



KIN ACTV

SPRING 2023 semester

Instructors' Orientational Meeting

November 29th, 2022

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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
- b. Equipment inspection (we miss some basketball balls, end mats). PLEASE, close and lock the storage room!
- 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 presemester 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 (OR YOU) need to bring in KIN_ACTV office and they will be enrolled.
- If you send me an email, I will consider that you agree to enroll student in your class.
- If you still have open spots, I will enroll students without your permission, if it is above the offered number, I will ask for your permission.
- 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

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		

Washington State University
College of Education
Kinesiology Activity Program

ENROLLMENT EXCHANGE FORM

Student's NAME (Last, First, MI) _____

ID Number _____

Phone _____

Email Address _____

Student signature _____

Date: _____

Instructions:

Students: Return this form with appropriate signatures to the KIN ACTV department (**office in Physical Education Building - PEB 48**).

The department will process your enrollment change by enrolling you with the permission of the instructor, who teaches the required course.

ENROLLMENT REQUEST

Pullman Campus

Year: 20____ Term: ____Fall ____Spring ____Summer

Class that you **are currently enrolled:** KIN ACTV _____

Class that you **would like to enroll:** KIN ACTV _____

Instructor's signature/permission: _____

Attendance is mandatory. Three absences for full semester class are allowed per semester; any absences beyond 3 will require attendance in a make-up class. Six or more absences will result in a failing grade. Two absences for half semester class are allowed per semester; any absences beyond 2 will require attendance in a make-up class. Four or more absences will result in a failing grade.

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.

