Basic Physical Education Program
(PEDB Program)

2019-2020

Policies and Procedures Manual
# Table of Contents

Basic Physical Education Program Philosophy  
University Requirement  
Instructor Responsibilities  
  a) Attire  
  b) Class Rolls  
  c) Grading  
  d) Grade Reporting  
  e) Grade Changes  
  f) Add/Drop/Withdrawals  
  g) Course Syllabus  
  h) Class Times  
  i) Substitute Instructors  
  j) Students in Distress  
  k) Injury Report Procedures  
  l) Ramsey Emergency Response Plan  
  m) Office Hours  
  n) Clearance for Exercise Participation  
  o) Attendance/Participation  
  p) Adapted PE  
  q) Class Location  
  r) Inclement Weather  
  s) Fees  
  t) Supplies, Equipment and Facilities  
  u) Keys  
  v) Course Syllabi and Physical Activity Handbooks  
  w) Specific Facility Procedures  
  x) Student Evaluations  
  y) Instructor Evaluations  
  z) Academic Load for Teaching Assistants  
  aa) Signature Authority  
  bb) Recruiting and research with PEDB program/students  
  cc) Premises of instructional Physical Activity programs in Higher Education  
  dd) Appropriate Instructional Practice Guidelines for Higher Education PA Programs  
  ee) Conceptual Component and Application Assignments (eLC)  
  ff) Outstanding Teaching Assistant and Excellence in Teaching Awards  
  gg) PEDB Mentorship Program  
  hh) Professional Development/Educational Experiences  

Appendix A: Injury Report Form  
Appendix B: Clearance for Safe Exercise Participation  
Appendix C: Waiver for Safe Exercise Participation  
Appendix D: Medical Provider Clearance Form  
Appendix E: Instructor Evaluation Form  
Appendix F: Instructor Evaluation Rubric Form  
Appendix G: Rec Sports S&C Policies  
Appendix H: Student Crisis Support
BASIC PHYSICAL EDUCATION (PEDB) PROGRAM PHILOSOPHY

The philosophy of the basic physical education program (PEDB) at the University of Georgia is to promote lifelong physical activity and fitness for the enhancement of health and wellbeing. Increases in regular physical activity and fitness are influenced by people’s confidence in the ability to engage in regular exercise and positive beliefs concerning the benefits of physical activity and fitness. Motivation to increase physical activity and fitness can be enhanced by incorporating fitness knowledge about fitness and behavior modification principles into activity classes. The adoption of positive health behaviors by students has the potential to significantly improve the lifelong health benefits for all UGA graduates.

UNIVERSITY REQUIREMENT
(listed in UGA Bulletin: http://bulletin.uga.edu/Bulletin_Files/uga_req.html#Physical)

1. All students entering the University fall 1991, and thereafter, who matriculate for their first baccalaureate degree are required to pass one semester credit hour of basic physical education. This requirement may be satisfied by successful completion of any combination of basic physical education courses. Basic physical education courses are designated PEDB 1010-1990; courses for physical education majors (KINS), health promotion and education majors (HPRB) or recreation majors (RLST) will not satisfy the basic requirement. This requirement shall not apply for those entering a second or subsequent bachelor's degree program. The total number of credit hours in basic physical education courses that may be applied toward an undergraduate degree will be determined by individual schools and colleges; however, physical education courses designated PEDB 1010-1990 shall not be counted in the hours required for resident credit. Students entering the University prior to fall 1991 and who graduate fall 1991 or later may at their option choose whether they will be governed in their degree requirement by the basic physical education requirement at the time they matriculated or by the new requirement.

2. All students entering the University fall 1977 through summer 1991 who matriculate for their first baccalaureate degree are required to pass five quarter hours (or the semester equivalent) of basic physical education. This requirement may be satisfied by successful completion of any combination of basic physical education courses. Basic physical education courses are designated PEDB 1010-1990; courses for physical education majors (KINS), health promotion and education majors (HPRB) or recreation majors (RLST) will not satisfy the basic requirement. This requirement shall not apply for those entering a second or subsequent bachelor's degree program. The number of credit hours which may be applied toward an undergraduate degree will be determined by individual schools and colleges.

3. All baccalaureate degree candidates who entered the University prior to fall 1977 are required to satisfy six courses of basic physical education. Students entering the University with 60 semester hours or more credit will be considered to have met this requirement. Students transferring fewer than 60 semester hours will exempt one course in basic physical education for each fifteen hours of credit transferred. A maximum of six credit hours may be applied toward a degree.

The above requirements are applicable to all students except as follows:

1. **Veterans:** Veterans who have served 180 days or more may receive credit based on their military service, depending on date of matriculation. Veterans may receive no more credit for basic physical education courses than is required for a degree. To establish credit, veterans will be required to present a copy of their DD214 form to the Admissions Office.

2. **Army and Air Force ROTC Participants:** Students who have successfully completed the Army ROTC MILS 3010 with lab AND MILS 3020 with lab or the Air Force ROTC Field Training Encampment shall be considered to have met the basic physical education requirement, if they have not already satisfied it with basic physical education course work.

3. **Students with a disability:** Adapted physical education is available to facilitate the University physical education requirement for students with a disability. Policies with regard to physical education for students with a disability are as follows:

   The Kinesiology Department is committed to fulfilling the physical education needs of all students. An adapted physical education program operates as a normal extension of the basic physical education program for students who, because of temporary or permanent disability or medical conditions, cannot participate in the mainstream physical education program. It is through the adapted physical education course (PEDB 1010) that, with few exceptions, all students are able to satisfy the basic physical education requirement. The coordinator of the basic physical education program will grant permission to register for the Adapted PE course based on a referral by the UGA Disability Resource Center (DRC) and documentation for the requested accommodation or functional
limitation(s). Students given permission to register for PEDB 1010 will be referred to the instructor to schedule an appointment to discuss an appropriate and individualized plan to fulfill the physical education requirement.

There are no exceptions to the physical education requirement for reasons of age, sex, or disability.

INSTRUCTOR RESPONSIBILITIES

A. Attire

1. An instructor’s appearance sets the tone for the class therefore influencing students’ dress, attitudes, and behaviors in many ways. Thus, all instructors should be dressed as a Professional Physical Education Teacher for class. This means the instructor should maintain personal hygiene for class; clothing should be neat, clean, in good condition, and appropriate for the teaching responsibilities at all times. Instructors may not wear jeans, ripped or torn pants/shorts/shirts. Instructors should not wear on the outside of their clothing any artifacts that are obscene, distracting, or may cause disruptions to the educational environment. A good rule of thumb is that the instructor should be easily discerned from the students in the class by his or her appearance.

2. Students enrolled in basic classes should dress appropriately for that activity. Suitable athletic clothing and footwear should be clearly defined in the syllabus.

