

MONTGOMERY COLLEGE

Department of Health, Exercise Science and Physical Education TPSS Campus

PHED 228 Sample Syllabus

I. General Course Information

Course designed to develop skills and knowledge necessary to provide safe and effective group fitness instruction using a variety of exercise modalities. This course includes knowledge and application of training principles and exercise techniques to develop cardiorespiratory fitness, muscular strength, muscular endurance, and muscular flexibility. Scientific principles of anatomy, kinesiology, and exercise physiology are studied and applied. Instructional techniques such as effective communication, motivational skills, class design, injury prevention, cueing, and accommodations for special populations are studied and applied. Course assignments include lesson and unit plan preparations and class teaching experiences. Students successfully completing the course will have the opportunity to sit for the ACSM Group Exercise Instructor Certification Exam. Assessment levels: EN 101/101A, RD 120.

Purpose of the Course

- To provide the student the experience of teaching group exercise classes in an educational setting.
- To provide experience and instructional feedback for group exercise class design, programming, instructional methods, and leadership methods.
- To provide classroom discussion and lecture about the certification examination content.
- To prepare the student to take the ACSM Group Exercise Instructor Certification Exam.

SPECIAL NOTE This course does NOT include the ACSM Group Exercise Instructor Certification Exam. Students must register with and pay a fee to the ACSM to take the exam. This class is a *preparatory* course for the exam.

II. Specific Outcomes

- Identify the training principles involved in developing muscular strength, muscular endurance, muscular flexibility, and cardiorespiratory fitness.
- Demonstrate knowledge of group fitness instructor techniques, safety considerations, injury prevention, cuing, and accommodations for special populations.
- Demonstrate a general knowledge of human anatomy and physiology including but not limited to, understanding the cardiovascular, respiratory, and muscular systems of the human body.
- Demonstrate knowledge of a variety of exercise techniques and exercise modalities.
- Demonstrate safe and effective exercise instruction through effective communication, cueing, and motivational skills.

III. Texts and Supplies

Required Text:

American College of Sports Medicine (2012). *ACSM's Resources for the Group Exercise Instructor*. Philadelphia, PA: Lippincott, Williams & Wilkins

ISBN: 978-1-60831-196-5

Required Items: fitness apparel

Required Networking: Internet access for emails, coursework, and Blackboard. Software program access to Microsoft Word and Excel. Montgomery College computer labs will suffice.

IV. Grading

A. REQUIREMENTS

Students are expected to read the textbook, complete the assignments and course work on time, follow the course schedule, and obtain any missed coursework notes from another class member. Students are expected to actively participate in classroom discussion, exercises, skill practice, labs, and evaluation. Additionally, students must be dressed to participate in exercise labs, including appropriate apparel and footwear.

This course includes mandatory course forms (found in Module 1). *Students cannot participate in the course or receive any grades for work completed until the forms have been returned to the instructor.* The due date for the forms is listed on the course schedule.

B. COURSE GRADING

To pass this course and earn your GPA score in the class, students must meet the following requirements:

- Complete All Labs
- Complete the Final Design and Delivery
- Have no more than *three* class absences in the semester
 - NOTE: this course does not have an excused absence policy

	<u>Points</u>	<u>%</u>
Assignments	950 points	61.0%
*Labs	200	13.0
Study Notes (10 x 10 points each)	100	6.0

Student Experience: MC Wellness and Life Time Athletic (3 x 50 points each)	150	10.0
Weekly In-Class Assignments	200	13.0
*Class Delivery	200	13.0
*Class Design	100	6.0
Exams and Quizzes	600 points	39.0%
Module Quizzes (10 x 10 points each)	100	6.0
Midterm Exam	200	13.0
Final Exam	300	20.0
TOTALS	1,550	100.0

*Labs, Class Design, and Delivery are MANDATORY parts of this course. Failure to complete this work and earn a passing score (60% or greater) will result in AUTOMATIC FAILURE of the course, regardless of the other work completed in the class.

