee of the Year Award

97% Pass Rate on the Personal Training certification exams (graduating students)

### **3. Core Values**

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.

<http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf>

### **4. Description of the Profession**

Fitness trainers and instructors lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercises (exercises for the heart and blood circulation), strength training, and stretching. They work with people of all ages and skill levels.

**Fitness trainers and instructors typically do the following:**

- Develop and implement exercise programs that are safe, effective, and appropriate for individuals who are apparently healthy or have medical clearance to exercise.

- Conduct health-history interviews and exercise preparticipation screening in order to determine the need for referral and identify contraindications for exercise.
- Administer appropriate health and fitness assessments based on the client's health history, current fitness, lifestyle factors, and goals utilizing research-proven and published protocols.
- Assist client in setting and achieving fitness goals.
- Teach correct exercise methods and progressions through demonstration, explanation, and proper cueing and spotting techniques.
- Design structure exercise programs for one-on-one and small group personal training.
- Recognize what is within the scope of practices and refer clients to other healthcare professionals when appropriate.
- Always act with professionalism, respect, and integrity.
- Prepare for emergency situations and respond appropriately when they occur.

## **5. Professional Memberships**

Aerobics and Fitness Association of America (AFAA)  
 American College of Sports Medicine (ACSM)  
 American Council on Exercise (ACE)  
 National Academy of Sports Medicine (NASM)  
 National Council on Strength and Fitness (NCSF)  
 National Strength and Conditioning Association (NSCA)

## **6. Program Faculty and Staff**

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## **Section III – Program Expectations**

### **1. Professional Standards**

Not Applicable

### **2. Code of Ethics**

Not Applicable

### **3. Program Learning Outcomes**

Associate of Applied Science in Sport and Exercise Studies Program Learning Outcomes:

<http://catalog.tri-c.edu/programs/sport-exercise-studies-aas/#programlearningoutcomestext>

Fitness Specialist Certificate Program Learning Outcomes:

<http://catalog.tri-c.edu/programs/fitness-specialist-certificate-proficiency/#programlearningoutcomestext>

### **4. Professional Attire Requirements**

Second year students will receive a Sport and Exercise Studies polo which you will be worn during Personal Training Sessions with your clients in SES 2410 and SES 2420. Professional Attire Requirements vary by practicum sites.

### **5. Student Code of Conduct**

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: [Student Conduct Code and Student Judicial System](#) , and [Student Judicial System](#).

### **6. Health and Physical Requirements**

For more information on health requirements for health programs, this link provides a guide and resources: [Health Careers and Nursing Immunization and Health Requirements](#).

## **Section IV – Academic Requirements and Progression**

### **1. Degree Requirements**

<http://catalog.tri-c.edu/programs/sport-exercise-studies-aas/#programsequencetext>

### **2. Attendance**

Students are expected to adhere to established College, program and course attendance guidelines: [Student Rights and Responsibilities - Attendance](#)

### **3. Absence Policy**

### **4. Illness**

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules:

[https://odh.ohio.gov/wps/wcm/connect/gov/84ffec4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT\\_TO=url&CACHEID=ROOTWORKSPACE.Z18\\_M1HGGIK0N0JO00QO9DDDDM3000-84ffec4-16f1-4602-9b93-7ce4eeb34680-mtn9-.6](https://odh.ohio.gov/wps/wcm/connect/gov/84ffec4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-84ffec4-16f1-4602-9b93-7ce4eeb34680-mtn9-.6)

The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rule.

Diseases to report: <http://codes.ohio.gov/oac/3701-3-02v1>.

For a student who is infected with one of these illnesses and, if the illness occurs on campus, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Director or Manager.

### **5. Scheduling**

Not Applicable

## **Section V – Academic Status**

The College procedure on Academic Status explains the college's academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted. Good Academic Standing, Dean's List status, probation and dismissal are explained by opening the underlined links: [College Procedure on Academic Status](#). The Standards of Academic Progress information provides details on how financial aid is impacted based on grade point average and progress toward degree completion: [Satisfactory Academic Progress](#). Federal regulations require that students make measurable progress towards completion of their course of study in order to continue to remain eligible for federal aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

## 1. Grading

The link to the [Procedure on Grading](#) explains the grades and awarding of credits, auditing of courses and pass/no pass use. At the program level, there are grading scales and/or rubrics that faculty provide to guide students on course grading.

## 2. Grade Point Average (GPA)

GPA required: 2.0 Admissions Requirement, 2.0 overall.

