Undergraduate Student Handbook



K-12 Physical Education

A Sponsored Program by the Department of Health

Sciences and Physical Education

2017 - 2018



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Bachelor of Arts in K-12 Physical Education

Department of Health Sciences and Physical Education

Mission

The mission of the Physical Education program is to develop the capacity of students to attain career success in physical education or related professions and to act as leaders in a dynamic, multicultural world through educational experiences and a learning environment that is reflective, collaborative, and transformative.

Program Goals

* Prepare candidates with the content knowledge and appropriate performance skill set to be a successful, well-rounded physical educator.
* Prepare candidates to design, plan and implement curriculum that is original, developmentally appropriate and aligned to state and national standards.
* Prepare candidates with an understanding of learning theories and the ability to utilize current pedagogical practices to enhance the instruction, organization and management of physical education learning environments.
* Prepare candidates with the inquiry, analysis and evaluation skills to develop appropriate assessments, manipulate and present data appropriately to demonstrate student learning.
* Provide diverse teaching experiences in a number of settings to facilitate candidate growth, development and the opportunity to demonstrate and apply their knowledge.
* Develop candidates into reflective practitioners.
* Develop professional physical educators who demonstrate appropriate professional behaviors and personal dispositions.
* Prepare candidates to communicate effectively in oral, written and other formats with a variety of diverse learners.
* Develop candidates who advocate for the field of physical education through professional organizations and local communities.
* Prepare candidates with the appropriate technological and research competencies to enhance instruction, engagement and assessment.
* Develop candidate knowledge and understanding of students with diverse needs and cultural backgrounds in a physical education setting.
* Prepare candidates to utilize critical thinking, problem solving and collaborative skills to enhance instruction in a physical education setting.



Bachelor of Arts in K-12 Physical Education

Department of Health Sciences and Physical Education

The Physical Education degree prepares students for physical education teaching positions in K-12 school settings. Physical education teachers significantly contribute to the healthy and physically active lifestyles of school-aged children both in the classroom and as leaders in the community.

Physical Education students complete a Clinical Experience and a Student Teaching Experience. Both experiences are a semester-long and include a weekly seminar. Students must be admitted to the College of Education early in the program, as some courses require admittance to the College of Education.

The B.A. in K-12 Physical Education Program is a 139-credit hour sequence. The program leads to an Illinois Professional Educator License in K-12 physical education. The program requires a minimum of 4 years to complete.

Admission Requirements

Applying undergraduate students must meet the following requirements to declare the major in K-12 Physical Education:

1. Acceptance into the College of Education (see Daniel Goodwin College of Education requirements (<http://www.neiu.edu/academics/college-of-education/>)
2. Passing score on the Test of Academic Proficiency, ACT w/writing, or SAT
3. Cumulative GPA of 2.5
4. Completion of 30 semester hours
5. Major GPA of 2.75
6. English 101 with a C or better
7. College level math with a C or better
8. Completion of Declaration of Major form
9. Completion of Goodwin College of Education application for admission
10. Completion of a faculty recommendation form
11. Completion of FBI and Illinois State Finger Print background checks
12. Completion of self-assessment of dispositions

Program Requirements & Protocol

Once fully accepted, majors must ensure that the following requirements are met for program retention and completion:

Program Maintenance Requirements

1. Maintain a cumulative grade point average of 2.5 or above throughout the program
2. Maintain major grade point average of 2.75 or above throughout the program
3. Earn no grade less than a C
4. Meet an acceptable rating or better on all key program assessments
5. Meet an acceptable rating or better on professional dispositions
6. Meet any additional expectations set forth by the Daniel L. Goodwin College of Education

Physical Education Content Test #144 and edTPA

Prior to student teaching, candidates must enroll and pass the Physical Education Content Test #144.

