

COLLEGE OF HEALTH SCIENCES




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# Physical Education

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APPALACHIAN STATE UNIVERSITY

A yellow swoosh graphic that starts under the 'A' of 'APPALACHIAN' and curves under the 'S' of 'UNIVERSITY'.

## Physical Education Activity Program Manual (PEA)

2016

PEA Director: Edgar Peck  
828-262-6330  
336-749-5993cell  
[peckel@appstate.edu](mailto:peckel@appstate.edu)  
<http://rmpe.appstate.edu/>

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# Appalachian PEA Instructor Information

## **Physical Education Activity Program Overview.**

The Physical Education Activity (PEA) program offers a wide variety of academically-rigorous and innovative activity-based courses that meet Appalachian State's General Education Wellness Literacy requirements.

The PEA program is regarded by many as one of the best in higher education. On average, the program offers over 100 courses in more than 30 activity areas per semester and serves thousands of students annually. The program is supported by over 25 outstanding faculty who are capable of and committed to providing exceptional educational experiences empowering students to pursue a lifetime of activity.

Because the PEA program is committed to enhancing student wellness through activity-based experiences, PEA courses are based on the National Association of Sport and Physical Education (NASPE) guidelines for appropriate practice in college/university physical activity instruction programs.

Accordingly, PEA courses reflect the following premises:

- Education is the central mission;
- Motor skill acquisition and health related physical activity are emphasized;
- Curriculum and instructional practices reflect sensitivity to individual students and societal needs; and
- Values consistent with safe, lifelong participation in health enhancing physical activity are promoted.

### **Our Vision**

The Appalachian State University (ASU) Physical Education Activity (PEA) program aspires to be the premier physical education activity program in the nation.

### **Our Mission**

The Appalachian State University (ASU) Physical Education Activity (PEA) program offers a wide variety of comprehensive, innovative activity-based courses to assist students to become physically literate while meeting ASU's General Education Wellness Literacy Requirements.

The program provides opportunities for students to:

- Assess personal and family health history;
- Develop a personal wellness plan;
- Develop the skills necessary to maintain and/or improve wellness;
- Identify potential barriers to wellness and develop a plan to overcome those barriers; and
- Identify social and cultural influences that impact health on both a personal and global scale.

### **Our Goals**

Students enrolled in PEA courses are expected to develop as physically literate individuals.

The National Association for Sport and Physical Education (NASPE) defines a physically literate individual as one who:

- Has learned the skills necessary to perform a variety of physical activities;
- Participates regularly in physical activity;
- Is physically fit;
- Knows the implications of and the benefits of physical activities; and
- Values physical activity and its contributions to a healthful lifestyle.

# Appalachian PEA Instructor Information

## **Instructor Checklists.**

1. Email electronic copies of your course material to PEA Director.  
A. syllabus or course outline-add late work policy      B. skill test, written exam, journal assessment
2. If you are using AsULearn, remember to go to “Administration” “Edit Settings” and make the course visible.
3. Email your first 7 week classes--Syllabus, meeting location, meeting dates-remind them to bring their ID  
Email your second half course students and remind them of the class start date.  
If you use AsULearn to email the class, scroll to the bottom of the “Participants” page and click “Show all ##” if you want to email all the students. Clicking “Select all” bottom center only gets the students showing on that page, which will not be all of them if you have a large class.
4. Look up your class rosters online before AND after drop/add-record their names in your grade book. Record when they are present, late, behaviors... in your class record book. Keep these records for at least 2 semesters.  
-If students are attending, but are not on your roster, they are likely in another section
5. Wellness Literacy Modules: Remind students that modules are much less expensive if purchased online. Consider having at least 1 module due before the drop date so the student can drop if he/she falls behind.
6. Be on time to class: Bring your ID card. Provide students with a paper copy of the syllabus. Magdalena Anoufrieu (Administrative Assistant)(262-3141) can make copies for you. <http://rmpe.appstate.edu/>
7. Have any student with a medical concern complete the “Medical Disability Form” keep these with you at all times in class. Inform the PEA Director of any significant medical issues. Outdoor courses should collect more in depth medical information on the RMPE Medical Form and do not need the Medical Disability Form.
8. Fitness Test Recording-have students include scores/goals in their journals/logs, talk with them about HFZ.
9. Complete “Alternate Instruction Form” anytime you miss/cancel class (does not apply when ASU cancels).
10. DO NOT sign Late Add forms. Student or instructor can contact the PEA Director.
11. Final week: Do not give the exam/fitness tests, or have assignments due on the final day of class. If a student misses class or classes are cancelled it will be very difficult to track them down.
12. Email grades to PEA Director at end of course using Excel file or copy of gradebook (not mandatory).
13. Connect your ASU laptop to the Ethernet (hardwire) once every 2 months to renew the software license.

### Equipment:

1. Don't forget to pick up any equipment you need for class from Joshua Reese 262-3048.

### Emergencies:

1. You should carry a CPR mask and all student medical forms with you. Ask if you need a CPR mask.
2. Keep this Employee manual with you while on campus.



# Appalachian PEA Instructor Information

## Off-Campus Outdoor Course Instructor Checklist

1. Courses meeting outside of regular semester dates (ex. winter break) must fill out: Academic Course Meeting Dates Exception form and email it to the director prior to the start of the semester. Submit with schedule in semester prior.
2. Travel Authorization forms are completed for every PEA class trip by the PEA Director.
3. Email the trip dates to your students after registration (before the start of the semester prior if possible).  
Email your students an equipment list they will need for class trips  
If meeting in the SRC remind students to bring their Appalachian Student ID card
4. Ensure you have a first aid kits and that it is up to date. Check that you have EPI you are qualified to use.
5. Ensure you have all the equipment for your course. Overnight instructors should ensure there is enough stove fuel at least 1 week prior to the trip date.
6. Students should complete the **RMPE Medical Information form**.
7. Instructors should cover potential risks with students in writing and verbally.
8. Complete a **Risk Plan**-examples/templates are available from the PEA Director.
9. If traveling overnight-complete the **Student Development Travel form** online.
10. Complete the **UREC Outdoor Programs Equipment Request form** if your students need to check out gear for a trip. This needs to be submitted 2 weeks prior to the trip. There will be no cost for equipment check out. Faculty can also check out Program Gear when needed.
11. Communicate with UREC OP if your course uses “Program Gear” like kayaks to ensure it is available.  
Andrew Hawley 262-4954                      Rich Campbell 262-2475
12. Ensure your **Risk Manager(s) complete the necessary paperwork** with the RMPE Department. Ensure your Risk Manager(s) complete paper and electronic timesheets on time. **Instructors must sign the timesheets**. If you have questions contact Sarah Herbert (Administrative Assistant-262-3149).
13. Notify the PEA Director immediately of any accidents.

# Appalachian PEA Instructor Information

## **Absences.** See also **Attendance Policy**

### **Student Absence Policy**

Please follow the approved syllabus template or contact the PEA Director with changes you make to the policy.

### **Undergraduate Bulletin**

#### **Attendance policy relating to participation in University-sponsored activities**

As an integral part of the academic program at Appalachian State University, the University sponsors and otherwise supports co-curricular programs, athletic programs, and other out-of-class activities such as field trips. Participation in such activities occasionally requires a student to miss one or more class meetings.

A student who expects to miss one or more class meetings because of participation in a University-sponsored activity has several responsibilities: the student (in person) will notify the instructor in advance of any absence; the student is expected to complete all work missed by making up the work in advance or by completing any compensatory assignment that may be required by the instructor; the student is expected to maintain satisfactory progress in the course; and the student (otherwise) is expected to maintain satisfactory attendance in the class if so required. In the event that a student anticipates that participation in a University sponsored activity will require missing more than 10% of the class meetings, the student is required to discuss this matter with her or his instructor at the beginning of the semester and may be advised to drop the course.

If the above responsibilities are met, it is expected that the instructor will excuse the absence and permit the student to make up missed work in whatever manner the instructor deems appropriate.

### **Religious Observances.** See **Syllabus Policy Statements**

### **Early Attendance Alerts.** See also **Early Intervention Team**

Anytime during the semester, but particularly at the beginning, if you become concerned that a student has incurred too many absences and is unresponsive to your attempts to contact them, faculty are encouraged to refer them to Academic Advising and Student Success. They will be glad to assist with your outreach and keep you in the loop. The Attendance Alert Form helps them gather the necessary information.

Attendance Alert Form: <http://studentsuccess.appstate.edu/forms/attendance-alert>

If your concern for a student goes beyond attendance—such as personal or academic—we ask that you review the Quick Referral Guide in order to best connect the student with the appropriate resources.

Quick Referral Guide: <http://studentsuccess.appstate.edu/>

## **Absence Policy Instructors.**

Instructor tardiness or absence from class will be considered in the instructor's evaluation and contract renewal process. **Missing class without notifying the PEA Director may affect your ability to renew your contract.**

Sickness/Emergency: If you have to miss class on short notice.

1. Call or text the Director's cell phone (336-749-5993). I may be able to fill in.
2. You should also call the facility and let them know.

The student staff may put up a sign for you.

Quinn-262-3035

SRC-262-2100

Pool-262-8704/2100

Rock Wall-262-4077/2100

Varsity Gym-262-4021

HCC-262-3149/3141

# Appalachian PEA Instructor Information

When a faculty member cancels class, he/she should email the PEA Director within 3 working days of the missed class, even if another instructor fills in. Any instructor needing to take a day off should email the PEA Director a week or more prior to the class. **It is not necessary to fill out the Alternate Instruction form. It is not necessary to send an email if the university cancels classes. In your email please include the course details and how you will address making time up (another instructor filling in, extra journal entries...etc).**

**Wellness Peer Educators:** 10 nationally certified student health educators

They are available to come to your classes, halls, teams, club, floors or any student organizations/programs and present on various health issues! Some programs are already created and some can be created and tailored to your objective. To request a program, all you have to do is go to the Student Wellness Center website: <http://wellness.appstate.edu/> and click on "program request on the left. We need at least 2 weeks' notice and at least 8 participants (please give us 3 weeks advance for tailor/created programs). For each program we do have selective goals and objectives of what the specific programs are to accomplish for your group that we can share with you. We also do evaluations after each session to make sure those goals and objectives are met.

## **Academic Integrity Code**. See also **Syllabus Policy Statements**

Appalachian's policy on academic integrity allows a student and faculty member to work out sanctions for a first offense without a formal referral to the Office of Student Conduct. However, this policy works only if the process outlined in the Code is followed, which includes a record of the sanction submitted to the Office of Student Conduct on the appropriate form.

The forms for addressing academic integrity issues are located on the Student Conduct web site. For questions please contact the Director of the Office of Student Conduct, at extension 2704 or the PEA Director.

**Student Conduct Code and Academic Integrity:** [www.studentconduct.appstate.edu](http://www.studentconduct.appstate.edu)

## **Accidents**. See also **Emergencies and Medical Withdrawal (Drop)**

**Instructor should email the Medical Withdrawal info. (Dropping a course) to students injured in class.**

### **Emergency Contacts**

After emergency services have been contacted inform department administrators of any serious injury.

Dale Adkins	RMPE Chair	309-255-8088	828-262-4989
Edgar Peck	PEA Director	336-749-5993	828-262-6330
Erik Rabinowitz	RM Director	828-406-0601	828-262-2540

Medical treatment should be administered by trained personnel. Students with non-life threatening injuries should be referred to the Student Health Center.

After all necessary medical treatment has been administered, accidents involving any loss of blood, loss of consciousness, or medical treatment should be reported immediately to the PEA Director by calling or texting 336-749-5993 and leaving a message. As soon as possible the instructor should email details/accident report.

Accident Report Information: Name, DOB, ASU ID#, Address, Phone, Date, Time, Location of Accident.

Accident Report should be filled out within 48 hours by the instructor

Electronic form is available on the RMPE website

# Appalachian PEA Instructor Information

## **Accident Report Filing (PEA faculty only need to email the Accident Report to the PEA Director)**

Environmental Health, Safety, and Emergency Management Office

<http://safety.appstate.edu/>

Appalachian does not provide insurance or pay students' medical costs if they are injured in class. Students can visit Health Services (262-6577) on campus, but there is a limit to the care they are able to provide.

## **Injuries to University Employees**

Employees who are injured while at work should report the injury to the PEA Director immediately via phone and email. Supervisor's Accident Report-fill out within 24 hours.

## Initial Notification of Injury Form

<http://safety.appstate.edu/>

Used to notify ASU Human Resource Services and Environmental Health, Safety, & Emergency Management personnel about an on-the-job injury. Form link is on the right side of the webpage.

## **From Student Development Office**

In the event student workers, faculty or staff members suffer a work-related injury or illness in conjunction with approved field trips or other excursions, Workers' Compensation forms (available under the Workers' Compensation heading on the Safety & Workers' Compensation Office website, at:

<http://www.busaf.appstate.edu/safety/workerscomp.html>

Must be completed and forwarded to the Safety & Workers' Comp. Office within 24hrs of occurrence. Contact the Safety & Workers' Compensation Office at 828-262-4008 if you have questions.

