Instructors’ Orientational Meeting

November 30th, 2021
Tami Goetz, PhD, Director
Mateja Lončar, PhD, Assistant Director
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_ACTV 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_ACTV office and they will be enrolled.

• During the **third week of classes**, students can’t enroll in the KIN_ACTV 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

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### 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](http://www.schedules.wsu.edu)) The department will process your enrollment change by enrolling you or giving 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. Changes 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.*

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### ENROLLMENT REQUESTS

<table>
<thead>
<tr>
<th>Year: 20</th>
<th>Term: Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject/ Course No.</td>
<td>Sec. No.</td>
<td>Class SLN (e.g., 4355)</td>
<td>Course Subject/ Course No.</td>
</tr>
<tr>
<td><strong>Actions</strong>—Please check all appropriate boxes and obtain all appropriate signatures.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Signature Needed to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Add after the 5th day (Variable Crit.)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>☐ Add with time conflict (Instructor of the class you wish to add)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>☐ Change Credit from ___ to ___</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Add as Audit (Variable Crit.)</td>
<td></td>
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<tr>
<td>☐ Change Audit to Credit</td>
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<td>☐ Change Credit to Audit</td>
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<tr>
<td>☐ Change from section ___ to ___</td>
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</tr>
<tr>
<td>Instructor Signature:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>X: Date Signed: ________________</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| Department Signature Needed to: |
| ☐ Add, if class is full (Variable Crit.) |
| Department Signature: |
| X: Date Signed: ________________ |

| Advisor Signature Needed to: |
| ☐ Add as Pass/Fail (excluding UCORE) |
| ☐ Change Letter Graded to Pass/ Fail (excluding UCORE) |
| ☐ Credits exceed 22 hours |
| Advisor Signature: |
| X: Date Signed: ________________ |

| Other |
| ☐ Change Pass/Fail to Letter Graded |

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### Registrar Use Only

Processor’s initials: Checked by: Date Stamp
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.
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/
ANY QUESTIONS?