B. Class Rolls

⇒ Do not allow anyone to participate in your class unless they are officially on your class roll.
⇒ Instructors should take attendance every class period and clearly indicate and communicate student absences

1. Class rolls are available online at the Athena website (www.athena.uga.edu). At the Athena website, log in with your UGA MyID, click ‘faculty services’, click on “Summary Class Roles”, select the appropriate term and click submit. Select the course and click submit. The rolls for your assigned classes will be listed below. Class rolls will appear automatically in your eLC course, although there is typically a 24-48 hours delay.

2. Immediately following the Drop/Add period, it is extremely important to check to make sure that everyone attending your class is on the updated roll.

C. Grading

An established criterion for a satisfactory (S)/unsatisfactory (U) grade must be indicated on the syllabus. The only other grade that can be recorded at the end of a semester is an “I.” An “I” is used when a student is passing the course, has not completed all course requirements due a documented problem.

The UGA bulletin states: This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I is not satisfactorily removed after three semesters (counting summer school as one semester), the symbol I will be changed to the grade F (or U for a course graded S/U) by the Registrar.

If an “I” is recorded on the grade roll, an explanation of the remaining requirement must be submitted to the program coordinator by submitting an Incomplete Grade Form (https://forms.gle/aE33E4METPvZrfZ8).
**Students don’t need to re-register for the course,** instead at the beginning of the semester, they should contact the PEDB Coordinator who will notify the (new) instructor involved of the requirements/plan. Once the remaining requirements are completed, the (new) instructor will inform the program coordinator and original instructor, who will initiate the grade change. If the original instructor is no longer a GTA, the grade change will be processed by Anna Williams.

D. Grade Reporting

Grade reporting is one of the most important functions you have as an instructor. Grades must be accurate and submitted according to a specific time schedule. Due dates for grades are listed at [http://athena.uga.edu](http://athena.uga.edu) (click faculty/staff services). Your attention to detail is required to complete this responsibility. **A copy of your grade reports will be turned into the PEDB administrative support staff (Logan Herren; email lherr@uga.edu) at the end of each semester.** Print off/save your grade report prior to the due date. Grade reports will no longer be available for printing after the due date. It is suggested that you also maintain a copy of grade reports for your records. Also submit an Incomplete Grade Form when necessary ([https://forms.gle/aE33EQ4METPvZrfZ8](https://forms.gle/aE33EQ4METPvZrfZ8)). Record grades for all students. Use only “S”, “U” and “I.”

Step-by-Step On-Line Instructions

1. Go to Athena website (listed above)
2. Click “Login to Athena”.
3. Enter your UGA MyID and password, and then click “Log In”.
4. Open the Faculty-Specific Athena pages by clicking “Faculty Services”.
5. Click “Final Grades”.
6. Select a term then click “Submit”.
7. Select a course then click “Submit”.
8. Find the desired student on the grade roll.
9. Click the dropdown arrow in the Grade field.
10. Click a grade.
11. Repeat to assign a grade to additional students.
12. Click “Submit” to save grades.

Once all students have been given a grade, the Online Grade Roll for the section will appear empty. All students can still be viewed on the **Browse Screen (this is the screen that you should print for your role).** These students can be queried by grade or no grade.

E. Grade Changes

Notify the Basic PE Program Coordinator of all grade changes. All grade changes are now made and processed through an online system.

- Changes needed **between the end of classes and the grades due date** can be made inside the On-line Grade Roll
- Changes needed **after the due date** must be approved by the Basic PE Coordinator and then requested and initiated by the instructor through the e-Grade Change Application System at: [https://apps.reg.uga.edu/GradeChange/login/auth](https://apps.reg.uga.edu/GradeChange/login/auth). The e-grade change application system will send the request to the Department Head and registrar’s office for approval.
- If the e-grade system is unavailable, see the PEDB Program Coordinator for a paper grade change form.
F. Add/Drop and Withdrawals

1. First day attendance should not be used as an indication of course enrollment. The maximum enrollment for each class is listed in Athena. The maximum number of students listed for each class was derived based on the size of the facility used, and the course itself. During the first week or drop/add period, if deemed safe and manageable, instructors may only increase the number of students beyond the stated quota, in select courses classes and with approval. Approval by the Basic PE Program Coordinator should be sought to add students over the maximum enrollment BEFORE giving the course #, days of week and time to Anna Williams (aaw1@uga.edu). Adding a specific student during the drop/add period is not possible.

2. Specific students may be added to select classes after the drop/add period, only with the approval from the Basic PEDB coordinator. However, requests to add students after more than 2 weeks of classes (or more than the allotted absences) will not be granted unless due to unusual circumstances.

3. Instructors or students can obtain a late add form from the registrar’s office’s website: http://www.reg.uga.edu/files/forms/newforms/LateAdd.pdf. The instructor and the PEDB coordinator need to sign this form. Give the completed for to the student to turn in to the Registrar’s Office. **Below is the University policy on late add:**

No student will be admitted after the last day of the Add period without special permission. No course may be added to a student’s schedule after the Add deadline without the approval of the instructor of the course, the department head/program director, and the student's dean. Graduate students must obtain the approval of the Graduate School. Forms to request a Late Add may be obtained here or from most academic departments, the Graduate School and the Office of the Registrar.

**Effective Spring 2014,** all currently enrolled students who wish to add a course after the withdrawal deadline for the current term must not only complete the late add form showing the approval of the instructor, department head, and dean, but must also submit the following:

- a letter from the student explaining the request for a late add;
- a plan of action from the instructor explaining how the student can complete the course by the end of the term; and
- a letter from the Dean to the Registrar providing an extraordinary justification for supporting the late add.

All required paperwork should be submitted to the Office of the Registrar. Students may appeal the decision of the Office of the Registrar to the Educational Affairs Committee.

3. A student may initiate a withdraw from a course anytime during the first half of a semester and will have a “W.” Students may withdraw online through Athena. A student may receive a medical/hardship withdrawal at any time during the semester if the student was doing satisfactory work and “W” withdrawal is recommended by the Office of Student Care and Outreach because of emergency or health reasons. A “W” will be recorded on your grade roll for those students who have been officially withdrawn by the Registrar. Unless the withdrawal is authorized, no withdrawal is possible after mid-point.

4. An instructor may initiate a student withdraw from a course due to non-attendance. The instructor must state in the syllabus that “The instructor may initiate a student’s withdraw if the student has not attended any classes by the withdraw deadline”.