## **Vehicle Accidents**

Vehicle accidents involving damage to University vehicles, damage to other vehicles or objects, or injury to any person should be reported to local law enforcement as well ASU Police and the Motor Pool and the PEA Director by calling 336-749-5993 and via email. Employees should get the Accident Report Number from the law enforcement officer.

## **Accident Information**

ANY requests for information related to the accident from persons outside of the university should be referred to the Director for more information. The instructor should also notify the PEA Director if they receive any requests for information.

Do not provide information on participants' names/personal information, activities, or possible injuries. The following statement can be effective: *"We are trying to gather information so that we can fully understand what happened. Please contact the PEA Director who will be able to give you more information."*

## **AEDs/CPR Mask/Gloves.**

Faculty members should carry your CPR mask and gloves with you while in class.

AEDs are located in the following buildings:

HCC South Tunnel

SRC Console/Front Desk

VG Health Promotion

SRC Pool

Quinn Console/Back Office

Owens Field House Training Room

# Appalachian PEA Instructor Information

## **Appalcart.**

AppalCart is the transportation authority serving all of Watauga County with ten bus routes in the Boone area, and ten van routes throughout the county. Anyone may ride the AppalCart at no cost on all in-town routes. In addition to the in-town bus service, AppalCart transportation is available throughout the county. Fares are charged by zones on all AppalCart rural routes. AppalCart also makes frequent trips out of the county to destinations such as Wilkesboro, Lenoir, Hickory, Winston-Salem, and Charlotte. These trips are open to the public and range in price from \$10-\$50 roundtrip.

Call 264-C-A-R-T (2278) for more information, or visit: [www.appalcart.appstate.edu](http://www.appalcart.appstate.edu).

## **AP & P.**

Academic Policy and Procedures Committee (Faculty Senate Subcommittee). Proposals for new courses or course changes procedures are available on the AP&P website: <http://www.app.appstate.edu/>

1. Discuss proposed changes with Area Director/Faculty
  2. Discuss proposed changes with Department Chair
  3. Complete proposal. Consult Curriculum Committee for assistance
  4. Submit to Registrar/Other Areas (Note contact name, response, and date)
  5. Submit to Department Curriculum Committee (Note proposals deadlines)
  6. Approved by Department Faculty Vote
  7. Department Curriculum Chair will submit approved proposals to Dean/Assoc. Dean (Dr. Roggenkamp)
  8. Attend AP&P meeting to answer questions about your proposals
- Inform Department Chair of all Selected Topics Courses each semester.

## **Assistants. See also Instructional Assistants**

## **AsULearn. See also Learning Technology Services**

All courses are automatically live in AsULearn every semester. This can be a great way to communicate with students and disseminate information and documents. The program also records when students visit the site.

Classes are available to help you get started, or the PEA Director can provide a tutorial over the phone.

Help Line: 828-262-4357

[idesigner@appstate.edu](mailto:idesigner@appstate.edu)

AsULearn Workshops are available through LTS and individual consultations can be requested.

<http://asulearnhelp.appstate.edu>

## **The Basics**

1. Use Google Chrome as your browser
2. Go to the App State website and click AsULearn (top right)
3. Choose Appalachian State
4. Sign in with your App State Username (Ex. peckel) and password
5. Choose a semester/course-Navigation Tab (on the left)

## **Reminders**

1. To make changes, add documents, etc. "Turn editing on" (on top right or under "Administration" Tab)
2. Make the course "visible" to students after you have added your course material. You can do this by choosing "Edit Settings" under the Administration Tab (on the left).
3. The News Forum can be used to email your students, and record a message on the AsULearn site.

# Appalachian PEA Instructor Information

## Uploading the Dev PEA Template\*

Begin in the course you want to import the template to

Click Administration tab on left

Click Import

Search for “DEV - PEA Template” or “DEV - PEA Outdoor Course Template”

Select and click continue

Click Jump to final step

\*See also Google Forms

## **Attendance Policy. See also Absences**

### 6.3 Student Absences from Class

#### 6.3.1 General Attendance Policy 6.3.1.1

It is the policy of Appalachian State University that class attendance is an important part of a student’s educational experience. Students are expected to attend every meeting of their classes and are responsible for class attendance. Since attendance policies vary from professor to professor, students should refer to the course syllabus for detailed information. Regardless of what reasons there may be for absence, students are accountable for all academic activities, and faculty may require special work or tests to make up for the missed class or classes.

In addition, faculty members are required to make reasonable accommodations for students requesting to miss class due to the observance of religious holidays. All ASU students are allowed a minimum of two absences per year for religious observances. Up to two absences for such observances will be excused, without penalty to the student, provided that the student has informed the instructor in the manner specified in the syllabus. Notice must be given by the student to the instructor before the absence occurs and no later than three weeks after the start of the semester in which the absence(s) will occur. Arrangements will be made to make up work missed by these religious observances, without penalty to the student. For the purposes of this policy, ASU defines the term “religious observance” to include religious holidays, holy days, or similar observances associated with a student’s faith that require absence from class.

Faculty, at their discretion, may include class attendance as a criterion in determining a student’s final grade in the course. On the first day of class, faculty must inform students of their class attendance policy and the effect of that policy on their final grade; both policies must be clearly stated in the class syllabus.

A student who does not attend a class during one of its first two meetings may, at the discretion of the academic department, lose her or his seat in that class. Further, if a class meets only one time per week—e.g., a laboratory or an evening class—the student must attend the FIRST meeting of that class or risk losing her or his seat.

#### 6.3.1.2

A syllabus is to be prepared for each course and distributed at the first of the semester. The syllabus should include the following: an explanation of course goals and objectives, the name of the text and any other materials required of each student, the instructor’s office hours, an explanation of how the grade is to be determined, and an explanation of any additional reading, papers, projects and examination which the instructor expects to give or assign.

#### 6.3.1.3

Syllabi for courses taught in the present and previous semester should be on file in the departmental offices and should be made available to students who request them. These syllabi would indicate the structure of courses as they are being or have been taught.

# Appalachian PEA Instructor Information

## 6.3.1.4

If a student does not regularly attend an audited course, the instructor may request an administrative withdrawal grade to be assigned. The instructor should provide documentation to the Registrar's Office with the recommendation.

## 6.3.1.5

The Student Health Services DOES NOT write medical excuses for students who miss a class for illness or injury. However, faculty may call Student Health Services at (828) 262-3100 to verify the day and time the student was seen. The nature of the student's illness or problem will not be divulged unless the student has signed the appropriate release of medical information.

## 6.3.1.6

Classes prior to a university break or a state holiday end with the student's last meeting time for the day preceding the break or holiday.

## 6.3.2 Attendance Policy Relating to Participation in University-Sponsored Activities

6.3.2.1  
As an integral part of the academic program at Appalachian State University, the University sponsors and otherwise supports co-curricular programs, athletic programs, and other out-of-class activities such as field trips. Participation in such activities occasionally requires a student to miss one or more class meetings.

### 6.3.2.2

A student who expects to miss one or more class meetings because of participation in a University-sponsored activity has several responsibilities: the student (in person) will notify the instructor in advance of any absence; the student is expected to complete all work missed by making up the work in advance or by completing any compensatory assignment that may be required by the instructor; the student is expected to maintain satisfactory progress in the course; and the student (otherwise) is expected to maintain satisfactory attendance in the class if so required. In the event that a student anticipates that participation in a University-sponsored activity will require missing more than 10% of the class meetings, the student is required to discuss this matter with her or his instructor at the beginning of the semester and may be advised to drop the course.

### 6.3.2.3

If the above responsibilities are met, it is expected that the instructor will excuse the absence and permit the student to make up missed work in whatever manner the instructor deems appropriate.

## 6.3.3 Emergency Absences.

When a student is out of town and unable to return to campus due to hospitalization, death in the family, or other extenuating circumstances, the student or the student's parents may contact the Office of Student Development to request that professors be notified as to the reason for the absence. This notification is conveyed to the appropriate departmental office as a matter of information only and does not serve as an official excuse for class absence. Only individual faculty members make this determination, and documentation may be requested by the faculty members. The Office of Student Development does not provide this service when notification is received after the absence has occurred. Also, if a student is in town, that student is responsible for notifying the individual faculty members that she/he will be missing class.

*Printable PDF of the Appalachian Attendance Policy:* <http://academicaffairs.appstate.edu/resources/syllabi>

# Appalachian PEA Instructor Information

## Statement on Student Engagement with Courses

The following statement has been approved by Faculty Senate/Academic Policies & Procedures Committee.

In its mission statement, Appalachian State University aims at “providing undergraduate students a rigorous liberal education that emphasizes transferable skills and preparation for professional careers” as well as “maintaining a faculty whose members serve as excellent teachers and scholarly mentors for their students.” Such rigor means that the foremost activity of Appalachian students is an intense engagement with their courses. In practical terms, students should expect to spend two to three hours of studying for every hour of class time. Hence, a fifteen hour academic load might reasonably require between 30 and 45 hours per week of out-of-class work.

*Printable PDF of the Statement on Student Engagement:* <http://academicaffairs.appstate.edu/resources/syllabi>

## Audits.

Students taking a PEA course for personal betterment may not wish to complete the Wellness Literacy modules, written exams, etc. Students who do not need the credit can AUDIT the course. Students do not receive credit toward financial aid, etc. if auditing. Audit forms are available in room 105 in the Registrar’s office and can be signed by the PEA Director or the instructor. They must be filled out during the first 2 weeks of the semester. The grade will appear as AU on their transcript. All fees remain the same. **They will not receive a grade or credit.**

Students who are auditing a course do not have to complete course assignments. However, they must participate in course activities during class time and adhere to the student code of conduct.

If a student does not regularly attend an audited course, the instructor may request an administrative withdrawal grade to be assigned. The instructor should provide documentation to the Registrar’s Office with the recommendation.

**Repeats:** Beginning fall 2014 students are only allowed 4 career repeats of any course. If the student audits the course it will not count as a repeated course.

## Background Checks. See also Faculty Contract Procedures

Individuals (excluding students) who work as part of the University-sponsored programs or summer camps offered to pre-college age minors are subject to background checks. **New faculty member background checks are initiated by Academic Affairs at the time the contract is issued, not by the department.**

All new employees must complete the background check form prior to employment. Background checks may take up to 3 weeks, complete this form well in advance of expected start date. This includes course assistants and risk managers. Please direct any questions to Nancy Crowell ([crowellnd@appstate.edu](mailto:crowellnd@appstate.edu)) Human Resource Services, at 828-262-6520 or Academic Affairs, at 262-7312/7305. Please remember that no one is allowed to begin work until a background check is completed.

1. [www.appstate.edu](http://www.appstate.edu) click "A-Z index" on top right
2. "H" for Human Resource Services
3. Click “Employment” on top left
4. Scroll down and click “here” under “Background Check”
5. Click “Background Check Disclosure Form” in bottom center



# Appalachian PEA Instructor Information

6. Fill out the form and fax it to: 828-262-6489

Form information:	Department:	RMPE
	Contact:	Edgar Peck (peckel@appstate.edu)
	Position:	Part-Time Physical Education Lecturer (no position #)

## **Banner Access.**

On Campus: <http://www.appleap.appstate.edu/>

Off Campus: <http://asuvpn.appstate.edu>

Go to the ASUVPN Secure Login area at the bottom of the page and log in with your Appalachian username and password. Note: Select the Internet Native Banner (INB) Web Bookmark, not the AppLEAP link. If you have any problems with using ASUVPN, call our Help Desk at 262-6266. There are also FAQ's and documentation on the ASUVPN website.

## **Budget.**

Student Development Activity Fund: Code: 334360

Matt Dull, Vice Chancellor 828-262-2060

## **Catalog.**

Undergraduate Bulletin - <http://www.registrar.appstate.edu/catalogs/index.html>

## **Calendars-Academic.**

The academic calendars are published on the Registrar's webpage: <http://www.registrar.appstate.edu>

## **Cancelling Class.** See also **Absence Policy Instructors**

## **Classdat.**

Used by some instructors to temporarily store files so that students can access the files from the internet. These files are erased each year.

Here are directions on how to get to this folder from off campus computers.

1. <http://classdat.appstate.edu>
2. After you hit enter/return you will see a simple white page that says "Index of/"
3. Click on "FAA/" then on "RMPE"
4. Click on instructor username
5. After you click on one document you will have the choice to "open" or "save", click open and the document should automatically open on your computer, then you can type in the information for your class and save it on your computer then email it.

