

**The University of Georgia
Department of Kinesiology**

**Basic Physical Activity
Program**

2006-2007



Policies and Procedures Manual

Table of Contents

Basic Physical Education Program Philosophy	1
University Requirement	1
Instructor Responsibilities	2
Dress Code	2
Class Rolls	2
Grading	2
Grade Reporting	3
Grade Changes	4
Drop/Add and Withdrawals	4
Course Syllabus	4
Class Times	5
Substitute Instructors	5
Accident Report Procedures	6
Office Hours	7
Clearance for Exercise Participation	7
Attendance	7
Adaptive Students	7
Class Location	8
Inclement Weather Procedures	8
Fees	8
Examinations	8
Course Outlines and Method Folders	9
Supplies, Equipment and Facilities	9
Student Evaluations	9
Instructor Evaluations	9
Academic Load for Teaching Assistants	9
Signature Authority	10
Effective Teaching	10
Outstanding Teaching Assistant Award	10
Appendix A: PEDB Incomplete Grade Form	11
Appendix B: Sample Syllabus & PDF Instructions	12
Appendix C: Clearance for Safe Exercise Participation	14
Appendix D: Waiver for Safe Exercise Participation	15
Appendix E: Physician Clearance Form	16
Appendix F: Instructor Evaluation Form	17
Appendix G: Instructor Evaluation Rubric Form	18

Basic Physical Education Program Philosophy

The philosophy of the basic physical education program at The University of Georgia, is to promote lifelong physical activity and fitness for the enhancement of health and well-being. Increases in regular physical activity and fitness are influenced by people's confidence in the ability to engage in regular exercise and positive beliefs concerning the benefits of physical activity and fitness. Motivation to increase physical activity and fitness can be enhanced by incorporating fitness knowledge about fitness and behavior modification principles into activity classes. The adoption of positive health behaviors by students has the potential to significantly improve the lifelong health benefits for all UGA graduates.

University Requirement

All students entering the university Fall 1991, and thereafter, who matriculate for their first baccalaureate degree are required to pass one semester credit hour of Basic Physical Education. This requirement may be satisfied by successful completion of any combination of Basic Physical Education courses. The above requirements are applicable to all students except as follows:

1. **Veterans:** Veterans who have served 180 days or more may receive credit based on their military service, depending on date of matriculation. Veterans may receive no more credit for Basic Physical Education courses than is required for a degree. To establish credit, veterans will be required to present a copy of their DD214 form to the Admissions Office.
2. **Army and Air Force ROTC Participants:** Students who have successfully completed the Army ROTC Advanced Camp or the Air Force ROTC Field Training Encampment shall be considered to have met the Basic Physical Education requirement, if they have not already satisfied it with Basic Physical Education course work.
3. **Disabled Students:** Adapted physical education classes are available to facilitate the meeting of the university physical education requirement by disabled students. Policies with regard to physical education for disabled students are as follows:

The Department of Kinesiology is committed to fulfilling the physical education needs of all students. An adapted physical education program operates as a normal extension of the Basic Physical Education program for students who - because of temporary or permanent disability or medical conditions - cannot participate in the mainstream physical education program. It is through this adapted program that, with few exceptions, all students are able to satisfy the Basic Physical Education requirement. Students with health problems or disabilities should consult with the staff physician at the University Health Service. Students will in turn be referred to the adapted physical education specialist who works in concert with the university staff physician, and subsequently will be placed in appropriate

physical education activities. There are no exceptions to the physical education requirement for reasons of age, sex, or disability except upon special recommendation by the staff physician at the University Health Service.

Instructor Responsibilities

A. Dress Code

1. Instructors should be appropriately and professionally dressed for class (instructors set the example).
2. Students enrolled in basic classes should dress appropriate for the activity they will participate in. Suitable athletic clothing and footwear should be clearly defined in the syllabus.

B. Class Rolls

1. Class rolls are available on-line at the Registrar's website (www.reg.uga.edu). At the Registrar's website click on "Class Roles." At the next window enter your UGA MyID and password and select proceed. The rolls for your assigned classes will be listed in several different formats.
2. Immediately following the Drop/Add period an updated roll (1st confirmation role) will be available. This roll should contain the names of all students who have officially registered for your class. Any student who has been attending class and whose name does not appear on this role should be sent to the Registrar. It is important to check to make sure that everyone attending your class is on the 1st confirmation roll.
3. Following the withdrawal period the second confirmation roll will be available on-line. This roll should contain the names of all students officially enrolled in each of your courses. In addition, students who have officially withdrawn will have a "W" indicated by their name. A student must be on this roll to attend your class.