Students must successfully pass the edTPA assessment to receive the Professional Educator License. See the NEIU website about the edTPA for more information. <http://www.neiu.edu/academics/college-of-education/edtpa>

Program Advising

Majors must meet with the HSPE Department Academic Advisor, to review the major and college admission. Email Advisor, Marianne Morrissey, at m-morrissey1@neiu.edu to set up an appointment.

Physical Education and Health and Wellness Club

Northeastern hosts an undergraduate physical education and health and wellness club. The undergraduate chapter operates on the main campus. The undergraduate students hold meetings, volunteer at campus and community events, and implement physical activity and health and wellness events on campus. See the Department website for more information.

Clinical Experience & Student Teaching Program

Candidates must successfully complete required clinical experience and student teaching experience. To enroll in Clinical Experience and Student Teaching (CEST), candidates need to be in the CEST/NEIU internet group and must meet the following criteria:

Clinical Experience

1. Applications must be submitted to the CEST Office (LWH 4023) [cestdept@neiu.edu or (773) 442-5350].
2. Candidates should anticipate completing their clinical experience in diverse settings and with diverse student populations.
3. Some sites require a background check.
4. Candidates, who need to postpone/delay the clinical experience for any reason, should contact the CEST Office immediately to ensure the University maintains positive relationships with its valued school partners.

Student Teaching

1. Applications must be submitted to the CEST Office (LWH 4023) [cestdept@neiu.edu or (773) 442-5350].
2. Candidates should anticipate completing their student teaching in diverse settings and with diverse student populations.
3. Some sites require a background check.
4. Candidates, who need to postpone/delay student teaching for any reason, should contact the CEST Office immediately to ensure the University maintains positive relationships with its valued school partners.
5. Candidates should complete a self-assessment of dispositions

Licensure

Initial Licensure Requirements

The Illinois State Board of Education (ISBE) has established that beginning Fall 2015, all students seeking an initial teaching license must obtain a passing score on the Teacher Performance Assessment (edTPA) in order to be eligible for licensure in Illinois. See the NEIU website about the edTPA for more information. <http://www.neiu.edu/academics/college-of-education/edtpa>

Teaching License Registration

Candidates must register their license within 6 months of program completion at www.isbe.net. Note: candidates must wait 4-6 weeks after final grades are posted in order to register their license with the Illinois State Board of Education Educator Licensure Information System (ELIS). Candidates should create an ELIS account and ensure the account includes a current and valid email address. ELIS will only be able to send system-generated emails to valid email addresses.

Graduation

Graduation Application

Undergraduate students and second bachelor's degree students must submit Application for Graduation and completed Academic Course Record forms for major and minor. The academic advisor will complete the Academic Course Record and notify students when it is available. Instructions for applying for graduation will be included. The Application for Graduation along with the Academic Course Record must be submitted to Enrollment Management Services, Graduation Evaluation Office according to the deadlines listed on the application form when the following have been completed:

1. A minimum of 85 hours of credit has been earned.
2. Student has been formally accepted by his/her major department and minor department (if applicable).
3. The Academic Course Record has been completed.

Each student anticipating graduation is totally responsible for filing the appropriate forms by the above deadlines.  A student who files the required forms but fails to complete all graduation requirements by the appropriate date will be dropped from the graduation list and must reapply for a later graduation date by completing a Change of Graduation Date form available in Enrollment Management Services.

Diplomas and final transcripts are not released to graduates until they have paid the graduation fee and all holds and/or indebtedness to the university have been resolved.

Student Expectations & Department Policies

The Department of Health Sciences and Physical Education firmly expects that the following policies and procedures will be followed in all classes. Students are responsible for knowing and understanding them and their consequences.