## 3. Program Dismissal & Probation

- a. Program Dismissal

Not Applicable

- b. Program Withdrawal

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student may forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

The [College Procedure on Academic Status](#) explains the college's academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

## 4. Due Process

Not Applicable

## 5. Student change of contact information

In addition to submitting a change of address, phone or personal email through My Tri-C Space, using the "Student Tab" in the "My Info" section, please inform the program director or manager of changes in your contact information. \*Email: Christopher.Faciana@tri-c.edu.

## **Section VI – Language Proficiency Requirements**

The College establishes the language proficiency requirements to enter college level courses in this page: [English Language Proficiency Requirements for Admission](#) and specific scores can be reviewed on the linked information.

## **Section VII – Student Resources**

### **1. Tutoring**

[Tutoring Services](#) are offered at each campus tutoring center. There is support for a wide variety of subject at each campus.

### **2. Student Accessibility Services**

[Student Accessibility Services](#) provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must schedule an appointment with a student advisor and provide documentation of a disability. The [Student Accessibility Handbook](#) is another source of information for students.

### **3. Student Safety**

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy:

3354:1-50-04 Safety and security policy

<https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf>

### **4. Other Resources**

The following links can help you identify additional resources for completing a degree or program:

[CLEP](#) (College Level Examination Program)

[Credit by Exam \(CBE\)](#)

[Credit for Prior Learning](#)

[Standardized Training and Certification Programs \(ACE\)](#)

[Transfer Centers](#) on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State Wide Transfer Guarantees.

[Transfer Students](#)

[University Partnerships by School](#) are available for students interested in transferring to a particular institution or program.

## **Section VIII – Accreditation and Credentialing**

### **1. College and Academic Program Accreditation**

The College's accreditation by the Higher Learning Commission is maintained and updated at this link [Accreditation](#).

The Sport and Exercise Studies program is a NBHWC-approved health and wellness coach training and education program.

### **2. Boards, National and/or State Testing**

SES 2500 provides accredited training to sit for the National Board for Health and Wellness Coaching (NBHWC)

## **Section IX – Costs**

### **1. Fees**

The [College Tuition and Fee Schedule](#) including program related fees and supplies are part of the program cost.

### **2. License, application, certification and/or examination costs**

Optional Fitness Professional Training certification exams (personal training, fitness & wellness coach, etc.) range in price from \$199-\$349.

### **3. Financial responsibility**

To determine what costs may be covered by financial aid, visit one of the college's financial aid offices located at each campus. Visit <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html> for more information.

#### **Malpractice (Liability) Insurance**

Students are required to carry liability insurance. The annual premium is approximately \$12.50. Students beginning SES 2410 are automatically assigned malpractice insurance when enrolling in their course. The insurance must be paid at the Campus Business Office before a student begins his/her clinical experience. Proof of purchasing the liability insurance must be submitted to the Program Manager prior to the student being allowed to begin their practicum site. Students are expected to renew their malpractice insurance before the deadline date. Failure to present proof of liability insurance coverage will result in the student not being able to attend the practicum affiliate and will count as an unexcused absence.

#### **Health/Health Insurance**

Evidence of health insurance is required for participation in the practicum sites (i.e. 440 Performance, 1 to 1 Fitness, etc.) of the Sport and Exercise Studies program. The student is required to maintain comprehensive health insurance coverage throughout the Program sequence. The College is not responsible for costs incurred for an injury or medical problem sustained by a student while affiliated at a practicum site.

Prior to the first day of practicum, every student will be need to present evidence that they meet individual requirements of the practicum site. Some practicum sites may impose additional requirements.

Students may need to complete a criminal background check depending on their chosen practicum site. Background check costs range from \$60-\$121 . Varies based on practicum site requirements/residency in the last 5 years. Contact Christopher.Faciana@tri-c.edu if you have questions.

## **4. Supplies**

Costs associated with the program may include but are not limited to the following:

Health Insurance	Lab Fees
Certification Fees	Background Check
Liability Insurance	Parking / Transportation
CPR Certification	Conference Fees
Name Badge	

## **Section X – Field and Clinical Experiences**

### **1. Clinical Experience**

Not Applicable

### **2. Internships, Practicums, Field Experience, and Cooperative Education**

The Sport and Exercise Studies Practicum at Cuyahoga Community College provides opportunities for students to obtain practical experience in a variety of locations. Hands-on experience integrates the student's classroom conceptual learning with real-life experience. Such experiences are highly regarded by employers and provide students with a unique competitive advantage upon graduation.

The practicum is designed to provide not only practical experience but also an evaluation of the student's performance and the Sport and Exercise Studies program at Cuyahoga Community College. This detailed evaluation provides timely feedback that will improve and enhance the student's employability as well as provide direction and planning regarding the student's career choice.