NOTE: All work, as indicated by the instructor, must be submitted in Blackboard or in-class by the deadline using the correct drop box and/or format to earn points. Failure to meet a deadline, incorrectly submitting work (which includes but is not limited to e-mailed work or submitting work in the incorrect drop box) will result in zero points.

C. COURSE CONTENT

Labs

The course includes five mandatory lab assignments. Each lab will progressively build and write a portion of a full group exercise class. The student will select the type of class to design. The lab work is progressive and each lab builds on the next. **Students who miss a lab deadline and/or do not submit a completed lab will not be permitted to turn in any future labs, which will result in failure of the course.** Therefore, it is necessary to follow the course schedule and complete your work by the deadlines. All lab work must be submitted in the drop box provided in Blackboard. More information about labs can be found in Blackboard.

Class Design

The combined completed work in the course Labs will result in a personal group exercise class design. The class design assignment will be submitted in the last few weeks of the semester. The class design is your final draft of your full and complete group exercise class. Students will deliver a portion of the class design to the class (more information below). The class design assignment is MANDATORY. Failure to complete the assignment and earn a passing grade (60% or greater) will result in automatic failure of the course, regardless of the other work completed in the class.

Study Notes

Students will write study notes for each module. Study notes will be graded and collected each week. The directions for study notes are found in Bb (Start Here Module) and the deadlines are listed in the course schedule. The course includes thirteen assigned study notes. However, the lowest three study notes grades will be dropped.

Student Experience: MC Wellness and Life Time Athletic

Students will participate in one group exercise class with MC Wellness and two group exercise classes at Life Time Athletic to gain experience in a group exercise setting. The student is responsible for selecting the classes to attend and completing the required steps to register. More information and details for this assignment are found in Blackboard. After attending the class, the student will submit a written reflection.

In-Class Assignments

At each class period, students will complete in-class assignments and short presentations (class delivery) during lab. The only way to earn points for this work is to attend class. Missed work cannot be made-up. Therefore, timely and regular attendance is necessary to perform well in the course.

Class Delivery

In the last few weeks of the course, students will complete one 8-15 minute class delivery. In this assignment, the student is expected to act in the role of the group exercise instructor and teach a portion of the class design (see above). The exact duration of the class delivery will be determined by the course instructor and announced at least two weeks before the assignment deadline. The class design assignment is MANDATORY. Failure to complete the assignment and earn a passing grade (60% or greater) will result in automatic failure of the course, regardless of the other work completed in the class.

Module Quizzes

The course will include thirteen module quizzes. The quiz questions will include multiple choice, true/false, short answer, and fill in the blank questions from the assigned reading material and lecture for each module. The course includes thirteen quizzes. However, the lowest three quiz grades will be dropped.

Quizzes will be taken either on-campus (during class period) or in Blackboard. The instructor will provide specific information about the quiz methods.

Midterm Exam

The course includes a case-study midterm exam. Detailed directions for the assignment will be provided in class and via Bb. In-Class assignments and activities, Bb assignments, and assigned reading will prepare the student for this exam. The exam is a written short answer and multiple choice test and will take place on-campus. See the course schedule for specific dates.

Final Exam

The course includes one cumulative Final Exam. The exam will be taken on campus. The exam is comprehensive and will include questions from all materials from the course. The exam will include multiple choice, true/false questions, short-answer, and essay questions. A number two pencil is required to take the exam.

Participation and In-Class Assignments

PHED 228 is a professional major's class. Students are expected to act on a professional level. This includes on-time class attendance, dress and class behavior. Attendance will be recorded each class period. Students are expected to arrive on time and prepared for the class's scheduled activities. Students who miss class, arrive late or leave early cannot complete in-class assignments and will lose points on these assignments.

Class participation is an important part of this course. Students are expected to actively participate in the course. Participation includes classroom discussion, skills practice, working productively in groups, and timely arrival to class for attendance. Students who are late or absent from class, fail to actively participate in labs and class activities, and use electronic devices during class will receive a reduced grade.

