INSTRUCTOR’S HANDBOOK
PHYSICAL ACTIVITY AND WELLNESS PROGRAM (PAWP)

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School of Kinesiology
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INTRODUCTION

The Auburn University Physical Activity and Wellness Program (PAWP) has a rich tradition of service to students. The knowledge, interest, and skills acquired in our courses provide students with the basis for wise leisure choices and positive leisure pursuits. The social relationships established in the courses often lead to lifetime friendships. As students graduate and assume roles of community leadership, we want them to remember their physical education classes as some of their most rewarding and helpful experiences while at Auburn University. To accomplish these ideals, we must continue to strive for excellence.

GOALS

The goal of the Physical Activity and Wellness Program (PAWP) is to provide the opportunity for the students to develop and refine skills, knowledge, and interest in a variety of physical activities that will enhance health, happiness and the pursuit of positive leisure activities.

Specifically:

1. To provide quality instruction which will enhance the students’ attitude toward positive physical leisure pursuits and physical activity.

2. To offer a variety of activities that will appeal to and meet the individual needs of the total student population.

3. To provide activities which will encourage the development and maintenance of physical fitness and movement efficiency.

4. To provide students with information necessary to initiate, develop, monitor, and evaluate personal fitness programs.

5. To help students develop skills, knowledge, appreciation for a variety of sports and activities which can be utilized to acquire and maintain a healthy lifestyle.

6. To provide activities which will stimulate the social growth and development of the individual.

7. To provide activities which have carry-over value for a lifetime of positive leisure pursuits.
WORK RESPONSIBILITIES

Teaching Assignments

- Normal teaching loads consist of a 33% FTE allocation for Master’s students, equaling 6 hours of coursework per semester. Normal teaching loads consist of a 50% FTE allocation for doctoral students, equaling 6 hours of coursework and 17% research allocation. Master’s level students are only allowed to teach PHED courses or assist a faculty member with a professional course.
- Doctoral level students may be utilized to teach undergraduate professional courses. Regardless of the type of course, teaching loads will be based on the number of credit hours associated with the course.
- Combinations of teaching with other responsibilities are assigned to some GTAs. Reduced teaching loads will be compensated with other responsibilities assigned by the Director.
- Assignments are based on the abilities of GTAs as depicted by the Instructor Skill Assessment form and/or personal discussion with the Director.
- Class assignments cannot be finalized until after the late registration and schedule adjustment periods each semester.

Research Assignments

- Doctoral level students will also be compensated an additional 17% allocation for research and service to the School and the Lab they are housed. Failure to meet 17% output for research will result in a reduction in allocation to 33% teaching only.

Office Assignments/Hours

- Office hours must be posted on office doors at the beginning of each semester and included on course syllabi. A copy of office hours must be submitted to the Office staff (roberdo@auburn.edu). Appointment hours and how appointments can be secured at other times should be noted.
- Classes must meet at the designated meeting time and place. If for some reason (e.g., weather, the class is not meeting in the designated meeting place, the instructor of the course must communicate via e-mail with the students in the course (as well as Dr. Sheri Brock – brocksj@auburn.edu). Change of venue must also be approved and noted on the master schedule in KINE 201-C.
Research Projects

- The Director, PAWP Coordinator, the student’s major advisor, and the Institutional Review Board must approve (in writing) any research project planned that involves Physical Education classes for Use of Human Subjects. All students must complete the Collaborative Institutional Training Initiative (CITI) training before they can collect data on Auburn’s campus. See these links for more information: [http://www.auburn.edu/research/vpr/ohs/resources.htm](http://www.auburn.edu/research/vpr/ohs/resources.htm) and [http://www.auburn.edu/research/vpr/rcrtraining/training.htm](http://www.auburn.edu/research/vpr/rcrtraining/training.htm).
- A written proposal must be submitted for consideration and approval to the Director.
- Students do not have to participate in any research project to remain in a PHED class. This should always be clearly communicated to avoid unnecessary conflicts and potential litigation.

**OFFICE EQUIPMENT POLICY**

**Telephone.**

- Telephones are not provided in GTA offices.
- Messages taken by KINE staff for GTAs are put in mailboxes on the 3rd floor (administrative offices).
- GTAs are encouraged to keep the office staff informed of information needed in handling phone calls for them relative to special programs, events, committee meetings, conference absences, etc.

