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INTRODUCTION

This handbook has been created for all instructors and graduate assistants who teach in the PESH Department’s Basic Instruction Program (BIP). As an instructor in the BIP, you are assuming a role of leadership and service in the department. This responsibility involves a serious commitment of both time and effort. This handbook will provide you with information pertinent to your success as a BIP instructor.

Please read through this handbook prior to the start of the semester and familiarize yourself with program and departmental guidelines. We trust this experience will be enriching both personally and professionally. If you ever encounter any problems in your class(es) or if you have any questions not addressed in this handbook, please contact Mr. Geoff Morrow, BIP Coordinator or the Department Chair, Dr. Dan Drane.

Thank you for your willingness to serve!

Mr. Geoff Morrow
*BIP & OEC Coordinator, PESH*
morrowg@winthrop.edu
803/323-2573

Dr. Dan Drane
*Dept. Chair, PESH*
draned@winthrop.edu
803/323-2123
RICHARD W. RILEY COLLEGE OF EDUCATION

MISSION STATEMENT

“The Richard W. Riley College of Education is dedicated to the highest ideals of teaching, scholarship, and service for the purpose of preparing professionals who are committed to the betterment of society through a lifelong quest for excellence in leadership, stewardship, collaboration, and innovation.”

DEPARTMENT OF PHYSICAL EDUCATION, SPORT & HUMAN PERFORMANCE

MISSION STATEMENT

“The Department of Physical Education, Sport & Human Performance is dedicated to preparing leaders in athletic training, exercise science, physical education teacher education, sport management, and athletic administration at both the undergraduate and graduate levels. The Department meets this mission by preparing professionals who are dedicated to the improvement of health and wellness in the community, state, and nation, as well as the development of sport professionals prepared to meet the demands of the 21st century. All graduates are devoted to excellence in learning, leadership, stewardship and collaboration.”

BASIC INSTRUCTION PROGRAM

MISSION STATEMENT

“The Basic Instruction Program is designed to provide students with opportunities to improve their fitness and wellness through instruction in skill and health related fitness. This program allows students to begin to meet the wellness goal of the University. The goal of the Basic Instruction Program is to provide students with the skills they need to participate in their chosen activity throughout their lifetime and to incorporate basic principles of wellness into their lives. Classes offered in the Basic Instruction Program all teach wellness principles as part of their required content along with specific instruction on fundamental skills of the chosen activity.”
Scheduling of Basic Instruction Program Courses

Basic Instruction Program instructors (excluding graduate assistants) are expected to submit their teaching schedule preferences for assigned courses to the program director one year in advance of the teaching assignment. All scheduling must be in accordance with WU scheduling guidelines. To view scheduling guidelines, please refer to the Winthrop University Office of Academic Space & Scheduling webpage at http://www.winthrop.edu/acadschedule/default.aspx.

Notification of Instruction

All Basic Instruction Programs instructors will be informed of assigned teaching responsibilities no later than four weeks prior to the start of an approaching semester. All instructors are expected to confirm their teaching responsibilities with the program coordinator. Any concerns or problems arising from a scheduled teaching assignment should be relayed to the program coordinator. If there is a conflict with the proposed meeting day(s)/times for a particular class, or if there is a room/space conflict, the instructor will be notified and provided the option of submitting an alternative class schedule.

The BIP Coordinator will contact instructors early in each semester regarding any requests for changes/revisions to teaching assignments for the next semester. If no requests for changes/revisions are made, course listings will simply be rolled over from the previous year’s schedule.

Activity Head Positions & Responsibilities

Prior to each semester, an Activity Head will…
1) Hold an introductory meeting with all instructors within the specified program area.
2) Ensure consistency in instruction and content across all sections of the course.
3) Conduct one evaluation per semester for each instructor within the program area.
4) Relay concerns or refer problems to the program director.

Activity Head positions exist only for the following courses:

PHED 246 (Aerobic Walking) – Ms. Anne Copeland
PHED 263 (Racquetball) – n/a
PHED 267 (Weight Training) – Dr. Charlie Bowers
PHED 282 (Beginning Rock Climbing) – Mr. Geoff Morrow
Syllabi Requirements/EXAMPLE (content, submission deadlines)

Instructors in the Basic Instruction Program must submit an electronic copy of their syllabi for all assigned courses to the program director and PESH Administrative Specialist. If any corrections/revisions are needed, instructors will be notified and a corrected electronic copy should be resubmitted. The department will provide instructors with a sufficient number of copies of respective syllabi for each class. All students should be provided a hardcopy of the syllabus during the first week of the class. All Basic Instruction Program syllabi must follow a standardized format. Below is a syllabi checksheet and the master format for course syllabi in the Basic Instruction Program.
Checksheet for Basic Instruction Program Syllabi

Course Number & Title: __________________________________________________________

Instructor: _________________________________________________________________

Required Components:

