Name: Professor Cate Walsh
E-Mail:cwalsh@odessa.edu

Phone: 432-335-6566
Office: SC 203

| Office Hours | |
|---|---|
| Campus Office Hours: | M-W-F - 9-10AM, 12-1PM<br><br>T-Th - 3-5PM |
| | |

About Your Instructor

This is my first year as an instructor for Odessa College. I came to Texas from Indiana State University where I taught for five years in the physical education and dance departments. I have a bachelor of science degree in physical education and a master degree in education. I am also the cross country/track coach for Odessa College. I'm very excited to be here!

Preferred Method of Communication:

The best way to communicate with me is through email (cwalsh@odessa.edu) I check my office phone daily, but for the quickest response, email is the way to go!

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

provide my contact information at the beginning of the syllabus;

respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,

notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

provide clear information about grading policies and assignment requirements in the course syllabus, and

communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

post grades for discussion postings within one week of the discussion thread closing.

provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware/Software

Textbook(s):

None

Hardware:

None

Software:

None

Websites:

You may be required to watch a few videos throughout the semester on youtube.

## Information About the Course

Course Description

This course assists students in developing knowledge of aerobic and resistance training to promote and maintain physical fitness.  Proper technique and training advantages of both aerobic and resistance work outs will be discussed.

Course Prerequisites:

None

Course Topics:

Topics may include but are not limited to the following:

Heart Rate Concepts as they relate to Aerobic Activity

5 Health-Related Fitness Components

FITT Principle Training

Proper Stretching

Setting Realistic Training Goals

Nutrition Guidelines for Activity

## Grading

| | |
|---|---|
| Heart Rate Logs | 20% |
| Self Reflections | 20% |
| Nutrition Assignment | 20% |
| Attendance | 40% |

Grading Scale:

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

Grading Policy:

Please understand that this is a required course for the PHED degree programs in order to prepare you for a future in this field of work. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;

recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,

understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

getting “kicked off” of the system during tests or quizzes;

having trouble submitting assignments; and

dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

seek out help from my instructor and/or from tutors;

ask questions if I don’t understand; and

access my course several times during the week to keep up with assignments and announcements.

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Digital Protocol

Cell phones must be placed on either vibrate or silent mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative

to instruction. Any written assignments will be submitted electronically on Blackboard. The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time. Back-up and/or additional copies of all assignments submitted is encouraged. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be WORD documents (doc or docx).

Attendance Policy

Online course students are expected to log into blackboard at least once a week and post weekly work out logs in place of attending class face-to-face.

Students are expected to attend class regularly. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. Students enrolled in a course that meets M-W-F may miss 3 class periods before losing points. Students enrolled in a course that meets T-Th may miss 2 class periods before losing points. Each additional absence will result in the drop of a letter grade.

Students have until 5 minutes after the starting class time to be in class if it is an activity class (needing to change clothes and/or shoes). For lecture class students are tardy if they are not in class when the class is supposed to start. 2 tardies will be equal to one absence.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

Attend class and participate.

Contribute and cooperate with civility.

Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor’s discretion.

Incomplete Policy

An ‘Incomplete’ grade may be given only if:

The student has passed all completed work

If he/she has completed a minimum of 75% of the required coursework. A grade of an “I” will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Institutional Core Objectives (ICOs)

Description of Institutional Core Objectives (ICO’s)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution’s core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College’s Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: Odessa College Catalog of Courses 2012-2013, page 73)

Odessa College’s Institutional Core Objectives (ICOs):

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Objectives

1. Students will learn the importance of a proper warm-up/cool down and flexibility program before and after work outs.

2. Students will learn about enhancing their exercise regimen to achieve efficient and effective workouts through current principles and heart rate evaluations.

3. Students will develop an understanding of fitness principles as applied through physical practice and participation.

4. Students will hopefully develop a positive attitude toward exercise.

5. Students will participate in appropriate testing to measure fitness levels and monitor progress throughout the semester.

Learning Outcomes

| Outcome | ICO |
|---|---|
| 2,3 | Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information |
| 1,2 | Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication |
| 2,5 | Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions |
| 4 | Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal |

| | |
|---|---|
| | Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making |
| | Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities |

Odessa College Policies

Tuition Discounts

The “First Course is Free” discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The “Academic Progress Discount” provides a 10% tuition discount upon completion of 30 credit hours unt il reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities http://www.odessa.edu/dept/studenthandbook/handbook.pdf

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

Copying from another student's test paper

Using test materials not authorized by the person administering the test.

