

# PE 101 ~ Fitness for Life

Fall 2016

## *Instructor*

Name: Dr. K. Boone-Ginter

Office: Arena C-16

Phone: 812-237-4168

Email: Course Messages under 'Tools'

Office Hours: MW 12:30 -1:30 p.m.

TTH 11:00 – 1:00 p.m.

Name: Mr. B. Cole

Office: Arena C-33

Phone: 812-237-2971

Email: Course Messages under 'Tools'

Office Hours: MW 9:00 – 10:00 a.m.

TTH 11:00 – 12:30 p.m.

Dr. Ginter's background is in physical education and psychology. She completed her undergraduate degree from Indiana State University. After graduation she continued her studies and combined her majors and went on to graduate with a Masters from Purdue and a Ph.D. from the University of Tennessee in Sport Psychology and Human Behavior. Not only does she teach and coordinate the Fitness for Life program, she teaches in the Exercise Science/Coaching programs. She is also a Licensed Mental Health Counselor and works in the Student Counseling Center.

Mr. Cole's background is in health/wellness and exercise science. He graduated from Purdue University with an undergraduate degree in Health and Fitness and completed his Master's at Indiana State University in Exercise Science specializing in human biomechanics. He is currently working on his Ph.D. at Indiana State University in the Educational Leadership program. Mr. Cole teaches courses in the Exercise Science program along with the Fitness for Life courses.

## *Course Description*

This course presents information and activities which emphasize wellness, fitness and exercise and their relationship to health. Lectures and a variety of accompanying laboratory activities help students make informed decisions about fitness, exercise, and health throughout their lifetime. Regular participation in physical activity is a component of the course.

## *Course Introduction*

Welcome to PE 101: Fitness for Life. This is a 3-hour course which includes a lecture portion and an activities lab portion. The course will meet on Monday, Wednesday, and Friday throughout the semester. Instructional work will include in class participation, quizzes, video lectures, and readings which emphasizes fitness and physical activity, and examines their relationships to health. Lectures help students make informed decisions about fitness, physical activity, and health throughout their lifetime. In Fitness for Life we discuss various aspects to lifetime health and wellness. We examine personal lifestyle behaviors and attitudes toward health and wellness, as well as the contribution of healthy eating and exercise and their impact to our future health and wellness.



This course also incorporates an activity lab. Laboratory activities will expose you to a variety of physical activities to help involve you in a physically fit and active lifestyle. Laboratory assignments will help you gain an understanding of your current state of physical fitness and examine your attitudes regarding health and wellness, and how your fitness can be improved. Your participation in a variety of fitness activities is an integral and required part of this course.

Explore your PE 101 website and check the links on the left side of the Entry Page. Start with the Start Here link. You will find all of your needs for this course listed there. Be sure to view the Content/Assignment link. This is where you will find your weekly assignment folder. The weekly folders will take you to your weekly assignments. Within the folder you will find a link which will take you to the weekly lecture section. All weekly assignments, including homework assessments and assignments, video lectures and exams are found within the weekly folder. Pay attention to due dates and times of submission for each assignment.

### *Prerequisite/Corequisite*

No Prerequisites or Corequisites required

### *Learning Objectives*

By the end of this course, you will be able to:

- Determine what a healthy lifestyle includes and the role that a healthy lifestyle will play throughout your lifetime through a written paper at the end of the semester
- Identify major health problems and their impact on society by scoring a minimum of 75% via exam, quiz and homework assessment
- Recognize the component of physical fitness by scoring a minimum of 75% via exam, quiz and homework assessment
- Recognize how training principles affect fitness components by scoring a minimum of 75% via exam, quiz and homework assessment
- Recognize the role that proper nutrition plays in a healthy lifestyle by scoring a minimum of 75% via exam, quiz and homework assessment
- Monitor your caloric intake and expenditure by scoring a minimum of 75% via homework assessment
- Design a safe and effective personal lifetime fitness plan by scoring a minimum of 75% via homework assessment
- Gain a basic understanding of the components of physical fitness by scoring a minimum of 75% of the physical fitness assessment
- Design a basic personal fitness plan by scoring a minimum of 75% on a homework assignment
- Discover exercises/activities that you find enjoyable by participating in class
- Determine what a healthy lifestyle includes and the role that a healthy lifestyle will play throughout your lifetime through a written paper at the end of the semester
- Apply information into your life to become a healthier global citizen by living a healthy, long and full quality life