Course Designator & Title: Yes No
Section Number Yes No
Credit Hours Yes No
Semester Yes No
Times and Days Yes No
Instructor’s Name: Yes No
Office Number or contact information Yes No
Phone number contact information Yes No
E-mail Yes No
Office Hours: By Appointment only Yes No
Course Description from catalog Yes No
General Education Goal:
   To examine values, attitudes, beliefs, and habits
   which define the nature and quality of life.
Course Goals:
   1. To pursue basic principles of wellness through lifetime activity. Yes No
   2. To gain knowledge and skills needed to participate in selected lifetime activities.
Learning Outcomes: Must be measurable and written using action verbs. Yes No
Teaching Method Yes No
Course Requirements
   Required or optional texts Yes No
   Assignments (all assignments must be identified)
Grading system: If you are using plus and minus, must be on syllabus. Yes No
Class Attendance Policy: Yes No
Students with Disabilities Policy: Yes No
Office of Victims Assistance (OVA) Announcement Yes No
Final Exam Date and Time is last day of class. Yes No
Student Code of Conduct Yes No
Syllabus Change Policy Yes No
Tentative Course Calendar Yes No

__________________________________________ ____________________________
Assistant Chair Signature Date
Department of Physical Education, Sport and Human Performance
Basic Instruction Program
Winthrop University

Course Title: PHED 282 – Beginning Rock Climbing
Credit Hours: 1
Semester: Spring 2011

Time: TR 2:00-3:40PM
Location: West Center

Instructor: Geoff Morrow
Dates: 1/10 – 2/28

Office: West 216C
Telephone: (803) 323-2573

Email: morrowg@winthrop.edu
Office Hours: By appointment only

Catalog Description: This course is designed to allow the student an opportunity to learn and experience current techniques, safety, equipment, and fitness of basic rock climbing.

Prerequisite(s): None

General Education Goal: To examine values, attitudes, beliefs, and habits which define the nature and quality of life.

Course Goals:
1. To pursue basic principles of wellness through lifetime activity.
2. To gain knowledge and skills needed to participate in selected lifetime activities.

Learning Outcomes:
The student will:

1. Identify and execute the basic skills involved in rock climbing.
2. Explain and exhibit essential safety techniques used in rock climbing.
3. Utilize safe belaying techniques.
4. Demonstrate the ability to properly set up a top-rope belay system.
5. Exhibit an ability to tie basic knots commonly used in rock climbing.
6. Identify the lifetime health-related benefits related to participation in rock climbing.

Teaching Methods: This class involves both lecture and participation.

Attendance Policy: In order to improve your overall fitness level, attendance and participation in each class is essential. Absences totaling 25% or more of the class meetings (4 or more absences = F) will result in the student receiving an F for the semester. Each absence is 5 points off your final grade.
Evaluation of Objectives:  There will be three areas you will be evaluated on in this class. The following weightings will be used to determine your final grade.

<table>
<thead>
<tr>
<th>Skills Test</th>
<th>20 points</th>
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</thead>
<tbody>
<tr>
<td>Written Test</td>
<td>20 points</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>60 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

Grading:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- Below 60 F

Exam Policy:  The final exam will be given on the last day of class.

Tentative Course Schedule:

**January**
- 11 – Introduction and expectations, types of climbing and equipment
- 13 – Review types of climbing, gear/equipment, and introduction to belay
- 18 – Equipment, proficiency knots, and belaying techniques
- 20 – Bouldering and belaying
- 25 – Climbing – Goal Setting
- 27 – Climbing – “Green” Climbing – becoming energy efficient!

**February**
- 1 – Climbing – Handholds/Grips
- 3 – Climbing – Skill Application
- 8 – Climbing – Belay Proficiency
- 10 – Climbing – Visualization
- 15 – Climbing – The Fluid Climber
- 17 – Climbing – Beyond the Physical Act of Climbing
- 22 – Climbing & Bouldering Competitions
- 24 – FINAL EXAM

Last day to withdraw from this course is __________, 2014. **(Automatic N grade is issued). Students may not withdraw from a course after this date without documented extenuating circumstances. (The withdrawal deadline is posted on the Records and Registration website.)**
**Students with Disabilities**

Winthrop University is dedicated to providing access to education. If you have a disability and require specific accommodations to complete this course, contact Services for Students with Disabilities at 323-3290. Once you have your official notice of accommodations from Services for Students with Disabilities, please inform me as early as possible in the semester.

**Student Code of Conduct**

Infractions of academic discipline are dealt with in accordance with the student Academic Conduct Policy, which is in the Student Conduct Code in the Student Handbook online ([http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf](http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf)).

**Syllabus Change Policy:** This syllabus reflects expectations for the course; however, the instructor may find it necessary to make changes in the syllabus after the course begins. In such cases, students will be notified accordingly.

**Student’s Responsibility:** The student will be on time and properly dressed to be active in rock climbing. Cell phones should be silenced and put away during class periods.