G. Course Syllabus

The University Council has approved an academic policy that requires a syllabus for each course is uploaded in the Syllabus Repository System (https://syllabus.uga.edu). Provide the PEDB Administrative Support Staff (Logan Herren, lherr@uga.edu), with an electronic version of your syllabus in PDF for the department website **prior to the first class.** Save the file: CRN_PEDB_Coursenumber_Lastname+Firstinitial_SemesterYear (example of format: PEDB_1950_masoni_fa19) as she loads the PEDB course syllabi. The elC resource course
has examples of syllabi. Syllabi should be provided to each student in your class via eLC. Syllabi will not be copied using the department copy machines. The following information will be included in the syllabus:

(Master Syllabus)

a. Course title and number
b. Course description
c. Prerequisites, corequisites, and cross-listings for the course.
d. Course objectives or expected learning outcomes for students of the course.
e. Topical outline for the course (course-specific activity and online content)
f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest. The syllabus must include this statement:
   As a University of Georgia student, you have agreed to abide by the University’s academic honesty policy, “A Culture of Honesty,” and the Student Honor Code. All academic work must meet the standards described in “A Culture of Honesty” found at: https://ovpi.uga.edu/academic-honesty/academic-honesty-policy. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.
g. The syllabus must include this statement:
   The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

(Class syllabus)

h. Principal course assignments (such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted).
i. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers, performances or other similar requirements, participation requirements -- if any).
j. Grading Policy. How the final grade will be determined with respect to weights or course points assigned to various course requirements.
k. Attendance Policy. If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.
l. Required course material, including texts.
m. Policy for make-up of examinations.

(Other Info and Policies)

n. State policy for communication of weather-related class cancellations. Define clearly “rain and/or other adverse weather” and when you will communicate.
o. Courses that may require physical contact with the students should include the following statement:
   Limited physical contact may be required for instructional purposes. In such case, the instructor will ask and receive permission from the student if the instructor can have such limited physical contact necessary to provide the instruction.
p. The syllabus can include the following information regarding Georgia House Bill 280:
   For information on HB 280, please go to http://www.policies.uga.edu/FA/nodes/view/1263/Weapons-Prohibited-on-Campus
Furthermore, the instructors should refer students to a Frequently Asked Questions portion of the policy statement at the university.

q. The instructor may initiate a student’s withdraw if the student has not attended any classes by the withdraw deadline

r. **Diversity:** Diversity encompasses acceptance and respect. The term "diversity" encompasses differences of culture, background and experience among individuals and groups. Such differences include, but are not limited to, differences of race, ethnicity, national origin, color, gender, sexual orientation, gender identity, age, and abilities, as well as political and religious affiliation and socioeconomic status. The Department of Kinesiology at the University of Georgia embraces a commitment to diversity by modeling for the state and nation, a community of individuals and programs which seek to reduce prejudice, disparities, and discrimination and build a supportive environment for all. More about diversity can be found: [https://coe.uga.edu/directory/diversity-equity-and-inclusion](https://coe.uga.edu/directory/diversity-equity-and-inclusion)

s. **FERPA Notice:** The Federal Family Educational Rights and Privacy Act (FERPA) grants students certain information privacy rights. See the registrar’s explanation at [http://reg.uga.edu/ferpa_privacy_act](http://reg.uga.edu/ferpa_privacy_act) FERPA allows disclosure of directory information (name, address, telephone, email, date of birth, place of birth, major, activities, degrees, awards, prior schools), unless a FERPA Restriction Flag Addition or Removal Request form is submitted to the Registrar's Office.

In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name, and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

H. **Class Times**

During the regular academic year, classes will meet a total of 1500 minutes per semester. Provide an extra five minutes at the beginning and the end of each class to allow students time to change. All outdoor classes are scheduled for 10 weeks. However, the weather might require classes to be postponed and rescheduled during the last 5 weeks of the semester (see also R. Inclement Weather Procedures). Instructors should inform students at the beginning of the 10 week courses about the possibility/likelihood of using the last 5 weeks for postponed classes.

I. **Substitute Instructors**

**Academic Affairs Policy requires that instructors meet all regularly scheduled classes.** If you know, in advance, that you will be absent it is your responsibility to get a substitute. Substitutes must be an approved PEDB GTA or department faculty member. Substitutes should have knowledge and understanding of the activity. Serious ramifications could occur if a student is injured and the substitute instructor was deemed not qualified in that activity. Notify the PEDB Coordinator of any planned absence and the arrangement for a substitute by submitting the substitution form via [https://goo.gl/forms/OFYqITDuR8dBG903](https://goo.gl/forms/OFYqITDuR8dBG903) prior to your absence (Appendix C). Additionally, if you become suddenly ill, a class email should be sent to students and a physical sign posted, to inform the students that class(es) have been cancelled or postponed (10 week + outdoor courses), by a fellow GTA, the PEDB Coordinator (706-542-4456) or PEDB Administrative Office (706-542-4230). Notify the PEDB Coordinator of any unexpected absence prior to the start of the class by submitting the substitution form via [https://goo.gl/forms/OFYqITDuR8dBG903](https://goo.gl/forms/OFYqITDuR8dBG903)
J. **Student in Distress**

UGA faculty and staff seeking consultation about when to intervene on behalf of a student, how to respond to a student in distress, and where to refer students in need of care should contact Student Care and Outreach at 706-542-7774 (http://sco.uga.edu) or CAPS at 706-542-2273 (http://www.uhs.uga.edu/CAPS).

K. **Injury Report Procedures**

Every activity has inherent hazards. The instructor must do everything reasonable and prudent to identify, observe, and implement all safety precautions that will protect the student. **Do not involve the student in any activity that is not a legitimate part of the class being taught.** Class safety is critical; however, if a student is injured while participating in class, it is essential that the instructor adhere to the following procedures:

1. Administer appropriate first aid.
2. If the injury is serious and occurs in Ramsey, immediately send a student to the nearest Department of Recreation Sports station or entry desk to activate the Recreation and Ramsey Student Center Emergency Action Plan (EAP). Once the Rec Sports staff arrives, they will take over First Aid.
3. If the injury is serious and occurs outside of Ramsey, immediately notify 911:
   - State your name and position
   - Describe the situation to the best of your knowledge
   - Provide directions to your location
   - Have student(s) at entrance to direct the responders
   - Do not hang up until directed to do so by the dispatcher
   - Notify UGA Public Safety at 706-542-2200 at your first opportunity.
4. If the injury is not serious and does not warrant immediate transportation, advise the student that it is his/her responsibility to have the injury checked at the Health Center as soon as possible.
5. Fill out an injury report regardless of how minor the injury may appear.
   - For injuries inside Ramsey: rec sports form will initiate the form. Assist the Rec Sports facility manager with the accident report (they will provide the form). Rec Sports will submit the electronic form and it will be routed to Hayley Felts, the KINS Office Manager, who will provide a copy to the PEDB Coordinator.
   - For injuries at the Rec Sports Complex and outside of Ramsey: use the injury form in the equipment closet (Appendix D). Turn in intramural field accident reports to Hayley Felts, who will prepare and submit electronic form to rec sports.
6. Accident reports need to be completed within the next 24 hours. Immediately notify either the PEDB coordinator (or the department head) of all serious injuries.
7. An accident report is also required if an instructor is injured while conducting class.

