

PE 130 Stress Management Activities
Spring, 2008

Instructor: Dr. Penelope England

E-mail: penglan@emory.edu or type Penny England in Learnlink

Office: Williams Gymnasium 103HB **Phone:** 4-8350, FAX 770.784-4677

Office Hours: MWF 1:30 - 3:00. TTH 11 – 12; 3:30 - 4 p.m. and other times by appointment

Physical activities for this class include vigorous movement. Whenever there is a medical condition that would cause you undue risk or prevent your full participation in this class, it is your responsibility to inform me immediately. If you have a chronic condition which limits your potential for fulfilling the requirements for this class, have your physician FAX a letter stating what you cannot do and her/his recommendations for physical activities you can use to achieve the goals of this course.

Goals: At the end of this course students should be able to: 1) practice stress management techniques that enhance mind/body awareness, 2) communicate more effectively, 3) exercise more responsible personal management regarding time, 4) practice assertiveness more effectively, 5) practice cognitive therapy skills, 6) practice two personally developed movement meditations that promote flexibility, strength, and cardiovascular health and that can be done in a space but a foot longer or wider than one's body and 8) move toward achieving balance in daily living.

Materials: Managing Your Mind by Gillian Butler & Tony Hope and The Tao of Pooh by Benjamin Hoff. Additional resource material will be given in class handouts. You will need a spiral bound notebook in class **each day** for personal journaling and you will be required to provide a personal exercise mat/blanket for each class meeting.

Contraindicated materials: PDA's, cell phones, or any other items that could distract you, other students, or the instructor must be turned to silent during class. If you have a need to have a cell phone on, please let me know. Otherwise, ***if I become aware of the phone, you will be asked to leave class and will receive an absence.***

Evaluation:

Practicing what you think is Important: 30%

Class Discussion and Participation: 20%

Personal moving meditation 30%

Journaling and
Journal Summary: 10%

Haiku: 10%

Grading Scale (no plus or minus):

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – < 60

I WILL ACCEPT ONE LATE ASSIGNMENT (OF ANY KIND) WITHOUT PENALTY. ANY LATE ASSIGNMENTS THEREAFTER WILL BE PENALIZED BY ONE LETTER GRADE PER DAY UP TO THE SECOND DAY. AFTER THE SECOND DAY, A GRADE OF ZERO WILL RESULT. FOR EXAMPLE:

IF I RECEIVE AN ASSIGNMENT THAT IS DUE BY 6 A.M. ON TUESDAY AT 6:05 A.M. TUESDAY, THAT IS ONE LETTER GRADE REDUCTION. IF I RECEIVE IT AFTER 6 A. M. ON WEDNESDAY THAT IS TWO LETTER GRADES REDUCED. AFTER 6 A.M ON THURSDAY THE GRADE WOULD BE A ZERO.

Grade Appeal Process: If you wish to appeal the final grade you receive in this class you are to put your request to me in writing within 5 days of final grade posting. Your request must address the specific reasons as to why I should re-examine your grade. I will not respond to informal e-mail messages or appeals submitted after the 5 day deadline.

Class Discussion and Participation: You can participate effectively in class discussions by being on time for meditation at the beginning of class, writing in your journal with the class, demonstrating active listening techniques, reflecting or paraphrasing others' points, and asking pertinent questions as well as by contributing your critical thinking. **Each absence from class beyond the second will reduce your class discussion grade by 20 points. Your journal summary grade will also be reduced by 20 points every time you forget to bring your journaling notebook to class.**

Moving Meditations: Mind/body skills will be practiced each day in class. The expectation is that you will practice each using form that is safe for your body while demonstrating the meditative mind/body connection, and while creating an environment conducive to inner awareness. Criteria: excellent focus, form, balance, effortless effort. The grade for moving meditations is based on the two moving meditations that you

create, practice, and turn in on **Thursday, Feb. 21**, as well as class attendance and adherence to criteria. **Each absence from class beyond the second will reduce your personal moving meditation grade by 20 points.**

Practicing what is important by your lights: From each assignment (group of readings) quote **one** (1) idea, concept, technique, view, and/or perspective that prompted you to “think again” or to see from a different viewpoint. For each quote cite the page number(s). For example:

“Changing our reactions to external events is one of the most effective ways we can change our experience of life.” (22)

Using no more than 150 words (not including the quote) describe how you have applied your citation to your daily living since you decided the citation is important to you. Use a specific, personal example, being sure to state your application’s success (or lack of success) and how you plan to alter or continue to apply the technique or idea.

