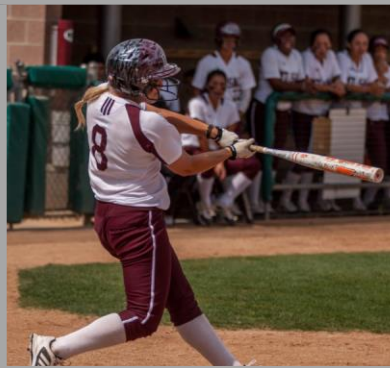


INSTRUCTOR HANDBOOK



2018-19

Table of Contents

Introduction _____	Page 3
Contact Information	
Important Web Pages	

FIRST STEPS

Business Cards _____	Page 4
Communication	
Luminis Portal Account	
Keys	
Mailbox	
Parking Permit	
Voice Mail	
Printing Services	
Copier Locations	
Help Desk _____	Page 5

TEACHING YOUR CLASS

Curriculum _____	Page 5 – 8
Course Syllabus	
Grading Rationale	
Safety	
Roll Sheets	
Add Codes	
Low Enrollment	
Dropping A Student	
Reinstatement To Class	
Level or Section Transfer	
Grade Changes	
Incompletes	
Accident Report	
Absence and Class Coverage	

ADDITIONAL INFORMATION

Department Meetings _____	Page 9
Kinesiology Division Course Schedule	
Evaluations	
Required FLEX DAYS	
Budgets	
Campus Volunteer Forms	
Work Order Requests	

ATTACHMENTS (Sample Pages)

Academic Calendar 2016-2017	Page 10
Campus Map	Page 11
Syllabus	Page 12-13
Late Add Form	Page 14
Reinstatement Form	Page 15
Section/Level Transfer Form	Page 16
Weight Room/Personal Trainer Guidelines	Page 17
Division Web Page Forms	Page 18
Request For Class Coverage	Page 19
Emergency Information	Page 20-21
Accident Report	Page 22

Welcome

On behalf of your Division Office and Department Staff, welcome to Mt. San Antonio College and the Division of Kinesiology, Athletics and Dance. Our goal is to provide you with information and guidelines to make the most out of your time here at Mt. SAC for you and your students.

Please save the Division a tremendous amount of unnecessary work by completing assignments by the DUE DATES given. Please visit your Faculty Portal on a regular basis, for announcements, deadlines and updated information.

Let us know if you have any questions regarding this info, we're here to help. Good luck and have a great year.

Liz Ward

Kinesiology Department Chair

Amy Nakamura

Dance Department Chair

CONTACT INFORMATION

Division of Kinesiology

Joe Jennum - Division Dean/Athletic Director	4630	http://www.mtsac.edu/kinesiology
Debbie Cavion – Assoc. Dean, Assoc. A.D.	4630	jjenum@mtsac.edu
Ani Escalera - Athletic Eligibility Specialist	4355	dcavion@mtsac.edu
Liz Ward – Kinesiology Department Chair	5113	aescalera@mtsac.edu
Amy Nakamura – Dance Department Chair	3025	eward@mtsac.edu
Christine Ojeda – Administrative Secretary	4635	anakamura@mtsac.edu
Stephany Najarro – Receptionist	5709	cojeda@mtsac.edu
Suzy Basmadjian- Clerical Specialist	4640	snajarro2@mtsac.edu
Brian Yokoyama - Division Information Director	4352	sbasmadjian@mtsac.edu
K.C. Kranz – Health/Fitness Supervisor	4022	byokoyam@mtsac.edu
Kenny Walter – Sports Information	3212	kkranz1@mtsac.edu
	5114	kwalter@mtsac.edu

IMPORTANT WEB PAGES

Kinesiology Division Web Page	http://www.mtsac.edu/kinesiology
Kinesiology Staff Web Page	http://www.mtsac.edu/kinesiology/staffpage.html
Athletics Web Page	http://www.mtsacathletics.com/landing/index
Sports Information Web Page	http://www.mtsacathletics.com/landing/index
Campus Directory	http://www.mtsac.edu/faculty/
*Division Staff Forms Page	http://www.mtsac.edu/kinesiology/forms/index.html

Revised 08/01/2016

FIRST STEPS

BUSINESS CARDS

Business Cards are for Full Time Faculty, Head Coaches and Assistant Coaches involved in recruiting. The Business Card Request Form is available by going to the link below. Look under "Kinesiology Division Forms" then "Business Card Request" to the correct page. After completing the form, print it out and turn it into the Division Office for approval and signatures. Allow at least 3 weeks to receive your cards.

<http://www.mtsac.edu/kinesiology/forms/index.html>.

COMMUNICATION

The College and our Department sends important information and notifications, including campus emergency information to your email. Contact the Division Office to obtain a Mt. SAC email address.

All faculty members must check their Mt. SAC email each day they are on campus. It is also suggested that Mt. SAC email be checked daily regardless of on campus duties. Staff members can also register through their portal account to receive campus emergency alerts at the home phone, cell phone and text message services. It is highly recommended all staff sign up for this emergency notification system.

BANNER (Luminis Portal Account)

BANNER is the computer network, which runs the college. With an account, you will be able to access the college mainframe for up to date enrollment verifications. Every instructor must request an account, you will use this to access and print up to date roll sheets, complete 'W's' and input your grades. If you need help claiming your account, contact the Division Office.

KEYS

Please see Ani Escalera to receive a key requisition for the classroom(s) and facilities you have been assigned to. This process takes a few days. Allow enough time for processing to receive keys before the class start date and always check to see if your key works before the first day.

MAILBOX (in building 4 or designated areas)

Please see Clarence Tigararo (ext. 4212) in the Mail Room to request a mailbox (or in some cases, a folder). It is recommended to check mail each day you are on campus.

PARKING PERMIT

Please see Ani Escalera who will issue you a parking permit request, which you will take to Building 23 and exchange for your parking permit.