L. **Ramsey Emergency Response Plan**

**For weather-related emergencies**, the Department of Recreational Sports will make announcements on the public address system which has speakers throughout the building. Rec Sports will get the notice over the NOAA Weather Radio or UGA alerts, and then their staff move throughout each space to inform patrons to evac to the locker rooms or the Volleyball hallway. You MUST EVACUATE to the locker rooms or to the first floor of the academic wing when directed to do so.
For fire emergencies, please note the location of the fire alarm pull switch nearest your classroom. On the third floor there is an alarm switch near each stairway. The entire building MUST BE EVACUATED whenever a fire alarm is activated, even if class is in session. Please be responsible for guiding students towards the exits and off sidewalks. Wait outside until we receive an official notification that the building is safe to re-enter. If you were the one who pulled the switch or if you saw the source of the fire, find a Rec Sports staff person outside and ask for instructions on how to report your information.

For medical emergencies, follow the procedures below to notify (a) emergency first responders and (b) the Rec Sports front desk. The Rec Sports personnel will meet and direct the EMT to your location; their staff is also trained in first aid and CPR and they have portable AED. In the Academic wing of Ramsey, an AED is located on the 2nd and 3rd floor end of the hallways. At the tennis courts, an AED is located at the tennis pavilion near the restrooms. At the intramural fields, an AED is located on the cart in equipment closet, in the groundkeeper’s office, and at the Lake Herrick Pavilion (near Fields 6 & 7).

a. Call 9-911 from a campus phone (or just 911 from a cell phone) to report a medical emergency. Give the location and stay on the line until the dispatcher tells you to hang up. For 2nd and 3rd floor of Ramsey, direct the EMT to enter through the main lobby at the 2nd floor entrance to the building.

b. Also call 706-542-1454 to inform Rec Sports that an ambulance will be arriving. Give the location and the nature of the emergency. They will meet the ambulance and will also notify campus police of the situation.

When to call 911 for a medical emergency

A victim who is conscious, alert, and over the age 18 has the right to refuse medical care. If someone refuses medical care who you believe should be seen by a medical technician, try to get a third party to witness that refusal. Get the victim to sign the refusal of care on the accident report.

Additional information can be obtained through the Office of Security & Emergency Preparedness at http://uosp.uga.edu/

For a bomb threat or other emergency, if you take the call try to get as much information as you can and remember the exact words of the caller.

a. Call University Police at 706-542-2200 and give them the information. Follow their instructions.

b. Also call Rec Sports at 706-542-1454 to let them know the situation.

For Student Crisis support: see Flow chart and contact information in Appendix K

M. Office Hours

In order to enhance the teacher-student communication PEDB instructors are required to have regularly scheduled office hours. A minimum of two hours per week are required. Additionally, instructors should respond to e-mail communications in a prompt manner. Messages or mail for GTAs are put in their mailboxes (341).
N. Clearance for Exercise Participation

A Clearance for Safe Exercise Participation quiz is posted in the student’s eLC course. Students cannot access any other course content until they have completed the quiz (Appendix D).
- If a student scores <100% on the quiz, s/he will be directed to the Waiver for Safe Exercise Participation quiz (Appendix E)
- If a student indicates that they are not yet cleared by a physician, they are directed to the Physician-Medical Provider Clearance Form (Appendix F). **Do not allow students in this category to participate in class until you have received a completed clearance form to you.**

Maintain a copy of either completed form for your records.

- **If you have a student who indicates a medical condition/disability that needs reasonable accommodation(s) in your course, you should contact the Adapted PE Instructor (who informs the PEDB Coordinator) to set up the accommodation plan (Appendix I). The student might be asked to provide additional documentation.**
- **Students with a disability or medical condition that prevent them from participating in a mainstream physical education class should be referred to the Coordinator for Basic PE as several options are available through the Adapted PE Program (PEDB 1010).**
- See also P. Adapted PE

O. Attendance/Participation

Participation/Attendance should count for 45% of the student’s grade. Students enrolled in an activity class can miss 200 minutes (out of 1500 minutes) and still pass the course (given that all other requirements have been fully and perfectly completed). Students who lose more than 200 minutes will receive an unsatisfactory grade for the class. This policy should be clearly stated to the student in your course syllabus. You must record daily attendance and keep good records of the dates that the students miss and remind them weekly throughout the semester of the number of minutes they have (via eLC). Individual instructors have the option to provide make-up opportunities for students incurring excused excessive absences up to a total of 200 minutes (i.e., attend another class, extra application assignment,...); beyond those excused absences, the instructor should consult the PEDB Program Coordinator and the Adapted PE instructor. Detailed records should be kept of make-up opportunities. Excused absences include 1) verified illness, 2) family funeral or 3) university excused absence (religious practices, documented mandatory military training).

** New Injury/medical condition: If a student will miss more than 2 weeks or more than 200 minutes due to an injury or medical issue, the basic PE Program Coordinator and Adapted PE Instructor will assist the student in exploring the options. Depending on the injury, the timeline of recovery and physician’s clearance, a student might be switched into another PEDB course or an incomplete grade (“I”) might be assigned.

** If you have concern for a student’s well-being due to non-attendance, lapses in attendance and non-responsiveness, you can report your concern at the Student Care and Outreach website (http://sco.uga.edu).

P. Adapted PE (PEDB 1010)

Students with disabilities are entitled to reasonable accommodation and are protected by Section 504 of the Rehabilitation Act of 1973. Students who request PEDB 1010 will be encouraged to register with the DRC. The DRC Coordinator will request POD for the course by contacting Anna Williams and will send the adapted PE Eligibility letter to the PEDB Coordinator and Adapted PE Instructor. Students who are not registered with DRC, will be asked to provide sufficient medical documentation to determine eligibility for PEDB 1010.
All students who are granted POD for PEDB 1010, will set up a meeting with the Adapted PE instructor prior to the start of the semester to discuss an individualized plan based on the documented accommodations. The options available for the student through PEDB 1010 are (1) being integrated in a basic instruction class (full or part time), (2) providing individual instruction for the student, (3) develop an individualized program for the student with weekly communications and exercise logs for the instructor, and (4) a disability-related academic assignment. The Adapted PE Instructor will discuss options and accommodations with the Departmental Adapted PE faculty expert on a case-to-case basis.

Most accommodations are made through the Adapted PE Program (options 2-4). In some instances, the coordinator of the PEDB or adapted PE instructor may add a student with a physical limitation(s) to your class. The student will not be on the specific class roll, but will be on an Adapted Physical Education Roll. You will be notified in advance when a student is assigned to your class by the Adapted PE instructor, who will communicate those specific documented accommodation(s) with the instructor (Appendix I). See also N. Clearance for Participation.