C. Grading

Each instructor must establish a criterion for a satisfactory/unsatisfactory grade on their syllabus. The only other grade that can be recorded at the end of a semester is an "I." An "I" is used when a student has not fulfilled course requirements due a documented problem. If an "I" is recorded on the grade roll, an explanation of the requirement must be completed on the Incomplete Grade Form (Appendix A). The completed Incomplete Form should be attached to the grade roll. The instructor needs to establish a time limit for removal of an "I." The instructor giving an "I" is

responsible for arranging the make up work for the student involved during the following semester.

D. Grade Reporting

Grade reporting is one of the most important functions you have as an instructor. Grades must be accurate and submitted according to a specific time schedule. Your attention to detail is required to complete this responsibility. To assist you in the completion of your grade reporting the following information is provided.

- Report grades using the Registrar's web site for on-line grade rolls at www.reg.uga.edu. Grade rolls will not be assessable until the end of the semester.
- A copy of the on-line Grade Roll, for each class you are listed as an instructor is required to be turned in to the PEDB office at a date to be set prior to the end of the semester. It is suggested that you also maintain a copy of grade reports for your records.
- Record grades for all students. Use only "S", "U" and "I"

Step-by-Step On-Line Instructions

1. Go to the Office of the Registrar's web site (listed above)
2. Click on Faculty/Staff Services.
3. Click on Click Here For Your Current Term On-line Grade Roll.
4. The entry screen to the On-line Grade Rolls will pop-up in a new window.
5. Sign in using your UGA MyID and password.
6. Once signed in you will see a main menu that has been customized to show only those sections that are available to you're MyID.
7. To begin assigning grades, simply click on any section.
8. The on-line grade roll for that section will appear. It looks just like the paper copy: student name on the left and grading options on the right. Twenty students are listed per page.
9. For each student click the grade to be assigned.
10. After a grade is specified for the visible students click the 'Submit' button. Clicking the "Submit" button officially assigns the student a grade. All students who have been assigned a grade disappear from the On-line Grade Roll.
11. The "Next" button allows you to scroll through the pages of your On-line Grade Roll. The "Print" button prints out the current screen. The "Browse" button opens a new window which lists all students in the class.

Once all students have been given a grade, the On-line Grade Roll for the section will appear empty. All students can still be viewed on the *Browse Screen (this is the screen that you should print for your role)*. These students can be queried by grade or no grade.

E. Grade Changes

All grade changes must be submitted on The University of Georgia's official grade change form. The forms may be obtained in the PEDB administrative office (Room 358). Turn the completed grade change form into the Kinesiology administrative office for the department chair's signature.

F. Drop/Add and Withdrawals

1. Instructors may increase the number of students in their classes beyond the stated quota. First, day attendance should not be used as an indication of course enrollment. The maximum enrollment for each class is listed in OASIS. The maximum number of students listed for each class was derived based on the size of the facility used and the course itself. To add a student during the drop/add period provide the following information to the PEDB administration office (Room 358): Student name, SS #, PEDB #, Call #, and course name, days of the week and time.
2. Students may be added to classes after drop/add. Instructors should inform the student to secure an Add Request Form from the Registrars Office. In addition to the instructor the PEDB Coordinator must sign this form. According to University policy students should not be added after 14 calendar days of the term.
3. A student may withdraw from a course anytime during the first half of a semester. Students may withdraw online. A student may receive a medical withdrawal at any time during the semester if the student was doing satisfactory work and withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons. A "W" will be recorded on your grade roll for those students who have been officially withdrawn by the Registrar. Instructors are not to record a "W" on the grade roll. Withdrawal after mid-point of the semester is authorized in the V.P.'s office.

