GENERAL INFORMATION

1. **Building Access**: The building is locked with key access available at only certain doors. Attendants at the Main Entrances will ask for a picture I.D. before granting admittance to the building.

2. **Parking**: Teaching Assistants apply for either a student or staff parking permit by filling out a parking permit application form. Contact Parking Services at 277-1938.

3. **Office Space/Keys/Classroom Space**: See Facility Coordinator for details. (Roger Wrolstad, JC 1150-B, 277-6421, Donald Sollami, JC 1150C, 277-8202)

4. **Audio-Visual Aids**: See Audio-Visual technician for details. (Donald Sollami, JC 1150C, 277-8202)

INSTRUCTOR RESPONSIBILITIES

1. **Punctuality**: Instructors are expected to be at their assigned teaching area on time. Classes may begin five minutes after the scheduled beginning time to accommodate students changing clothes. After this five minute sign in period, a student should be marked tardy. After 15 minutes of the scheduled start time, a student should be marked absent. Also, you may allow students to leave 5-10 minutes early if they need to change back into their street clothes for their next class. **This SHOULD NOT be a scheduled dismissal time**. The instructor **MUST** remain in the teaching area until the scheduled end of the class for those students wishing to continue the activity. Racquet sport instructors should not allow the activity to continue beyond the ending time because it hinders the issuing of equipment to the incoming class. **Never** leave any class unsupervised.

2. **Equipment for Classes**: The equipment room personnel will have equipment ready for every class. In order to insure this process, **you must fill out the proper form for each class** which requires equipment. Please inventory your equipment at the beginning and end of class to ensure all equipment is returned. If anything is damaged or lost in the course of your class, please inform the equipment room personnel.

3. **Appropriate Instructor Attire**: Instructors should strive to look professional while teaching activity classes. A PEAP issued instructor shirt or related Lobo gear is **required**. With this professional image in mind, cut-off sweats, ratty t-shirts, sandals and any other questionable attire is unacceptable. While instructing classes which require a special kind of clothing (i.e., leotard, gi, swim suit, gymnastic wear, etc.), the instructor may also wear this attire. In some classes street clothing is customarily worn (golf, archery, dancing, etc.) and instructors may do the same. At no time shall instructors (or students) remove shirts during class time.
4. **Office Hours**: Each teaching assistant is responsible for a minimum of two office hours per week. One hour on **two different days** each week plus appointments upon request. It is important that this weekly commitment be adhered to. (Contract requirement is 3 hours, yet one is to be used as a substitute hour) Your weekly schedule with teaching schedule, course load schedule, outside commitments and office hours must be turned in to Margie by Friday (8-21-09) prior to the first week of class each semester. Please post your office hours and contact information on your door. If you must miss an office hour, put a note on the door or contact the office staff for notice.

5. **Substitutes**: If a situation arises in which you cannot meet your class, you are responsible for **finding a substitute**. A copy of other instructor’s schedules will be available to you at the beginning of the semester to assist you in finding a substitute. If you cannot find a sub, call Alfredo at 277-3104 cell 263-3574 home 922-1471 or Margi at 277-5151. Every effort should be taken to avoid the cancellation of the class. There is an Absence Approval form that must be used in case of an absence. This should be used for emergency reasons (illness) and for other advance notice reasons (conventions). Please fill out the proper form, which is available on the PEAP website or can be picked up in the main office and leave it with Alfredo. Advance notice should be two weeks. In the event of an emergency or illness, the form must be completed at the earliest opportunity. All substitutes must be UNM approved instructors. Dr. Napper-Owen must approve a request to be absent from campus. You are required to maintain an absence /substitute log which will be submitted at the end of the semester.

6. **Office Procedures**: The following matters concerning PEAP classes should go through Deborah or Margie. This includes such things as photocopying, typing, class lists, and so forth. Work order forms must be used for typing and photocopying. A three day notice should be given in order to insure their completion. For matters concerning your pay and contract you should see office manager, Deborah. Instructors need to check their mailboxes, and E-mail, on a regular basis. All instructors must have a UNM E-mail account by the first day of classes.

7. **Handouts**: Due to the cost, please keep handouts to a minimum. Deborah or Margie can advise you as to what is excessive. All information should be sent to students electronically.