Q. Class Location (Check Athena)

PEDB classes are taught at various locations on and off campus. Refer to the Athena timetable for specific locations. All activities in the PEDB program must meet at the location indicated in the timetable. Any deviation must be requested and approved by the coordinator of the PEDB program. Activity facilities are scheduled for all courses according to the course loading. Instructors who want to use alternative facilities and/or locations in the activity wing of Ramsey or IM Fields need to submit a Facility Reservation Request Form to Rec Sports: https://recsports.uga.edu/content_page/facility-reservation-request. Request will take around two weeks.

R. Inclement Weather Procedures

If you have an outdoor activity, please make it clear to the students what is considered inclement weather. It would also be helpful if you would define “raining”. Instructors will communicate with their students in case of weather-related postponements as indicated on their syllabus. Instructors should alert students and the Basic PE Program Coordinator of postponements at https://forms.gle/HFs4sSm9p29AHbZt7. The instructors will make up all postponed classes after the 10-week schedule. Therefore, instructors should document the dates of postponed classes and provide them and the dates of the make-up classes to the Basic PE Coordinator at the end of the 10 weeks. The Program Coordinator will communicate those dates with Rec Sport reservations.

S. Fees

Some activity courses have additional required fees and equipment for students participating in those courses. The fees are as follows and should be added to the course syllabus:

1. Bowling - $80 + TAX to be paid to Showtime bowling Alley
2. Racquetball – Students must provide a racquetball racquet, and a pair goggles (must be worn at all times on the court)
3. Tennis – Student must supply their own racket and two cans of tennis balls
4. Outdoor Adventure: All GORP trips are paid for by the student directly to Rec Sports.
5. Ropes course, and golf courses: Student pay the course fee upon registration and is processed directly to Rec Sports and the UGA golf course respectively; no fee is collected during class or by the instructor

Rec Sports has racquetball and tennis equipment available for purchase to students through their Pro Shop.
T. Supplies, Equipment, and Equipment Managers (EMs)

The Kinesiology Department stores Basic PE Equipment in various gym locations and in the Resource Room (Ramsey 343). Additional equipment is available in Gym West (117), but should be requested in advance through Dr. Mason (Ramsey 345) or Dr. McCullick (Ramsey 355), checked out and returned ASAP.

Both instructors and students have a responsibility to care for instructional materials. Please locate all needed equipment prior to the first day of classes. Equipment should be stored and locked in the appropriate storage room between classes. Because of limited replacement and repair funds, as well as litigation concerns, departmental equipment and classroom/facility space cannot be borrowed or used by anyone except during supervised class time only.

Designated “Equipment Managers (EMs)” will conduct regular (weekly) equipment checks indication the amount and status of the equipment and needed replacements/additions. EMs should promptly report any concerns or needed repairs to facilities directly to Dr. Mason. The EMs will also communicate facility or equipment-related issues with the other instructors who are teaching the same courses. Issues with indoor cycling bikes will be directly reported to Courtney.brown@uga.edu, office #227, phone 706-542-8464.

Instructors should notify the Rec Sport Staff/Facility Manager if proper equipment (goals, nets, etc.) is not set up before class and (after class) inform the PEDB Program Coordinator who will work with Rec Sport on the follow-up.

Classroom space for a one-time meeting is not guaranteed and solely based on remaining availability after other academic courses are scheduled. Requests should be made to Logan Herren (lherr@uga.edu) and Anna Williams (aaw1@uga.edu) at the beginning of the semester.

U. Keys

All areas/facilities must be cleared of students and locked by the instructor prior to leaving a teaching area.

Keys for classrooms and storage closets may be requested and signed out from the PEDB administrative support staff (Logan Herren, lherr@uga.edu) in room 308. Key requests should be made in advance via: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_1TYOdQxQNI16lo1

ALL keys must be turned in at the end of each semester. Do not give a key you signed out to another instructor. Always contact Logan. Herren so that an accurate trail of each key is maintained. University key control policies and the cost of replacement keys make this an important issue.

V. Course Syllabi and Physical Activity Handbooks

Example Syllabi are linked the eLC GTA Resource Course (course folders). Previous course syllabi are posted on the UGA Bulletin website for each course (http://bulletin.uga.edu/CoursesHome.aspx). If you are assigned a course and you have never prepared a syllabus before, you can find examples of syllabi on this site as well as the eLC Resource Course. Ensure that your syllabus is update to date. Physical education activity handbooks and Content binders are available in the Basic PE resource room (343) for your reference. ALL textbooks and items taken out of the Resource Room should be SIGNED OUT and returned as soon as possible. Resource links are also posted on the eLC GTA Resource Course.
W. Specific Facility Procedures

GTAs must ensure that all students follow course and Ramsey (Rec Sports) rules, regulations and procedures. Rec Sport facility policies can also be found at: https://recsports.uga.edu/uploads/docs/FAC_1_FACILITY_POLICIES_04.2019.pdf

All courses in Ramsey:

- No classes can meet in the hallways
- Please notify Rec Sport Staff/Facility Manager if proper equipment (goals, nets, etc.) is not set up for class

Basketball:

- Hanging on basketball goal rims is not permitted.
- Non-marking shoes and equipment required (on all wood floors)

Racquetball Court Policies:

- Only use Cts. 1-6 for classes
- All court rackets must have protective non-marking guards and wrist straps.
- Only non-marking balls are permitted.
- Although Ramsey policy strongly recommended that protective eye guards be worn while playing racquetball; our Basic PE Program Policy requires students to wear protective eye guards
- Students provide their own equipment and not check it out from Rec Sports

1/8th Mile Track and Track Overlook Area:

- Walk single file, inside lane only. Jog/Run in the outer lanes.
- Obey directional arrows at all times including accessing the overlook area. Arrows are typically set:
  - Counter-Clockwise – Monday, Wednesday & Friday
  - Clockwise – Tuesday, Thursday, Saturday & Sunday
- Give right of way to people passing on the track.
- No strollers.
- For the safety of all patrons, no loitering or spitting is allowed on the track
- When meeting with class, please do not block the stair well and track entrance.

Mind and Body Studio (238)

- Shoes are not permitted on the mats.

Studio A (383):

- Wrestling Mats are only for UGA Wrestling Club use during scheduled practices

Studio D (387)

- Store equipment in Studio E closet

Studio E (388):

- Class use only during regular scheduled class times
- Do not give out door code to students

S & C I and II:

- Towels are required
- see also Appendix K

Tennis Courts:

- Classes meet on Cts. 1-9 only
- Please encourage students to pick up their trash especially the aluminum rings from the tennis ball cans
Swimming Pool:
- Don’t leave your students unattended in the swimming pool and don’t start class if the lifeguard is not there.

Rec Sports Complex (Intramural Fields):
- If the “Closed” sign is visible at the front intramural field entrance or you have received an email notification, fields cannot be used for class.
- Instructors of outside courses should receive an email/text from Rec Sports through email when fields are closed.
- Closings are posted on the Rec Sports mobile site and also posted on the scrolling marquee by the batting cages.