**Duplicating.**

The copier located in the Kinesiology office is for teaching-related materials and should be utilized on a limited basis. The KINE office staff will handle ALL duplicating requests. Specific departmental regulations regarding photocopying are as follows:

- GTAs are not allowed to make any personal copies. This applies to any courses GTAs themselves are taking, either within our school or in other departments. Any copying related to research should be approved by the student’s major professor and by the KINE Director.
- GTAs are encouraged to make ALL materials available on Canvas, rather than duplicating materials (e.g., exams, handouts).
• In physical activity courses specifically, any materials given to students other than syllabi and exams must either be made available on canvas, at local photocopying establishments for students to purchase them, or if they are to be photocopied on the departmental copier, prior approval must be obtained from Dr. Brock, PAWP Coordinator.
• Absolutely no photocopying by undergraduates is allowed.

INSTRUCTOR ABSENCES

• Occasionally, instructors will not be able to meet assigned classes due to professional meetings, clinics, etc. Always notify the PAWP Coordinator of upcoming events that will result in your absence. Please note: instructors are NOT allowed to cancel classes at midterm, end of term, or anytime during the semester as a result of poor time management or judgment (e.g., to complete own homework or course assignment, prepare for an examination, run in a road race, go on vacation, leave early for Spring break, go to lunch with friends, etc.).
• If in these cases when the instructor plans to be away from campus, he or she is REQUIRED to submit a formal notice of the days, courses, and plans for coverage of missed classes prior to the absences. Failure to comply with this requirement may be grounds for dismissal.
• Instructors should avoid missing classes during the last week of classes.
• In case of illness or personal emergency, the following procedures should be followed:
  o The instructor is responsible for making arrangements for a substitute. This should be clarified with the substitute instructor prior to the beginning of each semester. Notification of any such arrangement must be made to the PAWP Coordinator.
  o Should it be impossible to contact an appropriate substitute(s), the PAWP Coordinator must be notified. At that time, a class e-mail should be sent, as well as signs posted that class has been canceled, and an alternative assignment can be found via email, if applicable.
GTA TEACHING EVALUATION

- At least once during each semester, every GTA will participate in a formal teaching evaluation by either a KINE faculty member, the PAWP Coordinator, a peer GTA, or an approved school representative. Pending the outcomes of the evaluation, some students will be required to:
  - (1) attend to specific areas of their teaching, and
  - (2) have more frequent observations.
- GTAs will conduct self-evaluations with their students at the mid-semester mark in order to allow for feedback about their teaching. At least two classes are to be monitored. Forms and/or suggestions will be provided by the PAWP Coordinator.
- Additional teaching evaluations and assessments will be conducted as needed.
- Please note that all graduate assistantship appointments are 1-year appointments. Renewal of the assistantship is contingent upon continuing departmental support, satisfactory teaching, a high level of academic performance, performance as a graduate assistant, and satisfactory progress toward the degree (good academic standing with the Graduate School – 3.0 GPA or higher). Failure to meet any of the above will result in dismissal and/or non-renewal.
CLASS ADMINISTRATION

- Instructors must use the School of Kinesiology’s approved syllabi template for all PHED courses.
- As a representative of Auburn University and the School of Kinesiology, please use sound professional judgement when using social media outside of class.

Textbooks (Teaching Copies)

- Each instructor will receive access to an e-book version of the textbook that will be available in the Canvas site associated with the course.
- Students enrolled in your course will appear in Canvas automatically.
- It is mandatory that students access the Canvas site for your course during the first week of classes. If you have problems, notify Dr. Sheri Brock at brocksj@auburn.edu immediately so it can be fixed.
- Courses utilizing the e-book have a Syllabus Quiz, 5 Canvas Modules, and a Conceptual Core Module (not included in all courses) with pre-set due dates.
- Remind students to complete the Quiz and all Modules.
- Incorporate information from the e-book into your course. (i.e. what exercise did you like best from the list shown? How does frequency affect intensity?, etc.)
- Courses utilizing the e-book should include the following statement in syllabi:

Texts or Major Resources:

This PHED course will utilize an e-book version of the textbook that will be made available to you in the Canvas site associated with your course. Since you use an e-book in your class, there are a few important things to know up-front:

- DO NOT BUY OR ORDER A TEXTBOOK FOR THIS CLASS. It will be provided to you in Canvas.
- You will be charged $39.50 for the e-book by the AU Bookstore. The charge will be made to your AU e-bill on the 16th class day__________ and will appear as "Bookstore Charges" on the e-bill issued following that date.
- No charge will be made to your account if you drop the class before the 15th class day___________.
- You will be able to view the e-Book in Canvas, and will also be able to View it using the canvas mobile application.
- For billing questions/concerns, contact Rusty Weldon, Assistant Director of the AU Bookstore, weldora@auburn.edu.
Area Access/Facility Use (Keys)