VOICE MAIL

Voice mail is available to all faculty (part-time and full-time). Voice mail numbers are permanent only if you teach consecutive semesters. You will be able to access your messages from any phone on campus or off campus. Part-time employees must complete one hour of paid office time per week. Student's having access to your voice mail or e-mail fulfills this requirement. Contact the Help Desk at 4357 to request your voice mail account.

PRINTING SERVICES

Printing Services provides photocopying and binding services for academic and administrative departments. Faculty and staff can fill out a Printing Request Form online by using the link below. Printing services will provide faster, more reliable service at a significant savings.

<https://printing.mtsac.edu/>

COPIER LOCATIONS: Walk-up copiers are located throughout campus for occasional small quick copy jobs. Campus copier locations can be found on the link listed below. **Any copy job larger than 30 copies should be submitted to Printing Services.** Printing Services provides 24 hour turn around for almost all of the printing jobs. Please utilize Printing Services and NOT the Division Office for large printing jobs.

www.mtsac.edu/it/.../print_mail_services.html

HELP DESK

If you have a computer, telephone, voice mail, or mainframe problem, call HELP (ext. 4357) or e-mail hdcoord@mtsac.edu. You may also send an email to helpdesk@mtsac.edu and open your own repair request. Please do not contact the data/telecom technicians or programmers directly. The Help Desk Technician will attempt to diagnose your problem over the telephone. If that is not possible, a description of the problem will be entered into a database, a ticket number will be generated, and the ticket will be assigned to the appropriate technician. You will receive an e-mail confirmation to that effect. This is a great resource. Please utilize it when needed.

TEACHING YOUR CLASS

CURRICULUM

Curriculum is an ongoing, faculty driven process conducted through WebCMS. Courses can be created, reviewed and updated as needed through WebCMS. Course curriculum is reviewed every four years by faculty and the Ed Design Committee. If you are unfamiliar with WebCMS, contact the course lead or the Department Chair for guidance. You will need a WebCMS account assigned by Kate Morales to access WebCMS.

COURSE SYLLABUS (Course Procedure Sheet):

A course syllabus is to be handed out to each class on the first day of the semester. Enclosed you will find helpful material and information which should be included in your syllabus.

Each semester, your course syllabus, for each class you teach, must be on file with the Division Office. Turn in these forms to Stephany Najarro on the KIN Smartsheet. This is vital information for course articulation.

Course **SLO's** (Student Learning Outcomes) need to be located on your course syllabus. You can locate these in TracDat or contact the Department Chair or Division office for details. SLO's are measured on a performance basis and the data supports any necessary budget or resource needs.

GRADING RATIONALE (See attached syllabus example as well):

Grade sheets are no longer turned in at the completion of the semester. All grades are input into your portal account. However, you are responsible to keep your records for ONE year. You will also find information regarding Division policy on grading rationale and suggestions on possible evaluation tools. The College requires that you have a minimum of FOUR grading experiences in your grade book, including a written final examination. REMEMBER THAT THESE ARE ONLY SAMPLES AND NOT REQUIRED RATIONALE. There are unlimited creative and innovative ways to conduct your class. Try to make your evaluation methods measurable and less subjective. **If you have any questions, please contact your Department Chairs.**

SAMPLE GRADING RATIONALE FOR ACTIVITY CLASS

Minimum of 4 of the following: *Workouts Completed, Journals, Quizzes, Examinations/Mid-term, Improvement/Skill Tests, Homework, Research Papers, and Logs/Record Keeping.*

Workouts Completed 30%

Attendance can no longer be used as a grading rational.

WORKOUT LOG 20%

Daily log of workouts including progression and strength tests.

LAB WORK 20%

Lab 1 (10%)

Target heart rate range, pre and post fitness testing and personal goals of fitness.

Lab 2 (10%)

Individual workout log (accurate daily recording of pre, exercise and post heart rates.

MIDTERM 15%

Based on handouts, readings, discussions and lectures.

WRITTEN FINAL 15%

Based on handouts readings, discussions and lectures.

SAMPLE GRADING RATIONALE FOR THEORY CLASSES:

Minimum of 4 of the following: Journals, Quizzes, Examinations, Mid-Term, Practical Exams, Homework, Research Papers, Observations or Critiques, Oral Presentations, Group Work, Logs and Journals. Extra credit can be given, but please verify with the Division if the assignment is appropriate and will not put you or college into a liability issue.

ASSIGNMENT/TEST

MAXIMUM

NOTES

POINTS		
Examination 1	100	Chapters 1-9
Examination 2	100	Chapters 10-15
Examination 3	100	Chapters 16-20
Homework	100	5 points per chapter
Mid Term (practical exam)	100	
Final	100	
TOTAL	600	

GRADE	POINTS NEEDED
A	540 – 600
B	480 – 539
C	420 – 479
D	360-419
F	<359
CR	>420

NOTE: For 16 week courses, students who drop a class, withdraw from the college, or are dropped from a class by the professor by the Sunday at the end of the second week of classes will not receive any mark or notation on their permanent academic record. Students who drop a class, withdraw from the college, or are dropped by the professor beginning Monday of the third week of a 16 week class will receive a mark of “W” (Withdrawal) on their permanent record. Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P, NP) or an Incomplete mark for the class. A “W” Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A “W” Withdrawal remains a permanent part of a student’s academic record.

Intersessions and other short term classes.

For short term classes, students who drop a class, withdraw from college or are dropped from a class by the professor prior to the conclusion of the first 20% of the class will not receive any mark or notation on their permanent record. Please see the current Mt. SAC Catalog for these policies.

Safety:

Your syllabus should always include safety guidelines specific to your course. This will insure that students are aware of any environmental or other factors that need to be followed in order to insure their maximum safety. Any class that runs off campus should follow these guidelines that need to be included in your syllabus. Instructors should never have a timed run that includes crossing the streets.

Students are reminded to always follow the utmost safety when running off-campus or on any streets. Follow all safety guidelines and traffic laws including:

- Cross only at crosswalks and not the middle of the street
- Cross only when the signal permits
- Run/walk on sidewalks/horse trails when possible
- Do not run on medians
- Run facing traffic
- Stay off private property
- Do not run abreast on streets (more than 2 runners across, shoulder to shoulder)
- Use common sense
- No Headphones while running on streets, trails, or sidewalks
- Above all, obey **ALL** traffic laws

ROLL SHEETS:

Roll sheets for your classes are found on your portal account. These sheets will include the students enrolled into the class, wait list students, add codes and students that have dropped the course. These are your temporary roll sheets. The roll sheets can also be cut and pasted into an excel spreadsheet.

