



Abraham Baldwin

AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

Course Syllabus

Course Name: FFL Personal Conditioning
Course Number: PHED 1126
Course Description: Designed to provide the student with the means to improve their current fitness level.
Pre-requisites/Co-requisites: None
Course Learning Outcomes: By the end of the semester students will: OUTCOMES: By The end of the semester, students will: 1. Demonstrate and understand how to take his/her heart rate. 2. Demonstrate the ability to warm up and stretch properly prior to exercise. 3. Demonstrate and understand how to take their heart rate and assess cardiorespiratory intensity level. 4. Calculate their personal target heart rate zone. 5. Define specific health and wellness principles. 6. Explain the inter-relationship between muscular strength and endurance, cardiorespiratory endurance, flexibility, and body composition. 7. Design an individual exercise program that will incorporate the five components of physical fitness.
College Policy on Course Attendance: Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. The interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. Therefore to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility. Individual instructors will establish attendance policies for each class, will publish the policy in the course syllabus, and keep attendance records. The penalty for absences is at the discretion of the instructor and may include failure of the course. Whenever a student is absent, the student must assume responsibility for making arrangements for any assignments missed due to the absence. A student who stops attending class without officially withdrawing will still receive a grade for the course. A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.
INSTITUTIONAL ABSENCE A student who serves as an official representative of the college is defined as one who: 1. is authorized to use the college name in public relationships outside the institution; 2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester); 3. represents the college as a part of a group and not as an individual; 4. represents the college under the direct supervision of a college faculty or staff member; and 5. is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

College Policy on Academic Dishonesty:

A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures

1. If a student admits responsibility in a case of suspected academic dishonesty which does not involve a grade penalty significant enough to alter the student's final grade in the course, the faculty member may handle the case on an informal basis by talking with the student and securing a signed statement from the student admitting responsibility and acknowledging the penalty to be imposed, if any. In all cases of suspected academic dishonesty in which the student does not admit responsibility or in which the grade penalty would alter the student's final grade in the course, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.

2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.

3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.

4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and

grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.

5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:

- A violation of due process
- Prejudicial treatment by the original hearing body
- New evidence has become available which was not available at the time of the hearing.

3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.

5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.

6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.

INSTRUCTOR: Alan M. Kramer	EMAIL: akramer@abac.edu
OFFICE: Gressette Gym, Room 130	PHONE: 229-391-4928
CLASS LOCATION: Gressette Gym Main Floor	
OFFICE HOURS: Monday/ Wednesday 9:00 am -Noon, Tuesday/Thursday 10:30 – Noon & Friday 8:00 – 11: 00 AM (Or By Appointment)	
INCLEMENT WEATHER HOTLINE: 229-391-5225	
TEXT: None. <i>Additional course resources at http://www.abac.edu/akramer and on the Web Vista site.</i>	
WEB VISTA: Course resources located on Vista include but are not limited to: a syllabus, course grades, attendance and punctuality reports, and exam information.	
MATERIALS: Clothes suitable for an exercise class. Tennis shoes required.	
COURSE WITHDRAWALS: Withdrawing from a course is the responsibility of the student. If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of “W,” provided he/she takes this action before the mid-point in the semester (see the college calendar). Course withdrawals processed after the “drop” or mid-point deadline will result in a “WF” in the course. The student who wants to withdraw from a course must first see his/her academic advisor for permission to withdraw. At that point the advisor completes a drop form and the student follows the steps outlined on the form and submits it to the Registrar’s Office. Official withdrawals can be made only if the student has not already abandoned the course and been dropped from the course with a penalty.	
COLLEGE WIDE HARASSMENT POLICY: Sexual or racial harassment in the University System is prohibited and shall subject the offender(s) to the appropriate disciplinary action. A student who feels subjected to any type of harassment should consult the instructor immediately. <i>Refer to the college catalog and/or student handbook.</i>	
ABAC’S POLICY ON MIDTERM ADVISORY GRADES: Midterm Advisory Grades will be reported on Banner Web to any student who has a C, D, or an F in any class. The number of class absences will be posted for all students. Advisory grades are not entered on the student’s permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in the course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students also should take advantage of study groups and the free tutoring services offered by the Academic Assistance Center (AAC).	
Course Policy on Attendance and other Responsibilities: Points will be given daily for punctuality, participation, and attendance. Failure to attend class, to participate, and/or to be prepared and on time will affect this grade. Students having more than 4 unexcused absences will receive an F for this class. Make-ups: Students may be permitted to make-up ‘excused absences’ and may do so by attending another similar physical education class approved by the instructor. These participation points may be made-up only when the instructor is notified PRIOR to the class being missed by e-mailing akramer@abac.edu and only can be made-up IF the absence is deemed excused. All approved make-ups must be completed before the last two weeks of class. A list of the other Physical Education classes that possibly could be utilized as a viable make-up for this class are listed on Banner Web. ONLY excused absences can be made up! Tardies: Tardiness (entering class after roll call) will result in point deduction from the participation grade. Two tardies equal an absence for the purposes of this class. Students entering class after the roll is taken will receive a deduction of participation points for that class. <i>Students entering class after the warm up will receive an absence.</i>	
EVALUATION: The grading format for this course will be based on skill, knowledge, and class participation. Final grades will be determined by the average of points earned. The following scale will be used to determine the final course grade. TOTAL GRADING SCALE: A=450-500 B=400-449 C=350-399 D=300-349 F=Below 300	

Participation and Skills (400 points): Students are expected to attend and participate in class. Factors affecting the participation grade include but are not limited to absences, tardiness, and/or early departure and participating fully. Points will be deducted for each. Attendance is recorded at the beginning of each class. Students arriving after attendance has been taken are responsible for informing the instructor at the close of class. A tardy will be issued after class roll is taken.