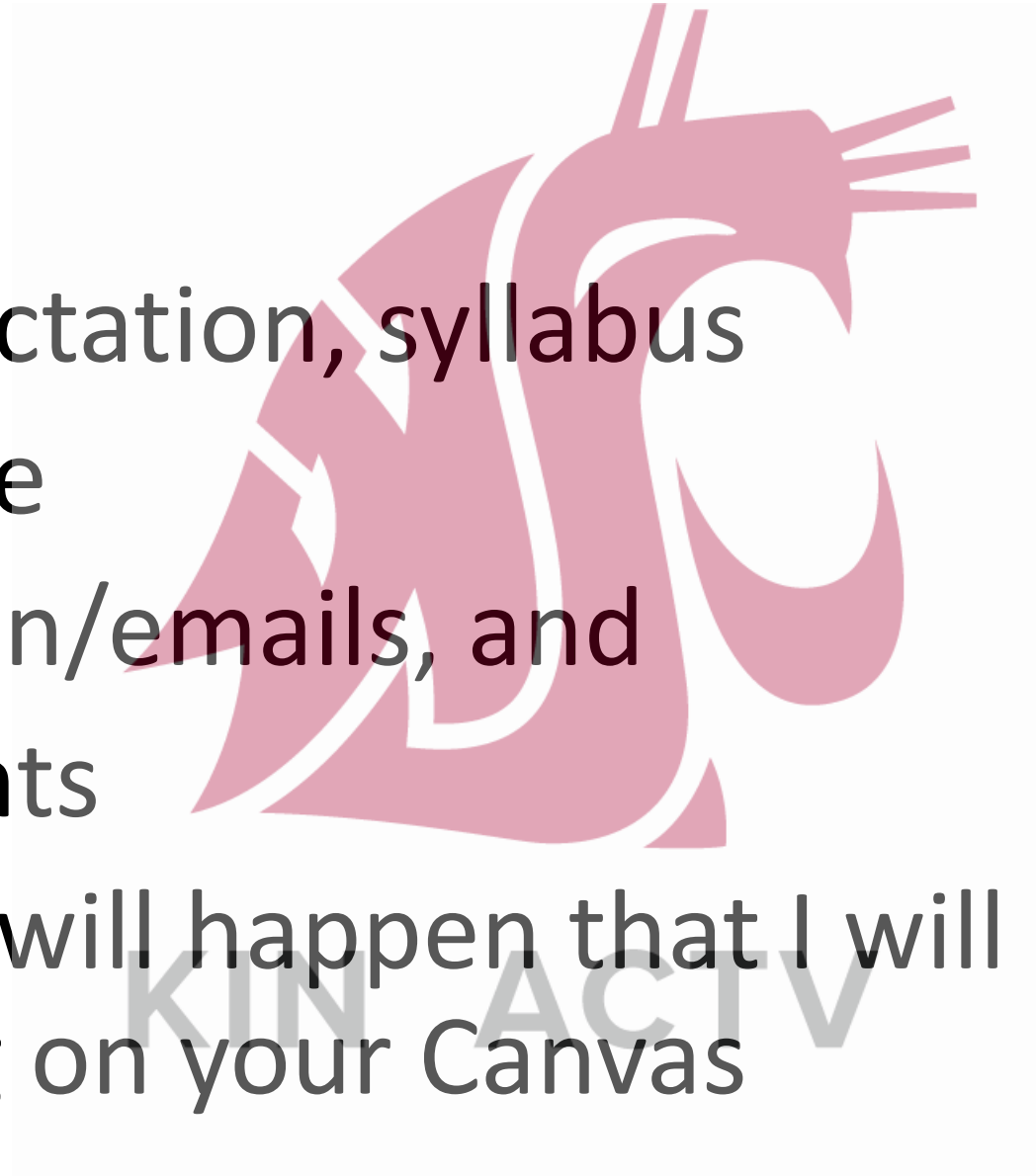
Syllabus, grading

- Syllabus template (VERY IMPORTANT to use the template I send you)
- GRADING
- S, F
- Midterm and final (both on CANVAS and My WSU)

KIN ACTV

Canvas

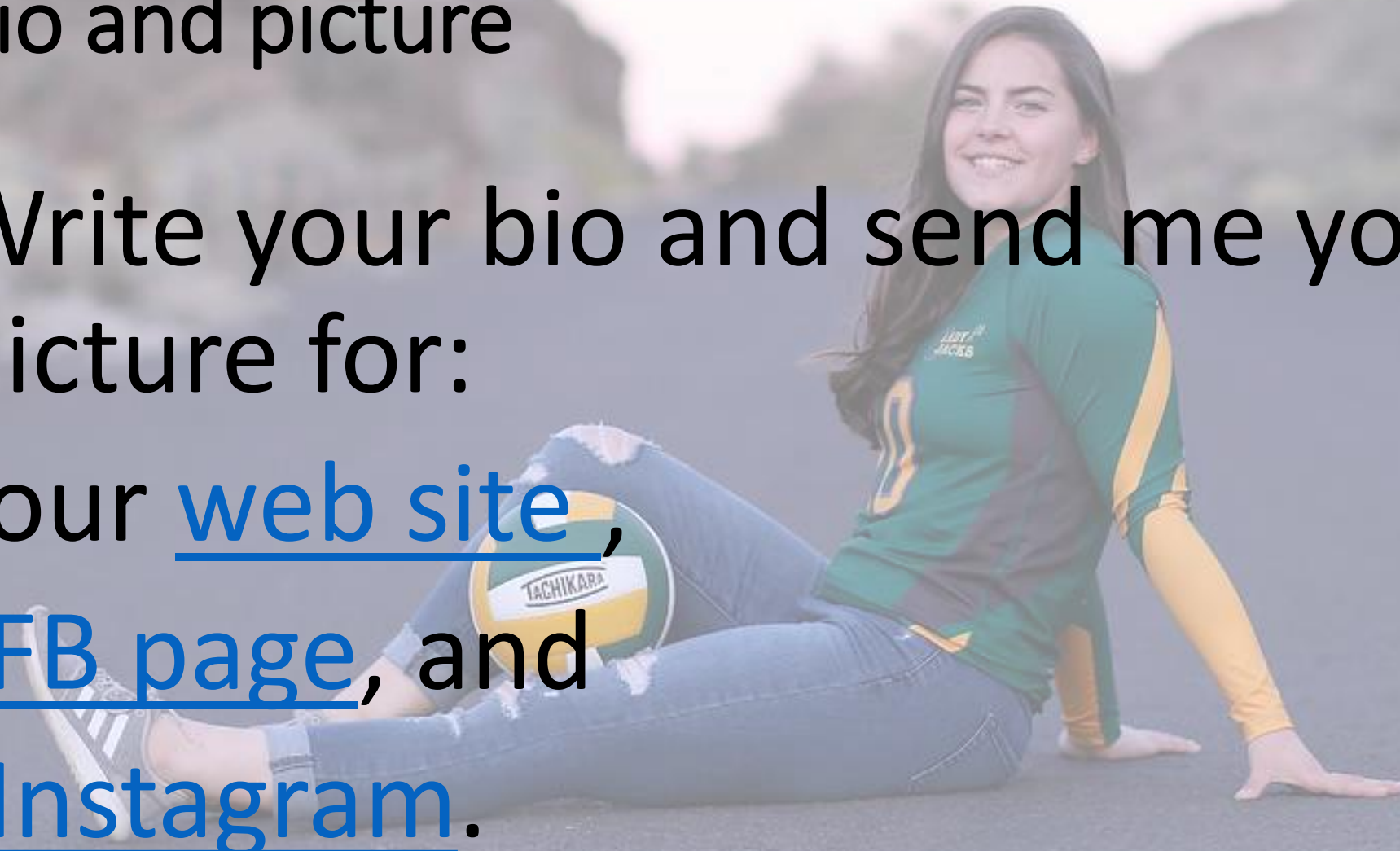
- Class expectation, syllabus
- Attendance
- Information/emails, and
- Assignments
- It can and will happen that I will publish something on your Canvas