- Keys for all teaching and/or supply areas will be distributed on an individual basis. Ms. Donna Roberts must be contacted for key and swipe access. The Director of the School gives approval for all access. Please note, keys should never be shared with anyone else. Also, all keys must be returned on demand and/or prior to leaving campus (university policy).
- All areas/facilities must be cleared of students and locked by the instructor prior to leaving a teaching area.
- Graduate teaching assistants in the Student Activities Center and James E. Martin Aquatics Center must ensure that all students follow the facility's rules and regulations.
- Access should be tested at the beginning of each semester before the first class day.

Supplies/Equipment

- Students are to furnish their own expendable supplies such as softballs, tennis balls, racquetballs, arrows, finger tabs, badminton birdies, etc.
- Students are also encouraged to purchase their own basic equipment such as tennis racquets, skin diving gear, racquetball racquets, etc., so they may continue the specific activities as lifetime leisure pursuits.
- The School of Kinesiology will provide some basic physical education equipment.
- Because of limited replacement and repair funds, as well as litigation concerns, school equipment and classroom/facility space cannot be borrowed or used by anyone except during supervised and scheduled class time. Please note, equipment/furniture should not be moved from any location (without permission of the Director).
- Please secure all needed equipment prior to the first day of classes.

Secretarial Service

It is required that syllabi and other class handouts be posted on Canvas.

- A work request form must be completed and attached to materials to be typed or copied for class use.
- Please refer to photocopying regulations for additional information regarding class handouts.
CLASS ROLLS

- Do not allow anyone to participate in your class unless they are officially on your class roll.
- Do not allow students to participate in classes while allowing them to remain officially enrolled in another section of the course.
- Instructors should take attendance every class period and clearly indicate student absences. For some classes taking attendance may be necessary at the beginning and end of class. Attendance records (including medical excuses) will be electronically submitted to brocksj@auburn.edu at the end of each semester.

SPECIAL REGISTRATION SITUATIONS

Late Registration

*SPECIAL NOTE: Students are responsible for adding and dropping themselves from classes during the first week of classes. GTAs and Contract Instructors SHOULD NOT tell students they can be added to any course. A GTA or Contract Instructor DOES NOT have the authority to approve adding or dropping courses.

Audit

- Students desiring to audit a class have last priority for a class seat. Therefore, students can be added to a class with openings on the first class day. Once added, they must contact the Graduate School or the Dean’s office to be changed to “Audit Status”.

S-U Grading (Satisfactory – Unsatisfactory)

- If a student desires to take a class on a Pass or Fail basis, follow procedures delineated in the Auburn University Bulletin.

Full-time Employees

- Full-time employees of Auburn University must follow the University policy for enrolling in courses.
REQUIRED SYLLABUS COMPONENTS AND FORMAT

1. Refer to the Auburn University Student Policy eHandbook for any University policies. The URL is www.auburn.edu/studentpolicies.

2. All syllabi should utilize the following Course Policy Statements:

8. Course Policy Statements:

A. Attendance:

**Physical Activity and Wellness Program Attendance Policy**

The material and experiences in this class are important and if you are not in class, you cannot take an active role as a student. Class attendance and appropriate participation is paramount to your success as a student. Participation is defined as, but not limited to, “fully engaging in the course content and activities at a level that is deemed appropriate by the instructor.” Failure to appropriately participate in the course content and activities will result in a deduction of points from a student’s overall course grade. Students arriving tardy to class will lose 1 point from their final grade per offense. Unexcused absences cannot be made up and will result in a 3 point deduction from the student’s final grade per absence. **Once a student has accrued five unexcused absences he/she will not be permitted to take the final examination and will receive a grade of FA (as stipulated by the Physical Activity and Wellness Program guidelines).** Moreover, students who accrue eight (8) absences (excused, unexcused and/or combination of each type) will not be permitted to take the final examination and will receive a grade of FA.

B. Excused Absences:

Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Excused absence documentation should be submitted to the Instructor within one week of the absence. Appropriate documentation for all excused absences is required. Please refer to the Auburn University Student Policy eHandbook www.auburn.edu/studentpolicies for more information on excused absences.
C. Make-Up Policy:
Arrangement to make up missed examinations due to properly authorized excused absences must be initiated by the student within one week from the end of the period of the excused absences. The format of the make-up exam will be as specified by the instructor. If the student fails to follow these instructions the excused absence in question will be calculated as an unexcused absence.