Arrivals after warm up are considered an absent. Students who are absent are solely responsible for obtaining class information from classmates concerning updates and changes to the daily calendar. Students are also encouraged to check the Web Vista calendar for this class daily for updates as well as any announcements. Participation points may be made up only when the instructor is notified PRIOR to the class being missed by e-mailing akramer@abac.edu and only can be make-up IF the absence is deemed excused. **Skills:** Two written skills tests will be given throughout the semester both written and performance based. Each test will cover skills taught prior to the test. Skills tests may only be made up when the instructor is notified PRIOR to the skills in writing by e-mailing akramer@abac.edu and if the absence is deemed excused. **Exams** (100 points total): A final exam will be given covering material learned in class and be issued on the last regularly scheduled day of class. This final exam may only be made up when the instructor is notified PRIOR to the exam by e-mailing akramer@abac.edu and if the absence is deemed excused.

Course Policy on Attendance and other Responsibilities:

1. All Students are responsible for missed work and should notify the instructor PRIOR to missing class in writing by emailing at akramer@abac.edu . Students must initiate their own makeup work.
2. If allowed, due to an excused absence and if the instructor is notified in writing by emailing akramer@abac.edu PRIOR to the excused absence, missed exams will be made up on an assigned date toward the end of the semester. If the student is unable to make up the missed exam at this time a '0' will be issued. The same policy will be in effect for any missed quizzes/labs deemed excused. Please note that if notified after the fact of an absence the student will **not** be allowed to make up work no matter if excused or unexcused.
3. Class will begin on time. Students are expected to be prompt. Tardiness and the disruption to class it causes will not be tolerated. Oral roll will be call daily. Students will be considered tardy if entering class after oral roll has been called. Anyone entering class after warm-up will be marked absent.
4. Disruptive students will be asked to leave class.
5. No tobacco products allowed in class.
6. Use of pagers, beepers, ipods, cell phones, or any other electronic devices during class and exams are prohibited.
7. No text messaging during class; students violating this policy will be asked to leave class and will be awarded an unexcused absence.
8. Anyone leaving class early will be issued an absence.
9. Anyone having more than 5 unexcused absences will receive an F for this class. A sign-up sheet is passed around daily and it is each student's responsibility to sign this sheet prior to it being taken up at the start of class.
10. Two tardies equal one unexcused absence.
11. All make-up classes must be completed prior to the last two weeks of class.
12. Only excused absences can be made-up.

CLASS REGULATIONS:

- **All** students are expected to access this course in Vista for course information.
- **Missed**(skills) quizzes/tests must be made up (or arranged with the instructor to be made up) within one week and are only allowed if the absence is deemed excused and the instructor is notified PRIOR to the missed skills quiz/test in writing by e-mailing akramer@abac.edu
- **No** chewing gum, candy, or tobacco products.
- **Pagers**, beepers, or cell phones must be set on silent or turned off and may not be in your possession during the class period. **NO USE DURING CLASS.**
- **ALL PHONES AND COMMUNICATION DEVICES MUST STAY IN SILENT MODE FOR THE DURATION OF THE SEMESTER unless prior arrangements are made with the instructor during emergency situations.**

➤ **All students are responsible for missed work prior to the next class meeting.**

CLASS SAFETY:

Make sure to eat before class; drink water before and during class as well.
Do not begin without the instructor present.
Do not leave the class without checking with the instructor.
Warm up and cool down is a required part of this course.
Stop and inform the instructor if you feel any pain of any kind.
Keep a check on your heart rate at all times.
Check with your physician before any exercise program.

****IMPORTANT: ANY STUDENT NOT ADHERING TO SAFETY RULES WILL BE ASKED TO LEAVE CLASS.**

"The Student Development Center is the official office to provide disability services at ABAC. If you have a documented disability that may require assistance, you will need to contact the Student Development Center for coordination of your academic accommodations. The Center is located on the 1st floor of the Carlton Center. The phone number is 229-391-5135; fax is 229-391-5136. You may also visit the website at www.abac.edu/sdc or email at mmartin@abac.edu or asims@abac.edu "

Syllabus revised: December, 2011

Please fill out the following and bring to next class.

Name: _____

Class: _____ Home Phone: _____ Cell Phone: _____

Alternate Email Address: _____

I have read and understand the classroom rules and policies. I agree to follow the policies.

Name

Date



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