The Office of Victims Assistance (OVA) provides services to survivors of sexual assault, intimate partner violence, and stalking as well as educational programming to prevent these crimes from occurring. The staff assists all survivors, regardless of when they were victimized in obtaining counseling, medical care, housing options, legal prosecution, and more. In addition, the OVA helps students access support services for academic problems resulting from victimization. The OVA is located in 204 Crawford and can be reached at (803) 323-2206. In the case of an after-hours emergency, please call Campus Police at (803)323-3333, or the local rape crisis center, Safe Passage, at their 24-hour hot-line, (803)329-2800.

**Performance Assessments**

**Belaying Proficiency:** Demonstration of a course-approved belay technique. Evaluation will be based on establishment of the belay system, use of the system, verbal commands, and technique (5pts).

**Knot Tying:** Students will be expected to learn and proficiently tie and recognize three knots – the follow-through figure-8, bowline on a bight, and double-fisherman knot. Assessment will consist of the respective student tying each knot under direct supervision from the instructor. Students will be awarded full credit (5pts) for each knot correctly tied on the first attempt. If a knot is tied incorrectly, a point will be deducted for each successive attempt.

**FINAL EXAM:** A comprehensive written final exam on lecture materials utilized in this course will be given on the last day of class (20pts).

**Students are reminded that Winthrop ID’s are required for entrance to the West Center. Please bring your ID for admission to the West Center.**
WINGSPAN

All instructors will be provided with a Wingspan account through which general course and student information can be accessed. Final student grades will be submitted through the instructor’s Wingspan account. Follow the link below to access the Wingspan login page.

https://luminis.winthrop.edu/cp/home/displaylogin

To Access Course Rosters…

1) Login to Wingspan with your user name and password.
2) Click on the “Faculty” tab.
3) In the central navigation, click on “Faculty & Advisor Menu.”
4) From the Faculty & Advisor menu, click on the “Summary Class List” link.
5) On the ensuing page, select the term in which your respective class is being offered.
6) From the dropdown box, select the course of interest and click, “Submit.”

To Email individual students/classes…

1) Follow the above six steps for accessing course rosters.
2) From the course information page, you can email individual students by clicking on the envelope tab to the right of each student’s name.
3) To email an entire class, click on the “Email class” link underneath the last student’s name on the roster.

To Enter Final Student Grades…

1) Login to Wingspan with your user name and password.
2) Click on the “Faculty” tab.
3) In the central navigation, click on “Faculty & Advisor Menu.”
4) From the Faculty & Advisor menu, click on the “Final Grades” link.
5) On the next page, select the correct term.
6) Upon selecting the correct term, you will be prompted to select the course for which you would like to enter grades. Click submit!
7) You will be able to view the final grades worksheet into which you will enter student final grades.

COURSE EVALUATIONS

Instructors in the Basic Instruction Program are responsible for ensuring that course evaluations are completed for their respective course(s). The Basic Instruction Program utilizes an online survey program through which students can easily select and evaluate the courses in which they are enrolled. At some point during the final two weeks of a class, instructors are required to escort their students to the computer lab located in West
Center 210 for completion of the mandatory course evaluation. Instructors should pick up copies of the evaluation webpage link in the PESH copier room to distribute to their students. The course evaluation homepage contains a listing of and links to evaluations for every course offered within the Basic Instruction Program. Instructors should remind students of the respective course and section number to ensure completion of appropriate evaluation. Instructors are not permitted to enter the computer lab while students are completing the evaluations. Instructors should strive to afford all students the opportunity to complete the evaluation. Students may also elect to use smart phones for evaluation completion.

Instructors will receive their evaluation reports after final grades have been entered for the semester.

**GRADING PROCEDURES**

1. BIP Instructors must abide by University-wide grading guidelines.
2. If a name of a student who never attended class appears on the final grade worksheet, that student should receive a grade of “F” or “U.”
3. A grade of “Incomplete” should only be given in certain special situations.

   “Assigning an incomplete grade indicates that, for a valid reason, the course has not been completed and that the instructor reserves the right to raise the grade if the incomplete work is completed within one year, or by an earlier date specified by the instructor. The grade to which I is prefixed is not used in computing the student’s GPA until the I prefix is removed and indicates the grade earned if no further work is performed. It is the grade in the course unless and until changed by the instructor or until one year has passed, at which time the incomplete is converted to the default grade.” (2012-13 Undergraduate Catalog)

   Students will have one academic year to complete course requirements and receive a final grade. Instructors who issue a grade of “incomplete” to any student must complete an Incomplete Record Form (see next page) and submit a copy to the program director along with a copy of the course written exam and/or proficiency skill test procedures.