ADD CODES:

Add codes are printed when you print your roll sheet from your portal. Additional codes may be requested from IT help desk, ext. 4357. State the number of add codes needed and the CRN of the class.

Students can add any open section through the normal registration process. A closed or full class can be added only with an add code issued by you as the instructor. You may choose to add students over the established class limit, but are not required to do so. **You may only add to 20% or your course maximum (a 40 maximum may add 8 students).** NO ADD CODES ARE TO BE GIVEN to students unless they are registered students. The faculty contract stipulates that you may add only 20%. You can add over 20% by the permission of the Division Office. If you add students, record the students name and ID numbers on your rolls prior to giving them an add code. **STUDENT'S MUST BE ENROLLED PRIOR TO PARTICIPATING IN ANY ACTIVITY CLASS FOR LIABILITY AND AUDIT REASONS.** Students must provide proof that they have added the class before you allow them to participate in the class. You may also check your faculty portal to see if they have added the class.

Be aware that all add codes have an expiration date.

LOW ENROLLMENT CLASSES

All classes which do not meet the minimum enrollment figures will be cancelled prior to the start of the semester and leading up to the day following the first class meeting except if a phone call/email is made to Liz Ward at ext. 3025/eward@mtsac.edu (Kinesiology Chair), or Amy Nakamura at ext. 4365/anakamura@mtsac.edu (Dance Chair), regarding the number of add labels given out to make the minimum enrollment.

This must be followed up with a list containing the names and student ID numbers of the students who were given add codes on the first day of class. This list must be e-mailed, faxed, or dropped off to Joe, Liz, Chris or Amy by the next day.

You may choose to hold the class for the second meeting, however if the class is cancelled, you will only be paid for the first class meeting.

Accountability

Class enrollment counts will be rechecked at the 4th, 6th and 8th week to ensure enrollment standards are met. The college continues to track enrollment figures to follow the success of students.

If your class is cancelled, notify your Department Chairs as soon as possible.

If your enrollment is low, steps may be taken to increase enrollment numbers (fliers, open class postings, inform Counseling, working with the Division Office). Coaches should make sure that all of your athletes are enrolled in your KINX classes prior to the beginning of a new semester.

DROPPING A STUDENT

It is officially the responsibility of the student to drop a class however, if a student is no longer attending your class, we ask that you drop the student on your school account. Complete the roll verification accurately, as you cannot change a grade from an 'F' to a 'W' at the end of a semester. **Students that have missed enough to warrant a 'W' should be dropped.** If the attendance issue was a medical or acceptable excuse, the student can be reinstated to class using the appropriate form. It is far easier to reinstate a student than to do a grade change.

A "W" Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A "W" Withdrawal remains a permanent part of a student's academic record.

Students can be dropped at any time during the first 60% of the semester using your portal account.

REINSTATEMENT TO CLASS

A student dropped from class may only be reinstated upon the recommendation of the instructor, with administrative approval, and under certain guidelines.

Reinstatement/Late Add forms can be picked up in the Division Office, Admissions Office or downloaded from the Division Staff Webpage.

LEVEL OR SECTION TRANSFER

If a student who is attending a class (Tennis - Beg) and due to a scheduling conflict needs to change to another class (Tennis - Beg) he/she need to complete a Level or Section Transfer Form. The Level or Section Transfer form is located in the Division Office and must be completed by the 5th week of the semester.

GRADE CHANGES

In rare or extenuating circumstances when an error is made on a grade which requires a grade change a Grade Change Form is used. Grade Change forms can be picked up in the Division Office. **These forms should not be used to change failing grades to 'W's (withdrawal)**. Please give a detailed explanation when completing the form. "Instructor Error" as an explanation needs to be elaborated.

INCOMPLETES

Incompletes are when a student fails to complete a portion of your class objectives. Incompletes are not accepted in activity classes for the activity portion of the class. **They may only be used for written work (assignments, tests, etc.)**. When an incomplete is given, the student must make up to the work you are requiring, but they may not enroll in the class in which they are making up. Incomplete forms are no longer used. Faculty inputs the incomplete, 'I' when completing grades on their portal at the end of the term. A **Grade Change** form changing the "Incomplete" to a letter grade needs to be completed and submitted to the Division Office.

ACCIDENT/INCIDENT REPORTING

Accident reports need to be completed for any and all accidents and turned in to the Division Office the same day as the accident. In medical or life-threatening emergency situations, call 911 then the Security Office at ext. 4555 to activate necessary emergency procedures. Campus Security will guide emergency vehicles to your location. Minor accidents during class time (non-life threatening injuries) can be directed to the Health Services Office in Building 67B, first floor (ext. 4400). For complete instructions on emergency procedures, refer to the **Emergency Procedures Guide** located at the link below.

<http://www.mtsac.edu/risk/pdf/emergency-response.pdf>

Incidents within the class need to follow college policy and communication to the division office should be timely.

ABSENCE

If you have an emergency and cannot attend your scheduled class, you must inform the Division Office at ext. 4630 as soon as you are able. The Division Office voice mail is available 24 hours a day. The Division will then post notice of your absence on the door of your classroom or facility for your students. If the absence occurs after 5:00 pm, please leave a message at the Division Office, AND call Public Safety (4555) so they will be able to post a message on your classroom in a timely manner.

Absences including Office Hours (for full-time faculty) must receive PRIOR APPROVAL from the Division Office whenever possible. If you are missing for an emergency, please call to report when you are able to do so and complete the request upon your return.

Instructors who are not at their teaching stations or assigned contractual office hours will be:

1. Docked pay,
2. Subject to disciplinary action

Adjunct faculty may also be subject to immediate termination.

