

EXSS TA HANDBOOK 2017-2018

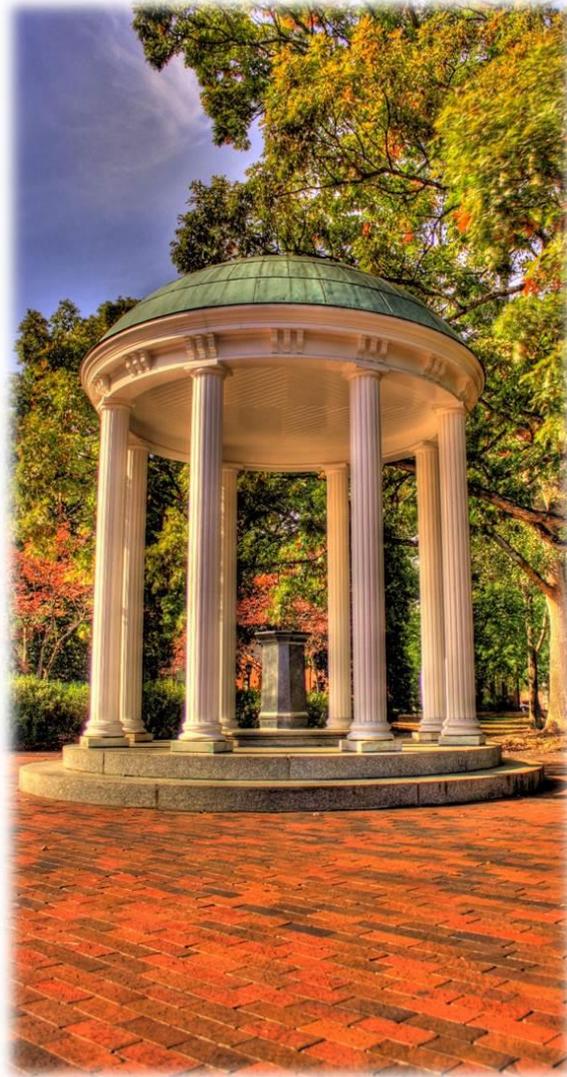


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A Word from the Director...

We know that individuals who incorporate exercise into their daily routines will lead healthier and longer lives. Despite the clear health benefits of regular physical activity, the Center for Disease control reports that over half of U.S. adults do not engage in physical activity at levels consistent with public health recommendations. The Lifetime Fitness Program at UNC-CH hopes to change this trend by educating its students about fitness activities that can be sustained throughout their lives.



Affecting physical activity behaviors requires: understanding the individual's relationship to his or her family, community, culture, and life stage; understanding the individual's interests and fitness history; and understanding the determinants of physical activity. Ultimately, we hope to teach students how to develop an individual fitness plan and how to make healthy lifestyle choices.

Our program remains proud of our long tradition of teaching excellence. Because Lifetime Fitness is a requirement on our campus, we have the opportunity to capture student's interest, and then to enhance their lives by encouraging them to get involved in lifetime fitness and wellness. YOU, the instructor can have a huge impact on how each student gains an understanding of the life saving importance of fitness for lifetime health and to develop a desire to make fitness an enjoyable part of their everyday routine.

PROGRAM PHILOSOPHY

The philosophy of the Lifetime Fitness Activities Program is to teach the knowledge, skills, and rules of sports and recreational activities, to help each student develop a lasting interest in lifetime participation and to attain and maintain a degree of physical fitness.

DEPARTMENTAL ORGANIZATION

For a list of all the Faculty and Staff in the Department go to <http://exss.unc.edu/faculty-staff/>

In the University structure, the Department of Exercise and Sport Science is in the Division of Natural Sciences of the College of Arts and Sciences. The various academic programs offerings also involve relationships and responsibilities in and to the General College, and to The Graduate School.

The EXSS administrative staff and faculty are here to help you. Please feel free to email or call if you have questions. The main administrative office can be reached at 962-2021, 962-2022, 962-0018, or 962-0017.

Policies on Holding a Teaching Assistantship in EXSS

The Professional Internship in EXSS

EXSS Graduate students may be awarded a service (research or teaching assistantship) or a non-service (fellowship) appointment. As part of this award, students may receive a Tuition Remission Award (if you do not have NC resident status and would normally pay tuition at the out-of-state rate, your tuition is reduced to the NC resident rate) reducing tuition to in-state costs, and/or an In-State Tuition Award further reducing tuition to zero. The availability of assistantships, tuition remission awards, and in-state tuition awards in EXSS are contingent upon funding and other directives from The Graduate School. The availability of and the particulars of assistantships and awards are subject to change at any time.

The Graduate School and the EXSS Graduate Program recognizes that graduate students are first and foremost "students" and their making continual significant progress toward their degree is paramount to the ethical training and education of graduate students. General guidelines are in place regarding balancing hours of service work and academic course work. If any EXSS graduate student at any time feels they are becoming unable to make satisfactory progress toward their degree and adequately perform the assigned responsibilities of their appointment, service or non-service, s/he should consult with their EXSS SC and the EXSS DGS.

New EXSS graduate students attend an orientation meeting in late August to meet faculty, to become acquainted with departmental policies, to learn the philosophy underlying the course curriculum, and to develop skills needed to teach activity courses. The following is the required teaching load for EXSS graduate students:

- 1st year Athletic Training Graduate Students:** Teach 2 classes in the fall semester
Teach 1 class in the spring semester
- 2nd year Athletic Training Graduate Students:** Teach 1 class in the fall semester
Teach 2 classes in the spring semester
- 1st & 2nd Semester Exercise Physiology Students:** Teach 3 classes in the fall semester
Teach 4 classes in the spring semester
- 1st year Sport Administration Graduate Students:** Teach 3 classes in the fall semester
Teach 3 classes in the spring semester
- 2nd year Sport Administration Graduate Students:** Internship Only Requirement

BASIC FACTS, REGULATIONS AND EXPECTATIONS

The teaching assistant may have the responsibility for lecture classes, physical activity classes, individual instruction, or laboratory sections. The teaching assistant is expected to deal seriously and conscientiously with the teaching assignment and is expected to consider these his/her primary responsibilities. Performance of these obligations must take priority over other interests and activities.

Each teaching assistant, upon accepting his/her appointment, must accept the following professional obligations and responsibilities:

- (1) Responsibility for the careful preparation of lectures and other materials for the designated courses, labs; regularity in meeting all scheduled classes; clearly informing students of course requirements; maintaining accurate records of student attendance; and fair and impartial grading according to standards established by the university.
- (2) Recognition that students deserve respect as individuals and have certain rights that must be protected. This responsibility encompasses an active interest in the academic problems of students, giving mature professional advice, and treating students courteously at all times.
- (3) Recognition that a college teacher serves as a model and exercises a great influence in shaping the minds of his/her students. Consequently, each teaching assistant must maintain high standards of scholarship, personal appearance and integrity, professional ethics, and communication with students in the classroom.
- (4) Recognition that in his/her influential classroom role the teaching assistant is obligated not to introduce into class discussion subject matter outside the scope of the course and not within his/her field of professional competence.

Teaching assistants who are in charge of a lecture class or laboratory are required to attend all class meetings of the courses to which they are assigned.



UNC Lifetime Fitness

PROCEDURES FOR ADDRESSING UNSATISFACTORY TA PERFORMANCE

The Exercise and Sport Science anticipates successful TA performance, and our training program is designed to help you succeed. The Lifetime Fitness Director recognizes that each teacher brings his or her own experience to the classroom. The Director expects to see diversity in approach and specific activities.

We are also aware that circumstances sometimes prevent graduate students from being effective in the classroom, and we are committed to providing students in Lifetime Fitness with quality instruction. Thus, we feel that you should be aware of what constitutes unsatisfactory work as a teacher assistant.

A judgment of unsatisfactory performance is based on consistent and serious difficulties in the classroom. TA's who do not sufficiently prepare and/or teach effectively or adhere to the dress code and attendance policies required as a TA may be placed on probation. If performance continues to be unsatisfactory after the TA is placed on probation, the assistantship may be revoked. The following administrative procedures apply to any TA placed on probation.

- 1...The Director of Lifetime Fitness will inform, in writing, any TA whose teaching performance in an activity class is unsatisfactory or if policies are not being followed. This notice will identify the problem(s). It will also serve as notice that the TA has been placed on probation.
- 2...Within three working days after notification, the TA must arrange a conference with the Director of Lifetime Fitness to discuss the problem(s) and determine actions to be taken.
- 3...As soon as the problem is resolved to the satisfaction of the Director, the TA will be so informed. If problems persist, the Director of Lifetime Fitness will forward an appropriate recommendation to the Department Chair. The Department Chair will have the final decision for dismissal or revocation of assistantship.

