



# Abraham Baldwin

## AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

### Course Syllabus

Course Name: AEROBICS
Course Number: PHED 1115
Course Description: A course designed to develop cardio-respiratory fitness, muscle strength, muscle endurance, and flexibility through the use of various modes of exercise.
Pre-requisites/Co-requisites: none
Course Learning Outcomes: By the end of the semester students will: <ul style="list-style-type: none"><li>➤ develop an overall knowledge of cardio-respiratory fitness.</li><li>➤ demonstrate how to ascertain their heart rates.</li><li>➤ demonstrate how to calculate their target heart rate..</li><li>➤ identify the major muscles of the human body.</li><li>➤ develop the overall knowledge of physical fitness.</li><li>➤ demonstrate the proper techniques used during aerobic activity.</li></ul>
<b>INSTITUTIONAL ABSENCE</b>  A student who serves as an official representative of the college is defined as one who: <ol style="list-style-type: none"><li>1. is authorized to use the college name in public relationships outside the institution;</li><li>2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);</li><li>3. represents the college as a part of a group and not as an individual;</li><li>4. represents the college under the direct supervision of a college faculty or staff member; and</li><li>5. is authorized in writing, in advance, by the President of the college.</li></ol> 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.
<b>College Policy on Academic Dishonesty:</b>  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



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themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

### B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, 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.



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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.

**INSTRUCTOR:** Stacie Donaldson

**EMAIL:** sdonaldson@abac.edu

**OFFICE:** Gressette Gym/ Office 127

**PHONE:** 229-391-4934

**CLASS LOCATION:** Gressette Gym Floor

**WEATHER HOTLINE:** 229-391-5225

**OFFICE HOURS:** May be seen 10 minutes before or after class, unless previous arrangements are made.

**TEXT:** None. *Additional course resources on the WebVista site.*

**WEB VISTA:** Course resources located on Vista include but are not limited to: a syllabus, a course calendar, study guides, and exam information.

**MATERIALS:** Dress: fitness clothes (cool/comfortable), cross trainer athletic shoes. Absolutely **NO** boots, hard-soled shoes, flip flops, or barefoot. A yoga mat, sweat towel and bottled water are also required for class. ***If you are not properly dressed for class, you will be asked to leave and given an absence for that day.***

**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>



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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:

Points will be given daily for punctuality, participation, and attendance. Failure to attend class, to participate, and/or to be on time will affect this grade.

**Abscences:** A total of **6 absences** will be allowed throughout the semester. After the 6<sup>th</sup> absence you will receive an "F" for the class. **No exceptions!!!**

**Make-ups:** Students may makeup institutional absences only and may do so by attending make up sessions. No other makeup's will be allowed. **No exceptions!!!** 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.**

**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.

**Participation(300 points):** Students are expected to attend class. Factors affecting the participation grade include but are not limited to absences, tardiness, and/or early departure. 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. **Arrivals more than ten(10) minutes late are considered an absence.** 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 WebVista calendar for this class daily for updates.

**Skills(50 point each):** Two skills tests will be given, one at mid-term and one at the end of the semester during the last week of classes. The final will cover skills learned throughout the entire semester. Skills exams may only be made up when the instructor is notified prior to the exam and when a legitimate medical excuse from a physician is submitted.

**Exams(50 points each):** Two exams will be given covering material learned in class, one at mid-term and one the last day of class. Each exam will only cover skills listed on the study guide. Written exams may only be made up when the instructor is notified prior to the exam and when a legitimate medical excuse from a physician is submitted.

**TOTAL GRADING SCALE: A=90-100 B=80-89 C=70-79 D=60-69 F=0-59**

### CLASS REGULATIONS:

- **All students are expected to access this course in Vista for course information. The site should be accessed no later than the fourth class meeting. (-10 points for failure to do by the deadline.)**
- **Missed** exams (skills and/or written) must be made up within one week or will not be made up until the final. The instructor must be notified prior to the exam and a legitimate medical excuse from a physician must be submitted before a make up will be given.
- **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**



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made with the instructor during emergency situations.

- **A pop quiz will be given to the entire class each time a cell phone rings during class, a text message is sent, or a phone is visible. Points missed on pop quizzes will be deducted from the participation grade.**
- **All students are responsible for missed work prior to the next class meeting.** >

### CLASS SAFETY:

- **No** chewing gum, candy, or tobacco products while in class.
- **Do not** leave during class if you are ill without informing the instructor.
- **Do** wear athletic cross training shoes.
- **Stay** properly hydrated.
- **NEVER Stop** once your heart rate is accelerated. If you feel faint or dizzy, slow down and march in place or walk around the room. Do whatever you need to do to lower your heart rate, but don't stop moving altogether.
- Tell the instructor **before** class of any existing medical problems such as diabetes, high blood pressure, asthma, fainting, pregnancy, surgeries, joint problems, absolutely *any* medical problems.

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



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