Course Contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum will be made to your syllabus and/or course assignments will replace the original material.

Inclement Weather: In case of inclement weather, check your Auburn email account for alternative class location and/or assignments.

9. Academic Honesty Policy:
All portions of the Auburn University student academic honesty code (Title XII) found in the Auburn University Student Policy eHandbook www.auburn.edu/studentpolicies will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

10. Disability Accommodations:
Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).
STUDENT HEALTH INFORMATION

- During the first or second class meeting, inform students they should let you know via email if they have a health condition. Please inform the PAWP coordinator if you have a student with a serious health condition (e.g., seizure disorder, asthma, diabetes, heart condition, etc.). Please remember to keep student health conditions confidential and do not discuss openly in class a student’s specific health condition.
- If a student acquires an injury during class time, please refer to the accident and emergency section of this document.

CHANGING / DRESSING ISSUES

Dress guidelines:

- Instructors should wear athletic gear or a collared shirt/khaki style dress. Dress professionally based on the demands of the course. *No jeans or sandals.*
- Students should wear appropriate attire based on the nature of the class and any established guidelines found at respective facilities. Athletic clothing and shoes are required.
- Full shirts (no cut-offs) should be worn in all classes (except swimming).
- Be sure that only those shoes appropriate for the facilities utilized are worn (Tennis/Coliseum/Student Act/Aquatics Center/Wellness Center).
- Only swimsuits are allowed in the swimming pool. No gym shorts, cut-short blue jeans, etc. Women should wear one-piece swimsuits.

GRADING

Gradebook:

- Instructors must maintain an electronic grade book. At the end of each grading period/term, all primary instructors are responsible for posting final grades via AU Access within the University deadline. Instructors must also submit the electronic grade book for each course. Save and title each grade book file as ‘Year_Semester_Year_PrefixandCourse#_Section#_CourseTitle_Instructorfullname’ (example: 2014_Fall_PHED1600_001_Stress Reduction_Rudisill) (All grades have to be submitted before the end of the grading term). The schedule for posting grades and the Instructions for entering grades are in AU Access.
Reporting grades:

- Instructors must complete a, GRADE REVISION FORM, on every student receiving an incomplete or deferred grade. (These can be found online).
- It is imperative that any grade changes are facilitated quickly. This will enable us to adequately clear incomplete and/or deferred grades that may be neglected by a student for several semesters. In the past, this has occurred and developed into a difficult situation when appropriate forms were not completed.
- Do not post your grades on your office doors or in any other venue and please instruct your students not to telephone the office to find out their final grades. Inform students they can check their grade on Canvas or the AU system.
- Final passing grades are A, superior; B, good; C, acceptable; D, passing; and S, satisfactory.
- Final failing grades are F, failure; FA, failure for excessive absences; U, unsatisfactory; and WF, officially dropped with permission of the student’s dean but failing at the time of withdrawal.
- A grade of F and additional penalties may be assigned for academic dishonesty. See the Student Academic Honesty Code section in the Auburn University Student Policy eHandbook. The URL is www.auburn.edu/studentpolicies for further information.
- A student may request an incomplete (IN) grade in a course, if at least 50% of the coursework has been completed and must provide adequate justification for approval. If agreed upon by the instructor and the student, an incomplete plan is created online (via workflow) with the assistance of the PAWP Coordinator. (Incomplete grades for PHED courses are discouraged and are rarely an option.)

Incomplete work:

- It is the student’s responsibility to meet with the instructor as soon as possible to make arrangements for clearing the IN.
- If the instructor is no longer on faculty at Auburn University, then the student should meet with the PAWP Coordinator.
- During this meeting, the instructor should set an appropriate deadline for clearance within the maximum six months allowed.
- It is the responsibility of the student to ensure that all work is completed within the designated time period and that the instructor submits a grade revision (via workflow). If not cleared within six months of the date the IN was awarded, regardless of the residence status of the student, the IN will become an F.
- These policies apply to all students in undergraduate and graduate courses.
SAFETY

- Every activity has certain inherent hazards.
- The instructor must do everything reasonable and prudent to identify, observe, and implement all safety precautions that will protect the students.
- Instructors are requested to announce in each class that all students participating in the Physical Activity and Wellness Program must have adequate accident and health insurance.
- Students should also be informed of the Auburn University sponsored accident and health plan for their convenience.
- Brochures explaining the specifics of the accident and health plan are available at the Auburn University Medical Center (844-4422/ www.auburn.edu/aumc).
- Additional suggestions that have surfaced due to student litigation include:
  - Fill out an accident report regardless of how minor an injury may appear to be.
  - Do not involve a student in any activity that is not a legitimate part of the class being taught.
  - Do not leave your class unattended. Students should not begin activities until you are present. When you leave the activity area, all students should leave the area.
  - The Director or the Coordinator of the Physical Activity and Wellness Program must approve substitute teachers.