DISCIPLINE AND VIOLATIONS

The Lifetime Fitness Program implements a three-strike violation policy defined as:

- Cancelled class;
- Not showing up for a scheduled work assignment;
- If you are ill and cannot make it to a class or a work assignment, you are expected to notify the Lifetime Fitness Director or the main office. Failure to do so is a violation;
- Repeated tardiness in turning in forms, assignments, verification forms and grade sheets;
- Repeated misconduct involving uniform, substitution procedures, class supervision, safety procedures, etc.

One Violation: You will be given a verbal or written reprimand. This violation will remain in your file for a three month period after which if there are no more violations, your record will be cleared.

Two Violations: You will receive a letter of reprimand. This violation will remain on file for the remainder of the academic year. If in that period there are no more violations, your record will be cleared.

Three Violations: Termination of employment and loss of your stipend.

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PROBATION NOTICE

Date: _____

To: _____

From: Becca Battaglini, Director of Lifetime Fitness

RE: Probation Notice/ Warning

The purpose of this memo is to inform you that you are not making satisfactory progress as a Teacher Assistant in the Activities Program for one or more of the reasons checked below. You are now on probation.

- failure to attend all of orientation / mandatory meetings**
- failure to conform to the teaching dress code policy**
- failure to show up to teach your assigned classes or secure an appropriate substitute in your absence.**
- failure to turn in paperwork, grade rolls, injury report forms, etc.**
- failure to communicate to your classes about location and assignments given.**

I understand that I am on probation for the reason(s) above and it is my responsibility to address the necessary concerns in order to restore appropriate status.

Signature of Teacher Assistant

Date

Signature of Lifetime Fitness Director

Date

Frequently Asked Questions:

How am I paid?

Teaching Assistants are paid monthly and are paid by direct deposit to your banking account. All financial setup takes place with The Accountant (962-0017) in 209 Fetzer Hall who will show you how to set up your payroll direct deposit.

Where is my office?

Teaching Assistants have office locations in three different areas according to your specialization. See the Director for your designated study/office area in Stallings-Evans Sports Medicine Center, Fetzer Hall or Woollen Gym. You have access to a computer there as well as a place to store your belongings and food and drinks for breaks. This office is locked when not in use so each TA is issued a key to this area.

Where is my mailbox?

The teaching assistant's mailboxes are located just outside program director's office in Woollen 215B. Students can access this area to leave assignments. This is where you will receive communication from the Director or from the administrative office for announcements, etc. Please make it a habit to check your mailbox regularly and keep old mail cleaned out.

Where do I park?

Parking is extremely limited on the UNC-CH campus. You must apply for a permit for car, motorcycle or scooter to be able to park in and around the EXSS facilities. You may do this by going to the public safety office on Manning Drive to apply. There is a fee for any permit received. Alternative transportation and parking is encouraged at UNC. There is a Commuter Alternative Program (CAP) and all you have to do is apply and you are able to use park and ride lots that surround the outside of the campus area which use the Chapel Hill Transit bus system to come directly to campus.

(<http://www.dps.unc.edu/Transit/gettingtowork/gettingtowork.cfm>)

Biking is free, but again, you must have a permit to park your bicycle on campus. Those of you who will teach golf at Finley Golf Course or tennis or sand volleyball at The Outdoor Education Center can park your car there just for the time that is required to teach your class. Students are not allowed to park their cars at the OEC unless they have a permit.

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Do I get a special I.D.?

Every UNC student is issued a UNC One Card. This is your ID card for campus and will have your seven digit PID # as well as a picture. This card will be required at most campus expenditures, so make sure to carry it with you at all times. For more information, please visit <http://onecard.unc.edu/>

Where do I get class rolls?

At the beginning of each semester your class roll will be identified on Sakai and Connect Carolina. Students will continue to drop and add classes for the first two weeks. The freshman early warning rolls will come out to identify any freshman that are doing below "C" work in your class. Verification and Grade rolls are all online and the registrar's office will notify you when it's time to complete them. Please follow instructions carefully when filling out all forms online before you hit submit and adhere strictly to deadline dates.

How do I copy materials for my class?

If you require copies for your classes for assignments, quizzes or exams, you can come to Fetzer 209 and fill out a Work Request Form. The administrative staff will make the copies for you but require at least 2 day notice to complete the work before your deadline. Please fill out the form completely and indicate all details completely (color paper, one or two sided, stapled, etc.). Plan ahead so that you are not waiting to get your copies at the last minute.

Do I need any keys?

All keys are issued through Jennifer Candors, the department key coordinator in 209 Fetzer Hall. Generally you will need a key for your graduate student office location, and the front door to the building. All keys are signed out on a key card and are returned upon completion of your graduate work. Any keys not returned will be charged a \$20.00 per key replacement fee. If you do not return the keys or pay the fee, a hold will be placed on your student account that will prevent you from receiving your diploma until the fee is paid.

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What is the dress code as an instructor?

The Department of Exercise and Sport Science provides and requires specific teaching attire for all instructors. All instructors will be issued 2 EXSS teaching t-shirts, 1 EXSS teaching polo and an EXSS jacket. Black, navy or khaki shorts/pants are permissible. The shorts/pants must not be excessively baggy, or excessively tight (unless wearing compression tights). Instructors are REQUIRED to wear the assigned teaching shirt while teaching. Exceptions to this required attire are personal swimsuits in swimming classes. No other UNC attire will be considered acceptable to teach in. Please model proper footwear for physical activity. Flip flops are not considered exercise shoes and should not be worn to teach class (unless on the pool deck). Hats are also only acceptable if teaching an outdoor class. Please present yourselves professionally at all times.

What if I cannot teach and need a substitute?

If you are unable to attend to teach your class for illness, death, transportation, vacation or other acceptable reason, you must make ample effort to obtain an appropriate substitute (who must be a member of the lifetime fitness staff) to teach the lesson plan you have prepared for that day (not just check attendance). Whether it is a planned absence, or one of short notice, your preparation, planning and communication are essential to ensure that your class goes as smoothly as if you were there. You are responsible for providing meeting location and lesson plan to the substitute by email.

You must also notify the director of Lifetime Fitness of your absence (962-0233, bbatt@email.unc.edu)

What do I do if someone gets injured during the class that I am teaching?

If a student gets injured or show signs of distress during class, follow these recommendations: Send another student from your class to the Stallings-Evan Sports Medicine building for help or in the event of an emergency, call 911. Do not leave the class or the person who is injured. Follow up with the students after you have finished your class and fill out an injury report form found in this manual. Notify the Lifetime Fitness Director of any concerns. **The # for Sports Medicine is: 962-2067**

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What if a piece of equipment breaks during class?

If a piece of equipment breaks during your class or there is some problem with a facility that you are using that needs maintenance, please report it to the Director ASAP. Be sure to make signage to communicate this need to other instructors that may come in contact with the equipment/area after you to avoid injury.

What if someone who is registered for my class has special needs?

No student will ever be discriminated against because of a disability. You will need to talk with the student about what is best for them, and for the class as a whole. If you have a student with special needs registered in your class who is unable to safely and effectively participate, discuss your students' needs with the coordinator of adapted physical education. During the semester, students may be temporarily unable to participate in an activity. Up to six missed (excused) classes due to injury are allowed to be made up. If a student is unable to participate for a longer period of time, he/she may be transferred to an adapted section for the remainder of the semester. Discuss each situation with the student and the coordinator of adapted physical education, **Debra Murray, 962-6946**, who will facilitate the necessary changes with the student and the LFIT/PHYA office.

The Lifetime Fitness and Physical Activities Program

LIFETIME FITNESS REQUIREMENT

I. New Requirement:

For Students who enrolled after Fall 2006:

Lifetime Fitness Foundation Requirement: (Began Fall 2006)

All students must successfully complete one Lifetime Fitness course (any course numbered in the 100 level with an LFIT prefix). This course will combine instruction in, and practice of a sport or physical activity, that can be sustained in later life together with instruction in life-long health. The course will carry one hour of graded academic credit that will count toward the required total for graduation and for the determination of full-time status in the semester in which the course is taken. This requirement may be completed even if the course is declared Pass/D/Fail. No exceptions to the Lifetime Fitness requirement will be allowed.

Undergraduate students will be allowed to take any additional PHYA courses (any course numbered in the PHYA 200 level and above.)

II. Old Requirement:

For Students who were enrolled prior to Fall 2006:

The Physical Education Activities Requirement:

Every undergraduate student must complete one semester of physical education activity courses (any course numbered in the PHYA 200 level).