8. **Fitness Testing**: All classes in the fitness area (aerobics, weight training, swimming, triathlon, military fitness and jogging fitness) are involved in the testing done by the Exercise Physiology Laboratories. There is a $20.00 fee for the testing in these classes. Students will pay this fee as part of their semester tuition. Students are no longer responsible for bringing in a receipt to the instructor. Once a student is registered for class, the fee is automatically generated to his/her account and will NOT be refunded once the semester begins. **Please put this information on your syllabus.** Any incentive to get students to complete the testing is encouraged.

9. Guests are **not** allowed to participate in any class.

10. There shall be **NO** bias or harassment of students for any reason (eg., sexual, gender, age, ethnicity, religion skill level, sexual preference, etc.).
CLASSEEMPROCEDURES

1. **First Day of Classes:** On the first day of class, all classes are to meet at the assigned classroom. Please meet in the proper areas so that students can find you.

2. **Orientation:** Should occur on the first day of class. A syllabus **must** be sent electronically and covered orally with the class (see enclosed outline). This document should contain class policies and procedures as well as the following: course requirements, class attendance/tardy policies, locker and towel procedures, dropping and adding class procedures, inclement weather plans, warning statement, academic dishonesty statement, and grading procedures. The dangers of the activity/liability issues and an emergency plan of action should be discussed in detail with the students. This syllabus should be formatted as found in the manual (see outline). A syllabus and block plan for each of your classes must be turned in **electronically** to Alfredo prior to the first class meeting. Also, have every student complete and turn in a signed informed consent card to you. Please **read** the cards to discover any students who have health/medical conditions. Due to the confidential information on these cards, you need to keep these cards secure in your office. Retain the cards for one semester after the course has ended. Cards must then be shredded. There is a shredder in the department office.

3. **Informed Consent Cards:** On the first day of class, have each student read and sign a UNM Informed Consent Card. This does not absolve anyone of guilt in the event of an accident; it simply is to inform the students of the risks and dangers of participation, and their understanding of such occurrences. It also alerts you to any student health problems.

4. **Foul weather:** In case of inclement weather, **do not** have your students call the office to see if class is cancelled, or where they are to meet. In your syllabus, you should have an inclement weather plan in place so students know what to do ahead of time. These plans might include videos, lectures or other activities that could be done indoors. Anytime you need to meet in a different area than usual you need to inform Roger Wrolstad to check for availability.

5. **Locker and towel service:** Can be obtained for each semester for $10.00 ($15 for school year). Payment can be made at the Cashier’s Office in the Student Services Center and the receipt brought to the equipment room for a locker assignment. You may also request a locker at no charge.

6. **Accidents & Injuries:** If a student is injured during class time, it is your duty to stay with the individual and CALL 911 or send for help. Ideally there will be someone trustworthy and dependable in your class who can be sent to call for assistance. There is a phone in the Equipment Room that can be used for emergencies. Some important numbers: UNM Police – 277-2241, Rec. Services 277-4347 and Student Health Center – 277-3136. Turn in a completed, legible accident report form to Dr. Napper-Owen immediately following an injury. Recreation Services Supervisors are available for assistance with injuries in PEAP classes if one is present. Ice bags are available in the Equipment Room.

7. **CPR and First Aid:** All instructors **MUST** have current CPR certification and current first aid certification. Class offered during orientation week. Please sign up with Rhonda Rm 1159 (277-4996) by Wednesday afternoon.
8. **PENP 188 (Therapeutic PE)**
   If a student is injured and cannot participate for less than two weeks, and you are unable to modify instruction, contact Alfredo or the instructor of PE-NP 188. Arrangements can be made for the injured student to attend PE-NP 188 while recuperating. If the student cannot participate in your class for more than two weeks, he/she should drop your class and add PE-NP 188 (this can be done at any time during the semester with the approval of the PE-NP 188 instructor and completing the proper paperwork).

9. **Difficult Student Behavior:** The University formally recognizes **disturbing** and **disruptive** behavior as two types of behavior that are considered inappropriate.
   a. **Disturbing behavior** may have no negative impact on the behavior of other students or the instructors ability to teach or conduct class, yet may cause one to feel concerned, alarmed, afraid or frustrated.
      - Examples of disturbing behavior may include but are not limited to suicidal dialog, extreme weight loss, personal hygienic issues, and irrational thought processing.
   b. **Disruptive behavior** is defined as any student behavior that interferes with the educational process of other students or prevents an instructor from fulfilling his / her professional responsibilities.
      - Examples of disruptive behavior may include but are not limited to: A student who physically confronts another person. The use of profanity or being verbally abusive to other students or the instructor. Acting out in an aggressive or inappropriate manner.