Bio and picture

Write your bio and send me your picture for:

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



Workday

- Enter your hours
- If you miss the deadline, do not worry if Workday is closed

Extra paid hours:

- 1 hour for pre semester meeting
- 1 hour for syllabus preparation
- 2 hours for grading (one for midterms and one for finals)

KIN ACTV

CANCELING CLASSES

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

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



KIN ACTV

EQUIPMENT

- STORAGE ROOM

We have some nice equipment in the storage room, and we are trying to update it. SO, PLEASE CLOSE AND LOCK THE DOOR of the storage room after you are done there!

- CHECK OUT

Fencing, judo, boxing will check out the equipment for the whole semester. Students will fill out the check out form.

- NEW EQUIPMENT

Now we pretty much have what we need, but if there is something that you really need, please, let me know. I will do my best to get it.

- SPEAKERS

We bought small speakers, and you can borrow those. They will be in the storage room in the special box with the padlock. Only you will know the combination. They will be there until one is missing. Then they will be in my office.

- LOCKERS

Students can check out lockers.



KIN ACTV

SAFETY & Incidental reporting

- The first day **YOU MUST EMPHASIZE:**
 - **If something happens in the class, IT MUST BE REPORTED DURING or IMMEDIATELY AFTER the class** (it is in your syllabus);
 - **If students are sited out IT WON'T impact their grade;**
 - Students will find the waiver **HERE** and they must sign it (they can do this on their phone) and submit it on Canvas;
 - If they are told (if you told them) to stay out, **THEY MUST STAY OUT**, but stay in the class. Nothing else is not an option.
- If something happens in your class and student is injured, you must fill out the report, [online report](#), and you **MUST** tell me.
- **Liability waiver: STUDENTS CAN NOT PARTICIPATE IN THE CLASS** without signing this form.

Manual and other information

- <https://education.wsu.edu/undergradprograms/kinesiology/kinactv/>
- EVERYTHING YOU NEED, YOU CAN FIND IN THIS DOCUMENT (also step by step instructions with print screens).
- Lockers for students (they can get the number for the locker in my office)
- Combinations for instructors (golf, PEB 140)
- Keys and card (MUST have a card with a chip 3 years or younger)
- Computers password
- CPR/first aid (will let you know when it happens)

TIPS

- What is the biggest issue you struggled when you first teach your class?
- Is there any tip you want to share with new instructors?



KIN ACTV

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 high 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 with natural light from large windows on the left. The text "ANY QUESTIONS?" is overlaid in large, bold, black capital letters in the center of the image.

**ANY
QUESTIONS?**



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