4. You are expected to retain all materials used to derive student grades (attendance records, exams, proficiency score-sheets, etc.) for one year following course completion. Following each semester, these materials should be placed in a file folder and submitted to the program director.
5. For instructors to impact student learning and wellness, students must attend class. Each instructor should clearly define attendance policies to students. It is imperative that roll be taken every day and students held accountable for attending and participating in class.
Basic Instruction Program
INCOMPLETE RECORD FORM

Student’s Name: ___________________________

Instructor’s Name: ___________________________

Course #: ____________   Section #: ___________   Semester: __________    Year: ________

Before lifting the incomplete status, the student must complete the following:

Date/Score
______________________________________________________Completed__________/____
______________________________________________________Completed__________/____
______________________________________________________Completed__________/____

Deadline: ______________

Instructor: ______________

*** Include a copy of any written exam or skill proficiency procedures.***

END-OF-CLASS/SEMESTER RESPONSIBILITIES

1. Allow class to complete the mandatory online course evaluation at some point during the final two weeks of the class.
2. Enter final student grades on Wingspan.
3. Turn in class material to the program director.

ACADEMIC HONESTY

Infractions of academic discipline are dealt with in accordance with the student Academic Conduct Policy, which is in the Student Conduct Code in the Student Handbook online. (http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf). The Student Conduct Code can be found on p. 36-42.

RISK MANAGEMENT

Basic Instruction Program Contract

The Basic Instruction Program contract provides students with an understanding of the mission of the BIP and explains expectations for attendance and active participation. Instructors must ensure that all students submit a signed copy of the Basic Instruction Program Contract during the first week of a class. Completed contracts should be sent to the program director and kept on file. Copies of the BIP Contract can be picked up in the PESH copier room. (See copy on next page)
BASIC INSTRUCTION PROGRAM CONTRACT
Spring/Fall 20__

The Basic Instruction Program is designed to provide students with opportunities to improve their fitness and wellness through instruction in skill and health-related fitness. This program allows students to begin to meet the wellness goal of the University. The goal of the Basic Instruction Program (BIP) is to provide students with the skills they need to participate in their chosen activity throughout their lifetime and to incorporate basic principles of wellness into their lives. All classes offered in the Basic Instruction Program teach wellness principles as part of their required content along with specific instruction on fundamental skills of the chosen activity.

With rising health care costs and increased rates of obesity in the United States, Winthrop University and the Department of Physical Education, Sport & Human Performance are dedicated to giving students the knowledge and skills they need to pursue a healthy lifestyle. As noted by the Surgeon General’s Report on Physical Activity and Health, regular moderate physical activity can prevent premature death, unnecessary illness, and disability. Student enrolled in Basic Instruction Program classes will be challenged to improve their skill level, increase their knowledge of what constitutes wellness, and reflect on unhealthy behaviors (smoking, high fat diets, lack of sleep, stress). As noted by the Surgeon General, “Daily lifestyle habits have a lot more to do with what makes a person sick and when s/he dies than all of the influence of medicine.” Students enrolled in BIP classes will be asked to reflect on the choices they make each day.

In order to meet the goal of the BIP, students must come to class prepared to participate. Each class is an active laboratory in which students begin to improve their skill and health-related fitness. To improve your fitness levels, you must be in class and actively involved. Since this is a laboratory based experience, you can’t make up missed classes by borrowing someone’s notes or writing a paper. You have to be in class and fully engaged in the activity. This contract is between you and your instructor. The instructor agrees to provide you with opportunities to improve your skill and health-related fitness and you agree to fully participate in class activities. The BIP classes can provide you with the skills and content you need to improve your wellness, but only you can make the decision to change unhealthy behaviors.

There is a place for you to sign this contract below. This contract is your signed commitment to full participation in the class.

________________________________________  ________________________
NAME                                           DATE

PHED _____ - 00__
BIP EMERGENCY ACTION PLAN (EAP)

1. Call EMS (911) and do not move persons in the following situations:
   a. Airway problems of any type
   b. Unconsciousness
   c. Head injury with or without bleeding from the ear, nose or mouth
   d. Any limb injuries with obvious deformity such as angulation, shortening, rotation or crookedness.
   e. Neck or back injuries with or without suspected spinal cord damage.
   f. Severe unremitting chest pains.

2. In cases where an injured student needs transportation assistance, have a student go to the West Center front desk, PESH Department office (WEST 216) to contact Campus Police for assistance (803-323-3333; if call from a campus landline, dial extension 3333). Be sure to have the student leave specific instructions about where the emergency personnel should come. If the injury is life-threatening or severe in nature, call 911.

3. Other Reminders:
   a. Never urge a sick or injured person to sit up, stand up, or walk until you are sure his/her condition warrants it.
   b. For less serious injuries, basic first aid kits are located at the West Center front desk and in the PESH copier room.
   c. Do not move the victim; try to get the victim to lie down.
   d. Check for adequate breathing; if not breathing, establish an airway and begin rescue breathing or CPR if warranted if you hold current CPR certification.
   e. Control bleeding if the victim if hemorrhaging.
   f. Reassure a conscious victim.
   g. Automated External Defibrillation (AED) devices are located at the West Center lobby desk, the West Center weight room desk, and on the West Center upstairs walking track.