- A student may take two PHYA courses during a single semester, although no more than one per semester is recommended.
- A physical education activity course taken at another institution will exempt the PHYA requirement; however, the student will not receive hours of transfer credit.
- Although a physical education activity course is required of all students, this course may be taken pass-fail during the fall and spring (not during the summer). A student is not advised to sign up for the pass-fail option unless he/she has inadequate skill potential or expects automatic grades of A.
- Students may take additional physical education courses beyond the required course.
- Students may take the same physical education course twice, although this is not recommended.

**THERE ARE ABSOLUTELY NO WAIVERS FOR LIFETIME FITNESS GIVEN ANYMORE!!
NO EXCEPTIONS!!!!**

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INSTRUCTOR RESPONSIBILITIES

We expect that all the classes are conducted in an efficient, effective, and professional manner as expected of all classes in an institution of higher education. We expect that all TA's be conscientious, competent, and dedicated individuals. In addition, we expect that instructors exhibit enthusiasm and interest in their areas of expertise. Lastly, we hope that all TA's are committed to a healthy lifestyle and are ambassadors for the program.

Meeting Classes: Students have paid an additional \$43.00 on top of their tuition for the Lifetime Fitness class. As the instructor, you must see that students have opportunities for instruction in every class session. More specifically this means that class meets every scheduled time, and **instructors are not to cancel class for any reason**. It is also necessary that an instructor be present at every class session. The instructor is liable for the class and should remember this should an occasion arise where the instructor must leave the class for any reason. It is expected that instructors will be ready to begin class on time, will hold the class for the allotted time, and will conclude class on time.

Changes in Class Location: There are a variety of means for communicating with students. Establish your method, and put this on the course syllabus. There is a chalkboard across from the Fetzer & Woollen Equipment room window that you can indicate location of your class. Be sure to write your name and the class and section number so there is no confusion. Notification should also be given via Sakai and/or email notification. Other arrangements can be made as long as students are informed.

ATTENDANCE POLICIES

You will need to use Connect Carolina at the beginning of the semester to create an attendance roster for your class. All absences should be recorded promptly and correctly on the attendance sheet on the proper date. It is the responsibility of the instructor to keep an accurate record.

Each instructor is expected to adhere to the LFIT/PHYA attendance policy. Attendance will be taken daily. Class and labs are mandatory. Three unexcused absences (as defined by the Undergraduate Bulletin found here: <http://www.catalog.unc.edu/policies-procedures/attendance-grading-examination/>) will be tolerated during the semester: no more than one absence during the lab component and 2 during the activity component. If extended

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injury or illness restricts participation, the student is advised to speak to his/her instructor about their options. If more than a combination of **7** excused and unexcused absences, tell the student to drop the course! Instructors must include this attendance policy on their course syllabi.

Instructors are responsible for handling the attendance problems of their students and should use their discretion in these situations. Any problem you are unclear of how to handle should be discussed with the Program Director.

To verify student's attendance at the Campus Health Service: Call 966-2281

1. Identify yourself and position
2. Give student's name
3. Give students I.D. number

No other doctor appointments are excused.

Tardiness

- While there is no specific regulation about tardiness, it is suggested that each instructor handle such matters with good judgment (ex: 3 tardies beyond 5 minutes = 1 absence).
- Attendance should be checked at the beginning of the class period. Inform students that it is their responsibility to check with the instructor if they are late for class.

Audits

- No undergraduate student may audit a lifetime fitness class. With the instructor's permission and approval by the Program Director, a full-time graduate student may audit an activity course. If a student is permitted by the instructor and the Program Director to audit, he/she will not be registered and no grade record will be kept. **(This policy applies to graduate students).**

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REGISTRATION AND CLASS ENROLLMENT

Instructors may control their class size, but it is a general policy that every effort is made to fill classes to the maximum seats allowed. Instructors may check with the Fetzer 209 Office to find out how many seats have been assigned to a class, but the information is available via Connect Carolina. Changes in the maximum number can easily be made; instructors should indicate any change to the Program Director. **Instructors are cautioned to avoid overloading a class and, therefore, compromising effective instruction.**

To see a list of all LFIT course offerings, please go to

<http://exss.unc.edu/lfitphy/lfit/course-listings/>

GRADING POLICIES

<http://registrar.unc.edu/academic-services/grades/>

Course content requirements will be the same for all students including those taking a course pass-fail. Students declare Pass/Fail with their advisor, therefore, the instructor does not know if a student is taking a class Pass/Fail.

- Instructors must record a grade in the proper column on the official grade in Connect Carolina (A through F, including pluses and minuses or IN). There are no A+ or D- given on a grade roll. Every box must have a grade! Any grades lowered due to excessive unexcused absences should have this appropriately noted in the remarks column. Make sure to save your work often!
- If a student is on the permanent grade report at the end of the semester and has not been in attendance, he/she must be given an FA.
- If a student does not complete all the course requirements by the end of the semester, an IN grade should be given and an IN (incomplete) Form should be filled out. This includes a student injured at the end of the semester (unless the student is transferred to an adapted class). If you give an IN, get an IN form from 209 Fetzer or print one off from the back of this manual. Specific instructions for making up missed work should be documented on the IN form and the remarks column of the grade sheet.

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- Students have eight weeks in the following academic semester to remove an IN before it is changed to an F*. If the instructor of record has left the program, then the student may make arrangements to complete the course requirements to complete the course requirements with the Program Director.
- Students should not enroll in another activity course to remove an IN grade. Students should make arrangements to make up missed work by attending an existing class without registering for it. When a student does make up work and completes a course, a grade change will be submitted by the Director through Connect Carolina.
- The Lifetime Fitness & PHYA Course Grading Scale:

A 93.0-100%	B+ 87.0-89.9%	C+ 77.0-79.9%	D+ 67.0-69.9%
A- 90.0-92.9%	B 83.0-86.0%	C 73.0-76.9%	D 60.0-66.9%
	B- 80.0-82.9%	C- 70.0-72.9%	F < 60%

INSTRUCTIONAL KEY POINTS

- A. Each instructor is required to prepare and email to the program director, a unit plan and syllabus for each course to be taught. It is strongly suggested that a copy of all handout material be turned into the Director. These need to be emailed to the Program Director by the first day of classes in the fall or spring semesters. To ensure daily class preparation and better teaching, each must prepare a written lesson plan for every class.
- B. Activity should begin on the second day of classes.
- C. Please write instructions for students (ie. If your class does not dress out; or if there is a change in your regular schedule; or if there is a different meeting spot) on the chalkboard across from the equipment room in Fetzer Hall and Woollen Gym, or send via email.
- D. Use Sakai/Connect Carolina for all class communication for class changes, announcements, etc.
- E. Tell your students not to call the office when they are sick or when there is adverse weather. Instead, have them talk to you personally at the next class, leave a note in your mailbox, or send you an email.
- F. Classes meet for **50 minutes** of instruction twice weekly. Please conduct class for the entire time period. Start and stop classes punctually and insist that your students come on time. This is essential because another class often starts as yours finishes.
- G. Teaching performance will be evaluated all semester long by varying faculty members.

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- H. All teaching assistant jacket issued by the Department must be returned at the end of the contracted employment. Please be careful not to lose or misplace your departmental-issued clothing. You must pay for any lost or unreturned clothing.
- I. Students are excused from class for observed religious holidays; students are required to inform the instructor prior about the absence to the holiday.
- J. Classrooms for tests, lectures, or films are scheduled through Jennifer in 209 Fetzner. Advance planning is helpful with this scheduling. The sooner you request a classroom, the more likely it is to be available.

- K. General Teaching Suggestions:
 - 1. Stress the importance of mastering the fundamental skills through drills.
 - 2. Praise effort and improvement as well as good play.
 - 3. Encourage less skilled students. Don't embarrass them and offer assistance to find a more fitting class if needed.
 - 4. Insist that your students work with varying groups or individuals in drills and games.
 - 5. Be a teacher, not a player in your classes.
 - 6. Attempt to create a friendly relationship with your students without losing their respect.
 - 7. Learn your students' names as soon as possible, and make sure they know your name.
 - 8. You will meet twice during the semester with others teaching your course(s) to share instructional ideas and activities.
 - 9. Let students know how to contact you, but do not share your cell # with them.
 - 10. Ask students to evaluate your classes at mid-semester and the end of each semester (see forms section of this manual).

REMEMBER - CLASSES ARE NEVER CANCELLED

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INSTRUCTIONAL PLANNING

SYLLABUS*: The syllabus provides the student with information about what to expect from the course. The syllabus should include the following:

- A. Purpose of the course
- B. General course objectives
- C. Grading Policy
- D. Attendance/Tardiness Policy
- E. Basketroom Procedures

UNIT PLAN*: A unit plan is used to plan for an entire semester. It should provide for unified and continuing experiences for the student and include the following:

- 1. Course name, days and times.
- 2. A day-by-day calendar of class topics.

*Syllabi and unit plans for the Lifetime Fitness Courses are available on the website.

