**SYLLABUS – PFW 101: PHYSICAL FITNESS AND WELLNESS ACTIVITY**
**1 Credit (Activity only)**
**Fall 2026**

**INSTRUCTOR:**
**OFFICE:**
**STUDENT HOURS:**
**E-MAIL:**

**Class Times:**

| Course | Activity Time | Room |
|---|---|---|

For this information, please refer to your specific course and section syllabus posted on your PFW Activity Canvas site.

**Course Description**
This PFW course is included in Ball State University Core Curriculum (UCC). All UCC courses include information considered to be essential in becoming a well-educated citizen. This course accentuates the university commitment to wellness. Realizing the direct correlation between positive lifestyle habits and well-being, this course utilizes laboratory activity sections to enhance knowledge of the five health related fitness components through their application.

**PFW 101** is designed to develop physical fitness through twice weekly aerobic activity sessions. May select physical conditioning, walking, jogging, group fitness, aqua fitness, or swimming. Completes the PFW requirement for associate degree students.

**Course Objectives**
1. Identify and recognize key terms, perspectives, and theories in physical well-being.
2. Summarize information related to multiple dimensions of wellness with an emphasis on the connections to physical fitness and wellness.
3. Discuss multiple avenues that lead to optimal fitness and wellness.
4. Conclude that each person is responsible for one's own fitness related outcomes (self-efficacy).
5. Illustrate ways of critically exploring fitness, nutrition, and wellness information.
6. Choose exercise opportunities that are effective and safe.
7. Create personalized physical fitness program based on one's biometric assessment of physical fitness and wellness.

**UCC COGNITIVE SKILLS**
1. Make and act on a commitment to health and wellness to increase personal well-being.
2. Accurately observe and measure elements of the natural and social world. *(Experience to Information)*
3. Explore diverse ways of knowing. *(Experience to Information)*
4. Develop strategies for reflecting on experience. *(Experience to Information)*
5. Analyze data to reveal existing patterns of information and to create new patterns. *(Information to Knowledge)*
6. Adapt intellectual framework to accommodate new information. *(Information to Knowledge)*

**SAFETY RULES/CLASSROOM ENVIRONMENT**
Students who disrupt the learning of their peers will be asked to leave at the Instructor's will. The following is expected of you when you enter the classroom:
1. Arrive to class on time and prepared for activity.
2. Faculty may limit the use of technology during class in accordance with University policies – ***phone usage for music only is allowed when the instructor gives permission and cannot be used when engaging in outdoor class activities.***
3. Cell phones are to be turned off and put away when music usage is not permitted.
4. If you bring food or drink into the facility, please dispose of waste properly. Help us keep our facility clean.
5. Remove all jewelry to avoid injury and/or loss. This instructor and University are not responsible for your valuables.
6. Any injuries or illnesses must be reported immediately to the instructor.
7. Follow all posted rules for the facility; AVOID EXCESSIVE actions that might injure yourself or others.

**CLASS ATTIRE**

All Students are required to wear exercise clothing appropriate for the activity course – complete descriptions are contained in each specific activity course outline. You will not be allowed to participate if you are not in proper exercise attire. **This will result in loss of your attendance points for the day.** Any concerns you may have regarding changing facilities or questions regarding proper attire should be discussed with your activity instructor as soon as possible.

**LOCKER RENTAL AND EQUIPMENT RENTAL**

Equipment Rooms are in SRWC and Ball Gymnasiums and can service all your equipment and locker room needs. Valid ID and SRWC Card holders can check out various recreational equipment and rent seasonal lockers. There are lockers available for daily use only, but you must provide your own lock to secure your belongings during class time.

**ATTENDANCE POLICY**

A student's official course program is regarded as a contract with the university. Since full performance requires, in part, regular and punctual class attendance, students are expected to attend all classes for which they are registered. As this course focuses on improving physical fitness, attendance is MANDATORY.

1. **You can earn five points for fully participating in each class for a total of 150 participation/attendance points. You will lose your five points attendance points for not attending, not fully participating (including but not limited to improper phone usage), improper dress, or tardiness.**
2. Each student is allowed **four absences for emergencies (e.g., illness, doctor's appointments, etc.)** before your grade is affected. These are a gift so save them for an emergency that might occur during the semester.
3. Points will be deducted as follows:

| | **Point Deduction** |
|---|---|
| 0-4 absences = …… | **0 points** |
| 5th absence = …… | **-30 points** |
| 6th absence = …… | **-60 points** |
| 7th absence = …… | **-90 points** |
| 8th absence = …… | **-120 points** |
| 9th absence = …… | **-180 points (results in failure of entire PFW course)** |