When you receive your teaching schedule for a given semester, you make a commitment to teach those hours. Our students deserve continuity in teaching. Switching hours is to be used for emergencies and not for convenience.

CLASS COVERAGE

If you need to have a class covered, the Request for Class Coverage Form must be filled out, approved by the Division Dean and initialed by the instructor covering your class.

ADDITIONAL INFORMATION

DEPARTMENT MEETINGS

Full-Time Faculty are required to attend Department meetings which occur monthly. Adjunct Faculty are always welcome to attend. The dates and times will be announced through email correspondence.

KINESIOLOGY DEPARTMENT COURSE SCHEDULE

Semester and intersession schedules will be rolled over from the previous corresponding semester or intersession. If you would like to request a change in your schedule you must do so a year in advance. Notification of due dates for semester or intersession schedules will be emailed to instructors.

Part-time Faculty Member schedules are not guaranteed from one semester to another.

EVALUATIONS

Evaluations are ongoing. The goal of the evaluation process is to provide constructive criticism for continued professional growth. Requirements to complete the process will be explained in detail by the Department Chair per their respective year.

Full-time instructors will receive information regarding their requirements as it relates to their faculty evaluation contract cycle.

Probationary faculty (full-time) will have a meeting with the Division Probationary Faculty Team early in their first semester which will outline the upcoming year evaluation requirements. The process continues until tenure has been granted. A detailed outline of the requirements can be found in your Faculty Contract.

Part-time adjunct faculty evaluation procedures are located in the current Faculty Contract. All faculty needing to complete any part of the evaluation process will be notified of their responsibilities at the beginning of the term.

A **Service to the College** form (located at <http://www.mtsac.edu/kinesiology/forms/index.html>) must be submitted to the Division Office by Full-time faculty every year. It summarizes all of your accomplishments and campus involvement during the school year. It is due two weeks after Spring semester ends, except during your evaluation year, when it is due at the time of your evaluation meeting with your Dean or designee.

A **Self Evaluation** form (Faculty Contract H.6:a) must be completed by all Full-time faculty and Head Coaches each year and is also due two weeks after Spring semester ends. This is a summary of Student and Peer Evaluations as well as future goals and action plans to achieve these goals.

REQUIRED FLEX DAYS

Full-time faculty are required to attend Fall FLEX DAY that is usually held the Friday before Fall Semester begins. Adjunct faculty are welcome to attend. There is an ADDITIONAL mandated FLEX DAY that reflects an additional six hours of professional development (Conference, POD). These hours are documented on the FLEX DAY document located in your Faculty Portal and must be submitted before two weeks after Spring semester ends.

BUDGETS

Budget information will be given out during the regular academic semester when funding becomes available. Instructional Equipment Budgets are for single items, over \$500 including tax and shipping, which are used in your classroom. Instructional Supplies are for single items, under \$500 including tax and shipping. Both budgets are prioritized to match funding and approved by the Division. **Budget requests must be reflected in our Departmental PIE report or they may not be funded. If there is an emergency need, contact the Division Office to submit an Immediate Need Request. Faculty and staff need to review and update their section of PIE when requested.** Please discuss budget items with your lead instructor or Head Coach prior to submitting your request. Upcoming budget information and requests will be sent to your email account.

CAMPUS VOLUNTEER FORMS

All volunteers and guest speakers MUST complete a "Campus Volunteer Form" and receive Division Office approval PRIOR to any participation (even for one day). In some cases College Board approval may also be necessary. You will need to allow time for the approval process so expediency is of the utmost importance. For forms go to: <http://www.mtsac.edu/kinesiology/forms/index.html>.

WORK ORDER REQUESTS

Do you have a broken faucet, tiles missing in the shower, or a bulletin board that is falling down? These are all things that can be corrected with a work order. Contact your respective Facility Equipment Technician (Taylor Dinius – 50G; Gabe Campos – Bld. 27A,B,C; Dan Quezada – Bld.45; Candis Kumpe – Bld. 3) to request repair. Your Facility Tech will notify Suzy Basmajian who is the Division lead.



**ACADEMIC
CALENDAR
2016---17**

Board Approved 9/9/15

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND

	Fall Semester 2016 (16 weeks)
	Winter Intersession 2017 (6 weeks)
	Spring Semester 2017 (16 weeks)
	Summer Intersession 2017 (6 weeks)
	Holiday for Classified and 12--month Contractual Employees*
	Classes not in session
	Finals (italicized date, underlined)
	Commencement
	Flex Days (tentative)
	Start of Fall Semester 2017 (tentative)

