



# 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.

**Course Learning Outcomes:**

By the end of the semester students will:

- develop an overall knowledge of cardio-respiratory fitness.
- demonstrate how to ascertain their heart rates.
- demonstrate how to calculate their target heart rate..
- identify the major muscles of the human body.
- develop the overall knowledge of physical fitness.
- demonstrate the proper techniques used during aerobic activity.

**Pre-requisites/Co-requisites:** none

**College Policy on Class Attendance:**

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This 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. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. 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.

Instructors will keep accurate attendance records and must report the individual number of absences with midterm and final grades. Students whose number of unexcused absences is more than twice the number of class meetings per week (the equivalent of two weeks of instruction) will receive a grade of "F" for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor. Specific attendance requirements applying to labs, clinics, accelerated classes or Learning Support will be adapted to the unique situation by the appropriate division. **ATTENDANCE POLICY for A/B sessions:** Accelerated Session A/B classes meet for half a semester, in effect receiving the equivalent of 2 weeks of instruction each week. Students whose number of unexcused absences is more than the number of class meetings in one week will receive a grade of "F" for the course.

Final determination of what constitutes an excused absence rests with the classroom instructor. In implementing this Policy, faculty will not include in a student's unexcused absences those absences incurred due to authorized and approved College sponsored events (or in the case of joint-enrollment students high-school sponsored events) in which the student represents the institution as part of a group or under the direct supervision of a faculty or staff member. **In accordance with the ABAC Attendance Policy, students will receive an "F" for the semester in this class after the fourth (4<sup>th</sup>) unexcused absence. The following documented excuses only will be accepted: medical illness or emergency, jury duty, family death, and/or approved ABAC functions. Legitimate written documentation must be provided.**

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for >

making arrangements for any assignments and class work missed because of the absence. However, final approval for make up work remains with the individual instructor.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of "F" for the course. At the beginning of each semester, instructors will explain clearly to their students specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.

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:

is authorized to use the college name in public relationships outside the institution;

regularly interacts with non-college individuals and groups over an extended period of time (at least one semester); represents the college as a part of a group and not as an individual;

represents the college under the direct supervision of a college faculty or staff member; and 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:**

Because Abraham Baldwin Agricultural College has the dual responsibility of educating students and helping them mature into worthy citizens who take their place in the larger community, it has adopted a code for dealing with academic irregularities.

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic or clinical 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.

### **Due Process for Academic Dishonesty Cases:**

Step 1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will call the student into a private meeting in the faculty member's office. (The division chair will be notified of and will approve any action.)

Step 2. The faculty member will confront the student with the evidence of dishonesty and/or academic irregularity. The faculty member and the student will discuss the specifics of what occurred. If the student confesses and accepts responsibility for academic dishonesty, then the faculty member will ask the student to sign in his/her own handwriting, a statement that makes clear that the student admits responsibility for the academic dishonesty. The faculty member will then consult with the division chair. The faculty member is then free to reprimand the student, to give a failing grade for the assignment, or to require the student to resubmit the assignment in question. With approval of the division chair, the faculty member can increase the penalty up to and including a "WF" for the course if the incident(s) merit this severe penalty.

Step 3. If the student refuses to sign a statement accepting responsibility for the act(s) of academic dishonesty, then a full hearing on the matter must be held. The faculty member and chair will document this incident and schedule a meeting with the student. This information will be turned over to the Academic Dean, who will make the determination of charges against the student and notify him/her in writing. The charges will be mailed by the Academic Dean to the student along with a notice to appear at a hearing, and, if the student wishes, to bring witnesses.

At least three days' notice is necessary unless the student waives the notice in writing. >

Step 4. If the student requests a hearing, the Academic Dean has the option of hearing the case for administrative adjudication, convening a special hearing panel including faculty and students, or of referring it to the Student Life Hearing panel which handles all other disciplinary matters on campus. The committee will provide its recommendation to the Academic Dean. The Student Life Hearing Panel, when hearing cases of academic dishonesty, will include two faculty members, two students (one of whom will be the SGA president and the other an associate justice,) and the Director of Student Life, who oversees campus discipline and the Code of Conduct. The Chief Justice of the SGA chairs the panel. The Vice President for Student Affairs will serve as advisor to the panel for all academic dishonesty cases. In general, the decision of the Academic Dean or his/her designee will not be appealed to the Student Life Hearing Panel. An appeal of the Dean's decision will go directly to the President who may choose to use the Student Life Hearing Panel to make a recommendation to him.

Step 5. The student has a right to appeal the decision of the hearing officer or hearing panel within ten calendar days of the decision. The appeal will be to the President or his designee. The President's decision is final. The President reserves the right to review all disciplinary cases and the judgments made during the process.

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. (See below.)

**INSTRUCTOR:** Stacie Donaldson

**EMAIL:** sdonaldson@abac.edu

**OFFICE:** Thrash Gym/2<sup>nd</sup> Floor

**PHONE:** 229-391-4934

**CLASS LOCATION:** Gressette Gym Floor

**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, course grades, attendance and punctuality reports, and exam information. *Students must have accessed the VISTA site no later than the fourth class meeting to avoid penalty.*

**MATERIALS:** Dress: fitness clothes (cool/comfortable), cross trainer shoes. A sweat rag will be needed. Absolutely **NO** boots, hard-soled shoes, flip flops, or barefoot. ***A mat for floor work will also be needed. Water will be needed to stay hydrated.*** Scantrons will be needed for exams.

**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:**

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.

**Make-ups:** Students may makeup two (2) absences and may do so by attending two (2) make up sessions. 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. There will also be a sign in sheet that must be signed upon arrival to class.**

**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=90-100 B=80-89 C=70-79 D=60-69 F=0-59**

**Participation**(100 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**(100 points 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**(100 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. **NOTE:** One "ten-point extra credit" pop test will be given and may not be made up if missed. **NO EXCEPTIONS.**

**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 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.**

"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 2nd floor of the J. Lamar Branch Student Center. The phone number is 229-391-5135; fax is 229-391-5136. You may also visit the website at [www.abac.edu/sdc](http://www.abac.edu/sdc) or email at [mmartin@abac.edu](mailto:mmartin@abac.edu) or [asims@abac.edu](mailto:asims@abac.edu) "

