Beaver College of Health Sciences

APPALACHIAN STATE UNIVERSITY®

Physical Education Activity Program Manual

2024

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Document Available on RMPE website/faculty/staff: http://rmpe.appstate.edu/

Appalachian PEA Instructor Information

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Physical Education Activity Program Overview.

The Physical Education Activity (PEA) program offers a wide variety of 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 170 courses in more than 40 activity areas per semester and serves thousands of students annually. The program is supported by over 30 outstanding faculty who are capable of and committed to providing exceptional educational experiences empowering students to pursue a lifetime of activity.

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.

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Instructor Checklists.   **See more in Faculty Helpful Hints document.**

1. Post a welcome message on the News & Announcements on AsULearn: Note the meeting location, meeting dates, introduce yourself, remind them to bring their ID (Quinn/SRC), and provide a course overview. Post in your second half course(s) reminding them of the class start date.

AsULearn-course pages automatically become active/visible on the first day of that course.
Students will NOT receive AsULearn announcements if the course is not visible, for example, second half courses may not be visible on day 1 of the semester (change to visible-save manually before posting News).

2. Contact the equipment manager about any equipment you need for this semester.

3. Provide students with a syllabus. Either via AsULearn or paper. The HCC front desk staff can make copies for you. Use PDF format when emailing the syllabus for copies or posting on AsULearn.

4. Look up your class rosters online before AND after drop/add-record their names. Record attendance, class topics, student behavior, etc., in your class record book or on AsULearn. Keep these records for at least 1 year.
     -If students are attending, but are not on your roster, they may be in another section.

5. Do not sign or approve late adds or course cap overrides without approval of the PE Director.

6. Have any student with a medical concern complete the Medical Information form keep these with you at all times in class. Inform the PE Director of any significant medical issues. Outdoor courses should collect more in-depth medical information on the Medical Extended Trips form from every student.

7. Fitness Assessment-Talk to your students about the purpose of the assessments and the HFZ on the back.

8. Notify the PE Director if you need to miss/cancel class (does not apply when App cancels all classes).

9. Complete an accident report and submit to PE Director for ANY accident/incident. This applies even if there is no visible injury. This is separate from the UREC accident report.

10. 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.

11. Connect App laptops to the Ethernet/Internet once every 2 months to renew the software license.

12. Link the course evaluation on your AsULearn page. Use class time to allow students to complete the course evaluations online on their phones.

13. If App cancels class, PE courses do not typically meet online. Post guidance on AsULearn. Adjust due dates.

Emergencies:
1. Carry a CPR mask and student medical forms with you. Ask if you need a CPR mask or class record book.
2. This manual is available on the RMPE website under Faculty Resources for emergencies.
     https://rmpe.appstate.edu/faculty-staff/faculty-resources

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<u>Additional Items for Off-Campus Outdoor Courses</u>

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 forms for PE course trips are typically filled out by the PEA Director.

3. Post a message reminding students of the trip dates multiple times prior to the start of the semester. You can schedule these messages in AsULearn News & Announcements-add a new topic-advanced-display period. The AsULearn page must be visible to students for the message to go out (Quickset on right).

4. Ensure you have a first aid kit and that it is up to date at least 1 month prior to your first trip.

5. Ensure you locate all the equipment for your course in advance. Do you know the lock combinations? Overnight instructors should ensure there is enough stove fuel at least 2 weeks prior to the trip date.

6. All students in off-campus courses should complete the RMPE Medical Extended Trips form.

7. Complete a Risk Plan-examples/templates are available from the PE Director. Save emergency contacts from this manual in your phone.

8. If traveling overnight-complete the Student Development Travel form online.
   Email: studentaffairs@appstate.edu
   Primary and Secondary contact information (Name, Phone, Email, and Banner ID)
   Departure date and approximate departure time
   Return date and approximate time of return
   Destination
   Detailed itinerary
   List of participants

9. Complete the UREC Outdoor Programs Equipment Request form (excel file) if your students need to check out gear for a trip. Submit to OP at least 1 week prior to the trip. There will be no cost for equipment check out. Faculty can also check out Program Gear when needed. (form is on RMPE website-faculty/staff resources)

10. 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. Risk Managers also need a travel authorization, which should be completed with the RMPE admin assistant during the hiring process. If you have questions contact the RMPE Administrative Assistant-262-3149.

11. Add your assistant/risk manager to your AsULearn page.

12. Check your course destinations. Is the Parkway open? Prescribed burns? Lakes drained?

13. Instructors should cover potential risks with students in writing and verbally.

14. Notify the PE Director immediately of any accidents or near misses.

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Absences. See Attendance Policy

Absence Policy-Faculty. See Attendance Policy

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

Accidents. See also Emergencies and Medical Withdrawal (Drop)
Faculty should file an accident report (send to PEA Director) for all accidents, even if no injury.

Instructor should email the Medical Withdrawal info. (Dropping a course) to students injured in class. Information is on the syllabus. Accident report is on the RMPE website.

Emergency Contacts (See also Emergencies/Risk Management)
After emergency services have been contacted inform department administrators of any serious injury.
See also "Emergencies" section for contact information.

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

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, texting, or emailing. As soon as possible the instructor should email details/accident report form. The PEA Director will file the accident report with the Safety Office and retain a copy.

Accident Report Information: Name, DOB, Banner 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

Accident Report Filing (PEA faculty only need to email the Accident Report to the PEA Director)
Environmental Health, Safety, and Emergency Management Office. Click on Initial Notification of Injury form.
https://appsafety.appstate.edu/safety
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.

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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.

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 24 hrs. 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 their CPR mask and gloves with them while on campus.
> AEDs are located in the following buildings:

HCC South Tunnel	Quinn Console/Back Office	SRC Pool
HCC Hallway by room 83	SRC Console/Front Desk	VG Health Promotion

Artificial Intelligence (AI).
This link will take you to the initial guidance from AppState Task Force 1 for the spring 2024 semester. As the development of Generative AI and its uses throughout society are both advancing rapidly, this guidance should be looked at for general principles and guidelines, not set in stone policies.

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://academicaffairs.appstate.edu/sites/default/files/app_state_ai_syllabus_guidance.pdf

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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.

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 department curriculum committee (note proposals deadlines)
6. Approved by department faculty vote
7. Department Curriculum Chair will submit approved proposals to BCHS Assoc. Dean
8. Attend AP&P meeting to answer questions about your proposals

Application-Online.
Human Resource Services   www.jobs.appstate.edu
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 faculty teaching activity courses

Assistants. **See also Instructional Assistants**

AsULearn. **See also Learning Technology Services**
This can be a great way to communicate with students and disseminate information and documents. The program also records when students visit the site.

AsULearn Knowledge Base: https://confluence.appstate.edu/pages/viewpage.action?pageId=120685451

If you do not see your courses on AsULearn
1. Ensure you are looking under the correct tab under Course Overview (main page) (for example-"Future")
2. Access is provided approximately 2-3 weeks after your contract is signed and returned.
3. AsULearn pages from previous semesters should be saved for 25 months.
Making a backup of each course from previous semesters and downloading the course backup (.mbz) file to a local drive means you'll always have easy access to your course backups should they fall outside of that 25-month period.

Appalachian PEA Instructor Information

How to Back Up Courses:	https://confluence.appstate.edu/pages/viewpage.action?pageId=29491978
How to Access Back Up:	https://confluence.appstate.edu/pages/viewpage.action?pageId=120686184

Reminders
1. To make changes, add documents, etc. (Gear top right, "Turn editing on")
2. Make the course and gradebook "visible" to students after you have added your course material.
>   All courses become automatically become visible on the first day of the course.
>   Ex. Second half courses become visible on the first day of the second half.
>   **Site Availability**   https://asulearnhelp.appstate.edu/course-visibility

3. News & Announcements (emails) DO NOT go to students unless the course is VISIBLE (top right).

AsULearn Support   https://cae.appstate.edu/about/faculty-and-staff
Sarah Arrington   arringtonsa@appstate.edu   828-262-3023

AsULearn Help Line: 828-262-4357   General IT Helpline: 262-6266

Complete an online request form: **support.appstate.edu**   (the best way to get help)
http://asulearnhelp.appstate.edu
https://confluence.appstate.edu/display/public/ATKB/AsULearn+Articles

AsULearn Resource Site
- If folks have an ASU account, they can just click this link to enroll and view the site. **Link**
- Since this site is on Projects, folks can also elect to un-enroll themselves, if they do not find it useful.
- Site does not cover everything possible in AsULearn, it focuses on common tools used by faculty just starting to build course sites for F2F or online courses.
- Site utilizes a combination of short, text narrative and videos, separate from the AsULearn Help Page.

AsULearn List Serve
AsULearn for Faculty Google Group. Anyone is welcome to join the group. The AsULearn Google Group for Faculty functions as an announcement list, so folks interested in hearing the latest news about AsULearn or other educational technologies (Zoom, Hypothesis, Turnitin, etc.) on campus can get the word quickly.

