

Basic Instruction Program  
Policy and Procedures Manual  
For  
Teaching Assistants

Department of Exercise and Sport Sciences  
New Mexico Highlands University

2008-2009

1. Be sure to be explicit about your grading scale. Indicate how much emphasis is placed on each of the following, attendance (class participation), skills testing, improvement, quizzes, tests. The ESS department recommends the following grading scale: 50% attendance, 25% skills, and 25% knowledge. You are strongly encouraged to keep good attendance records. If you anticipate that a student may one day challenge a grade you have given, you will be better prepared to defend your judgment if it does happen some day. Write comments in your daily lesson plans after each class as a self-evaluation.

Anticipate there will be a wide variety of skills/experience levels in the students in each class. We need to try to meet the needs of EACH student by individualizing instruction according to each one's unique needs. If a student needs to miss an excessive number of classes during the semester due to conditions beyond his/her control they should contact you regarding the option of withdrawal, an incomplete, a make-up assignment, or a lowered grade. Grades in classes are either A, B, C, D or F.

2. The instructor should be at the teaching station ahead of time, and remain until all students have departed. Always include a warm-up and cool down for all activities in class. A safe environment for the students is imperative. Be sure to always check equipment and the actual teaching area to insure safety.

Classes are not to be dismissed until the end of the period, except when students finish an exam early. A class normally meeting outside has an indoor "rainy day" location. There is always a need for discussions concerning rules, strategies, courtesies, rationales for the activity, wellness information, ect. Indoor drills can be completed if a space is available. This can also be a day to watch a video tape related to your course. However, be sure the VCR is not scheduled by a professor.

In case of an extreme emergency and you have to miss a class, you are required to find a qualified substitute. Inform the Basic Instructional Program Coordinator of the situation and how the class will proceed in your absence. (Classes are not to be left unattended). If any problems arise pertaining to your classes, discuss the situation with the BIP Coordinators. Do not cancel class, as the students will miss an opportunity for quality education while improving their fitness level.

Even if you wake up sick and won't be able to make an 8:00 o'clock class, do your best to find someone who can fill in. If this is not possible, notify the ESS secretary at 454-3287, so a notice can be posted that the class has to be canceled. Keep a list of phone numbers of all of the graduate assistants in case you need to find a substitute. A copy of your lesson plan should be at your desk in case you may need a substitute.

3. Distribute to each student in class (including late enrollees) the packet of materials (sample attached) pertaining to:
  - a. Responsibilities of Students and Faculty in Activity Courses.
  - b. Information pertaining to Academic Dishonesty and Disruption of Class
  - c. Lockers
  - d. General information on students enrolled in General Physical Education.

Go over the main points of these packets with students the first day, and review with late enrollees as they enter the class. **STRESS** the need for safety precautions to be followed in each specific class, with possible consequences to students if these safety precautions are not strictly observed. Some classes required more precautions than others (such as the absolute necessity that **EVERY** participant in racquetball wear safety goggles during play), but every class does have the potential for injury, and these dangers and means for prevention must be pointed out clearly to students, and re-emphasized as the need arises. Neither you, the Department, nor the University can afford a liability suit over you negligence: this includes proper instruction. Proper supervision, the “need to warn,” and enforcement of safety rules and strategies. No class is to be “free play;” **ALL** classes are to be instructional situations, even if a tournament is underway near the end of the term.

4. Study carefully the Procedures to be followed, document (sample attached). It is for your own protection, as well as that of your students. Keep this information readily available in your office, and review it often. Keep a copy of the Emergency Phone Numbers with your class roll, so that you will have a copy with you whenever your class is meeting.
5. In case of an accident or illness during class, complete the Accident Report Form (sample attached) and file with the BIP Coordinator and School Director as soon as possible. Be certain that both sides of the form are completed, with all signatures, before it is filed. Write in the names and addresses of witnesses. Have each witness immediately write down on a separate piece of paper what he or she saw and have them sign their name on the same form. Attach this to the instructors accident report form. When the injured/ill student returns to class, have that person read the entire report, then sign and date the report if it is correct. **THIS IS VERY IMPORTANT.** Accident-related lawsuits now are being filed across the nation for several millions of dollars. Errors in the Accident Report Form, which can be subpoenaed in case of a lawsuit, can be critical.
6. After consultation with the BIP Coordinator, make a list of keys that you will need for the semester. This should include a key to the GTA office, a key to the faculty locker room, and other special assignment keys. Give the list to the School Director for approval; take the signed Key Card that you will receive to Physical Plant, where you will receive your keys. Please leave all keys with the ESS Secretary between semesters, and return all keys to Physical Plant at the end of the spring semester. (You will not receive your final salary until your key record is clear).
7. Building security is always a problem on any University Campus. Any time you enter the building other than at the hours and days it is open to the public, be certain that you lock the entry door behind you. When you leave, be sure the outer doors are closed and locked. **DO NOT** bring students or friends into the building to play or use the equipment when the building is officially closed. Only students, faculty and staff with official NMHU I.D. cards have the right to use the facilities at any time. If you see unauthorized persons using the facility, inform the School Director and/or Campus Security. Destruction of property, vandalism, theft or possible liability suits in case of injury in an unsupervised facility might result from unauthorized admittance. Children (anyone below college age) are **NOT** permitted to play in or use any equipment in the building,