DAILY LESSON PLAN: The daily lesson plan provides a guide for teaching one class period and is arranged in detailed format. Components of a daily lesson plan include the following:

- A. Objective(s) for the class
- B. Equipment and materials required
- C. Class organization and procedures

	<u>Minutes</u>
▪ Warm-up and conditioning; attendance check	5-10
▪ Review of previously learned skills	5
▪ Statement of day's objective	1
▪ Instruction (written out in at least outline form)	5-15
▪ Skill demonstration during instruction	
▪ Explanation and demonstration of drills	
▪ Execution of drills by students	
▪ Lead-up games, combined skills, practice and games	10-30
▪ Evaluation of the class including student feedback	1-3

COMPUTER SUPPORT: There are IBM compatible computers available in your grad office for use in preparing written materials such as syllabi, unit plans, and tests for your classes.

TEACHER SELF EVALUATION: Good teachers constantly evaluate themselves and are critical of their class instruction. Some suggested evaluative criteria include the following:

- A. Professional appearance, posture, and level of fitness
- B. Projection and clarity of speaking
- C. Clarity of instruction to students
- D. Firm, but personal, class demeanor
- E. Class discipline and order maintained
- F. Knowledge of subject matter- rules and strategies, skills taught correctly and in the proper progression and effective demonstrations
- G. Feedback provided daily to every student and to the class as a whole
- H. Individualized instruction
- I. Enthusiasm and interest in class
- J. Overall teaching effectiveness

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REQUESTING MAINTENANCE

- Instructors are responsible for immediately reporting all hazardous conditions within their class space. If not reported, the condition will only worsen.
- Report any needed maintenance or any problems or needs immediately to the attention of the Program Director.

REPORTING INJURIES AND ACCIDENTS

- In order to keep an accurate record of accidents and injuries that require treatment, report forms (see forms section of this manual) must be completed promptly and returned to the Program Director.
- The Athletic Training Clinic in the Stallings-Evans Center is open during class hours, so students injured in class may be taken there. If a student cannot be moved, a trainer should be called to the class area. (Never leave your class; send a student to get a trainer.) Graduate students in the athletic training specialization who are teaching a class in which any injury occurs should not act as a trainer. Your responsibility in that situation is as the instructor.
- The University has a multi-million liability insurance policy on you as an instructor. For your own protection, in the event of an injury to one of your students, you are strongly encouraged to review your own insurance policy.

EQUIPMENT USE POLICIES

All equipment for classes is provided by the Department. Equipment should be picked up by the instructor (not by students; although they may assist) from the Fetzer Hall and Woollen Gym equipment rooms. Equipment needed should be requested at least one day in advance of its usage. All equipment should be returned immediately following class unless arrangements for shared equipment have been made in advance.

1. Equipment is available for class use through the Fetzer Hall and Woollen Gym equipment rooms. Any equipment that is checked out from the equipment rooms must also be returned.
2. A **portable VCR, DVD, & TV** can be checked out from the Fetzer equipment room. Before using equipment, ask for a brief orientation about the operation of this equipment.
3. A small selection of sport specific videos is available for checkout in the equipment rooms.

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EQUIPMENT ROOMS PROCEDURES

1. Baskets are issued to students in PHYA/LFIT classes the first 2 weeks of classes.
2. Students pick up their baskets from the window prior to each class and take the basket into the student locker room. The lock on the basket may be used to lock the basket and the Student's belongings in a locker during class time. After the class, the basket and lock are returned to the window. The issued clothing and towels will be put in the laundry and clean clothes and a towel will be placed in the basket.
3. You may leave class items in the basket overnight (ex: shoes, hair dryer, toiletries). Please do not leave any valuables, wet, personal, or dirty clothes in the baskets.
4. If a student elects not to use a basket throughout the semester and would prefer to check out a lock or towel for class, the student must bring his/her UNC-ONE card to class in order to check out a lock or towel. The towel and lock must be returned at the end of each class.

EQUIPMENT AVAILABLE FOR CLASS USE

Aerobic dance floor mats	Soccer balls
Aerobic steps	Soccer balls (indoor)
Archery equipment	Stereo and microphone
Badminton racquets	Softballs (regulation & 16")
Badminton shuttlecocks	Softball equipment
Basketballs	Squash balls
Bean bags (6doz.)	Squash racquets
Bocce Set	Stopwatches
Colored jerseys/pennies	Table Tennis balls, paddles, nets
Compasses (5)	Tennis balls
Cones (large and small)	Tennis balls (indoor)
Dance: Folk, social and square	Tennis balls hoppers (4)
Eye glass protectors	Tennis ball machines
Eye guards for racquet sports	Tennis racquets
Footballs	Volleyballs
Frisbees (8)	Wally Ball Set
Golf bags	Water polo balls (3)
Golf clubs	Water polo hats (42)
Golf practice balls	Weight belts
Golf tees	Weight keys
Hand Weights	Whistles
Horse shoes & stakes (2 sets of rubber)	
Hula hoops (plastic) (Sm., Med., Lg.)	
Jump ropes (various lengths)	
Kickboards	Audio-Visual Aids
Lifesaving Rescue tubes	Cassette tape recorders (8)
Medicine balls (7)	Overhead projectors (3)
Outdoor volleyball Set	Record players (1)
Parachutes (3)	Slide projectors (6)
Plastic scoops	Video tape recorders (4)
Playground balls (8" & 10")	Video Camcorder (3)
Racquetball balls/racquets	Jane Fonda Workout Book

FACILITIES

Please tell your students to secure all valuable items or backpacks in a locker or basket to avoid theft in and around the building and field areas.

If you teach an outdoor class and need an indoor meeting area during the semester, please contact Jennifer Canders for availability, 962-2021. Space is limited and will be assigned on a first come, first reserve basis.

When you change location of your class, please notify your class immediately by email or Sakai AND write your name, the location and date on the public chalkboard located across from the Fetzer and Woollen equipment rooms. Make sure your students know where this board is and to check it daily if needed.

If you notice any problems, maintenance issues or would like any set-ups at all for your class, please contact Darrell Kidd (962-0240) and/or Reggie Hinton (962-3301) for assistance. Please promptly report any issues and give ample notice for requests so that they might serve you better.

Gymnasiums

- Please do not put any type of tape on gymnasium floors or walls. If you need lines on these surfaces, please submit a written request one week prior to the time the lines are needed, and the EXSS Utility Crew will line the surface (see **Facility Prep./Maint. Form**). Be sure to include the date needed and for how long.
- Black soled shoes are not allowed on any indoor surface or tennis courts.
- **No balls of any kind may be hit against the walls in Woollen Gym.**

Aquatic Facilities

- It is important that all doors to the pool be kept locked when no lifeguard is on duty.
- No swimmers are allowed in the pool without lifeguards and/or instructors on duty.
- Non-street shoes must be worn on the pool deck when teaching.
- All students must get out of the pool area during an electrical storm (no exceptions for this policy).
- Instructors who share the pool during a class period will coordinate pool area needs with each other.

Other Activity Spaces:

Wrestling Room

- Students in classes which meet on the wrestling mats are required to wear clean socks. Do not allow students to walk from their locker room to class in these socks.
- Students should wear clothing to prevent bare skin touching the mats.

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Racquetball/Squash Courts

- Eye guards are required for racquetball, squash and handball classes and can be checked out in the Fetzer Equipment room. All students and instructors in these classes are required to wear them for play. Students may check them out for class as well as for practice outside of class.
- Racquetball and squash instructors should tell their students not to turn off the court lights when they leave during or after class.

Weight Training Area

- Students in classes which use the weight training facility are to replace all free weight plates onto the weight racks (large plates on the bottom, smaller plates on the top) before leaving the rooms.
- All doors to the weight room must be locked when the facility is not in use. The key is available in the Woollen equipment room.
- Each instructor who opens the facility must provide continuous supervision during the time they are using the facility.
- This is not a recreational room and may NOT be used for personal use outside of class time.

Eddie Smith Field House

- Activity classes may use the Eddie Smith Field House for classes. The following are guidelines for the use and scheduling of the Eddie Smith Field House:
- All requests to use the building must be made to the Building Director, Jaci Field: Email jfield@unca.unc.edu , Phone 843-4635
- Please make all requests at least 48 hours in advance of requested use except in cases of inclement weather.
- In cases of inclement weather Jaci should be contacted as far in advance as possible and accommodations will be made as the schedule allows.
- **The Athletic Department reserves the right to change/alter/cancel scheduled activities due to circumstances deemed appropriate by the administration.**

Finley Golf Course

- Range balls will be available for class use.
- Golf clubs for the classes will be stored in the cabinet. Use a minimal number of students to assist in distributing the equipment.
- Students' use of range balls on Finley Golf Course is prohibited at all times. Course balls are available in the locker at Finley.
- Please gather golf tees at the end of each session for the following class and return any empty baskets.
- All classes should use the left bottom area of the driving range and not the practice tee.
- Always talk with the Golf Pros before starting your class to find out about conditions for the day.