## **Class Photos/Student Information.**

1. Open Adobe Acrobat, if it is not already on your task bar at the bottom of the screen you can drag the icon down there from the mail page on your computer
2. Begin at [www.appstate.edu](http://www.appstate.edu) IN INTERNET EXPLORER
3. Click "My ASU" on top right

## Appalachian PEA Instructor Information

4. Click “Web Self Service Login Page” on right
5. Sign in then click the “Faculty Services” tab at top
6. Click “Class Photos” on left and select term and course
7. On the top right, click the down arrow next to “Convert”, select “Print Webpage”
8. Wait-this may take a few minutes, click on Adobe, you will see the print preview open
9. Click print or OK

### **Class Roster/Email. See also Waitlist**

1. Begin at [www.appstate.edu](http://www.appstate.edu) IN INTERNET EXPLORER
2. Click “My ASU” on top right
3. Click “Web Self Service Login Page” on right
4. Sign in then click the “Faculty Services” tab at top
5. Click “Summary Class List”-Select Term/Course

### **Closings and Cancellations.**

The University will provide timely updates on any campus closings or delays due to inclement weather through the following outlets, among others:

Radio: 1450AM, 100.7 FM, 102.3 FM      Television: WBTV (Charlotte), MTN (Mt TV Network)  
Telephone: 262-SNOW (7669)      Homepage: [www.appstate.edu](http://www.appstate.edu)  
Do NOT call University Police for weather updates

### **Computer Access/Email/Appalnet. See also Email Account**

New employee are assigned an email account after all contract/HR paperwork is completed. Account information (username/email/ID#) is sent by interoffice mail to the department mailbox after the contract is completed. The letter contains the username, email address and Banner ID#. To create your new account click on Appalnet on the ASU website, then “Password Manager” on left. You will be able to create a new password using your username and Banner ID#.

At times during the summer Appalnet and ASU Email access may be removed for instructors because of a lapse in contract. Instructors who need access should contact the PEA Director, who can submit a Request for Non-Employee Computer Account. Academic Affairs-Annie Leashomb 262-8018. This form needs to be submitted after the faculty contract expires and will be turned off when the new contract is written-therefore it needs to be resubmitted each year.

#### **Submit Request for Non-Employee Computer Account** (Address/birthdate/banner ID required-Select EPA)

A-Z Index ASU website      Electronic Forms      Select Information Technology Services (left column)  
Select View all ITS forms

### **Computer Databases FT Employees.**

#### **Computer**

P drive (UStor)      (personal file backup/storage)      UStor Cloud/M Drive (shared dept. documents)

#### **UStor ASU Cloud**

<http://ustorcloud.appstate.edu>

Access CHS-RMPE-M drive-Share Folders and Documents

# Appalachian PEA Instructor Information

## **Laptop Updates from Off Campus Site**

<http://asuvpn.appstate.edu>

Bonds to ASU network: Access Appleap; Banner Updates:

Click install on bottom, click yes and always

## **Controlling/Using your PC from Internet**

1. Log into VPN network
2. On left, enter IP address for PC: ex. 152.10.13000
3. Computer must be turned on in your office and required previous set up

## **Computer Access.**

A PE Activity Program instructor office is now located in Varsity Gym room 1A. This office contains a phone, several computers with internet access and a printer. Several tables are also available in this workspace. This space can be accessed at any time by PEA instructors using door punch code 2777.

## **Computer-Faculty Laptops.**

Important: Every 2 months faculty with ASU laptops should plug into a hard wire (Ethernet) on campus, turn on the laptop and log in. This will update the software license and passwords. Failure to do this may result in software failures.

## **Computer Support. See also Technology Support Services**

## **Computer/Technology Training. See also Learning Technology Services**

## **Contracts. See Faculty Contracts**

## **Copies.**

RMPE office personnel (Magdalena) can make copies for you and put them in your mailbox, the office is next to the mailroom in HCC. You can also email the document to the PEA Director who can make copies. Code for PT instructors is 11111. The RMPE copier is behind the front desk, not in the mailroom.

## **Counseling and Psychological Services.**

1st Floor: Miles Annas Student Support Building (Walk in hours available)

(828) 262-3180                      [counseling@appstate.edu](mailto:counseling@appstate.edu)

The Counseling Center offers after-hours on-campus emergency coverage (when school is in session) for trauma and life-threatening situations such as suicide and sexual assault. To activate the system, call the Campus Police Department at (828) 262-2150.

**Early Intervention Team**    <http://eit.appstate.edu/>

Faculty committee that is charged with making contact with students who may be struggling.

## **Curriculum Change. See AP&P**

# Appalachian PEA Instructor Information

## **CPR/First Aid Certification.**

All activity course instructors must have current CPR/BLS certification. BLS certification courses must involve an in person practical assessment of skills. Red Cross and AHA CPR are valid for 2 years

A Red Cross CPR recertification course is typically held alternative years in August for the PEA Instructors. If instructors are unable to attend there are several other courses held on and off campus.

Instructors should not administer first aid unless they have been trained to do so. Instructors should refer injured students to the ASU Police or Student Health Services. In any emergency call 911/campus police.

## **Credit Limits. See also Grades**

Except for physical education majors, no more than six hours in physical education activity courses may be included within the number of hours required for graduation.

## **Dress.**

PEA instructors are expected to dress professionally (clean/neat/ironed). T-shirts do not typically reflect “professional” dress, especially if they are old. Use your best judgment; please consider wearing a collared shirt unless you teach classes in the pool.

## **Dropping a Course.**

### **1. Students are allowed a maximum of 4 drops during their academic career at ASU.**

- A. Full Semester Courses-drops during first 5 days of the semester do not count toward the 4 career drops.
- B. First Half Courses-drops during the first 5 days of the semester do not count toward the 4 career drops.
- C. Second Half Courses-drops during the first 2 days of the second half do not count toward 4 career drops.

### **2. Drops beyond the Drop Date require a late drop permission.**

- A. The “Last day to drop a first-half semester course” and “Last day to drop a second-half semester course” dates are listed on the Registrar’s calendar (approximately 4 weeks after the start of class).
- B. Students must request a late drop from the Instructor, PEA Director, RMPE Chair, and Dean's office. Late drops are usually only for extenuating hardship circumstances.
- C. Students who have already used their 4 drops, can request a Dean's over-ride to allow another drop. Again, usually only approved in hardship circumstances.

**Medical Withdrawal:** For students who cannot complete a course due to injury or illness

1. Student takes his/her medical information and course information to Student Health Services (262-3100) requesting a medical drop.
2. If the request is granted, paperwork will be presented to Student Services Area in the Registrar's office (JET Building). This drop will not count as 1 of the student’s 4 career drops, affect housing, etc.

## **Early Intervention Team. See also Student Referrals/Counseling and Psychological Services**

<http://eit.appstate.edu/>

### **Reasons to Refer a Student**

- Excessive class absences
- Sleeping in class
- Notable decline in academic performance

# Appalachian PEA Instructor Information

Change in appearance (e.g., significant weight loss) or and/or decline in hygiene)  
Inappropriate or extreme changes in mood (e.g., excessive tearfulness)  
Evidence of intoxication (e.g., odor, slurred speech, uncoordinated gait)  
Evidence of potential harm to self (e.g., cuts, burns)  
Evidence of threats to self (e.g., writings, verbalizations)  
Evidence of threats to others (e.g., writings, verbalizations)  
Signs of violence toward to self or others

## How to Refer a Student

Make telephone/voicemail contact with the chair of the Early Intervention Team at 828-262-7077. Students may also make referrals through a faculty or staff member. Please do not leave the name of the student or other information on the voicemail; simply leave a message with your name, telephone number, and when you may be reached. Upon receiving the referral, the team's chairperson will contact you by phone to gather information about your concerns.

Ms. Martha A. Marking, Co-Chair, Early Intervention Team  
Professor, Department of Theatre and Dance  
Appalachian State University  
828.262.7077 (EIT) 828.262.6377 (o)

## **Email Account.** See also **Computer Access**

### **Changing Email Signature**

Begin on your Appstate email page click on Appalnet  
Click the grey tab that says "Options" next "Address Book" tab.

### **Email Lists Management**

For messages delivered by the University's moderated e-mail list service including ASUINFO, FACULTYINFO, STAFFINFO. For information about this list, how to post messages and manage viewing preferences, visit: <https://www.webapp.appstate.edu/lists> After signing in you can opt out of ASUINFO and STAFFINFO emails if you are an instructor.

### **Forwarding ASU Email to your Personal Account:**

1. Log on to Appalnet
2. Click "Email" on top right
3. Click "Options" top center
4. Click "Mail" tab top center
5. Click "Settings" tap top center
6. Under "Mail Forwarding" check "Enable Forwarding"
7. Type in email address you want to use and click "Add"

## **Emailing students.**

### **AsULearn**

1. Participants List: Hint, creating a message for all student may not capture students on page 2 if you have a large roster.
2. News Forum: This may work best because it allows you to include an attachment. This feature emails the students, and saves the message on your AsULearn page. Be sure to check the box to email the message to the students.
3. Quick Mail

# Appalachian PEA Instructor Information

## **Optional Email Policy (Syllabus/Message to Students)**

Always check your syllabus first to see if the answer to your question is there before emailing me. Classmates can also be a good resource for answering questions. You will receive a response within 2 business days during regular business hours (9am-5pm). I do NOT check my mail at all on weekends. So if you send me a message after 5 p.m. on Friday, you will not get an answer until Monday morning. I do not open emails with attachments. I do not open emails without subject lines. I do not open emails written in languages I can't read. I expect complete sentences and won't respond to texting-language (for example, "hey! i need 2 c u"). Please include the course and section number in the subject line (PE1759).

## **Emergencies. See also Accidents**

### **Notify PEA Director of any accidents/injuries.**

In emergencies contact the appropriate agencies for assistance:

Campus Police Emergencies-262-8000      Campus Police Non Emergencies-262-2150

### **App State ALERT-Emergency Notification System**

This system will alert ASU faculty, staff, and students in the event of an emergency or disaster.

System sends voice/text message to your cell/office phone. [www.emergency.appstate.edu](http://www.emergency.appstate.edu) to register phone.

All Medical/Discipline/Equipment issues should be addressed directly with the PEA Director by phone as soon as possible (after all parties are safe/treated).

## **Emergency Contacts**

After emergency services have been contacted inform department administrators of any serious injury.

Edgar Peck	PEA Director	336-749-5993	828-262-6330	
Erik Rabinowitz	RM Director	828-406-0601	828-262-2540	
Mandy Harrison	RM Instructor	828-508-2026	828-262-6324	
Dale Adkins	RMPE Chair	309-255-8088	828-262-4989	828-262-3149

## **Equipment. For technology equipment needs see Computer Support Center**

Joshua Reese (Room 102/112)      828-262-3048

RMPE Equipment List/Procedures/Request Forms: <http://classdat.appstate.edu/CHS/RMPE/Reeseja>  
(or log on from S Drive from Desktop on campus)

Alternative: [www.bit.ly/asuperequest](http://www.bit.ly/asuperequest)

Failure to return equipment or pay restitution will result in formal collection efforts by the Student Accounts Office according to ASU policy. These efforts may result in payroll deduction, termination, and/or a hold being placed on your file. ***You are financially responsible for all equipment you check out.***

Pick up any equipment you need for class from Varsity Gym Equipment Room (Room 102). It will be checked out to you and you will keep it for the semester, or it may be delivered to you, depending on what class you teach.

SRC/QC-get equipment from equipment room behind front desk  
Varsity Gym-RMPE Equipment Room adjacent to gym

# Appalachian PEA Instructor Information

## Lock Combinations

Computer cabinet key in cart		
Quinn Storage:	16-2-20 or 9-11-29	Quinn Aerobics Cabinet: 27-13-23
Quinn Cart:	6330 or 3048 or 4021 or 2167 or 1979	Varsity Gym Office: 2777
HCC Cart:	6330	Trailers: APPS/2777

## Outdoor Programs (262-4077)

To request equipment for students enrolled in a PE course email the *OP Equipment Request Form* and your trip dates to *Rich Campbell* ([campblrh@appstate.edu](mailto:campblrh@appstate.edu)) **at least 7 business days** prior to the trip. The equipment will be reserved for students to pick up at no charge.

Instructors can check out special “program gear” from Outdoor Programs such as first aid kits and head lamps. However, program gear must be checked out by the instructor in person. *Andrew Hawley* ([hawleyaw@appstate.edu](mailto:hawleyaw@appstate.edu)) is the contact person for Program Gear.

## RMPE Courses Utilizing UREC Facilities. See also UREC

### Trailers

Box trailers are available. Check the keys out from the PEA Director. There are only 3 vans with trailer hitch receivers at the motor pool. To ensure your van has a trailer hitch receiver you need to write it in on the Travel Authorization/Vehicle Request form and call to confirm the week prior.

Inside each box trailer is a 2” ball and hitch, hitch lock, wiring harness adapter, spare tire, and tool box. The vehicle registration is also inside the box trailer. Please use the hitch lock to lock the trailer to the van/truck. Report any loss of these items so they can be replaced before the next trip. Hitches are also located in the RMPE Truck and Van.

