

Montgomery College
Department of Health Enhancement, Exercise Science and Physical Education

SYLLABUS TEMPLATE

Course Syllabus

Montgomery College – Rockville Campus

Department of Health Enhancement, Exercise Science and Physical Education

PHED-183: Intro to Cycling Semester:

CRN: Class Time/Dates

I. Instructor Information

Name:

Office:

Office Hours:

Phone:

Email:

II. General Course Description

Course includes skill development in efficient riding techniques, equipment selection, safety and crucial riding maneuvers, basic maintenance and repair, fitness training, touring and trip planning with field trips to local bike trails. Students must provide a bike with five to ten or more speeds and transportation to off-campus bikeways.

Classroom Format

This class is designed to meet off campus so students are responsible to follow the syllabus and check weekly e-mails weekly for directions to the location of class meeting. 1 semester hour

III. Course Outcome

- Become familiar with bicycle safety while riding
- Education in minor bike repair and maintenance; fixing a chain, repairing a tire
- Learn about the different types of bicycles
- Understand how to riding with traffic
- Knowledge of Bikeshare bikes
- Gain resources to increase bike awareness and advocacy
- Utilize proper use of helmet and other biking apparatuses

IV. Text

No textbook required.

Resources:

City of Rockville Cycling - www.rockvillemd.gov/recreation/bicycling/rbac.htm

Washington Area Bicyclist - www.waba.org

Potomac Pedalers Touring Club (PPTC) - www.bikepptc.org

NIH Bicycling R&W Commuting Club – www.recgov.org/r&w/nihbike/index.html

Bike Washington - <http://bikewashington.org>

Montgomery County Bike Advocates - www.mobike.org

National Advocacy Group- www.bikelegue.org

V. Grading

A. Requirements

No prior cycling experience is necessary. This course is designed to increase awareness of cycling for any level of experience a student has from beginner to advanced. Attendance, class paper and final exam are requirements to gain a passing grade in this course.

B. Course Grade

Point value/ % of Final Grade

Course Grade

Attendance/class participation	70 points (70%)
Exam	15 points (85%)
Paper	15 points (100%)
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Total points	100 (100%)

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C. Grade Standards

Final grades will be determined by total points accumulated through attendance, class paper and exam. The final points necessary for a given letter grade will be based upon the following percentage scale:

90% of total possible points = A	90-100 points
80% of total possible points = B	80-89 points
70% of total possible points = C	70-79 points
60% of total possible points = D	60-69 points
Less than 60% of total possible points = F	0-59 points

COURSEWORK:

EXAM: DUE _____

There will be one short answer final exam that will include the rules of bike safety, using the resources provided to you in this class. Answers must be in your own words. The exam will be emailed to students one week prior to the due date. The final exam can be emailed back to me.

PAPER: DUE _____

Follow the following proper APA writing guidelines of writing.

Paper Format

- Typed and 2 ½ -3 pages in length, not including title page and citation page
- Has a 12 point font that is either Arial or Times New Roman
- Has one inch margins on all sides
- Be double spaced with no additional lines between paragraphs
- Has a separate title page
- Follow APA format for in paper citations if needed.
- Follows conventions of standard written U.S. English and is free of spelling and grammatical errors.
- Must have a minimum of 2 references

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Paper Instructions:

The subject of the paper will be to plan a route of your choice for a group ride. The route can be anywhere in the world as long as you have directions where you would like to go.

The paper will include what you need for the ride, bicycle safety, bicycle inspection checklist, anything any other adventurous ideas for your ride. Pictures of maps and trails can be included in the paper and are a great addition to gain the idea of the trail and what it will look like. The paper can be emailed to me by class time or turned into me by class start time.

Work will NOT be accepted late. Deadlines and due dates are not negotiable. This applies to in-class activities, homework, and long-term assignments. Assignments will be considered LATE if they are not in the instructors' hands or emailed to me by the time class starts (at approximately five minutes past the start time of class) on the day they are due. Therefore, if you are ill or have a conflict with class, you should e-mail or fax your assignment or drop it off BEFORE class begins. Therefore, stay aware of the syllabus and class announcements for due dates, and do not be late to class

Participation

Students are expected to attend class and to be on time. Excessive absences or tardiness will affect final grades. If you have excessive absences (more than two), as defined in the Student Handbook, you may be dropped from the course. If you simply stop coming to class, withdrawal from the course is ultimately the responsibility of the student. Students not dressed to participate will be marked as absent that day.

VI. Classroom Policies

A. Attendance

Attendance will be 70% of your grade. Every class will be worth 14%. The whole idea of the class is participation. There is no substitute for class attendance.

Students must be expected to be at the class arriving 15 minutes prior to the scheduled time. There will be no waiting for everyone to arrive for the ride as we will leave at the appointed time and students that are late will have catch up with the class on bike or be absent for the day.

There are no scheduled make-ups for this class. For inclement weather we will be indoors. If a student has an emergency, the professor must be contacted prior to class and have appropriate documentation (e.g. doctor's note)

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B. Illness or Injury

All students should inform the instructor of any injury, illness, or condition that may impair or prevent safe participation. If there are any serious injuries or illness such as surgeries, asthma, or allergies to bee stings the instructor needs to know this information and the proper equipment, EpiPen and Inhalers need to be with the student during class at all times.

Students who are ‘under the weather’ (not seriously ill or contagious) or injured can still attend class and receive participation points. The student will complete a writing assignment as assigned from the instructor to be completed for homework and turned in during the next class session. These assignments must be typed and will not be accepted late. Students will only be permitted one of these opportunities per semester without a note from a physician.