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Outdoor Education Center

- **The combination to the lock is :** **9-1-7** (on a wood pole under the "Get Real and Heel, on the east side of the building). Once in the room, there is a cabinet on the right side. There may be a combo lock on it, and if so the combination is **36-6-16**. The balls and racquets SHOULD be in the cabinet.
- Parking is not available for your students at the OEC during their class time. If they choose to park there it is at their own risk. The lot is patrolled by UNC Public Safety.
- There are 2 ball machines ("Lob-sters") available at the OEC for use during tennis classes held down there. If you use a machine, you are responsible for returning and securing it after your class.

Instructions for use: Please give yourself some time to become familiar with the machine prior to class use. This is essential for safety reasons. Please alert students never to stand or cross in front of an operating machine.

- Adjusting height of ball flight: Two knobs on either side of the base of the projection tube are loosened and tube moved to desired angle, knobs tightened. **DO NOT ATTEMPT TO CHANGE TUBE POSITION WITHOUT LOOSENING KNOBS.**
- Loading the Lob-ster: The Lob-ster will hold up to 135 balls. Prior to loading, check to see that no foreign objects are in the tray. **NEVER ATTEMPT TO USE ANYTHING EXCEPT TENNIS BALLS IN THE LOB-STER.**
- Turning on the Lob-ster: There are two switches on the back of the Lobster (1) controls the ball machine and (2) the (lower one) controls the oscillator. If both are on, the machine will throw balls in a random pattern (side to side). If only the top switch is on, the machine will throw to the same spot.

Before turning on the Lob-ster BE SURE:

- The projection tube is pointed in a safe direction
- No one is standing in the line of fire (a ball may already be in the machine).

CAUTION: NEVER LOOK DOWN THE PROJECTION TUBE WHILE THE MACHINE IS PLUGGED IN.

SORRY: The Lob-ster is only available for class use. It may not be checked out for your personal use or other activities without special permission from the director.

UNIVERSITY POLICIES

THE HONOR CODE

The honor code prohibits lying, cheating or stealing when these actions involve academic processes or University, student or academic personnel acting in an official capacity. More information is available at www.honor.unc.edu

STUDENT RESPONSIBILITIES

- To conduct all academic work within the letter and spirit of the Honor Code which prohibits the “giving or receiving of any unauthorized aid” in all academic processes.
- To consult with faculty and other sources to clarify the meaning of plagiarism; to learn the recognized techniques of proper attribution of sources used in the preparation of written work; and to identify allowable resource materials or aids to be used during examination or in completion of any graded work.
- To sign a pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.
- To comply with faculty regulations designed to reduce the possibility of cheating-such as removing unauthorized materials or aids from the room and protecting one’s own examination paper from view to others.
- To maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination.
- Treat all members of the University community with respect and fairness.
- Report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work or in other respects violated the Honor Code. Such report should be made to the Office of the Student Attorney General, the Office of the Dean of Students, or other appropriate officer or official of their college or school.
- To cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and hearing of any incident of alleged violation, including the giving of testimony when called upon. Nothing herein shall be construed to contravene a student’s rights enumerated in Section IV .A. 1 of this Instrument.
 - *Extracted from the Instrument*
 - *of Student Judicial Governance*
- Academic work is joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity. In relation to the Honor Code, therefore, specific faculty responsibilities parallel students’ responsibilities.

INSTRUCTORS: PLEASE PUT THIS ON YOUR SYLLABUS:

“It is expected that each student in this class will conduct him or herself within the guidelines of the Honor System. All academic work should be done with the high level of honesty and integrity that this University demands.”

POLICY ON AMOROUS RELATIONSHIPS

SUMMARY OF THE POLICY OF THE BOARD OF GOVERNORS OF UNC CONCERNING IMPROPER RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES

In March, 1996, the University of North Carolina Board of Governors adopted a system-wide Policy that prohibits amorous or sexual relationships between faculty or staff employees and (1) students they evaluate or supervise by virtue of their teaching, research, administrative, or other employment responsibility, and (2) students who are minors below the age of eighteen. The Policy also states that faculty or staff employees may not supervise or evaluate students to whom they are related by blood, law or marriage.

Questions concerning this policy may be addressed to the University's Sexual Harassment Officer (962-3026), the Dean of Student's Office (966-4042), the Associate Vice Chancellor and General Counsel (962-1554), the Human Resources Counseling Service (962-2656), the Vice Chancellor and General Counsel (962-1219), or the Equal Opportunity/ADA Officer (962-3576).

THESIS RESEARCH

Guidelines for Using Students from PHYA/LFIT Classes for Thesis Research

1. Approval must be obtained from the Director of LFIT/PHYA, once Institutional Review Board (IRB) approval has been obtained.
2. Research being conducted in classes should be related to teaching strategies or methodologies so that the class experience for all students is similar. If strategies differ, the students' experiences should not vary from that usually available in that activity class. Therefore, research which isolates only one training method, to the exclusion of others, may not be conducted in activity classes.
3. All subjects must be volunteers and their grades may in no way be affected by their participation or desire not to participate in a research study.
4. No "special classes" may be set up for research studies whereby students receive physical education credit without prior written approval of the Director of the LFIT/PHYA and the Chairperson of EXSS.
5. Research may be conducted in classes not being taught by the researcher as long as the research does not detract from the quality and quantity of the students' educational experiences, i.e. an equivalent experience is available to students.

The following are the Behavioral/Biomedical Institutional Review Board procedures for in-class recruitment and /or distribution of questionnaires when UNC-CH students are involved.

- No investigator can be the course instructor
- The questionnaires cannot involve sensitive or disturbing topics, or pose other risks.
- Students are to be explicitly told orally and in writing that (a) participation is voluntary and not a course requirement, (b) their course grade will not be affected if they decide not to participate, and (c) they may withdraw from the study at any time without being penalized.
- Participation must be of course relevant educational value.

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STUDENTS OF CONCERN

There may be students in your class that are problematic or disruptive. Every student is different, and every case of concern is different. Please refer to the Deans of Students website to learn more about what to do (<https://deanofstudents.unc.edu/faculty-staff/frequently-asked-questions-faculty-and-staff>). Also please have an open line of communication with the program director in order to handle the situation properly.

TIPS FOR DEALING WITH ANGRY PEOPLE

Written by Craig J. Vickio, Ph. D., BGSU Counseling Center. Adopted in part from the Upset Book by Pennie Myers and Don Nance

Don't take expressions of anger too personally. Remind yourself that, in the heat of the moment people sometimes say things they do not really mean.

Discuss choices. Angry people sometimes feel like helpless victims of circumstances. Making them more aware of the options they possess can allow them to feel a greater degree of power and control over their lives.