## Facilities.

### Athletics

Baseball Field	Softball class
KB Stadium/Track	8am-2pm
Owens Field House	As needed
Tennis Courts	As needed
Varsity Gym	8am-2pm

### Health Promotion Faculty/Staff

Varsity Gym*	9am-11am and 2pm-4:30pm (M-R)		
MG-Main Gym	HP2-Cardio	HP5-Spin Bikes	HP6-Open workout

### Holmes Convocation Center

Track/MG	As needed	Jason Parker
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### Living Learning Annex

Watauga Global College  
Aerobics/Yoga

### UREC

SRC (AG)	8am-2pm	Dashboard set up in spring only
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# Appalachian PEA Instructor Information

SRC (CW)	9:30am-10:45am (T/R)		
SRC (MG)	8am-12pm		
SRC (Pool)	8am-3:15pm (M-TH)	SCUBA Th/Fri evenings	Kayaking Th 8-9pm
SRC (WR)	HPE special dates only (cannot schedule full courses simultaneous in SRC/QC)		
QC (WR)	8am-12pm	Olympic Platforms	
QC (MG/AER/RB)	8am-12pm		
HCC (Tennis Cts)	As needed		
Camp Broadstone	Reservations		

## Student Union/Duck Pond Field

<http://studentunion.appstate.edu/>

David Tye 262-3032                      tyedm@appstate.edu

Online Reservation System-must reserve two weeks in advance

## **Faculty Handbook.**

<http://facultyhandbook.appstate.edu/>

## **Faculty Contract/Hiring Procedures.**

1. Appalachian's RMPE PEA Program continuously recruits qualified individuals to fill adjunct faculty positions. Instructors must hold a minimum of a Bachelor's degree. Potential faculty should email a current resume, a letter of intent, and 5 references (name, position, phone number) to the PEA Director.

Instructor postings: ASU HR Amy Carson: [carsonap@appstate.edu](mailto:carsonap@appstate.edu)

2. Hiring paperwork: The PEA Director submits to the department a file containing the following so that a Dean's Rec can be completed by the RMPE Administrative Assistant.

Employee's full name/ local address	List of courses and hours teaching
Resume	Credentials Verification (Justification)
SSN or Banner ID (BID)	Official transcripts/Certification copies

3. Background checks are completed by Academic Affairs and HR after the Dean's Rec is complete.

4. Faculty should work with the director to verify completion of CPR and the Wellness Literacy modules.

5. Current ASU full-time employees can teach courses outside of normal working hours with permission of his/her supervisor. Permission email from instructor's supervisor, the PEA Director, and RMPE Dept. Chair is attached to the Dean's Rec submitted by the RMPE Dept. This should be done each semester. These instructors may receive a \$0 contract, or regular payment depending on their status.

*Contact Annie Leashomb in Academic Affairs with a list of all FT ASU Employees teaching each semester ensuring that they are entered into the system with NO CONTRACT END DATE to ensure their email/information is not deleted at the end of their teaching duties.*

6. Graduate students need permission from the graduate school to teach courses. Graduate students are usually paid via a GA/TA, not an adjunct contract. The minimum GA is ½ (10 hours). 10 hour GA=3 credit hours. A graduate student can teach 1-2 hours on an adjunct contract if approved by the Graduate School. Attach permission from Associate Dean of Grad School stating the student is in good standing, including name, banner ID to the Deans Rec.



## Appalachian PEA Instructor Information

7. The RMPE department uses this information to write a “Dean’s Rec”. After the Dean’s Recommendation is approved at the college level, Academic Affairs mails a contract to the instructor. Instructor signs and returns it to Academic Affairs in person, or by mail. ***Contracts need to be written and signed before May 31 to prevent deletion of instructor’s email/information for fall, and Dec 31 for spring semesters.***

8. After returning the contract, the instructor should complete tax paperwork at Human Resources in person. See Human Resources above for address.

9. After the contract is processed by Academic Affairs (usually 1-3 days) the instructor can obtain a parking pass and ID card. Academic Affairs will mail email, ID, and user name information to the department mailbox. AA also notifies the registrar to add the instructor to their courses (gain access to Appalnet, rosters...).

10. Instructor is added to the Kendall Hunt Wellness Literacy website and Fitnessgram by Director.

11. Instructors wishing to use the University Recreation Facilities must fill out a Membership form each semester at the Student Rec Center or ID Center. Instructors who teach in these facilities, but do not want to join UREC should contact the PEA Director so their name can be added to the sign in list.

### **Final Exam Period.**

1 credit PEA courses DO NOT meet during 7 week or Final Exam week. Exam should be given during class.

3 credit PEA courses DO meet during final exam week

### **Final Examination Period Adverse weather (Fall 2011 Example)**

**Grades** must be submitted by before the date set by the Registrar. An email will be sent to notify all faculty. This is not an artificial institutional deadline. Failure to submit student grades has real consequences. Among other things, grades have to go on transcripts sent to employers or graduate schools; grades determine academic standing to continue at Appalachian; and grades affect eligibility for financial aid. We simply cannot have large numbers of student grades undetermined as we move into spring semester.

**Transportation** is a critical constraint. Approximately one-third of students depend on Appalcart, and the university does not control Appalcart schedules. If Appalcart determines that it is too dangerous to run buses, we immediately have a situation in which large numbers of students likely will miss exams.

**Travel plans** are often made months in advance by students and faculty. While travel plans often can be changed, alterations to flight schedules, for example, tend to be costly and inconvenient. If adverse weather interferes with final exam schedules, instructors should make every effort to provide reasonable accommodations for students with travel plans.

Faculty members can help minimize the impact of adverse weather or exam session cancellations by developing contingency plans for online examinations or assignments in place of an in-person final exam. Learning Technology Services (LTS) can assist faculty in developing alternatives. Ideally, faculty members should plan ahead to have an option readily available, but help on short notice is also available. ASU Learn is our official, university-wide, online environment. Some faculty members who routinely teach online distance education or hybrid courses will of course use their regular online environments.

Faculty members can find workshop schedules, fill out a consultation request, and locate much other useful information at the LTS website <http://lts.appstate.edu/support>. The LTS helpline number is 266-4357. The Director is Dr. Steve Breiner.

# Appalachian PEA Instructor Information

Severe adverse weather may necessitate the cancellation of final exam sessions. We are therefore establishing an Adverse Weather Day, Saturday, December 17, as a make-up exam day. The Provost will provide instructions on how to proceed in providing make-up exams. In general, if circumstances allow, exams will be re-scheduled from their original day/time/place to an identical time/place on the Adverse Weather Day.

If an in-person final examination that has been postponed due to severe adverse weather is not completed by 9:00 p.m. on the Adverse Weather Day, the examination is canceled. There will be no make-up exams, and the instructor will submit as final grades the students' grades as they stand on that date. Final grades must be submitted by December 19.

## Final Examination Special Instructions

Students with Disabilities, Students with Religious Observances, and Distance Education

- a. [The Office of Disability Services \(ODS\)](#) will be closed on Saturday, December 17. In the event that an Adverse Weather Day for make-up exams is declared for December 17, students requiring accommodations provided at ODS (as opposed to in-class accommodations provided by instructors) should contact their instructor and ODS to make arrangements for a proctored examination on Monday, December 19. Contact ODS at 262-3056 or [ods@appstate.edu](mailto:ods@appstate.edu).
- b. Students may have a religious observance on Saturday, December 17. In the event that an Adverse Weather Day for make-up exams is declared for December 17, students who wish to claim a religious observance and arrange for a proctored examination at ODS on Monday, December 19, should contact their instructor and the ODS office.
- c. Distance Education students should be aware that postponement or cancellation of examinations in Boone will not necessarily affect the scheduling of exams for their course(s). Students should look for messages from their instructors (e-mail or other communications, such as through AsULearn) and monitor announcements at <http://extension.appstate.edu/cancellations.php>. Unless officially advised otherwise, students should take final examinations for Distance Education courses as originally scheduled. Faculty monitor the same site for site closures that affect their classes.

## First Aid Kits.

Faculty may check out kits from the PEA Director or UREC OP. If checked out from Outdoor Programs the instructor must complete the equipment request form (see equipment) and check out the kit in person. Please document any items that are used on the form contained in each PEA first aid kit and inform the PEA Director.

## Fitnessgram.

**We are not currently using the online site to enter scores (2016).**

**Student Log In Website (to enter scores):** <http://fitnessgram.appstate.edu>

**Instructions:** File-“Fitnessgram ASU Server” found on RMPE website and syllabus

**User ID:** ASU username (ex. peckel) **Password:** ASU username (ex. peckel)

## Fitnessgram Log In

If students cannot log in, it is likely because they are trying to use their ASU password instead of using the ASU Username as the username AND password. Data is not always uploaded during the summer semesters-students can forgo the online system and enter the data in their journals.

<b>Student/Log In Issues</b>	Edgar Peck ( <a href="mailto:peckel@appstate.edu">peckel@appstate.edu</a> )	828-262-6330
<b>Server/Upload Each Semester after drop/add</b>	Dwight Turner ( <a href="mailto:turnerhdh@appstate.edu">turnerhdh@appstate.edu</a> )	828-262-6291
	Rachel Anglin ( <a href="mailto:anglinra@appstate.edu">anglinra@appstate.edu</a> )	

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## **Forms.**

Forms are available on-line or at the HCC Front Desk. Use **Chrome** to download editable forms.

<http://www.rmpe.appstate.edu/>


<http://healthsciences.appstate.edu/students/student-services-center/student-forms>

## **General Education Wellness Literacy.** \*See Wellness Literacy

## **Google Forms.** \*See also AsULearn

Google Forms is a great way to gather electronic information from students.

After downloading the Dev-PEA Template, begin in your course AsULearn page.

1. Open the Google Form you wish to use.
2. Edit the form (note which responses are required)
3. Make a copy and then save the form.
4. Click Send
5. Click the link icon 
6. Click Copy
7. In the AsULearn course page add activity/resource; add URL
8. Paste the link into the URL block
9. In Google Forms click Responses
10. Click the green icon to create a spreadsheet. All responses will be sent to this Google Sheet.

## **Grading.**

The Excel Gradebook provided by the PEA Director should be used to calculate student grades. Grades in each area can be “plugged in” and the computer will calculate the numerical and letter grades for you.

**Instructors willing to assist with program evaluation please email course gradebooks to PEA Director.**

### **Posting Grades**

1. Get online and go to: <http://www.appstate.edu/>
2. Click on “Appalnet” at top
3. Sign in with username/password on left side
4. Click on tab at top that says: “Self Service”
5. Click on tab that says: “Faculty Services”
6. Click “Final Grades” or “Post Grades”

**Enter last date attended for any student receiving an “F”**

For assistance (changing grades, etc.) call the Registrar’s office at 828-262-2050

### **To Change a grade from a previous semester**

Grades can be changed at any point prior to graduation-no grades can be changed after graduation

1. Notify PEA Director
2. a. Log into Banner/appalnet
- b. Click the “Self Service” tab top left
- c. Click the “Faculty Services” tab top left
- d. Click “Grade Change Request”
- e. You will receive an email confirming the grade change

# Appalachian PEA Instructor Information

## If you are a student and want to view your grade

1. Log onto Appalnet
2. Click “Self Service” tab at the top of the page
3. Click “Student” tab
4. Click “Final Grades” or “View Grades”

## Grades and Grade-Point Average

The grade-point average (GPA) is a general measure of the student’s academic achievement. The GPA is determined by dividing the total number of quality points earned by the total number of quality hours attempted (“quality points” and “quality hours” are derived from courses graded A–F or WF). The GPA is computed only on the basis of coursework taken at Appalachian. Undergraduate grades and grade points are given as follows:

A	Excellent 4.0 grade points per semester hour
A-	Excellent 3.7 grade points per semester hour
B+	Above Average 3.3 grade points per semester hour
B	Above Average 3.0 grade points per semester hour
B-	Above Average 2.7 grade points per semester hour
C+	Average 2.3 grade points per semester hour
C	Average 2.0 grade points per semester hour
C-	Average 1.7 grade points per semester hour
D+	Below Average, but passing 1.3 grade points per semester hour
D	Below Average, but passing 1.0 grade point per semester hour
D-	Below Average, but passing 0.7 grade point per semester hour
F	Failing grade 0.0 grade points
AU	Audit, no credit
I	Incomplete, assigned only because of sickness or some other unavoidable cause. <i>An “I” becomes an “F” or “U” if not removed within the time designated by the instructor, not to exceed one semester, except that all incompletes must be removed at the time of graduation. An Incomplete is not given merely because assignments were not completed during the semester.</i>

## Incomplete

Grades of “I” incomplete are to be assigned ONLY because of sickness or some other unavoidable cause, not merely for missed assignments. The instructor should enter “I” as the grade. The instructor should notify the student in writing a timetable for completing the required work and outline exactly what is expected (attendance, assignments...). This must be completed by the end of the next semester. If part of the make-up work is to attend the course during the next semester, the student will not reregister for the course. After the student has completed the required work, the instructor can access the previous semester grades and change the student’s grade. The PEA Director should be notified of all incompletes.

