

KIN ACTV

Spring 2022 semester

Instructors' Orientational Meeting

November 30th, 2021

Tami Goetz, PhD, Director

Mateja Lončar, PhD, Assistant Director

KIN ACTV

The role of instructors

- Leader of the class (prepare and follow the program)
- Important that students have fun, but they need to learn something
- APPROPRIATE ATTIRE!
- The STRUCTURE OF THE CLASS!
- Attendance

We are teaching students FOR THE FUTURE, not for today.

- EMAILS: read them, because there is info that YOU need.

Instructor's duties

- a. Lesson preparation and syllabus sent in 2 weeks after this letter is signed
- b. Equipment inspection
- c. Class attendance records
- d. Risk liability records
- e. Skill / Knowledge evaluation
- f. Student grade reporting
- g. Incident / Accident reporting
- h. Consistent student interaction / communication
- i. Attend to pre and post semester meeting
- j. Promoting the program



Enrollment rules for the class

- During the **first week of classes**, students can still enroll themselves into KIN_ACTIV classes if classes are not full, and for the enrollment, they don't need a permission.
- For the **second week**, they need instructor's permission ([enrollment exchange form](#)), which they need to bring in KIN_ACTIV office and they will be enrolled.
- During the **third week of classes**, students can't enroll in the KIN_ACTIV classes anymore. That is why we offer half semester classes.
- THEY MUST sign a **liability waiver** and let them do it the first day. It shouldn't take more than 5 minutes of your class time.

Washington State University ENROLLMENT CHANGE FORM	
Please complete all sections below and PRINT clearly.	
NAME (Last)	(First) (MI)
ID NUMBER	PHONE
EMAIL ADDRESS	
STUDENT SIGNATURE	DATE

Instructions

Students: Return this form with appropriate signatures to the academic department offering the course. For example, if you are requesting to add COM 101, contact the Communication Department. (A list of department locations is available at www.schedules.wsu.edu) **The department will process your enrollment change by enrolling you or give you permission to enroll in the course.**

Departments: For the following students, this form must be used to process enrollment changes and submitted as described below:

- **Auditing Students.** ONLY students approved for auditing courses need to bring this form to the Registrar's Office, French Administration, Room 346. Charges may apply.
- **Pass/Fail Students.** ONLY students approved for Pass/Fail courses (excluding UCOREs) need to bring this form to the Registrar's Office, French Administration, Room 346.

Please process all other student enrollment changes. Thank you!

See the academic calendar at registrar.wsu.edu for all enrollment deadlines.

REGISTRAR USE ONLY
Processor's initials: Checked by: <div style="text-align: center; margin-top: 20px;">Date Stamp</div>

ENROLLMENT REQUESTS			Pullman Campus		
Year: 20____			Term: ____Fall ____Spring ____Summer		
Course Subject/ Course No.	Sec. No. (e.g., 01)	Class SLN (e.g., 4355)	Course Subject/ Course No.	Sec. No. (e.g., 01)	Class SLN (e.g., 4355)
Actions—Please check all appropriate boxes and obtain all appropriate signatures.			Actions—Please check all appropriate boxes and obtain all appropriate signatures.		
Instructor Signature Needed to: <input type="checkbox"/> Add after the 5th day (Variable Cr# ____) <input type="checkbox"/> Add with time conflict (Instructor of the class you wish to add) <input type="checkbox"/> Change Credit from ____ to ____ <input type="checkbox"/> Add as Audit (Variable Cr# ____) <input type="checkbox"/> Change Audit to Credit <input type="checkbox"/> Change Credit to Audit <input type="checkbox"/> Change from section ____ to section ____ Instructor Signature: X: _____ Date Signed: _____			Instructor Signature Needed to: <input type="checkbox"/> Add after the 5th day (Variable Cr# ____) <input type="checkbox"/> Add with time conflict (Instructor of the class you wish to add) <input type="checkbox"/> Change Credit from ____ to ____ <input type="checkbox"/> Add as Audit (Variable Cr# ____) <input type="checkbox"/> Change Audit to Credit <input type="checkbox"/> Change Credit to Audit <input type="checkbox"/> Change from section ____ to section ____ Instructor Signature: X: _____ Date Signed: _____		
Department Signature Needed to: <input type="checkbox"/> Add, if class is full (Variable Cr# ____) Department Signature : X: _____ Date Signed: _____			Department Signature Needed to: <input type="checkbox"/> Add, if class is full (Variable Cr# ____) Department Signature : X: _____ Date Signed: _____		
Advisor Signature Needed to: <input type="checkbox"/> Add as Pass/Fail (excluding UCORE) <input type="checkbox"/> Change Letter Graded to Pass/ Fail (excluding UCORE) <input type="checkbox"/> Credits exceed 22 hours Advisor Signature: X: _____ Date Signed: _____			Advisor Signature Needed to: <input type="checkbox"/> Add as Pass/Fail (excluding UCORE) <input type="checkbox"/> Change Letter Graded to Pass/ Fail (excluding UCORE) <input type="checkbox"/> Credits exceed 22 hours Advisor Signature: X: _____ Date Signed: _____		
Other <input type="checkbox"/> Change Pass/Fail to Letter Graded			Other <input type="checkbox"/> Change Pass/Fail to Letter Graded		

Attendance, participation

We expect you to be prepared for your classes.