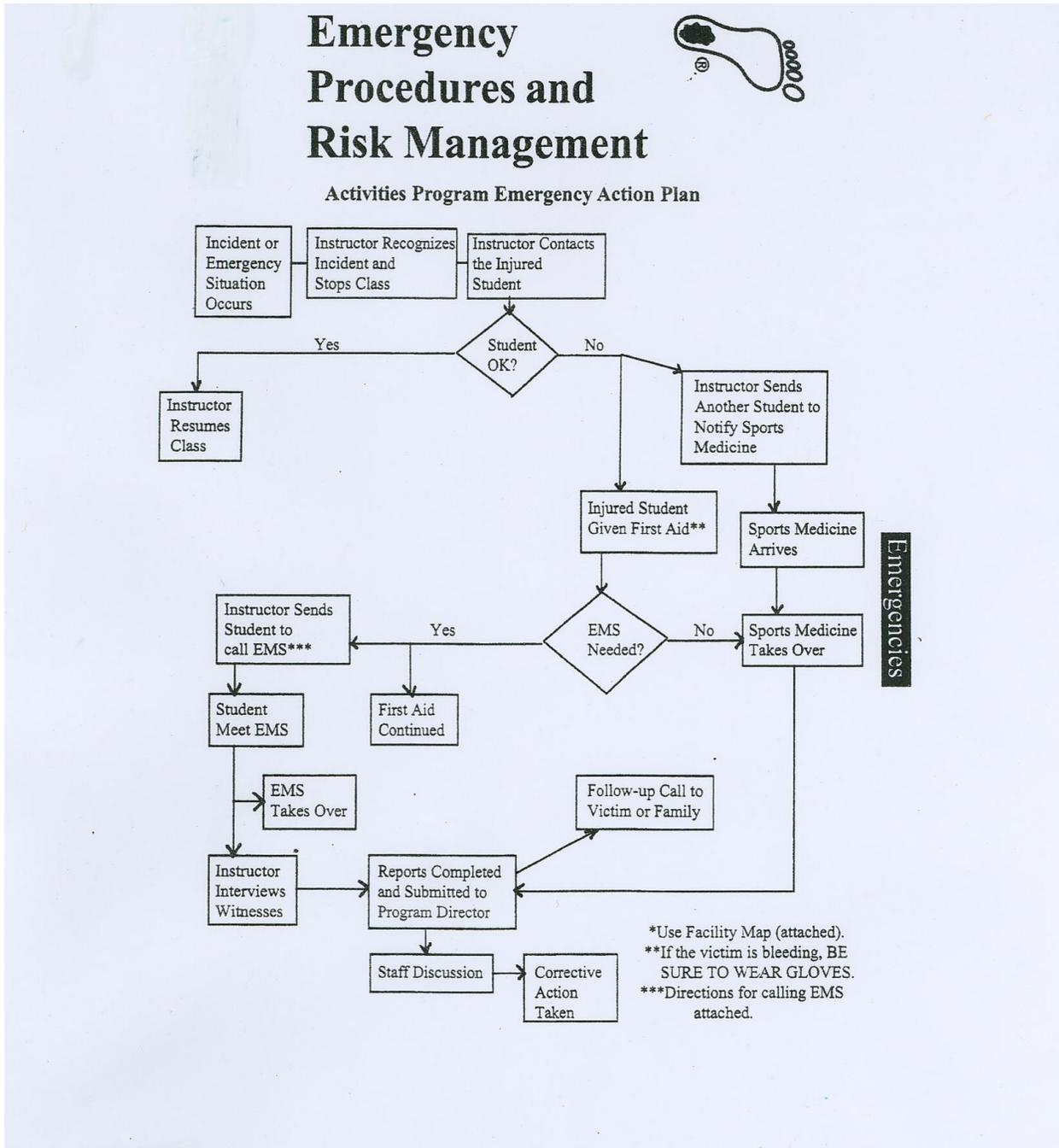
Focus on future goals rather than past gripes. The past cannot be changed. Focusing on the future can be helpful in getting angry people to assume a forward-moving, proactive stance in dealing with their problems and frustrations. It can aid them in taking personal responsibility for their circumstances rather than merely blaming others for what's already occurred.

Act in an unexpected manner. Angry people may expect that their expressions on anger will meet with defensiveness or counterattacks. Surprise them by not assuming the role of an adversary. Instead, act in ways which show that you wish to understand their situation: Listen, convey empathy and ask questions.

Use the name of the angry person. Anger is sometimes expressed most intensely when people feel anonymous. Angry or irate people can feel a greater need to act reasonably when they are reminded that you know them personally—e.g., when they cannot hide behind a shield of anonymity.

Move angry interactions into private settings. In public settings, angry people can feel pressured to come across as the victor in their interactions with you. If you privately meet with them, they may find it easier to view your meeting as an opportunity for exploration, for mutual understanding, or for brainstorming.

EMERGENCY PROCEDURES



In the Event of an Emergency during Class:

CALL 911

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WHAT TO DO AND SAY:

Give the following information:

1. Condition of the victim(s)- conscious/unconscious, breathing/not breathing, has pulse/has no pulse, bleeding/not bleeding, body part injured.
2. Location of the victim (with directions): be very specific about where a staff member will be waiting to meet EMS.

DIRECTIONS TO GIVE IN AN EMERGENCY

HOOKER FIELDS: Located on South Road in front of Carmichael Gym. A staff member will meet the ambulance in front of Carmichael Auditorium.

BELK TRACK: Located off of South Road past Carmichael Gym on the frontage road. A staff member will meet the ambulance in front of Carmichael Auditorium to direct them from there.

WOOLLEN GYM: Located on South Road. A staff member will meet the ambulance at front steps of Woollen Gym (facing Winston Residence Hall).

- **There are many levels in Woollen Gym! Be specific as to what floor you are on!**

FETZER HALL: Located on South Road at the intersection of Raleigh Road. A staff member will meet the ambulance in front of Fetzer Hall.

FINLEY GOLF COURSE: Located on Finley Golf course road off Old Mason Farm Road. A staff member will meet the ambulance in front of the pro shop.

EHRINGHAUS FIELDS: Located on Ridge Road, across from the Rams head parking Deck. A staff member will meet the ambulance at the top of the driveway off Ridge Road.

OUTDOOR EDUCATION CENTER: Located at the end of Country Club Road. A staff member will meet the ambulance in the parking lot at the top of the hill.

NCRC (NORTH CAMPUS RECREATION COURTS): Located on South Road behind Joyner Residence Hall. A staff member will meet the ambulance outside the courts.

3. **Don't Hang UP:** Do not hang up the phone until after the emergency operator has hung up so that you are sure you have given all the information needed.

EMERGENCY NUMBERS:

UNC CAMPUS POLICE	962-6565 (Emergency)
	962-8100 (Routine)
SPORTS MEDICINE	962-2067
EXSS UTILITY CREW	883-8475, 962-0240
BECCA BATTALGINI- LFIT/PHYA DIRECTOR	962-0233 (cell: 919-667-8086)
JENNIFER CANDERS / ASHLEY MCCULLEN (209 FETZER HALL)	962-2021, 962-2022
DENISE CURRIN, DEPARTMENT MANAGER	962-5172
DARIN PADUA, CHAIR	843-5117

BUILDING EVACUATION PROCEDURES WOOLLEN/FETZER/CARMICHAEL COMPLEX

Follow these guidelines in case of a fire or other emergency:

1. Know how to get out of your classroom and out of the building.
2. Alert others. If you are an instructor, your students are your responsibility.
3. Do not use an elevator - USE STAIRS ALWAYS!
4. Crawl if you get caught in smoke.
5. Stop, drop, and roll if your clothes catch fire.
6. Use a fire extinguisher ONLY IF YOU KNOW HOW. It's better to get yourself and others out safely and let the experts handle it.
7. In case of fire, dial 911 - AFTER YOU GET OUT OF THE BUILDING!

HEAT RELATED EMERGENCIES

Heat Stress

Regardless of the level of physical conditioning, extreme caution must be taken when exercising in hot, humid weather. Prolonged exposure to extreme heat can result in heat cramps, heat exhaustion or heat stroke. Heat stress is certainly preventable, but each year many people will suffer illness or perhaps death from some heat related cause. Those individuals who exercise in the heat are particularly vulnerable to heat stress.

The physiological processes in the body will only continue to function as long as body temperature is maintained within a normal range. Maintenance of normal temperature in hot environment depends on the ability of the body to dissipate heat.

It should be obvious that heat related problems have the greatest chance of occurrence on those days when the sun is bright and the temperature and relative humidity are very high. But it is certainly true that heat cramps, heat exhaustion or heat stroke can occur whenever the body's ability to dissipate heat is impaired.

Heat Cramps

Heat cramps are extremely painful muscle spasms which occur most commonly in the calf and the abdomen although any muscle can be involved. The occurrence of heat cramps is related to some imbalance between water and several electrolytes or ions (sodium, potassium and calcium) which are each essential elements in muscle contraction.

Profuse sweating involves losses of large amounts of water and significant quantities of sodium and potassium which destroys the balance in concentration of these elements in skeletal muscle resulting in painful muscle contraction.

The individual who is most likely to get heat cramps is one who is in fairly good condition who simply overexerts in the heat.

Heat cramps may be prevented by adequate replacement of sodium, potassium, calcium, and water. Ingestion of salt tablets is not recommended. Simply salting food a bit more heavily can replace sodium; bananas are particularly high in potassium; calcium can be gotten through milk and cheese products.

The immediate treatment for heat cramps is ingestion of water and mild stretching with ice massage of the muscle in spasm.

Heat Exhaustion

Heat exhaustion results from inadequate replacement of fluids lost through sweating. Clinically the victim of heat exhaustion will collapse with profuse sweating, flushed skin, mildly elevated temperature, dizziness, hyperventilation and rapid pulse.

It is sometimes possible to spot an individual who is having problems with heat exhaustion. They may begin to develop heat cramps. They become disoriented and light headed and their physical performance is not up to usual standards when fluid replacement has not been adequate. In general, those individuals in poor physical condition who attempt to exercise in the heat are most likely to get heat exhaustion.

Immediate treatment of heat exhaustion requires ingestion of large quantities of cool water. The individual should be placed in a cool environment although it is more essential to replace fluids.

Heat Stroke

Unlike heat cramps and heat exhaustion, heat stroke is a serious life-threatening emergency. The specific cause of heat stroke is unknown; however, it is clinically characterized by sudden collapse with loss of consciousness, pale relatively dry skin, and most importantly a core temperature of 106 degrees or higher. Basically there is a breakdown of the sweating mechanism and you lose the ability to sweat.