August 2017

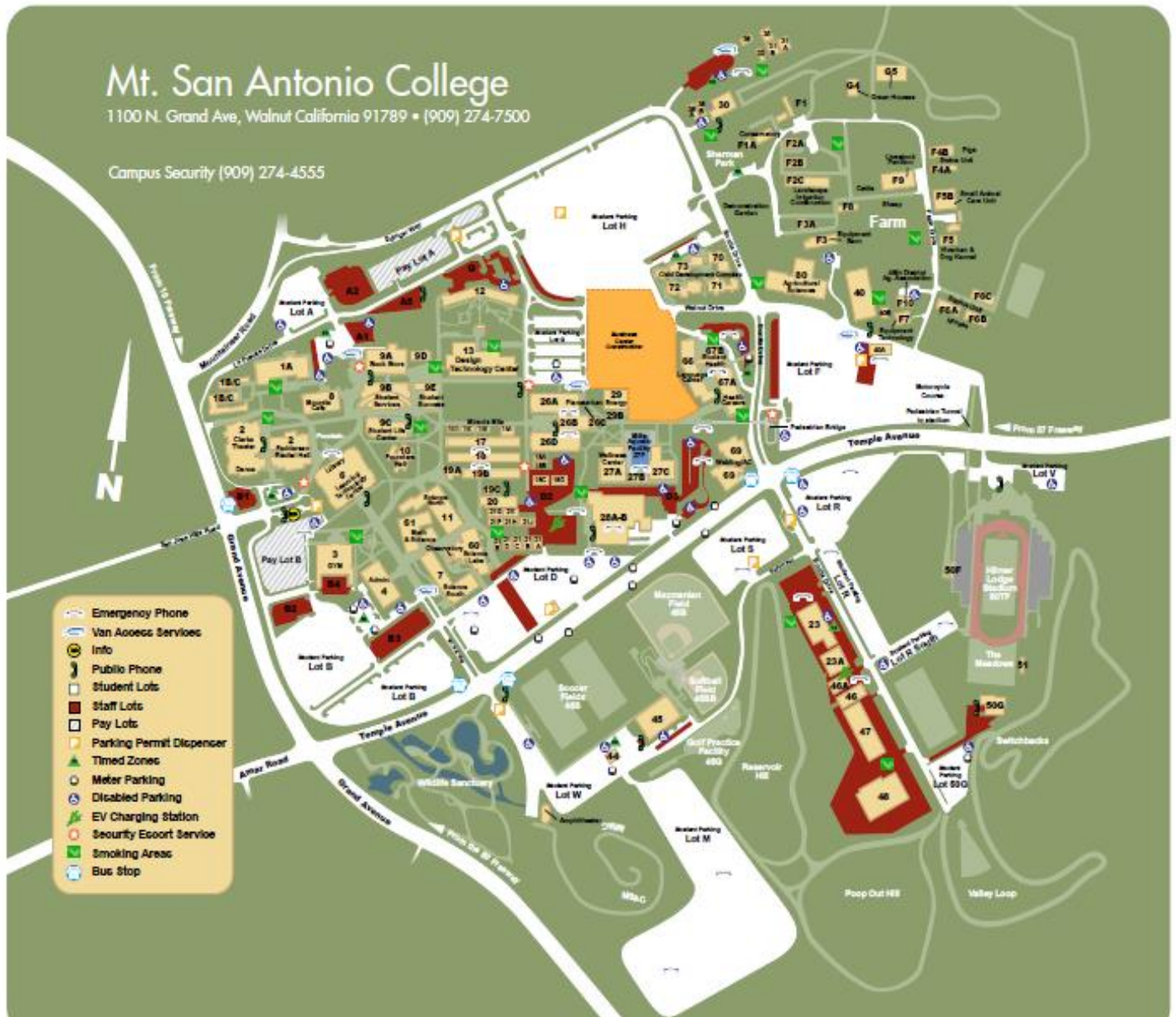
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	19	20	21	22	23	24
25	26	27	28	29	30	31

*Note: July 4, 2017, holiday not yet negotiated.

Campus Map



(SAMPLE SYLLABUS)

MT. SAN ANTONIO COLLEGE
Division of KINESIOLOGY

(Always put the College & Division at the top of each syllabus)

Course Title:

Prefix/Number:

Semester:

Semester Units:

Office Hours:

Voice Mail/E-Mail:

Instructor:

Reference Number:

Days/Time of Class:

Location of Class:

Office Location:

Description or Course Content:

Course Description must be consistent with catalog description.

Required Text:

To be included for all theory courses - Optional for activity classes.

Supplemental or Recommended Text:

Can include additional information and hand-outs provided by instructor.

Student Learning Outcomes: SLO's

Required. Must be consistent with the course curriculum. Course curriculum copies can be obtained by using the Public Access located at; <http://webcms.mtsac.edu/webcms/>

Assignments & Performance Objectives:

Grading Rationale/Evaluation:

See Grading Rationale on Pages 5 – 6 of this KAD Handbook

Workouts Completed Rationale (Attendance Rationale for activity classes)

A =	29-30	Workouts Completed
B =	27-28	Workouts Completed
C =	26	Workouts Completed
D =	25	Workouts Completed
F =	24-0	Workouts Completed

Workouts/Make-up/Drop Policy:

(It is recommended that you put a cap on the number of make-ups/hours the student is allowed to complete).

Attire/Equipment/Safety

Accident Policy:

Inclement Weather:

Academic Dishonesty:

Example: A student who employs dishonest tactics shall be subject to action ranging from reprimand to an "F" course grade. For more information regarding academic dishonesty, please refer to the current catalog.

Caveat:

Sample: The instructor reserves the right to change the content and/or sequence of the course material.

Topical Outline:

Optional. can be found on the course curriculum.

Week 1 Orientation, equipment overview and safety, general conditioning
Week 2 Introduction to basic forehand and drills
Week 3 Etc.

Student Safety

Students are reminded to always follow the utmost safety when running off-campus or on any streets. Follow all safety guidelines and traffic laws including:

- Cross only at crosswalks and not the middle of the street
- Cross only when the signal permits
- Run/walk on sidewalks/horse trails when possible
- Do not run on medians
- Run facing traffic
- Stay off private property
- Do not run abreast on streets (more than 2 runners across, shoulder to shoulder)
- Use common sense
- No Headphones while running on streets or sidewalks



Request for LATE ADD

Admissions Office Use Only:

Date:

Clerk:

Decision: Accepted Denied

LATE ADD PROCEDURES:

Note: The statements below relate only to requests for **LATE ADDS**.

1. LATE ADDs can only be APPROVED for students who have been attending class since the first or second week of the semester (or the first week of a short-term class).
2. LATE ADDs are allowed during the 3rd week of the 16 week semester (or for 22% of a short-term class). This time period is considered the LATE ADD period. (Please note: For full semester weekend classes, signed LATE ADD forms can be processed on Monday of week 4.)
3. Please note that this form SHOULD NOT be used in lieu of ADD LABELS during the first 2 weeks of classes. Professors should order additional ADD LABELS if they need more. ADD LABELS are available through the IT Help Desk at ext. 4357.
4. After the end of the LATE ADD period, a **Petition for Exceptional Action** must accompany the LATE ADD form. Petitions will be accepted only for verified instances of institutional error and/or documented instances of extenuating circumstances.
5. LATE ADDs will not be accepted after the last day to drop with a "W" for the class (end of the 10th week for a full semester class or 60% of a short-term class).