4. Off Campus injuries:
   a. Serious injury- Call EMS (911) and have the student transported to Piedmont Medical Center. If the student is conscious get his/her permission to be transported by ambulance.
   b. Minor Injury- Provide any available appropriate first aid. Encourage the injured student to be checked by appropriate personnel at the Office of Health Services when they return to campus.

**Reporting Accidents**

Accident reports should be completed for any accident that occurs in a BIP course. Completed forms should be submitted to the program director within 24 hours of the accident. For the purposes of this handbook, an accident will be defined as any unplanned or unintentional action that negatively impacts the health and/or well-being of a program participant. The BIP Accident Report Form can be found on the next page.
Winthrop University Basic Instruction Program
Accident Report Form

Status: Student ___  Faculty ___  Other ___

1. Name of injured: ___________________________  Age: _____  Gender: M / F

2. Address: __________________________________________

3. Email: _________________________  Ph.#: ____________________

4. Time of Accident: __________AM/PM  Date: _______________

5. Course Name: ____________________________________________
    (Example: PHED 113-001 Disc Games)

6. Location of Accident: ______________________________________

7. Type of Injury/Illness:

   ☐ Abrasion  ☐ Fatigue  ☐ Heat Injury  ☐ Allergy  ☐ Dermatitis
   ☐ Burn  ☐ Puncture  ☐ Gastrointestinal  ☐ Cardiac  ☐ Other:
   ☐ Concussion  ☐ Sprain  ☐ Respiratory  ☐ Menstrual  _________
   ☐ Bruising  ☐ Strain  ☐ Asthma  ☐ Urinary
   ☐ Laceration/Cuts  ☐ Cold Injury  ☐ Infection  ☐ Fever/Flu

8. Body part injured: _____________________________

9. Degree of injury:  Non-disabling _____  Temporary disability _____

                          Permanent disability _____  Death _____

10. Supervised: Yes ____  No ____  Instructor’s Name: __________________________

11. Did the instructor witness the accident? Yes ____  No ____

12. Narrative description of the accident. How did the accident happen?
13. Injured student sent: Hospital ___ WU Health Services ___ ER ___ Residence ___

14. Witnesses to the accident:
   1) Phone #:
   2) Phone #:
   3) Phone #:
   4) Phone #:
   5) Phone #:

15. Do you have any recommendations for preventing accidents of this type? If so, what are they?

   Instructor submitting report: ___________________________

   Date of report: ___________________________

Privacy
Information collected on this form serves the purpose of:
   - Identifying accident trends;
   - Informing safety management policy; and
   - Improving safety management procedures.

Details will be kept confidential to school and department management. Schools and individuals will not be identified in any analysis reports.

THE ORIGINAL COPY OF THIS COMPLETED REPORT MUST BE SUBMITTED TO THE PROGRAM DIRECTOR WITHIN 24 HOURS OF THE ACCIDENT. PLEASE RETAIN A COPY OF THIS REPORT FOR YOUR RECORDS.

End of Accident Report Form
BIP EQUIPMENT POLICIES

1. All PESH Department equipment used in Basic Instruction Program courses may only be used during class periods.
2. Never allow students to borrow any equipment outside of class.
3. Equipment should be used only for its intended purpose. Instructors are responsible for ensuring proper care and use of equipment among students.
4. Ensure that students return all equipment following each class period.
5. Lock up all equipment in assigned storage areas immediately following each class.
6. Report any broken or defective equipment to the program director immediately.
7. BIP Instructors will be granted ID access into respective storage areas in the West Center.

Respecting Equipment – With a limited equipment budget, our goal should be to promote an attitude of respect and care toward all program equipment. To maximize its functional life, equipment must be properly used, stored, and carefully maintained.

Equipment Request/Replacement Form
All requests for equipment should be made using the Equipment Request/Replacement form (see next page).
Department of Physical Education, Sport & Human Performance  
Basic Instruction Program  
EQUIPMENT REQUEST/REPLACEMENT FORM

<table>
<thead>
<tr>
<th>EQUIPMENT NEED:</th>
<th>NUMBER:</th>
<th>JUSTIFICATION OF NEED:</th>
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<tbody>
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</tbody>
</table>

Comments:

Request:  
APPROVED _____  
APPROVED WITH PROVISION(S)* _____  
DENIED _____

Provision(s)*:

____________________________
BIP Director (or) Dept. Chair

____________________________
Date
Department of Physical Education, Sport & Human Performance
Basic Instruction Program
Permission for Class Absence

This request must be made at least one week prior to the anticipated absence. All forms must be signed and filed in the departmental office.