Overall Student Expectations

1. Students are expected to demonstrate appropriate behavior and dispositions in all classes. See *Dispositions* below.
2. All cell phones must be turned OFF or switched to silent during class. Computers may be used. Any non-class use of either may result in a ban/confiscation from all class sessions.
3. Read all assigned readings prior to class, actively participate in discussions, engage in extracurricular readings and practice; and demonstrate a willingness to learn.
4. Be responsible for coursework and respectful of deadlines.
5. ID cards must be brought to class every day. ID cards are required for entrance into the Physical Education Complex.
6. No eating/drinking in the PE Complex classrooms or gymnasium. Water in a closeable container is permitted.

Attendance

Students are expected to be in class each session or, for an online course to conform to engage in online virtual discussions as arranged by the instructor. Students are allowed only three (3) excused absences in the entire semester (two absences only in the 6 ½ week summer session). Absence notification should be e-mailed to the instructor with as much advance notice as possible. It is the responsibility of the student to obtain any information, class notes, and activities/materials from a colleague for the missed class meeting. Missing more than three (3) class meetings (or failing to log into D2L/course website and complete required activities) will result in the lowering of the final course grade by one letter grade. Additional absences will further lower the grade by an additional 10%.

Habitual tardiness will result in a 10% deduction from the total course points earned at the conclusion of the semester. The instructor reserves the right to define habitual tardiness.

Late Work

Assignments are due on the date as specified in the syllabus. Late work submitted no later than 48 hours from the due date will receive a 50% penalty deduction. Work will not be accepted after 48 hours with a subsequent score of 0 credit.

Key Program Assessments

If a course contains a key program assessment, the following statement applies: Candidates must earn acceptable rating or better on each of these key assessments in order to progress without interruption through their program. Regardless of the grade received in any course in which a key program assessment is embedded, candidates must meet an acceptable rating or better on these key assessments in order to be approved for graduation. In addition, candidates who require more than one revision to meet an acceptable rating will be required to repeat the class associated with that key assessment.

Email

All pertinent class communications between the instructor and students are conducted exclusively through NEIU email. Consequently, it is the responsibility of students to check their NEIU e-mail account for all significant information and updates on class cancellations in the event of threatening weather conditions. Communication between the instructor and students via personal email accounts (e.g., @gmail.com or @yahoo.com) will not occur. Any work submitted via a personal e-mail account will not be accepted.

Email communication between student and professor should be professional, have a clear and relevant subject line, and start with a basic salutation (e.g., Hi Dr./Professor Smith). Ensure your email is clear and concise and has specific questions where appropriate. Finish with your full name and course (e.g., PEMT 201) to which the email is referenced.

Dispositions

The Department of Health Sciences and Physical Education at Northeastern Illinois University prepares reflective professionals who aim to transform the lives of individuals. In accordance with this mission, it is critical that candidates conduct themselves in an appropriate and professional manner. Candidates must meet an acceptable rating on the *Assessment of Dispositions* to progress through their program. To this end, program faculty will evaluate the dispositions of students on an ongoing basis.

Expectations for Student Writing

Students in the College of Education and College of Arts and Sciences are expected to use standard written English in all academic assignments and program assessments.

Plagiarism

Plagiarism is appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one`s original work. This includes (1) paraphrasing another`s ideas or conclusions without acknowledgement, (2) lifting of entire paragraphs, chapters, etc. from another`s work; and (3) submission as one`s own work, any prepared by another person or agency. Students` work may be evaluated using a plagiarism detection program.

Plagiarism is considered a serious academic misconduct against the University and an unethical professional act. Acts of plagiarism may result in an immediate grade of *F*, dismissal from the program or other disciplinary actions. Please refer to the *University Student Conduct Code* for a further discussion of academic misconduct and its ramifications.

Academic Integrity Policy

By enrolling in this course you are bound by the NEIU Student Code of Conduct

(<http://www.neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/tfneumei/2014-2015%20Student%20Handbook.pdf>)

Incomplete Grade Policy

An incomplete ( I ) grade is temporary and exceptional, and can be given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. An incomplete grade is not to be awarded in place of a failing grade or when the student is expected to attend additional class meetings or to re-register to complete the course requirements. Additionally an “I” grade is not a means for the student to raise his/her grade by doing additional work.