Golf Course Driving Range:
- Use designated areas and follow the posted schedule for the use of chipping and pitching greens
- Check and lock the golf bags upon completion of each class

X. Student Evaluations

Student evaluations of instructors are required to be administered at the end of each semester. The College of Education will create, send out and follow-up on online course evaluations towards the end of the semester. Instructors cannot provide any type of incentive to students for completing the course evaluation. Teaching assistants will have access to their previous course evaluations.

Y. Instructor Evaluations

Factors for evaluation are:

- **Course Evaluations**
  - Completion rate
  - Average compared to departmental/college average
  - Improvement/trends in average scores
  - Student Comment patterns

- **Observations**: Instructors teaching two or more PEDB courses will be observed and evaluated each year either by a mentor, peer or program coordinator.
  - Systematic: Mentor, Peer, Dr. Mason
    - One of two different evaluation forms will be used for evaluations (Appendix G&H).
    - Submitting a reflection based on the observation is considered a professional development/educational experience.
  - Walk-by, snapshots: Dr. Mason, faculty, rec sports, student meetings

- **Professional development** (see FF):
  - Instructor are responsible for accumulating professional development/educations experiences throughout each semester

Unsatisfactory performances in teaching, evaluation and/or failure to adhere to procedures might result in a meeting (with Program Coordinator, Department Head and Advisor), unsatisfactory grade in KINS 7005/9005 or non-renewal of assistantship.
Z. Academic Load for Teaching Assistants

The minimum academic load for Teaching Assistants on at least 1/3 time assigned is twelve credit hours. A total of nine hours must be registered for summer Semester. All first-year and first-time GTAs should be registered for GRSC 7770. All GTAs should be registered for KINS 7005 (Master Students) or KINS 9005 (Doctoral Students).

AA. Signature Authority

Refer all PEDB students who need a Kinesiology Department Head signature (related to their PEDB course) to the Basic PE Coordinator who has signature authority for all sign-offs and other questions related to PEDB courses, the University PE requirement and transfer PEDB courses. Do not tell the student: “he/she needs go to the department chair.”

BB. Recruiting and research with PEDB program/students

Request to recruit PEDB students: The Program Coordinator will direct the person to contact individual instructors to ask for 5 min of their time to speak with the students. The instructor is not obligated to grant the time and can decline the request.

Request to conduct research involving PEDB students/courses/program: Application should be submitted through https://ngeorgia.cal.qualtrics.com/jfe/form/SV_eevuH0Zx0V1A2H3. The Department Head and Program Coordinator will review and a decision will be communicated.

CC. Premises of Instructional Physical Activity Programs in Higher Education (NASPE)

Good teachers constantly evaluate themselves and are critical of their class instruction. Some suggested evaluative criteria include the following:

- Provide skill and knowledge to be active throughout lives
- Are part of University’s educational mission
- Its goals are not the same as intramurals’ or athletics’ goals
- Are sensitive to students’ needs and addresses overall well-being

DD. Appropriate Instructional Practice Guidelines for Higher Education Physical Activity Programs (also posted in eLC GTA resource course)
https://rmpe.appstate.edu/sites/rmpe.appstate.edu/files/naspe_app_pract_gdlns_hepap.pdf

Instructional strategies:
- Communicate clear outcomes and sets expectations for student learning
- Organizes class (pairs groups, teams) to facilitate learning and preserve dignity and self-respect for all students
- Lesson designed with anticipatory set, warm-up, instructional focus/fitness, cool-down and review; with congruency between instruction and outcomes
- Plan enough learning time
- Maximizing participation and opportunities
- Variety of teaching/learning styles
- Instructor enthusiasm for active, healthy lifestyle
- Plan for student success and appropriate to skill level
- Provide specific, corrective and reinforcing feedback
- Incorporation of technology to improve effectiveness and management

**Professionalism:**
- Instructor is on time. Uses appropriate language and wear professional attire (neat, clean and suitable for the activity)
- Instructors demonstrate
- Instructors seek professional development
- Foster a culture on campus that encourages physical activity; advocacy

**Learning environment:**
- Plan, develop and maintain positive learning environment where students feel safe, supported and unafraid to make mistakes
- Supportive of all skill levels and promote positive self-concept
- Fair and consistent class-room management practices
- Unacceptable remarks and behaviors are dealt with immediately
- Use exercise to promote healthy lifestyle, not as form of punishment
- Carefully selected safe activities; emergency plans reviewed with students
- Activities match the students’ ability level and are safe for all levels
- Instructors maintain up-to-date CPR/First Aid/AED certification
- The environment is inclusive and supportive of all students. Differences are acknowledged and respected.
- All students have equal opportunity for participation and interaction
- Use of gender-neutral and respectful language
- Process in place for students with disabling conditions
- Adaptations for students with various fitness and/or skill levels
- Provides appropriate experiences for students with medical limitations
- Recognize educational value of competition

More can be found in: *Appropriate Instructional Practice Guidelines for Higher Education Physical Activity Programs by NASPE*

Use the evaluations form or observation form (Appendix I) as a guide to reflect on teaching during the semester.

**EE. Conceptual Component and Application Assignments (eLC):**

In addition to attendance/participation (Activity Component), a(n online) conceptual component is required as part of all PEDB courses (and has been since fall semester 2007). Since 2014, this conceptual component has delivered through (free of charge) content modules with readings and quizzes) located in eLC and replace the cost of a textbook (~$30). When effectively integrated into your class(es) the conceptual component and assignments can increase the probability that PEDB courses affect students according to the intended objective - the promotion of life-long physical activity and fitness. Effective in-class integration by the instructor includes linking the course-specific knowledge, online readings, exercise/activities in-class and outside of class and using a behavioral change model to guide students in their goal-setting to move the individual students to the next level as listed in the syllabus:
The ultimate purpose of this course is to graduate you from a lower level of physical activity to Level 5. If you feel you are already at Level 5, then we hope to come alongside you and diversify your experiences and knowledge of a particular physical activity.

**LEVEL 1**  
Student has no or minimal past experiences with physical activity

**LEVEL 2**  
Student cognitively understands what it takes to perform a physical activity properly, and begins to show signs of physically performing the activity correctly

**LEVEL 3**  
Student begins to make connections with practice at the classroom level and attempts to transfer his/her skills outside the classroom, while adhering to the rules and traditions of the activity

**LEVEL 4**  
Student sees activity as a social activity, which can be engaged in with friends, family, or coworkers for recreational purposes

**LEVEL 5**  
Student views activity as a medium to ultimately enhance their level of physical activity, providing an opportunity to impact others and sustain a healthy level of exercise for the duration of his/her life

Using consistent and encompassing conceptual component will improve the ability of the department to accomplish its mission to promote the habit of lifelong physical activity. Each instructor will be provided training/support/resources to implement, manage and grade the conceptual component.