Instructor: ____________________________

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DAY</th>
<th>TIME</th>
<th>SUBSTITUTE INSTRUCTOR</th>
<th>SUBSTITUTE ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
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Reason for Absence:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Substitute Instructor

Name: ____________________________  Degree Held: _______________________

Phone #: __________________________

Department Chair Signature  Date

Instructor Signature  Date

Revised 5/24/11
Physical Education, Sport & Human Performance  
Basic Instruction Program Evaluation  
Adjunct Instructors

Teacher: _______________  
Evaluator: _______________

Class Assignment(s):  

Rating Scale:  
3 = Highly Effective  
2 = Effective  
1 = Needs Improvement  
NAO = Not Applicable  
Y = Yes  
N = No

<table>
<thead>
<tr>
<th>The Instructor…</th>
<th>NAO</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begins class on time and meets all classes</td>
<td>NAO</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. Provides appropriate opening and closing of class including warm-ups and cool downs</td>
<td></td>
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</tr>
<tr>
<td>3. Is prepared for class (lesson plan, handouts, equipment ready)</td>
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<tr>
<td>4. States objectives of the class</td>
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<td>5. Is able to demonstrate/describe techniques/tactics</td>
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<td>6. Utilizes appropriate progressions</td>
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<td>7. Manages/organizes groups effectively</td>
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<td>8. States objectives for practice drills/activities</td>
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<td>9. Circulates throughout the facility to each group/individual</td>
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<td>10. Is able to detect mechanical/tactical errors</td>
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<td>11. Provides appropriate feedback to individuals and groups</td>
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<td>12. Can accommodate varying skills levels</td>
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<td>13. Provides review and closure to lesson</td>
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<td>14. Is enthusiastic about the activity and teaching</td>
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<td>15. Dresses professionally and appropriately</td>
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<td>16. Communicates effectively</td>
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<td>17. Is knowledgeable in the content area</td>
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<td>18. Relates instruction to health and wellness goals</td>
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Comments on teaching effectiveness:

Signature of Evaluator: ________________________
WEST CENTER POLICIES

Conduct Policy

All students, guests and individuals included under all membership categories are expected to conduct themselves properly and respect staff directives while using the West Center. All users must follow West Center and Recreational Services policies and abide by the Student Conduct Code and all local, state and federal laws. All users of the West Center are responsible for the conduct of their spouse/partner, dependent(s), and/or guests. Individuals involved in any behavior in violation of the West Center Policies and Procedures, for example, fighting and destruction of property, will automatically forfeit their privileges to use the facility. Destruction of property may include individual paying for repair or replacement of damaged equipment. Any suspended individual must meet with the West Center Director to be considered for reinstatement.

General Use Policies

The following policies are to assist in providing a safe, well maintained and comfortable environment in the West Center for the Winthrop University community. All general policies apply throughout the West Center. All users of the facility are responsible for following these policies:

1. Members attempting to help non-members illegally enter the West Center will risk forfeiture of their membership.
2. A valid Winthrop University identification card is always required to use the West Center.
3. The West Center, including all exterior areas adjacent to the facility, is an alcohol and tobacco free area. Patrons who appear to be under the influence of alcohol or drugs will be asked to leave the facility.
4. No area of the facility shall be used for private lessons or training of individuals or groups. This includes, but not limited to, personal training, coaching and other services not approved through the Office of Recreational Services.
5. The following are prohibited:
   a) Turf and spiked shoes
   b) Eating and/or drinking (except in designated areas)
   c) Chewing gum
   d) Bicycles
   e) Skateboards, roller blades and roller skates
   f) Animals (except for service animals)
   g) Weapons as defined in the Student Conduct Code
   h) Amplified sound without the use of earphones

6. Personal belongings such as duffel bags and purses are prohibited in the “workout” spaces of the West Center. Storage areas and daily lockers are available.
7. West Center staff are not able to guarantee the security of valuables, book bags or other personal articles left unattended. Please report any incidents of theft or loss of property to staff located at the information desk.
8. Personal locks are prohibited in locker rooms and will be removed immediately. Locks can be picked up from the information desk for daily use.
9. Appropriate attire is required throughout the West Center as specified in various locations.
10. Videotaping and photography, including camera phones, are unauthorized in the West Center without prior approval from the West Center Director.
11. All weight room and cardio equipment must remain in designated areas.
12. Please report any equipment maintenance or safety problems to West Center Staff immediately. Please do not use equipment if there is any doubt of your safety.
13. Language and behavior should be appropriate for a family oriented University setting.
14. Food and beverages, except water bottles, are not allowed in “workout” areas of the West Center.
15. Dependents under the age of 15 must enter and remain with a parent or guardian at all times.
16. The West Center, or a portion of, may be closed to students, members and guests upon occasion with prior notice, for academic classes, maintenance and select University-related events. Memberships will not be credited or extended for any such closures.
17. West Center staff members may intervene in any situation when necessary.
18. All policies, procedures or rules are subject to change by the office of the Director of the Lois Rhame West Health, Physical Education and Wellness Center.