Students are expected to arrive to class in professional athletic dress each week, starting on the second week of class. Students may change in the locker rooms only.

Absence Policy

- This course does not include excused absences.
- Students who miss a class period will receive a 20 point penalty from the in-class assignments grade per occurrence. The penalty will begin on the first absence.
- *Four or more absences* result in failure of the course, regardless of the overall GPA or amount of work completed in the class.
- If a documented emergency occurs, students may be considered to make-up points for the missed class period for a *maximum of one occurrence per semester*. The student must contact the instructor within 24 hours of the missed class period and provide documentation for the missed class. The make-up policy directions can be found in the 'Start Here' Module, 'Syllabus and Course Schedule' folder. Make-up work must be completed within 7 days of the missed class period.
- If a student athlete must miss a class period, the student must make an appointment to meet with the instructor no less than two weeks prior to the athletic event to make arrangements for the missed class.

Late Policy

- Students who arrive five minutes after the start of class are considered late. Students who are late will receive a 5 point penalty per occurrence for each class period, starting on the second class meeting of the semester.
- Students who arrive 15 minutes after the start of the class period will be considered absent. If arriving after this point, the classroom door will be closed. Please be respectful of your fellow class mates and DO NOT knock on the door. This policy will begin on the first class meeting.

- Students who are absent (including arriving fifteen minutes after the start of class) will not be permitted to earn any in-class assignment points or presentation points for that class period.
- The instructor will call roll at the start of each class. After roll is called, the late policy begins.
- If arriving after roll call, it is the responsibility of the student to meet with the instructor AFTER class to discuss attendance points and records.

Lack of Participation

- Students who attend class but do not participate in lecture, small group work, in class labs and activities, do not abide by the course dress code, sleep during class, or use electronic devices during class will receive a reduced participation grade per occurrence. Students may receive up to a 20 point penalty per class occurrence for lack of participation.

Dress Code Policy

- Students must wear professional athletic dress (supportive athletic footwear and fitness apparel) to each class period, starting on the second week of class.
- Students who do not wear athletic clothes or shoes will not be permitted to participate in lab activities and will receive a reduced participation grade of up to 20 points per occurrence.
- Students are expected **to arrive to class** dressed.
- If needed, students may change in the locker room only **before** class begins.

NOTE: Students who miss a class period are still responsible for work from that class date. This includes the submission of assignments, in-class lab activities, and work to be completed in Blackboard.

If a student must miss a class, it is the responsibility of the student to contact the instructor and make arrangements to turn in assignments BEFORE the deadline on the syllabus. Additionally, it is the responsibility of the student to meet with a classmate to request notes and details about the missed class period and contact the instructor to request an appointment to discuss the missed class period.

D. STANDARDS

Final grades will be determined by percentage of total points accumulated and participation.

GRADE	SCORING
A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59% or below; 4 or more absences, Missed labs, class design, or class delivery

E. MAKE-UP POLICY

Make-ups are generally not allowed in this course. If an emergency occurs, you must **contact the instructor within 24 hours of the class** (via phone or email). You must have documentation for your absence (car repair bill, police report, proof of major illness, etc.) for the date of the absence. No make-

up will be given without the proper documentation and approval of the instructor. This course does not include excused absences.

If an IT error occurs while working in Bb and it results in the inability to meet a Bb deadline, students are required to follow the below policy to be considered for make-up work. **Computer and printer issues are NOT considered an IT error.** Improper submission of an assignment in Bb is not considered an IT error.

IT ERROR POLICY: Students who receive an error message in Blackboard when attempting to meet a deadline are responsible for immediately contacting the IT Help Desk for support at 240-567-7222. If this occurs, send a copy of the work order ticket (email from IT) to the instructor using Bb course mail *within 2 hours of the incident*. If a student follows these directions, make-up work will be allowed for the missed deadline. Make-up work must be complete within 7 days of the date of contact with your instructor.