## Grade Forgiveness. See Repeat Policy

## Grade Appeal Procedure.

*The PEA Director should be informed by the instructor of students who express grade disputes/issues.*

Grade Appeal Procedures/Form: [www.academicaffairs.appstate.edu/](http://www.academicaffairs.appstate.edu/)

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member which is

# Appalachian PEA Instructor Information

professionally acceptable, communicated to everyone in the class, and applied to all students equally. Prejudiced, arbitrary, or capricious academic evaluation by a faculty member, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

## **Steps to take in final grade appeal**

Any student who contests a course final grade shall first attempt to resolve the matter with the instructor. The student must explain her or his position to the instructor and attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner. If the student fails to reach a satisfactory solution in consultation with the instructor, the student must present the appeal in writing, using the grade appeal form, to the chair of the department in which the contested grade was awarded. A copy of the necessary form is provided at the end of this document.

## **The student must file the written appeal with the department chair within 14 calendar days after consulting with the instructor.**

The statement must be specific and concise and limit itself to citations of evidence pertaining to valid grounds for the appeal. Through conferring with the student and the instructor, the chair will seek resolution by agreement. The student must provide the chair with a course syllabus and all available tangible materials related to the grade (e.g., exam and term papers) as well a list of any items used in the evaluation for which the student cannot provide documentation (e.g. Unreturned exams, grades on class participation, attendance records).

## **If there is failure to reach an agreement through consultation with the chair, the student may file the written appeal with the Grade Appeals Committee through the Office of the Dean of the college or school in which the grade was awarded. The student must file this written appeal within 30 calendar days after the beginning of classes in the next semester after the contested grade was awarded.**

When possible, the form must be signed and dated by both the instructor and the department chair as well as the student. In accordance with the instructions on the form, the student must present with it the documentary evidence furnished to the department chair and any other evidence relevant to the case.

The dean or her or his designee serves as convener of the Grade Appeals Committee of the college or school. Each full committee consists of the convener (who presides over hearings), the chair of the department in which the contested grade was assigned, three faculty, one undergraduate student, and one graduate student, all from the college or school which the committee serves. The department chair sits in a non-voting capacity, and the convener votes only in the case of a tie. The three faculty members, one alternate faculty member, and two students are appointed by the dean from among volunteers for the assignment. A quorum for each committee shall consist of no less than one student and two faculty members, along with the convener.

## **The Grade Appeals Committee has authority to screen out frivolous or unsubstantiated appeals. The convener will explain any such finding in writing to the student, the faculty member, and the dept. chair.**

If the committee grants a full hearing, the student will appear before it to present all evidence relevant to her or his case. The convener will also invite the instructor to appear and present any evidence in support of her or his grade decision. The committee may ask questions of either or both and will hold its deliberations in executive session after hearing the case. The dean, the department chair, the faculty member and the student will receive prompt written notification of the committee's findings. The committee's decision is binding. If the committee supports the student's appeal, the instructor will be required to re-evaluate the student according to a specific method. The method of reevaluation will depend on the circumstances of the appeal. Re-evaluation will not be used in a punitive manner toward the student. The student has 14 calendar days to inform the instructor, department chair, and convener in writing whether she or he consents to the proposed method of re-evaluation

# Appalachian PEA Instructor Information

(which must be completed within the semester of the finding). Should the student not consent to the proposed method of re-evaluation, the instructor, chair, and committee will mutually agree on a method of recalculating the appealed grade. In either case, the resulting grade is final and may not be appealed.

## **Human Resources.**

Located Off-Campus. 330 University Hall Drive in the Human Resources Building (on the right before University Hall). University Hall Drive is the first left on Blowing Rock road after Staples.

## **Housekeeping.**

Housekeeping sets up the Volleyball and Badminton nets in Varsity Gym, SRC and Quinn Center. They should be emailed the Schedule Matrix of courses prior to each semester. Joshua Reese in the VG equipment room also communicates with the housekeeping staff daily to communicate PE needs.

Debbie Carriere-262-4048

[carriedm@appstate.edu](mailto:carriedm@appstate.edu)

Randy Combs-262-4048

[combsrh@appstate.edu](mailto:combsrh@appstate.edu)

## **ID Cards.**

Located in Trivette Hall behind the duck pond 828-262-6141. You can get your ID card made after you fill out the HR paperwork and are issued a Banner ID #. HR may give you the form, or fill it out at the ID center.

If you teach courses in the SRC or Quinn Center you MUST have an ID card, AND it must have active campus recreation privileges. If you do not want to pay to belong to campus recreation, you can receive special permission to enter from the campus recreation director by contacting the PEA Director.

## **IDEA.**

IDEA Discipline Codes: <http://ideaedu.org/DisciplineCodes>

### **3105 Health and Physical Education/Fitness (PEA began using fall 2014)**

Health and Physical Education/Fitness, General  
Sports and Fitness Administration/Management  
Socio-Psychological Sports Studies

Adapted Phys. Education/Therapeutic Recreation  
Exercise Sci./Physiology & Movement Studies

### **1300 EDUCATION**

#### **1332 Physical Education/Health/Safety Education**

Health Teacher Education  
Physical Education Teaching and Coaching

Health Occupations Teacher Education

### **3100 PARKS, RECREATION, LEISURE, & FITNESS STUDIES**

3103 Parks, Recreation, Leisure, & Facilities Management

## **Injuries. See Drops or Emergencies**

## **Instructional Assistants.**

**PE Activity Program Additional Instructors Procedures**  
**Instructional Assistant (Team Teaching)**

# Appalachian PEA Instructor Information

Any person who is assisting the instructor of record teach a physical education course should be documented with the following procedures. *This includes instructors/assistants not paid.*

## Non Students

The procedures for hiring an assistant instructor is virtually identical to placing an Instructor of Record under contract. The assistant should contact the PEA Director and RMPE Office to complete the Dean's Recommendation/Contract paperwork. Dean's Rec will be submitted with \$0 (zero dollars) listed under "Proposed Salary." A contract will be issued to the employee, who will then finish HR paperwork, get an ASU ID Card, parking pass, etc.

## Students

Experienced students can be extremely effective as classroom assistants. Students can receive elective physical education course credit for assisting. Paperwork is available at the HCC front desk. You need the "Instructional Assistant Form" **AND** "Special Course Form". Contact the PEA director if you have questions. *The Special Course form is available electronically on the Registrar's website.*

The instructional assistance program is designed for students interested in participating, for academic credit, in supervised experiences in the instructional process on the University level through direct participation in classroom situations.

Students with junior or senior standing are eligible to participate in this program. An undergraduate student may include a maximum of 3 semester hours credit under the Instructional Assistance Program toward meeting graduation requirements.

## Procedures:

Instructional Assistance form and Special Course form required. Special Course form is electronic found on Registrar's page under Electronic Forms. <https://registrar.appstate.edu/resources/forms>

The faculty member keeps the Instructional Assistant Form (RMPE Dept). Special Course Form is signed by RMPE Chair, Student Services Area of CHS, who then send to Registrar, who will register the student. Note: the course is PE 3520 (NOT the PEA course # assisting with). The course title is "Instructional Assistant". Section can be left blank. Please list the part of term (first half/second half/full semester). List the meeting days/times for the course which the student will be assisting with.

## **ASU Catalog Description**

### **PE 3520. Instructional Assistance (1).F; S; SS.**

A supervised experience in the instructional process on the university level through direct participation in a classroom situation. Graded on an S/U basis. Prerequisite: junior or senior standing. May be repeated for a total credit of three semester hours. Approved contract required.

## **Instructor Hiring/Paperwork.** See Faculty Contracts

## **Information Technology Services.** See Technology Support Services

## **Learning Technology Services.**

### **Faculty Workshops/Training**

# Appalachian PEA Instructor Information

Faculty members can find workshop schedules, fill out a consultation request, and locate much other useful information at the LTS website <http://lts.appstate.edu/support>. The LTS helpline number is 266-4357.

If site appears in grey (H) it is not an active course. Under Administration, Settings, Availability, Make Course Available so that all teachers/students can view. Post to News (top right) this will send an email to all participants so that they can easily find the site.

## **Logo/QR Code.**

<http://rmpe.appstate.edu/faculty-staff/faculty-resources>

## **Mail.**

All RMPE faculty members have a mailbox in the Holmes Convocation Center. Please check it.

## **Maps.**

PDF or physical campus maps are available on the RMPE website or from the PEA Director.

## **Map-Works. See Student Referrals**

## **Media Services. See Computer Support Services**

## **Medical Withdrawal. See Dropping a Course**

## **Motor Pool. See Vehicle Reservations**

Motor Pool 262-3195

## **MultiMedia Carts.**

**Media** Internet capable computer (Explorer, MS Word, Excel...) and Printer  
DVD Player/VCR and Projector/Screen (QC has a screen/at SRC show it on the wall)

For more information contact the PEA Director or Josh Reese-262-3048

**Locations** Varsity Gym-Equipment Office  
Quinn Center-"Quinn Office" drinking fountains/wt rm-Key Box-3048  
SRC-behind front desk-key is in it

## **Office.**

A PE Activity Program instructor office is now located in Varsity Gym room 1A. This office contains a phone, several computers with internet access and a printer. Several tables are also available as open workspace. This space can be accessed at any time by PEA instructors using door code 2777\*.

## **Office Hours.**

Faculty Handbook 2014: Full time faculty should schedule 1.5 office hours for each 3cr course assigned.

## **Online Application.**

[Human Resource Services](#)

[www.jobs.appstate.edu](http://www.jobs.appstate.edu)



# Appalachian PEA Instructor Information

1. Click “Job Seekers” top left
2. Click “Employment” on left
3. Click “How to Apply” under Temp Employment
4. Click “www.jobs.appstate.edu
5. Click “Create Application” on top left

*Online application is NOT completed by instructors teaching activity courses*

## **Parking Pass.**

PT faculty receive a reduced rate on their parking pass based on how many classes they are teaching each semester. The parking office is at the front of the parking garage on River St. (828-262-2878). This instructor pass is good for gated and ungated lots.

## **Graduate Assistant Pass** (billed automatically to student’s account)

Access to Hill St, Greenwood, and Stadium lots. Available for graduate students teaching as adjuncts.

To receive a parking pass you should take your ID card and contract with you to the parking office. If you do not have your contract you can take a letter from the RMPE Department office. Instructors renew their pass in person each semester and must pay in advance for the entire semester.

## **Pay.**

ASU Faculty Pay Rate:	Doctorate/Terminal Degree	\$1,181 per semester hour
	Master’s Degree	\$1,063 per semester hour
	Bachelor’s Degree	\$945 per semester hour

*Pay increases are for advanced degrees in your teaching area.*

*Change Jan 1, 2017. Memo from Provost.*

Part-time instructors can elect to be paid by direct deposit. Fill out the Direct Deposit form in Human Resource Services, or from the HRS website, attach a voided check, and return to HRS-Kathy Hamby (262-6485).

[www.hrs.appstate.edu/forms/employment/checkdeposit.pdf](http://www.hrs.appstate.edu/forms/employment/checkdeposit.pdf)

Instructors who sign their contracts prior to the beginning of the semester are typically paid over the course of the whole semester. This is typically five (5) payments, usually 2 at the end of the first month, then 1 at the end of the next 3. Fall example: Two payments at the end of Sept, 1 at the end of Oct, 1 at the end of Nov, and 1 in the middle of Dec because of the holidays.

Instructors who are full-time employees in another area on campus are typically paid via a onetime pay form at the end of the semester. These employees will receive the total amount in the final pay period of the semester.

Employees who would like correspondence from HR (like your W2) mailed to their home address instead of the RMPE Department (HCC) mailbox should contact Cindy Harper in HRS (262-6487). Let Cindy know you would like to change your check distribution address so that payroll will send the check to your home. You can confirm that your address is correct on Appalnet, Self Service tab.

## **Summer Pay:**

Summer pay is considered “one time” pay, and is taxed at a different rate than “annualized” year round pay. This may result in your net pay to be significantly lower during times you are paid “one time.”

# Appalachian PEA Instructor Information

## **Pay Direct Deposit Information Online Using Employee Self Service**

Effective July 2010 payroll, all Appalachian employees currently on direct deposit and receiving paper stubs will now have the advantage of viewing their direct deposit info online using Employee Self Service. There are many benefits to receiving your direct deposit stub online. An electronic view of pay information provides timely, simultaneous delivery of pay data to all employees. This method offers the ability to view and print current as well as prior direct deposit stubs. Employees can preview or access current earnings info, including taxes, deductions, year-to-date totals and distribution of net pay, 3 days prior to each payday.

To view your direct deposit information online do the following:

- i) Login to Employee Self Service
- ii) Click Employee Tab
- iii) Pay Information
- iv) Pay Stubs
- v) Select Year
- vi) Click Display
- vii) Click Date Link for Desired Pay Stub

We also wish to remind University employees of the Direct Deposit requirement, which ensures timely deposits into your bank accounts on the morning of payday. Students should contact the Payroll Office to set up direct deposits, and all other employees should contact Human Resource Services to set up this service. If you have questions or concerns, please feel free to contact the Payroll Office at 6422.

## **Summer Pay**

This information is posted at <http://summersessions.appstate.edu/resources> under Academic Dept Resources. Lynette Orbovich, Ed.S. NCC Director, Office of Summer Sessions

## **Peer Review.**

Full-time PEA faculty should contact the assigned lead observer and chosen second observer early in the semester to choose an observation date during the end of the first 7 weeks or second 7 weeks (even if that date falls outside of the typical observation window). Information: RMPE Ustor cloud

One reviewer should be from the PEA Area. Review material should be included in the DPC portfolio.