INSTRUCTIONS:

- The professor must sign the form and indicate the reason for the LATE ADD.
- Student must take this form to Admissions & Records for processing by the deadline.
- This request is accepted **only during the 3rd week** of a 16-week session (or 22% of a short-term class). This is the LATE ADD period.
- After the end of the 3rd week of the course, this form must be accompanied by a **Petition for Exceptional Action** form explaining extenuating circumstances and providing verifiable proof of the extenuating circumstances.
- **Both forms must be received by Admissions and Records for a decision.**

1. Student Information:

Name: _____ Mt. SAC ID #: _____
 Address: _____ Telephone: (____) _____ - _____
 City: _____ State: _____ Zip: _____

2. Course in which the LATE ADD is requested:

Professor: _____
 Course Name: _____ CRN #: _____
 Semester/Session: Fall Winter Spring Summer Year: _____
 This is after the 3rd week of the course. A **Petition for Exceptional Action** is attached to this LATE ADD form.

3. To be completed by the Professor:

- Student has been in attendance since the first or second week of the semester, or first week of a short-term class.
- Student was given an ADD LABEL prior to the label's expiration date which was lost or never processed.
- Other: _____
 Professor's Signature: _____ Date: _____



Request for REINSTATEMENT TO CLASS

Admissions Office Use Only:	Date: _____	Clerk: _____	Decision: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied
-----------------------------	--------------------	---------------------	--

PURPOSE:

To reinstate a student who was once officially enrolled but was erroneously dropped from the class.

INSTRUCTIONS:

- The professor must sign the form and indicate the reason for the REINSTATEMENT.
- Student (or faculty member) must take this form to Admissions & Records for processing by the deadline.
- This request must be submitted as soon as possible but must be received prior to **submission of final grades for the term.**

1. Student Information:

Name: _____	Mt. SAC ID #: _____
Address: _____	Telephone: () - _____
City: _____	State: _____ Zip: _____

2. Course in which the REINSTATEMENT is requested:

Professor: _____	CRN #: _____
Course Name: _____	
Semester/Session: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____

3. To be completed by the Professor: I understand this form is used only when I desire to add the student back in my class after the student has been dropped. Please check the box that applies:

<input type="checkbox"/> Student was dropped by the professor.
<input type="checkbox"/> Other: _____
Professor's Signature: _____ Date: _____



Request for Level Transfer

- 1. Instructions:**
- a. Student may make change through the **5th week** of a full semester course or 1/3 of a short-term course.
 - b. Transfers must be between two classes in the same semester or intersession.
 - c. Eligibility must be met for ALL class prerequisites prior to enrollment.
 - d. Completed, signed form must be returned to Admissions and Records.

PLEASE PRINT:

2. Student Information:

Name: _____ Mt. SAC ID #: _____

Address: _____ Telephone: (____) _____ - _____

City: _____ State: _____ Zip: _____

3. Transfer FROM:

Course Name: _____ CRN #: _____

Professor: _____ Session/Semester: _____ Year: _____

Number of Absences: Test Grades: 1st 2nd 3rd 4th

Other Evaluation Criteria:

Professor's Signature: _____ Date: _____

4. Transfer TO:

Course Name: _____ CRN #: _____

Professor: _____ Session/Semester: *(same as above)* Year: *(same as above)*

Professor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Division Administrator's Signature: _____ Date: _____

Physical Education

DIVISION



ATHLETICS • DANCE • PHYSICAL EDUCATION

INSTRUCTOR RULES/REGULATIONS FOR WEIGHT ROOM FACILITIES

All Weight Room Area Instructors. ESWC, 50G, GYM3

Each semester brings new faces/instructors into our weight room facilities. Listed below are rules and regulations which we all need to follow in order to provide a safe, friendly teaching environment for all of our students.

INSTRUCTOR RESPONSIBILITIES

- Explain course syllabus
- Give an orientation
- Professionally dressed
- Uphold all weight room rules and regulations
- Helping enrolled students (not your athletes) with questions, etc. is your number one priority.
- Being courteous and helpful to all students
- Monitor student attire

INSTRUCTOR FACILITY RESPONSIBILITIES

- Safety of students
- Checking equipment for usability and safety
- Monitoring that only enrolled students use the facilities (credit and non-credit)
- Wiping down/disinfecting equipment (every shift). Sign disinfectant schedule in the desk.
- Keeping accurate and neat roll sheets
- Cleanliness of floor. Vacuum if necessary.

INSTRUCTOR DONT'S

- Personal phone calls on weight room phones (emergency only-coaching related calls are not emergencies)
- Personal cell phone use during paid hours
- Athletes loitering around you (this can be intimidating to others)
- Leaving early because there are no students
- Leaving weight room unattended
- Reading a newspaper/magazine
- Doing coaching related work
- Working out during paid hours
- Arriving late to work

ABSENCES AND LEAVING THE FACILITY

- If you have to change your work schedule, you must fill out a Request for Class Coverage Form and have prior approval by the Division Dean.
- If you must leave the weight room during scheduled class time, you must...
 - A. Have another Mt. SAC Physical Education Professor (not a volunteer coach) cover the weight room while you take care of the emergency.
 - B. Close the weight room until you return.
- **THE WEIGHT ROOMS MUST NEVER BE UNATTENDED**

The weight rooms must be model instruction areas, where instruction takes place.







Instructors who fail to adhere to the rules and regulations listed above, will be subject to disciplinary action, up to and including termination.