ACCIDENTS AND EMERGENCY PROCEDURES

First aid supplies:

- First aid supplies are located in the following areas: Athletic Training Room, MC 1031.

Emergency telephone numbers:

- Fire 911
- EAMC Emergency room (334) 705-1150
- Facilities (utility or building emergency) (334) 844-4357
- AU Medical Clinic (334) 844-4422
- Radiological Safety (334) 844-4870

Updated: Fall 2015
Injuries

- NO GTA IS AUTHORIZED TO PROVIDE MEDICAL ATTENTION, TRANSPORT AN INJURED STUDENT, OR REQUEST ANOTHER STUDENT TO TRANSPORT AN INJURED STUDENT.

- Encourage students with any type of injury to have the injury checked at the Auburn University Medical Center.

- If deemed necessary, send an injured student immediately to the AU Medical Clinic. Have a student accompany the injured student; class should be dismissed if deemed advisable.

- Serious injuries requiring medical assistance on site should be handled as deemed necessary by the instructor (call necessary support/EMS).

- Secure basic information necessary to complete the ACCIDENT/INJURY/ILLNESS/INCIDENT REPORT in its entirety. File the report in the Kinesiology Main Office (KINE 201). Also, place an additional copy in the PAWP Coordinator’s mailbox. Notify the coordinator via email.

- Check on the student’s progress and inform appropriate officials.

- If a student reports that he/she was injured in class and the injury was not reported until after the fact, investigate the occurrence of the injury and complete the accident report form and note this in the documentation.

**SPECIFIC FACILITY SAFETY ISSUES/PROTOCOLS**

Swimming Pool Regulations

- No lap or free swimming between or during classes by people who are not enrolled in our classes (potential litigation and supervisory problems).

- No swimming between classes by class member unless authorized and supervised by the instructor.

- Do not leave class unattended.

- Do not start class without an AU lifeguard being present.

- Clear the pool of class members or incoming class members when you leave the pool area.

- Lap and/or free swim (available to faculty and students). Refer to Director of Aquatics and/or Swim Center staff.

Memorial Coliseum Weight Room

- Do not give access to unauthorized people (faculty & GTAs only).

Updated: Fall 2015
- Always supervise use of weight room. (Never leave students in the weight room unsupervised!)
- Clear the weight room and lock the doors when you leave the room.
- Put all plates on racks after use. Make this part of class procedures.
- Put dumbbells in pairs on racks after use. (Floor should be clear & bars unloaded after use).
- Put other free weights in appropriate racks or place.
- Report missing items and untidy conditions immediately to the PAWP Coordinator and KINE Director so we can report to Auburn University Police.

RECREATIONAL FACILITIES GENERAL RULES

- Proper shoes must be worn in all facilities. No street shoes or cleats allowed.
- No chewing gum or tobacco products allowed in any facility.
- Full shirts must be worn by all participants.
- Profanity will not be tolerated. Anyone using profanity will be asked to leave immediately.
- No excessive jewelry allowed.
- Students are not to remain in the facility after class unless they present their student ID to the Recreational Services student supervisor.
- Always secure your area when you leave. Report to PAWP Coordinator any time you find your area unlocked.
- Instructors cannot be responsible for personal items. Please encourage students to leave wallets, jewelry, etc. at home.
- Written requests for equipment setup and breakdown must be submitted to the PAWP Coordinator a minimum of 1 week prior to the first day of classes. Fax number is 844-3730.

COURTS (STACT 103)

- No dunking. Anyone dunking a basketball, attempting a dunk, hanging on the rim, etc. will be asked to leave immediately and will be subject to suspension from all recreational facilities and/or intramural activities.
- Do not allow students to set up or break down any equipment or adjust any net heights.
- Do not allow students to lean or hang on curtains.

ROOM 207 (STACT 207N)

- Please require all students to bring a towel.
• Do not allow students to lean or hang on curtains.
• Music must be at a level not to disturb class or meetings in Room 207.