even when accompanied by their parents. Help to keep everyone off the rails around the balconies. People who put their feet on the rails wear off the paint, and will soon cause the appearance of the building to deteriorate; the same is true of putting feet against the walls. (Some of the Walls, especially in front of the Equipment Room checkout window, have already been repainted). Do not give anyone permission to bring a bicycle into the building, for the same reason, and if you see one leaning against the wall, either instruct the owner to remove it at once, or take it to the equipment room for storage, and inform the School Director, There is a large bicycle rack outside that should be used.

8. NEVER loan your keys to ANYONE, and DO NOT have your keys duplicated, or permit anyone else to do this. It is a violation of the state law to duplicate one of the keys to a University facility. Do not leave your office unlocked when no one is in the office, and turn off the lights before you leave. It is advisable to lock up any valuables left in your office when you are not present. Do not leave tape recorders or other valuable activity equipment in the office overnight.
9. You probably will not have a class printout for the first day your class meets. Have a sign-up sheet ready for each class. By the second meeting of your classes, a printout will probably be available, with periodic up-dates through the 14<sup>th</sup> class day. Please be very careful in recording entry of students into your classes; also record absences and tardies. Do not permit anyone to attend class after the 14<sup>th</sup> day whose name is not on your official class roll. The University is funded on the basis of the 14<sup>th</sup> day enrollment; each year is counted on the funding formula for 3 years, so it is critical that all students attending your classes be properly enrolled. By the end of the second week, send anyone to the Registrar's Office to enroll whose name is not on your list.
10. You should obtain a roll book from the ESS Secretary. Do NOT record names in this book until about the fourth week, for there will be changes in the students in your classes. It is advisable to record each student's I.D. number below the name, for future reference. (Occasionally there are two students with the same name). Also, if there is any future question about grades, you will need the I.D. number. Before you leave campus in May, give your grade book to the ESS Secretary, with any explanations for D's or F's given. Your grade book should have a notation how grades were determined for your classes. Also. Be sure to turn in a copy of your lesson plans.
11. At mid-term, you will receive copies of grade sheets for each of your classes. If there are any discrepancies between the official grade sheet and your class roll, have the student(s) involved go to the Registrar's Office to find out why—or you may call the office for the student, if necessary. Please leave a copy of your grade sheets with the ESS Secretary, and take one copy to the Registrar's Office to check in with a worker there.

Grades should be based upon the following formula: 50% participation, 25% written exams, and 25% skills test. This is a Department policy. You may talk with the BIP Coordinator about this, especially in situations where skills testing might be inappropriate, i.e., conditioning class.

12. At the end of the semester, all activity classes end on the last scheduled day of classes. All exams should be completed by the last class period. Some outdoor activities, such as tennis, may need to have skills tests given before bad weather becomes common. Activity classes do not meet during the Final Exam weeks.

You will receive copies of the official class roll/grade sheet by the end of the semester. Be very careful in recording each grade. Do not give I (incomplete) except in rare cases that are to be discussed with the BIP Coordinator. YOU are the instructor; so all grades are to be determined in a professional manner. Do not be persuaded to raise a student's grade due to a "hard Luck" story or appeal—each student should truly earn the grade given. Students must be warned from the beginning that after three (3) absences, the grade will be dropped one letter grade from what it would be for each subsequent absence. (Six Absences will result in a D or F, even for the best students. If students miss consistently they should be advised to drop the course or expect almost certain failure. Any failing grades given should be explained in the Comments column of the grade sheet. Any incomplete requires a special form obtained from the Office of the Vice President for Academic Affairs, with a signature form that office.

