

Syllabus for PE-10 Running and Walking

Course Information

Semester & Year:	Fall 2022
Course ID & Section #:	PE-10-V3823
Instructor's name:	Marla Gleave
Textbook information:	NONE
Day/Time or *Online:	ONLINE
Location or *Online	ONLINE
Number of units:	1

Instructor Contact Information

Office location or *Online:	ONLINE
Office hours:	by phone or email.
Phone number:	I am not teaching on campus this fall so best way to reach me is through email.
Email address:	marla-gleave@redwoods.edu

Catalog Description

A course designed to increase student's personal fitness through stretching, jogging and/or walking while ensuring a gradual, safe, and total physiological adaptation to exercise. Attention is given to increasing cardiovascular efficiency, muscular strength, and endurance.

Course Student Learning Outcomes *(from course outline of record)*

1. Improve cardiovascular endurance.
2. Strengthen core muscle groups.
3. Calculate target heart rate.
4. Develop a personal fitness log by recording exercise sessions and creating an individual fitness program.

Prerequisites/co-requisites/ recommended preparation

NONE

Exercise Session Requirements:

1. All exercise sessions MUST be performed OUTSIDE as a walk and/or jog session unless otherwise posted in the lesson module by the instructor. I watch weather and post alternatives if I believe weather will permit you from getting outside. All sessions are to be outside unless I post alternative options.
2. The RunKeeper app is required as the tool to use when exercising so you can track your distance, pace, and time in session. Download the RunKeeper app from the app store (free app).
 - a. If you are currently using a different exercise tracking app, please contact me for permission to use.

The use of the RUNKEEPER app is important in the ability for the student to document and show proof of participation. The app acts as the means for student honesty in exercise session reporting and for the instructor to monitor student progress and make progression suggestions.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific physical challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

Final Grade Breakdown:

A= 95-100%

A- = 90-94%

B+ = 86-89%

B = 83-85%

B- = 80-82%

C+ = 75-79%

C = 70-74%

D = 60-69%

F = 59% and below

Important note about CANVAS showing deadlines: CANVAS does not allow instructors to set two deadlines within the same week for discussions and/or assignments. The deadline you will see in your Canvas TO DO area will only show the ending deadline. Know that in this class, your first discussion post is always due on a WEDNESDAY night and your response will be due on Sunday nights. It is the Sunday night date that will show in your TO DO section. This goes for all your classes, not just PE-10, so be sure you read and understand all mid-week deadlines in ALL your classes so you don't lose points.

TIP: set reminders on your phone for Monday's to read the module and see what is due by Wednesday; set another reminder for Wednesday's to post your first discussion AND set a third reminder for Sunday's to post your exercise sessions and respond to a classmate.

Discussion Posting Criteria:

Not every week has a discussion required. The first 5 weeks are very discussion focused as you create your own individual fitness prescription and learn how to track heart rate, etc.

In order to earn the full 10 points each week for the discussion posts you will need to fulfill the following discussion participation criteria:

Your initial post is a response to instructor generated topic prompts, is thoughtful and detailed, includes correct spelling and grammar, and is posted by 11:59 p.m. on Wednesday and includes correct spelling, punctuation, and complete sentences. (8 points).

If miss the Wednesday night deadline, 2 points will be deducted.

- Responds to a classmate by the Sunday night deadline with at least 125 words. (2 points)

Exercise Grading Criteria and how to submit your exercise sessions in CANVAS

In order to earn the 15 points each week for your exercise sessions you will need to fulfill the following exercise criteria:

- Perform, using RUNKEEPER app, at least **3 walking, jogging, and/or running** exercise sessions per week. You will learn how to create your own sessions through weekly lessons, as well as follow exercise session requirements posted by the instructor. You will earn your full points if you follow the requirements. Any rogue sessions will not count. Once I grade your weekly exercise sessions, there are times that I state specific recommendations for your progression so be sure to read gradebook comments.
- RUNKEEPER will track your distance, time in session and pace for each session and act as your record keeping log. You will have to monitor your exercise heart rate. Until you get used to navigating RUNKEEPER, I recommend you hand write each sessions information on a log sheet so you don't lose it. You will have to submit the 3 session's information at the end of each week.
- At the end of the week, look at your app and transfer your 3 sessions of RUNKEEPER data to CANVAS by typing in the information as an assignment submission OR you can upload directly from RUNKEEPER TO CANVAS per directions I will post in week 1 and week 2 module.
- When you type in the submission, state each session separately and include each sessions date, time in session, distance covered, pace, whether you walked and/or jogged, and your exercise heart rate.
- For each session you submit you will earn 5 points for a total of 15 points per week.
 - Some weeks your schedule may only allow 2 sessions. Still report those and earn 10 points for the week.
- **For those of you who are CR athletes and taking this course, you can count 1 practice session cardio training each week as one of your 3 required sessions. You need to plan to complete the other 2 sessions OUTSIDE as a walk and/or jog.**
- Example of what a weekly submission in CANVAS would look like:

- Session 1: June 4 48 minutes, 3.35 miles, pace 17.93 min/mile power walking in Arcata forest, 110 beats per minute
- Session 2: June 6 35 minutes, 2.27 miles, pace 18.33 min/mile walking hills in Arcata, 115 beats per minute
- Session 3: June 7 45 minutes, 3.18 miles, pace 19.03 min/mile power walking in Arcata forest, 112 beats per minute
- Session 4: June 9 35 minutes, 2.25 miles, pace 18.25 min/mile

ALL EXERCISE SESSIONS MUST BE PERFORMED OUTSIDE AS A WALK AND/OR JOGGING SESSION UNLESS OTHERWISE POSTED BY THE INSTRUCTOR.

Late Work:

Submissions that do not meet the stated deadlines will lose the appropriate points as stated above in the grading criteria.

Extra Credit options:

There are a couple of extra credit options embedded during the semester so be sure to take advantage of them when they are offered.

Injury Issues or illness

If an injury or illness is preventing exercise sessions to occur, the student needs to immediately contact the instructor so together we can determine the best scenario for substitute exercises and/or permission to submit late without penalty. I am really easy to work with if you communicate with me during the week you start to experience an issue.

What if weather is an issue in performing the outside exercise sessions?

All exercise sessions must be performed outside as a walk and/or jogging session unless otherwise stated by the instructor in the weekly lesson. I monitor the weather and will only post alternatives if the entire week looks like dumping rain. You need to practice time management and perform your exercise sessions spread out throughout the week and around any rain that may occur. You do not have the autonomy to decide if the weather is too bad to be outside. I would recommend that you check your weather app for your area at the beginning of each week and plan your outside sessions accordingly.

How to navigate CANVAS to find weekly lesson and weekly requirements:

Click on the Module link and then select the week of the semester. The module will contain various links: The lesson link, the discussion link, and the exercise reporting link. Be sure to read thoroughly so you are aware of your weekly requirements.

When will new week open? When are discussion deadlines and exercise posting deadlines?

The new week module will be available on Monday morning. Your initial discussion post is due by 11:59 pm on Wednesday night and you have until Sunday at 11:59 p.m. to perform your outdoor cardio only exercise sessions, post your sessions as an assignment and respond to a classmate in the discussion forum.

Tip: To add you in meeting deadlines, please set reminders on your phone to log in and post discussions and to log in and report your exercise sessions.

Tip: Some weeks the discussion posting is connected to a specific exercise that must be performed by Wednesday. Be sure to always log in early in the week to read the new weeks requirements.

How do I set up and manage the RunKeeper app? How do I set my pace?