Heat stroke can occur suddenly and without warning. The victim will not usually experience signs of heat cramps or heat exhaustion. The mortality rate of heat stroke can be significantly reduced if body temperature is lowered to normal within 45 minutes.

Call EMS immediately. In addition every first aid effort should be directed to lowering body temperature. If possible, move the victim to a cool area. Remove any excess clothing and begin cooling the victim using wet towels or by fanning him/her. Only give fluid if the victim is fully conscious.

Prevention of Heat Related Illness

1. **Acclimatization**- This is the process of gradually preparing the body to be able to work in heat by slowly exposing the system to the stresses of a hot, humid environment. Heat dramatically reduces performance capabilities and abrupt exposure to these conditions can predispose the individual to heat-related illness. Acclimatization to heat generally occurs rapidly usually within 5- 7 days of gradually increasing periods of exercise in the heat. It will be enhanced by being in good physical condition and by adequate fluid replacement.
2. **Fluid and Electrolyte Replacement**- During hot weather it is essential to continually replace fluids lost through evaporation by drinking large quantities of water regardless of whether or not you are thirsty. To prevent heat cramps a balance must be maintained between water and the electrolytes. However, the time to be concerned about replacing electrolytes is not during physical activity. Water should be the only fluid consumed during exercise.

A number of commercial electrolyte drinks are available on the market including Gatorade, Propel, LifeWater, etc. These electrolyte drinks are good for replenishing fluids and electrolytes prior to and following an activity in the heat. A cell needs water to be able to function normally and may be damaged if sufficient amounts of water are not available. Thus, ingestion of electrolyte drinks during activity is not recommended. Water breaks

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should be taken whenever needed and at least every 15 minutes during activity in a hot environment.

3. **Clothing**- When exercising in the heat wear as little clothing as possible to allow maximum evaporation. Light colored cotton or nylon material will allow for maximum evaporation. A hat should never be worn since about 40% of all the heat lost from the body is lost through the head.
4. **Exercise Your Common Sense When Exercising**- Avoid coming directly out of an air conditioned environment and immediately beginning to exercise. Give yourself some time to adapt to the change in temperature. If possible do not exercise during the hottest part of the day between 11:00am and 4:00pm. The temperature is usually highest at about 2pm in the afternoon. Try not to exercise on those surfaces such as asphalt, concrete or astro turf which tend to absorb and hold heat. If an individual is having any of the heat related problems, stop activity immediately, get into a cool environment, and drink large quantities of cool water. Common sense can be the best prevention for heat stress.

T.A. Responsibilities

If you realize that anyone in your class is having a problem with the heat, have them stop activity immediately. Have someone take the student directly to the Stallings-Evans Sports Medicine Center immediately. There is absolutely no reason to take any chance of endangering the health of a student or the liability of the instructor.

DIABETIC EMERGENCIES

Diabetes is a condition in which the body is unable to balance insulin and sugar levels in the body. You will not be able to tell what the body needs. Giving sugar will not cause additional harm. You may know that the victim is diabetic, or you may see a medical alert bracelet. If there is no evidence that the victim is diabetic, then give care as for sudden illness.

Signals of Diabetic Emergency

- Medical alert bracelet
- Feeling lightheaded, dizzy, confused, or weak
- Irregular breathing
- Irregular pulse
- Feeling or looking ill
- May become unconscious

If the victim is conscious and a known diabetic:

1. Give sugar (fruit juices, candy, nondiet drinks, table sugar).
2. If the victim is not feeling better in about 5 minutes, send someone to call EMS personnel.

If the victim becomes unconscious:

1. Send someone to call 9-1-1 if you have not already done so.
2. Check breathing and pulse and care for the conditions that you find.
3. *Do not give anything to eat or drink.*

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STUDENTS WITH SUSPECTED EATING DISORDERS

Resources (for both information and referral) available for students with eating disorders can be found at the Campus Health website:

<https://campushealth.unc.edu/services/counseling-and-psychological-services>

If you suspect that a student in your class is suffering from an eating disorder and may be placing him/herself at risk in your activity class, please contact the Director of the LFIT, at 962-0233 for additional information concerning how to handle this situation.

STEPS TO REDUCE THE RISK OF INJURY

Exposure to risk and liability is inherent in physical activity. Consequently, instructors must be ever-mindful of their responsibilities and methods to reduce the risk of injury. The following nine steps provide an outline to reduce the risk:

1. Properly plan the activity: teach the skills in the correct progression and consider the students' development level and current physical condition.
2. Provide proper instruction: teach in accordance with accepted procedures of the activity, allowing for individual variations as long as they are not radical or dangerous.
3. Provide a safe physical environment: regularly inspect the physical environment, notice hazards and reduce their risks.
4. Provide adequate and proper equipment: provide adequate and proper equipment and explain the correct use and any unique characteristics.
5. Match your students: to the appropriate skill level and to other students
6. Evaluate students for injury and incapacity: insure that your student's health is satisfactory for participation in that activity.
7. Supervise the activity closely: always provide general supervision for all facilities and instructional areas being used; provide specific supervision when teaching new skills and when the risk of Injury increases.
8. Warn of inherent risks: provide instructions regarding the safety of the activity; your warnings should be thorough, clear and repeated.
9. Provide appropriate emergency assistance: follow the emergency procedures established in this manual.

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FACILITY PREPARATION AND MAINTENANCE REQUEST FORM

**Please submit this completed form to Reggie Hinton, Campus Recreation,
103 Student Recreation Center.**

INSTRUCTOR:	
DATE:	
COURT, FIELD OR FACILITY:	

MARKING
 MAINTENANCE
 ALTERATION
 CLEANING

Describe in detail the specifics of your request:	

<u>Draw Diagram (if appropriate:</u>	<u>Date Needed by:</u>	
	<u>Lines/nets, etc. can be removed by Date/Time:</u>	
	<u>Approved By:</u>	

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INJURY REPORT FORM

Semester/Year _____

1. Student's name: _____ PID# _____

2. Activity course: _____ Section # _____

3. Date and approximate time of injury: _____

4. Description of injury (please furnish as much detail as possible):

5. How injury occurred (please furnish as much detail as possible):

6. Specific action taken by instructor:

7. Additional remarks and follow-up by instructor:

8. How long did it take Athletic Training to get there: _____

Instructor: _____

Date: _____

Reviewed by: _____

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T.A. COURSE REQUEST FOR SPRING SEMESTER

NAME: _____

PHONE NUMBER: _____

DEGREE SPECIALIZATION: _____

List in order of preference the activities which you would like to teach in the spring semester.

- | | |
|-----------------|-----------------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

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LIFETIME FITNESS PROGRAM INSTRUCTOR EVALUATION FORM

Instructor: _____ **Course:** _____

Date: _____ **Time:** _____

As an instructor in the Lifetime Fitness Program based on the listed criteria, you have been evaluated according to the following categories and their scales.

**Class Instruction will be scored:
Outstanding= 10, Good= 8, Average=6, Fair=4, Poor= 2, Unsatisfactory= 0**

Class Administration/Professional and Methods to Improve Teaching: Checklists monitor the instructor's efforts toward quality instruction, professionalism and improvement. Check marks indicate achievement of the objective.

Part I. CLASS ADMINISTRATION / PROFESSIONALISM CHECKLIST

	√	Remarks
1. Starting and stopping class on time.		
2. Attendance recorded.		
3. Needed equipment available for immediate usage.		
4. Students / Instructor appropriately dressed for class.		
5. Instructor meets deadlines: unit plans, tests, grades, etc.		

Part II. CLASS INSTRUCTION

A. Lesson Plan and Presentation of Material

1. Prepared lesson plan is available for instructor's use		
2. Review of material taught in previous classes		
3. Daily class objective(s) stated at beginning of class		
4. Clarity of verbal presentation of new material including strategy		
5. Inclusion of warm-up		
6. Demonstration of skills taught and reviewed		
7. Organization of students for instructions and demonstrations		
8. Clarity of instructions and organization of drills and practice		
9. Summary of class related to today's objectives		

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B. Quality of Instruction

1. Appropriate teacher feedback and interaction with students		
2. Voice projection and speaking rate		
3. Effective use of practice time for skills, drills, and games		
4. Effective use of visual aids, videos, etc.		
5. Questions from students		
6. Safety factors encouraged and enforced when appropriate		
7. Confidence of instructor in class content		
8. Positive Learning environment maintained		
9. Enthusiasm of instructor for class		

Part III. General Comments

	TOTAL POINTS	AVERAGE
CLASS INSTRUCTION	_____	_____
FINAL EXAMINATION SCORE	_____	

EVALUATOR: _____

This is to acknowledge that I have seen this critique and discussed its content with the Evaluator.