To join the AsULearn for Faculty group, simply click this link and then click the "Join Group" icon. Clicking the link also allows you to see all previous emails/announcements.
>   https://groups.google.com/a/appstate.edu/forum/#!forum/group-asulearn

PEA Developmental AsULearn Page: PEA Template
It should show on your list if you select all courses. This page has resources and documents. To ensure assignment due dates transfer if importing this page, the start dates for both courses must match. Go to the gear and then settings for the course, check the course start date for both. If they do not match, a shift in dates occurs.

Moving materials between AsULearn course pages
Import
Video Guide   Help Page
If you taught the course in the previous semester, you can use the Import tool to move the content to your new AsULearn course site.

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Backup / Restore
Video Guide   Help Page
Use this method for importing course material from courses taught prior to Fall 2019. You can create a backup, download it, and restore to the blank course that needs the content.

The Sharing Cart   https://youtu.be/YzINrZkg79c
Moving individual items between different AsULearn course pages (exam, assignments).

Attendance
  Help Page
  Video Guide
  Video - Attendance with QR Codes

Announcements
To send a message to all your students, use Announcements, NOT email/quick mail. This way students can see important messages, even if they add late. The AsULearn site must be VISIBLE for this to be sent.
  Help Page
  Video Guide

Due Dates
There is a page in the Reports settings to do this all in one place. It's in the Dates page and the following video will show you how to access that page in your AsULearn course and save you some time.
  https://youtu.be/ZB6PQAxn2vE

Quick Mail
Allows you to send email messages to individual students, groups or the entire class, whether or not the site is available to students.
  Help Page   Video Guide

Metacourse allows you to group all the students in several sections together.
Click Participants (left column)
Choose Gear Icon-Enrollment Methods
Add Method-Metacourse
Search and add sections-ensure they are all the same course, in the same half of the semester.
Add all the section numbers in the title of the page to avoid confusion.

Metacourse Help Page
  https://confluence.appstate.edu/display/public/ATKB/Metacourse%3A+Combine+courses

Meta Links (change spring 2020)
If you have used meta links in the past to consolidate multiple sections into one site, you may have experienced frustration with groups. You may have created all your groups one day, only to have students add your course the next, and then you had to manually locate the folks not in groups and get them placed. We felt your frustration, and our programmers worked to create a solution called, metagroup sync. Now, when students add your classes, they can automatically be added to a group with our new "Metagroup sync' option.
  https://www.youtube.com/watch?v=3fmLKWNFT-I&feature=youtu.be

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AsULearn Gradebook
AsULearn sites do not automatically make the gradebook available to students, in order to allow time for faculty to set up things appropriately. Individual faculty determine gradebook availability.
https://asulearnhelp.appstate.edu/support-categories/gradebook
https://confluence.appstate.edu/display/public/ATKB/Gradebook

Aggregate instead of percentage calculation can be changed.
This will lead to a simple addition of points as assignments are graded instead of a percentage.
How to:
Grades; Gradebook set up; Under Actions on right; Edit-settings; Change Aggregation to "Natural"

Grade Calculation
This short video demonstrates how to use the "Perform Bulk Insert" option on the Single View tab of the gradebook. Use this to enter grades of zero for students who have not completed assignments or taken the quiz. This will enter zeros for all the students who have not submitted work to an activity. **This is important because if the grade is a "-" instead of a "0", the student's grade will not calculate correctly.**
https://youtu.be/yFyWdzZ1N3I

Automatically Attaching Letter Grades
Be cautious about using this feature. It does not distinguish 92.99 (A-) from 93 (A) for example.
https://www.youtube.com/watch?hd=1&v=UHFSX5xNpF4&feature=youtu.be

Adding Videos to AsULearn
https://www.youtube.com/watch?v=QnKRoDtBcLg&feature=youtu.be

Kaltura Videos
https://confluence.appstate.edu/display/public/ATKB/Kaltura+in+AsULearn

Virtual Idea Factory
Tools to help with: video creation, media graphics, book creator, presentations, etc.
https://guides.library.appstate.edu/VirtualIdeaFactory

Course Textbook (PEA Director only)
https://verbasoftware.wistia.com/medias/aqyo8o48s7

Attendance Policy. **See also Absences**
http://www.academicaffairs.appstate.edu/syllabi

PEA Student Absence Policy (See also Classroom Management)
Please follow the approved syllabus template or contact the PEA Director with changes you make to the policy.

Attendance Advice

Attendance Advice 2023.docx

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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. If 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/

Appalachian Policy
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 App 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.

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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.

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. Instructor should provide documentation to the Registrar 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

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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

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

PEA Faculty Attendance/Class Cancellation
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 contract renewal.**

Sickness/Emergency: If you have to miss class on short notice.
1. Call or text the PEA Director's cell phone (336-749-5993) or email.
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

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Varsity Gym-262-3048   HCC-262-3149/3141

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. 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 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.

Practicum Supervisors
At times circumstances arise the morning of class that might cause a practicum teacher to be unable to come to class. If the teacher is in the VG, the other supervisor can supervise both classes.

If the teacher is in the QC/Stadium or SRC MG that person can call/text one of the VG instructors, who will go to the QC/Stadium or SRC MG to fill in. Please include me in the text and ensure you let them know where the class is meeting. If this happens on a IERs day, communicate with Scott about possibly conducting the IERs in the subsequent class meeting.

Please save the mobile phone numbers of the other practicum supervisors and Scott Townsend in your phone. Consider also exchanging mobile numbers with your practicum teachers. The PEA Faculty Manual also has additional emergency phone numbers in it and is available on the RMPE website.

Audits.
https://registrar.appstate.edu/resources/forms
Students may audit any PEA course. Students do not receive credit toward financial aid, etc. if auditing. Audit forms must be emailed to the PEA Director (Edgar Peck) prior to the start of the semester (drop/add period). All fees remain the same. **Audits do not receive a grade/credit.** The grade will appear as AU on transcript.

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.

Appalachian PEA Instructor Information

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

Banner Access.

On Campus   http://www.appleap.appstate.edu/
Off Campus   http://udesk.appstate.edu
Training   https://registrar.appstate.edu/faculty-staff/banner-student-online-training
SZASECT-schedule changes
SFASRPO-capacity overrides   (see separate document)

Beaver College of Health Sciences.

Resources: https://healthsciences.appstate.edu/faculty-staff/faculty-and-staff-resources
          Leon Levine Hall   1179 State Farm Rd, Suite 448 (fourth floor)
          Boone, NC 28608   828-262-8145

Bookstore. **See Wellness Literacy**

Budget.

Student Development Activity Fund: Code: 334360
          Matt Dull, Vice Chancellor 828-262-2060   Molly Kadyk-Bruch   828-262-2060
E&T Budget   Academic Affairs: Resources-Resources/Policies (managed by RMPE chair/directors)
>2023 PEA Budget   M:\PEA Share\Budget
2023 Google Drive   https://drive.google.com/drive/folders/1XBClAVcQnqxx9WGXlXrNuEr0_jKqDobY

Catalog.

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

Calendars-Academic.

The academic calendars are published on the Registrar's webpage.

Appalachian PEA Instructor Information

http://www.registrar.appstate.edu

Cancelling Class. See also Absence Policy Instructors or Closing/Cancellation

Capacity Overrides. See also course overrides.

In the 4th-5th week of the semester, faculty receive emails from students who are requesting permission to add second half PEA courses. Often the reason is because the student is failing a course, but if they drop, they will be below 12 hours (full-time status) so they want to add your course so that they can drop the other.

Faculty should not override the cap on courses and allow extra students in for several reasons. 1. We have fought hard to keep the course caps low so that the students have a good experience, and faculty are not overwhelmed with the amount of work. If we add students over the cap, this can result in the cap being higher in the future. 2. There are often students on the waitlist for courses, these students have done the correct thing, and we do not want to skip over them. Hopefully the waitlist limits the number of emails you receive.

Here is a suggested response to emails from students requesting to be added.
Thank you for your interest in this course. The course is full, and I cannot override the cap in this course. I hope you are able to enroll next semester.

If you may be dropping below 12 credit hours for this semester and have questions about how this will affect your financial aid, insurance, dorm status, etc. Please contact the appropriate office on campus. If you have enrolled in and paid for 12+ credit hours, dropping a course mid semester may not impact these areas.

(I suggest you do not list out reasons you cannot override the cap. This will only lead to more emails between you and the student as you debate whether these reasons are legitimate). If you feel the student is in dire need, have him/her email me and I will consider adding them to a second half PE course after considering the teachers load, equipment availability, room size, waitlist, and course cap.

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.

> 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 IN INTERNET EXPLORER
3. Click "My ASU" on top right
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

Classroom Management. See also Attendance
Avoid lengthy email or in person debates with students. Offer to meet/talk in class. Stop responding.
Example Response to arbitrary student complaints:
Thank you for sharing your feelings. I appreciate
that you trust me enough to share. Please talk with me before or after class anytime.