The frame for your class is in the syllabus, you created.

Make sure you will take the ATTENDANCE every time you are there. You should take the attendance at the beginning and at the end of your class.

IMPORTANT: In every case, students CAN NOT participate in the class if they are not officially enrolled.

A background image of a gym with students working out. The gym has a red and grey floor, white walls with a red stripe, and various exercise machines. Several students are visible: some are standing near a mirror on the left, others are sitting on machines in the center, and one is lifting a barbell on the right. A clock is visible on the wall in the upper right corner.

Syllabus, grading

- Syllabus template

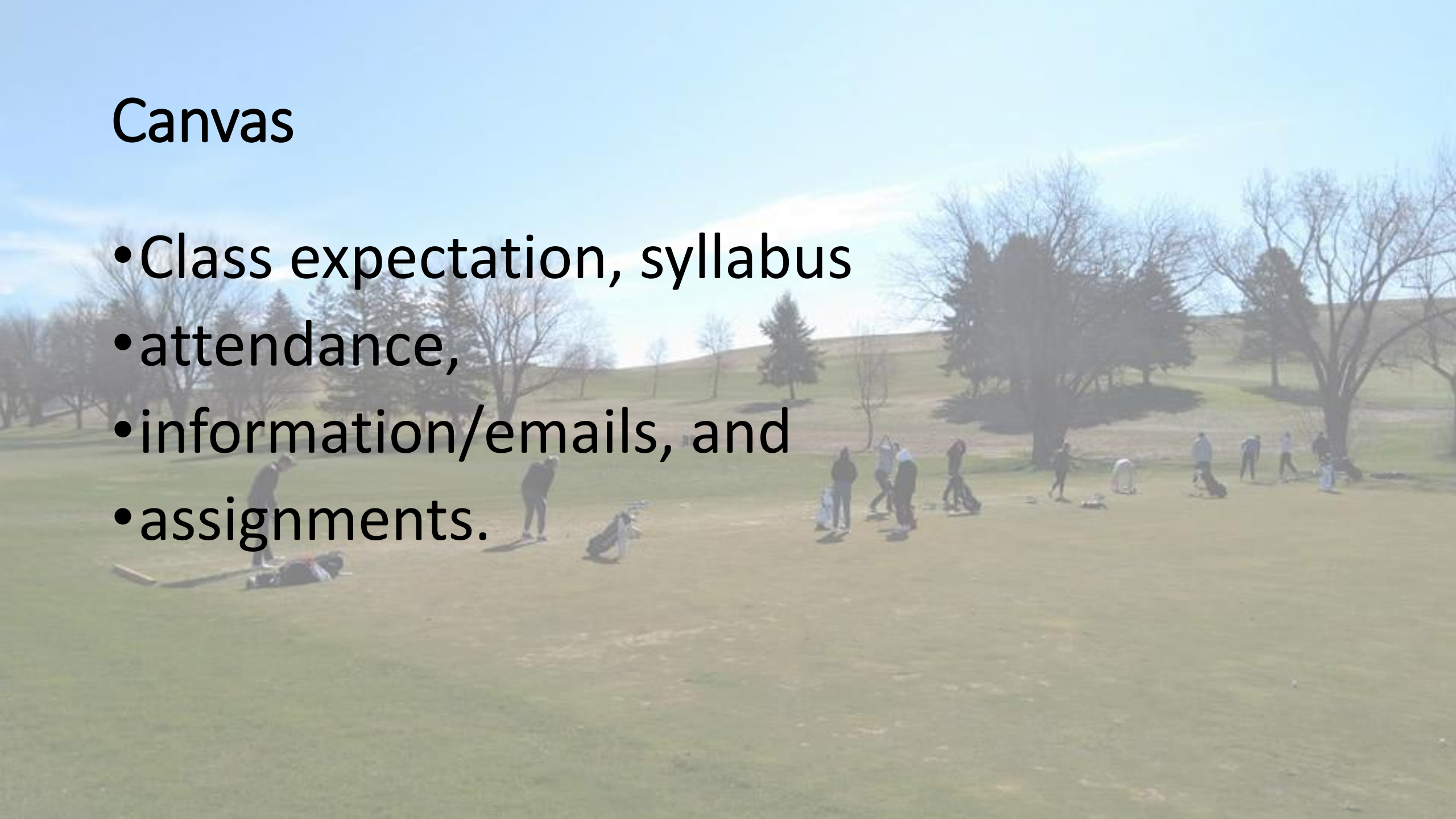
- GRADING

- S, F

- Midterm and final (both on CANVAS and My WSU)