Your paper must be type-written in paragraph form, **double-spaced and 12 point font**. Your paragraphs should demonstrate clear, concise, college-quality writing that is free of grammar and spelling errors. You must include a word count at the end of your paragraphs (do not count the words in your quotation). Your writing should reflect critical thinking and reflection on your assignments and on your journal. You are encouraged to ask your peers to check your paragraphs for clarity, conciseness, and for grammar and spelling errors. It is a violation of the Oxford College Honor Code for anyone to correct your writing for you. Your peer may note where imprecision is and mark grammar and spelling errors, but may not make corrections for you. The paragraphs must reflect your thinking alone and your corrections alone. At the end of your response type **Honor Pledge** followed by your name in ALL CAPITAL LETTERS, example: Honor Pledge PENNY ENGLAND. This signifies that you have “neither given nor received unauthorized information on the work, nor [have you] condoned the giving or receiving of unauthorized information by others.”

<u>ASSIGNMENTS for practicing what is Important</u>	<u>DUE DATES</u>
Chapter 5, 6, 7, 8, 9 & 11	1/22
Chapters 13, 18, 32 & 33	2/12
Tao of Pooh	3/4
Dalai Lama	3/25
Stress Packet	4/15

Email your assignment to me **prior to 6 a.m. the date it is due, but no earlier than three days before the due date.** **You MUST put the time your class meets in the subject line of your email!**

Journal Summary: You will write in your spiral notebooks during class. You will NEVER turn in these notebooks. They are for your eyes only. **No later than 6 a.m., April 17** you will email your Journal Summary. (including Honor Pledge, Word Count, and class time in subject line). For this assignment you will choose a quotation from your journal, i.e., a quotation of yourself and, in no more than 150 words, explain why that quotation matters to you. Your journal summary is expected to be the same format and quality as the Practicing What Is Important paragraphs. **Each absence from class beyond the second will reduce your journal grade by 20 points. Your journal summary grade will also be reduced by 20 points every time you forget to bring it to class.**

Personal Peace Haiku: You will create a personal peace haiku (**first draft due Feb. 14, final draft due April 29**). Haiku are three-lined, unrhymed poems originally developed in Japan. The first and third lines contain five syllables and the second line contains seven syllables. With only a few carefully chosen words, a haiku captures and conveys a single small moment, feeling, or object. Here are two examples by former students:

The court is now dark

Summer's leaves are here

There is no one else around

In autumn they will fall down

Swish, the free throw falls.

What was their purpose?

On **April 29**, you will bring a hard copy of your personal peace haiku to class and give it to me. You will then, from memory, say your haiku to the class.

Class Participation and Contribution:

In order to pass this course you must attend, actively participate, and contribute during each class meeting. Your grade is based on both attendance and the quality of your participation during class. Missing more than two classes will result in a **reduction** in your grades **for each additional absence. THERE ARE NO EXCUSED ABSENCES FOR THIS CLASS.** There will be NO MAKE UP work unless you provide acceptable medical documentation or you make prior arrangements with me regarding an exceptional circumstance.

It is important that you email me BEFORE any absence occurs. If you email me after an absence occurs, do so before the next class meeting. If LearnLink is down, you may leave a voice message (4-8350) instead. These emails or messages are only informative. If you believe you have

justification for an absence to be excused you must meet with me in person and authentic documentation must be provided on the first day back to class. I will want to know how you have used each of your previous absences. At that meeting we will decide whether make up work or penalty reduction is justified. There will be no exceptions. **If you miss two consecutive days of class I will report your absences to the Director of Academic Services.

If you accumulate a total of six absences (including the two “free” absences) from this class your final grade will be an “F”

If you do not feel well enough to participate in class activity, you will be expected to observe class and turn in your comments at the end of class so that your grade will not be penalized. Be sure to bring a pen or pencil. I will provide the note sheet for you.

Each student is expected to take tests/turn in assignments at the scheduled times. Any conflicts will be handled on an individual basis. If I consider your need for adjustment legitimate, arrangements will be made so you can turn in an assignment prior to the due date. Emergencies will be handled on an individual basis. Any student requiring special arrangement must provide documentation and give sufficient time for appropriate arrangements to be made.

Lateness will not be tolerated! Every third time you are late (not in class by the time I begin calling roll) you will be penalized an absence.

If you are late, the clipboard will be turned face down. In that case, put your initials in the “late” column. If you do not put your initials in the late column before you leave class you will be counted absent **even if you were in class.**

Additional Important Information:

Reasonable accommodation for students with disabilities: If you have a disability that may require assistance or accommodation, or you have questions related to any accommodations for testing, note takers, readers, physical activity, etc., please speak with me as soon as possible. Students may also contact the Office of Disability Services (404.727-6016) with questions about such services. It is the student’s responsibility to initiate considerations; all students must self-disclose to ODS and complete the registration process. Students with identified or suspected writing disabilities of any kind should contact the Writing Center located in Language Hall (770. 784-4722).

LEARNLINK: I will read and answer e-mail only between 10 a.m. and 4 p.m. each class day. If you need to communicate with me at other times, leave a voice message on my office phone.

DRESS CODE: Wear clothing that permits stretching, ease of motion, and is appropriate for strenuous exercise. Wear no jewelry that interferes with motion

AGREEMENT TO PARTICIPATE: All students are required to read and sign the Agreement to Participate Form prior to the first day of activity.

THE OXFORD COLLEGE STUDENT HONOR CODE: Article 2.A. "A student's signature on a paper or test submitted for credit shall indicate he or she has neither given nor received unauthorized information on the work, nor has condoned the giving or receiving of unauthorized information by others."

Please see <http://www.college.emory.edu/students/honor.html>

From E.M. Gray, "The Common Denominator of Success"

"The successful person has the habit of doing the things failures don't like to do. They don't like doing them either, necessarily. But their disliking is subordinated to the strength of their purpose."

**From Steven R. Covey, The Seven Habits of Highly Successful People,
"Principles of Personal Management"**

You have to decide what your highest priorities are and have the courage—pleasantly, smilingly, nonapologetically—to say "no" to other things. And the way you do that is by having a bigger "yes" burning inside.

The key is not to prioritize what's on your schedule, but to schedule your priorities.

"Time management" is really a misnomer—the challenge is not really to manage time, but to manage ourselves.

From the Dalai Lama, The Universe in a Single Atom: The Convergence of Science and Spirituality

"This is a precious gateway into the alleviation of suffering, which I believe to be our principal task on this earth."

From **Grant Cornwell, president of the College of Wooster**

"You have the responsibility to develop your skills in writing, in speaking, but perhaps most of all in listening. Listen for differences. Seek them out. Don't surround yourself only with those who see the world as you do."

PE 110 Beginning Swimming
Spring, 2008

Instructor: Dr. Penelope England

E-mail: penglan@emory.edu or type Penny England in Learnlink0000

Office: Williams Gymnasium 103HB **Phone:** 4-8350, FAX 770.784-4677

Office Hours: MWF 1:30 - 3:00. TTH 10 – 11:30; 3:30 - 4 p.m. and other times by appointment

Physical activities for this class include vigorous movement. Whenever there is a medical condition that would cause you undue risk or prevent your full participation in this class, it is your responsibility to inform me immediately. If you have a chronic condition which limits your potential for fulfilling the requirements for this class, have your physician FAX a letter stating what you cannot do and her/his recommendations for physical activities you can use to achieve the goals of this course.

Course Objectives:

Each student will--

1. Develop a relaxed relationship with thirteen-foot deep water.
2. Develop a front crawl and elementary backstroke effective in thirteen-foot water.
3. Develop a relaxed, effective survival float/stroke effective in thirteen-foot water.
4. Acquire general knowledge of hydrodynamic principles

Course Activities:

Breath control, bobbing, front and back flips, treading water, front crawl stroke, elementary backstroke, jumping into 13' foot depth from deck, 30 minute survival stroke. Visit my web site by going to the Oxford College home page, Faculty Directories, Penny England, to find video of the skills you practice in this class.

Text: There is no text for this class. Xeroxed materials will be provided.

Evaluation:

Homework: 100 pts. (10%)

Journal: 100 pts. (10%)

Pop quizzes: 100 pts. (10%)

Skills tests: 700 pts. (70%)

Grading Scale:

A	– 900 – 1000
B	– 800 – 899
C	– 70 – 799
D	– 60 – 699
F	- < 600

no plus or minus scale

Homework – Each Homework Report will be turned in to the lifeguard on duty at the time of your practice and will include:

Student's First and Last Name

Day of Practice

Date of Practice

Start Time of Practice

Minutes of Actual Practice

Depth of Water during majority of Practice Time

Skill/s practiced

GUARDS' NAMES

GUARD'S VERIFICATION OF PRACTICE EFFORT AND TIME

OXFORD COLLEGE HONOR PLEDGE by guard and student

Six (6) homework reports are due each due date. No more than three practices may be turned in during any ONE week. A week is Sunday through Saturday.

You must have turned in six Homework Reports on or before each of the following Mondays: Feb. 11, Mar. 3, Mar. 31, and Apr. 21. EACH missed practice results in a ten-point grade penalty.

Journal – Your journal report will be turned in via Learnlink and will include:

- (1) Your personal evaluation of your progress and problems during the course of this class
- (2) Names of classmates who have been helpful during class
- (3) What you have learned ***about yourself*** during this class (NOT the swimming skills you have learned).

Your report must be type-written in paragraph form, **double-spaced and 12 point font**. Paragraphs (1) – (3) should demonstrate clear, concise, college-quality writing that is free of grammar and spelling errors. Your writing should reflect critical thinking and reflection on your experience in this class. You are encouraged to ask your peers to check your paragraphs for clarity, conciseness, and for grammar and spelling errors. It is a violation of the Oxford College Honor Code for anyone to correct your writing for you. Your peer may note where imprecision is and mark grammar and spelling errors, but may not make corrections for you. The paragraphs must reflect your thinking alone and your corrections alone. At the end of your report type **Honor Pledge** followed by your name in ALL CAPITAL LETTERS, example: Honor Pledge PENNY ENGLAND. This signifies that you have “neither given nor received unauthorized information on the work, nor [have you] condoned the giving or receiving of unauthorized information by others.”

Your Journal Report is due no later than 6 a.m., Friday, April 25.

Pop Quizzes – Occasionally during the semester I will give unannounced written “pop quizzes” over information I have talked about either in the classroom or in the water. The quizzes may also cover material I have distributed in class handouts. When you miss a quiz because you are absent, you may not make it up unless you have made that arrangement with me prior to your absence or unless your absence is an emergency that prevented you from communicating with me via email or voice mail.

Swimming Skill Tests:

Each test must be completed **three times** before any points are awarded.

The composition and pace of each class determine due dates for all skills tests. Skills test dates will be announced one week in advance of the test.

Any test (except bobbing) that is completed beyond the center halfway line, inside the second and fourth lane lines, and inside the 13’ hash marks can earn full points.

Any test (except bobbing) that is completed beyond the 7' hash marks, inside the second and fourth lane lines, and shallow of the center halfway line can earn no more than 75 % of total points.

Any test (except bobbing) that is completed inside the shallow T's, inside the second and fourth lane lines, and inside the shallow end hash marks can earn no more than 50 % of the total points.

Bobbing Test (50 points)

With hands behind back bob in 7ft depth for 5 min

Survival Float/Stroke Test (100)

Do the survival float or survival stroke in a very relaxed manner spending only brief moments with your face above the surface of the water

Strokes Test (50 points)

Starting at the shallow end, swim (in a relaxed manner) the freestyle to the halfway line, change to survival stroke and proceed to the deep end; rest; starting at the deep end, swim the freestyle to the halfway line, change to elementary back stroke and proceed to touch the shallow wall

Front and Back flips (100 points)

In chest deep water perform a front flip and a back flip

Treading water (100)

tread water for two minutes at the north end of the pool

Efficiency Test (300)

AFTER YOU HAVE COMPLETED ALL OF THE TESTS ABOVE THREE TIMES, YOU MUST COMPLETE THE EFFICIENCY TEST AS DESCRIBED BELOW:

ENTER THE WATER BY JUMPING INTO THE POOL FROM THE MIDDLE OF THE SOUTH END OF THE POOL. REMAIN IN THE AREA BOUNDED BY LANE LINES ONE AND SIX, THE DEEP END FLAGS AND THE CENTER LINE 45 MINUTES. DURING THAT TIME YOU ARE EXPECTED TO DEMONSTRATE THAT YOU ARE COMPLETELY RELAXED WHILE DOING FLIPS, TREADING WATER, ELEMENTARY BACKSTROKE, FRONT CRAWL STROKE, YOU WILL SPEND THE BULK OF YOUR TIME DOING THE SURVIVAL STROKE/FLOAT. ONCE THE 45 MINUTES ARE ENDED, SWIM TO THE SHALLOW END OF THE POOL. YOU CAN EARN AN A IN THIS CLASS ONLY WHEN YOU HAVE COMPLETED THIS TEST AND YOU HAVE CONVINCED ME THAT YOU ARE COMPLETELY RELAXED IN THE DEEP WATER. YOU MAY HAVE TO REPEAT THIS TEST SEVERAL TIMES.

*** All tests must be taken on the scheduled test day. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED AND TESTS THAT ARE NOT TAKEN ON TEST DAY WILL NOT BE MADE-UP.** If you are going to be absent on assignment due dates or test days, it is your responsibility to make arrangements with me to turn in the assignment or take the test before the day that will be missed, **if I deem such arrangements acceptable.**

Class Participation and Contribution:

In order to pass this course you must actively participate and contribute during each class meeting. Since I teach you as individuals, when I am working with other students I expect you to be practicing the skills on which you need most practice. I expect you to encourage and help each other. Each of you will learn at a different rate. Once you have mastered a skill, I expect you to help others learn it. Your grade is dependent on both attendance and the quality of your participation during class. Missing more than three classes will result in a **5-point reduction** in your grade **for each additional absence. THERE ARE NO EXCUSED ABSENCES FOR THIS CLASS.** There will be NO MAKE UP work unless you provide acceptable medical documentation or you make **prior arrangements** with me regarding an exceptional circumstance. It is important that you email me BEFORE any absence occurs. If you email me after an absence occurs, do so before the next class meeting. If LearnLink is down, you may leave a voice message (4-8350) instead. These emails or messages are only informative. If you believe you have justification for an absence to be excused you must discuss this with me in person and authentic documentation must be provided on the first day back to class. I will want to know how you have used each of your previous absences. At that meeting we will decide whether make up work or penalty reduction is justified. There will be no exceptions. **If you miss three consecutive days it is my responsibility to report your name to the Office of Academic Services. **If you accumulate a total of eight absences your final grade will be an "F"**

Come to class! Even if you do not feel well enough to participate you can contribute so that your grade will not be penalized. You will take notes and make suggestions that would be helpful to your classmates. There will be NO MAKE UPS for written work or skills tests unless you have medical documentation or you make prior arrangements with me regarding an exceptional circumstance.

Lateness will not be tolerated! Every third time you are late (not in class when I begin calling roll) you will be penalized an absence. You are expected to be on the pool deck in swimming attire ready to participate at the start of class time. If you are late, the clipboard with the roll sheet will be turned face down. In that case, put your initials in the "late" column as soon as you arrive. If you do not do so, **you will be considered absent even if you were in class.**

Dress Code: Bathing suits and **goggles** are **required**. Shorts and cut offs are not permitted. You may wear additional clothing over your bathing suit if you wish. Street shoes are not permitted on the pool deck. Failure to wear the required attire will result in an absence.

Additional Important Information:

Reasonable accommodation for students with disabilities: If you have a disability that may require assistance or accommodation, or you have questions related to any accommodations for testing, note takers, readers, physical activity, etc., please speak with me as soon as possible. Students may also contact the Office of Disability Services (404.727-6016) with questions about such services. It is the student's responsibility to initiate considerations; all students must self-disclose to ODS and complete the registration process. Students with identified or suspected writing disabilities of any kind should contact the Writing Center located in Language Hall (770. 784-4722).

Reminder: Class activities may include vigorous physical activity. If you have any medical condition or physical problems to prevent you from full participation in such activity, it is your responsibility to inform me of its nature and provide documentation from your physician stating 1) the medical condition, 2) limitations of the condition, and 3) recommendations that would help you meet the requirements of the course. Students may also contact the Office of Disability Services (404.727-6016).

Banned Materials: PDAs, cell phones, or any other items that could distract the student, other students, or the instructor must be **turned off** during class. *If you have a need to have a cell phone on, please let me know. Otherwise, if I become aware of the phone, you will be asked to leave class and will receive an absence.*

Learnlink: I will read and answer e-mail only between 10 a.m. and 4 p.m. each class day. If you need to communicate with me at other times, leave a voice message on my office phone.

Grade Appeal Process: If you wish to appeal the final grade you receive in this class you are to put your request to me in writing within 5 days of final grade posting. Your request must address the specific reasons as to why I should re-examine your grade. I will not respond to informal e-mail messages or appeals submitted after the 5 day deadline.

HONOR CODE: Article 2.A “A student’s signature on a paper or test submitted for credit shall indicate he or she has neither given nor received unauthorized information on the work, nor has condoned the giving or receiving of unauthorized information by others.” I expect that you will have read the Honor Code and that you will abide by its dictates. Whenever you take a written test or skills test for this class you are under dictates of the Honor Code Any violation of Oxford College’s HONOR CODE will not be tolerated. If you have questions regarding my expectations, do not hesitate to ask. Ignorance will not be an acceptable plea.

Please see <http://www.college.emory.edu/students/honor.html>

*“Whether you believe you can, or you can’t,
You’re right!” Henry Ford*

PE 111 Intermediate Swimming
Spring, 2008

Instructor: Dr. England

E-mail: penglan@emory.edu

Office: Williams Gymnasium 103HB

Phone: 4-8350, FAX 770.784-4677

Office Hours: MWF 11:30-noon; 3:30-4. TTH 2:30-3:30 p.m. and other times by appointment

Physical activities for this class include vigorous movement. Whenever there is a medical condition that would cause you undue risk or prevent your full participation in this class, it is your responsibility to inform me immediately. If you have a chronic condition which limits your potential for fulfilling the requirements for this class, have your physician FAX a letter stating what you cannot do and her/his recommendations for physical activities you can use to achieve the goals of this course.

Course Objectives:

1. Develop a relaxed relationship with thirteen-foot water
2. Develop an effective front crawl, breaststroke, sidestroke, and elementary backstroke in thirteen-foot water
3. Develop a relaxed, effective survival float/stroke in thirteen-foot water
4. Develop drownproofing techniques that will allow you to survive for extended periods of time in the water
5. Acquire general knowledge of hydrodynamic principles

Course Activities: Please refer to the beginning and intermediate skill test descriptions below. Visit my web site by going to the Oxford College home page, Faculty Directories, Penny England to find video of the skills you practice in this class. **You are expected to complete the PE 110 (Beginning) aquatic skills before you begin earning points toward your intermediate aquatic skills.**

Text: There is no text for this class. Xeroxed materials will be provided.

Evaluation: The final grade will be based on:

Homework: 100 pts. (10%)

Journal: 100 pts. (10%)

Pop quizzes: 100 pts. (10%)

Skills tests: 700 pts. (70%)

Grading Scale: **A – 900 – 1000**

B – 800 – 899

C – 700 – 799

D – 600 – 699

F - < 600

no plus or minus scale

Homework – Each Homework Report will be turned in to the lifeguard on duty at the time of your practice and will include:

Student's First and Last Name

Day of Practice

Date of Practice

Start Time of Practice

Minutes of Actual Practice

Depth of Water during majority of Practice Time

Skill/s practiced

GUARDS' NAMES

GUARD'S VERIFICATION OF PRACTICE EFFORT AND TIME

OXFORD COLLEGE HONOR PLEDGE by guard and student

Three (3) homework reports are due each due date. No more than two practices may be turned in during any ONE week. A week is Sunday through Saturday.

You must have turned in six Homework Reports on or before each of the following Mondays: Feb. 11, Mar. 3, Mar. 31, and Apr. 21. EACH missed practice results in a ten-point grade penalty.

Journal – Your journal report will be turned in via Learnlink and will include:

- (4) Your personal evaluation of your progress and problems during the course of this class
- (5) Names of classmates who have been helpful during class
- (6) What you have learned ***about yourself*** during this class (NOT the swimming skills you have learned).

Your report must be type-written in paragraph form, **double-spaced and 12 point font**. Paragraphs (1) – (3) should demonstrate clear, concise, college-quality writing that is free of grammar and spelling errors. Your writing should reflect critical thinking and reflection on your experience in this class. You are encouraged to ask your peers to check your paragraphs for clarity, conciseness, and for grammar and spelling errors. It is a violation of the Oxford College Honor Code for anyone to correct your writing for you. Your peer may note where imprecision is and mark grammar and spelling errors, but may not make corrections for you. The paragraphs must reflect your thinking alone and your corrections alone. At the end of your report type **Honor Pledge** followed by your name in ALL CAPITAL LETTERS, example: Honor Pledge PENNY ENGLAND. This signifies that you have “neither given nor received unauthorized information on the work, nor [have you] condoned the giving or receiving of unauthorized information by others.”

Your Journal Report is due no later than 6 a.m., Friday, April 25.

Pop Quizzes – Occasionally during the semester I will give unannounced written “pop quizzes” over information I have talked about either in the classroom or in the water. The quizzes may also cover material I have distributed in class handouts. When you miss a quiz because you are absent, you may not make it up unless you have made that arrangement with me prior to your absence or unless your absence is an emergency that prevented you from communicating with me via email or voice mail.

Swimming Skills Tests:

The composition and pace of each class determine due dates for all skills tests. Skills test dates will be announced one week in advance of the test.

Beginning Swimming Skills Tests

Each test must be completed before any points may be earned toward your Intermediate Swimming grade.

Efficiency test

For the efficiency test students must use at least 45 minutes to do the skills listed in the following order:

- a. Jump into 13ft depth from the south end of the pool
- b. Demonstrate front flips and back flips
- c. Demonstrate free style, elementary back stroke, treading water
- d. Use the remaining time doing the survival float/stroke

Bobbing Test

With hands behind back bob in 7ft depth for 5 min

Survival Float/Stroke Test

Do the survival float or survival stroke in a very relaxed manner spending only brief moments with your face above the surface of the water

Strokes Test

Starting at the shallow end, swim (in a relaxed manner the freestyle to the halfway line, change to survival stroke and proceed to the deep end; rest; starting at the deep end, swim the freestyle to the halfway line, change to elementary back stroke and proceed to touch the shallow wall

Front and Back flips

In chest deep water perform a front flip and a back flip

Treading water

tread water for two minutes at the north end of the pool

Intermediate Swimming Skills

Brick retrieval Test (100 points)

At the center line swim 20 yards, retrieve brick from 8 ft. depth, and swim back 20 yards with the brick

Clad swim (100 points)

Students must wear long-sleeved shirts and long pants and demonstrate the following:

- a. 10 minute elementary backstroke, survival stroke, or sidestroke
- b. use clothing as a flotation device for 10 minutes

20 Breaths Test (100 points)

With hands behind back and ankles together, in 13 ft. depth, float until 20 breaths have been taken

Efficiency test II (400 points)

YOU CAN EARN AN A IN THIS CLASS ONLY WHEN YOU HAVE COMPLETED THIS TEST AND YOU HAVE CONVINCED ME THAT YOU ARE COMPLETELY RELAXED IN THE DEEP WATER. YOU MAY HAVE TO REPEAT THIS TEST SEVERAL TIMES.

For the efficiency test students must use at least 45 minutes to do the skills listed in the following order:

- a. Jump into 13ft depth from the south end of the pool
- b. Demonstrate front flips and back flips
- c. Demonstrate one width each: front crawl, elementary back stroke, back crawl, breaststroke, sidestroke
- d. Five minutes survival float/stroke no legs; five minutes survival float/stroke no arms
- e. Survival float/stroke until 40 minutes are up. Go to the west wall of the pool and swim, underwater until your entire body is completely past the lane line three (You may push off the wall with your feet but you may NOT touch the wall with your hand).

*** All tests must be taken on the scheduled test day. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED AND TESTS THAT ARE NOT TAKEN ON TEST DAY WILL NOT BE MADE-UP.** If you are going to be absent on assignment due dates or test days, it is your responsibility to make arrangements with me to turn in the assignment or take the test before the day that will be missed, **if I deem such arrangements acceptable.**

Class Participation and Contribution:

In order to pass this course you must actively participate and contribute during each class meeting. Since I teach you as individuals, when I am working with other students I expect you to be practicing the skills on which you need most practice. I expect you to encourage and help

each other. Each of you will learn at a different rate. Once you have mastered a skill, I expect you to help others learn it. Your grade is dependent on both attendance and the quality of your participation during class. Missing more than three classes will result in a **5-point reduction** in your grade **for each additional absence. THERE ARE NO EXCUSED ABSENCES FOR THIS CLASS.** There will be NO MAKE UP work unless you provide acceptable medical documentation or you make **prior arrangements** with me regarding an exceptional circumstance. It is important that you email me BEFORE any absence occurs. If you email me after an absence occurs, do so before the next class meeting. If LearnLink is down, you may leave a voice message (4-8350) instead. These emails or messages are only informative. If you believe you have justification for an absence to be excused you must discuss this with me in person and authentic documentation must be provided on the first day back to class. I will want to know how you have used each of your previous absences. At that meeting we will decide whether make up work or penalty reduction is justified. There will be no exceptions. **If you miss three consecutive days it is my responsibility to report your name to the Office of Academic Services. **If you accumulate a total of eight absences your final grade will be an "F"**

Come to class! Even if you do not feel well enough to participate you can contribute so that your grade will not be penalized. You will take notes and make suggestions that would be helpful to your classmates. There will be NO MAKE UPS for written work or skills tests unless you have medical documentation or you make prior arrangements with me regarding an exceptional circumstance.

Lateness will not be tolerated! Every third time you are late (not in class when I begin calling roll) you will be penalized an absence. You are expected to be on the pool deck in swimming attire ready to participate at the start of class time. If you are late, the clipboard with the roll sheet will be turned face down. In that case, put your initials in the "late" column as soon as you arrive. If you do not do so, **you will be considered absent even if you were in class.**

Dress Code: Bathing suits and **goggles** are **required**. Shorts and cut offs are not permitted. You may wear additional clothing over your bathing suit if you wish. Street shoes are not permitted on the pool deck. Failure to wear the required attire will result in an absence.

Additional Important Information:

Reasonable accommodation for students with disabilities: If you have a disability that may require assistance or accommodation, or you have questions related to any accommodations for testing, note takers, readers, physical activity, etc., please speak with me as soon as possible. Students may also contact the Office of Disability Services (404.727-6016) with questions about such services. It is the student's responsibility to initiate considerations; all students must self-disclose to ODS and complete the registration process. Students with identified or suspected writing disabilities of any kind should contact the Writing Center located in Language Hall (770. 784-4722).

Reminder: Class activities may include vigorous physical activity. If you have any medical condition or physical problems to prevent you from full participation in such activity, it is your responsibility to inform me of its nature and provide documentation from your physician stating 1) the medical condition, 2) limitations of the condition, and 3) recommendations that would help you meet the requirements of the course. Students may also contact the Office of Disability Services (404.727-6016).

Banned Materials: PDAs, cell phones, or any other items that could distract the student, other students, or the instructor must be **turned off** during class. *If you have a need to have a cell phone on, please let me know. Otherwise, if I become aware of the phone, you will be asked to leave class and will receive an absence.*

Learnlink: I will read and answer e-mail only between 10 a.m. and 4 p.m. each class day. If you need to communicate with me at other times, leave a voice message on my office phone.

Grade Appeal Process: If you wish to appeal the final grade you receive in this class you are to put your request to me in writing within 5 days of final grade posting. Your request must address the specific reasons as to why I should re-examine your grade. I will not respond to informal e-mail messages or appeals submitted after the 5 day deadline.

HONOR CODE: Article 2.A "A student's signature on a paper or test submitted for credit shall indicate he or she has neither given nor received unauthorized information on the work, nor has condoned the giving or receiving of unauthorized information by others." I expect that you will have read the Honor Code and that you will abide by its dictates. Whenever you take a written test or skills test for this class you are under dictates of the Honor Code Any violation of Oxford College's HONOR CODE will not be tolerated. If you have questions regarding my

expectations, do not hesitate to ask. Ignorance will not be an acceptable plea.

Please see <http://www.college.emory.edu/students/honor.html>

*"Whether you believe you can, or you can't,
You're right!"* Henry Ford