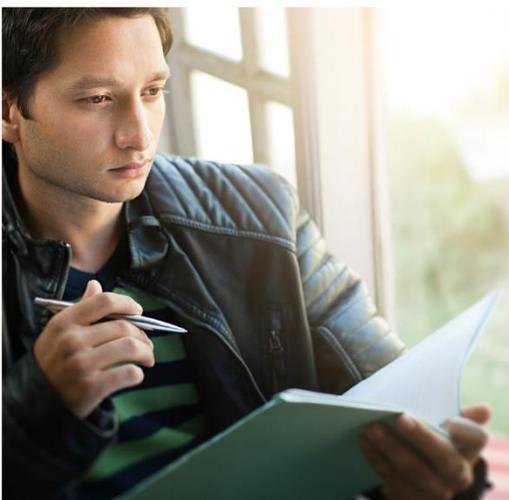
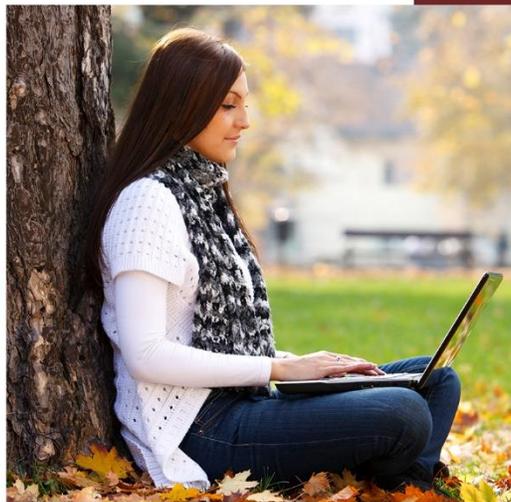


SYLLABUS



FTES 130 Special Activities
Fall 2020

FTES 130 Special Activities

Consortium of Adventist Colleges and Universities

Interactive Online Format

This course follows an interactive online format and has Thursday deadlines. You are expected to login regularly during the course to participate in the online discussions. Please plan accordingly. **Please review the Dates & Deadlines widget on the right side of your course in LearningHub for the last day to withdraw for a full refund.**

Instructor Contact

Please refer to course in LearningHub for the teacher contact information.

Other Assistance

Username and password assistance	helpdesk@andrews.edu	(269) 471-6016
Enrollment and withdrawal questions	sderegister@andrews.edu	(269) 471-6323
Technical assistance with online courses	dlit@andrews.edu	(269) 471-3960
Exam requests and online proctoring	sdeexams@andrews.edu	(269) 471-6566
Distance Student Services - any other questions	sdestudents@andrews.edu	(269) 471-6566

Part 1: Course Information

Course Descriptions

This course is an individualized activity course that focuses on the three areas of physical fitness. Students will be required to come up with a personalized fitness plan and then implement their plan throughout the course.

Required Text/Material

Athletic clothes and shoes.

Optional Text/Material

Exercise equipment, videos, or gym membership.

Credit Hours and Commitment

This course is offered for 1 semester credit. Therefore, you can expect to spend approximately 45 hours on this course, which translates to approximately 4 hours per week. Activities on this include working out, accessing instructional materials, interacting with your instructor, and completing homework. Due to the physical fitness nature of the course, you must plan to progress steadily on a weekly basis to complete the course. Suggested schedules to accomplish this work are included in this syllabus.

A recommended weekly schedule to divide your time is provided:

- Readings & written reports: 1.5 hours
- Activities & activity logs: 1.5 hours
- Videos: 0.5 hours
- Studying for Upcoming Exams: 0.5 hours

Student Learning Outcomes

Upon successful completion of the course the student will be able to:

- SLO1: Develop a personalized exercise program, in pursuit of a healthful way of life.
- SLO2: Identify the three principles of physical fitness and how they are applied to overall wellness.
- SLO3: Develop individualized fitness and other health related goals.
- SLO4: Execute an individualized exercise program including the three principles of physical fitness.
- SLO5: Plan for the future by setting fitness and other health related goals.

Part 2: Course Methods and Delivery

Methods of Instruction

Methods of instruction include assigned readings, short essays and reflections on the reading, interactions with the instructor via phone and e-mail, and one major activity assignment. Regular participation in the course is essential to good performance.

Technical Requirements

- Internet connection (DSL, LAN, or cable connection desirable).

LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here:

<https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or <mailto:helpdesk@andrews.edu>.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

Part 3: Course Requirements

Important Note: This online class is **not** self-paced. You can arrange your schedule flexibly during each week, but you **MUST** participate each week.

Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Assessment Descriptions

Assigned Readings: Readings are drawn from online materials. Students will be required to go to the ACE webpage (<https://www.acefitness.org/professional-resources/fitness-research.aspx>) and find 3 interesting articles to read and write about. These articles can be helpful when deciding on the mode of training that would be best for the individualized plan.

Activity Logs: There are 15 activity logs for this course. An activity log must be submitted each week. Students must log the workout they execute and give a brief description of the activities performed. Students are allowed to perform their own workouts but they must give a detailed account of what they did. This is an activity class therefore working out on a weekly basis is required. All activity logs can be found and downloaded from LearningHub (FITT Project document).