DIVISION WEB PAGE

<http://www.mtsac.edu/kinesiology/forms/index.html>













Forms

Kinesiology Division Forms

-  [Class Coverage Form](#)
- [Classified Comp Time Report](#)
-  [Instructional Equipment Form](#)
-  [Instructional Supplies Form](#)
-  [Syllabus Sample](#)
-  [Website Information Request](#)
-  [Campus Security Authority Report Form](#)

On-Line Form

College Forms - Staff



-  [Accident Report Form](#)
-  [Cart Training Information](#)
-  [Conference And Travel Request](#)
-  [Consent To Verify Driving Record](#)
-  [Fundraising Request](#)
-  [Kinesiology Faculty Peer Evaluation](#)
-  [Supplemental Hours](#)
-  [Self Evaluation](#)
-  [Student Evaluation](#)
-  [Transportation Request](#)
-  [Fiscal Ticket Form](#)
-  [Survey Processing Information Sheet](#)

Electronic Form

Community Education Forms

-  [Request for Class Coverage](#)

Stationery

-  [Kinesiology Division Letterhead](#)
-  [Kinesiology Division FAX Form](#)


FILE TYPES

-  = **Adobe PDF**
-  = **Microsoft Access**
-  = **Microsoft Excel**
-  = **Microsoft Word**
-  = **Microsoft Publisher**

Athletic Forms

-  [Alternate Transportation Request](#)
-  [Athletics Tournament/Invite Request](#)
-  [Athletics Schedule Template](#)
-  [Roster Form](#)
-  [End of Season Report](#)
-  [Transportation Request](#)
-  [Donation Information Form](#)
-  [Fundraiser Form](#)
-  [Deposit Slip](#)
-  [POD Conference and Travel](#)

College Forms/Links - Students

-  [College Application](#)
- [FAFSA - Free Application for Student Aid](#)
- [Financial Aid Forms Page](#)
- [On-line Orientation](#)

Request for Class Coverage

Print Form



NOTIFICATION OF ABSENCE / CLASS COVERAGE FORM

ALL COVERAGE MUST BE CLEARED BY THE DIVISION PRIOR TO INITIATING PAPERWORK

Please complete form, print out, sign below and turn into division office.

NAME: _____

FIRST DATE OF ABSENCE: _____

LAST DATE OF ABSENCE: _____

OFFICE HOURS: _____

REASON FOR ABSENCE:

- Bereavement
- Jury Duty
- Conference
- School Related Activity
- Illness
- Other-explain below

CONTACT NUMBER DURING ABSENCE: _____

NOTES: _____

SIGNATURE: _____

THIS AREA FOR DIVISION OFFICE USE

REQUEST APPROVED REQUEST DENIED

Date: _____

Reason or Designee Signature: _____

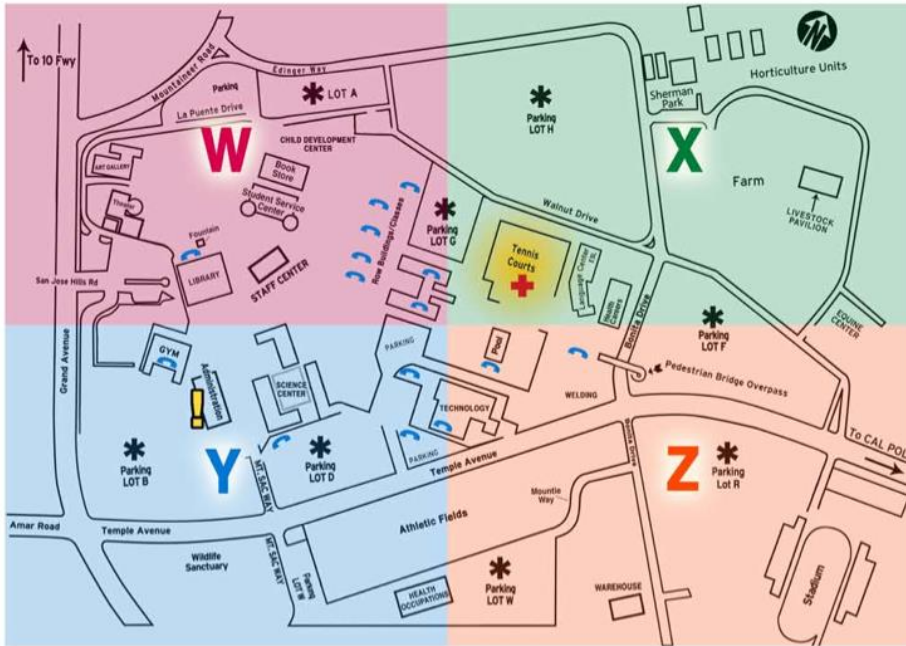
COVERAGE: UNPAID PAID ABSENCE OTHER - see notes

NOTES: _____

TIME STAMP: _____

REF #	CLASS CODE	CLASS TITLE	DATE	START TIME	END TIME	SUBSTITUTE NAME	SUBSTITUTE INITIALS

Emergency Information



WHERE WILL YOU GO?

During a major incident, report to the nearest evacuation parking lot in the quadrant (W, X, Y, or Z) where your office/class is located.

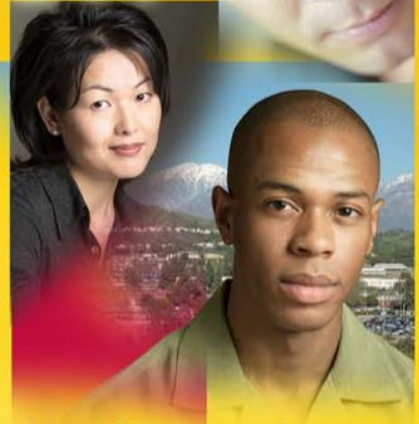
- * - Evacuation Area
- + - First Aid / Triage Area
- ! - Emergency Operations Center (EOC) / Incident Command Post
- ☎ - Emergency Blue Phones

WANT TO KNOW MORE ABOUT THE PROGRAM?

For more information, contact the Safety, Health and Risk Management Office at (909) 594-5611, ext. 5508

5/05

What Will You Do?



Mt. SAC Emergency Response QUICK REFERENCE GUIDE



Public Safety: (909) 594-5611, ext. 4555

WHAT YOU SHOULD DO

This brochure provides an outline of the Mt. SAC Emergency Response Plan, which will be implemented in the event of any major emergency or natural disaster. It tells you **what to do** and **where to go** during an emergency. Please keep it handy as a quick reference at the time of need. We also encourage you to consult the complete plan for more detailed information.

During a response to an isolated or single or campuswide event, it is essential that you understand your role. This section explains what you should do in the following situations:

EARTHQUAKE

- **Take immediate shelter** under tables, desks or other furniture. (Remember the **duck, cover and hold on** procedure.)
- Evacuate the building when safe to do so, assisting any injured or disabled people.
- Proceed to the nearest evacuation area identified on the campus map (see back panel).