Closing and Cancellations.
The University will provide timely updates on any campus closings or delays due to inclement weather through the following outlets, among others. Do NOT call University Police for weather updates.

Radio:	1450AM, 100.7 FM, 102.3 FM
Television:	WBTV (Charlotte), MTN (Mt TV Network)
Telephone:	262-SNOW (7669)
Homepage:	www.appstate.edu

Human Resources Adverse Weather: https://hr.appstate.edu/hr-services/policies-and-forms/adverse-weather
Information on condition definitions and policy.

College of Health Sciences. See also Beaver College of Health Sciences

Committees.
02-2023: Section 3 of the faculty constitution states that "A voting-eligible member must have continuous service of no less than 3 years and their university position is not for less than .75 FTE. Only voting-eligible members of the General Faculty can hold offices or serve on bodies or committees elected by the General Faculty."

Computer Access/Email/Appalnet. See also Email Account
New employees 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. (Form may no longer be required, contact AA 2022).

Appalachian PEA Instructor Information

Submit Request for Non-Employee Computer Account
https://its.appstate.edu/
Forms
Non-Employee Computer Account
Log In

Information Required
Type of Access (EPA, SPA, AsULearn, other); Department; Dates (full year max); Reason for Account
Full Name; Personal Email Address; Phone; Birth Date; Home Address (not PO); Banner ID

Computer Databases FT Employees.
P drive (UStor)   (personal file backup/storage)
Google Drive

UStor ASU Cloud
http://ustorcloud.appstate.edu
Access CHS-RMPE-M drive-Share Folders and Documents (changed to Google drive)

Laptop Updates from Off Campus Site
http://asuvpn.appstate.edu
Bonds to AppState 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 wait 10 min, shut down. Restart and log in without wire-wait. This will update the software license and passwords. Failure to do this may result in software failures.

New laptops should log on while connected to Ethernet. Also need to register with system.
https://netreg2.appstate.edu/

Laptops are usually available for adjunct faculty use. This form is for requesting laptops from ITS for BCHS use. This form must be completed by department administration (PEA Director).
https://docs.google.com/forms/d/e/1FAIpQLSdZA6Z2T6iDo-kz5UlWD6tmuyv6cRIwrjGMKwd0CrbY3n-UBA/viewform?usp=sf_link

Appalachian PEA Instructor Information

<u>Computer Support</u>. **See also Technology Support Services**

<u>Computer/Technology Training</u>. **See also Learning Technology Services**

<u>Contracts</u>. **See Faculty Contracts**
<u>Conferences</u>.

American camping Association	February	https://www.acacamps.org/
AEE	November	https://www.aee.org/2019-annual-conference
AORE	November	https://www.aore.org/
Coalition for Outdoor Education	February	https://naaee.org/
IPAP	October	UNWC Lindsey Nanney
NAKHE	January	https://www.nakhe.org/
Nat. PE & School Sport Institute	Summer	http://www.nationalpeinstitute.com/
PE and Sport Science	April	https://waset.org/conference/2019/04/boston/ICPESS
NRPA	September	https://www.nrpa.org/
NCAAHPERD	October	https://www.ncaahperd-sm.org/
NC Recreation and Parks	October	https://www.ncrpa.net/
Outdoor Economy	October	https://outdooreconomy.org/
RCRA	November	https://www.rcra.org/
SHAPE America	April	https://www.shapeamerica.org/
Share the Wealth	January	http://www.sharethewealthpeconference.com/
Southeastern ACA	October	https://www.acacamps.org/southeastconf
TALS	March	https://www.theacademyofleisuresciences.org/

<u>Conflict of Interest</u>.
https://researchprotections.appstate.edu/coi
Required of all faculty. Including adjuncts.

<u>Copies</u>.
RMPE office personnel (Sarah Arquitt lovelessse@appstate.edu) 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. Do as much as possible on AsULearn-most faculty no longer print syllabi (2021).
2023 we have a new copier-you should be able to print with your banner ID number, but give yourself extra time if you run into issues.

<u>Counseling and Psychological Services</u>. **See also Early Intervention and Student Assault**
1st Floor: Miles Annas Student Support Building (Walk in hours available)
(828) 262-3180   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 contacting students who may be struggling.

Appalachian PEA Instructor Information

Course Roster/Email. **See also Waitlist**
1. Begin at 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

Course Evaluation.
Appalachian State has now developed university-wide online course evaluations (Sp 18)
> https://irap.appstate.edu/institutional-effectiveness/online-course-evaluations

Faculty and their students should be notified of the 10 days the evaluation is available via email.
Evaluations are usually available 1-2 days after final grades are due.
Evaluations can be completed by students on a mobile device.
Taking time to allow students to complete the evaluation in class will improve your response rate.

Put your course evaluation link on your AsULearn page.   (Change Summer 2023)
There are several ways to access Blue. Students and instructors will receive email invitations throughout the evaluation window that will have unique links. Blue can also be accessed through the AsULearn block and https://appstate.bluera.com/appstate/ The link to Blue is still available on the AsULearn homepage.

Viewing your course evaluations post course
https://cae.appstate.edu/learning-technology-services/teaching-and-learning-tools/online-course-evaluations
https://irap.appstate.edu/institutional-effectiveness/online-course-evaluations
> Select Login to CoursEval

Reports
Reports; Survey Intelligence Report; Edit
Filters tab at bottom; Enter faculty name or username;
Run Report/View
> Vivian Thompson IRAP (262-7283) thompsnvk@appstate.edu

Chair will designate which courses are evaluated on google sheet for first half/second half/full semester. PEA/HPEC practicum courses do not use the AppState course evaluations (Spring 2020-). Instructional Assistance courses can choose to use three alternative questions (varies by Dept). Google sheet-Chair lists program directors' banner ID (Course Admin ID column S) and name (Course Admin Name column T).

Course Overrides. **See also capacity overrides.**
Faculty should not sign course capacity overrides for students. Many of the course capacities are dictated by the facility agreements with UREC/Athletics. If you believe a student needs assistance registering for a course, please refer them to the PEA Director or contact the PEA Director yourself.

Example Email Reply:
Thank you for your interest in a PE course. Unfortunately, the course is full. We do not typically override the caps in PE courses. If you need a PE course, try to use the waitlist function, sometimes other students drop.
> Banner Student Overrides SFASRPO

Appalachian PEA Instructor Information

COVID.
CDC COVID Information   **https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html**

RMPE Chair (Fall 2023)
While COVID is no longer considered to be a medical emergency, it is definitely still around. So what should you do if a student reports that they have either COVID or have been exposed to someone who has COVID? The university does not have much in the way of official guidance at this point. Therefore, I think it is relevant to consult the CDC's guidance. The following two webpages outline how to respond if an individual has tested positive for COVID, and also how to respond if they've been exposed to COVID. I suggest sharing these resources with students who report either of those situations, and to be familiar with the guidance yourself so you can best work with affected students.

Isolation and Precautions for People with COVID-19
What to Do If You Were Exposed

There are a few things you Should Not do:
Faculty and staff are not authorized to prevent students from attending class and cannot make isolation or quarantine decisions for others.
Ask students if the students have been vaccinated.
Attempt to verify the student's diagnosis with Health and Wellness programs, Emergency Management, the Dean of Students Office, or any other university office for verification.
To share the student's protected health information, unless written consent is provided by the student.

Overall, I encourage you to work with students who are affected by COVID to the extent that your course structure and syllabus allow, just like you would with any other illness or university-sponsored absence. I hope this information is helpful. Please let me know if you have any questions or concerns.

Curriculum Change. See AP&P

CPR/First Aid Certification.
All activity course instructors should strive to maintain current CPR/BLS knowledge/certification. A Red Cross CPR recertification course is typically held alternative years in August for RMPE faculty. If instructors are unable to attend there are several other courses held on and off campus. Instructors should refer injured students to the ASU Police or Student Health Services. In any emergency call 911/campus police.

Blue Cross NC Institute for Health and Human Services (American Heart Association)
https://ihhs.appstate.edu/node/879

Heartcode Basic Life Support (BLS) certification (Designed for Health Care Professionals)
Heartsaver First Aid CPR/AED certification (Intended for people who do not work in healthcare)

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.

Appalachian PEA Instructor Information

Disability Services.
Maranda Maxey, Executive Director, Access & Equity (change 2023-includes ODR)
Andrew Lail   Disability Resources   https://odr.appstate.edu/
828-262-3056   lailaj@appstate.edu

To View Accommodation Plans https://clockwork.appstate.edu/ClockWork/user/instructor/default.aspx
Click ODR Modules & Proctoring   Click Instructor Online Module

Dress.
PEA instructors are expected to dress professionally (clean/neat/ironed). T-shirts do not typically reflect
professional dress. Use your best judgment; consider wearing a collared shirt unless you teach in the pool.

Driving Evaluation. **See Vehicles**

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.

https://registrar.appstate.edu/resources/policies/academic-policies/fostering-undergraduate-student-success

Medical Withdrawal: For students who cannot complete a course due to injury or illness.
Information is on the syllabus.