Please leave a copy of your final grade sheets with the ESS Secretary; you must personally take the original signed copy of all grade sheets to the Registrar's Office, and wait for the designated personnel there to ensure that you have handled in all grade sheets.

13. The phone in the outer ESS office may be used for local calls only. Check with the Secretary about emergency long distance calls that you may need to make. There are pay phones in the lobby of the building, and student should use one of these for long distance calls.
14. The department has a copy machine, typewriters and computers. Check with the secretary about the use of each. They are not for general use by other students. DO NOT make more than thirty (30) copies of any material at one time, without special permission from the Secretary. Printing cost less then coping please print your material when ever possible.
15. There are several professors and instructors in the department that have an enormous amount of experience with teaching various subject matters. Be sure to ask for their suggestions.
16. A minimum of two in-services will be provided for all of the graduate teaching assistants and other instructors during the academic year. The first will be a CPR/First Aid in-service offered during the first part of the semester. The second in-service will be decided upon at the bi-weekly meetings. All G/TA's are required to be certified in CPR/First Aid and WSI (if teaching Swimming).
17. The BIP Coordinator or another ESS professor will visit you classes periodically. In addition to the informal evaluations, there will be one formal evaluation by the BIP

Coordinator or another ESS professor. You will be informed in advance of the formal evaluation. During the formal evaluation please give a copy of your detailed lesson plan to the professor completing the formal evaluation. Your evaluation report will be shared with you.

At the end of the semester have your students evaluate the class and your teaching. Think of the evaluation as a positive experience to help you become a “MASTER TEACHER”!

18. Be sure to refer to your course syllabus during the semester. Always have a detailed lesson plan available. If everyone teaching in our program is committed to doing their best, it should be quickly recognized across campus that we offer one of the best programs on campus.
19. RESPECT. There are a growing number of individuals (students, faculty staff, and townspeople) who seem to feel they have the right to use any of our facilities at their convenience, whether or not they upset classes or athletic practices. At times these activities can be hazardous in addition to showing no respect for the instructor or coach, such as individuals who continue shooting basketballs at the side baskets while volleyball practice is going on. A basketball that gets away and rolls onto the volleyball court could cause a serious accident to a player who is backing up, or a spiked volleyball could injure someone who is concentrating on his basketball with his back turned to the court.

Loud music from recreational users of the gym while other classes are in session fosters disrespect for classes.

Users of the gym will follow these priorities:

1. Academic Courses
2. Athletics
3. Intramurals (generally evening)
4. Open recreation

Security should be a major concern for each of us, especially in view of the vandalism that causes so much damage during spring break. We each need to take responsibility after hours for seeing that doors we opened are locked and properly closed when we leave the area.

20. Dress professional for class. Try to wear the ESS staff shirts. Students must dress appropriately for class. They must have clean tennis shoes to wear on the courts. In the weight room everyone must wear shirts with sleeves. Shirts and nonrestrictive shorts, sweats, or tights are required.
21. LEGAL LIABILITY/NEGLIGENCE  
Because we are in a profession where accidents are more likely to happen, we need to protect ourselves from a charge of negligence by practicing good preventive measures. Lack of supervision is one area which results in many lawsuits. A teacher who allows a

class to participate in free play consistently while the teacher engages in other interests at another location could be held liable if a student is injured, especially if witnesses testify the accident or assault might have been prevented if the teacher had been in the area. Certain classes are definitely more hazardous than others, such as swimming, gymnastics, and weight training. However even basketball/volleyball classes may result in a sprained ankle/head injury, or even see two players engaged in a fight. In order for a plaintiff to bring a suit successfully against you as the instructor for negligence, four elements must be present—

- a. **DUTY.** You owe a responsibility to that person, such as a logical progression of tumbling skills, or not requiring the student to attempt a difficult skill they believe is too difficult.
- b. **BREACH OF DUTY.** You somehow failed in that responsibility, such as not responding to an injury.
- c. **INJURY OR DAMAGE.** There must have been some type of damage, such as physical injury or economic loss.
- d. **PROXIMATE CAUSE.** There was a casual relationship between the damage and your actions or lack of action.

Just because a student in your class was injured does not mean there was negligence.