G. Course Syllabus

The University Council has approved an academic policy that requires a syllabus for each course. Be prepared to provide the department with an electronic version of your syllabus in PDF for the department website. See Appendix B, for an example of a syllabus and contains direction to converting your syllabus to a PDF file. The following information will be included in the syllabus:

1. Course objectives or expected learning outcomes for students of the course.
2. Topical outline for the course.

3. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest. The syllabus must include this statement: **All academic work must meet the standards contained in *A Culture of Honesty*. Each student is responsible to inform themselves about those standards before performing any academic work.**
4. The syllabus must include this statement: *“The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.”*
5. Principal course assignments (such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted).
6. Specific course requirements for grading purposes (*e.g.*, written and oral tests and reports, research papers, performances or other similar requirements, participation requirements – if any).
7. Grading Policy - How the final grade will be determined with respect to weights or points assigned to various course requirements.
8. Attendance Policy - If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.
9. Required course material, including texts.
10. Policy for make-up of examinations.
11. In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

H. Class Times

During the regular academic year most classes are fifty minutes in length. Activity classes are forty minutes – provide an extra five minutes at the beginning and the end to allow students time to change.

I. Substitute Instructors

The *Academic Affairs Policy* requires that instructors meet all regularly scheduled classes. If you know in advance that you will be absent it is your responsibility to get a substitute. Substitutes must be an approved PEDB Teaching Assistant or

department faculty member. Substitutes should have knowledge and understanding of the activity. Serious ramifications could occur if a student is injured and the substitute instructor was deemed not qualified in that activity. Notify the coordinator of the PEDB program of any planned absence and the arrangement for a substitute. Additionally, if you become suddenly ill contact the PEDB Coordinator (*Dr. Michael O'Connor at 706-542-4456*) so signs can be posted informing students in your classes of your unplanned absence.

J. Accident Report Procedures

Class safety is critical; however, if a student is injured while participating in class, it is essential that the instructor adhere to the following procedures:

1. Administer appropriate first aid.
2. If the injury is serious and occurs in Ramsey immediately send a student to the nearest Department of Recreation Sports building manager or front desk to activate the *Recreation and Ramsey Student Center Emergency Action Plan (EAP)*.
3. If the injury is serious and occurs outside of Ramsey immediately notify **911**.
 - State your name and position
 - Describe the situation to the best of your knowledge
 - Provide directions to your location
 - Do not hang up until directed to do so by the dispatcher
 - Notify UGA Public Safety (*706-542-2200*) at your first opportunity.
4. If the injury is not serious and does not warrant immediate transportation, advise the student that it is his/her responsibility to have the injury checked at the Health Center as soon as possible.
5. Fill out an accident report within the next 24 hours. The University of Georgia Incident/Accident Report can be found on the UGA website at: www.libs.uga.edu/staff/accident.html (Form # 2 First Report of Injury)
6. Immediately notify either the PEDB coordinator or the department chair of all serious injuries. Turn in the accident report to the PEDB Coordinator.
7. An accident report is also required if an instructor is injured while conducting class.

K. Office Hours

In order to enhance the teacher-student communication PEDB Teaching Assistants are required to have regularly scheduled office hours. A minimum of two hours per week are required.

L. Clearance for Exercise Participation

Instructors will distribute brightly colored copies of the “Clearance for Safe Exercise Participation” (Appendix C) to each student for them to read in class (collect and reuse this form). If a student notifies the instructor of a medical condition do one of the following:

1. Students currently under the care of a physician with their physician’s clearance to participate in a physical education class should sign a “Waiver for Safe Exercise Participation” (Appendix D).
2. Refer all other students to the Health Center or a personnel physician for medical clearance (Appendix E). Do not allow students in this category to participate in class until you are furnished a completed physician clearance form. Students with medical conditions that prevent them from participating in physical education class should be referred to the Coordinator for Basic PE.

Maintain a copy of either completed form for your records. This document could be critical should a student suffer a medical crisis while participating in your class.

M. Attendance

Students enrolled in an activity class will be allowed up to three absences. The 4th absence results in the student receiving an unsatisfactory grade for the class. This policy should be clearly stated to the student in your course syllabus. You must record daily attendance and keep good records of the dates that the students miss and remind them periodically throughout the semester of the number of absences they have. Individual instructors have the option to provide make-up opportunities for students incurring excessive absences.

N. Adaptive Students

The coordinator of the PEDB may add a student with some type of physical limitations to your class. The student may register through the regular process and be on the specific class roll or the student may register through Adapted Physical Education. In the latter case the student will not be on the specific class roll, the student will be on an Adapted Physical Education Roll. You will be notified in advance when a student an adaptive student is assigned to your class.