1. Student takes his/her medical information and course information to Student Health Services (262-3100)
requesting a medical drop. 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.

To request a Medical Withdrawal, sign in to the Student Health Medportal and then send Dr. Taylor Rushing a
message detailing that you are requesting a Medical Withdrawal because you cannot continue in your PEA
course due to a medical/illness reason. Include the course number, course section, course name and course
credit hours. You will also need supporting medical documents/information. Sending a message in the portal
will create an electronic record.   https://healthservices.appstate.edu/

Early Intervention Team. **See also Student Referrals/Counseling, Student Assault**
          http://eit.appstate.edu/

Appalachian PEA Instructor Information

Reasons to Refer a Student
Excessive class absences
Sleeping in class
Notable decline in academic performance
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 or others (e.g., writings, verbalizations)

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
828.262.7077 (EIT)   828.262.6377 (o)

AsULearn-You can also refer students on the right side of the AsULearn page. Still not sure where to refer? Start with the Attendance and Performance Alert. The Office of Student Success, EIT, and the Dean of Students Office communicate regularly and will work together to ensure the proper intervention for your student.

Email Account. **See also Computer Access**
Setting up Email/Username (new faculty) OR Change your password
https://password.appstate.edu/

Changing Email Signature: Begin on your Appstate email page click on Gear (top right). Click "See all settings". Scroll down.

Email Lists Management
For messages delivered by the University's moderated e-mail list service including ASUINFO, FACULTYINFO, STAFFINFO. After signing in you can opt out of ASUINFO and STAFFINFO emails if you are an instructor.

For information about this list, how to post messages and manage viewing preferences, visit:
https://www.webapp.appstate.edu/lists

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.

Appalachian PEA Instructor Information

AsULearn: NOTE: Emails/Announcements from AsULearn will NOT be sent while the course is "not visible". You will likely still receive the email, but the message will not be sent to students.

1. News & Announcements: Use this to message all students in most cases. 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. Posting the message here allows students to easily see the message anytime they visit the course. Students who add late will still have access to this information. It also allows you to include an attachment. See AsULearn section above for the help page.

2. Emails/Quick Mail: Participants List: Hint, creating a message for all students may not capture students on page 2 if you have a large roster.

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 canÕt 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 (PE 1759-111).

Emergencies. **See also Accidents**
Notify PEA Director of any accidents/injuries. Accident form is on the RMPE website.
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 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).

Student Emergencies/Communication
As faculty, we are considered Title IX mandatory reporters. Faculty are required by law to report any alleged incidents of discrimination, harassment, sexual misconduct, workplace violence, and related retaliation as outlined in Policies 110, 602.32 and 602.32.

Form: https://cm.maxient.com/reportingform.php?AppStateUniv&layout_id=40

The Office of Access & Equity (formerly referred to as the Title IX Office) will reach out to the student directly.

Appalachian PEA Instructor Information

Please be aware that they will not force the student to take any action they do not want to take. They will work with the student to figure out how to best help, and will only do things that the student approves. This whole process is confidential in nature.

<u>Emergency Contacts</u>.
After emergency services have been contacted inform department administrators of any serious injury. Information is written/laminated in the RMPE first aid kits.

Name	Role	Mobile	Office
Edgar Peck	PEA Director	336-749-5993	828-262-6330
Ben Sibley	RMPE Chair	828-773-3912	828-262-6300
Sharon Lawrence	RMPE Admin.	828-268-1757	828-262-3149
Mandy Harrison	RM Faculty	828-508-2826	828-262-6324
Eddie Simmons	UREC	828-262-6584 office	828-262-2100 (on call director)

<u>Equipment/Supplies</u>. **For technology equipment needs see Computer Support Center**
Joshua Reese (Varsity Gym Room 102/112)   828-262-3048   reeseja@appstate.edu

RMPE Equipment List/Procedures/Request Forms: http://classdat.appstate.edu/CHS/RMPE/Reeseja
Alternative: 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 you teach. SRC/QC-get equipment from equipment room behind front desk.

Lock Combinations
Contact PEA Director or Equipment Manager. Save codes in your phone notes or another accessible place.

Adventure Courses: Outdoor Programs (262-4077)   http://op.appstate.edu/
UREC SRC OP Access
Access: If OP is locked, enter behind front desk through laundry room.
Bay Door: If the bay door is open, someone should be nearby. Do not leave it open and unattended.
Be sure all students have left the building before you leave including checking the restrooms.
Equipment Cage Key: Contact PEA Director for the code.

UREC/OP Rental Equipment Requests (Backpacking)
To request equipment (tents, sleeping bags, sleeping pads) for students enrolled in a PE backpacking course email the OP Equipment Request Form and your trip dates **at least** 7 business days prior to the trip. The form is located on the RMPE website under Faculty and Staff Resources. The equipment will be reserved for students to pick up at no charge. The contact person may change-currently Jacob Norris norrisjw1@appstate.edu

Rental Gear Notes: Try to have students pick up equipment on Thursdays so that equipment not picked up can be given to other students on Fridays. Remind students that there is no charge for equipment rented for class, but late return fees do apply.

Appalachian PEA Instructor Information

In special circumstances 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. Contact an OP Director.

RM&PE Equipment
Rental Request Form

UREC/OP Expedition Gear
Rafts, WW kayaks, FW kayaks, SUPs and accessories (PFDs, paddles, etc). Rock Climbing shoes.
Instructors should plan to meet students at SRC OP to make loading easier. This also allows you to size students so you do not need to take extra PFDs etc. which might be needed by other PEA, RM, OP trips.
Follow the preplanned schedule for picking up and dropping off gear.
Do not use PFDs marked "rental".

There is 1 key for all RMPE faculty to use to access equipment cages. Located on cages in the lounge.
Hang up wet gear. There are two rolling racks that can be used for PFDs.
There is a schematic of the bay in the RMPE mailbox in SRC OP.

RMPE Outdoor Gear
Stoves, pots, backpacks, trekking poles, single tents, (which are not great), cooking tarps, etc are in HCC 82 (inside classroom 83). You can get fuel from Edgar or Joshua.

Trailers (See also Vehicles)
Box trailers are available. There are limited 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. **The hitches are locked onto Motor Pool vans, ensure the hitch is 2" in advance.**
Wire adapters are in each trailer and in the RMPE Van.

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

Trailers have been moved fall 2019 to the old freshman lot located below the Physical Plant (State Farm). They are located directly behind the Intramural fields. Canoes and rack have been moved to State Farm Fall 2023. No equipment remains in the surplus lot.

Medication: Epinephrine/Albuterol is ordered through Student Medical Services by the PEA Director.

Facilities.
See separate document.
Update RMPE website.

Holmes Convocation Center
Courses using HCC classrooms and yoga mats please require your students to bring their own personal towel to wipe down their mat. We will provide the mat cleaner, and there will still be towels for those who forget theirs.

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Bringing this towel would be a small part of their personal social responsibility grade. Please add it under equipment on page 1 of the syllabus-"small towel". Consider doing this even if you teach in another facility.

The final class each day should spray down the mats and mop in HCC 83.

Faculty Handbook.
http://facultyhandbook.appstate.edu/

Faculty Contract/Hiring Procedures.
Academic Affairs   Angie Jones   7305   jonesam@appstate.edu

1. Appalachian's RMPE PE 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.

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

    List of courses and hours teaching
    Employee's full name/ local address (must be a NC address-start fall 2023)
    SSN (new fall 2023)   Banner ID if you know it
    Vitae (cannot be a "resume" according to BCHS) (change fall 2023)
    Resume should list AppState as most recent employer-start fall 2023
    Certifications copies
    Credentials Justification paragraph when applicable
    Official Transcripts
        For Appalachian State transcripts: send an email to transcripts@appstate.edu requesting transcripts for employment at ASU for a new hire. If the hiring department requests the transcript there is no charge. Transcripts will be sent via campus mail-transcripts cannot be sent electronically.
    Additional Link: https://registrar.appstate.edu/students/ordering-transcript/alumni-and-former-students

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 AppState 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 Academic Affairs with a list of all full-time App employees from other departments 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.

Appalachian PEA Instructor Information

6.Graduate students need permission from the graduate school Associate Dean to teach courses. Graduate students can be paid as adjuncts or on a GA/TA. The minimum GA is ½ (10 hours). 10-hour GA=3 credit hours. Attach permission from Associate Dean of Grad School stating the student is in good standing, including name, banner ID to the Deans Rec.

7. The maximum number of credits an adjunct can teach in one year is 17 hours. Adjunct faculty cannot work hours as non-student temps (Risk Managers) in addition to 17 hours. After the Dean's Recommendation is approved at the college level, Academic Affairs mails a contract, bio sheet, and background check form, to the instructor. Instructor signs and returns it to Academic Affairs in person, or by mail.
> **If contract is not written and signed before May 31 the instructor's email and system access is sometimes suspended. Contracts are emailed to personal email address (2021).**

8. After returning the contract, the instructor should complete I-9 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 (you will need a copy of your contract/email or a letter from the RMPE administrative assistant). PEA Director adds the instructor to their courses in Banner (gain access to Appalnet, AsULearn, rosters…) after they have been entered in the system.