1. Using your phone, go to the app store and download the Runkeeper app. It is free. Set up your profile. RunKeeper will take a bit to get used to but the app is easy to use and will record all the information, (except for your exercise heart rate, which you will do) you need to report when posting your exercise sessions.
2. To set your PACE, (Runkeeper voice will talk to you during your session and tell you if you are on pace or off pace). If you didn't set up your Pace when you initially set up RunKeeper, then get to your START screen, tap on "workout", scroll down to pace, and then + or- what is stated. Be sure to click OK after you do the adjustment. Once you click OK, you will be back at the start screen. Glance at the workout min/mi and you should see the pace you entered.
 - If you classify yourself as a beginner: set a 20 minute pace
 - For intermediates and/or advanced exercisers: set a pace that challenges you from where you currently are in your times.

To track your PACE for the week, click on the ME icon in the lower right hand corner of the start page and you will see your average pace for the week. If you aren't able to see pace for each session, then at least state your weekly pace when you record your sessions on Sunday.

You can adjust your pace at any time during the course as adjusting will create a new heart rate challenge.

Student Commitment:

Your commitment will require at least as much time as you would dedicate to a traditional in-person College of the Redwoods *PE-10: Running and Walking* class. You will need to plan on logging into CANVAS at least 3 times during the week. The first log-in will be to read weekly requirement/discussion and exercise assignments and the other two will be to take part in discussion forums and recording your cardiovascular exercise sessions. Every effort will be made by the instructor to ensure that the time spent fulfilling the requirements of this on-line section of PE-10 Walk/Jog is not in excess of the time spent in a face-to-face PE-10 section.

College and instructor initiated drop dates and drop policies:

A student can be dropped from the course in a manner of two different ways and deadlines.

1. A student who does not “check in” per the first week instructions will be faculty dropped by Thursday, 5 pm of the first week of the semester in order to make roster room for a waitlisted student.
2. A student who “checks in” but then fails to post any information during the first and/or second week of the semester will be faculty dropped by the end of the 2nd week of the semester in order to fulfill the college policy of confirming the course roster per California Community College Chancellor’s Office census roster reporting requirements.
3. Faculty initiated drop: Students who stop partaking in the course between week 2 and week 10 of the semester, may be faculty dropped. Students are encouraged to contact the instructor if illness and/or injury will prevent short-term participation.

Student Withdraw themselves from course:

Students can withdraw themselves anytime from the start of the course until the Friday of the second week of the course and not have a Withdraw (W) stated on their official college transcript.

Students may also withdraw themselves between the start of week 3 and the end of week 10 but this timeframe will result in a Withdraw (W) stated on their official college transcript.

It is advised that a student meet with a CR counselor prior to withdrawing from a course to understand any repercussions that a Withdraw on their official transcript may create.

Special accommodations statement

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability-related services and accommodations, please see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Student feedback policy

The instructor logs into Canvas regularly and will respond to Canvas messages, emails and posted questions within 36 hours. Students will receive feedback from the instructor on homework assignments, online activities, and their exercise prescription progression. This feedback is posted through the grading tool so be sure to check for possible comments once you see a grade posted for an assignment. Students can expect this feedback and grade scores posted to the gradebook tool within 7 days after the submission deadline. If feedback and scores are not posted to the gradebook tool within 7 days after the submission deadline, the instructor will notify the students when they can expect the scores or feedback to be posted. Every effort will be made by the instructor to post progression comments in the grading tool every 2 weeks.

Admissions deadlines & enrollment policies

Fall 2022 Dates

- *Classes begin: 8/20/22*
- *Last day to add a class: 8/26/22*
- *Last day to drop without a W and receive a refund: 9/02/22*
- *Labor Day Holiday (all campuses closed): 09/05/22*
- *Census date: 9/06/22 or 20% into class duration*
- *Last day to petition to file P/NP option: 09/16/22*
- *Last day to petition to graduate or apply for certificate: 10/27/22*
- *Last day for student-initiated W (no refund): 10/28/22*
- *Last day for faculty-initiated W (no refund): 10/28/22*
- *Veteran's Day (all campuses closed): 11/11/22*
- *Fall Break (no classes): 11/21/22 – 11/25/22*
- *Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22*
- *Final examinations: 12/10/22 – 12/16/22*
- *Semester ends: 12/16/22*
- *Grades available for transcript release: approximately 01/06/23*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.

- g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
- h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821