**FF. Outstanding Teaching Assistant Award and Excellence in Teaching Award**

Kinesiology GTAs are eligible to be nominated for the University of Georgia’s Outstanding Teaching Assistant (OTA) and Excellence in Teaching (ETA) Awards. Selection by the Department (Graduate Coordinator and Basic PE Program Coordinator) is based on teaching performance, student evaluations and performance of professional responsibilities. GTAs (top 10%) are eligible for OTA nomination after completing two terms of teaching and for ETA after receiving the OTA or displaying leadership. The Graduate Coordinator Assistant (Bradley Holmes) will send out an email to collect necessary nomination and selection materials.

**GG. PEDB Mentorship Program**

Every GTA will be highly encouraged to observe and/or videotape another GTA’s class (new GTA should observe a returning TA and vice versa) once during the semester. Positive and constructive feedback should be shared with each other and a written form turned in to the Basic PE Program Coordinator (Appendix L).

Every new GTA (mentee) will be given course-specific peer resource(s) and a designated mentor by the Basic PE Program Coordinator.

**MENTEE:** the mentee will

- **actively seek out** the mentor and peer resource(s) for tips, guidance and advice regarding the courses and program at the beginning of the semester and throughout the semester
- **meet formally** with the mentor (>30 min) to discuss best practices, and reflect on teaching practices

**MENTOR:** the mentor will

- **schedule and conduct** formal meeting(s) with the mentee (>30 min) to reflect on teaching practices and share tips, feedback on best practices
- **check in** consistently with the mentee throughout the semester

Every New GTA will have two Mid Semester Formative Evaluations (MSFE) completed during their first year (one in Fall and one in Spring). Returning GTAs will conduct the MSFE of the mentee(s), complete the feedback
letter and meet for follow-up. Training on conducting a MSFE will be provided during orientation/training week prior to the start of Fall semester or can be received at The Center for Teaching and Learning (CTL). A copy of the feedback letter will be submitted by the returning GTA to the PEDB Program Coordinator.

HH. Professional Development/Educational Experiences

Graduate Teaching Assistants will demonstrate participation in professional development or educational experiences beneficial to their teaching and/or area of study by accumulating 3 points per semester (Fall/Spring). The following are an example of experiences with their point value. Other activities can be proposed and approved by the Program Coordinator.

Professional Development and evidence needs to be submitted before the grades’ deadline each semester in the appropriate dropbox in the PEDB GTA Resource Submissions Course.

- Failure to attend mandatory meeting(s) = - 1 each
- MSFE reflection/goal-setting based on report/feedback letter (required as new GTA) = 1
- Conduct MSFE and submits feedback letter (returning GTA) = 1
- Mentor schedules mentee meeting for at least 30 min and documents with meeting notes (tips/feedback given, reflection questions discussed) = 1
- Mentee submits reflection based on mentor meeting = 1
- Peer observation + sharing feedback report = 1
- Organizing/attending professional development/workshop = 1
- Reflection based on course evaluations/observations = 1
- Attend mandatory meeting in December = 1 (for Spring)
APPENDIX A
Injury Report Form

Instructor Name: __________________________
Course: PEDB
Location: ________________________________

UNIVERSITY OF GEORGIA
Finance & Administration

Injury Report:

Name of Injured Person: __________________________
Employee ID Number: _______________________
Injury Date: __________________________
Time: __________________________

The injured person is: __________________________
___ Under age 18
___ Yes Age 18 or over

Incident/Accident (check all that apply):
___ Lifting/moving
___ Ingestion/inhalation
___ Struck by/struck against
___ Needle stick
___ Burn
___ Slip/fall
___ Object in eye
___ Strain
___ Cut/puncture/wound
___ Hearing loss
___ Motor vehicle collision
___ Other (please specify): __________________________

Where did incident happen? (Be specific: building, room no, hallway, laboratory, etc.)
Building Name: __________________________
Room No: __________________________
Other location: __________________________

Details of incident (What was the individual doing? What was the root cause? Describe what happened.)

________________________________________

Give the name(s)/phone number/email of any witnesses to the incident.

________________________________________

Describe any injury (bruise, sprain, laceration, etc.) __________________________

Specify what body part(s) were injured __________________________

Treatment received:
___ None
___ Refused Treatment
___ First aid at site
___ Doctor/urgent care visit
___ Admitted to hospital
___ Fatsality

Submitted by (UGA supervisor or departmental HR representative) elb6300
UGA supervisor/HR representative work phone and email __________________________

The injured person is employed by UGA (including student employees) and was injured in the course of her/his work responsibilities (work-related injury).

Employee Number 81
APPENDIX B

Clearance for Safe Exercise Participation

Have you ever had or do you now have any of the following conditions? Please select all that apply. If none of the conditions apply to you, please choose None of the Above.

Question 1 options:
Cardiovascular disease (any type of heart or blood vessel disease, including stroke)
Elevated blood lipids (cholesterol and triglycerides)
Chest pain at rest or during exertion
Shortness of breath or other respiratory problems
Uneven, irregular, or skipped heartbeats (including a racing or fluttering heart)
Elevated blood pressure
Often feel faint or have spells of severe dizziness
Diabetes
Any joint, bone, or muscle problems (e.g. arthritis, low-back pain, rheumatism)
An eating disorder (anorexia nervosa, bulimia, binge-eating)
Any other concern regarding your ability to participate safely in an exercise program?
None of the Above

Question 2 (1 point)
Do you smoke cigarettes?
Yes
No

Question 3 (1 point)
Are you a man age 40 or older?
Yes
No

Question 4 (1 point)
Are you a woman age 50 or older?
Question 4 options:
Yes
No
APPENDIX C

Waiver for Safe Exercise Participation Quiz

Please indicate your participation status for this course:

I have carefully read the “Clearance for Safe Exercise Participation” form and I have informed the instructor of a medical condition(s) for which I am under the care of a physician. My physician has informed me that I am cleared to participate in a physical education class at this time.

I have carefully read the “Clearance for Safe Exercise Participation” form and I have informed the instructor of a medical condition(s) for which I am under the care of a physician. My physician has informed me that I am NOT cleared to participate in a physical education class at this time.
APPENDIX D

The University of Georgia
Department of Kinesiology

MEDICAL PROVIDER CLEARANCE FORM

Dear Medical Provider,

A patient of yours, ________________________, would like to participate in a physical education class at the University of Georgia. Your patient has been referred to you because he/she indicated an existing medical condition that requires consultation with a medical provider prior to participation in our class.

____ Individual is allowed to participate in a supervised exercise program.

____ Individual is allowed, under specific restrictions, to participate in a supervised exercise program. Please explain:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

____ Individual should not be allowed to participate in a supervised exercise program. The student should set up an appointment with the Adapted PE Course instructor to discuss specific course options.