**General Information on Students enrolled in Physical Education BIP  
(Basic Instructional Program)**

Student's Name \_\_\_\_\_ Name of Course \_\_\_\_\_

Student ID No. \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Instructor's Name \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Who should we contact in case of emergency? Name \_\_\_\_\_

Their Home Phone Number \_\_\_\_\_ Their Work Phone \_\_\_\_\_

Do you have any health problems I should know about?

(Heart Trouble, dizzy spells, high blood pressure, bone to joint problems, diabetes, tobacco use, ect.)

\_\_\_\_\_  
\_\_\_\_\_

Why did you sign up for this class? What would you like to learn?

\_\_\_\_\_  
\_\_\_\_\_

How much experience do you have with this specific class?

\_\_\_\_\_

What has been your current exercise schedule for the last six months? Please be as honest as possible. Circle the letter A, B, C, D, or E.

A. I have not been participating in an exercise program during the last six months. When was the last time you participated? \_\_\_\_\_

B. I have been exercising a few times during the last six months, but not on a regular basis.  
Describe: \_\_\_\_\_

C. I just started an exercise program.  
Describe: \_\_\_\_\_

D. I use to exercise on a regular basis but I have not been able to during the past six months.  
Describe: \_\_\_\_\_

E. I have been exercising on a regular basis for the past six months. (Complete the information below if you circled "E"!

Frequency (Days per week) \_\_\_\_\_ Duration (Minutes per session) \_\_\_\_\_

Intensity (light, Medium, Hard) \_\_\_\_\_

Mode (Type of exercise such as bicycling, weights, hiking)

Describe: \_\_\_\_\_

## PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)

For most people, physical activity should not pose any problem or hazard. PAR-Q has been designed to identify the small number of adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable.

**Y=Yes      N=No**

- Y   N   1. Has your doctor ever said that you have a heart condition **and** that you should only do physical activity recommended by a doctor?
- Y   N   2. Do you feel pain in your chest when you do physical activity?
- Y   N   3. In the past month, have you had chest pain when you were not doing physical activity?
- Y   N   4. Do you lose your balance because of dizziness or do you ever lose consciousness?
- Y   N   5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
- Y   N   6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
- Y   N   7. Do you know of **any other reason** why you should not do physical activity?

Comments: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If I answered yes to any of the above questions, I understand I must consult my physician prior participating in this class.

Signature: \_\_\_\_\_

## **EMERGENCY PROCEDURES**

### **A. Urgent Care**

- a. Control **severe bleeding**. Use direct pressure in most cases.
- b. Check pulse. Try radial, carotid. Give CPR if needed and you know how. If you don't know how and someone says "CPR", let him or her try.
- c. Check **breathing**. Ensure airway is open. Give mouth-to-mouth if necessary. If a person is breathing some on their own, leave them alone.
- d. Send someone to **call an ambulance** if victim needs urgent care, is unconscious, is incoherent, or if you feel it is urgent. Dial 9-911 on campus phones.

### **B. Additional Care**

- a. Have the victim lie down.
- b. Protect victim from unreasonable moving of body parts. Get people away unless assistance is needed.
- c. Avoid chilling.
- d. Try to determine extent of injuries or illness.
  - i. Find out exactly what happened (observed, ask victim, ask others).
  - ii. Look for emergency medical information.
- e. Reassure victim.

**C. Have someone call University Security. Ext 3278.** Give your exact location (NE downstairs gym floor, Wilson Complex. Be as specific as possible).

**D. Remain on scene.** Instruct caller to report back to you when any call is made.

**E. Get names of witnesses.**

**F. IF accident appears minor, suggest person report to hospital emergency room. Current student ID admits person. If you feel this action is vital, dismiss class and accompany victim to hospital. In no case should you carry or transport person to the hospital.**

**G. Complete and accident report from (obtain from Equipment Room Manager) immediately.**

### **PHONE LOCATIONS** (before first class, find out where the nearest phones are).

1. Equipment room downstairs by NE entrance.
2. Pay phones upstairs on wall near SE track.
3. Phone in hall by secretary.
4. Training room.
5. Office near physiology lab downstairs.