FIRE

- **Activate The Nearest Fire Alarm Box!**
- **Call Public Safety at ext. 4555** and report the location of the fire.
- Evacuate the building and assist disabled persons. Close all doors when exiting the building. Proceed to nearest evacuation area.



CIVIL DISTURBANCE

- **Call Public Safety at ext. 4555** and report the type and location of disturbance.
- If it is apparent that anyone's safety is threatened by the disturbance, **exit the building immediately.**
- If outdoors, **leave the immediate vicinity** of the disturbance and take cover.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

GUNSHOT/EXPLOSION

- **Take cover.**
- **Call Public Safety at ext. 4555** and report the type and location of disturbance, and **exit the building immediately, when safe.**
- If outdoors, **leave the immediate vicinity** of the disturbance and take cover.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

POWER OUTAGE

- All students should **remain in their classroom** until directed to evacuate by College staff.
- Evacuate the building and assist disabled persons. Proceed to nearest evacuation area.

HAZARDOUS MATERIAL SPILL

- If indoors, **evacuate immediately** to your assigned area (see map other side).
- If outside, **stay upwind** away from toxic fumes.
- **Call Public Safety at ext. 4555** and report the incident.
- Remain in a safe, cover position until Public Safety arrives, and follow their instructions.

BOMB SCARE

- **Do not evacuate** the building unless it is safe and you are directed to do so.
- **Call Public Safety at ext. 4555** and report the threat.
- **If a bomb threat is received by telephone, get the following information:**
 1. What kind of bomb is it?
 2. Where is the bomb?
 3. When will it explode?
 4. What does it look like?
- **If a bomb threat is received by mail, or a suspicious object is discovered, do the following:**
 1. **Do not** handle the envelope or object.
 2. **Evacuate** all persons from the immediate area.
 3. **Stop** anyone from entering the area.
 4. **Call Public Safety at ext. 4555** and report the incident.





16550 Bloomfield Avenue • Cerritos, CA 90703 • PH: (562) 404-8039 FAX: (562) 404-8038 • www.ascip.org

Confidential School Incident Report

Alliance of Schools for Cooperative Insurance Programs

CONFIDENTIAL ATTORNEY/CLIENT WORK PRODUCT PRIVILEGE
 This report is to be completed by district employees. This form is a confidential, internal, document; its contents are not to be shared or copied for any persons who are not district employees and/or their legal representative.
IN CASE OF SERIOUS INJURIES A TELEPHONE REPORT IS TO BE MADE IMMEDIATELY.

DATE OF REPORT		NOTE: The district employee either witnessing the accident or supervising at the time should complete and submit this form within 24 hours. This form is interactive.			
NAME OF SCHOOL DISTRICT/CCD			NAME OF SITE		
ADDRESS OF SITE (NUMBER, STREET, CITY AND ZIP CODE)					
NAME OF INJURED PERSON (LAST, FIRST, M.I.)			AGE	GRADE	TELEPHONE NUMBER OF INJURED PERSON ()
IS INJURED PERSON A MINOR <input type="checkbox"/> NO <input type="checkbox"/> YES →	NAME OF PARENT OR LEGAL GUARDIAN				
ADDRESS OF PERSON INJURED (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)					
WHERE DID ACCIDENT OCCUR			DATE (MONTH/DAY/YEAR)		TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
DESCRIBE HOW ACCIDENT OCCURRED (USE FACTS ONLY; EXCLUDE OPINIONS AND/OR ASSUMPTIONS)					
FIRST AND LAST NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT		TITLE OF PERSON (TEACHER, VOLUNTEER, ETC.)		WAS HE/SHE PRESENT AT THE TIME <input type="checkbox"/> NO <input type="checkbox"/> YES	
NAME OF WITNESS(S)		ADDRESS		TELEPHONE NUMBER	
				()	
				()	
APPARENT NATURE OF INJURY (PLEASE CHECK)			INJURED PART OF BODY (PLEASE CHECK)		
<input type="checkbox"/> Abrasion <input type="checkbox"/> Fracture <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Contusion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Internal <input type="checkbox"/> Concussion <input type="checkbox"/> Other			<input type="checkbox"/> Head <input type="checkbox"/> Finger <input type="checkbox"/> Arm <input type="checkbox"/> Abdomen <input type="checkbox"/> Neck <input type="checkbox"/> Eye <input type="checkbox"/> Leg <input type="checkbox"/> Hand <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Face <input type="checkbox"/> Foot <input type="checkbox"/> Other		
FIRST AID PROCEDURES USED				NAME OF PERSON WHO ADMINISTERED FIRST AID	
DISPOSITION OF INJURED AFTER ACCIDENT OR CLASS (PLEASE CHECK) <input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Classroom			WHO WAS NOTIFIED		RELATIONSHIP TO INJURED
IF INJURED PUPIL LEFT SITE, TO WHOM RELEASED			NAME AND ADDRESS OF ANYONE CONTACTING SCHOOL/CCD		
STUDENT ACCIDENT BENEFITS AVAILABLE <input type="checkbox"/> NO <input type="checkbox"/> YES			NAME OF COMPANY		
REMARKS					

For your protection California law requires the following to appear on this form. "It is unlawful to: (a) present or cause to be presented any false or fraudulent claim for payment of a loss under a contract of insurance; (b) prepare, make or subscribe any writing with intent to present or use the same, or allow it to be presented or used in support of such claim. Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding 2 years or by fine not exceeding \$1,000 or by both."

NAME OF PERSON COMPLETING REPORT		STATUS	TELEPHONE NUMBER OF PERSON ()
ADDRESS OF PERSON (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)			
SIGNATURE OF PERSON APPROVING REPORT		DATE SIGNED	PERSON WAS AN EYE WITNESS

RESET FORM

SUBMIT FORM TO CORVEL ATTN: JOAN WEEKS - FAX: (562) 404-4515
 12621 166TH STREET, CERRITOS, CA 90703

REVISED: 7/11