F. ATTENDANCE, LATE POLICY, and DRESS CODE

See *Participation* in B. Course Grading above to learn the details for attendance, late policy, and dress code.

Students are expected to arrive for class on time. Arriving late is distracting to other students and the instructor. Students are late if arriving after roll has been called. Additionally, after 15 minutes from the start of class the instructor will close the door and late students will not be permitted to enter. Do NOT knock on the door and disrupt class. Students may wait outside of the classroom until the door is opened later in the class period.

Students are required to wear supportive athletic foot ware and athletic clothing. Loose jewelry should not be worn in class. It is strongly recommended that students wear layered clothing and bring a change of clothes to class. Failure to follow the dress code will result in grade penalization and students will not be permitted to participate in class lab activities.

Students are responsible for changing clothes in the locker rooms (not in the classroom) before the start of class.

G. AUDIT POLICY

If you are auditing the course, you are exempted from exams. However, you are held to the same standards as credit students in regard to the attendance policy. Also, to participate in the class you must complete assignments, quizzes, and the presentation.

V. Classroom Policies

A. ATTENDANCE

Attendance will be taken at the beginning of each class. Students are expected to attend class on time. Students who have absences will have negative consequences to their grade (see Course Grading). In addition, this class is designed to be interactive and you must be willing and able to express your views on the topics discussed in class and willing to interact with other students in a close environment.

B. IMPORTANT STUDENT INFORMATION LINK

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change

they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

C. CANCELLATION OF CLASS

If classes are cancelled due to inclement weather or instructor illness, you are still responsible for the material from the textbook and coursework and are expected to continue to follow the schedule provided in the syllabus for reference. Assignments and online work should still be completed by the deadlines. Scheduled exams and in-class assignment submissions will be completed at the next class meeting. Students are expected to check Blackboard and MC email for directions and possible additional assignments for a cancelled class period. If there are any foreseeable changes in the schedule it will be announced in class and in Blackboard. Students are strongly encouraged to sign up for MC Alert (see link above in B. Important Student Information) for more details.

VI. Additional Information

A. STUDENT EXPECTATIONS

It is expected that the student will:

- Be responsible for obtaining any information and class notes from another classmate if he/she missed class
- Have completed the assigned readings and assignments BEFORE each class session
- Be prepared to discuss the assigned readings and participate in the discussion
- Be respectful of the instructor and other students
- Arrive on-time
- Be open to new ideas and concepts
- Do his/her best in this class
- Be appropriately dressed for practical skills and exercises
- Contact the instructor if the student has questions about the course

B. ILLNESS OR INJURY

Students who are seriously ill or contagious should not come to class. If missing class due to illness the student must contact the instructor BEFORE the class period begins. The student is responsible for collecting materials missed from class, getting notes from another student, and making arrangements with the instructor for any consideration of possible make-up work.

Students who are just feeling 'under the weather' and are not contagious or have a treated injury and can safely travel to class should still come to class. Dress code policy will still apply to the student. Students will be allowed to observe the class lab activities and complete a writing assignment to earn participation for the day. Students are responsible for bringing their textbook, paper, and pen/pencil to complete the assignment. Students are expected to arrive early to class and inform the instructor before class begins to make

arrangements for writing assignment directions. The student is limited to a maximum of two 'writing participation' days per semester.

Students MUST contact the instructor prior to the class period about the illness/injury to be considered for this policy.

C. CONTACTING YOUR INSTRUCTOR

Before the class begins and after the semester has ended, the student should contact the instructor through **MC mail** (tonya.seed@montgomerycollege.edu). Once the course has begun, students are required to use Bb course mail to contact the instructor. After the course is complete, students should email the professor using the MC mail address. The instructor will respond to email within 72 hours of each working business day. If you do not receive a response within this time frame, assume that I did not receive your original message and please attempt to contact me again.