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

11. Instructors wishing to use 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 should contact the PEA Director so their name can be added to the sign in list. Adjuncts are now eligible for family memberships.

12. Adjunct faculty are not required to attend the new faculty orientation.

New Faculty Checklist
Course Material-welcome email, syllabus, medical form, fitness assessment, journal, notes, exam, skill test
PEA manual, gradebook, CPR mask, class record book, class roster.

DPC	AsULearn PEA Dev Template access
I-9 form	Wellness Literacy site access
Banner/AsULearn	Van training
RMPE roster/RMPE website	Academic Calendar
Program email list serve	Copier use/Swing Office space and printer
HCC swipe access/keys	Mailbox
HCC office/Office Phone	Lock codes/combinations
Email/Username set up (see "Email" section of manual)	

Final Exam Period.
1 credit PEA courses usually do not meet during final exam week.
3 credit PEA courses usually do meet during final exam week

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. AsULearn 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.   828-266-4357

Severe adverse weather may necessitate the cancellation of final exam sessions. The provost will provide instructions on how to proceed.

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.

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.

Appalachian PEA Instructor Information

Fitnessgram.
PEA courses 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.

Server/Upload Each Semester after drop/add
Dwight Turner   turnerdh@appstate.edu   828-262-6291
Rachel Anglin   anglinra@appstate.edu

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.
> 1. Open the Google Form you wish to use.
> 2. Create a form or open one and make a copy/change the name and then save the form.
> 3. Edit the form (note which responses are required)
> 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.
AsULearn or 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/copy of the AsULearn gradebook to the PEA Director.**

Grading Basics
A. You are not responsible for emailing students if they fail to turn in an assignment or miss class. If you want to remind students about assignments or absences, do it in person in class.
B. ~~Students cannot pass the course without completing and passing 3 Wellness Literacy modules.~~ Change fa22.

Appalachian PEA Instructor Information

C. Failure to complete assignments is NOT a reason to record a grade of Incomplete (see below).
D. You can prevent individual student emails by posting an announcement listing the date you will post grades.
E. Submit official grades in Appalnet: Directions for noting last date attended, and documenting students who never attended are listed in Appalnet on the final grades screen.
F. If you need the last day attended for an online course you can click on participants (top left side) to see the last day the student visited AsULearn.

Parent Grade Inquiries
If you receive phone calls from parents about students' grades you can NOT discuss any aspect of a student's educational records, grades, assignments, class status, absences, etc., with anyone outside of AppState faculty/staff. Family Educational Rights and Privacy Act (FERPA) laws are what we are following here.

Posting Grades
(Faculty will receive an email from the registrar's office with directions at the start of grading period.)
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"

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

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

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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.

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.

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…). Work must be completed by the end of the next semester. If part of the make-up work is to attend a course during the next semester, the student will not reregister for the course.

Student Services Area Registrar's Office: 828-262-6818

Monitoring Grade Submission
Missing grade reminders are typically sent by the BCHS Associate Dean beginning several days before the final submission date. To assist you (RMPE Admin) with monitoring final grade submission, the Missing Grades Report (SZPMSGR) is available for your review on E-print. The most recent reports are listed under the Prod Banner SIS repository. The list of courses are sorted by college beginning with College of Arts and Sciences. If you need to view a more detailed list of missing grades you may still view the Class Roster (SFRSLST) in E-print. This report will run daily, please verify that you are viewing the most recent run by clicking on the drill down option.

Grade Forgiveness. **See Repeat Policy**

Grade Appeal Procedure.
The PEA Director should be informed by the instructor of students who express grade disputes/issues.
Student Grade Questions

A. We should welcome questions about grades from students because we want students to understand how their grade is calculated and we want students to be engaged.
B. If a student has a question about their grade a good starting point is often to email them a breakdown of each assignment grade with a short summary explanation about where they lost points.
C. Please contact the PEA Director to talk through these situations.
D. If the student expresses a desire to appeal the grade your first step is to email them the PEA Director name and contact information (CC PEA Director on the email to the student). Do not refer students to the RMPE Chair, Dean, Appeals Committee, etc.
Grade Appeal Procedures/Form: www.academicaffairs.appstate.edu/
    https://academicaffairs.appstate.edu/resources/final-grade-appeal-procedure **(fall 2023 AASOP)**

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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.

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.

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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 (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	828-262-4048	carrieredm@appstate.edu
Randy Combs	828-262-4048	combsrh@appstate.edu

ID Cards.

https://appcard.appstate.edu/   828-262-6141

Located on the second floor of the Bookstore. You can get your ID card made after you fill out the HR paperwork and are issued a Banner ID #.

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.

RMPE Department discontinued use of IDEA fall 2018 and began using App online course evaluation tool.
IDEA Discipline Codes: http://ideaedu.org/DisciplineCodes

3105 Health and Physical Education/Fitness (PEA began using fall 2014)
Health and Physical Education/Fitness, General
Adapted Phys. Education/Therapeutic Recreation
Sports and Fitness Administration/Management
Exercise Sci./Physiology & Movement Studies
Socio-Psychological Sports Studies

1300 EDUCATION

1332 Physical Education/Health/Safety Education
Health Teacher Education   Health Occupations Teacher Education
Physical Education Teaching and Coaching

3100 PARKS, RECREATION, LEISURE, & FITNESS STUDIES

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3103 Parks, Recreation, Leisure, & Facilities Management

Information Technology Services. **See Technology Support Services/Learning Tech**

Injuries. **See Drops or Emergencies**

Instructional Assistants.
PE Activity Program Additional Instructors Procedures

Instructional Assistant (Team Teaching)
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 procedure for hiring an assistant instructor is virtually identical to placing an Instructor of Record under contract. The assistant should contact the PEA Director to complete the Dean's Recommendation/Contract.

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 Instructional Assistant Form (Departmental form) and Special Course form are signed and submitted to the Student Services Area of Beaver College of Health Sciences (or PEA Director), who then submits the Special Course form to the 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.

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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

International Trip Courses.
Mark Hagen, Assistant Director of Education Abroad/Faculty Led Programs
International Education and Development
hagenm@appstate.edu   828-262-8034

Learning Technology Services. See also AsULearn
Faculty Workshops/Training
Faculty members can find workshop schedules, fill out a consultation request, and locate other information
        LTS website   http://lts.appstate.edu/support   LTS helpline   828-266-4357

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.

Logo/QR Code.
Located on the RMPE website under faculty/staff resources.
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 Forms. See Syllabus

Medical Withdrawal. See Dropping a Course

Motor Pool. See Vehicle Reservations
Motor Pool 262-3195

Multi Media Carts.
For more information contact the PEA Director or Josh Reese-262-3048

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<u>Office</u>.
Adjunct office space is now available in HCC 33, 34, 63. This space should contain several computers with internet access and a printer. You can also meet with IT to have your laptop set up to print directly to the copy machine. New users should have this set up in the initial meeting with IT when they receive their laptop.

<u>Office Hours</u>.
Full time faculty should schedule 1.5 office hours for each 3cr course assigned.

<u>Overrides</u>. **See Capacity Overrides.**

<u>Parking Pass</u>.
https://parking.appstate.edu/parking-permits/faculty-staff
828-262-2878

To receive a parking pass, you should take your ID card and contract/email with you to the parking office. If you do not have your contract, you can take a letter from the RMPE Department office. Adjunct instructors renew their pass in person each semester. The faculty pass is good for gated and ungated surface parking lots.

Fall 2022 Update: App no longer offers a reduced rate for adjunct faculty. The auto deduction of parking from pay continues until you stop it. This may be important if you only teach in one half of the semester.

Graduate Assistant Pass (billed automatically to student's account)
Access to Hill St, Greenwood, and Stadium lots. Available for graduate students teaching as adjuncts.

<u>Pay</u>.
Faculty Pay Rate:		
	Doctorate/Terminal Degree	$1,290 per semester hour
	Master's Degree	$1,161 per semester hour
	Bachelor's Degree	$1032 per semester hour

Pay increases are for advanced degrees in your teaching area.

Fall 2010: Increase to "regular" faculty rate $900, $1012, $1125
Spring 2017: Increase to $945, $1063, $1181
Fall 2022: Increase to $992, $1116, $1240
Spring 2024: Increase to $1032, $1161, $1290.

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

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.

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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 (See also Summer Sessions section)
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."

The BCHS 2018 Summer Pay Policy is available for your review on the BCHS website. This policy applies to full-time faculty only. Adjunct faculty pay is not prorated based on enrollment.
> https://healthsciences.appstate.edu/faculty-staff/faculty-and-staff-resources

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

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.

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 Google Drive
> One reviewer should be from the PEA Area. One reviewer should be from a different area (PR policy).

Personal Information/Phone Contacts.

Appalachian PEA Instructor Information

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 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.