O. Class Location

Basic Physical Education classes are taught at various locations on and off campus. Refer to the OASIS timetable for specific locations. All activities in the PEDB program must be taught at the location indicated in the timetable. Any deviation must be approved by the Coordinator of the PEDB program.

P. Inclement Weather Procedures

If you have an outdoor activity, please make it clear to the students where they would meet for class if the weather is inclement. It would also be helpful if you would define “*raining*.” The inclement weather location is indicated on the Basic Physical Education program schedule distributed each semester.

Q. Fees

Some activity courses have required fees and equipment for students participating in those courses. The fees are as follows:

1. Backpacking & Hiking – Travel expenses for trips and equipment
\$15 - \$20
2. Badminton – Students must purchase two shuttlecocks
3. Bowling - \$60
4. Golf - \$85 for beginning/intermediate and \$90 for advanced
5. Racquetball – Students must purchase one can of racquetballs and a pair goggles (must be when on the court)
6. Ropes Course - \$25
7. Tennis – Student must supply their own racket and one can of tennis balls

R. Examinations

Knowledge examinations shall be a part of all courses in the PEDB program. Exams are to be administered during the regular class period. Exams are not scheduled during the final exam period.

S. Course Outlines and Method Folders

Course outlines and methods folders are available for review and may be obtained in the Basic Physical Education office. You can adapt syllabi posted on the Kinesiology Basic course web site for your class.

T. Supplies, Equipment and Facilities

Both instructors and students have a responsibility to care for instructional materials. Equipment should be stored and locked in the appropriate storage room between classes. Instructors should contact the Coordinator of the PEDB program for additional supplies or to report needed repairs to the facilities. Copying by GTAs on department copying machines should be limited to only what is required for your department teaching job.

U. Student Evaluations

Student evaluations of instructors are required to be administered at the end of each semester (excluding summer). The evaluations should be distributed within the last two weeks of each semester. Evaluation packets can be picked up in the PEDB office. Packets include evaluation instructions, answer sheets and comment sheets. Select a student in each class to return evaluation packets to the PEDB office. You should leave the room while students fill out the evaluation. At no time should you handle completed evaluations. The evaluation process will only work if the correct CODE NUMBER and COURSE NUMBER are identified on the answer sheet (scantron). The results are confidential and will be discussed with the instructor. Also have students put your name and the course number on the comment sheet.

V. Instructor Evaluations

Instructors teaching three or more courses in the Basic Physical Education program will be evaluated once each semester. Instructors teaching less than three courses will be evaluated once per year. The Fall evaluation will be scheduled and the Spring evaluation will be unannounced. One of two different evaluation forms will be used for evaluations (Appendix D & E).

W. Academic Load for Teaching Assistants

Graduate Teaching Assistants on at least 1/3 time assigned must register for twelve semester hours. The maximum academic load for Teaching Assistants on 1/3 time assigned is twelve hours. A total of nine hours must be registered for Summer Semester.

X. Signature Authority

Refer all basic students who need a Kinesiology Department Head signature, to the Coordinator for the Basic Physical Education Program. The Basic Physical Education Coordinator has signature authority for all sign-offs and other questions related to Basic Physical Education courses and the university physical education requirement.

Y. Effective Teaching

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

- Ensure a safe learning environment
- Projection and clarity of speaking
- Clarity of instruction to students
- Firm, but personal class demeanor
- Be a reflective teacher
- Appropriate guidance
- Clear feedback provided to individual students and the class as a whole
- Individualized instruction
- Enthusiasm and interest in the class
- Meaningful tasks and high success
- Equitable support
- Active supervision
- Accountability and Monitoring Student Performance
- Effective closure

Z. Outstanding Teaching Assistant Award

Department of Kinesiology Teaching Assistants are eligible to be nominated for *The University of Georgia Outstanding Teaching Assistant Award*. Selection is based on teaching performance, student evaluations and performance of professional responsibilities. Teaching Assistants (top 10%) are eligible for nomination after completing two terms of teaching.