Canvas

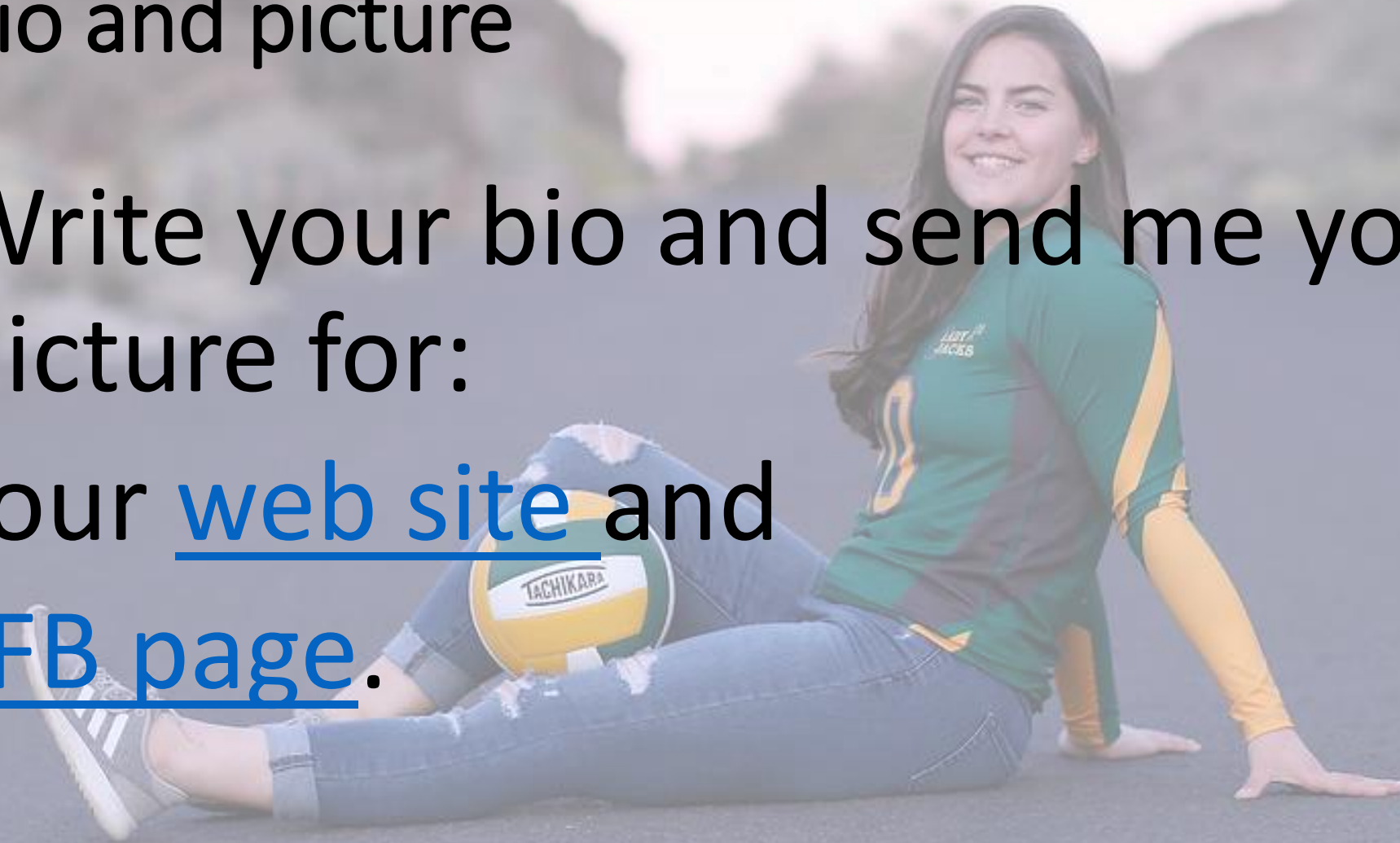
- Class expectation, syllabus
- attendance,
- information/emails, and
- assignments.



Bio and picture

Write your bio and send me your picture for:

- our [web site](#) and
- [FB page](#).



Workday

- Enter your hours
- If you miss the deadline, do not worry if Workday is closed
- **Extra paid hours:**
 - 2 hours (one for pre and one for post semester meeting)
 - 1 hour for syllabus preparation
 - 2 hours for grading (one for midterms and one for finals)

CANCELING CLASSES

If you must cancel class, first talk to me (or another instructor), and I will try to find another instructor or prepare instructions and I will go to supervise it.

If this won't work, make sure you will send an email to ALL the students through Canvas platform.

Rules for the classes

- Phone usage
- Class time
- Rules (including appropriate attire)
- Equipment
- Facebook page and website



Incidental reporting

- If something happens in your class and student is injured, you must fill out the report and let me know.
- Liability waiver

Manual

- <https://education.wsu.edu/undergradprograms/kinesiology/kinactv/>

A photograph of a classroom from the back of the room. Several students are seated at wooden desks, and many of them have their hands raised in the air, indicating they want to ask a question or answer. In the background, a male teacher stands near a whiteboard, looking towards the students. The room is brightly lit, likely by natural light from a window on the left. The text "ANY QUESTIONS?" is overlaid in large, bold, black capital letters in the center of the image.

**ANY
QUESTIONS?**