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 or call 828.262.2751 for assistance. Dayton Cole, General Counsel.

Professional Development. See also Conferences
Center for Excellence in Teaching & Learning for Student Success (formerly Center for Academic Excellence)
https://cetlss.appstate.edu/

https://workshops.appstate.edu/
By logging in, employees can view all workshops they have attended.

Human Resources
https://hr.appstate.edu/hr-services/professional-development

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/

Appalachian PEA Instructor Information

Registrar's Office.
Student Services Area (Schedule/CTF Questions/Changes)
828-262-6818   regteam@appstate.edu   (email all CTF changes)

Religious Observances. **See Syllabus Policy Statements**

Repeats. **See also Audits**

Students are only allowed 4 career repeats at Appalachian. Students cannot receive credit for the same course twice. The most recent grade counts toward GPA, not the highest. Repeat problems are often associated with Skiing/Snowboarding. They sign up for beginning, then want to be switched to Intermediate because they already took beginning. Switching students in skiing after the start of the spring semester is a bad idea, and makes it difficult on bus drivers, FSSS, etc. See below, students have received multiple emails from the registrar telling them they need to switch way before the start of the semester.

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) 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.*

Risk Management.
> *Updated Nov 2023*

1. Supervision Requirements for off-campus or complex class trips/activities.
In Class Activities
Outdoor Adventure Courses traveling off-campus during class
- Require supervision by an Appstate employee.

Outdoor Adventure Courses traveling to locations increased distances from definitive care during class
 "Distance" definition may include response time, lack of cell coverage, risk/severity of potential injury

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Appalachian PEA Instructor Information

- Require two AppState employees OR one AppState employee and a contracted professional.
- At least one trip leader must be certified at the Wilderness First Responder or higher level (i.e., EMT/Paramedic/Physician).
- A first aid kit should be carried with the group.
- Medical history forms should be carried with the group.
- Written emergency contacts should be carried with the group (these are in the first aid kit).

Risk Manager/Course Assistant Job Description/Function

This Appalachian employee assists the course instructor with risk management during a course trip or activity. 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.

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

2. Forms
Medical Information Form (adventure courses)

All trip participants should complete a medical history form and share relevant information with the trip leaders. In addition, trip leaders should communicate with trip/activity participants about risks typical with this activity/trip *prior* to leaving campus. Form is available on the RMPE website.

Accident Report (all courses)

Accidents or Near Misses should be reported to Edgar Peck within 48 hours. The RMPE accident report is available on the RMPE website. Edgar will file this report with the Safety Office.

Medical Disability Information Form (on campus courses)

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 PE Director. Form is available on the RMPE website.

Risk Management Plan.

A Risk Management Plan should accompany all courses traveling increased distance from definitive care. See the "Emergency" section of this manual for contacts. Templates are available from the Director.

Include:

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

Risk Managers.
Risk Manager Pay ($11-$13 per hour-typically $12hr)

Risk Managers/Temporary Employees Procedures

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 (HCC 42), 262-3149 each semester to renew your paperwork as an approved "Risk Manager". Paperwork must be completed at least 2 weeks prior to the "trip".

Appalachian PEA Instructor Information

Risk Managers must complete the required paperwork PRIOR to working. It is the course instructor's responsibility to ensure the Risk Manager has completed the paperwork. Risk Managers must submit signed timesheets to the RMPE Office.

Risk managers who are not current ASU students are categorized as "Non-Student Temp" employees.
1. Background Check required
2. Online Application
3. HR Packet/I-9 Forms/Background checks completed in HR packet.
4. Driver's license and travel authorization copies will be kept on file in the RMPE department.

Student Employee
Must be hired 4-7 days before the first trip
Have the student fill out the packet attached, bring it to RMPE admin to sign, and fill in the Budget codes.
The student will need to take this to the Student Employment office. If the student has not worked on campus before they will need to complete tax paperwork and provide 2 forms of ID.

Non-Student Temp. (who has worked for RMPE as NST in the last year)
Must be hired 1 1/2+ weeks before the first trip
Email RMPE admin requesting a renewed hire.
Renewals can be for 1 Year of Employment.

Non-Student Temp. (If they worked for us as a student, but are no longer enrolled.)
Must be hired 2+ weeks before the trip
Go to https://appstate.peopleadmin.com/postings/11794, fill out the application, and submit a resume.
Email RMPE Admin to let them know they have applied.
Go to HR on University Drive and fill out a Background Check, I9s, and W-4s must bring 2 forms of ID.

Non-Student Temp. (Who has NEVER worked for RMPE as a Risk Manager)
Must be hired 4+ weeks before trip
Go to https://appstate.peopleadmin.com/postings/11794, fill out the application, and submit a resume.
Email RMPE Admin to let them know they have applied.
Go to HR on University Drive and fill out a Background Check, I9's and W-4's, must bring 2 forms of ID.
First day of employment will need to be a scheduled Orientation with HR, this is once a month and will cause a delay in hiring.

Beginning fall 2014 risk managers will now be paid for UP TO 16 hours per day on a day they spend the night. Working over 8 hours in a day is allowed, but RM should work less than 40 hours during the two week pay period. Risk managers must fill out a timesheet online AND submit a paper timesheet to the RMPE Department.

Timesheets (Fill out paper and electronic version):
For work 1st-15th of month-due by 5pm on 15th or first working day if trip lasts through weekend.
For work 16th-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.
1. Sign into BANNER Self Service to access electronic timesheet, enter appropriate time-submit for approval.
2. Fill out the paper time sheet to match what was submitted and worked, sign along with your direct supervisor and submit to RMPE Admin. Assistant. Turn in directly, slide under office door, place in mailbox, or email it.

Appalachian PEA Instructor Information

Link for the paper timesheet,
http://payroll.appstate.edu/sites/payroll.appstate.edu/files/SMHourlyWageEmployeeTimeRecord2014.pdf

Risk Manager Email   New Hire Packet 2018

Risk Manager info
RMPE 2018.docx

New-Hire-Packet-06
-08-2018.pdf

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.
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 (no longer used-check google drives)**

Schedule.
1. www.registrar.appstate.edu/   OR go to homepage and click A-Z Index at top right
2. Click "Search Classes by Term"
3. Select Semester and Year
4. Select Subject=Physical Education; Do not change other fields-brings up entire PE schedule.

Schedule Build (RMPE Admin/Directors)
Due Dates for Building Schedule: BCHS Google Drive
        https://registrar.appstate.edu/faculty-staff/course-term-file
        https://registrar.appstate.edu/faculty-staff/schedule-build

Schedule Course Term File (CTF)
AppLeap (Dashboard)   Used to pull entire CTF as an excel document for sorting, submission, etc.
https://appleap.appstate.edu/
Click Reporting, WebFocus Dashboards, Student Common Dashboard (yellow, last tab), Course Reports, CTF
        Use Student Common Dashboard tab to pull CTF (NOT Dept or College tab). Registrar is no longer
        updating the individual department pages (Begin Fall 2023).

CBAS Changes (changes requiring Dean approval-POT, SEC, TYP, etc.) (Begin SUM 2022)
Dept Admin makes change in CBAS from CTF turned in by directors.
cbas.appstate.edu

Appalachian PEA Instructor Information

Banner Changes (for changes that can be made by department personnel)
bannerxe.appstate.edu   SZASECT   https://bannerxe.appstate.edu/applicationNavigator
    See "Banner Instructions" document

Banner
Instructions.pdf

Late Schedule Changes (after final due date)
Use Late Schedule Build Form for late course changes you are unable to make in SZASECT (Banner).
    Google form. Get from Student Services area of Registrar. Changes each semester.

Summer Schedule
At times athletics requests additional courses. Contacts: Brady Rourke and Stacy Sears.
Banner Summer: Summer faculty changes/additions are completed using the Late Schedule Build form.

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

Classroom Scheduling
25 Live (R25) Scheduling System   **https://25live.collegenet.com/pro/appstate#!/home/search/event/list**
25 Live shows the schedule in all buildings on campus (searchable).
Also used to request space. PE Director, and RMPE Admin have ability to create and approve events in HCC.

Scheduling Resources
https://registrar.appstate.edu/faculty-staff/schedule-build
Registrar website, Resources, FERPA-Faculty & Staff, Schedule Build

Sharon Jensen   Senior Associate Registrar, Classroom Space Management and Summer Sessions
828-262-7698   jensensc@appstate.edu

Cody Buchanan   Space Management Applications Analyst
828-262-7684   buchanandc@appstate.edu

Kirksey, Kenneth B   Training, Technology Support
828 262 6824   kirkseykb1@appstate.edu

Banner CTF Training   https://registrar.appstate.edu/faculty-staff/banner-student-online-training

SDAP Scholars with Diverse Abilities Program.
Reich College of Education   (Beth Sibley)   828-262-8389   http://sdap.appstate.edu

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Appalachian PEA Instructor Information

SDAP provides students (Scholars) with mild to moderate intellectual disabilities access to a 2-year inclusive college educational experience. When the students complete the program, they receive a Collegiate Achievement Award.