4. The only excused absences are funerals, University-sponsored academic field trips/athletic competitions, jury duty, or military duty. You will need to provide proper documentation to support these reasons. **Doctor's notes for general illnesses do not excuse absences from class – this is what the abovementioned four absences should be saved for.**
5. If a major illness or injury occurs that prevents participation in the activity for four or more consecutive activity classes, contact your activity instructor and the PFW Program Coordinator (Mrs. Kendra Zenisek; klgotsch@bsu.edu) within 72 hours of the fourth missed class to best determine a successful participation path moving forward. Necessary course modifications will be determined on a case-by-case basis. Clearance to return to activity may be required from a licensed medical professional via the completion of the PFW Serious Medical Illness/Condition Documentation form (which can be obtained from the activity course instructor). Depending on the amount of activity classes missed and the timing in the semester, the assignment of an Incomplete grade or withdrawal complete withdrawal from the class may be necessary. If the major illness/injury occurs after the last course withdrawal date, refer to the guidelines detailed in the process for late withdrawal. *Failure to comply with these policies may result in a failing grade being entered into the permanent grade record.*
6. Late course withdrawal from a PFW course must have permission and signature from the PFW Program Coordinator.
7. Arriving 5 – 10 minutes late or leaving early will result in a **three-point deduction**.
8. Arriving 11+ minutes late will result in an **unexcused absence.**
9. **Students must sign-in and sign-out for attendance each activity class meeting. A missed sign-in/sign-out is equal to an unexcused absence.**

**IMPORTANT DATES**

| | |
|---|---|
| August 24 | Classes begin |
| August 30 | Late registration and change-of-course end |
| September 7 | Labor Day – No classes |
| October 12-13 | Fall Break – No classes |
| October 28 | Course withdrawal period ends |
| Nov. 25-29 | Thanksgiving Break – No classes |

| | |
|---|---|
| December 7 | Last Day for regular classes |
| December 11 | Fall semester ends |

**GRADING**

**Final Point Scale:**

| | |
|---|---|
| 200-188 = A | 153-148 = C |
| 187-180 = A- | 147-140 = C- |
| 179-174 = B+ | 139-134 = D+ |
| 173-168 = B | 133-128 = D |
| 167-160 = B- | 127-120 = D- |
| 159-154 = C+ | 119 & below = F |

**Distribution of points for Physical Conditioning are as follows (due dates are included on specific course syllabus schedule)**:

| | |
|---|---|
| 1. Fitness Assessment: | |
| Fitness Assessment #1 (5 points per day) | 10 |
| Fitness Assessment #2 (5 points per day) | 10 |
| 2. Attendance | 150 |
| 3. Assignments | |
| Health Assessment Form | 2 |
| SMART Fitness Goal Assignment | 10 |
| Resistance Training Program Design | 8 |
| SMART Fitness Goal Reflection | 10 |
| Total Points | 200 |

**Distribution of points for Walking, Jogging, Group Fitness, Aqua Fitness, and Swimming Activity are as follows:**

| | |
|---|---|
| 1. Fitness Assessment: | |
| Fitness Assessment #1 (5 points per day) | 10 |
| Fitness Assessment #2 (5 points per day) | 10 |
| 2. Attendance/Participation | 150 |
| 3. Assignments | |
| Statement of Understanding | 5 |
| Health Assessment Form | 5 |
| SMART Fitness Goal Assignment | 10 |
| SMART Fitness Goal Reflection Assignment | 10 |
| **Total Points** | 200 |

All grades will be posted in the activity course Canvas site you have been placed in for the semester, however final grades will be submitted from the PFW 101 Canvas site as that is the official course of register. Keep track of your points. Missing one assignment can make a major difference.

**FITNESS ASSESSMENT**

There are no make ups for missed days of fitness assessments. If you are not in class for the dates, you do not receive the points assigned for that day, plus it counts as an unexcused absence. Anaerobic assessments will include: muscular endurance assessments; flexibility, mobility, and stability assessments; and body composition assessments. Aerobic assessment will include a timed 15 minute walk for distance, 15 minutes run/walk for distance, 500 yard water run, or 500 yard swim (dependent on activity class).

| **Fitness Assessment #1** | **Tuesday/Thursday classes** | **Monday/Wednesday classes** |
|---|---|---|
| Anaerobic Assessments | Tuesday, September 8th | Wednesday, September 9th |
| Aerobic Assessment | Thursday, September 10th | Monday, September 14th |
| In-Class Data Entry | Tuesday, September 15th | Wednesday, September 16th |

**Fitness Assessment #2**

| | | |
|---|---|---|
| Anaerobic Assessments | Tuesday, November 17th | Wednesday, November 18th |
| Aerobic Assessment | Thursday, November 19th | Monday, November 23rd |
| In-Class Data Entry | Tuesday, December 1st | Monday, November 30th |

**ASSIGNMENTS**

1. All assignments have a specified due date and time. Late work will result in a zero (0).
2. **Emailed assignments will not be accepted.**
3. **No extra credit projects/assignments will be offered**. Students have equitable opportunities to succeed. Use your allotted time wisely and efficiently to work hard and succeed.
4. Attend all classes, arrive on time, and prepared. Please see me with any questions/comments you may have at any time.