### **3. Service Requirements**

Not applicable

### **4. Performance Expectations**

Students in the Sport & Exercise Studies (SES) program must achieve a grade of "C" or better in all SES courses in order to remain in good academic standing and progress through the program.

Students will receive 2 credit hours for the practicum experience. The two credit hours includes the class lecture (1 hour per week) and the practicum site experience (8-12 hours per week for a total of 120 hours). Represent Cuyahoga Community College and its faculty in a professional manner at all times. Treat the practicum experience as a professional job, striving to perform all duties and responsibilities to the best of one's abilities.

## **5. Holidays**

The [College holidays procedure](#) lists recognized holidays. These dates are included as part of the College closed days on the [Academic Calendar](#). In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break.

## **6. Hours**

A minimum of 120 hours are required for SES 2840: Practicum in Sport and Exercise Studies

## **7. Emergency Closures and Inclement Weather**

When determining a closure the College will utilize the [Emergency Closing Procedure](#).

## **APPENDICES**

### **Appendix I – Glossary of College and Program Terminology**

**Academic Behavior:** refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

**Appeal Panel:** refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

**Closing:** refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). [Emergency Closing](#). \*See program handbook for closing guidance for students at clinical/experiential learning/practicum sites.

**Code:** refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

**Complaint:** refers a matter that the complainant believes requires institutional attention. Select the appropriate category here [Student Complaints, Concerns and Compliments](#).

**Conduct:** refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found [Student Conduct Code and Student Judicial System](#)

**Contractor/Vendor:** refers to any individual or entity that has been contracted/retained to provide a service to the College.

**Credit Course:** refers to coursework that awards academic credit towards a degree and/or certificate.

**Disciplinary Action:** refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

**Dismissal, College:** refers to separation of the student from the College for a definite period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

**Dismissal, Programmatic:** refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

**Ethics:** refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

**Expulsion:** refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

**Faculty:** refers to any permanent College employee assigned full-time to instruct credit course(s).

**Grade Dispute:** refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: [Student Complaints, Concerns and Compliments](#).

**Grievance:** refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: [Student Complaints, Concerns and Compliments](#).

**Guidelines:** refers to operating principles specific to a College program or department.

**Instructor/Adjunct Faculty:** refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

**Lecturer:** refers to a full time instructor with a specific term related contract who has all of the duties and responsibilities of a full time faculty member at the college.

**Non-Credit Course:** refers to coursework that does not award academic credit towards a degree and/or certificate.

**Peer Panel:** refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

**Policy:** refers to documented operating principles for the College as approved by the Board of Trustees.

**Policy and Procedure:** Policies and procedures act as the operating principles for Cuyahoga Community College. All official College policies must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

**Preceptor: "Internal" / "External"**

- Internal preceptor refers to an employee of Cuyahoga Community College who works with students in matters related to experiential learning.
- External preceptor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student

experiential learning and often provide feedback and assessments of the student to the program.

**Probation, College (Academic):** refers to a status that follows after a student is not performing at a successful level. The College's Academic Probation policy is found here: [Procedure on Academic Status](#)

**Probation, College (Behavioral):** refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the probationary period. College Behavioral Probation is found here [Student Conduct Code and Student Judicial System](#)

**Probation, Programmatic:** refers to a student being placed on probation as a result of a corrective action panel specific to a program.

**Procedure:** refers to documented standard practices of how a board-approved policy is carried out.

**Professional Conduct Committee:** refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and may make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

**Professionalism and Professional Conduct:** refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines may appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

**Protocols:** refer to step-by-step processes specific to a College program or department.

**Readmission:** refers to the delineated process for the reinstatement of a student subsequent to a period of separation from the College and/or a College program.

**Reinstatement:** refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of probation/suspension/dismissal.

**Remediation:** refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

**Responsible Employee:** refers to any individual required to take action based on reportable misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

**Sanction:** refers to any corrective action taken as a result of a student behavioral decision.

**Staff Member:** refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

**Standards:** refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

**Student:** refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants may also be considered 'students' under certain delineated circumstances

**Suspension:** refers to a temporary separation from the College or a specific academic program for a defined period of time as results of academic or behavioral issues. Eligibility for readmission may be contingent upon satisfactory or specific conditions imposed at the time of suspension.

**Withdrawal:** refers to the process through which a student withdraws or is removed from coursework.

## Appendix II – Handbook Acknowledgement Form

I acknowledge I have received, read, and understand the contents of the student handbook for the [Sport and Exercise Studies Program](#). By signing this document, I affirm that I understand and agree to adhere to the contents of the program handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above-referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results may be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student # \_\_\_\_\_