Signature **Date**

UNC Lifetime Fitness

INCOMPLETE FORM

This form can be picked up from Fetzer 209 from Jennifer or Ashley

REPORT FOR ASSIGNMENT OF TEMPORARY GRADE OF AB OR IN TO UNDERGRADUATES

This completed form should be forwarded with the Official Class Rolls and Grade Report to the Office of the University Registrar, 105 Hanes Hall. The University Registrar will forward all forms to the students' schools after the grading period.

An AB(sent) grade must be assigned:

if the student did not take the final examination and who by having taken the final exam, might have passed the course. The student must obtain an Official Examination Excuse from an academic dean (or the Office of the University Registrar for an excuse authorized by the University Student Health Service) before the final examination can be taken. An excused AB carries the force of an "F" grade until removed and automatically becomes an "F" if not removed within one regular semester. (NOTE: An "FA" is a permanent grade and must be assigned if the student was absent from the final and would not have passed the course, even with a satisfactory grade on the final. The grade of "FA" computes as an "F" in the student's GPA)

An IN(complete) grade may be assigned by the instructor:

If the student takes the final examination at the scheduled time but needs to complete some work in the course. An "IN" carries the force of an "F" grade until removed and automatically becomes an "F" if not removed within eight weeks after the beginning of the next regular semester.

Student's Name: _____
(Enter Student's Last, First, Middle)

PID (Person ID): _____
(Enter Student's PID)

School: _____
(Enter Student's School as it appears on Grade Roll i.e., AS, JO, SS, VS, etc.)

Course: _____
(Enter Course Number e.g., ECON 10 Section: E.G., '006' Semester: E.g., Fall, Spring Year: E.g., '1999')

Grade Assignment

AB: Part I

Complete Part I if AB is assigned:

1. If an Official Examination Excuse is (has been) issued, when will you schedule the final examination for this student?
 Fall Spring 1st SS 2d SS
2. Please rate the student's attendance and performance during the semester.
 - a. attendance satisfactory unsatisfactory
 - b. performance satisfactory unsatisfactory
3. Has the student completed all course requirements except the final examination? Yes No
If NO, will you allow the student to complete these requirements? Yes No
If you will allow the student to complete these requirements, please complete items 1, 2, & 4 in Part II of this form.
4. Based on your responses to items 2 and 3 in Part I, can the student pass the course with a satisfactory performance on the final examination? Yes No

IN: Part II

Complete Part II if IN is assigned

1. Has the student been informed of the requirements needed to complete the course?
 Yes No
2. Has the student made arrangements with you to submit this work? Yes No
If YES, briefly describe these arrangements in the comments section (below).
3. Please rate the student's attendance and performance during the semester.
 - a. attendance satisfactory unsatisfactory
 - b. performance satisfactory unsatisfactory
4. Will the student be required to attend a part of your section or another instructor's section of this course during a subsequent semester?
 Yes No

Comments Section (use other side of form if necessary):

Instructor's Name: (print) _____ Date: _____

Instructor's Signature: _____

Appendices

Appendix A: CHECKLIST FOR THE FIRST DAY OF ACTIVITY CLASSES

1. Introduce yourself to your students and tell them how to contact you via email or by leaving a message in your mailbox in Woollen. NOTE: Have students email you or talk to you personally if they are going to miss class.
2. All LFIT classes have a **\$43.00** class fee that covers the "on-line" lectures, and equipment and is due by the first day of class. Students can pay by **debit or credit card online only**. Failure to pay by the due date may result in the student being dropped from the course and/or their access to course content limited until it is paid in full. .
3. Students will be directed to Sakai for their course syllabus and information including course requirements, absence policy, grading policy, course objectives, etc. All of the on-line lectures will be viewed through Sakai as well.
4. On the first day of class, tell your students about the proper attire for your class, and take them to get their basket that day. Explain the checkout procedure at the Fetzer or Woollen equipment room window.
5. Tell your students about the rainy day meeting place and which chalk board to check for information. Take students to their activity area, the Fetzer or Woollen Equipment room and to where your mailbox is. Also show the students where the Athletic Training room is located.
6. Tell your students to meet dressed out for activity the next class period.
7. Tell your students that all drop/add should be handled on-line. After the deadlines for dropping/adding, all processing would come through the main office in 209 Fetzer.
8. Report your equipment needs for each class to the Fetzer Hall/Woollen Gym equipment room prior to the first day of activity.

Appendix B: Map of Facilities

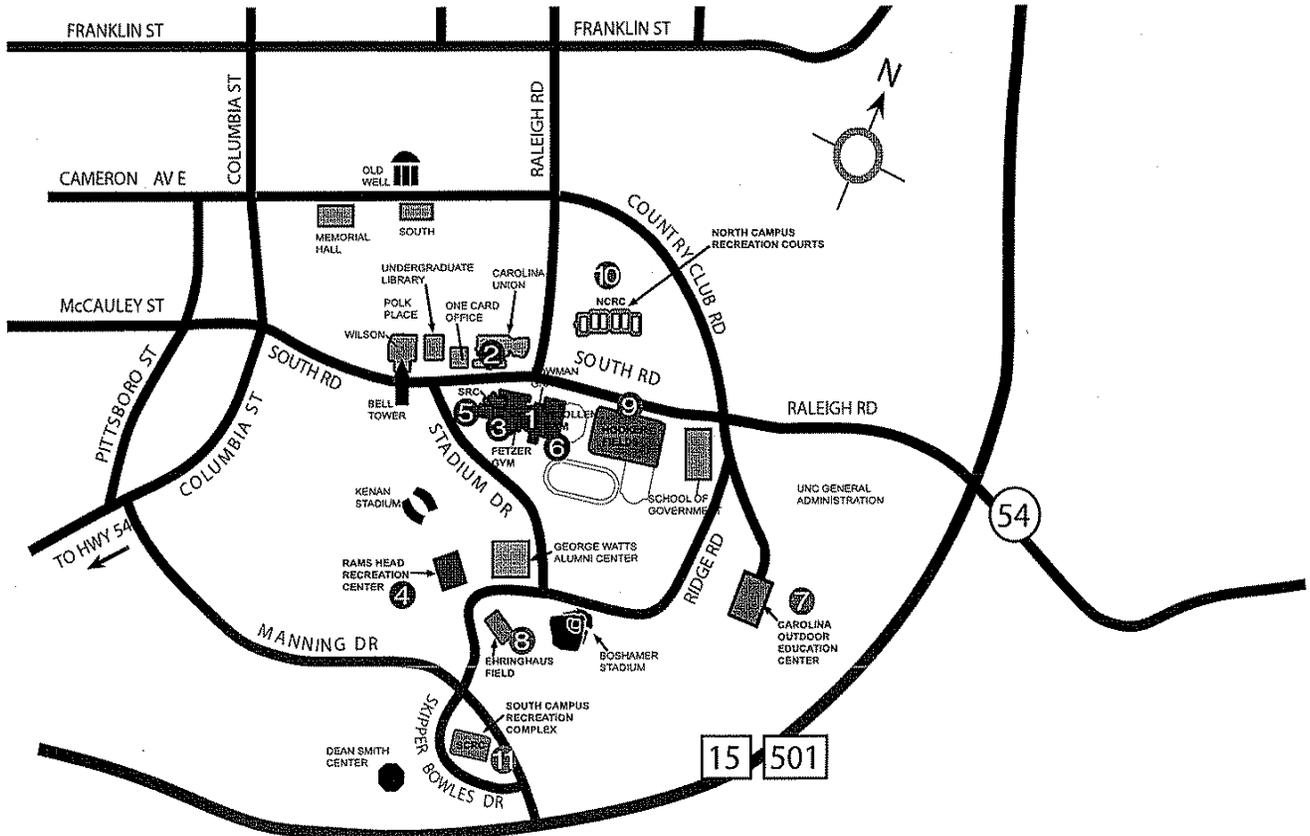
INDOOR FACILITIES

- 1 Bowman Gray Indoor Pool (closed for renovations)
- 2 Campus Rec Underground (lower level of the Carolina Union)
- 3 Fetzer Gym
- 4 Rams Head Recreation Center - RHRC
- 5 Student Recreation Center - SRC
- 6 Woollen Gym (closed for renovations)

OUTDOOR FACILITIES

- 7 Carolina Outdoor Education Center - COEC
- 8 Ehringhaus Field
- 9 Hooker Fields
- 10 North Campus Recreation Courts - NCRC
- 11 South Campus Recreation Complex - SCRC

Area Map
(not to scale)



Best of Luck This Semester!

Welcome to the EXSS Team
GO HEELS!!!



THE UNIVERSITY
of **NORTH CAROLINA**
at **CHAPEL HILL**