A request for an “I” grade must be made by the student to the faculty member before the last official day of the semester or term. The faculty member retains the right to make the final decision on granting a student request for an “I” providing the student meets the provision above, even though the student may meet the eligibility requirements for this grade. Students have up to one semester, excluding summer, to complete the work.

It is the responsibility of the student to complete and submit the remaining coursework before the assigned deadline. The faculty member will submit a grade change converting the “I” to a letter grade by or before the last day of the semester in which the outstanding coursework is to be completed. If the student does not meet the deadline, the “I” will be converted automatically to a final grade of an “F”. Because the “I” grade is temporary, faculty may not issue a terminal “I” grade.

Upon receipt of the grade change, the Registrar Services Office will post the grade to the student record and recalculate the GPA. Although students have up to one semester, excluding summer, to complete the work to change the grade of incomplete, the academic standing of the student will be reassessed only if the grade change is received the Friday of the first full week of the semester immediately following the one in which the “I” grade was assigned.

Students will not be able to graduate with “I” grade on their records.

Extension of an Incomplete Grade

A request to extend the assigned deadline must be put in writing to the appropriate academic dean before the assignment “I” grade becomes a failing grade. The request must provide the reason why a deadline extension is requested, along with appropriate documentation (e.g., medical documentation, etc.). A letter of support from the faculty member that includes a new deadline date is also required. The Dean or his/her designee will make the appropriate decision at his/her discretion and reply in writing to the student, faculty member, and the University Registrar within 14 working days. Requests that extend beyond one calendar year from the time the incomplete grade was assigned will not be honored.

These policies apply to incomplete grades given in the Fall 2016 semester or later.

Students with Special Needs

Northeastern Illinois University (NEIU) complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disabilities. Students with special needs should make arrangements with the Center for Academic Affairs: Student Disability Services (SDS) to request academic accommodations. The NEIU SDS is located on the main campus in room D104 and may be contacted at (773) 442-4595 or at <http://www.neiu.edu/university-life/student-disabilitty-services>.

ADA Statement

Please see the Americans with Disabilities Act located in the NEIU Student Code of Conduct

<http://www.neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/tfneumei/2014-2015%20Student%20Handbook.pdf>

English Language Program

The English Language Program <http://www.neiu.edu/academics/college-of-arts-and-sciences/departments/english-language-program> provides the opportunity for students to acquire the level of oral and written English Language skills expected of university students.  Courses are offered for both native English speakers and English language learners. The English Language Program Writing Lab provides tutoring for students from any college in the university who want help with academic writing assignments, and offers assistance to students enrolled in the English Language Program and English composition classes and students preparing for the English Competency Examination. The professional staff is trained to work on a one-to-one basis and can provide assistance with the development and organization of ideas, the use of research in writing, and revision and editing techniques.

The Writing Lab

The Writing Lab <http://www.neiu.edu/academics/center-academic-writing> provides tutoring for students from any college in the university who want help with academic writing assignments, and offers assistance to students enrolled in English Language Program and English composition classes and students preparing for the English Competency Examination. The professional staff is trained to work on a one-to-one basis and can provide assistance with the development and organization of ideas, the use of research in writing, and revision and editing techniques.

## Emergency Procedures

It is recognized that a safe university environment is a shared responsibility of faculty, staff, and students, all of who are expected to familiarize themselves with and cooperate with emergency procedures. Web links to Campus Safety: Emergency Procedures and Safety Information can be found on Neiuport on the MyNEIU tab or as follows:

For the Main campus:

<http://homepages.neiu.edu/~neiutemp/Emergency_Procedures/MainCampus/>

Expectations for Student Writing

Candidates in the College of Education and College of Arts and Sciences are expected to use standard written English in all academic assignments and program assessments (e.g., Program Portfolio). Standards for candidate writing are made explicit in the Rubric for Writing Assessment. A copy of this instrument is available on the Department website.