C. Dress Code

All participants must wear comfortable athletic shorts/pants, shirts, socks, and shoes. No open-toe shoes are permitted. Shoes must also be appropriate for the floor surface. The instructor reserves the right to ask students to change shoes that may cause injury or damage the floor. Students must bring water and snacks to participate in the activity of biking.

In order to keep all participants as safe as possible, no clothing or jewelry will be permitted which can interfere with your ability to move and exercise or harm another student/ equipment. This includes large dangling earrings, chains /necklaces that are not covered by clothing, belts, black sole shoes, non-athletic shoes, shorts with cargo pockets, shorts which cannot remain near the waist and any clothing with zippers that impart movement. The professor reserves the right to judge the safety of any clothing or shoes and may request that the student find more appropriate exercise attire.

D. Use of Technology during class

Students will not be allowed to use Ipods or any music devices while class is in session for the students safety and the safety of those around them. Cell phones will be used in class to communicate and for emergencies so bring yours to class but not to be talked on while riding.

VII. Student Code of Conduct

A. Standards of College Behavior

The Student Code of Conduct is a document that outlines the principles, policies and procedures that govern student life and encourages responsibility and respect for the rights and viewpoints of others. The Student Code of Conduct describes acceptable standards of student behavior and academic integrity, disciplinary procedures, and possible sanctions when the Code of Conduct is

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not followed. Students are encouraged to review the Student Code of Conduct by using the following link: http://cms.montgomerycollege.edu/pnp/#Chapter_4

B. Academic Honesty

Academic dishonesty can result in an "F" on the assignment or quiz, or "F" in the course. Cheating, plagiarizing or otherwise not following the Student Code of Conduct can result in severe sanctions for the student. Sanctions for non-academic misconduct and more serious academic dishonesty can include probation, suspension, or dismissal. Student disciplinary records are maintained in the Office of the Dean of Student Development and are kept for five years. They will be disclosed only in accordance with applicable federal and state law.

For more information on plagiarism, go to <http://cms.montgomerycollege.edu/edu/sub1.aspx?id=15559> and complete the academic integrity tutorial

VIII. College wide Policies and Procedures

A. Withdrawal and Refund Dates

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. Since this is a limited time activity course if a student misses the first class, the student will be dropped from the course and not able to be added back into the course.

B. Audit Policy

If you are auditing the class, contact your instructor to discuss specific course requirements. Students auditing the course are still subject to being dropped for excessive absences.

Disability Support Services

Any student who may need an accommodation due to a disability, please make an appointment to see me during my office hour. A letter from Disability Support Services (R-CB122; G-SA175; or TP-ST120) authorizing your accommodations will be needed. This letter must be submitted via email. Due to the additional time required to make accommodations, the letter must be received four (5) business days before a quiz in order to receive additional time.

In the event that a student must take an exam in the Testing Center, an appointment to do so must be made one (1) week before the exam is to be administered. This will ensure that the student can sit for the exam at the desired time. Students are also required to inform the instructor of the time of their appointment for the exam 48 hours in advance.

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Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss/evacprocedures.htm.

C. Veteran Services

If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College website at <http://cms.montgomerycollege.edu/edu/tertiary1.aspx?urlid=53> and/or contact Joanna Starling 240-567-7103/SV103 or Joanna.starling@montgomerycollege.edu

D. Delayed Opening or Closing of the College

If classes are cancelled for any reason, you should continue to follow the schedule provided in the syllabus. If there are any changes in the schedule it will be announced in class, or via e-mail.

Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more communication methods including the College's web page <http://montgomerycollege.edu>

For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via Montgomery College ALERT. Registration information is available at <https://member.everbridge.net/index/1332612387832009#/login>

E. Communication

Student e-mail (montgomerycollege.edu) is an official means of communication for the College. It is expected that you check your student e-mail regularly and frequently, as you are responsible for information that will be sent to you from the College. If you contact me through e-mail, you must use your student MC e-mail account otherwise the email will be considered spam and not arrive to the professor.

IMPORTANT: E-mails do not express tone of voice or body language so strive to use careful wording to convey your desired message. Please take an extra minute when sending an e-mail to think about what you want to say, spell-check your e-mail, and use appropriate, courteous, and professional language. Your professor will strive to do the same in all communications. E-mails will be answered within 36 hours during weekdays. If an e-mail is sent during a weekend or holiday, please expect a reply the following working day. For school-related correspondence, all e-mails should be written with proper grammar, spelling and punctuation and with proper format addressing the professor and signing the student's name.

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Links to college syllabus and department

Link to syllabus; <http://cms.montgomerycollege.edu/mcsyllabus/>

Link to the HE/ES/PE Department <http://cms.montgomerycollege.edu/heespe/>

IX. Class Schedule – All locations are *SUBJECT TO CHANGE* check MC email Thursday or the latest Friday prior to class Saturday for complete directions to the location. *Rain Location – Takoma Park Spinning Class and fitness for cycling workout.

Date	Location	Activity	Work Due
	Rockville Campus	Syllabus/equipment/inspection Ride obstacle courses	Health History Student Waiver
	Rockville Campus Millennium Trail	Bike Advocacy speakers	
	Lake Needwood	Bike	
	Capital Crescent Trail Bethesda	Bike	Class Paper Due
	Great Falls	Bike	Final Exam Due
	Mt. Vernon Trail	Bike	