10. **Addressing Difficult Student Behavior:** Securing a safe environment is always the top priority! In an extreme situation where you have concerns about immediate safety, call campus police at 277-2241 or local police at 911. An administrative hearing will take place as soon as possible to determine the appropriate course of action for the student. For other instances, talk with the student privately (and document) or in the presence of PEAP coordinator or department chair.
   a. The instructor MUST inform the student of the behavior that needs to be changed, the timeline for the needed changes, and delineate the consequences if the change does not occur.
   b. **After any student / instructor conference regarding difficult student behavior, all contents of the meeting MUST be documented with a follow up email (cc to Alfredo).**
   c. Intervention procedures or consequences may include but are not limited to a verbal request to correct behavior, grade reduction, request to leave the class or involuntary withdrawal from the course.
   d. It is highly recommended to inform the PEAP coordinator or department chair early in the intervention process so they may assist as necessary to alleviate the problem or be informed of potential future issues regarding a specific student or situation.
   e. For more information and guidelines, please refer to the Managing Difficult Student Behavior handbook.
1. **GRADING GUIDELINES**

1. **Attendance and participation**: Attendance may not be used as part of determining a student’s grade, only for the status of remaining enrolled in class. Although if a student does not attend class, it may affect his/her participation points.
   a. Attendance polices will began on the first day of scheduled class. *(This statement MUST be in your course syllabus)*
   b. The student has the responsibility of contacting the instructor regarding any absence.
   c. Students are to be counted absent if they are not present within 15 minutes of the scheduled start time. *(This statement MUST be in your course syllabus)*
   d. Tardies may affect participation points *(Must be written in syllabus)*.
   e. Extended or absences that result from extenuating circumstances should come to the instructor only from the Dean of Students or the Student Health Center. This does not mean the absence is excused or may be made-up. **That is the instructor’s discretion. (This statement MUST be in your course syllabus)**
   f. Make up days are **strongly discouraged**, and all absences should be viewed equally. Instructor approved excused absences may be made up with arrangements, subject to the instructor’s approval. These should occur within 1 week of absence. Advanced written approval must be done if a student is going to make up a day in another instructor’s class.

2. **Maximum Absences Allowed**: Students should be dropped online when they **exceed** the number of absences listed below. **BEFORE** withdrawing a student because of excessive absences, the instructor **MUST** inform the student via email (and cc to Alfredo) when they meet the number of days listed below. This advanced notice must indicate that he/she will be withdrawn from class if another absence occurs. (Advanced notice must also be given to students who never attended class **BEFORE** you officially withdraw them online.) **Due to academic privacy regulations, please DO NOT send this type of notice to more than one student at a time.** A bcc email may be generated for the students with an accompanying student list sent to Alfredo.

<table>
<thead>
<tr>
<th>16 weeks</th>
<th>12 weeks</th>
<th>8 weeks</th>
<th>Summer (4weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 6</td>
<td>MWF 5</td>
<td>MWF 3</td>
<td>MTWRF 2</td>
</tr>
<tr>
<td>TR 4</td>
<td>TR 3</td>
<td>TR 2</td>
<td></td>
</tr>
<tr>
<td>Sat. 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   These attendance requirements **MUST** be written on your syllabus.

3. **Grading**: A student’s grade should be based on a combination of skill, content knowledge, participation or other academic requirements that are applicable to the course. Attendance should not be used as part of determining a student’s grade, only for the status of remaining enrolled in class. **Although if a student does not attend class, it may affect his/her participation points.** Blanket grades **should not be given** *(Ex. Grading only on participation)*
4. **Suggested grading standards** are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9</td>
</tr>
<tr>
<td>F-</td>
<td>59.9 and below</td>
</tr>
<tr>
<td>A</td>
<td>93-96.9</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9</td>
</tr>
</tbody>
</table>

a. CR/NC students must receive the equivalent of a “C” (73%) in order to receive credit.
b. A student may audit a class with approval of the instructor and by submitting a pink card with the “Audit a Course” box checked. A student who audits is expected to attend classes but does not need to take written and skill tests. Due to various liability and safety issues, an instructor may ask an auditing student to stop attending class because of excessive absences, yet the current enrollment system will not allow you to formally withdraw a student. This attendance requirement for audits needs to be on the syllabus.