________________________________________________________________________
________________________________________________________________________

Signature ______________________ Date ______________________

Name ______________________ Phone ______________________

Address ______________________
Instructor: ___________________ Course: ____________ Date: _____ Time: ________

As an instructor in the Basic Physical Education Program, you have been evaluated according to the following criteria:

**ORGANIZATION AND PROFESSIONALISM**

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Starting and stopping class on time</td>
</tr>
<tr>
<td>2. Attendance recorded</td>
</tr>
<tr>
<td>3. Needed equipment available for immediate usage</td>
</tr>
<tr>
<td>4. Students-instructor appropriately dressed for class</td>
</tr>
</tbody>
</table>

**CLASS INSTRUCTION**

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of material taught in previous classes’</td>
</tr>
<tr>
<td>2. Daily class objective(s) stated at beginning of class</td>
</tr>
<tr>
<td>3. Clarity of verbal presentation of new material</td>
</tr>
<tr>
<td>4. Inclusion of warm-up</td>
</tr>
<tr>
<td>5. Demonstration of skills taught and reviewed</td>
</tr>
<tr>
<td>6. Organization of students for instruction and demo</td>
</tr>
<tr>
<td>7. Clarity of instructions and organization of drills</td>
</tr>
<tr>
<td>8. Summary of class related to today’s objectives</td>
</tr>
</tbody>
</table>

**QUALITY OF INSTRUCTION**

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appropriate teacher feedback and interaction</td>
</tr>
<tr>
<td>2. Voice projection and speaking rate</td>
</tr>
<tr>
<td>3. Effective use of practice time for skills &amp; drills</td>
</tr>
<tr>
<td>4. Responds to questions from students</td>
</tr>
<tr>
<td>5. Safety factors encouraged and enforced</td>
</tr>
<tr>
<td>6. Confidence of instructor in class content</td>
</tr>
<tr>
<td>7. Positive learning environment maintained</td>
</tr>
<tr>
<td>8. Enthusiasm of instructor for class</td>
</tr>
<tr>
<td>9. Management time</td>
</tr>
<tr>
<td>10. Instruction time</td>
</tr>
<tr>
<td>11. Interacting time – providing feedback to students’</td>
</tr>
<tr>
<td>12. Practice time – on task activity by students’</td>
</tr>
</tbody>
</table>

**GENERAL COMMENTS**

____________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Evaluator: _________________________________

This is to acknowledge that I have seen this critique and discussed its contents with the evaluator.

Instructor: _________________________________
# APPENDIX F

**UGA Department of Kinesiology**

**Instructor Evaluation Rubric Form**

Instructor: _____________________ Course: __________ Date: _____ Time: _____

Please indicate the instructor's rating on each proficiency by checking the appropriate box. Points are awarded as follows: 3 points for convincing evidence, 2 points for clear evidence and 1 point for little evidence.

**Rating Scale:** 21-18 Excellent, 17-14 Good, 13-10 Needs Improvement and < 9 Unacceptable

<table>
<thead>
<tr>
<th>Rating Indicator</th>
<th>Little Evidence</th>
<th>Clear Evidence</th>
<th>Convincing Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides a management system that helps students stay on task.</td>
<td>Most students are not engaged and transitions consistently take time away from physical activity.</td>
<td>At least 80% of students are engaged in the class and transitions are less than 60 seconds.</td>
<td>All students are engaged and transitions are less than 30 seconds.</td>
</tr>
<tr>
<td>Plans and implements an instructional program that is action oriented.</td>
<td>Pace of the class is slow and boring.</td>
<td>Most class activities move along at a brisk pace.</td>
<td>Creates and sustains a brisk pace for class activities and prevents events from disrupting pace.</td>
</tr>
<tr>
<td>Holds students accountable for appropriate participation in practice.</td>
<td>Makes little attempt to hold students accountable for participation in practice.</td>
<td>Most students are engaged in appropriate participation during practice.</td>
<td>Creates well-managed and active learning environments that reflect high expectations for student participation.</td>
</tr>
<tr>
<td>Promotes motivation to be physically active.</td>
<td>Students demonstrate little interest in being physically active.</td>
<td>Students demonstrate through class involvement that they are physically active.</td>
<td>Students clearly demonstrate through class involvement that they enjoy physical activity.</td>
</tr>
<tr>
<td>Provides a class climate that is supportive and respectful.</td>
<td>The class climate causes students to be left out of class activities.</td>
<td>The instructor is approachable and shows respect for students.</td>
<td>Builds respectful relationships between and among every student in the class. Interacts with every student in class at least once per class.</td>
</tr>
<tr>
<td>Appears professional in appearance.</td>
<td>The instructor is not dressed to reflect a professional image.</td>
<td>The instructor is appropriately dressed to present a professional image.</td>
<td>The instructor through dress and physical appearance presents a professional image.</td>
</tr>
<tr>
<td>Is an active teacher.</td>
<td>Is inattentive to what is going on in class.</td>
<td>Uses a framework of effective teaching to create a positive learning environment.</td>
<td>Uses a framework of effective teaching principles to create a total learning environment for students.</td>
</tr>
</tbody>
</table>

Comments:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Score: _________

Evaluator: __________________________ Instructor: ________________________
EXCERPT:
II. FACILITY SAFETY POLICY
a. Spotters are recommended and are available.
b. Users should always inspect the equipment for loose, frayed or worn parts before using. Report any injury or facility/equipment irregularity to the staff on duty.
c. All members are strongly encouraged to ask Facilities staff members for an orientation prior to equipment use. Do not use equipment for purposes other than those noted on the station.
d. Patrons must use the emergency off clip while on treadmills.
e. Weight clips are mandatory at all times for barbells.

III. FACILITY POLICIES
a. Patrons are responsible for all facility policies including those posted on the Rec Sports website.
b. Staff has the authority to enforce all Rec Sports policies. Failure to comply may result in suspension of Rec Sports privileges.
c. Non-UGA student patrons between the ages of 16-18 accompanied by member parent/guardian are able to access Strength & Conditioning rooms during Family Hours listed on our website.
d. Bags of any kind are not permitted in the weight rooms. Recreational Sports is not responsible for lost or stolen property.
e. Food, colored drinks, chewing gum, and tobacco are not permitted in all weight areas.
f. Personal audio devices should be used with headphones only.
g. Athletic tops, athletic bottoms, and closed-toed non-marking athletic shoes are recommended.
h. Clothing that in any way damages equipment, upholstery, or flooring are prohibited.
i. We recommend that all patrons wipe off benches and pads before and after use.
j. Please notify Facilities staff with any concerns regarding equipment.
k. Time is limited to 30 minutes on all equipment. Equipment is first come, first serve.
l. Equipment must always remain in the weight rooms.
m. All equipment must be returned to the designated location after use.
n. Slamming or dropping of weights is prohibited.
o. No outside equipment is permitted.
p. Personal Training may only be provided by Recreational Sports and academic classes.
Appendix H

UGA Student in Crisis Support