

Washington State University
Kinesiology Activity Program
(KIN ACTV)
Instructor Manual

Introduction

Thank you for becoming involved with teaching courses offered by the Kinesiology Activity Program at Washington State University. This program provides students with a variety of activity experiences to complement their undergraduate studies. To offer high caliber instruction is fundamental in this pursuit. This manual is designed to introduce the purpose of the KIN ACTV program and highlight key aspects for instructors teaching KIN ACTV classes. The program offers many different activities every semester, and there are some common rules to guide instruction, course management, and useful links for resources.

Mission and Goals

The program's mission is to offer a variety of activity classes that are inclusive of all Washington State University students regardless of background or ability. The program's goals are to promote overall wellness, to foster lifelong engagement in physical activity, to encourage social interaction and team building, to develop leadership skills and improve resilience, and to contribute to the health and sustainability of our local community and beyond.

Preparing for the class

The role of the instructors: dress code, attitude, education, role model

The role of every instructor is to create a positive environment for the students, give them positive feedback, and promote learning new skills and improving upon them. We expect for every instructor to have proper dress for the activity they teach. The instructor needs to be a role model. The instructor will enforce the same dress code for all the students in the class. Proper attire should be discussed on the first day of class. Every instructor should teach and support students practicing the fundamentals of the activity. Students should have fun, but part of having fun is also progress and learning, because without possessing certain skills it is hard to have fun.

The expectation for the students: dress code, attitude

As we mentioned before, students should have proper clothing and proper attitude. This means, for example, that for indoor sports they must have clean athletic shoes. There are two purposes of this: One is cleanliness and the second is safety. After we leave the gym, it must be clean. If they have the same shoes for indoor and outdoor, the dust from outdoor will stay on the shoes and they will have slippery shoes. They will “share” the dust with the others. All the sudden the floor will be slippery and not safe anymore.

How to organize the class?

Each of you have your own approach to the class you teach. However, there are some basic rules that apply to every activity class:

Structure of the class

Every class has three basic parts: warm-up, workout, and cool-down. **Warm-up:** A warm-up prepares the body for more intense exercise by slowly increasing heart rate and blood flow. One of the most common approaches is to start preparing the body for a workout with a walk or slow jog followed by dynamic stretching of the upper and lower body. For the **main part** of the class, select exercises that are suitable for the ability level of all students in your class. Focus on safety by demonstrating proper technique and progressing your students' abilities in a slow and deliberate manner. **Cool-down:** A proper cool down allows for a slow and steady decrease in heart rate and blood flow. One common approach is a reduction in activity intensity followed by additional dynamic and/or static stretching. Plan for a 5 to 10-minute warm-up and cool-down period for each class.

Class size

Class sizes vary from 15-30 students. You will have to be organized to manage your classes and help them get the most out of their class experience.

Styles and methods of teaching

There are a variety of ways to provide information to your students. Here is one example: Explain and then demonstrate the exercises you would like your class to perform. Most students are likely beginners, so focus on purpose, safety, and proper technique.

Motivation

Motivation and encouragement are important. Students need to understand that even if they are not very athletic, they can and will improve. The goal should be for every student to stay connected to physical activity even after they are done with the class.

Safety

Safety is the number one priority. You need to provide a safe environment, and you need to structure your classes in a way that will minimize accidents and injury. Please have all students read and sign the class risk assumption form. This is important. Students cannot participate in class until they have filled out and signed the waiver form.

Enrollment rules for the classes

During the first week of full semester classes, students can enroll themselves without permission into KIN ACTV classes if the classes are not full. During the second week of classes, they will need instructor/departments permission to enroll. During the third week of classes, students can no longer enroll in KIN ACTV classes. In every case, students cannot participate in the class if they are not officially enrolled and have not completed the risk assumption form.

Attendance, absence, and participation policy

Attendance and participation for full semester classes

Attendance is mandatory. Three absences are allowed per semester; any absences beyond three will require attendance in a make-up class. Six or more absences will automatically result in a failing grade.

Attendance and participation for half semester classes or classes that meet only once per week

Attendance is mandatory. Two absences are allowed per semester; any absences beyond two will require attendance in a make-up class. Four absences will automatically result in a failing grade.

Absences

Students should make all reasonable efforts to attend all class meetings. However, in the event a student is unable to attend a class, it is the responsibility of the student to inform the instructor as soon as possible, explain the reason for the absence (and provide documentation, if appropriate), and make up class work missed within a reasonable amount of time, if allowed. Excused absences are:

1. University Sponsored
2. Military Service Members.
3. Flexible Attendance as an Access Accommodation.
4. Reasonable Religious Accommodation.
5. Adverse Weather Conditions.
6. Sickness/illness
7. Emergency situations

Students must sometimes miss class meetings, examinations, or other academic obligations affecting their grades due to extenuating circumstances. **It is the responsibility of the student to provide a written explanation for the absence to the instructor as soon as it is reasonable to do so.** When possible, students should provide appropriate documentation for their absence, but instructors cannot require written excuses from health care professionals.

Cancelling classes

As a rule, avoid cancelling classes. Semesters are short and we have carefully considered and chosen the material we include in classes.

If your absence is unavoidable, please adopt any of the following strategies to assure course content is delivered and learning outcomes are reached:

- Pre-record a lecture that students can watch instead of attending the class session.
- Connect into the classroom via Skype, Zoom or other videoconferencing technology.
- Ask a colleague or a coordinator to substitute.
- Assign a reading or video clip and create an assignment to ensure students complete the required task.

When cancelling class, be sure to inform students of the cancellation by at least one way:

- Publishing a note on the classroom door (if you can),
- If you know in advance, tell them at the previous class,
- Publishing a note on Canvas **and** send them an email,
- Notifying the program coordinator.

Rest periods and hours worked

Rest Periods

Overtime-eligible employees, such as non-student temporary hourly, student temporary hourly, and graduate students, are eligible for a 10-minute rest period for every four hours worked. Rest periods may be taken as one 10-minute period or intermittently throughout the four-hour period. Employees may not waive rest periods or combine rest periods at the end of a shift. If you are unable to take your full 10-minute rest period, please work with your supervisor to determine appropriate relief times. Furthermore, some instructors teach classes back-to-back with a 10-minute break in-between each class. The expectation is not for you to work the 10-minute breaks in-between your classes and the 10-minute breaks may count towards your 10-minute rest period.

Hours Worked

All hours worked must be pre-approved by your supervisor and you should not be working outside your pre-approved schedule. Occasionally, there may be times when you work additional hours due to student interactions or needing extra time to set-up or tear down a class. Please communicate all schedule issues with your supervisor to determine the best next steps. If you are continually working outside of your pre-approved schedule due to an appropriate reason, please communicate with your supervisor to obtain approvals or to discuss if working these additional hours should be continued and/or incorporated into your schedule.

If your classes are scheduled back-to-back with a break in-between each class, time between classes should not be counted as time worked unless you are actively engaged in work. Working the breaks in-between your classes is not expected from you; however, please work with your supervisor should there be a need to.

This memo is intended to provide clarification and expectations moving forward regarding rest periods and hours worked. Please contact your supervisor should you have any questions.

Email etiquette

Please, observe appropriate email etiquette. Begin messages with a salutation and be sure to sign messages before sending them. This includes announcements posted on Canvas and emailed to students (often simultaneously). Students learn a lot through modeling behavior.

Incident (injury) report

https://ihr.hrs.wsu.edu/forms/incident_report.aspx

Injuries can and will happen in KIN ACTV classes. Every student is responsible for informing the instructor if they have had or do have any adverse health problems. Every instructor is responsible for considering any health problems or limitations their students have and should modify exercises so that they can participate fully in class. Students' pass/fail status cannot be impacted by students choosing not to participate in activities if they do not feel comfortable. If an injury occurs during class time, it must be reported to the instructor during or immediately after the class and the instructor must report the injury to the KIN ACTV Director. The KIN ACTV Director must fill out the appropriate paperwork with the department and the university. If the injury is not reported when it happens (or immediately after the class), the KIN ACTV program cannot be held responsible for the injury.

Syllabus

Syllabus guidelines

<https://ucore.wsu.edu/creating-a-welcoming-syllabus/>

[Course Syllabus](#) | [WSU System](#) | [Washington State University](#)

Basic information

You will get the syllabus template. The yellow-colored text can be changed according to what your needs in the class are. After you are done editing, remove the yellow color. If you need to add something, feel free to add it. Using the template is required so that it eases the process of checking all syllabus. We added all the necessary parts of the syllabus, so you do not need to think about policies and other parts of the syllabus more than what is important for your class; however, you must understand and adhere to all university policies. The most important parts that need to be well defined:

Course description

Describe what students will learn in this class and what equipment they will need.

Student Learning Outcomes

Student learning outcomes should describe what students will learn or be able to do by the end of the course. It is recommended that you align your student learning outcomes with the goals of the KIN ACTV program.

For example, a student learning outcome for an aerobic dance class might be: Through classroom participation, students can describe health-related fitness components such as cardiorespiratory endurance, flexibility, and body composition.

Grading: How and when

In your syllabus schedule outline when grading will take place. There is typically a skills/knowledge assessment at midterms and finals. Additionally, some classes have a final reflection statement assignment. Define how many points each assignment will be worth. Students must achieve at least 70% of assessment points and 70% of attendance points to pass the class.

Define making up missed class or assessment policy.

The class make up policy is very important, because it is part of the grade. Therefore, make sure it is clearly defined. Policies should state how a student can make up a missed class (in person make-up, assignments, quizzes, videos, etc.). Just make sure to adopt the same policies for all your students.

Expectation and Goals

If there are other expectations and goals in your class, feel free to add them.

Course Schedule

For every week add a day and date (for example: Week 1, Mon 1/11/2021, Wed 1/13/2021) and a brief description for the class.

Grading

We would like you to define your grading system as best as you can in the syllabus. Exceptions are necessary sometimes, but make sure that an exception does not become a rule. If you made an exception, make sure, you have good explanation.

Assignments should be graded, and scores/grades submitted in a timely fashion (as a rule, within a week after their due date). *For final grades it is expected to be submitted in the dead or make up week.*

Do not rely exclusively on Canvas to keep track of students' grades. Canvas can malfunction or may be confusing. Also, past course spaces and, by extension, their gradebooks become unavailable after a while. You may want to access old students' grades when writing recommendations for them.

Midterm grades

The university encourages instructors teaching undergraduate courses in fall or spring semesters to submit midterm grades. These are typically due by 5pm on the Wednesday of the eighth week of fall and spring 16-week semesters (per Academic Regulation 88). Academic coordinators use midterm grade data submitted via myWSU to encourage academically deficient students to meet with them and inform them of the academic resources and assistance available.

Preparing for The Semester

Academic Calendar

Check calendar for enrollment deadlines, midterm, and final grade submission due dates. To check the calendar, select the appropriate semester and year.

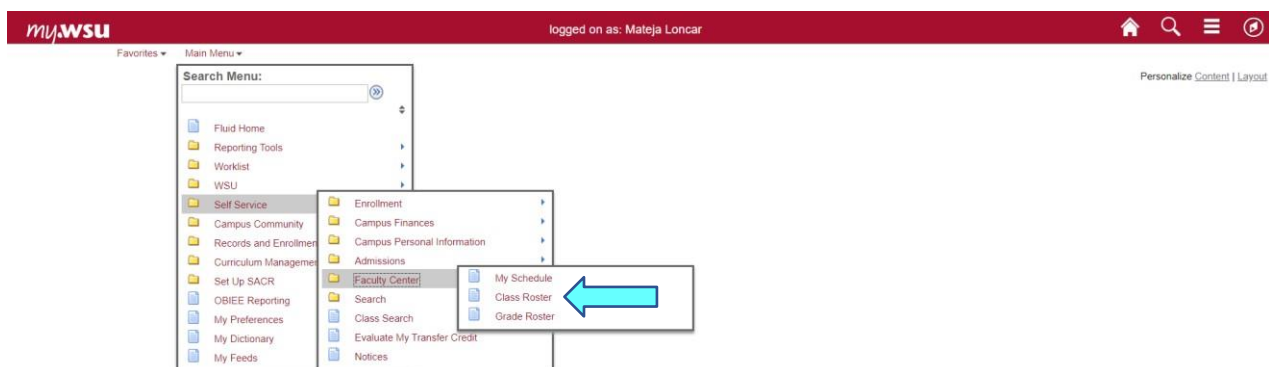
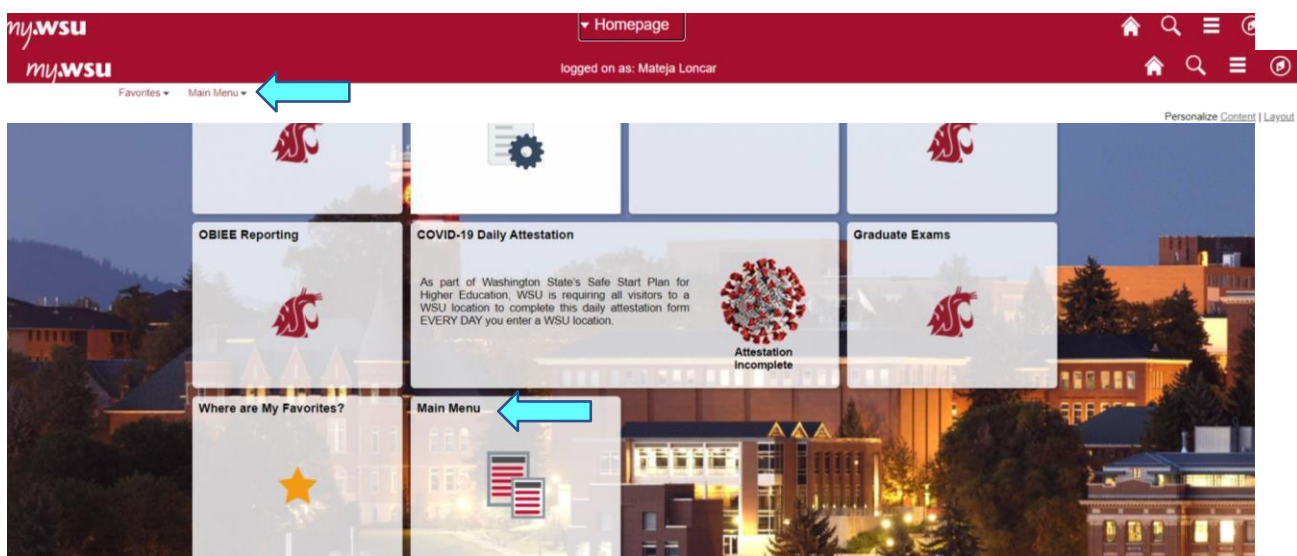
Academic Calendar <https://registrar.wsu.edu/academic-calendar/>.

MyWSU Account

MyWSU will give you access to important information such as printing class rosters and submitting grades.

Accessing student rosters

Student rosters can be accessed at <http://my.wsu.edu> and log in with your WSU ID. Once logged in to myWSU, go to main menu, self-service, faculty center, grade roster.



Enrollment Status: Enrolled

Enrollment Capacity: 15 Enrolled: 15

Select display option: ☒ Link to Photos ☐ Include photos in list

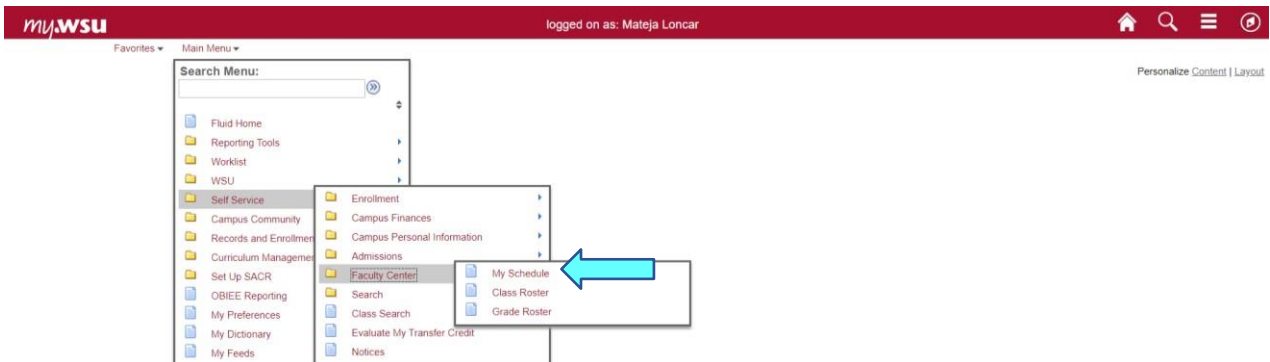
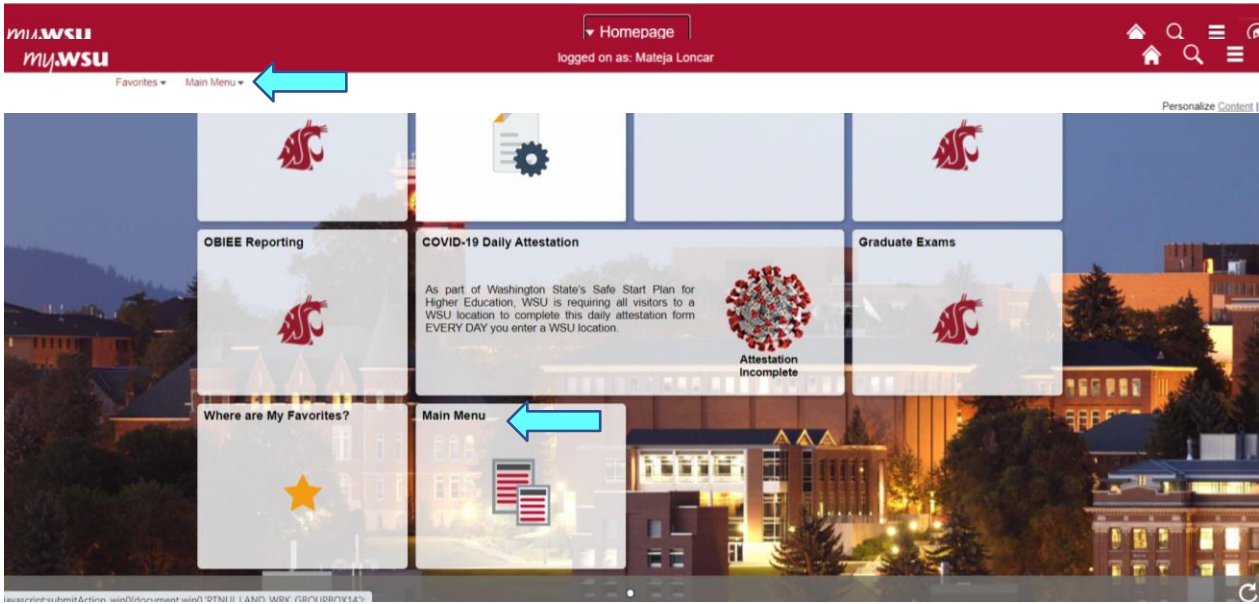
Enrolled Students Personalize | End | 票 | 票 | 15 | Last

Notify	Photo ID	Email	Name	Units	Program and Plan	Level	Health Check
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The screenshot shows a Windows File Explorer window titled 'Downloads'. The left sidebar shows the 'Downloads' folder selected. The main pane displays a list of files:

Name	Date modified	Type	Size
Today (5)			
2021031400165037_PaymentReceipt	3/14/2021 9:28 AM	Adobe Acrobat D...	23 KB
KINACTV instructor MANUAL DRAFT TG (1)	3/14/2021 9:36 AM	Microsoft Word D...	2,555 KB
Midterm Grade Rpters with print screens (1)	3/14/2021 9:35 AM	Microsoft Word D...	2,195 KB
ps (1)	3/14/2021 10:35 AM	Microsoft Excel 97...	4 KB

Submit you grades (midterm, end of semester)



my.WSU

logged on as: Mateja Loncar

Favorites ▾ Main Menu ▾ > Self Service ▾ > Faculty Center ▾ > My Schedule

Mateja Loncar

Faculty Center

My Schedule

Class Roster

Grade Roster

Faculty Center

My Schedule

2019 Spring Semester | Washington State University

Select display option

☒ Show All Classes
 ☐ Show Enrolled Classes Only

My Exam Schedule

Icon Legend

Class Roster

Grade Roster

Learning Management

My Teaching Schedule > 2019 Spring Semester > Washington State University

Personalize | View All | [Print] [Refresh]

First 1-2 of 2 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
KINES 313-01 (5226)	Psych Aspect of Human Move (Lecture)	39	MoWeFr 11:10 - 12:00	Smith Gymnasium 111	Jan 7, 2019-Apr 26, 2019
KINES 313-02 (6828)	Psych Aspect of Human Move (Lecture)	39	MoWeFr 10:10 - 11:00	Smith Gymnasium 201	Jan 7, 2019-Apr 26, 2019

View Weekly Teaching Schedule

Go to top

My Exam Schedule > 2019 Spring Semester > Washington State University

Personalize | [Print] [Refresh]

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
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my.WSU

logged on as: Mateja Loncar

Favorites ▾ Main Menu ▾ > Self Service ▾ > Faculty Center ▾ > My Schedule

2019 Spring Semester | Regular Academic Session | Washington State University | Undergraduate

Change Class

KINES 313 - 01 (5226)

Psychological Aspects of Physical Movement (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:10-12:00	Smith Gymnasium 111	Mateja Loncar	07.01.2019 - 26.04.2019

Display Options

☒ Display Unassigned Roster Grade

*Grade Roster Type

Final Grade

Final Grade

Mid-Term Grade

Grade Roster Action

*Approval Status

Approved

Save

Student Grade

Personalize | Find | View All | [Print] [Refresh]

First 1-20 of 39 Last

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
----	------	--------------	----------------	------------------	-------

When you open the grade roster, enter your grades (S, F or Z). When you are done, you have to “APPROVE” and “SAVE” your grades.

myWSU logged on as: Mateja Loncar

Favorites Main Menu Self Service Faculty Center My Schedule

Mateja Loncar

Faculty Center Search

My Schedule Class Roster Grade Roster

Grade Roster

2021 Spring Semester | Regular Academic Session | Washington State University | Undergraduate

KIN_ACTV 115 - 01 (14543) Change Class

Jogging (Laboratory)

Days and Times	Room	Instructor	Dates
MoWe 14:10-15:00	WEB Online	Pia Richards, Mateja Loncar	19.01.2021 - 30.04.2021

Display Options

Grade Roster Type: Mid-Term Grade

Display Unassigned Roster Grade Only

Grade Roster Action

Approval Status: Approved

Save

Student Grade

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1-15 of 15					

What grades you should give?

“S” as *satisfactory* or “F” as *failing*. They can get an “F.”

Z Grades Available for Midterm Grades

Instructors are now able to submit Z grades at midterms for students who have been absent for an extended period but have not withdrawn from the course. The Z grade is accompanied by the last day of attendance. The “Z” grade will display as a “F” for the midterm grade in myWSU which will not print on transcripts.

Viewing Grades

Instructors can go back any time to review midterm grade rosters. Once the midterm grade roster is saved, students can immediately view their grades by selecting “Academic Records”, and then selecting “View Grades”.

What to do if you have problems

Contact the Crimson Service Help Desk, walk-in help CUE 302 (Pullman Campus). Assistance is available by email at CrimsonServiceDesk@wsu.edu, phone at 509-335-HELP (4357), or online at CrimsonServiceDesk.wsu.edu.

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KIN_ACTV-102-PULLM-1-LAB > Syllabus

63 Student View

Course Syllabus

Jump to Today

Edit

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date	Details	Due
Course assignments are not weighted.		

June 2021

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Volleyball > Syllabus

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Course Syllabus

Jump to Today

June 2021

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Course assignments are not weighted.

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph B I U A [color] [background color] T² [link] [image] [video] [document] [undo] [redo]

WASHINGTON STATE UNIVERSITY
COLLEGE OF EDUCATION
Department of Kinesiology and Educational Psychology
KINES ACTV - 130 - Beginning Volleyball
1 CREDIT

Instructor*	Mateja Lončar
Class location and time*	PEB 144, Monday, Wednesday and Tuesday, Thursday 10.10 - 11:00

table tbody tr td p

1,509 words

Show Course Summary

Module

Volleyball > Modules

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+ Module

Course Status

Unpublished
Publish

Import Existing Content
Import from Commons

Add Module

Week 1

☐ Lock until

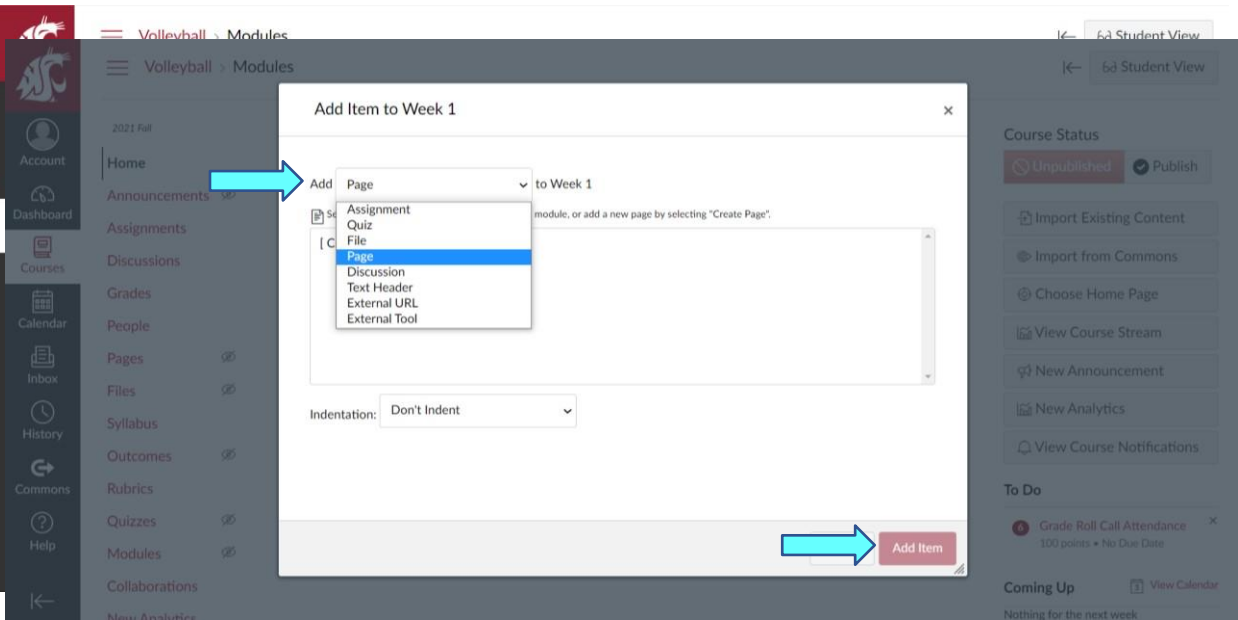
☐ Publish final grade for the student when this module is completed

Cancel
Add Module

Unpublished
Publish

Import Existing Content
Import from Commons
Choose Home Page
View Course Stream
New Announcement
New Analytics
View Course Notifications

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No Announcements

Create announcements above

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Topic Title

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Class Notebook

Purchase Course Materials

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12pt Paragraph B I U A L T

Post to

All Sections x

2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

Attachment Choose File

Options

Assignments

This screenshot shows the 'Assignments' page in a Canvas LMS interface. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard (highlighted with a blue arrow), Courses, Calendar, Inbox, History, Commons, Help, and a back arrow. The main content area has a breadcrumb trail 'Volleyball > Assignments' and a '6d Student View' button. Below the breadcrumb is a '2021 Fall' semester selector and a 'Search for Assignment' input field. To the right of the search field are '+ Group' and '+ Assignment' buttons. A left-hand menu lists course sections: Home, Announcements, Assignments (selected), Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, and New Analytics. The main content area displays a list of assignments under the heading 'Assignments'. One assignment is visible: 'Roll Call Attendance' with a green checkmark icon and '100 pts'.

This screenshot shows the 'Create new' assignment page in a Canvas LMS interface. The sidebar is identical to the previous screenshot, with 'Dashboard' highlighted. The breadcrumb trail is 'Volleyball > Assignments > Create new'. In the top right corner, there is a 'Not Published' status indicator. Below the breadcrumb is a '2021 Fall' semester selector and a text input field labeled 'Assignment Name'. A rich text editor toolbar is visible, containing menus for Edit, View, Insert, Format, Tools, and Table, along with various formatting icons like bold, italic, underline, text color, background color, font size, link, unlink, image, video, audio, and more. The main content area is a large, empty text box for writing the assignment description.

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CLASS

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WED JUN 02

MARK ALL PRESENT

UNMARK ALL

Chris Carlson
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Jackson Carney
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Bailey Lyle
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Sean Manatt
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Daniel Mars
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Abel Mironchuk
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

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WED JUN 02

MARK ALL PRESENT

UNMARK ALL

Chris Carlson
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Jackson Carney
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Bailey Lyle
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Sean Manatt
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Daniel Mars
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Abel Mironchuk
2021 Fall-KIN_ACTV-130-PULLM-2217-1-01-08070-LAB

MORE

Chris Carlson

Present: 0
Late: 0
Absent: 0

+ Add badge
/ Manage badges

Attendance: N/A

Wed Jun 02

✓

✗

⌚

🚫

Chris is unmarked

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KIN_ACTV-102-PULLM-1-LAB > Quizzes

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Search for Quiz

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No quizzes available

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Assignment Quizzes

Choose a Quiz Engine

Canvas now has two quiz engines. Please choose which you'd like to use. [Learn more about the differences.](#)

☒ Classic Quizzes

For the time being, if you need security from 3rd-party tools, Speedgrader, or CSVs for student response analysis, this is the better choice.

☐ New Quizzes

This has more question types like hotspot, categorization, matching, and ordering. It also has more moderation and accommodation features.

☐ Remember my choice for this course

Cancel Submit

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KIN_ACTV-102-PULLM-1-LAB > Quizzes > Unnamed Quiz

Points 0 Not Published

2021 Fall

Details Questions

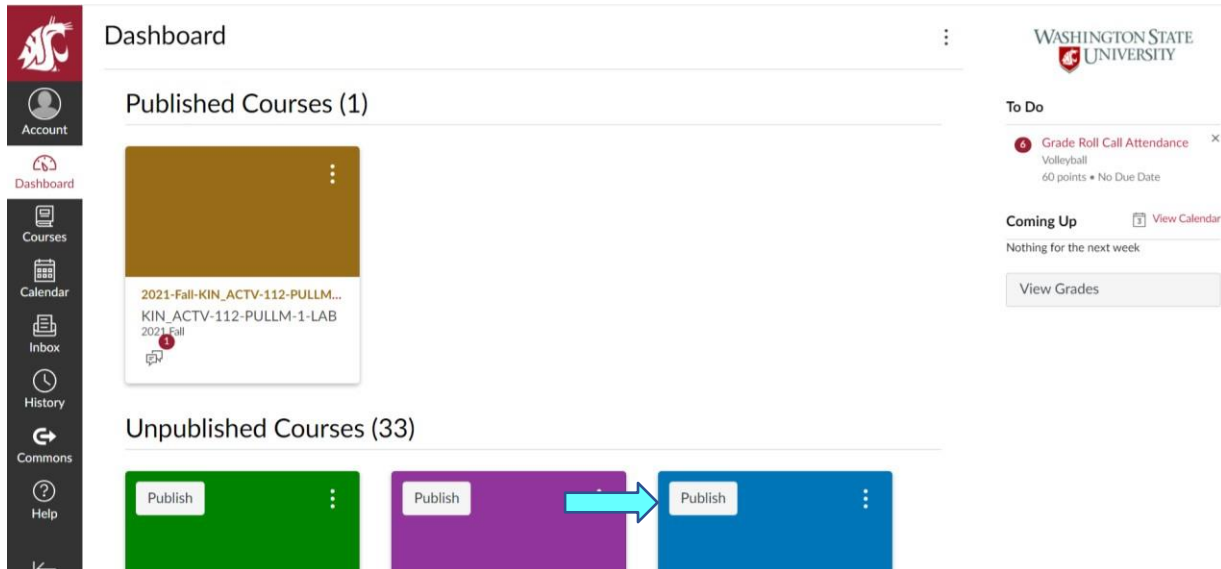
Unnamed Quiz

Quiz Instructions:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T

Publishing



The screenshot shows the Canvas LMS Dashboard for a user at Washington State University. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area is titled "Dashboard" and features a "Published Courses (1)" section with a course card for "2021-Fall-KIN_ACTV-112-PULLM-1-LAB". Below this is an "Unpublished Courses (33)" section with three course cards, each with a "Publish" button. A blue arrow points from the middle purple card to the right blue card. On the right side, there are "To Do" and "Coming Up" sections. The "To Do" section lists "Grade Roll Call Attendance" for Volleyball. The "Coming Up" section shows "Nothing for the next week" and a "View Grades" button.

Dashboard

Published Courses (1)

2021-Fall-KIN_ACTV-112-PULLM-1-LAB

Unpublished Courses (33)

Publish

Publish

Publish

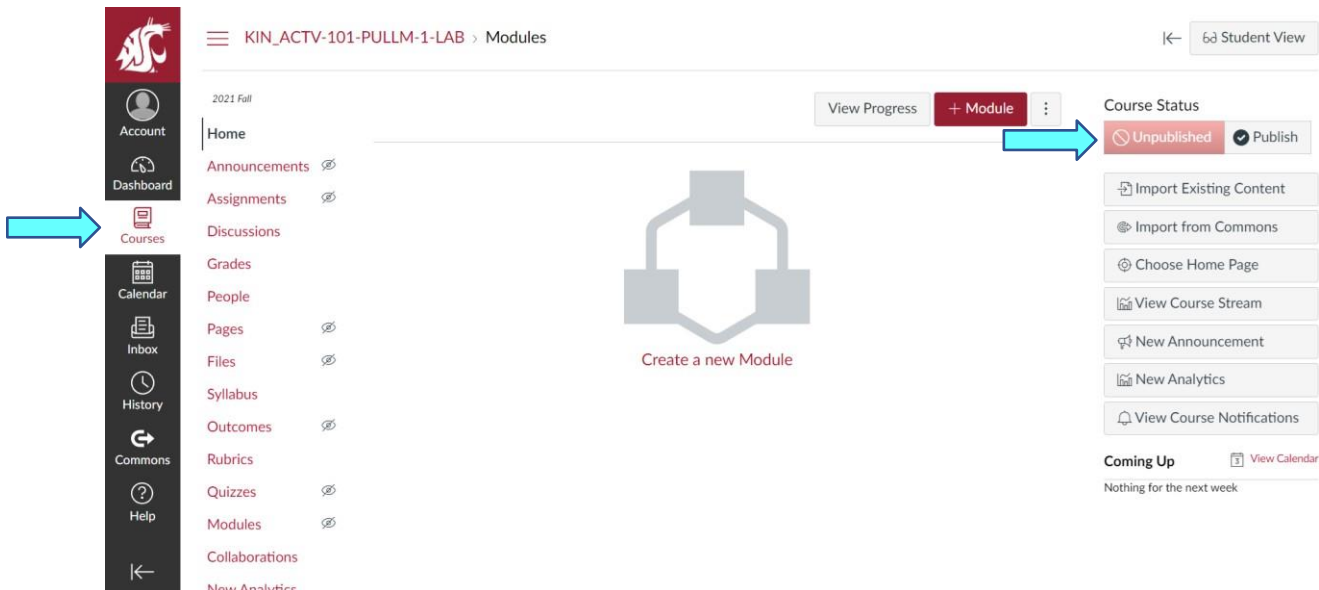
To Do

Grade Roll Call Attendance

Coming Up

Nothing for the next week

View Grades



The screenshot shows the Canvas LMS Course Page for "KIN_ACTV-101-PULLM-1-LAB". The left sidebar is the same as the dashboard. The main content area is titled "KIN_ACTV-101-PULLM-1-LAB > Modules". It features a "View Progress" button, a "+ Module" button, and a "Course Status" section with "Unpublished" and "Publish" buttons. A blue arrow points from the "+ Module" button to the "Unpublished" button. Below the "Course Status" section are buttons for "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". The "Coming Up" section shows "Nothing for the next week". A large blue arrow points from the "Courses" link in the sidebar to the course page. In the center of the page, there is a graphic with the text "Create a new Module".

KIN_ACTV-101-PULLM-1-LAB > Modules

2021 Fall

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Collaborations

New Analytics

View Progress

+ Module

Course Status

Unpublished

Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

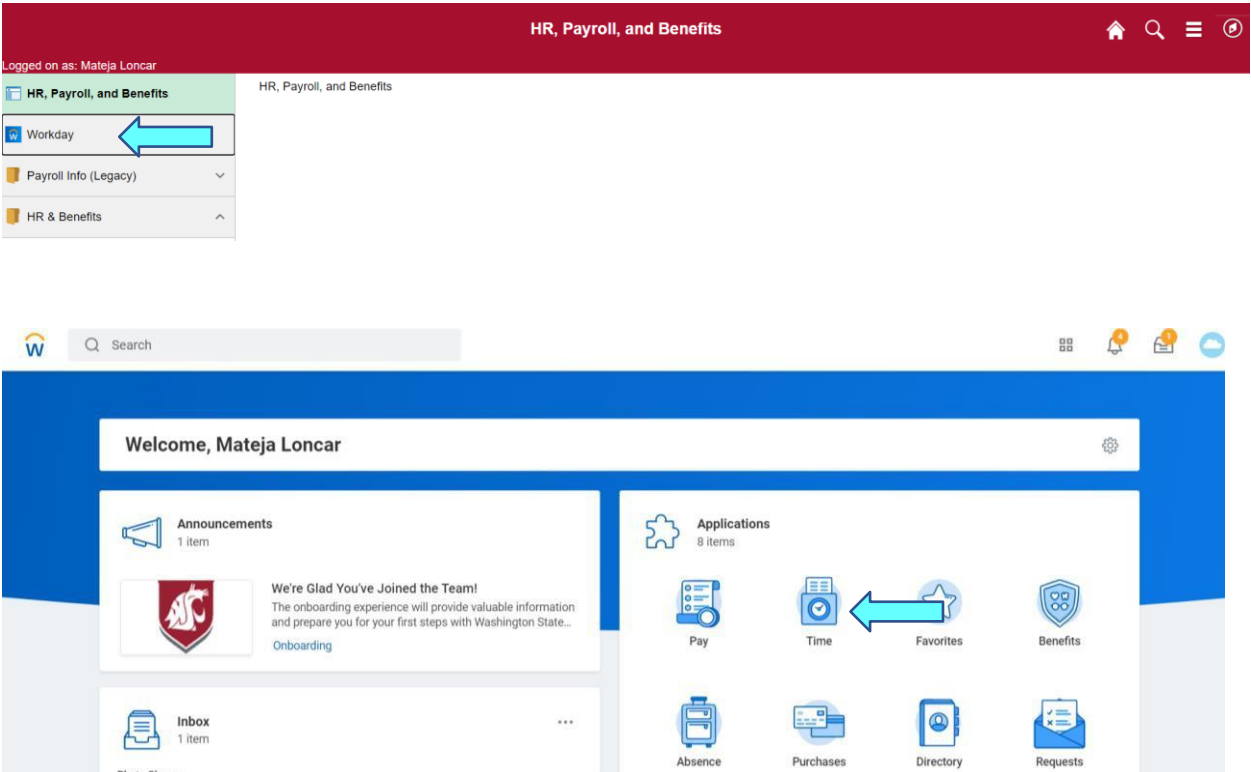
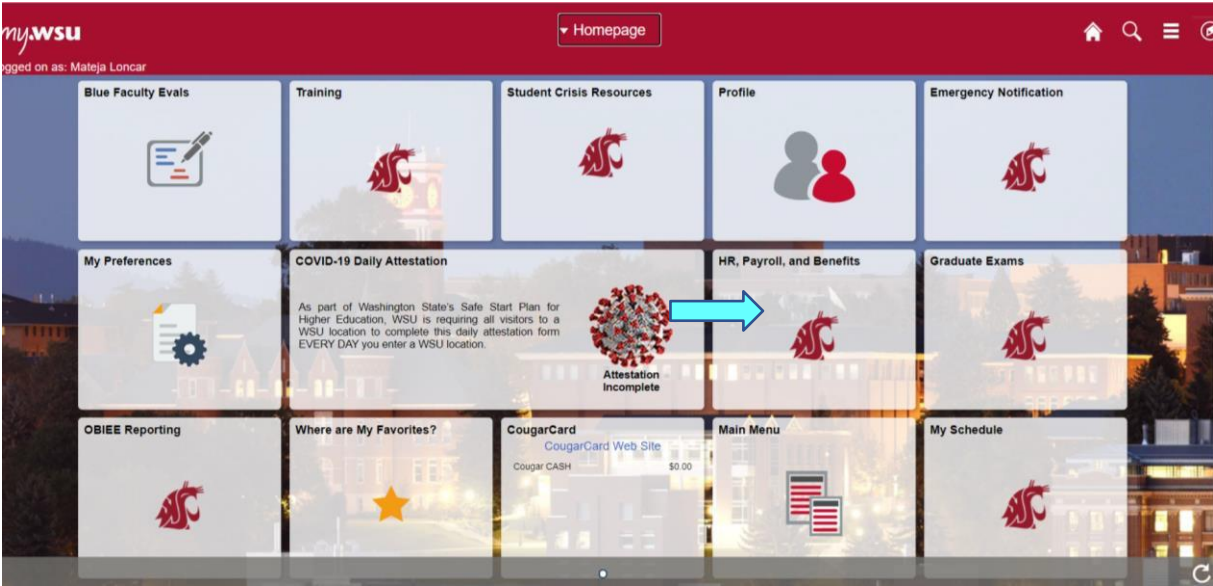
Coming Up

Nothing for the next week

Create a new Module

My Workday

To submit your hours and access payroll information in Workday via myWSU.



W

Search

Time

Enter Time

This Week (0 Hours)

Last Week (40 Hours)

Select Week

Overtime Requests

View

My Schedule

Time Off Balance

Time Clock History

Time Clock

Check In

Check Out

W

Search

View Time Select Week

Date * MM/DD/YYYY

March 2021

1

Mon

Tue

Wed

Thu

Fri

Sat

28

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

OK

Cancel

View Absence Balances

Today

<

>

Mar 7 - 13, 2021

Week

Actions

Sun 3/7
Hours: 0

Mon 3/8
Hours: 8

Tue 3/9
Hours: 8

Wed 3/10
Hours: 8

Thu 3/11
Hours: 8

Fri 3/12
Hours: 8

Sat 3/13
Hours: 0

Pay date
02/16/2021 -
02/28/2021

12 AM

1 AM

3 AM

3 AM

4 AM

5 AM

6 AM

Enter Time

Summary

Mar 7 - 13, 2021

Regular Hours

Premium Hours

Time Off

Total Hours

40

0

0

40

Enter My TimeMateja Loncar

This Daily Activity report is the official accounting of your activity each pay cycle and is used to determine your pay. You must submit this form by the submittal deadline to be paid on the next payday. See WSO BPPM 60.51 for more information.

View Absence Balances

Today<>Mar 7 – 13, 2021

Sun 3/7Hours: 0Mon 3/8Hours: 0Tue 3/9Hours: 0

12 AM

1 AM

3 AM

Enter Time

Enter Time03/08/2021

Time TypeRegular Hours Worked

Out ReasonOut

Hours0

Details

Comment

OKCancel

WeekActions

Summary

Mar 7 - 13, 2021

Regular Hours40

Premium Hours0

Time Off0

Total Hours40

Today<>Mar 14 – 20, 2021

WeekActions

Sun 3/14Hours: 8Mon 3/15Hours: 0Tue 3/16Hours: 0Wed 3/17Hours: 0Thu 3/18Hours: 0Fri 3/19Hours: 0Sat 3/20Hours: 0

Time Period End03/01/2021 - 03/15/2021

Time Period Lockout03/01/2021 - 03/15/2021

12 AM

1 AM

3 AM

3 AM

4 AM

5 AM

Review

Summary

Mar 14 - 20, 2021

Regular Hours8

Premium Hours0

Time Off0

Total Hours8

Enter My TimeMateja Loncar

This Daily Activity report is the official accounting of your activity each pay cycle and is used to determine your pay. You must submit this form by the submittal deadline to be paid on the next payday. See WSO BPPM 60.51 for more information.

View Absence Balances

Today<>Mar 14 – 20, 2021

Sun 3/14Hours: 8Mon 3/15Hours: 0Tue 3/16Hours: 0Wed 3/17Hours: 0Thu 3/18Hours: 0Fri 3/19Hours: 0Sat 3/20Hours: 0

7 AM

8 AMRegular Hours Worked8:00am - 4:00pm

Submit Time

I certify that this is an accurate report of the hours worked for days specified.