Area Specific Policies

Aquatics (Swimming Pool Area)

1. Patrons under the age of 15 must be accompanied and directly supervised by their parent or guardian dressed in appropriate swim attire and present on the swim deck who holds a current West Center membership.
2. The pool shall be used only when a lifeguard is present and on duty.
3. A shower is required before entering the pool.
4. It is recommended that jewelry be removed before entering the pool deck to prevent loss while in the water.
5. The pool may close due to inclement weather while the rest of the facility remains open.
6. Appropriate swimwear is required.
7. Diving, unnecessary roughness, pushing, horseplay, backward jumping, running in the pool area or visiting with the lifeguard/pool monitor on duty are prohibited.
8. For your health and safety, any person suffering from a skin infection or open wound is prohibited from entering the pool. Individuals may not use the pool if they have bandages or adhesive tape on their body.
9. Children under the age of three are not permitted to swim in the pool (even if wearing swim diapers).
10. Shoulder length hair or longer must be tied back or put in a swim cap.
11. The lifeguard/pool monitor on duty must approve the use of swimming aids.
12. When more than one person is using a lane please stay on the right side of the lane.
13. In case of an emergency, patrons shall follow directions given by the lifeguard/pool monitor. Three quick whistles by the lifeguard/pool monitor indicates an emergency and is the signal for all patrons to clear the pool area.
14. Academic use of the facility by Health and Physical Education and events scheduled through the office of Recreational Services take precedence over other uses of the facility.

Cardio Equipment Areas

1. Individuals must take part in an orientation session offered by West Center Staff before using or operating any cardio equipment.
2. Patrons must be at least 15 years of age to use cardio equipment.
3. Individuals are limited to 30 minutes per machine when other patrons are waiting.
4. Appropriate exercise attire is required when using cardio equipment. T-shirts, shorts, warm-up suits, sweat suits, tennis clothing, aerobics attire and athletic shoes are acceptable when using cardio machines. Sandals, open-toe shoes, hard-soled shoes, string tank tops, cut-off tank tops, mesh tank tops, jeans, street clothing and anything which compromises the safety and professionalism of the cardio areas are prohibited.
5. For sanitary purposes, you must wipe down equipment after each use.
6. All equipment must remain in designated areas.
7. Report all equipment problems to West Center staff, including jammed, frayed, loose or worn parts. Do not use any equipment if you are in doubt of your safety.
8. Inappropriate behavior is prohibited and subject to disciplinary actions. Patrons violating any policy may be asked to leave the facility immediately and/or be subject to having their membership and/or use privileges suspended for a particular length of time.

Climbing Wall

1. No unauthorized climbing.
2. All climbers must complete belay school conducted by Climbing Wall Staff before being allowed to use the climbing wall.
3. Never climb alone! Harnesses are required and a staff member must be present. Climbers must be roped and on belay at all times, except when bouldering.
4. Never boulder on an occupied route or above designated line.
5. Climbing shoes are recommended. Boot or dress shoes are prohibited. Barefoot climbing is not allowed. Tennis shoes are allowed if approved by Climbing Wall Staff.
6. West Center Staff reserves the right to reject equipment deemed unsafe (items not under the direct care of Climbing Wall Staff).
7. No items are to be placed on the climbing wall floor. Eating or drinking in the climbing wall area is prohibited.
8. Spectators must stay clear of the belay and climbing areas.
9. Rings and jewelry must be removed prior to climbing.
10. Please report anything hazardous or any problems to the attention of Climbing Wall Staff.
11. West Center Staff reserves the right to suspend the privileges of anyone who refuses to climb in a safe and responsible manner concurrent with the procedures and policies stated above.
12. Academic use of the facility by Health and Physical Education and events scheduled through the Office of Recreational Services take precedence over other uses of the climbing wall.

Peabody Gymnasium

1. Participation in activities in the gymnasium area is at your own risk.
2. Proper athletic clothing including shorts, t-shirt or tank top and shoes with non-marking soles are to be worn.
3. Bare feet or stocking feet are not permitted.
4. The true nature of good sportsmanship must be observed at all times. Spitting and the use of foul language are prohibited.
5. Hanging on the rim is not permitted.
6. No food is allowed and only re-sealable beverage containers are permitted.
7. Violation of any gymnasium rule may result in immediate removal from the West Center.
8. Academic use of the facility by Health and Physical Education and events scheduled through the Office of Recreational Services take precedence over other uses of the facility.

Racquetball Courts

1. Participation is at your own risk.
2. Protective eyewear is mandatory.
3. Use of a racquet with a wrist cord is strongly recommended.
4. Shirts and appropriate athletic footwear must be worn at all times. Any shoe that marks or damages the floor is not permitted.
5. Striking the court walls with a racquet is not permitted. Deliberately striking the walls, floors etc. will result in loss of court privileges.
6. Court reservations can be made at the Information Desk during West Center hours for one hour segments starting on the hour or half-hour. There is a limit of one reservation per day.
7. Court reservations will be canceled if the court is not claimed within 10 minutes of the scheduled reservation time.
8. Individuals may sign-up in person at the Information Desk to be placed on a waiting list. You must be present to be able to claim the next available court.
9. Academic use of the facility by Health and Physical Education and events scheduled through the Office of Recreational Services take precedence over other uses of the facility.
**Indoor Track**