5. **Withdrawal of students from your class list**: Check your class list on a regular basis to ensure attending students are enrolled and visa versa to avoid end of the semester problems.

6. **Enrollment Authorization Cards (Yellow Card)**: This card is used as an authorization for a student to add a class which is closed, permission to enter a restricted class, and permission to drop a course after the deadline. Any card that requires the Dean’s signature must also be signed by Dr. Napper-Owen. Please print your name under your signature on all cards, paperwork, etc. Yellow cards are available in the HESS office and at Student Services.

7. **Enrollment After a Deadline (Pink Card)**: The university administration has become very strict regarding students adding a class late (after the deadline). The pink card requires your signature, a written explanation on the back of the pink card to support the late add (e.g. student has been attending the class), and Dr. Napper-Owen’s signature. After Dr. Napper-Owen signs the card, the student must take the card to the UNM Cashier and then to registration. Please explain this procedure to the students. Pink cards are available in the HESS office and at Student Services.

8. **Incompletes**: Incompletes should only be given under rare circumstances such as an illness in the family, injury during the latter part of the semester, etc. For any student receiving an incomplete, the instructor must fill out an incomplete form and give it to Dr. Napper-Owen when the grade sheets are turned in. You must also record the reason for the incomplete and what must be accomplished by the student to change the incomplete. The probable grade, if the missing item is done well, should be included in this information. To clear an incomplete, student after completing the work, ask the instructor to turn in the “Removal of Incomplete” form which you can get from Deb. Return the form to Dr. Scott. Students may **NOT** enroll for credit in the same course in a later semester to get rid of the incomplete. An incomplete must be corrected within one year or the incomplete grade becomes an “F”. Therefore, I advise against incompletes except in exceptional cases.
9. **Grade Sheets**: All of your grades must be turned in to Alfredo, in person, at the end of the grading period. DO NOT LEAVE THEM WITH ANYONE ELSE. DO NOT PUT THEM IN A MAILBOX. At this time, you are to turn in three items: 1) course syllabus for each different class 2) a copy of submitted computer bubble sheets (this must be done on the day of your scheduled meeting so any error can be corrected before 7:00pm that day) 3) grade spread sheet for each classes. This spread sheet needs to contain a breakdown of the final grade (areas graded on, %’s for each area, point breakdown, attendance etc.) This should detail how you arrived at the final grade for each student. You will also turn in the incomplete forms at this time.

10. **Finals Week**: PEAP classes do not meet during final exam week (except for Saturday classes).

11. **Student course evaluations**: Every instructor must have student evaluations filled out the last week of instruction for every class. Have a student administer and collect the evaluations while you are **out of the room**. Please have a student drop them off in the Main office. See Marggie for blank evaluation forms.

12. **Exit Interview**: All instructors must meet with the PEAP administrator and department chair during their last semester. This is important so that all paperwork can be completed properly prior to leaving the program.

**PEAP INSTRUCTOR EVALUATION AND RETENTION**

Instructor retention is based on the following criteria:
- Satisfactory teaching performance (Determined by the PEAP Coordinator)
- Class attendance and punctuality
- Paperwork completed and handed in on a timely basis
- Forms filled out accurately and completely on a timely basis
- Positive student evaluations
- Maintaining office hours and student accessibility/responsiveness
- **Attendance at all required department/program meetings**
- Being on campus during your contract period (one week prior to the first day of classes through the end of final exam week)
- Maintenance of a GPA of 3.0 or higher on a minimum of 6 hours/semester (In summer, 3 hours/semester)
- Complying with the PEAP and Johnson Center Policies and Procedures
- Professional attitude and behavior (Determined by the PEAP Coordinator)

**IMPORTANT SEMESTER DATES (Also see PEAP calendar)**

Late registration closes ..........End of the 1st week  
End of the first week ..........Last day to add 8 week class  
End of second week ..........Last day to add 16 week class  
End of second week ..........Last day to change grade option (8 wk class)  
End of third week ..........Last day to drop a class w/o a grade (8 wk class)  
End of fourth week ..........Last day to change grade option (16 wk class)  
End of sixth week ..........Last day to drop a class w/o a grade (16 wk class)