## **Personal Information/Phone Contacts.**

PT PEA faculty contact information (email addresses) is listed on the RMPE website.

Doing a name search on the ASU homepage sometimes results in instructors' home or cell phone numbers. If this listed incorrectly, please contact the PEA Director or Anni Leashomb in Academic Affairs-262-8018.

## **Photos of Class.** See class photos

## **Policy Manual: Appalachian State University.**

<http://policy.appstate.edu/>

Office of General Counsel has begun developing a more user-friendly numbering system and format that may be easily cited; organize policies, procedures and related materials under a table of contents according to subject matter; and make the manual more comprehensive by including university policies that have not been published in the Resource Manual. The result is a new Appalachian State University Policy Manual that includes all content from the existing Resource Manual and new entries of existing policies related to Academic Affairs, Athletics, Information Technology and Students. The new policy manual has been published at <http://policy.appstate.edu/>.

# Appalachian PEA Instructor Information

Users will quickly see that the Policy Manual is a work in progress. The Office of General Counsel invites your questions, comments and suggestions for improvements as we move forward with maintenance and continual updating of the manual. We stand ready to assist colleges, departments and other units in development and publication of policies that are required for accreditation or otherwise needed for appropriate governance of the institution and daily operations. Anyone who wishes to propose revision of an existing policy or adoption of a new policy should review the Policy on Policies and the accompanying template. Please send email questions and comments to [deaskc@appstate.edu](mailto:deaskc@appstate.edu) or call 828.262.2751 for assistance. Dayton Cole, General Counsel.

## **Programs of Study.**

Formerly “Check sheets” look up any major or minor.

<http://programsofstudy.appstate.edu/>

<http://healthsciences.appstate.edu/students/student-services-center/checksheets>

## **QR Codes.**

<https://app.qr-code-generator.com/>

## **Recreation Management and Physical Education Department.**

<http://rmpe.appstate.edu/>

## **Religious Observances.** See Syllabus Policy Statements

## **Repeats.** See also Audits

Students are only allowed 4 career repeats at ASU.

### **When repeating a course students will receive an email**

*Dear student,*

*Our records indicate that you are currently enrolled in a course for which you have (previously earned credit OR attempted OR transferred equivalent) at Appalachian. The repeated course information is listed below.*

*PE 1754 WEIGHT TRAINING Fall 2014*

*Unless you drop the course(s), the following will apply once the final grade is posted:*

- The earned hours for the initial attempt of the course will be removed from your record.*
- The grade in the initial attempt will be automatically processed for Grade Forgiveness (i.e., excluded from your GPA) for a maximum of 4 courses during your academic career at App.*
- The grades for all attempts of the course will remain on your transcript.*

*The courses that will be automatically processed for Grade Forgiveness are listed below.*

*PE 1754 WEIGHT TRAINING Fall 2014*

*If you DO NOT want to have Grade Forgiveness processed for one or more of these courses, you must submit the Grade Forgiveness Exception Form (found at: [registrar.appstate.edu](http://registrar.appstate.edu)) to the Registrar's Office in room 109 of John Thomas Hall, no later than the end of the Drop/Add Period for the term in which you are repeating the course.*

*Note: The course that has been automatically selected for Grade Forgiveness may change based on any adjustments you make to your schedule. If you have questions, please contact the Records Area of the Registrar's Office at 262-2051.*

# Appalachian PEA Instructor Information

## **Risk Management Plan.**

A Risk Management Plan should accompany all courses traveling more than 1 hour from definitive care. See the “Emergency” section of this manual for contacts. Email the completed form to the PEA Director prior to your trip. Templates are available from the Director.

### **The plan should include**

Course	Instructors/Risk Manager(s) Name and Phone
Date(s)	Specific Location(s)
Itinerary	Driving Directions
Emergency Phone Numbers	ASU Administrators Phone Numbers
List of Students	Medical History Form/Signed Acknowledgement of Risk

## **Risk Managers.**

In outdoor activities courses that require students to be more than 1 hour from definitive medical care, at least one University Employee with Wilderness First Responder (or above) training must be present. This employee can be the Instructor of Record or “Risk Manager”.

### **Supervision Requirements for Off-Campus Class-Related Educational Experiences (Effective: Fall 2012)**

#### **Industry standards should be followed at all times. In addition:**

##### **A. Outdoor Adventure Activities within One Hour of Definitive Care:**

Require supervision by an ASU employee. First Aid Kit required.

##### **B. Outdoor Adventure Activities More than One Hour from Definitive Care:**

1. Require two ASU employees OR 1 ASU employee and a contracted professional(s)
2. One leader must hold a current CPR certification and a current medical training license/certification at the Wilderness First Responder or higher level (i.e. EMT/Paramedic/Physician). First Aid Kit req.

**Risk Manager Job Description/Function:** This Appalachian employee assists the course instructor with risk management during a trip that takes students to an off-campus location which is more than one hour from definitive care. Duties may include helping the instructor/trip leader identify potential risks, analyze them, and take precautionary steps to reduce the risk of injury when possible. Duties may also include providing medical care during an emergency or accident.

**Risk Manager Qualifications:** Minimum Qualifications—Knowledge of CPR and first aid techniques.\*

**\*Preferred Qualifications:** Wilderness First Responder or higher certification (i.e. EMT, Paramedic).

Risk Managers must be approved by the RMPE Department each semester, even if the risk manager worked during the previous semester. Contact the RMPE office, 262-3149 each semester to renew your paper work as an approved “Risk Manager”. Risk Manager paper work must be completed at least 2 weeks prior to the “trip”. This paperwork includes a background check and an I-9 form which requires several forms of identification. Call the RMPE office prior to your visit to ensure you have the required documents (262-3149).

### **Risk Managers/Temporary Employees Procedures**

Risk managers who are not current ASU students are categorized as “Non Student Temp” employees.

1. Background Check required
2. Online Application: See “Online Application” Stephanie Gregg, at 262-7872/employment@appstate.edu

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3. I-9 Forms: Completed in the RMPE office 262-3149. Call ahead to ensure you bring the appropriate paperwork with you to the department office. Usually Driver's License, SS Card, Birth Cert.

## **Risk Manager Pay**

Beginning fall 2014 risk managers will now be paid for UP TO 16 hours per day on a day they spend the night. The max for a day trip is 8 hours. Risk managers must fill out a timesheet online AND submit a paper timesheet to the RMPE Department.

Risk Managers who have not completed the required ASU paperwork PRIOR to working will NOT be paid. It is the course instructor's responsibility to ensure the Risk Manager has completed the paperwork. In addition, failure to turn in timesheets in a timely manner may also result in non-payment.

Risk Managers must submit signed timesheets to the RMPE Office. Emailing timesheets is NOT appropriate.

## Fill out paper version:

1. Name
2. Hours in row "X\_R"
3. Sign it/return it

For work 1<sup>st</sup>-15<sup>th</sup> of month-due by 5pm on 15<sup>th</sup> or first working day if trip lasts through weekend.

For work 16<sup>th</sup>-end of month-due by last day of the month or first working day if trip lasts through weekend

REMEMBER: You have to fill out the timesheet online AND hand in a signed printed copy.

Your supervisor must sign your paper timesheet.

## Risk Manager Email



Risk Managers  
Email 2016.docx

## **Roster**. See also **Class Roster** or **Waitlist**

1. Click on "Appalnet" at top right [App State website](#)
2. Log In with Username and password on your left.  
New usernames are sent to department mailbox (\*see "Email" in this manual for more info)
3. Click on "Self Service" tab on top left.
4. Click on "Faculty Services" at top center of page
5. Click on "Summary Class List/Class Photos..." -from here you can email students

If you have problems viewing/printing, try this way:

1. Click on "My ASU" on top right
2. Click "Web Self Service" on center right
3. Click "Web Self Service Log in Page" on center right
4. Log In then click "Faculty Services" top center
5. "Class Photos" link on left

## **S Drive**. See **Classdat**

# Appalachian PEA Instructor Information

## **Schedule.**

1. [www.registrar.appstate.edu/](http://www.registrar.appstate.edu/) OR go to homepage and click A-Z Index at top right
2. Click “Search Classes by Term” in the center of page
3. Select Semester and Year
4. Select Subject=Physical Education; Do not change other fields-brings up entire PE schedule.

## **Schedule Build**

Due Dates for Building Schedule: <http://www.registrar.appstate.edu/schedules/coursetermfile.html>

## **Irregular Meeting Dates**

Courses meeting outside of regular semester dates (ex. winter break) must fill out: *Academic Course Meeting Dates Exception form* and email it to the director prior to the start of the semester. Submit with schedule in semester prior. <http://www.registrar.appstate.edu/eforms/index.html>

## **Student Conduct Code.** See also **Academic Integrity**

[www.studentconduct.appstate.edu](http://www.studentconduct.appstate.edu)

## **Student Development Travel Form.** See **Travel**

## **Student Referrals.** See also **Counseling Services/Early Intervention Team**

### **MAP-Works**

MAP-Works allows us to identify concerns about students who are having mild transitional issues, and provide timely and targeted support to them.

Instructors say they use MW to

- learn more about areas in which students are struggling,
- help students link their behaviors and habits to their academic outcomes,
- create central referrals so student with academic or mild transitional needs can receive assistance from the appropriate support office(s) on campus, and
- send emails of recognition or kudos to students who are working especially hard or going the extra mile

If you instruct first-year students (freshmen or transfer), you already have access to MAP-Works. To access your MW account, go to [map-works.appstate.edu](http://map-works.appstate.edu) and use your App credentials to log in. Start by going to the “Student Tracking” tab. A number of functions can be completed from this page by clicking on any student’s name and selecting your desired function from the drop down menu.

Selecting the "Activity" button from the drop down menu mentioned above, choose “View All Activity.” From this screen you can

- email student and their instructors with accolades or kudos for exemplary effort or performance
- enter concerns/referrals to others on campus (Central referrals sent to MAP-Works Coordinator)

By choosing the “Dashboard” option from the same drop down menu, you can learn a lot about your students’ transition to University life. Feel free to explore the program and click around. It’s both intuitive and informative. A User’s Guide, along with information on how others are utilizing MAP-Works at Appalachian,

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can be found at [www.map-works.appstate.edu](http://www.map-works.appstate.edu) under the “Faculty/Staff” tab. There are also faculty mentors available to train and guide you through the process.

If you have questions or would like to schedule a training for your department or office, feel free to contact the MAP-Works Coordinator, Belinda Ballew at [ballewbm@appstate.edu](mailto:ballewbm@appstate.edu). Individual sessions are available if you would like to have someone walk you through the use of any feature within MW.

## **Student Union.**

Room reservations (Ski Registration)      David Tye 262-3032

## **Survey Monkey.**

[surveymonkey.com/](http://surveymonkey.com/)      hles\_faculty (username)      hles\_research (password)

## **Syllabus.**

The PEA activity course syllabus template is reviewed and modified periodically. Please check carefully to ensure you are using the current version.

The syllabus should be emailed to your students prior to the beginning date of your course and hard copies brought to them on the first day of class unless you are using AsULearn to deliver content.

## **Syllabus Elements**

### **1. Written Exam**

This should measure the knowledge you think is important to participate in the activity.

Modify your syllabus template to reflect the type of exam you are administering.

Providing students 1-2 pages of printed notes will improve their knowledge, understanding, and grades.

### **2. Fitness Tests. See also Fitnessgram**

Fitnessgram will be used whenever possible, other tests can supplement these assessments.

Students will use the fitness test scores to set goals. Test scores/goals are included in journal/log.

### **3. Skill Assessments**

Choose 2-5 skills you think are most important to assess. Keep it simple.

Using stations may be an effective/quick method for assessing skills.

Practice assessing the skills throughout the course (formative).

Complete a final assessment near the end of course for a grade (summative).

Skills can be assessed during game/activity over a several week period for authentic assessment

### **4. Personal/Social Responsibility**

Use the Responsibility Assessment Tool scale on the syllabus as a guide.

Record student’s behaviors in the class record book when relevant.

### **5. Journal/Log**

Use the Journal/Log assessment tool example provided, or make your own.

The journal must include fitness goals and fitness test scores.

### **6. Wellness Literacy**

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Every student in the class must complete three Wellness Literacy Modules. This is a class requirement and is part of the student's grade. Any student who does not complete and pass the WL Modules fails the course.

## 7. Record of Attendance

Record when students are present/absent, and when they are late in the class record book.

Faculty should consider requiring prior notice of an absence if he/she allows students to make up points.

## 8. Late Work Policy

Modify this section to describe your policy. Be cautious about giving students 0 points.

## 9. Medical/Disability Form

Only students who have a medical concern need to fill out this form. Instructor should use information to modified activities when possible to reduce further injury.

In cases of serious disability/condition inform the PEA Director.

Courses more than 1 hour from definitive care should use more in depth medical forms.