1. The track is for runners, joggers and walkers only.
2. Track direction changes daily as indicated by the track direction sign. Even numbered days are clockwise and odd number days are counter-clockwise.
3. Runners and joggers should use the inside of the track and walkers are to use to the outside lanes.
4. Appropriate athletic shoes must be worn. Spikes, turf shoes and cleats are strictly prohibited.
5. Do not use the railings around the track as stretching aids.
6. Personal items are not to be left on the track.
7. Stopping or standing on the track is prohibited.
8. Academic use of the facility by Health and Physical Education and events scheduled through the Office of Recreational Services take precedence over other uses of the facility.

**Weight Room**

1. Individuals must take part in an orientation session offered by West Center staff before using or operating any equipment in the West Center weight room.
2. Patrons must be at least 15 years of age to use any weight room equipment.
3. All weight training should be performed in a controlled and safe manner. Slamming, dropping, or bouncing weights (machines or free weights) is prohibited.
4. Use of equipment other than for its designed function is prohibited.
5. Sandals, open-toed shoes, hard soled shoes, string tank tops, cut-off tank tops, mesh tank tops, jeans, jean shorts, street clothing, pants with visible zippers, damaging buttons, or any other clothing which compromises the safety of patrons or damages equipment is prohibited.
6. Appropriate athletic attire is required in the weight room. Full-backed unaltered t-shirts, shorts, warm-up suits and closed toe athletic footwear are acceptable work-out attire.
7. Spotters are required on all free weight and heavy machine exercises. Please provide your own spotter or ask for assistance from the West Center staff member on duty.
8. Dumbbell use is limited to one set of dumbbells at any one time.
9. All free weights and dumbbells must be replaced to appropriate racks when finished.
10. For safety reasons, use of personal headphones is strongly discouraged in free weight areas. Any personal music device is not allowed without the use of headphones in other areas of the weight room.
11. Equipment must be wiped down after each use.
12. All personal items must be placed in day use lockers.
13. The West Center facility and/or staff are not responsible for lost or stolen items.
14. Do not move benches or other equipment.
15. Weight gloves and wrist straps are allowed. The use of chalk in prohibited.
16. A limit of 3 people may use any single station at one time. Please be courteous to others by limiting the length of stay at a single station to acceptable limits. Do not loiter on the equipment while resting so that others may also use the equipment.
17. Weight collars are required in the free weight area.
18. Weight belts may damage equipment. Please remove or cover appropriately during use on padded equipment.
19. Intermittent clean-up may occur at any time during operation of the weight room for safety and sanitation reasons.
20. Patrons should immediately report any injury or facility equipment damage to the Strength and Conditioning staff member on duty.
21. Inappropriate behavior is prohibited and subject to disciplinary actions. Patrons violating any policy may be asked to leave the facility immediately and/or be subject to having their membership and/or use privileges suspended for a particular length of time.
22. Academic use of the facility by Health and Physical Education and events scheduled through the Office of Recreational Services take precedence over other uses of the facility.

EDUCATION

Degree, School, Year
(Example: Bachelor of Science in Exercise Science, Winthrop University, 2010)

WORK HISTORY

Start with most recent.

Years of employment – Position title, Place of Employment.
Provide a brief description of position responsibilities.

Example:

8/2009-Present – Fitness Instructor/Personal Trainer, Gold’s Gym
General description of position…

EXPERIENCE (in area of instruction)

Position Title, Site of employment or experience
Provide a brief description of background/experience.
Date of experience
(Begin with most recent)

Example:

Rock Climbing Instructor, Winthrop University
Instructor of Beginning Rock Climbing course
8/2007-Present

Mountain Biking Instructor, RH Outdoor Center
Instructor of Mtn Biking at RHOC. Provided introductory clinics and intermediate
level classes.

PROFESSIONAL MEMBERSHIPS/CERTIFICATIONS

Organization/Association
Date of Induction/
Cert. Expiration

Example:

Association for Experiential Education (AEE)
February 2012
Wilderness First Aid Certified (WFA)
June 2012
First-Aid/CPR Certified (AHA)
June 2011

SCHOLARSHIP – PRESENTATIONS/PUBLICATIONS

Use APA Citation.

Example:

Lois Rhame West Health, Physical Education & Wellness Center, Rock Hill. 11 Oct. 2010.
INTERESTS & ACTIVITIES

- Interest/Activity (Years? … 2005-Present)
- 

TEACHING ASSIGNMENT(S)

Example:

- PHED 206 – Outdoor Education: Hiking, Backpacking, Rafting
- PHED 207 – Intermediate Snow Skiing
- PHED 257 – Current Activities: Cardio Kick
- PHED 266 – Yoga
- PHED 282 – Beginning Rock Climbing
- PHED 307 – Outdoor Education: Theory & Practice