The instructor will answer e-mails about the following topics:

- Questions arising from difficulty in understanding course content.
- Requests for feedback about graded assignments.
- Private issues appropriate for discussion within the teacher-student relationship.

The instructor will not answer e-mail which:

- Includes a question(s) which can be answered in the course information sections of the course website or syllabus.
- Lack a subject line clearly stating the content of the email.
- Lack a student signature (name, course, CRN; Bb course mail signature requires name only)
- Questions or comments which raises an inappropriate subject.

D. ALLOWING YOUR INSTRUCTOR TO CONTACT YOU

Your instructor will contact you through the Bb course mail, announcements, and Montgomery College email account. The instructor will respond to email within 72 hours of each working business day. The student should regularly check email and the Bb website (minimum of once per day) to ensure that important announcements and information are not missed. The student will find important information in 'Announcements.'

E. ASSIGNMENT LATE POLICY

Work will NOT be accepted after the day it is due. If assignments are not in the instructor's hands at the time collected in class, the assignment is considered LATE. Blackboard assignments and deadlines must be completed by 11:59 PM on the date indicated in the schedule. No make-up or late work accepted for Blackboard work. See course grading above for more details.

Deadlines and due dates are not negotiable. This applies to all work for the course. If you are ill or have a conflict with class, you should contact the instructor and make arrangements for the course BEFORE the missed class period.

F. Plagiarism Tool – SafeAssign

The assignments in this course are monitored for plagiarism. One of the tools used to monitor for plagiarism is SafeAssign. Students are encouraged to review the SafeAssign report when submitting work. If you find that your submission needs revisions, please make the necessary changes to your assignment and resubmit your work before the deadline. Only the last assignment submission will be graded. For more information about SafeAssign, visit their website at www.safeassign.com.

Additionally, any assignment that has been written for a different course and/or in a previous semester or section of PHED 228 (even if it is your own work) and submitted in this class will be considered plagiarized. You must submit original work per semester.

Note: Submitting plagiarized work is considered as academic dishonesty in relation to the Student Code of Conduct, Academic Integrity.

Students who plagiarize will be reported to the Dean of Student Development. Information about sanctions and the policies and procedures related to academic dishonesty can be found in the Student Code of Conduct.

PHED 228 Sample Course Syllabus

Module	Lecture Material	Student Experience Assignment Dates	Blackboard Due Dates (Mondays) 11:59 PM
Module 1	<ul style="list-style-type: none"> • Chapter 1: Profile of a GEI • Chapter 2: Profile of a GEP 		<ul style="list-style-type: none"> ○ Module 1 Study Notes ○ Module 1 Quiz
Module 2	<p style="text-align: center;">MC Wellness Student Experience: Class 1 Selection</p> <ul style="list-style-type: none"> • Chapter 3: Class Design and Programming • Chapter 11: Cardiac Function, Measuring Pulses, and Acute Responses to Cardiovascular Exercise, and Exercise System Adaptations pgs. 183-185; 195-196 • Chapter 12: Planes of Motion/Stability and Balance, pgs. 198-204 		<ul style="list-style-type: none"> ○ Module 2 Study Notes ○ Module 2 Quiz ○ Start Lab 1A
Module 3	<ul style="list-style-type: none"> • Chapter 4: Communication Skills: Adherence and Motivation pgs. 51-57 • Chapter 12: Muscles of the Upper Extremity, pgs. 215-216, Table 12.5 		<ul style="list-style-type: none"> ○ Module 3 Study Notes ○ Module 3 Quiz ○ Continue Lab 1A
Module 4	<ul style="list-style-type: none"> • Chapter 4: Communication Skills: Adherence and Motivation pgs. 58-63 • Chapter 12: Muscles of the Upper Extremity, pgs. 215-216, Table 12.6 		<ul style="list-style-type: none"> ○ Module 4 Study Note ○ Module 4 Quiz ○ Lab 1A: 30 points