Exams: This course contains a final exam only. Since there is no book for this course the final exam will cover what was learned in the course through the FITT Project, workouts, and reading assignments. The final will be in essay form.

Videos: Since this is a hands-on activity class and there are no textbooks or weekly quizzes, workouts are required as the core of the course experience. Students will be required to document two of their workouts by submitting two 10-15 minute video presentations of a workout the student has been regularly performing. In the videos the student must implement the 3 components of physical fitness. This can be a rather informal presentation, but needs to show the professor where you have been doing your workouts, how well you are able to perform one of them, and evidence that you have been doing the workout throughout the duration of the course. For more details see the rubric. To learn how to submit a video assignment, go to LearningHub under the section titled, "Course Overview" and click on How to Submit a Video Assignment.

FITT Project: Students will be required to complete the FITT Project throughout the course experience. The first part of the FITT Project is goal setting and planning of the individualized workout. The logs described above will also be a required part of the FITT Project. The final aspect of this project is the evaluation paper, which will be due the last week of the course.

Rubrics

Please refer to course in Learning Hub for rubrics.

Exams

This course contains a final exam only. Since there is no book for this course the final exam will cover what was learned in the course through the FITT Project, workouts, and reading assignments. The final will be in essay form. This exam will require proctoring. Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at www.andrews.edu/distance/students/exams.html. Then follow the instructions that apply to your situation on the [exam request form](#) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center (sdeexams@andrews.edu or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.

Schedule for FTES 130 Special Activities:

All times in the schedule are for the U.S. Eastern Time Zone. All assignments are due Thursdays in the week assigned unless otherwise noted.

Week	Lessons	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Student Introductions Academic Integrity Quiz Academic Integrity Statement	
1 Aug 24-27	Fitness Planning	3 ACE Research Articles	FITT Project Written Reports of ACE Articles Due Thursday, Sept 3, 11:55pm	SLO1, SLO2, SLO3
2 Aug 28 – Sept 3	Module 2 Workout		Week 1 Workout Due Thursday, Sept 3, 11:55pm	SLO4
3 Sept 4-10	Module 3 Workout		Week 2 Workout	SLO4
4 Sept 11-17	Module 4 Workout		Week 3 Workout	SLO4
5 Sept 18-24	Module 5 Workout		Week 4 Workout	SLO4
6 Sept 24 – Oct 1	Module 6 Workout		Week 5 Workout	SLO4
7 Oct 2-8	Module 7 Workout		Week 6 Workout	SLO4
8 Oct 9-15	Module 8 Workout		Week 7 Workout	SLO4
9 Oct 16-22	Module 9 Workout		Week 8 Workout	SLO4
10 Oct 23-29	Module 10 Workout		Week 9 Workout	SLO4
11 Oct 30 – Nov 5	Module 11 Workout		Week 10 Workout	SLO4
12 Nov 6-12	Module 12 Workout		Week 11 Workout	SLO4
13 Nov 13-19	Module 13 Workout		Week 12 Workout	SLO4
14 Nov 20-26 (Thanksgiving)	Module 14 Workout		Week 13 Workout Due Friday, Nov 27, 5:00pm	SLO4
15 Nov 27 – Dec 3	Module 15 Workout		Week 14 Workout	SLO4
16 Dec 4-10	Module 16 Workout	FINAL EXAM (Needs to be completed by Wednesday, December 9, 11:59 PM)	Week 15 Workout FINAL EXAM	SLO5

Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed.

Part 4: Grading Policy

Graded Course Activities

Percent %	Description
20	FITT Project
15	ACE Article Write Ups
35	Activity Logs
20	Videos
10	Final Exam
100	Total Percent Possible

Viewing Grades in Learning Hub

- Click into the course.
- Click on the **Grades** link in Administration Block to the left of the main course page.

Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

Part 5: Course Policies

Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/weblmsc/moodle/public/incompletes.html>.

Late Work

Due dates are listed both in the LearningHub course space and in the syllabus. Late work will have 10% of the earned points deducted.

Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

Netiquette

In this course you will communicate with your classmates and instructor primarily in writing through the discussion forum and e-mail.

"Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:

1. Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
2. Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it. Though you may send an e-mail to a single person, it is very easy to forward your message to hundreds or thousands of people.
3. Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
4. Never use profanity in any area of an online course. The transcripts of online course discussion forums, e-mail, and chat sessions are savable.
5. When responding to messages, only use "Reply to All" when you really intend to reply to all.
6. Avoid unkindly public criticism of others. Publicly criticizing others in an inappropriate way is known as "flaming." Consider this course a practice forum for selecting your verbiage thoughtfully and professionally.
7. Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.
8. In a face-to-face setting, our tone of voice and facial expressions may convey as much of our meaning as the words we use. In a written message, the subtext of your meaning may be confused or misinterpreted. Write clearly. Use active verbs.

[Source: University of Maryland, Communications Department]

Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf> . Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity

As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Commitment to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.