Key Program Assessments

If a course contains a key program assessment, the following statement applies: Candidates must earn an acceptable rating or better on each of the key assessments in order to progress without interruption through their program. Regardless of the grade received in any course in which a key program assessment is embedded, candidates must meet an acceptable rating or better on these key assessments in order to be approved for graduation. In addition, candidates who require more than one revision to meet an acceptable rating will be required to repeat the class associated with that key assessment.

The following activities or assignments are key assessments for the Physical Education Program. Candidates who do not meet an acceptable rating on any of these key assessments will not be allowed to continue to progress through the program. However, the Department will do its best to support the candidate as needed to enable successful program completion.

1. Physical Education Content Test #144
2. Fitness & Sport Skill Assessment - PEMT 203 & 276
3. Individualized Educational Plan - PEMT 303
4. Student Teaching Evaluation - SCED 305P
5. Student Learning Project - SCED 305P
6. Dispositions - SCED 305P
7. Kinesiology Content Knowledge - PEMT 302

Program Contacts and Department Personnel

Department Contacts

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| --- | --- | --- |
| Department of HSPE (University Main Campus) | | |
| Jacqueline Olivera, *Office Manager* | J-Olivera@neiu.edu | (773) 442-5560 |

Program Advising Contact

|  |  |  |
| --- | --- | --- |
| Marianne Morrissey | m-morrissey1@neiu.edu | (773) 442-4159 |

Department Faculty and Instructors  
See the Department web page for the most current list of faculty and instructors.

Appendix



**Health Sciences and Physical Education**

Bachelor of Arts in K-12 Physical Education

**Physical Education Sequence - 135 hours**

This Plan of Action, which is based on the online course catalog, is provided to guide you in the planning of your progression for this major. This guide should not replace regular consultations with your program advisor. For specific recommendations of courses not identified please consult your program advisor.