<p>Module 5</p>	<ul style="list-style-type: none"> Chapter 5: Choreography, Music, and Cuing in Class Deign and Delivery pgs. 64-71 Chapter 12: Muscles of the Upper Extremity, pgs. 215-216, Table 12.7 	<p><i>Class 1 Reflection and Analysis</i></p> <p>Bb Drop Box</p>	<ul style="list-style-type: none"> Module 5 Study Notes Module 5 Quiz Class 1 Reflection and Analysis Start Lab 1B
<p>Module 6</p>	<p>Lifetime Student Experience: Class 2 Selection</p> <ul style="list-style-type: none"> Chapter 5: Choreography, Music, and Cuing in Class Deign and Delivery pgs. 71-78 Chapter 12: Muscles of the Lower Extremity, p. 216, Table 12.8 Midterm Exam Instructions 	<p>Reminder:</p> <p>Class 2 Participation: Lifetime</p>	<ul style="list-style-type: none"> Module 6 Study Notes Module 6 Quiz Lab 1B: 40 points
<p>Module 7</p>	<p>MIDTERM EXAM</p> <ul style="list-style-type: none"> Chapter 5: Choreography, Music, and Cuing in Class Deign and Delivery pgs. 78-91 Chapter 6: Teaching Your Class: A Quick Guide Chapter 12: Muscles of the Lower Extremity, p. 216, Table 12.9 		<ul style="list-style-type: none"> Module 7 Study Notes Module 7 Quiz Start Lab 2
<p>Module 8</p>	<ul style="list-style-type: none"> Chapter 5: Choreography, Music, and Cuing in Class Deign and Delivery pgs. 91-97 Chapter 6: Teaching Your Class: A Quick Guide pgs. 112-118 	<p><i>Class 2 Reflection and Analysis</i></p> <p>Bb Drop Box</p>	<ul style="list-style-type: none"> Module 8 Study Notes Module 8 Quiz

	<ul style="list-style-type: none"> Chapter 12: Muscles of the Lower Extremity, p. 216, Table 12.10 		<ul style="list-style-type: none"> Class 2 Reflection and Analysis Continue Lab 2
Module 9	<p>Lifetime Student Experience: Class 3 Selection</p> <ul style="list-style-type: none"> Chapter 5: Choreography, Music, and Cuing in Class Deign and Delivery pgs. 97-106 Chapter 12: Training for the Core, pgs. 216-218, Table 12.11 	<p>Reminder:</p> <p>Class 3 Participation: Lifetime</p>	<ul style="list-style-type: none"> Module 9 Study Notes Module 9 Quiz Lab 2: 60 points
Module 10	<ul style="list-style-type: none"> Chapter 7: Hospitality and Conflict Resolution Chapter 12: Training for the Core, pgs. 216-218, Table 12.12 		<ul style="list-style-type: none"> Module 10 Study Notes Module 10 Quiz Lab 3: 35 points
Module 11	<ul style="list-style-type: none"> Chapter 8: Guidelines for Special Considerations Chapter 11: Muscular System/Neurological System, pgs. 190-194 		<ul style="list-style-type: none"> Module 11 Study Notes Module 11 Quiz Lab 4: 35 points
Module 12	<ul style="list-style-type: none"> Chapter 9: Specialty Classes 	<p><i>Class 3 Reflection and Analysis</i></p> <p>Bb Drop Box</p>	<ul style="list-style-type: none"> Module 12 Study Notes

			<ul style="list-style-type: none"> ○ Module 12 Quiz ○ Class 3 Reflection and Analysis ○ Presentation: Full Class Design
Module 13	<ul style="list-style-type: none"> • Chapter 10: Legal Issues and Responsibilities for Group Exercise Instructor <p>Presentation Class Delivery Group 1</p>		<ul style="list-style-type: none"> ○ Module 13 Study Notes ○ Module 13 Quiz
Module 14	<ul style="list-style-type: none"> • Presentation Class Delivery Group 2 • Presentation Class Delivery Group 3 		
Final Exam Week	FINAL EXAM		