## Syllabus Policy and Statements.

Appalachian Course Syllabi Policies and Statements: <http://academicaffairs.appstate.edu/syllabi>

### **Academic Integrity Code.**

Students shall agree to abide by the AIC when submitting admission application.

### **Accommodations for Students with Disabilities.**

The Americans with Disabilities Act requires that we make reasonable accommodations for students with documented disabilities. It is important for faculty members to understand what we are and are not obliged to do when providing accommodations for students, so please familiarize yourself with the ODS web site and contact the office if you have questions about a request for accommodation. Please respect students' rights to confidentiality and privacy when discussing disability accommodations with them. If you have questions, please contact Maranda Maxey, Director of the Office of Disability Services, at ext 3056 or maxeymr@appstate.edu.

**ONLY students with a medical condition/injury need to fill out the Medical/Disability Form. Instructors should keep a copy of this document with them while teaching class. Form is available on RMPE website.**

### **Attendance Policy. See also Attendance Policy**

It is the policy of App State that class attendance is an important part of a student's educational experience. Students are expected to attend every meeting of their classes and are responsible for class attendance.

### **Statement on Student Engagement with Courses.**

In practical terms, students should expect to spend two to three hours of studying for every hour of class time.

## Technology Support Services.

Department IT support: <http://support.appstate.edu/>

Charles Davis 262-7925 Brent Pope 262-6050 Pamela Graham 262-7926

Teaching Tech Support (AsULearn) Derek Eggers 828-262-3041 [eggardsc@appstate.edu](mailto:eggardsc@appstate.edu)

The most effective way to get help is to fill out a Support Service request form; list HCC 16 as the location, IT will email or call you usually help within the same day. "Submit a Support Ticket"



# Appalachian PEA Instructor Information

## Help Desk (Anne Belk Hall)

Answers Basic Computer Program “How To” Questions: 828-262-6266

Mon-Fri 8:00am-5:00pm While classes are in session

Mon-Th 5:00pm-11:00pm Use option #4 after 5pm

## Technology Application and Service Catalog - Academic Services Technology Portfolio

support.appstate.edu/service-categories (1022 Anne Belk Hall).

Monday-Thursday 8am to 9pm Sunday: 1pm to 9pm

Friday 8am to 5pm Saturday: Closed

Faculty, staff, and students source for their technology needs. Media equipment-video/cameras, iPads, laptops, projectors, etc. are available for checkout to faculty, staff, and students. APP ID required to check out equipt.

*Computer programs (Windows, MS Word, Excel...) are also available at little or no cost (around \$15).*

CSC will also assist with wireless and wired internet connections, warranties, troubleshooting general computer problems, virus and spyware removal, data migration from one computer to another, operating system and software installations, computer hardware troubleshooting, technology consulting.

**Temporary Employees.** See Risk Managers

**Trailers.** See Equipment

**Transfer Students.**

Transfer Services Office <http://transferservices.appstate.edu/>

**Transfer Students with PE ACTV Credit \*See also Wellness Literacy Transfer Students**

Each semester new transfer students who transfer in PE activity coursework receive an email explaining the process of completing the Wellness Literacy modules in order for their PE activity coursework to count as ASU General Education Wellness Literacy credit. Students complete the modules, and email the PEA Director, who modifies the students Banner File. All PE activity courses transfer in as “PE ACTV”. Melissa Hicks (3135) sends the emails 2 weeks into the semester.

**Travel Authorization.**

Anytime a course requires student travel off campus a Travel Authorization Form should be completed even if an ASU vehicle is not being used. **Travel Authorizations Forms are completed by the PEA Director for all PEA courses off campus.** The type of van being used should be listed (Motor Pool, RMPE, UREC...). List the budget code even if not requesting a motor pool van.

Travel Authorization Forms (Vehicle Requests) must be completed 2 MONTHS or more before the schedule trip. Typically the form is completed before the end of the prior semester.

\$ .48 per mile-Mini Van

\$ .55 per mile 12 Passenger Van

\$28 per day min

**Travel-Student Development Form.**

**Form is completed by instructor when students are traveling outside of Boone and staying Overnight.**

# Appalachian PEA Instructor Information

At the beginning of the course (prior to the trip) instructors will fill out the Student Development Student Travel Form listing the participants going on the trip. Beginning in Spring 2013 this form is filled out online by the instructor. The instructor does not have to send a copy to the PEA Director or RMPE Dept.

Student Development uses this information in the case of an emergency.

1. <http://studentdev.appstate.edu/about-student-travel>
2. Click Access the Online Student Travel Form (Note: ASU login is required)
3. Log In, you may have to click "Access the Online Student Travel Form" again after you log in
  - A. Title: Course Name/Number/Section (Ex. Canoeing PE 1724-111)
  - B. Department Sponsor: Recreation Management & Physical Education
  - C. Secondary Contact: Edgar Peck Banner ID: 900432414

## **Travel-Professional.**

**Professional Travel Outside of Class: In depth information is available on the RMPE website**

State vehicles are available for business travel. For current information see the RMPE Administrative Assistant. If you have specific questions regarding the new IRS mileage rate, contact the Controller's office at 262-2110.

For reimbursements, if something for the trip was purchased with the pcard (flight, registration, etc), note below the itemized charges at the bottom of the form what things were purchased with pcard. You will include the cost of the items in the reimbursement, but add a "Deduct" column that totals all your pcard purchases under the "Total Expenses" amount in the top right box. You also must note if someone else paid for something (for instance, if you rode with someone and they are claiming the mileage for the trip on their reimbursement form, note that at the bottom of your form) Basically, they want your reimbursement form to be a total picture of all of your trip expenses - not just what you are being reimbursed for. Someone not familiar with your travel should be able to pick up your reimbursement form and tell exactly how everything was paid for without having to look at any other form.

Finally, all receipts turned in with reimbursement need "proof of payment". This means that they must:

Have a 0 balance

Have your name on the receipt if applicable (such as a hotel receipt)

Have the last 4 digits of your credit/debit card listed (XXXXX1234)

If the receipt does not have your name or your credit/debit card number listed, then you must attached a bank/credit statement showing the charge to your card.

## **Professional Travel Procedures:**

<http://rmpe.appstate.edu/faculty-staff/travel-transportation>

1. Complete Travel Authorization more than 2 weeks prior to trip
2. Upon Return complete Travel Reimbursement form

## **University Recreation Facilities.**

Instructors may join the University Recreation Centers for a fee (\$20). This gives instructors the right to use UREC facilities anytime they are open. You can bring a guest for a \$5 fee.

*Instructors wishing to use the UREC Facilities must fill out a Membership form each semester at the Student Rec Center or ID Center. Instructors who teach in these facilities, but do not want to join UREC should contact the PEA Director prior to the start of the semester to be added to the sign in list.*

# Appalachian PEA Instructor Information

## **RMPE Courses Utilizing UREC Facilities**

Facilities requests should be added to the schedule matrix instead of completing the UREC Facilities Request Form. Contact Edgar Peck to be added to the Scheduling Matrix.

UREC Facilities Request: (Requests for PEA submitted via Schedule Matrix by PEA Director)

1. <http://urec.appstate.edu>
2. Click "Facilities" on left
3. Read the policies carefully and fill out

## **USTOR/ASU Cloud. See Computer Access**

## **Vehicle/Van Reservations. See also Travel**

Driver's License must be on file in RMPE office. New drivers form will be submitted by the department. This process may involve a driving record check, online exam, and in person driving test with the ASU motor pool.

*Motor Pool and RMPE Vehicle Requests are completed online by the Director for all PEA courses.*

Motor Pool Phone: 828-262-3195

Motor Pool Hours: 7:30am-4:00pm

**Please present Driver's License and App Card of ALL DRIVER'S of the vehicle(s) at time of PICK UP. Pick Up IS FROM 7:30 am TO 4:00 pm Monday thru Friday**

**Cancellations should be done within 24 hours via EMAIL or PHONE CALL or the dept. will be charged**

Beginning July 1, 2013 there is be a new online request form for the rental of Motor Pool vehicles. The instructor and the person submitting the form will receive an email confirming the reservation or denial. Vehicle requests need to be completed in the semester prior to ensure a vehicle will be available. If no 12 passenger vans are available, there are often mini vans available or contact UREC, or a dept. with a van.

<http://aim.appstate.edu/motorpool/>

Note: By using this new form you will not have to submit a separate Travel Authorization to the Motor Pool; however, your approved Travel Authorization still needs to be filed in your department and available upon request. Information: Tam Benkosky at benkoskytt@appstate.edu or 262-3190 x115.

If the faculty member does not appear in the drop down menu in the online MP request Tam Benkosky can add the instructor to allow submission of vehicle request. The faculty member will be automatically removed from the system after 24 hours, but should be permanently added automatically after the contract begins.

Vehicle keys can only be picked up M-F 7am-4pm. If your trip is on a Saturday OR Sunday, you need to pick the van keys up on Friday 7am-4pm, not on Saturday or Sunday. It is ok to leave the van parked at the motor pool, but pick up the keys. To drop off the vehicle, park it-return keys to drop box on the maintenance building at far end of motor pool.

## **Trailers**

Box trailers and boat trailers are available. Check the keys out from the PEA Director. There are only

# Appalachian PEA Instructor Information

3 vans with trailer hitches at the motor pool. To ensure your van has a trailer hitch you need to write it in on the Travel Authorization/Vehicle Request form and call to confirm the week prior. Lock combo: 2777/APPS

University personnel are prohibited from operating a 15-passenger van outside the Town of Boone with more than **11 occupants** (10 passengers and 1 driver). Carrying of cargo on the van roof is prohibited at all times. University personnel may operate a 15-passenger van with 15 occupants (14 passengers and 1 driver) within the Town of Boone. The 15 passenger van policies apply to any van, not only ASU owned vehicles.

Minivan	maximum occupancy	7 total (6 passengers and driver)
12 passenger vans	maximum occupancy	12 total (11 passengers and driver)
15 passenger vans	maximum occupancy	11 total (10 passengers + driver)

## ASU Drivers Training process (recommended):

Multi Passenger Van Program Manager-Debbie Trivette

1. Dept. Supervisor/driver must complete the Driver Approval/Driver Record Check Form.
2. Dept. Supervisor sends the completed form to EHS/EM (Bus. Affairs-State Farm).
3. Driver must review Environmental Safety online material and complete the online exam.  
<http://safety.appstate.edu/>  
Transportation Safety--Multi Passenger Vans--MPV Safety Awareness Course
4. Supervisor will be notified when online course has been completed.
5. Driver must complete in person driving test with Motor Pool personnel (Teresa Hollars-262-3195).
6. Driver's License remains on file with the dept. and motor pool.

## RMPE Van-Truck-Trailer-Canoe Reservations (Google Calendar)

The Vehicle Matrix for the RMPE department reservations is completed by the PEA Director and distributed. ALL vehicle/trailer reservations for PEA courses are completed by the PEA Director please make your requests through the director.

- RMPE Van/Truck Reservations can be made on the RMPE website (Google Calendar)
- Review travel procedures on the RMPE website prior to making a reservation request or using the vehicle
- Log your trips on the clipboard in the truck/van. Note and report any damage
- Clean the vehicle when you are finished
- Van will be parked in the HCC lot or Hill St. lot

## Waitlist.

If a student in the course drops, before DROP/ADD period is over the system notifies the first wait list student by email. He/she then has 18 hours to register. If that student does not, the system then notifies the next student on the list. If 2 students drop, 2 are notified. This is automatic and the instructor does not need to monitor it. Instructors should recheck the class roster after the drop/add period to see recent changes.

### To see the students enrolled on the waitlist:

Appalnet-Faculty Services-Detailed Faculty Schedule- Click blue "Waitlist" below "Enrollment Counts"

Banner Screens (Waitlist history, notifications sent/expiration, etc)

SFAWLPR

SFIWLNT

# Appalachian PEA Instructor Information

## Wellness Literacy General Education.

ASU students are required to take 2 credits of Wellness Literacy as part of the “General Education” curriculum.

The following Physical Education courses hold the Gen Ed. Wellness Literacy Attribute

PE 1530-1545

PE 1546-1549 (beginning fall 2015)

PE 1700-1877

## Wellness Literacy Online Modules.

### Wellness Literacy Learning Modules (Kendall Hunt-Great River Technologies)

<http://www.grtep.com>

Further, **any** student enrolled in a physical education activity course must complete/pass (80%) three Wellness Literacy Modules. This is a course requirement that is a part of every student’s grade. This applies even if the student has already completed the ASU General Education Wellness Literacy Requirements in another course.

Once a student has completed all six modules, they will not be required to repeat any module regardless of how many physical education activity courses they take.

Failure to complete three modules while enrolled in any activity course will result in a grade of “F”. If the student has already completed all six modules they can simply turn in the Progress Report.


**All students must complete and document completion of 3 modules to pass any PE activity course.**

Transfer students are required to complete 3 modules for each PE ACTV course they transfer into ASU.

