



Abraham Baldwin

AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

Course Syllabus

Course Name: Tennis
Course Number: PHED 1104
Course Description: One credit hour. A beginning course which is designed to teach the basic fundamentals and techniques in tennis. Rules, strategy and etiquette will be emphasized. Students are required to furnish their own tennis racket and two cans of un-opened Wilson or Penn tennis balls.
Pre-requisites/Co-requisites: None
Course Learning Outcomes: By the end of the semester, students will: <ul style="list-style-type: none">• Demonstrate the basic skills used in serving.• Demonstrate the basic skills used in the forehand.• Demonstrate the basic skills of the backhand.• Demonstrate the mechanics of the forehand.• Demonstrate the mechanics of the backhand.• Demonstrate the mechanics of the serve.• Identify beginning tennis terms and concepts.• Identify proper tennis etiquette.• Demonstrate the ability to play the game of singles.• Demonstrate the ability to play the game of doubles.
College Policy on Course Attendance: <p>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.</p> <p>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.</p>



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Attendance Policy for this class:

Each student will be given 2 free absences. This means that if you miss class for any reason you will not be penalized for it. Once a student goes over his/her 3 free absences then penalties will occur. A student that misses 3 or 4 classes in the semester will be penalized **HALF** a letter grade (this means a 25 point deduction on your participation grade) at the end of the semester. A student that misses 5 or 6 classes in the semester will be penalized a **FULL** letter grade (this means a 50 point deduction on your participation grade) at the end of the semester.

A student that has missed more than 6 classes at the end of the semester will be given an F for the course.

Institutional absences will be the **ONLY EXCUSED** absences allowed. A student that misses class due to illness will not be given an excused absence.

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



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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:



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- 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.



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INSTRUCTOR: Dale White

EMAIL: dwhite@abac.edu

OFFICE: Gressette Gym, Office 125

PHONE: 229-391-4937

OFFICE HOURS: By Appointment

INCLEMENT WEATHER HOTLINE: 229-391-5225

WEB VISTA: Course resources located on Vista include but are not limited to: a syllabus, course grades, attendance and punctuality reports, quizzes and exam information.

ADDITIONAL MATERIALS REQUIRED: Students are required to have a tennis racket and bring two un-opened cans of Wilson or Penn tennis balls.

PROPER CLOTHING REQUIRED: Students must dress out daily in exercise wear and tennis shoes. Jeans or street clothes/shoes are not acceptable. No sandals or shoes that will damage the court surface.

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. *Refer to the college catalog and/or student handbook.*

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).

CLASS POLICY FOR MAKE-UPS AND TARDIES:

Physical Education classes are participation-based classes; therefore, failure to attend class, to participate, and/or to be on time will affect this grade.

Make-ups: Students may make up two (2) absences and may do so by attending another tennis class. All absences must be made up before the last day of class.

Tardies: Tardiness (entering class after roll call) will result in point deduction from the participation grade. Students entering class later than ten minutes after the hour will receive an absence.



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GRADING POLICY: The student's grade will be determined from the following:

Participation – Participation points are earned by: being on time and signing the roll, being prepared, attending, and participating positively in class. Points are deducted if classes are missed. Points are deducted if student is not dressed properly, is not prepared or does not participate properly.

Skills/Mechanics – Skills/Mechanics points are earned by demonstrating and performing the required activities early in the semester. A maximum of 100 points may be earned.

Final Exam – The written final exam will be given the last regularly scheduled day of class. The knowledge of scoring, rules, terms, mechanics and general information concerning the sport will be required. A maximum of 100 points may be earned.

Participation:	300 points
Skills:	100 points
Final Exam:	100 points
Total possible points:	500 points
Total Scale:	A= 450-500 points B= 400-449 C= 350-399 D= 300-349 F= below 300

***These above point totals will be updated weekly and may be accessed through WEB VISTA from the ABAC website www.abac.edu. Absences and tardies will also be noted!

CLASS REGULATIONS:

- No profanity
- Proper Adherence to tennis etiquette is expected at ALL times
- No cell phones or pagers; must be off or in silent mode**
- No text messaging
- No smoking or use of other tobacco products.
- No candy or gum.
- Do not leave trash on or near the court.
- Pick up balls on and around court after class.

CLASS SAFETY:

- Stay hydrated
- Warm up and stretch properly.
- Wear proper clothing and tennis shoes.
- Always have a good grip on the racquet.
- Never swing racket when someone else is near.
- Do not hit anyone with racket or tennis balls.

MEETING LOCATION: This class will meet at the Red Hill Tennis Center. Parking: Students can park in the parking lot at the Red Hill Complex. Lockers are provided for students in Gressette gym but one must bring his/her own lock. Students must remove lock at the end of the semester.

"The Student Development Services 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 the 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