**EXERCISE AND SPORT SCIENCES  
NEW MEXICO HIGHLANDS UNIVERISTY**

**REPORT OF ACCIDENT**

Class or Activity in which accident occurred \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time \_\_\_\_\_ (class time)

Instructor \_\_\_\_\_

PERSON INVOLVED (injured) \_\_\_\_\_  
Last Name
First Name
Middle Initial

Classification \_\_\_\_\_ Age \_\_\_\_\_ Student ID number \_\_\_\_\_  
Fr
Soph
Jr
Sr

Address \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

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**DESCRIPTION OF ACCIDENT**

Describe in detail, including: (use backside of sheet. Or additional page)

- a) Sequence of activity (e.g., at end of class/activity session, what had preceded in terms of type of activities)
- b) Location (e.g., where did the accident occur in the classroom/activity space in relation to instructor/supervisor and other participants?) Diagram frequently helpful.
- c) Just exactly what was the injured doing and how did the accident occur? What was going on? Who was involved?
- d) What could/should the injured have done to prevent the injury? (If appropriate, might ask the injured what he/she could have done to prevent the injury.)
- e) Procedures followed in rendering aid (which emergency service was called, id any. Ect.)

WITNESSES (have at least two; more may be useful, hat is, who were present)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Where located at time of accident \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Where located at time of accident \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Where located at time of accident \_\_\_\_\_

DISPOSITION OF CASE:

\_\_\_\_\_  
Instructor's Signature (person completing report)

**RESPONSIBILITIES OF STUDENT AND FACULTY IN ACTIVITY COURSES  
EXERCISE AND SPORT SCIENCES  
NEW MEXICO HIGHLANDS UNIVERSITY**

This health or physical education class or recreational activity is one in which you are participating as a major requirement or as an elective. Regardless of the case, you must realize that there is a certain assumption of risk that you assume when you participate in a class that involves activity of a physical nature. You must be aware of this assumption of the normally inherent risks.

Throughout the conduct of this class you will receive competent, progressive, sequential instruction and proper supervision. Every effort will be made to keep all facilities and equipment in good, safe, workable condition. You will not be asked to do anything that is inconsistent with the activity or is in any way not reasonable and prudent.

However, the entire responsibility is not the instructor's. You too have a responsibility. For your own safe participation, and that of your fellow students, you must call to the attention of the instructor any situation that you perceive to be a potential danger to you or your fellow students.

- Equipment that has broken or is in need of repair
- When you are not feeling well or are unduly fatigued
- When you have unusual difficulty in performing a skill

Also, you are obligated to follow the rules and regulations set down by the instructor for your safety. This includes the proper dress, such as tennis shoes and protective equipment, e.g. eye glass guards. If you choose not to use such protective equipment provided or requested, you must realize that you are doing so at your own peril and that injury may occur.

We all want a safe environment, but it must be recognized that accidents do occur in active participation. We want vigorous participation, but all of us the instructor, you, and fellow students, must use good judgment and work together for safe participation. As a major or person interested in this activity, you should be especially cognizant of techniques and procedures for safe performance, both in their identification and implementation.

Should an injury be incurred during participation in class, the instructor will make arrangements for transportation to the Alta Vista Hospital. The injured party is responsible for all financial obligations incurred in this process and subsequent treatment necessitated by the injury. Because of this, students are encouraged to carry some form of health care insurance, which can be obtained through the Dean of Students office.

Please discuss with your instructor any known physical problems that may limit your participation in class. This should be done by the second-class session. It is important to do this in-as-much as a medical examination is only required for admission to the University. A copy of the completed physical examination form for incoming students may not be in the hands of the instructor and is not available for other students. This is strictly for your protection.

Should you have any questions regarding this statement, please contact your instructor.

## NOTICE

Any evidence of academic dishonesty is **serious**. Examples include (but are not limited to) the following:

1. Plagiarism (turning in a paper in which you quote a complete sentence (s) produced by someone else without proper acknowledgment, i.e., quotation marks, as if it were your own work).
2. Cheating, such as having unauthorized notes or messages written on your hand, looking at another person's paper, talking during an exam or quiz, etc.

Evidence of academic dishonesty will result in failure of the course and a written report to the Academic Dean.

Serious disruptions of the class, whether the behavior is physical or verbal. Which interfere with the teaching-learning environment will not be tolerated. Such disruptions will result in written report to the Academic Dean and Dean of Students. This will be followed by and administrative withdrawal.

Actions which constitute a hazard (danger) to yourself or others may also result in withdrawal or failure of the course.

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Instructor's signature                      Date