Collaborating with or seeking aid from another student during a test without permission from the test administrator.

Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.

The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

Substituting for another student, or permitting another student to substitute for one's self, to take a test.

Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at http://www.odessa.edu/dept/counseling/disabilities/index.htm. The college strives to provide a

complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?
For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

| Service | Assistance Provided | Available |
| --- | --- | --- |
| Blackboard Help for Students | Website with a searchable list of topics on how to navigate and use Blackboard for online courses. | Online<br>Click here. |
| Blackboard On Demand Learning Center for Students | This website provides an extensive list of short tutorial videos for student activities performed in Blackboard. | Online<br>Click here. |
| Blackboard Collaborate: First Time Users | If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area. | Online<br>Click here. |
| Blackboard Collaborate: Essentials for Participants | This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here. | Online<br>Click here. |

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?
Go to this website and follow the directions on the page: http://www.odessa.edu/gmail/.

I can't access my student email! I forgot my password!
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

| | |
|---|---|
| Main Number | 432-335-6861 |
| Campus Location | SUB 204N in the Student Union Building |
| Email | Becky Rivera-Weiss - brivera@odessa.edu |
| Website | To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm |

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

| | |
|---|---|
| Main Number | 432-335-6640 |
| FAQ Service | LibAnswers: http://libanswers.odessa.edu |
| Contact a Specific OC Librarian | Pat Quintero at 432/335-6350 or pquintero@odessa.edu<br>Donna Clark at 432/335-6645 or dclark@odessa.edu<br>Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu |
| LRC Services and Guidelines Website | https://www.odessa.edu/dept/library/services/index.htm |

Equipment and Services Provided:
The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

| Equipment/Services Available | Used For | Available |
|---|---|---|
| Books, videos, CDs | Research | On Campus and Online |
| Specialized databases not available online for free | Research | On Campus and Online |
| Magazines, newspapers, & scholarly journals | Research | On Campus and Online |
| Computers | Research & word processing | On Campus |
| Selected textbooks for short-term use | Course work | On Campus |
| Trained staff | Answer "where do I find?" | On Campus and Online |
| Tutorials | Tips for research strategies | On Campus and Online |
| Photocopiers, VHS/DVD players, FAX service | For course work | On Campus |
| Quiet study areas | For course work | On Campus |

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?
Appointments are preferred, but walk-ins will be served as soon as possible.

| | |
|---|---|
| Main Number | 432-335-6673 |
| Campus Location | 1st floor of the Library |
| Website with Additional Help and Information | http://www.odessa.edu/dept/ssc/ |
| Live Online Assistance / Chat | Click Here<br>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.) |

Equipment and Services Provided:
The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

| Equipment/Services Available | Used For | Available |
|---|---|---|
| Tutoring by CRLA & Avid trained tutors | Understanding course work and motivation | On Campus and Online<br>Click here for more information. |
| Student Information Seminars (SIS) | Demo email, Blackboard and SSC resources | On Campus and Online<br>Click here for more information. |

| | | |
|---|---|---|
| Study Skills | Tools needed to succeed | On Campus and Online<br>Click here for more information. |
| Basic Technology | To navigate classes, email, etc. | On Campus and Online |
| Plato Web | Practice for TEAS test and basic math, science, etc. | On Campus and Online<br>Click here for more information. |
| Project T.I.E. | Practice for GED/COMPASS | On Campus and Online<br>Click here for more information. |
| Student Orientation/Tour | Show individual students where their classes will be. SIS presentation | On Campus |
| M.O.R.E. Mentoring Program | Networking, tips to navigate college life successfully | On Campus<br>Click here for more information. |
| Smart thinking | Online tutoring service. Connect with an e-structor and interact with a live tutor. | Online<br>Click here for more information. |

Veterans Support

How do I contact the office for Veteran's Outreach?

| | |
|---|---|
| Main Number | 432-335-6833 |
| Campus Location | 204M (Help Center) in the Student Union Building |
| Email | Gloria Rangel - grangel@odessa.edu |

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|---|---|
| Website | To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm |