



School of  
Distance Education  
Andrews University



# SYLLABUS

**FTES 130 Special Activities**

202241

# FTES 130 Special Activities

## School of Distance Education

### Self-Paced Courses

This course follows a self-paced online format. This format allows you to set your own pace of study. While you have 180 days from your start date to complete the course with Andrews University, it is your responsibility to meet any deadlines set by your home institution. The last day to withdraw with a full refund is 15 days after your start date. See [more withdrawal details here](#).

### Instructor Contact

Please refer to course in Learning Hub for the teacher contact information.

### Communication with the Instructor

It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within 2 business days during the week and may not be available to respond on weekends.

### Other Assistance

Username and password assistance	<a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a>	(269) 471-6016
Technical assistance with online courses	<a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>	(269) 471-3960
Exam requests and online proctoring	<a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a>	Call: (269) 471-6566
Distance Student Services - any other questions	<a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a>	Text: (269) 397-4477

## Part 1: Course Information

### Course Description

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

### Course Learning Outcomes

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

1. Develop a personalized exercise program, in pursuit of a healthful way of life.
2. Identify the three principles of physical fitness and how they are applied to overall wellness.
3. Develop individualized fitness and other health related goals.
4. Execute an individualized exercise program including the three principles of physical fitness.
5. Plan for the future by setting fitness and other health related goals.

### Required Text/Material

Athletic clothes and shoes

### Optional Text/Material

Exercise equipment, videos, or gym membership

### **Credit Hour and Commitment**

This course is offered for 1 semester credit. In a face-to-face 16 week semester class, that typically requires 1 hour of classroom time per week, and 2 hours of homework per week for a total of about 45 hours. This class is delivered online in 16 modules; so you should plan to spend about three hours a module on this class, including working out, accessing instructional materials, interacting with your instructor, and completing homework. Due to the physical fitness nature of the course, you must plan to take at least 10 weeks to complete the course. There are suggested schedules to accomplish this work included in this syllabus.

## **Part 2: Course Methods and Delivery**

### **Methods of Instruction**

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

### **Technical Requirements**

- Computer: PC (Win 10 or newer) or MAC (10.14 or better)
- A webcam with microphone, and speakers (or plug in headset)
- Internet: 2.4 Mbps or faster DSL, cable or Wi-Fi connection
- Browser: Current version of Chrome or Firefox
- Software: Office 2013 or newer ([Office 365 available here](#))

### **LearningHub Access**

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

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

Please do this online here: <https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. (269) 471-6016 or email [helpdesk@andrews.edu](mailto:helpdesk@andrews.edu) if you need assistance.

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

## Part 3: Course Requirements

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

### Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- **NOTE:** Do to the nature of this physical activity course the minimum requirement is for 10 consecutive weeks.
- No matter when you start the course have you to do 10 consecutive weeks.
- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

### Assessment Descriptions

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

**Activity Logs:** There are 14 activity logs for this course. An activity log must be submitted each week. Students must log the workout they execute and give a brief description of the activities performed. Students are allowed to perform their own workouts but they must give a detailed account of what they did. This is an activity class therefore working out on a weekly basis is required. All activity logs can be found and downloaded from LearningHub (FITT Project document).

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

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

LearningHub under the section titled, “Course Overview” and click on How to Submit a Video Assignment.

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

### Rubrics

Please refer to course in Learning Hub for rubrics.

### Exams

The final exam is worth 10% of your grade. You are allowed 60 minutes to complete this exam.

This exam must be taken under the supervision of a proctor. Students living outside of the United States must schedule their exams to be proctored online through the Testing Center. Students living in the United States may choose online or local proctoring. Appointments for proctoring in or online through the Testing Center are set up online at [calendly.com/sde-exams/online](https://calendly.com/sde-exams/online).

For local proctoring, complete the exam request form linked in the course space to enter proctor information. Please do so two weeks before each exam deadline to allow adequate time for proctor approval. Approved local proctors include university, college or school faculty and teachers, student service workers, advisors, counselors and librarians, as well as educational, military, and workplace testing centers. Have the proctor's full name, position/title, employer name, phone and email available to fill in on the exam request form.

Note that an exam code is never released to the student, and cannot be sent to a proctor who has the same address as the student unless the address is known to be that of a school or mission facility. All students must present photo identification at the start of each exam session.

If you cannot take your exam by the deadline date, email specific reasons and your recovery plan to your instructor before the deadline. Your exam cannot be proctored after the exam deadline without email or phone approval directly from the instructor to the Testing Center ([sdeexams@andrews.edu](mailto:sdeexams@andrews.edu) or 269-471-6566). The Testing Center will then work with a local proctor if needed.

No exam is returned to the student. To aid studying for future exams, you may request the instructor to provide summary feedback on an exam.

For more details on taking exams and how online proctoring works, please see [www.andrews.edu/distance/students/exams.html](http://www.andrews.edu/distance/students/exams.html)

**Suggested schedule for completion in 10 weeks:****Must complete 5 hours of exercise per week**

Modules	Topic	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement	
1	Fitness Planning	<i>3 ACE Research Articles</i>	FITT Project Written Reports of ACE Articles	#1, #2, #3
2	Module 1 Workout		Module 1 Workout	#4
3	Module 2 Workout		Module 2 Workout	#4
4	Module 3 Workout		Module 3 Workout	#4
5	Module 4 Workout		Module 4 Workout Work out video #1	#4
6	Module 5 Workout		Module 5 Workout	#4
7	Module 6 Workout		Module 6 Workout	#4
8	Module 7 Workout		Module 7 Workout	#4
9	Module 10 Workout		Module 10 Workout Work out video #2	#4
10	Module 15 Workout		Module 15 Workout FINAL EXAM	#5

**Suggested schedule for completion in 16 weeks:**

Modules	Topic	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement	
1	Fitness Planning	<i>3 ACE Research Articles</i>	FITT Project Written Reports of ACE Articles	#1, #2, #3
2	Module 2 Workout		Module 2 Workout	#4
3	Module 3 Workout		Module 3 Workout	#4
4	Module 4 Workout		Module 4 Workout Video #1	#4
5	Module 5 Workout		Module 5 Workout	#4
6	Module 6 Workout		Module 6 Workout	#4
7	Module 7 Workout		Module 7 Workout	#4
8	Module 8 Workout		Module 8 Workout	#4
9	Module 9 Workout		Module 9 Workout	#4
10	Module 10 Workout		Module 10 Workout Video #2	#4
11	Module 11 Workout		Module 11 Workout	#4
12	Module 12 Workout		Module 12 Workout	#4
13	Module 13 Workout		Module 13 Workout	#4
14	Module 14 Workout		Module 14 Workout	#4
15	Module 15 Workout		Module 15 Workout	#4
16	Final Exam		FINAL EXAM	#5

## Completing Assignments

All assignments for this course will be submitted electronically through Learning Hub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

## Part 4: Grading Policy

### Graded Course Activities

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

### Viewing Grades in Learning Hub

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

### Letter Grade Assignment

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

## Part 5: Course Policies

### Withdrawal and Incomplete Policies

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

### Maintain Professional Conduct Both in the Classroom and Online

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

### Academic Accommodations

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

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

### Commitment to Integrity

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

### Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student's academic standing. Lessons may be discussed with other students, tutors may help to guide a student's work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student's own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

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