SDAP student registration is typically coordinated with the PEA Director. PEA faculty should be notified by the director if they have a SDAP student in their course(s).

SDAP students typically Audit courses (do not receive a letter grade). SDAP students DO want to complete as much of the coursework as possible and DO want to fully participate in the class activities. Instructors should make modifications/extension available to make this possible. They often do NOT complete the Wellness modules. Often SDAP students have an assistant with them in class (important to note for courses using a van).

Student Assault/Trauma. **See Emergencies, Counseling, Early Intervention, Stud. Referrals.**
There may be times when a student reports an assault/trauma to you. All AppState faculty undergo training. Note that faculty are mandatory reporters. Contact your program director and/or the department chair for further guidance immediately. A few guides are below.
1. Try to let the student know you are a mandatory reporter before they disclose information so the student can make their own choice about what to disclose.
2. Listen
3. Try not to assume you know what will help. Ask: Are you physically safe right now? Ask: what can you do to help? Ask questions: they might have different resources than you, need different things that you might. How do they feel? Ask if the person if they want you to share resources.
3. Help folks make small steps. Share resources when appropriate. Know if resources are confidential.
4. Three Step Plan
     ID Support systems (family, friends, groups)
     Explore coping strategies (self-care, soothing, what helps you stay calm, where do you feel safe)
     Locate Resources (Counseling Center, Crisis Hotlines, OASIS, Title IX Office…)
5. Resources
     Counseling Center (confidential, supportive)
     OASIS (off-campus support, confidential, supportive)
     Title IX Office (investigative-similar to law enforcement)

Student Conduct Code. **See also Academic Integrity**
www.studentconduct.appstate.edu

Student Development Travel Form. **See Travel**

Student Emergencies/Communication. **See Emergencies**

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.

Appalachian PEA Instructor Information

Instructors say they use MW to
- o learn more about areas in which students are struggling,
- o help students link their behaviors and habits to their academic outcomes,
- o create central referrals so student with academic or mild transitional needs can receive assistance from the appropriate support office(s) on campus, and
- o send emails of recognition 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 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
- o email student and their instructors with accolades or kudos for exemplary effort or performance
- o 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.

A User's Guide, along with information on how others are utilizing MAP-Works at Appalachian, can be found at 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. Individual sessions are available if you would like to have someone walk you through the use of any feature within MW.

Dean of Students Case Management
"Case Management is a department within the Office of the Dean of Students that provides 360-degree individualized support to students, no matter their identity, navigating a myriad of concerns. Some of these concerns may include but are not limited to complex personal situations, extenuating circumstances, general welfare, interpersonal violence, health and wellness, and safety concerns which impact students academically."
> 324 of the Student Union, and walk-ins are welcome
> 828-262-8284
> casemanagement@appstate.edu

Student Union.
Room reservations
828-262-3032   https://studentunion.appstate.edu/

Summer Session. **See Pay.**
2018 Pay: 2.67% of 9-month salary for each credit hour (or 8%/3chr course). 38.4% max summer pay
https://policy.appstate.edu/Supplemental_Pay

Summer Schedule is built in Oct-Nov of previous year. Typically posted online Dec.

Appalachian PEA Instructor Information

Summer Registration dates coincide with fall semester early registration.

Registrar's Summer Sessions Team   summerschool@appstate.edu   828-262-7698

Change: Now a part of banner and can pull CTF and make changes.
If use late add form to add a summer class or change instructor contact Dean's office so they can ensure there is a contract written so they get paid. Denise.

Survey Monkey.
surveymonkey.com/
Username: hles_faculty   Password: rmpe_hes_faculty
old: hles_research

Syllabus Template.
The PE activity course syllabus template is reviewed and modified periodically. Please check carefully to ensure you are using the current version. Templates are available on the RMPE website (Faculty & Staff).

Syllabus Elements
1. Fitness Tests/Goals
Fitnessgram will be used whenever possible, other tests can supplement these assessments.
        Assessments can be conducted one or two times.
Use the personal fitness goals directions/assessment tool provided, modify as needed, or make your own.

2. 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. If reducing points, talk to the student about their behavior so they have an opportunity to correct it/improve.

3. Journal/Log
Use the Journal/Log assessment tool example provided, modify as needed, or make your own.

4. Skill Assessments
Choose 2-5 skills you think are most important to assess. Keep it simple.
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.
Using stations may be an effective/quick method for assessing skills.

5. Written Exam
This should measure the knowledge (vocab, skills, history…) essential to participation in the activity.
Provide students information about the number and type of questions in the AsULearn quiz description.
Providing students written notes and other material will improve their knowledge, understanding, and grades.
The Kendall Hunt Activity Module exams allow two (2) attempts.

6. Wellness Literacy

Appalachian PEA Instructor Information

Fall 2022: Students no longer fail the course if they do not complete the wellness literacy modules. They do lose points. Completion of AppState General Education Wellness Literacy requirement in another course has nothing to do with whether they complete this assignment to earn these points.
See Wellness Literacy section of the syllabus for more information.

7. Record of Attendance
Record when students are present/absent, and when they are late in the class record book or AsULearn.
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 for late work, if they do not do the assignment, they do not learn.

9. Medical Information form (change 2020)
Only students who have a medical concern need to fill out this form. Instructor should keep a copy of the medical form with them while in class and use this information to modified activities, when possible, to reduce further injury.
> Form is available on RMPE website.
> Courses >1 hr from definitive care should use the RMPE in depth Medical Extended Trips form.
> In cases of serious disability/condition inform the PE Director.

AppState Syllabus Policies
Current Appalachian Course Syllabi Policies and Statements: http://academicaffairs.appstate.edu/syllabi

See also current PEA Syllabus Template (RMPE website-Faculty/Staff Resources)
Academic Integrity Code.
Attendance Policy. See also Attendance Policy

Accommodations for Students with Disabilities.
Maranda Maxey, Director of the Office of Disability Resources.
828-262-3056   maxeymr@appstate.edu

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.

Extra Credit Statement (Example)
If you complete the assignments during the semester, you will do well in this class. There will not be any opportunities to receive extra credit. Instead, please focus your time and energy into completing the assignments to the best of your ability. The late work policy and due dates are outlined in the syllabus. Let me know if you have specific questions about any assignment.

Email Policy (see Emailing students section of this document)

Technology Support Services.
http://support.appstate.edu/ (submit a support request)

Appalachian PEA Instructor Information

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"

Tony Grant	828-262-7932	grantab@appstate.edu
Brent Pope	828-262-6050	popebt@appstate.edu

Teaching Tech Support (AsULearn) (Submit a support request: support.appstate.edu)
> https://cae.appstate.edu/about/faculty-and-staff

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 to9pm   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. 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 Admissions & Engagement.
Transfer Admissions & Engagement Office
http://transferservices.appstate.edu/
transfer@appstate.edu
828-262-7737

Travel.
Course travel is coordinated through the program director and RMPE administration. The course trip process has changed (fall 2021). For any faculty or student travel or course trips requiring payment communicate at least one month prior with RMPE administration/program director.

Course Trips
Course day trips-no travel authorization is required.
Overnight course trips-travel authorizations are required in addition to the Student Development form/email.
> For PE overnight trips the PE director will complete the RMPE google trips form to initiate the travel authorization (fall 2023).
> Student Dev form/email is completed when the course trip is outside of Boone and staying overnight.

Appalachian PEA Instructor Information

Student Development (Overnight Course Trips)
Student Development uses this information in the case of an emergency.
1. https://studentaffairs.appstate.edu/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

Professional Travel
Professional Travel Outside of Class: In depth information is available on the RMPE Google Drive.
Contact RMPE Admin. for assistance.
https://docs.google.com/forms/d/1gEZu2X4eeRH8be17Sot__mqIVchrY4hGQ-1qVvzVLrA/viewform?edit_requested=true

Professional Travel Procedures
1. Complete Travel Authorization request (RMPE website) more than 2 weeks prior to trip.
2. Upon return complete Travel Reimbursement form
3. State vehicles are available for business travel. (102231)

University Recreation Facilities.
Instructors may join the University Recreation Centers for a fee. Adjunct faculty are now eligible for a family membership as well.

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.
https://urec.appstate.edu/membership-and-fees

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/RMPE CTF 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 the department. New drivers form is submitted by the department. This process may involve a driving record check, online exam, and in person driving test. Existing drivers must submit the recertification/license check form prior to each fall (coordinated by PEA Director).

Appalachian Drivers Training process
1. Send driving record check form to Sandy Evans (evansss) (6435) at University Police **(required each year).**

Appalachian PEA Instructor Information

>   Complete this each year in the spring to avoid doing it the week before classes in August.
>   Save a copy of this form electronically and a copy of the person's drivers license (both sides).