**HEALTH ASSESSMENT FORM**

Every student will be required to complete a Health Assessment form to identify potential health conditions that may affect participation in this class. You will need to print this, complete it, and bring to the next class. Failure to complete this will result in an inability to participate in class activity. This form is found on Canvas.

**SMART FITNESS GOAL ASSIGNMENTS**

Two (2) SMART Fitness Goal assignments will be completed throughout the semester; each assignment will be worth ten (10) points. The assignments will be submitted via Canvas with one assignment focusing on the creation of a personalized SMART fitness goal to work towards throughout the semester and one assignment focusing on a reflection of the outcomes related to the SMART fitness goal at the end of the semester. Each assignment will have specific directions and grading rubric information contained with the assignment posting on Canvas. Late assignments are not accepted.

**EMAIL ETIQUETTE**

Emails will only be responded to if they can be read, name, course and section number are included. Emails need to include complete words and phrases with proper capitalization and punctuation.

**ACADEMIC INTEGRITY**

Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Academic dishonesty by a student will not be tolerated in activity or academic areas and will be treated in accordance with the policy in the faculty handbook. Please refer to the specific sections in Undergraduate Rights and Responsibilities for information regarding academic honesty. These policies (including cheating on exams and plagiarism) will be strictly enforced. Cheating and/or plagiarism will not be tolerated. Incidents of academic dishonesty will be prosecuted to the full extent within the university judicial process! Failure to follow these guidelines will result in an "F" for the course.

**COURSE WITHDRAWAL**

There is only one withdrawal period. It extends from the 6th through the 45th day of classes during a fall or spring semester. **See important dates**. For fall and spring semesters, a student has the entire first week of courses to drop a course with no penalty. This is done through "Add/Drop/Registration" from the website www.bsu.edu/student services. After the first week, a student can withdraw from a course with a grade of "W" up until the decided upon withdrawal date. This can be accomplished by completing a Withdrawal form and turning it in to the Registrar located in Lucina Hall. After this withdrawal date a student may only withdraw and receive a grade of "W" (instead of an "F") if they are confirmed to have proper extenuating circumstances.

**WHAT IS THE PROCESS FOR LATE COURSE WITHDRAWAL?**

Missing the deadline to withdraw, poor performance, and/or failing the class ***are not*** acceptable reasons to request a late withdrawal. In compliance with University policy, late withdrawals are only considered based on a *VERIFIABLE, EXTENUATING CIRCUMSTANCE*. Requesting a late withdrawal must be verified through documentation, however, providing documentation ***is not*** a guarantee that a student's request for late withdrawal will be granted. Students

should not assume that late withdrawal requests will be approved. Students should continue to attend class, submit assignments, utilize campus resources, and consider alternatives until they are notified of the status of their withdrawal request.

*Verifiable extenuating circumstance* is defined as an occurrence or event that is not under the control of a student. Examples of such occurrences and recommended supporting documentation include: serious medical condition/illness (completion of PFW Serious Medical Condition/Illness Documentation form obtained from course instructor and completed by licensed health care provider), family death (obituary/death certificate or letter from counselor – both should indicate date and relationship to the deceased), military orders (copy of official orders), etc. A personal statement should also be included regarding the circumstances that prohibited successful completion of the course and why the published withdrawal deadline was missed. Requests for late withdrawal from a PFW course and supporting documentation must be submitted by the last day of classes of the semester of enrollment.

**BALL STATE SYLLABUS STATEMENT**

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

**BENFICIAL STUDENT RESOURCES**

**DISABILITY SERVICES**

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu. If you have emergency medical information to share with me or if you need special arrangements in case the building must be evacuated, this should also be discussed with me as soon as possible. Please inform me of any health issues that may present an issue during class (i.e., epilepsy, diabetes, etc.).

**TITLE IX**

**Ball State University is committed to providing a safe and inclusive learning environment for all students.** If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit **www.bsu.edu/titleix** or contact the Title IX Coordinator at 765-285-1545 or at **titleix@bsu.edu**. Some additional campus resources include:

- Confidential: Center for Survivor Support, 2nd Floor Health Center, Room 205, Anna McGee, (765)285-7844, aemcgee2@bsu.edu
- Confidential: Counseling Center, Lucina Hall, Room 320, (765)285-1736
- Non-Confidential: Title IX Coordinator for Students, Ms. Teresa Ashcraft, (765)285-3310, teresa.ashcraft@bsu.edu
- Non-Confidential: Police Department, 200 North McKinley Avenue, (765)285-1111, www.bsu.edu/police

**As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment.** This includes information shared in class discussions, assignments, or private conversations.

**BASIC NEEDS HUB**

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

**COUNSELING CENTER**

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact them at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for

those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.
The Ball State Counseling Center sees students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. They assist students with getting connected to therapy at their Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to their website, can be found here.