Appendix A

PEDB Incomplete Grade Form

Student Name: _____ SS #: _____

PEDB Course #: _____ Call #: _____

Period: _____ Semester: _____

Instructor Name: _____

Requirements needed to complete course:

Instructor: _____

Instructor's Signature: _____

Student's Signature: _____

Appendix B

Course Syllabus Beginning Golf 1120

Instructor: Dr. Michael O'Connor, Ramsey Center, Room 363, 706-542-4456, E-Mail: mjo@uga.edu. Office hours: 8:30-9:30 AM, M/W/TH or by appointment.

Course Description: A course designed to introduce basic golf skills and promote physical activity and fitness knowledge.

Course Objectives:

1. To develop basic golf skills including chipping, driving, and putting.
2. To develop an understanding for the importance of exercise to overall health.

Class Policies and Procedures:

1. The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
2. Students should read the Clearance for Safe Exercise Participation form. Students with existing medical conditions should discuss those conditions with the instructor. Students with medical conditions for which they do not have medical clearance will need to see a physician prior to starting the class.
3. I encourage you to read the policy on academic honesty in the College Catalog. All academic work must meet the standards contained in, *A Culture of Honesty*. Students are responsible for informing themselves about those standards before performing any academic work. More information at <http://www.uga.edu/ovpi/honesty/acadhon.htm>.
4. Athletic clothing and shoes are required.
5. A one time payment of \$85 is required for the use of range balls during class.

Course Outline:

Grip, Stance, Posture, Ball Position
Chipping
Putting
Pitching
Full Swing
Iron Play
Wood Play
Rules of golf

Attendance: Regular attendance and class participation are required and are important factors in your final grade. Ten points are deducted for each absence. More than three absences will result in a grade of unsatisfactory. Absences due to illness must be verified by a physician, the Student Health Service, or by talking with the instructor and getting approval in advance.

Course Evaluation: The following criteria will be used to evaluate and grade the student's performance in this class. A combined score of 60 is required to receive a grade of satisfactory. Participation is worth 40 points; skill tests are worth 30 points; and a written exam is worth 30 points. There are 100 possible points.

Instructions to Transfer Word Documents to PDF File

1. Open the syllabus you want transferred
2. Go to pull down "*File*" menu and hit "*print*"
3. Print screen will then pop up
4. Pull down "name" option
5. Should show a variety of different options/printers
6. Click the one labeled PDF (may have a number after it ex. PDF995)
7. Click "OK"
8. Then you are asked where you want the file saved, remember to name it.
9. Syllabus Naming Convention - course prefix, course #,_instructor last name First initial, and semester. pdf - Example: PEDB_1950_leonardk_fa05.pdf
10. Email the files containing your syllabi to the Department business manager

Appendix C

Clearance for Safe Exercise Participation

I. Health History

Even though participation in exercise is relatively safe for most apparently healthy individuals, the reaction of the cardiovascular system to increased levels of physical activity cannot always be totally predicted. Consequently, there is a small but real risk of certain changes occurring during exercise participation. These changes include abnormal blood pressure, irregular heart rhythm, fainting, and in rare instances a heart attack or cardiac arrest. This questionnaire will enable you to determine your suitability for safely beginning an exercise routine.

Have you ever had or do you now have any of the following conditions?

1. Cardiovascular disease (any type of heart or blood vessel disease, including strokes)
2. Elevated blood lipids (cholesterol and triglycerides)
3. Chest pain at rest or during exertion
4. Shortness of breath or other respiratory problems
5. Uneven, irregular, or skipped heartbeats (including a racing or fluttering heart)
6. Elevated blood pressure
7. Often fell faint or have spells of severe dizziness
8. Diabetes
9. Any joint, bone, or muscle problems (*e.g.*, arthritis, low-back pain, rheumatism)
10. An eating disorder (anorexia nervosa, bulimia, binge-eating)
11. Any other concern regarding your ability to participate safely in an exercise program? If so discuss them with your instructor.

Do any of the following two conditions apply?

1. Do you smoke cigarettes?
2. Men - Are you age 40 or older?
3. Women - Are you age 50 or older?

II. Medical Conditions

Exercise may not be recommended under some of the conditions listed above; others may simply indicate special consideration. If you do not feel that it is safe for you to proceed with an exercise program talk with your instructor prior to starting your basic physical education class. Explain to your instructor any concerns or limitation(s) that you may have regarding your safe participation in a comprehensive exercise program to improve cardio respiratory endurance, muscular strength and endurance and muscular flexibility. You also should promptly report to your instructor any exercise-related abnormalities you experience during the course of the semester.