2. Upon completed/returned, send a copy to Steven Nixon through campus mail or scan/email.
3. Complete online driver's course. Hit next on each screen to get to the test at the end. This can be done at any time. https://vansafety.appstate.edu/
4. Once the above steps are completed, schedule driving evaluation with Safety Office or Joy James or Edgar Peck in the RMPE Dept.
5. Trainer will submit in person driving evaluation form to Steven Nixon.
6. Electronic certificates of completion will be issued via email to the employee being certified. The employee's supervisor and motor pool will be copied on the email communication and have a copy of the certificate as well.

>   Steven J. Nixon, SMS, Occupational Safety Manager   Appalachian State University
>   Office 828-262-7649
>   Cell 828-266-5173   nixonss@appstate.edu

Google Drive App Driver Certification Records
https://docs.google.com/spreadsheets/d/1F0WrIsiyjRAXVF3bHLDBeTpb8Q9xJZNqbKt2_hJT8KQ/edit#gid=313596423

Motor Pool Van
Training Steps RMPE   Also RMPE Google Folder to Track Certified Faculty/Staff

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

RMPE Van-Truck-Trailer-Canoe Reservations (Google Sheet and 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.

- RMPE Van/Truck keys are located in the key box in the mailroom (code 13579#) box (035)
- 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/Trucks Location: State Farm, HCC, Hill Street, or Edwin Duncan.
  - Home football games may effect parking. Meet students off-campus.

Motor Pool Reservations (Google Sheet and Google Calendar)
Pick Up IS FROM 7:30 am TO 4:00 pm Monday thru Friday
Fall 2022: Motor Pool vehicles will only be released to the approved, designated driver for each vehicle.
As the responsible party, the designated driver is the only individual allowed to operate the vehicle.

Cancellations should be done within 24 hours via EMAIL or PHONE CALL or the dept. will be charged
Please present Driver's License and App Card of ALL DRIVER'S of the vehicle(s) at time of PICK UP.
Appalachian Driving Training approval card is required to pick up the van (begin Sp 2019)
>   **Annette Eggers**   828-262-3195   **eggersal3**
>   Motor Pool Hours: 7:30am-4:00pm   828-262-8821 (dispatch)

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<u>Motor Pool online request form (333510)</u>
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/

Vehicle keys can only be picked up M-F 7:30am-4pm. If your trip is on a Saturday OR Sunday, you need to pick the van keys up on Friday 7:30am-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. Bring the driver's license of anyone driving the van when you pick it up. 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)

RMPE Vehicle Request Form (for late requests, requests not on google sheet)
https://docs.google.com/forms/d/e/1FAIpQLScvtu_ccgPCf3AkyAWHOneMa_N55FrQJtx7YxRAVWiiMxg5tg/viewform

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

Other Van Resources
UREC, Geology and Biology have multiple vans they sometimes allow others to use.
Reserve MP vans for the next semester ASAP once the schedule is done.
Mini vans are owned by system office and they set rules for sedans and mini vans.
App state owns the 12 pass vans. They are governed by different regulations.

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

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Website.
PEA Faculty
Resources are available under Faculty & Staff: PEA Manual, Syllabi, Accident Reports, etc.

Website Updates/Maintenance (PEA Director/RMPE Administration)
Log In   www.rmpe.appstate.edu/user
Assistance   https://webservices.appstate.edu/
Help: Amanda Mlekush, BCHS Director of Marketing
828 262 7798   brasieran@appstate.edu

Updating RMPE Website
rmpe.appstate.edu/user
Website Updates: Adding Faculty-Content; Add content; Profile.
Single Sign on

Faculty List
To create a Profile, Content (top left) - Add Content - Profile.
    Wait-may take 1 hour to populate.

Wellness Literacy.
General Education Review Fall 2023

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 General Education Wellness Literacy Attribute
PE 1530-1549 (1546-49 beginning fall 2015)
PE 1700-1877

Wellness Literacy Online Learning Modules (Kendall Hunt-Great River Technologies)
https://www.khpcontent.com/ (start fall 2020)
http://www.grtep.com (old)

Encourage students to purchase this resource at khpcontent.com. This provides instant access. If students purchase through the bookstore, they should do so in person. Ordering the Wellness Literacy modules remotely through the bookstore often results in the code being mailed to the student, taking several days to a week. The bookstore does not email codes.
Any student enrolled in a physical education activity course must complete/pass (80%) 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 AppState General Education Wellness Literacy Requirements in another course.
        Changed fall 2022. Students no longer fail if they do not complete the modules. PDA's are optional.
        Change spring 2023-4 modules instead of 6.

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.

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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
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)
Ray Wood, VP (Oct 2023)   O: 563.589.1047/C: 563.581.3975   rwood@kendallhunt.com (Temp)
Karen M. Hoffmann   Technical Help   KHoffmann@kendallhunt.com
Scott Townsend, Derek Mohr (Authors-AppState)

Appalachian Bookstore, Betsy Craft, Textbook Manager
828-262-3070 (1, 1)   craftef@appstate.edu

Registrar File Upload
Each semester after drop/add Jerry Hampton (6293) (hamptonjt@appstate.edu) has replaced Dwight Turner should send the file of all students registered for PEA courses to Kendall Hunt to be uploaded. This allows faculty to search for progress reports by class.

Bookstore Order: Appalachian Textbook Manager Betsy Craft   828-262-3070 ext. 18
        Betsy Craft - ext. 27124 - craftef@appstate.edu
        James Howell - ext. 26774 - howelljr@appstate.edu
        Matthew Brophy - ext. 23072 - brophymt@appstate.edu

Mohr, D. J., & Townsend, J. S. (Ed.). (2015). Wellness Literacy 3.0.
Kendall Hunt Publishing Co. ISBN: 9781524904401
Access at https://www.khpcontent.com/

When order form comes out, email the CTF to Betsy so they can manually enter the WL code requirement into each PEA course section so students can see in the system what books they need. Wait to enter any faculty into banner until after early registration begins so they are not messaged about book orders by the bookstore.

VERBA | VITALSOURCE (PE Director/Skiing Only)
https://appstate.verbacollect.com/courses

Entering book for a course. Faculty enter, reviewer approves, then 2 dots show, and bookstore approves. PE director is faculty and reviewer.
        Select semester top right
        See courses
        Select course (can also merge all of same courses to make it faster)
        Click course
        Add materials
        Paste ISBN
        Add book manually
        Close pop up
        Add to adoption

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      Required-No, No, No
      Add to adoption
      Click Mark reviewed-Complete status change (2 dots appear on left, next it goes to bookstore)

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

Change-transfer students entering Appalachian summer 2017 or after do not need to complete the modules for their PEACTV courses to count. Athletics, even if given PEA credit, do not count for Appalachian Wellness Literacy credit.

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.

Entering Appalachian General Education Wellness Literacy attribute in Banner 9.*
SZATDEC form in Banner 9
Enter Banner ID and click search
Select Transfer Course-look for PED NCCC courses
Make New Decision
Type P E ACTV in AS Course: (note space between P and E and A) or App equivalent course (only if needed)
Comment: "Add Appalachian Wellness Literacy Attribute"
      Select "For this student only" and click Save

The form will go to OTS, who will enter the attribute in the student's record
Email the student and let them know the change will be in Degreeworks in 2 weeks.
An email from OTS will go out to the student to let them know this is complete
      Only for students who entered Appalachian prior to summer 2017 with PEACTV credit.
      Questions: Selena Dollar in Office of Transfer Services.

Nutrition/Weight Management Module Issues
At times you may receive information from students who have issues with the nutrition and/or weight management modules. They may mention potential triggers for people with eating disorders. Students can skip this portion of the PDA by simply entering 0s. 2023: PDAs and Weight Management module are now optional.

We would be doing students a disservice by not teaching them about healthy weight management. Avoiding the issue will not improve the person's ability to work toward a healthy relationship with nutrition and weight management. A sample response is available in the FAQ Guide.

Wireless Access.

1. Turn on computer and sign in
2. 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
3. If connection is not automatic, the network connection icon should have a yellow !

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4. Click "create new connection" on left under "Network tasks"
5. It should say welcome to new connection wizard
6. Click "wireless networks in range"
7. Select network by clicking on it, then click "connect"

Zoom.
https://appstate.zoom.us/
Create a Personal Meeting Room (for virtual office hours)
Log In and click Personal Meeting Room (top center)
Highlight, right click, and copy Invite Link. Paste that link into AsULearn.

Zoom backgrounds: Covers the area behind you on camera.
https://commtoolbox.appstate.edu/photos-and-videos
https://support.appstate.edu/services/catalog/zoom-web-conferencing

https://confluence.appstate.edu/display/public/ATKB/Zoom+Web+Conferencing%3A+Classes%2C+Group+Work%2C+Collaboration

Appalachian State Faculty Handbook.
http://facultyhandbook.appstate.edu/

See also "Policy Manual"
The faculty handbook is currently under review (some material may be inaccurate)

Part-Time Faculty
Definition and Titles
Terms of Contracts
Benefits
Services
Salary Checks
Parking
Student Discipline
> http://www.studentdev.appstate.edu.
> www.academicaffairs.appstate.edu/resources/integrity/
Final Grades
Final Grade Appeal Procedure