TENNIS COURTS (TENIS CRTS)

• Please encourage students to pick up their trash especially the aluminum rings from the tennis ball cans and water bottles.
• Close gates when entering and exiting courts.
• No bicycles, skateboards, or pets allowed.

INTRAMURAL FIELDS (FIELDS 1-8)

• Please check with the PAWP Coordinator for the assigned fields for your class.
• If the red flag is flying at the fieldhouse, all fields are closed and off limits.
• No golfing is allowed.
• Please ask students to place all trash in containers located behind the back stops.

INCLEMENT WEATHER

• Instructors teaching outdoor activities should make it clear to the students where they will meet for class in case of rain or adverse weather.
• It would also be advisable to define "rain and/or adverse weather."
• The alternate indoor location will be indicated on your schedule or announced on Canvas prior to the first day of classes, or via email.

AUBURN UNIVERSITY SEVERE WEATHER ACTION PLAN

Auburn University has installed a weather monitoring radar system that can track approaching storms across the state of Alabama and beyond.

Auburn University maintains contact with local and state emergency management agencies as well as the National Weather Service.

Upon receipt of a severe weather watch or warning, tone alert radios in buildings on campus will be activated. The nature of the emergency will be given along with instructions on how to remain safe.

Upon receipt of a tornado warning, the outdoor warning sirens will be activated.

The Lee County Emergency Management Agency tests the outdoor tornado sirens every fourth Wednesday at noon.
DEFINITIONS

WATCH: Conditions are favorable for the development of severe weather in the Auburn area. Everyone should closely monitor the situation in case it gets worse.

WARNING: Severe weather has actually been observed, and there is an imminent threat to the Auburn area. Listen closely to instructions provided by weather radios/emergency officials.

THUNDERSTORMS

Frequently have high winds, cloud-to-ground lightning, heavy rain, and tornados.

LIGHTNING

Stay away from telephones, electrical appliances, and plumbing.

If you can hear thunder, you are close enough to the storm to be struck.

Go to a safe shelter immediately.

IN THE EVENT OF SEVERE WEATHER

If you receive an alert that there is a Tornado Warning, take shelter immediately in designated shelter locations. Shelter locations are clearly marked with white and green signs, and are identified on building diagrams in building-specific emergency plans.

If shelter is not available, move to the center and lowest point of your building.

Stay away from windows and doors to prevent injury from glass or other flying objects.

Cover your head with any heavy/bulky object to protect yourself.

Do not go outdoors to see the storm. Trained storm spotters will be monitoring the situation.

If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.

If flood water rises, do not attempt to wade or travel through the stream. Even small amounts of water can be very dangerous.

Report any injury/damage to the 911 dispatcher. Provide them as much information as possible to respond to the emergency.
Once the storm has cleared, notify Public Safety & Security/Emergency Management at (334) 844-8888 of any damages or injuries.

SAFETY AREAS
Please familiarize yourselves with the designated safety areas in the venues you are teaching prior to the beginning of classes so that you can direct your students to safe areas during severe weather.

CAMPUS EMERGENCY NOTIFICATIONS

The emergency notification systems on campus are in place to notify faculty, staff, and students of imminent and urgent situations that may affect the campus.

The following notification systems are in place:

AU ALERT: AU ALERT is an emergency notification system that notifies faculty, staff, and students of critical information and situations affecting campus through the use of text messages, voice messages to multiple phone numbers, email, and more. Sign up for AU ALERT at www.auburn.edu/aualert. This system makes immediate notifications across campus without delay.

TONE ALERT RADIOS: Tone alert radios have been placed in all regularly occupied buildings on campus. The radios broadcast a warning tone and then specific information such as severe weather warnings or other emergencies on campus.

OUTDOOR WARNING SIRENS: Outdoor warning sirens are in place around campus to alert people of severe weather. Once the sirens are activated, members of the campus community should seek shelter and tune to radios or television for updates and instructions. These sirens could also be used in the event of other emergencies. However, activation will still require seeking shelter from the outdoors.

NOAA WEATHER RADIOS: NOAA weather radios are located in some buildings on campus. The NOAA weather alert radios receive information directly from the National Weather Service. This information includes current weather and also any issued watches or warnings.

BUILDING FIRE ALARMS: Fire alarms are in place to notify building occupants of possible fire dangers in the building. If you hear the fire alarm, evacuate the building immediately.

Updated: Fall 2015