Appendix D

Waiver for Safe Exercise Participation

I have carefully read the Clearance for Safe Exercise Participation form and I have informed the instructor of a medical condition(s) for which I am under the care of a physician. My physician has informed me that I am cleared to participate in a physical education class at this time.

Signature: _____

Date: _____

Print Name: _____

Class: _____

Appendix E

The University of Georgia
Department of Kinesiology

Physician Clearance Form

Dear Physician,

A patient of yours, _____, would like to participate in a Basic Physical Education class at The University of Georgia. A description of the nature of the class is attached. Your patient has been referred to you because he/she indicated that an existing medical condition requires consultation with a physician prior to participation in our class.

____ Individual ***is*** cleared to participate in a supervised exercise program.

____ Individual ***is not*** cleared at this time to participate in an exercise program

____ Individual ***should not*** be allowed to participate in an exercise program

Signature: _____

Date: _____

Name: _____

Phone: _____

Address: _____

Appendix F

UGA Department of Kinesiology Instructor Evaluation Form

Instructor: _____ Course: _____ Date: _____ Time: _____

As an instructor in the Basic Physical Education Program you have been evaluated according to the following:

ORGANIZATION

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	

CLASS INSTRUCTION

	1. Review of material taught in previous classes	
	2. Daily class objective(s) stated at beginning of class	
	3. Clarity of verbal presentation of new material	
	4. Inclusion of warm-up	
	5. Demonstration of skills taught and reviewed	
	6. Organization of students for instruction and demo	
	7. Clarity of instructions and organization of drills	
	8. Summary of class related to today's objectives	

QUALITY OF INSTRUCTION

	1. Appropriate teacher feedback and interaction	
	2. Voice projection and speaking rate	
	3. Effective use of practice time for skills & drills	
	4. Responds to questions from students	
	5. Safety factors encouraged and enforced	
	6. Confidence of instructor in class content	
	7. Positive learning environment maintained	
	8. Enthusiasm of instructor for class	
	9. Management time	
	10. Instruction time	
	11. Interacting time - providing feedback to students	
	12. Practice time - on task activity by students	

GENERAL COMMENTS

Evaluator: _____

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

Instructor: _____

Appendix G

UGA Department of Kinesiology Instructor Evaluation Rubric Form

Instructor: _____ Course: _____ Date: _____ Time: _____

Please indicate the instructor's rating on each proficiency by checking the appropriate box. Points are awarded as follows: 3 points for convincing evidence, 2 points for clear evidence and 1 point for little evidence.

Rating Scale: 21-18 Excellent, 17-14 Good, 13-10 Needs Improvement and < 9 Unacceptable

Rating Indicator	Little Evidence	Clear Evidence	Convincing Evidence
Provides a management system that helps students stay on task.	Most students are not engaged and transitions consistently take time away from physical activity.	At least 80% of students are engaged in the class and transitions are less than 60 seconds.	All students are engaged and transitions are less than 30 seconds.
Plans and implements an instructional program that is action oriented.	Pace of the class is slow and boring.	Most class activities move along at a brisk pace.	Creates and sustains a brisk pace for class activities and prevents events from disrupting pace.
Holds students accountable for appropriate participation in practice.	Makes little attempt to hold students accountable for participation in practice.	Most students are engaged in appropriate participation during practice.	Creates well-managed and active learning environments that reflect high expectations for student participation.
Promotes motivation to be physically active.	Students demonstrate little interest in being physically active.	Students demonstrate through class involvement that they are physically active.	Students clearly demonstrate through class involvement that they enjoy physical activity.
Provides a class climate that is supportive and respectful.	The class climate causes students to be left out of class activities.	The instructor is approachable and shows respect for students.	Builds respectful relationships between and among every student in the class. Interacts with every student in class at least once per class.
Appears professional in appearance.	The instructor is not dressed to reflect a professional image.	The instructor is appropriately dressed to present a professional image.	The instructor through dress and physical appearance presents a professional image.
Is an active teacher.	Is inattentive to what is going on in class.	Uses a framework of effective teaching to create a positive learning environment.	Uses a framework of effective teaching principles to create a total learning environment for students.

Comments:

Score: _____

Evaluator: _____ Instructor: _____