### **Personal Discovery Assessment**

Module	Estimate Time to Complete Module PDA
Module 1 & 4: Wellness 101	30-60 Minutes
Module 2: Fitness Management	7+ Days
Module 3: Nutrition Management	7+ Days
Module 5: Weight Management	30-60 Minutes
Module 6: Stress Management	5+ Days

### **Logging In: New website summer 2015**

1. Log in-username has changed to your AppState email address
2. Under Online Publications-Click the “play”  button next to Appalachian State
3. You should see tab options for Wellness Modules/Activity Modules/Author Profiles/Progress Report.
4. The Progress Report tab includes options to search or download a PDF of your report.

**Help Line 1-800-344-9051**

[websupport@greatrivertech.net](mailto:websupport@greatrivertech.net)

If no response within 48hrs the faculty member or student should email the PEA Director.

Encourage students with problems to contact the web support so they can fix those issues as they arise.

### **Kendall-Hunt Contact Information (PEA Faculty ONLY)**

Connor Schreck

1-800-247-3458 ext. 1111

[cschreck@kendallhunt.com](mailto:cschreck@kendallhunt.com)

Kati Benzer

563-589-1249

[KBenzer@greatriverlearning.com](mailto:KBenzer@greatriverlearning.com)

Tech Support

# Appalachian PEA Instructor Information

When emailing Kendall-Hunt please CC the PEA Director, Scott Townsend (townsndjs@appstate.edu), and Derek Mohr (mohrdj@appstate.edu).

## **Wellness Literacy Transfer Students.**

Any student transferring PE ACTV (PE activity courses) from another institution must complete 3 modules for each transfer course in order for that course to count for General Education Wellness Literacy. Students who transfer in 2+ courses should complete all 6 modules.

Transfer students receive a standardized email from the PEA Director, sent by Melissa Hicks in the Registrar's Office a week after the semester has begun. Director must contact Melissa to request email be sent each semester. Once modules are complete the student must email the PEA Director with their ASU ID# to have their file adjusted to show Gen Ed WL credit.

## **Wireless Access.**

1. Turn wireless switch on laptop off-usually on left side computer
2. Turn on computer and sign in
3. Turn wireless switch on laptop on
4. Wait a few minutes you should see the network connection icon (bottom right of screen) turn yellow ball, then blue ball, then connected bars appear when connection is made
5. If connection is not automatic, the network connection icon should have a yellow !
6. Click "create new connection" on left under "Network tasks"
6. It should say welcome to new connection wizard
7. Click "wireless networks in range"
8. Select network by clicking on it, then click "connect"

# Appalachian PEA Instructor Information

## **Excerpts: Appalachian State Employee Manual.**

<http://facultyhandbook.appstate.edu/>

See also “Policy Manual”

The faculty handbook is currently under review (some material may be inaccurate)

### **4.4 Part-Time Faculty**

**4.4.1** See Appendix C (*The University of North Carolina Policy Manual*, section 400.3.1.1) concerning required discussions relating to the primacy of teaching.

#### **4.4.2 Definition and Titles**

**4.4.2.1** A part-time faculty member is defined as a person with a faculty appointment and whose workload is less than 12 semester credit hours or the equivalent per semester.

**4.4.2.2** Appointments may be made to fixed-term faculty ranks with title designations including, but not limited to, "lecturer," "artist-in-residence," "practitioner-in-residence," "writer-in-residence," and any of the faculty rank designations provided in sections 3.4.2.4 through 3.4.2.7 with the prefix-qualifier "adjunct," "clinical," or "research," under the conditions and with the incidents herein provided. Such an appointment characterized by any of the foregoing title designations is appropriate for one who has unusual qualifications for teaching, research, academic administration, or public service but for whom neither the professorial ranks nor the instructor rank is appropriate because of the limited duration of the mission for which the appointment is made, or because of concern for continued availability of special funding for the position, or for other valid institutional reasons (see section 3.4.2.8).

**4.4.2.3** Titles under which part-time faculty are appointed can be found in section 3.4.2.8. The vast majority of part-time faculty are appointed at the rank of lecturer or adjunct instructor.

#### **4.4.3 Terms of Contracts**

**4.4.3.1** The terms and conditions of each appointment to a part-time faculty *Faculty Handbook* – Chapter IV – 09/18/09 – Page 74 position shall be set forth in a written contract. A copy of the contract, including rank, salary (when possible), and contract date, signed by the Chancellor or the Chancellor’s delegate, shall be delivered to the faculty member. Contracts for part-time faculty are for fixed terms and may range from one semester to five years. Any special terms and conditions shall be clearly stated in the contract. The chair or dean who recommends the appointment shall be responsible for initiating the inclusions of special terms and conditions in contracts.

**4.4.3.2** Initial appointments may be for a fixed term of up to three years. Subsequent appointments to fixed terms of from one to five years' duration may be made either in direct succession or at intervals. Each shall be considered an initial appointment. This institution shall not be obliged to give any notice before a current term expires as to whether appointment will be offered for a succeeding term (see section 3.4.2.8).

**4.4.3.3** Part-time faculty will share with full-time faculty all rights guaranteed under the concept of academic freedom and all responsibilities as defined in section 3.3, entitled “Academic Freedom and Responsibility of Faculty.”

## Appalachian PEA Instructor Information

**4.4.3.4** Part-time faculty teaching more than six (6) hours per semester have the right to hold faculty offices and to vote in general faculty meetings, meetings of departmental and college/school committees on which they serve, and faculty elections, with the exception of election of members to departmental personnel committees, as stated in Article II, Section 2. and Section 3. of the Faculty Constitution.

**4.4.3.5** During the period of their employment, part-time faculty shall have full access to benefits of the dispute resolution processes outlined in section 3.9 of this *Faculty Handbook*.

### **4.4.4 Benefits**

The policy of the State of North Carolina is such that part-time faculty must have a workload of nine hours or the equivalent per semester and have a contract for an academic year in order to be eligible for benefits (see Chapter VIII). Part-time faculty with a contract of shorter duration are not eligible for such benefits as health coverage, disability salary continuation plan, group life and other insurance plans (see Chapter VIII).

### **4.4.5 Services**

**4.4.5.1** Part-time faculty are eligible for the following services listed in Chapter VIII, sections 8.6, 8.7 and 8.8: Auxiliary Services, University Bookstore, AppCard Office, Food Services, Controller, and Administrative Services. Part-time faculty are also eligible for all services provided by the State Employees Credit Union.

**4.4.5.2** Current part-time students, faculty, instructors, adjunct faculty, staff and temporary employees are allowed to use recreational facilities. Their dependents and spouses are NOT eligible to use the recreational facilities and to obtain an Appalachian State University ID card. *Faculty Handbook* – Chapter IV – 09/18/09 – Page 75 (typo)

### **4.4.6 Salary Checks**

Part-time faculty salaries are paid in accordance with the schedule outlined in the employment offer contingent upon the completion of all appropriate forms and documents.

### **4.4.8 Parking**

**4.4.8.1** Part-time faculty are eligible to receive a campus parking permit. Vehicle registration fees may be payroll deducted. For a copy of the *Appalachian State University Parking and Traffic Regulations*, go to: <http://www.parking.appstate.edu>.

**4.4.8.2** Faculty with semester contracts will also have the option for payroll deduction. This deduction will be taken out in three installments for semester or year permits (no refunds). To be eligible for payroll deduction a faculty member must obtain a form from the appropriate dean and bring it to the University Parking and Traffic Department to fill out the necessary paperwork.

## **5.7 Student Discipline**

Members of the faculty should report general disorderly behavior and student misconduct to the Director of Student Judicial Affairs in the Office of Student Conduct. Students should report similar cases to the Director of Student Judicial Affairs.

Procedures for dealing with general student disciplinary matters are addressed in the Appalachian State University Code of Student Conduct. Procedures for dealing with cases of academic misconduct (such as cheating, plagiarism or fabrication of data, etc.) are addressed in *Faculty Handbook* – Chapter V – 09/18/09 – Page 106



# Appalachian PEA Instructor Information

For additional information regarding student discipline, refer to the publication, *Responding to Disruptive or Inappropriate Student Behaviors: General Tips and Guidelines for University Personnel* which is available from the Office of Student Development at <http://www.studentdev.appstate.edu>.

Appalachian State University's Academic Integrity Code which is available at [www.academicaffairs.appstate.edu/resources/integrity/](http://www.academicaffairs.appstate.edu/resources/integrity/).

In cases of student misconduct in the classroom, laboratory, or other class setting, the instructor may immediately require the student in question to leave the classroom and at the close of class, the instructor should notify the Director of Student Judicial Affairs in the Office of Student Conduct. The instructor has the right to temporarily exclude a student from a class for disruptive behavior until the situation is dealt with and resolved in a timely manner. If the instructor plans to initiate disciplinary proceedings against the student, the instructor will submit, in writing, a statement of fact regarding the incident. Members of the faculty may choose to contact the Appalachian State University Police Department in cases of student misconduct when students are disruptive or disorderly. Appalachian State University's Academic Integrity Code sets forth the standards of academic integrity at Appalachian State University and describes attendant responsibilities for faculty and students.

## **5.13 Final Grades**

### **5.13.1 Reporting Final Grades**

Final semester grades are reported to the Registrar's Office no later than 1:00 P.M. on the day following the Faculty Grading period. At the end of each semester, the student's grades are available via AppalNET or from the Telephone Registration System. (Note, however, that North Carolina law prohibits the release of grades, transcripts or diplomas to students with unpaid accounts.)

Faculty members who cannot meet the final grade submission deadline should contact the Registrar's Office for an extension of time for reporting grades.

### **5.13.3 Final Grade Appeal Procedure**

**5.13.3.1** Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member which is professionally acceptable, communicated to everyone in the class, and applied to all students equally. Prejudiced, arbitrary, or capricious academic evaluation by a faculty member, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

### **5.13.3.2 Steps to take in final grade appeal**

(a) Any student who contests a course final grade shall first attempt to resolve the matter with the instructor. The student must explain her or his position to the instructor and *Faculty Handbook* – Chapter V – 09/18//09 – Page 110 attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner. If the student fails to reach a satisfactory solution in consultation with the instructor, the student must present the appeal in writing (using the Grade Appeal Form) to the chair of the department in which the contested grade was awarded. [A copy of the Grade Appeal Form is available in Appendix E of this *Faculty Handbook* and at <http://www.academicaffairs.appstate.edu/resources/>.]

(b) **The student must file the written appeal with the departmental chair within 14 calendar days after consulting with the instructor.** The statement must be specific and concise and limit itself to citations of

## Appalachian PEA Instructor Information

evidence pertaining to valid grounds for the appeal. Through conferring with the student and the instructor, the departmental chair will seek resolution by agreement. The student must provide the departmental chair with a course syllabus and all available tangible materials related to the grade (e.g., exam and term papers) as well as a list of any items used in the evaluation for which the student cannot provide documentation (e.g., unreturned exams, grades on class participation, attendance records).

**(c) If there is failure to reach an agreement through consultation with the departmental chair, the student may file the written appeal with the Grade Appeals Committee through the Office of the Dean of the college or school in which the grade was awarded. The student must file this written appeal within 30 calendar days after the beginning of classes in the next semester after the contested grade was awarded.** When possible, the form must be signed and dated by both the instructor and the departmental chair as well as the student. In accordance with the instructions on the form, the student must present with it the documentary evidence furnished to the departmental chair and any other evidence relevant to the case.

(d) The dean or the dean's designee serves as convener of the Grade Appeals Committee of the college or school. Each full committee consists of the convener (who presides over hearings), the chair of the department in which the contested grade was assigned, three faculty, one undergraduate student, and one graduate student, all from the college or school which the committee serves. The departmental chair sits in a non-voting capacity, and the convener votes only in the case of a tie. The three faculty members, one alternate faculty member, and two students are appointed by the dean from among volunteers for the assignment. A quorum for each committee shall consist of no fewer than one student and two faculty members, along with the convener.

**(e) The Grade Appeals Committee has authority to screen out frivolous or unsubstantiated appeals. The convener will explain any such finding in writing to the student, the faculty member, and the departmental chair.**

(f) If the committee grants a full hearing, the student will appear before it to present all evidence relevant to her or his case. The convener will also invite the instructor to appear and present any evidence in support of the instructor's grade decision. The committee may ask questions of either or both and will hold its deliberations in executive session after hearing the case. The dean, the departmental chair, the faculty member and the student will receive prompt written notification of the committee's findings. **THE COMMITTEE'S DECISION IS BINDING.** If the committee supports the student's appeal, the instructor will be required to re-evaluate the student according to a specific method. The method of re-evaluation *Faculty Handbook* – Chapter V – 09/18//09 – Page 111 will depend on the circumstances of the appeal. Re-evaluation will not be used in a punitive manner toward the student. The student has 14 calendar days to inform the instructor, departmental chair, and convener in writing whether she or he consents to the proposed method of re-evaluation (which must be completed within the semester of the finding). Should the student not consent to the proposed method of re-evaluation, the instructor, departmental chair, and committee will mutually agree on a method of recalculating the appealed grade. In either case, the resulting grade is final and may not be appealed.