## Textbooks

The following 2 items are REQUIRED:

Boone Ginter, K. (2015). *Fitness for life*. Kendall Hunt: Dubuque, IA  
(ISBN: 978-1-4652-9995-6)

*This workbook is where you will find your chapter reading materials, assessments and worksheets needed for your homework assessments. This book is REQUIRED from DAY ONE at the beginning of the semester and used until the end of the semester.*

Turning Technology Clicker/Response card by Turning Technology. ISBN: 9781934931400

*This clicker/response card can be used in other classes that require a clicker/response card. You need it at the beginning of the semester! Response cards are used to take your in-class quizzes. **There are NO make-up in-class quizzes!***

You can order your book and response card (clicker) from the [Indiana State University Barnes and Noble bookstore](#). You may also buy your book directly from Kendall Hunt at <https://he.kendallhunt.com/> click on the higher ed tab. You MUST have the most recent version (Fall 2016; ISBN: 978-1-4652-9995-6). This is a workbook for learning. If you choose another route such as [Amazon](#) or [Half.com](#), please be sure to check the ISBN carefully. It is imperative that you order the correct edition, as other editions may not have all the same materials and articles.

## Technology Requirements

For this online course, you will need access to a reliable computer with high-speed internet access. To access the course, please log into <http://blackboard.indstate.edu> using your Sycamore ID and password. Do not access Blackboard through the MyISU Portal; if you do, your access may get timed out, and you will likely lose some of your work! You are expected to log in to Blackboard at least three times a week, and you must check your Sycamore email daily at <http://webmail.indstate.edu> in order to keep up with class updates.

Your computer should meet the following MINIMUM requirements:

- 2.0 GHz Processor or higher
- 4 GB Memory
- 120 GB Hard Drive or higher
- Wireless Connectivity (802.11 b/g minimum)
- Updated Windows or Mac Operating System
  - Windows
    - Windows XP SP2 or higher
    - Update: Start > All Programs > Windows Update
  - Mac
    - Update: Apple > Software Update

You must also have access to the following software and hardware:

- Antivirus Software (free download at <http://downloads.indstate.edu>)
- Firefox (free download at <http://www.mozilla.org/en-US/firefox/new/>) – Blackboard generally prefers this browser.
- Internet Explorer (free download at <http://windows.microsoft.com/IE>) – This is a backup browser for Blackboard. If you cannot access something in Firefox, try IE (or another browser) before contacting your professor or Indiana State’s OIT Help Desk.
- Java (free download at <http://www.java.com/getjava>)
- Adobe Flash Player (free download at <http://get.adobe.com/flashplayer/>)
- Microsoft Office (free download at <http://downloads.indstate.edu>)
- Video editing program (such as [Windows Movie Maker](#) or iMovie)
- Noise-cancelling headphones/microphone (external, not one built into your computer)

## Technology Help

*Used with permission from ISU instructor and instructional designer Lisa Hughes (QM 7.1).*

As a member of this learning community, you are expected to have basic computer skills, take responsibility for using appropriate hardware and software, and have a general understanding of how to use Blackboard, plug-ins, etc. Technical problems will not serve as a valid excuse for a missed or late assignment.

Please inform your instructor as soon as you know there is an issue. He or she may be able to assist you, otherwise, the Office of Information Technology (OIT) offers many resources to assist with your technology needs. First, you can use a self-help tool available through the [MyISU Portal](#) as well as on the [OIT website](#). Here you have direct access to the OIT [Knowledge Base](#) with up-to-date information about common errors, problems, and issues within Blackboard and other supported technologies. Think of this as an FAQ resource. Simply log into the MyISU Portal and click on the **Help Desk Self-Service** badge available in the Workspace tab to browse the categories.

You can also submit a help desk ticket through the [OIT website](#) or via the [Submit a Ticket](#) link within the **Help Desk Self-Service** in the Workspace tab in the [MyISU Portal](#). By defining in detail your problem with the drop-down selections available, your ticket will be routed directly to the group or individual who can best assist you. As you are typing your ticket, Knowledge Base articles may be presented to you that may help you resolve your issue without having to create a ticket in the first place.

If you are wondering about the status of a ticket that you currently have open with OIT, you can click on the **My Tickets** link within the **Help Desk Self-Service** in the Workspace tab in the [MyISU Portal](#) to view your history. You can use this mechanism to track progress or to add information to the ticket yourself.

If you have a specific Blackboard concern, please contact **Instructional Tools**:

Phone: 812-237-7000

Email: [isu-blackboard-support@mail.indstate.edu](mailto:isu-blackboard-support@mail.indstate.edu)

Or contact the **OIT Help Desk** directly for general technology help:

Phone: 812-237-2910 or 888-818-5465

Email: [IT-Help@indstate.edu](mailto:IT-Help@indstate.edu)

## Real-World Application

There are many parallels between your role as a student and that of a practicing professional in the workplace. In both the real world and the academic world, you have a mission with goals, problems to solve, and work to do. The quality of your work is evaluated by your instructor or supervisor. Students taking this course are preparing to compete for placement in careers of their choice, or for career advancement if they are already employed. Therefore, there is great value in using our class to learn and practice professionalism. To the extent that it is possible in this course, the instructor will teach what it takes to compete well for jobs and to succeed in your career as it relates to communication and writing. This section of the syllabus explains how closely your work as a college student correlates to success factors in the workplace.<sup>1</sup>

Professional Conduct	Classroom Learning & Performance Assessment Criteria
<b>Professional Communications Skills :</b> Uses a variety of tools to clearly and effectively inform, discuss, instruct, debate, and relate with colleagues.	<ul style="list-style-type: none"> <li>✓ Engages in class activities.</li> <li>✓ Posts high-quality contributions to discussion boards, blogs, and wikis.</li> <li>✓ Delivers professional-level written assignments and communications with instructor and classmates.</li> <li>✓ Effectively uses communication technologies when interacting with group during team projects.</li> </ul>
<b>Dependability:</b> Follows instructions, turns projects in on time; follows through with responsibilities and obligations.	<ul style="list-style-type: none"> <li>✓ Maintains regular and active presence on Blackboard.</li> <li>✓ Frequently communicates with instructor and peers.</li> <li>✓ Turns in assignments complete, accurate, and on time.</li> </ul>
<b>Active Learning:</b> Utilizes self-initiative to learn and grow and seeks ways to connect and transfer learning to experiences.	<ul style="list-style-type: none"> <li>✓ Is in sync with what is going on in class, on top of details, meaningful engagement in class through advance preparation.</li> <li>✓ Takes initiative to gain the most benefit from the course and to contribute helpful ideas.</li> <li>✓ Uses concepts learned to enhance discussions and course assignments.</li> </ul>
<b>Analytical/Research Skills:</b> Demonstrates the ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.	<ul style="list-style-type: none"> <li>✓ Builds problem-solving skills through meaningful research and composition.</li> <li>✓ Applies critical and analytical thinking skills through purposeful discourse.</li> <li>✓ Crafts meaningful and effective arguments.</li> </ul>
<b>Interpersonal Abilities:</b> Exhibits the ability to relate to co-workers, inspire others to participate, and mitigate conflict. (Note: Employers nearly always list this ability as imperative when screening potential employees.)	<ul style="list-style-type: none"> <li>✓ Builds rapport and trust with other through respect, compassion, caring, and helpfulness.</li> <li>✓ Successfully participates in meaningful group work.</li> </ul>
<b>Positive Affectivity:</b> Demonstrates positive attitude, motivation, energy, drive, and enthusiasm through words (diction and tone), body language, and actions.	<ul style="list-style-type: none"> <li>✓ Maintains positivity, a key to success in anything you do. It clearly stands out in a group and creates incredible energy to achieve important goals and influence others to achieve a team mission.</li> </ul>

<sup>1</sup> Adapted from Williamson, M. "Professional Development." Course Syllabus: HRD 420/520.

Professional Conduct	Classroom Learning & Performance Assessment Criteria
<b>Professional Etiquette:</b> Exhibits courteous and respectful conduct. Good manners are the foundation for demonstrating respect for others.	<ul style="list-style-type: none"> <li>✓ Is sensitive to the needs and opinions of others.</li> <li>✓ Is attentive in class, focuses on the tasks at hand, and listens carefully, even in an online environment.</li> <li>✓ Employs careful wording, respectful tones, and attentive consideration in class discourse.</li> </ul>

## Course Policies

Used with permission from ISU instructor and instructional designer Lisa Hughes.

### CLASSROOM

1. Our goal is for you to excel in this class and to develop the skills necessary to succeed in your chosen career. However, **you have the major responsibility for doing well.** Achievement of course standards requires *you* to know what you need to do to improve your performance.
  - a. **You are expected to read and prepare for lecture class.**
    - i. You are to complete ALL material posted in each week's folder.
    - ii. Be sure to watch the weekly lectures.
    - iii. Each lecture class day you will have an in-class quiz which will be over the Chapter information from your on-line lecture and your assigned readings. You **MUST have your clicker with you in class in order to take the in-class quiz.**
    - iv. You are to complete your homework assignments and take your homework assessments when posted.
    - v. Exams will be composed of material covered in lectures and assignments.
    - vi. You are to complete your daily homework assignments and take the *homework assessment quiz when it is posted.*
    - vii. You are expected to take your exams when they are posted.
  - b. **You are expected to bring your student ID with you so** that you can swipe your card for attendance. If you do not swipe your card, you will NOT receive your attendance points, even if you were in class and used your clicker. You MUST swipe your ID.
  - c. **You are expected to bring your clicker with you every day.** If you do not have your clicker, you may NOT take the quiz. We do NOT accept paper and pencil quizzes.
  - d. **You are expected to study carefully all reading material ahead of time and to participate in class activities.** *You cannot meet the objectives of this course by being a passive learner. You cannot meet the objectives of this course without your clicker with you during class.* As the semester progresses, you should be able to implement several ideas to improve your performance.
  - e. Also, you are expected to ask questions and or/schedule individual appointments to clarify evaluations or other aspects of the course not clear to you.
  - f. **In activity lab you are expected to**
    - i. Participate daily
    - ii. Complete all assignments
    - iii. Communicate any problems with your instructor
2. **Participate in class.** This is a large active community of learners; passively completing the course materials is not enough to ensure success in this course. You will need a clicker in order

to participate in class. You are also expected to check your email daily in order to check for any information your instructor might send out via email.

- a. Attendance is required for this class through attending lecture and laboratory classes, bring your clicker and book with you to class, and bringing and swiping your student ID.
  - b. You should watch each lecture video. Lectures will be posted for a period of 6 days.
  - c. Participation in in-class quizzes during lecture. **You must have your clicker to participate.**
  - d. Completion of assignments is required
  - e. Completion and submission of a weekly journal is required (food and activity)
  - f. Students are required to be dressed properly for activity
  - g. As in the Student Handbook: Extended Absence from Class – If you must be absent from classes for five or more consecutive days due to illness, hospitalization, or family emergency, and you are unable to notify the appropriate faculty you should contact the Office of Student Affairs, Parsons Hall, Room 203, (812) 237 – 3888. The Office of Student Affairs will inform instructors of extended absences. This notification does not serve as an excuse. You are expected, upon return, to contact each instructor regarding missed assignments.
3. **Time-management** is crucial in this course. Don't let the PE fool you! **Expect to spend 10-15 hours outside of instructional work** on homework assignments each week.
4. **Turn in all work on time.** Work turned in after the posted due date and time will not be accepted. Always make backup copies of your work in the event of a computer problem, as technical issues are not a valid excuse for late work. Due to the nature of online assessments, **all assessments and exams will only be available during the times posted. Make-up work is not permitted.**
5. **Extensions for work** are granted only in exceptional circumstances and must be *made in advance*. The decision to accept late work is at the instructor's discretion.
6. **Be courteous and respectful** to your classmates and your instructor. The [ISU Code of Student Conduct](#) grants instructors authority to maintain classroom discipline, including asking disruptive students to leave the classroom, and this includes the digital classroom.
- a. Maintain a formal, respectful, civil, professional tone with *all* course communications, including but not limited to blog posts, discussion boards, and emails. Remember, your instructor is your supervisor and your classmates are your colleagues.
  - b. Use Standard American English at all times. This means no text-speak.
  - c. Avoid derogatory language, obscenity, and hate speech.
  - d. Avoid the use of CAPS, as this indicates shouting.

## Conferences and Individual Help

We are here to help you and we cannot help you if we do not know you have a question, concern, or issue. Use the Course Message area located under the 'Tools' link to email any questions or to schedule an appointment. Be sure to identify your concern and specify a few times during the week that you could be available to meet.

**Talk to your instructor immediately** if you need help. **Attend a help session!** You need to **check your grade book weekly** in order to check your points. Keep up-dated on your weekly points so that you know your grade throughout the semester. If you have an issue, talk to your instructor immediately. Be sure to attend a help session when having a question or not understanding instructions or materials. Help is available through the PE 101 Help Sessions, held on Tuesdays and Wednesdays from 6 to 8 p.m. in the Arena. Check for information regarding the Help Session by clicking on the Start Here link found on the left side of the course website.

You are also strongly encouraged to **take advantage of [ISU's Math & Writing Center](#)**. In addition to one required consultation during the semester, you should consider utilizing this student service throughout the course. Along with workshops and online guides, the Math & Writing Center offers face-to-face and online one-on-one writing assistance for all Indiana State students for all stages of the writing process: pre-writing, drafting, revising, editing, and incorporating research. The Center's purpose is not to correct or proofread final drafts for you, but to help you learn strategies that good writers use during the process of writing. Current hours of operation and additional services can be found at their website: <http://libguides.indstate.edu/writing>. Click on the Distance Tutoring tab to learn more about the consults available to online students. They also offer free PowerPoints on various writing skills through their Writing Workshops tab.

## Communication Policy

*Used with permission from ISU instructor and instructional designer Lisa Hughes.*

Understand that your professor/instructor is not on-call 24/7. You can expect responses to your inquiries based on the following guidelines:

- 📧 You should **check your ISU email daily** to stay current and avoid missing any important announcements or other correspondence. Missing important communications may jeopardize your success in the course.
- 📧 Before emailing your instructor a question or calling, please **consult the Syllabus, Blackboard site, textbook, and other available resources such as the Weekly Help Sessions**. Be careful when relying on a friend to answer your question! You will find many answers by checking the sources provided. Emails or phone messages that ask questions that can be answered by reading the available resources will result in a response conveying as much and directions to attend a weekly help session.
- 📧 Emails to the instructor will be **answered in 48 business hours**; emails are not likely to be answered during the weekend or on holidays. Please do not expect your instructor to return



your email at 10 p.m.; just because you work late, does not mean that he or she will be available then. Be patient. Be assured, your instructor *will* respond to your inquiries. If you do not receive response within 48 hours please resend your email as it may have been funneled to the junk folder. You may want to address your emails to both instructors to help avoid this situation.

- 📧 Emails must be sent **using your ISU email account** (associated with Blackboard) and sent through the Course Message Center. Emails that are sent using non-ISU accounts are automatically funneled by the email program into the junk folder, which is very rarely checked.
- 📧 **Emails must contain at least the following information:** your name, the course you are referring to (PE 101), the time of your course, and the subject of your message in the subject line of the email (e.g. Question about Homework Assignment). Your information line should look like this: PE 101, 10:00, homework 2. Emails that do not contain the above identifying information may be deemed spam/junk and may be inadvertently deleted.
- 📧 The *easiest* and most *efficient* way to contact Dr. Ginter or Mr. Cole is email; however, if you choose to call, **voicemails** to our office phones will be returned within four business days. We are not available to take phone calls after 4:30 p.m. EST or on weekends.

## Grades

*Used with permission from ISU instructor and instructional designer Lisa Hughes (QM 3.1, 3.2, 5.1, 5.3).*

- Participation is **required** for this class. Classes meet on Monday, Wednesday, and Friday and attendance and participation are required daily in order to be successful in this class. There are no excused absences! Points for two (2) days attendance points are built into the course, regardless of your excuse. **Each absence thereafter will result in a loss of points to your grade** unless you are on University business (sport event, field trip). In this case you will need to give the form that you receive from your instructor or coach to your PE 101 instructor. This class period will be deducted from the total class periods
- **Each day** of class there will be an **in-class quiz** over the chapter/information assigned. If you **do not have your response card/clicker or are not in class you cannot take the quiz** and you will not receive in-class quiz points. Do not expect to be able to take the in-class quiz if you are not in-class. Do not expect to be able to hand-in your answers via paper and pen or via email. Only response card/clicker points are accepted and recorded.
- **Each week** there will be several lecture videos posted in the weekly folder. Lecture videos consist of lectures and assignments to further expand your knowledge. You cannot participate or be successful in class if you do not watch the lecture videos. **Lectures go off-line each week so you must watch them during the week assigned.**
- You will need to log into your Blackboard Class - PE 101 and then click on the 'Content and Assignment' link on the left side of the page. Inside you will find the weekly file (golden) folder which contains all assignments for the week. Watch the lectures and follow along with the PowerPoint slides that are available for each lecture class. You will want to be sure to take notes. Assignments will be given during the lectures. Be sure to read the assigned Chapter and complete ALL assessments and worksheets in your workbook for each chapter.
- All assignments for each week can be found within the Weekly Folder. Pay careful attention to due dates listed for each assignment

- Pre and Post Physical Assessment: The PRE-assessment will be conducted during class. If you fail to participate in the on campus testing, you will need to have your pre-assessment conducted within 2 days and on your own by a qualified person (fitness instructor, doctor, nurse, physical educator). **Please realize that there is a cost associated with pre-assessments outside of class.** As it is costly and difficult to get a pre-assessment, it is in your best interest to be in class on days of assessment! Please check your Blackboard course website to see when the post assessment will be conducted. If you miss an assessment day, please *pay attention to when your assessment must be completed and submitted.*
- This class will require you to workout, be active, and to keep logs of both your food intake and your workouts. More about this will be discussed in class and specific information will be posted in the weekly folder and the Start Here link.
- You are to log into <http://www.choosemyplate.gov/> and keep track of your food intake and activity output. You will keep a log of your activities both *in and outside* of class and your food and drink intake throughout the entire day. This will be submitted by Sundays at 6:00 p.m. via Blackboard. **No partial credit will be given.** Journal entries that are submitted late will not be accepted. Submissions are due no later than 6:00 p.m. on Sunday each week.
- Bring your book with you to class each day as you will want to take notes about what you do each day.
- Written Assignment
  - At the end of the semester, after having your post assessment conducted, write a reflective paper about your experience. Include in your paper such things as:
    - How much effort *did you put forth in your workouts?* Were you able to change your workout habits? Did you eat healthy before starting class? Change eating habits during class? Did you succeed in what you wanted to accomplish? Why were you unsuccessful? *What were your obstacles?* Just an overview of pre-post class. **This paper is about YOU.** Look over your *weekly assignments and assessments, and your pre-post assessments.* **What did you learn about yourself?** It is NOT an evaluation of the class. Anything other than a paper about you will receive a 0. It should be double spaced, using a 10-point or 12-point font and NO shorter than 1 ½ pages and NO longer than 3-pages. Written reflection paper assignment is worth 25 points. The due date for the written assignment is December 9. Late assignments will not be accepted. Assignment is submitted via Blackboard only.

Overall Points:

In-Class Lecture quizzes	(9 quizzes * 50 points )	450 points
Lecture Attendance	11 classes @ 10 points	110 points
Lecture Homework assessments	(2 @ 75 points)	150 points
Exams	(2 @ 150 points)	300 points
Food and Activity Log	(practice 1 x 1; first 5 wks x 15 points; 8 wks x 28 points)	300 points
Lab Participation/Attendance	(22 classes * 20 points)	440points
Lab Homework assignments	(5 x 20 points)	100 points
Written Assignment	(1 x 50 points)	50 points
Pre/Post Assessment	(2 x 50 points)	100 points
<b>Total</b>		<b>2000 points</b>

1960 – 2000 = A+  
 1841 – 1959 = A  
 1800 – 1840 = A-  
 1760 – 1799 = B+  
 1641 – 1759 = B  
 1600 – 1640 = B-

1560 – 1599 = C+  
 1441 – 1559 = C  
 1400 – 1440 = C-  
 1360 – 1399 = D+  
 1241 – 1359 = D  
 1200 – 1240 = D-  
 <1200 = F

**Exam Schedule:**

**Exams must be taken on-line during the following times! It is best to take your exam during your class hour.**

Exam 1 - <b>150 points</b>	Available online <b>Friday, September 16 from 5:00 a.m. EST until 2:00 p.m. EST.</b> Please take your exam during your class period time. Please allow 60 minutes to take your exam.
Exam 2 – <b>150 points</b>	Available online <b>Wednesday, October 5 from 5:00 a.m. until 2:00 p.m. EST.</b> Please take your exam during your class period time and be sure to allow 60 minutes to take your exam.

- **HOMEWORK Assessment**
  - **Complete ALL assessments and worksheets for each chapter assigned each week.**

\*\* Homework Assessments: Complete all chapter assessments and worksheets at the end of each chapter. Homework assessments will **open at 5:00 a.m. EST** on the day specified and **close the following day at 2:00 p.m. EST**

- Complete each chapter assignment. Chapter homework assessments will be conducted the Monday prior to the chapter’s exam. You will find the Homework Assessment folder in your weekly folder under the Content link. You will only have **12 minutes** to answer the questions. Page numbers will be given to help you find the questions from your homework assignments.

<b>CHAPTER Assessments/Worksheets</b>	<b>Open 5:00 a.m. EST</b>	<b>Close 2:00 p.m. EST</b>
1 – 4 (75 points)	Wednesday, September 14	Thursday, October 15
5 – 9 (75 points)	Monday, October 3	Tuesday, October 4
<b>TOTAL POINTS</b>		<b>150</b>

**Please mark the dates on a calendar ALL of the various assignment *due dates and times* so that you do not miss submitting an assignment on time! Times can also be found on your weekly folder and assignment folders.**

Grades are non-negotiable and earned—not given. The following scale will be used to determine grades:

A+	97-100%	C+	77-79%
A	94-96%	C	74-76%
A-	90-93%	C-	70-73%
B+	87-89%	D+	67-69%
B	84-86 %	D	64-66%
B-	80-83%	D-	60-63%
		F	0-59%

You can expect to receive grades (and any necessary, corresponding feedback) on each task within two weeks of the due date. Many of the smaller, formative steps will receive feedback within just a few days, before the next step in the process is due; however, heftier, summative assignments may take much longer. Your instructor will periodically email the class notifying you of when to expect grades or feedback on individual assignments. You can also [set up your Blackboard notifications](#) so that you are emailed each time your instructor has updated a grade.

### ***Plagiarism, Academic Honesty, and Citing Sources***

*Used with permission from ISU instructor and instructional designer Lisa Hughes (QM 1.4).*

The [ISU Code of Student Conduct](#) defines plagiarism as follows:

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper acknowledgement of sources. Students must consult instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is not properly documented. (4)

Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The [Student Guide to Academic Integrity](#) describes appropriate academic conduct in research, writing, assessment, and ethics.

Academic dishonesty is not tolerated at Indiana State. The penalties can be severe and include: failing the assignment, failing the course, and referral to Student Judicial Programs to face form conduct charges. Students found in violation may be suspended or expelled and can have a permanent notation affixed to the official transcript indicating that an academic integrity violation occurred. Students are urged to discuss questions regarding academic integrity with instructors, advisors, or with the academic deans.

Please note that even if you paraphrase another's work, you must also cite your source in the text, just as you would a direct quote. Additionally, submitting a paper you have written for another course is also a form of plagiarism known as multiple submissions.

You will be turning in papers through Turnitin, an online tool that assists in discovering plagiarism. A great resource to help you avoid plagiarism is the [Plagiarism Tutorial](#) offered by Indiana State's Cunningham Memorial Library.

***If you intentionally or blatantly plagiarize in this class, you will fail the class,*** and the case will be reported to Student Judiciary.

For this course you will be using either MLA or APA formatting, depending on the topic of your paper. Projects focused on the fields of English, literature, languages, or culture will use MLA; projects focused on the social sciences, business, or nursing will use APA. See Course Documents > Research and Writing Resources for specific resources for each. Generally, the following principles apply:

1. All quotes, summaries, paraphrases, and facts must have two types of documentation. The first is a parenthetical or in-text citation inserted in the text where the referenced content appears. The second is a bibliographic entry or endnote on a References/Works Cited page at the end of the paper.
2. Anything cited word-for-word is a quote and must appear in quotation marks. Quotes must be documented.
3. Any source cited in the paper should have a corresponding bibliographic entry/endnote at the end of the document.
4. Only sources cited in the paper should appear in the References/Works Cited. Sources you read but do not cite may be cited in a separate Works Consulted.

5. All quotes, paraphrases, and summaries must have page numbers as they are identified in the original source. Many internet sites do *not* have page numbers listed online (it does not count if they appear when you print out the document), although some do (such as pdfs and online journals). Only site a page number if it is identified in the original source.

## ***Academic Freedom***

Indiana State follows the American Association of University Professors' guidelines for academic freedom as described on their website (<http://www.aaup.org/aaup/pubres/policydocs/content/1940statement>):

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

## ***Accessibility***

*Used with permission from ISU instructor and instructional designer Lisa Hughes (QM 7.2, 8.1).*

Indiana State University seeks to provide effective services and accommodation for qualified individuals with documented disabilities. The technology tools utilized within this course offer a variety of accessibility features, such as compatibility with screen readers, text-based visual alternatives, video scripts, and attention to Universal Design. The central platform for this course, [Blackboard](#), also [complies with ADA requirements](#). If you need additional accommodations because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. Contact the Director of Student Support Services at 812-237-2301. Once registered, the Director and course instructor will ensure that you receive all the additional help that Indiana State University offers.

## ***Emergency Services***

*Use with permission from ISU instructor and instructional designer Lisa Hughes*

Unfortunately a catastrophic event could occur on a local, regional, or national level that disables communication to or from Indiana State University. Students should provide for their own safety and the safety of their family and then contact their instructors by phone, private e-mail, or through alternately provided numbers. Every effort on the faculty's part will be made to reasonably attempt to continue with the course and to meet the course objectives. If, for any reason, there is no internet or telephone communication available for an extended period of time, postal service will be used to continue; and in this instance students will be awarded incomplete grades until revised completion plans can be determined. The [Department of Public Safety](#) website can be accessed for the emergency response plan and other documents concerning student and faculty safety.

### **Title IX Committee Nominations**

The Office of Equal Opportunity is seeking qualified candidates for appointment to the Title IX Committee. The Title IX Committee is comprised of twelve (12) representatives of ISU faculty and staff. Title IX Committee members – working in panels of three - are responsible for reviewing cases involving alleged violations of ISU's Policy Prohibiting Sexual Misconduct, Intimate Partner Violence, and Stalking where a student is the respondent. Title IX Committee members must participate in an initial training session and additional training sessions throughout the academic year. Please use this link to nominate a colleague or yourself: [https://indstate.qualtrics.com/ife/form/SV\\_byCdreXmqYITDMh](https://indstate.qualtrics.com/ife/form/SV_byCdreXmqYITDMh). *Nominations must be submitted by Sunday, August 31st, 2015.*

## **STUDENT DISCLOSURES OF SEXUAL MISCONDUCT**

*Use with permission from ISU instructor and instructional designer Lisa Hughes*

Indiana State University is committed to inclusive excellence. To further this goal, the university does not tolerate discrimination in its programs or activities on the basis of: race, color, national origin, gender, age, sexual orientation, gender identity or expression, disability, veteran status, or any other protected class. Title IX of the Educational Amendments of 1972 in particular prohibits discrimination based on sex in any educational institution that receives federal funding. This includes sexual violence, sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking. If you witness or experience any forms of the above discrimination, you are asked to report the incident immediately to Public Safety: 812-237-5555 or to the Equal Opportunity & Title IX Office: 812-237-8954.

With respect to sexual discrimination, instructors, faculty, and some staff are required by law and institutional policy to report what you share with them to the Equal Opportunity & Title IX Office. You do, however, have the option of sharing your information with the following confidential resources on campus that are not required to share:

- ISU Student Counseling Center: 812-237-3939; Gillum Hall, 2<sup>nd</sup> Floor
- Women's Resource Center/Victim Advocate: 812-237-3829; HMSU 7<sup>th</sup> Floor
- Associate Dean of Students/Respondent Advocate: 812-237-3829; HMSU 8<sup>th</sup> Floor

For more information about discrimination and the support resources to you through the Equal Opportunity & Title IX Office, visit this website: <https://www.indstate.edu/equalopportunity-titleix>. Please direct any questions or concerns to: Assistant Vice President for Equal Opportunity and Title IX Director; 812-237-8954; Parsons Hall 223; [ISU-equalopportunity-titleix@indstate.edu](mailto:ISU-equalopportunity-titleix@indstate.edu).

**For more information on academic and student support services that will help you be successful at Indiana State and beyond, please refer to the Indiana State Student and Academic Support Services link available in the Start Here button on Blackboard.**