*University Core Curriculum (21 credit hours)*

--See Page 22

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| --- | --- | --- | --- | --- |
| Plan of Action for B.A. in K-12 Physical Education | | | | |
|  | |  |  | |
| First Year | | | | |
|  | Term 1 | Course | Hours | |
|  |  | College Level Math | 3.5 |  |
|  |  | ENGL-101 Writing 1 | 3 |  |
|  |  | 3 Gen Ed courses | 9 |  |
|  |  | Total |  | 15-17 |
|  | Term 2 |  |  |  |
|  |  | ENGL 102 Writing II | 3 |  |
|  |  | 4 Gen Ed courses | 12 |  |
|  |  | Total |  | 15 |
| Second Year | |  |  |  |
|  | Term 1 |  |  |  |
|  |  | CMTC-101 or 202 Public Speaking | 3 |  |
|  |  | HLED-107 or 312 Health for Effective Living | 2-3 |  |
|  |  | 3 Gen Ed courses | 9 |  |
|  |  | Total |  | 16 |
|  | Term 2 |  |  |  |
|  |  | PEMT-151 Fundamentals of Rhythms | 3 |  |
|  |  | PEMT-201 Introduction to Principles and Methods in Physical Education | 3 |  |
|  |  | PEMT-206 Socio-Cultural Influences on Physical Activity | 3 |  |
|  |  | PEMT-305 Functional and Structural Human Anatomy | 4 |  |
|  |  | 1 Gen Ed | 3 |  |
|  |  | Total |  | 16 |
| Third Year | |  |  |  |
|  | Term 1 |  |  |  |
|  |  | PEMT-231 Individual Dual Sports | 3 |  |
|  |  | PEMT-307 Assessment in Physical Education | 3 |  |
|  |  | PEMT-309 Sport Exercise Psychology | 3 |  |
|  |  | EDFN-305 Philosophical and Historical Foundations of Public Education | 3 |  |
|  |  | EDFN-306 Education and Individual Differences | 3 |  |
|  |  | 1 Gen Ed | 3 |  |
|  |  | Total |  | 18 |
|  | Term 2 |  |  |  |
|  |  | PEMT-203 Fitness Education | 3 |  |
|  |  | PEMT-276 Team Sports | 3 |  |
|  |  | PEMT-302 Kinesiology | 3 |  |
|  |  | PEMT-343 Foundations of Physical Education for Elementary Schools | 3 |  |
|  |  | EDFN-307 Psychology of Instruction and Learning | 3 |  |
|  |  | BLBC-341 Methods of Teaching in Bilingual Classrooms | 3 |  |
|  |  | Total |  | 18 |
| Fourth Year | |  |  |  |
|  | Term 1 |  |  |  |
|  |  | PEMT-300 Adventure Education Programming | 3 |  |
|  |  | PEMT-303 Adapted Physical Education and Recreation | 3 |  |
|  |  | PEMT-306 Exercise Physiology | 3 |  |
|  |  | PEMT-308 Motor Skill Behavior | 3 |  |
|  |  | SCED 311 Writing Intensive Program: School Curriculum | 3 |  |
|  |  | LTCY-301 Teaching Literacy in Junior Senior High Schools | 3 |  |
|  |  | Total |  | 18 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Term 2 |  |  |  |
|  |  | PEMT-311 Introduction to the Theory and Methodology of Coaching | 3 |  |
|  |  | PEMT-341 Physical Education Curriculum Design | 3 |  |
|  |  | PEMT-344 Foundations of Physical Education for Secondary Middle Schools | 3 |  |
|  |  | Total |  | 9 |
| Fifth Year | |  |  |  |
|  | Term 1 | Secondary Student Teaching and Seminar in Physical Education | 9 |  |
|  |  | Total |  | 9 |
|  |  | Total Hours | 132-135 | |
|  |  |  |  |  |

Plan of University Core Curriculum Distributive Learning Requirements**:**

In addition to the University Core Curriculum Distributive Learning requirements, the Physical Education program requires the following:

Writing & Communication Skills – 9 hours

CMTC 101 OR 202 – Speech (3 hrs.)

ENGL 101 (3 hrs.)

ENGL 102 (3 hrs.)

Natural Sciences – 9 hours

Biology/Lab

Lab/Elective

Elective

HLED 107 – 3 hours



**Health Sciences and Physical Education**

Society of Health & Physical Educators (SHAPE) Standards

Standard 1. Content and Foundational Knowledge: Physical education candidates1 demonstrate an understanding of common and specialized content, and scientific and theoretical foundations for the delivery of an effective preK-12 physical education program.

Standard 2. Skillfulness and Health-Related Fitness2: Physical education candidates are physically literate individuals who can demonstrate skillful performance3 in physical education content areas and health-enhancing levels of fitness.

Standard 3. Planning and Implementation: Physical education candidates apply content and foundational knowledge to plan and implement developmentally appropriate learning experiences aligned with local, state and/or SHAPE America`s National Standards and Grade-Level Outcomes for K-12 Physical Education through the effective use of resources, accommodations and/or modifications, technology and metacognitive strategies to address the diverse needs of all students.

Standard 4. Instructional Delivery and Management: Physical education candidates engage students in meaningful learning experiences through effective use of pedagogical skills. They use communication, feedback, technology, and instructional and managerial skills to enhance student learning.

Standard 5. Assessment of Student Learning: Physical education candidates select and implement appropriate assessments to monitor students` progress and guide decision making related to instruction and learning.

Standard 6. Professional Responsibility: Physical education candidates demonstrate behaviors essential to becoming effective professionals. They exhibit professional ethics and culturally competent practices; seek opportunities for continued professional development; and demonstrate knowledge of promotion/advocacy strategies for physical education and expanded physical activity opportunities that support the development of physically literate individuals.