Following date range will be submitted for approval.

March 1 – 15, 2021 : 88 Hours Total

Total for March 1 – 15, 2021

Regular Hours88

Premium Hours0

Time Off0

Total Hours88

SubmitCancel

WeekActions

Summary

Mar 14 - 20, 2021

Regular Hours8

Premium Hours0

Time Off0

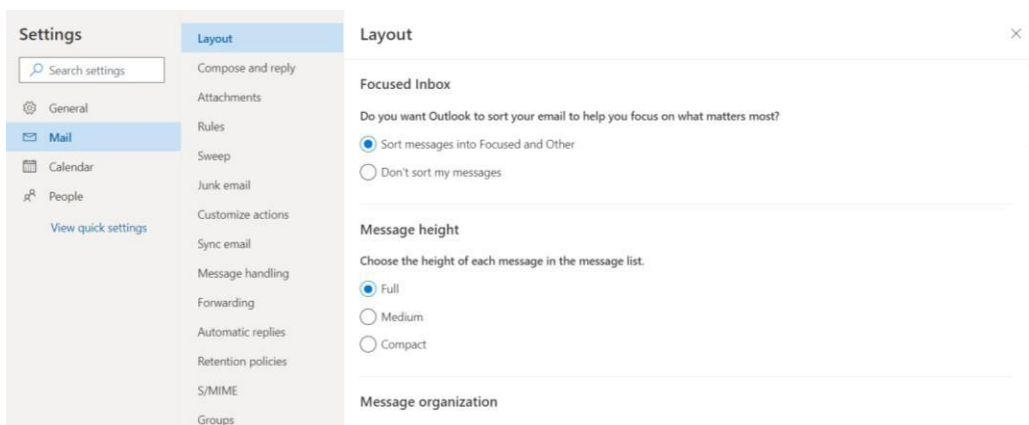
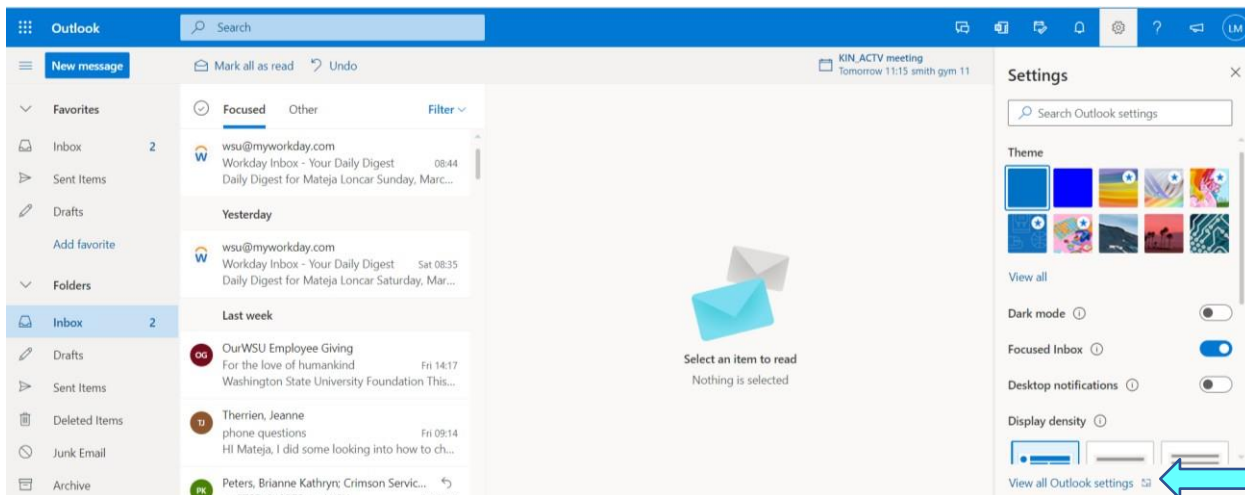
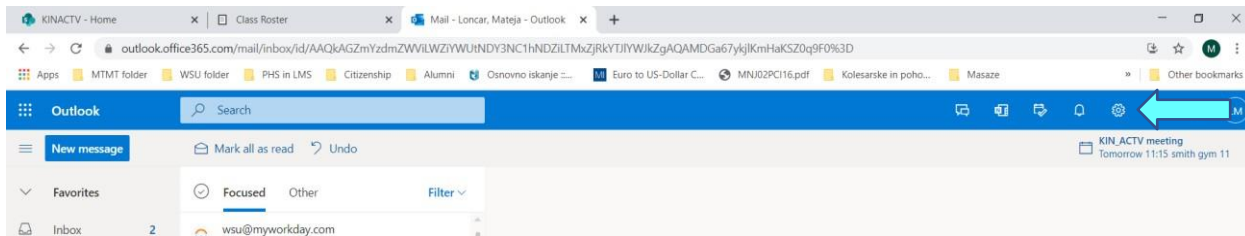
Total Hours8

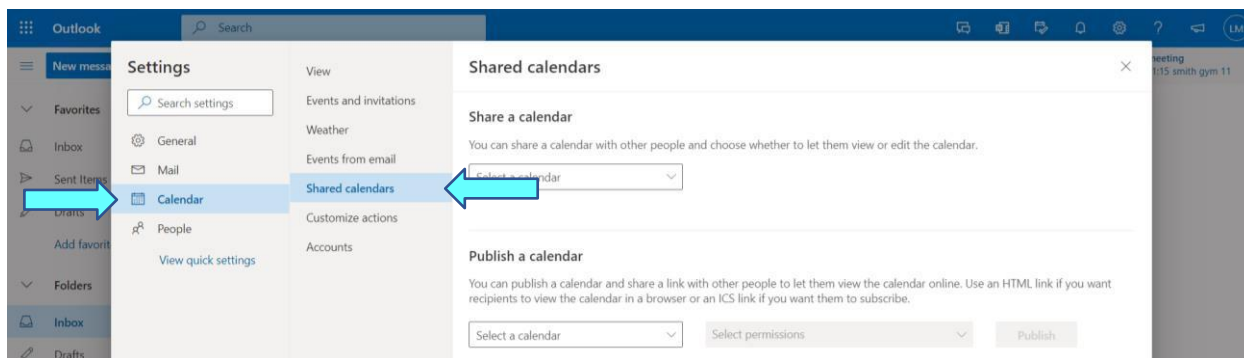
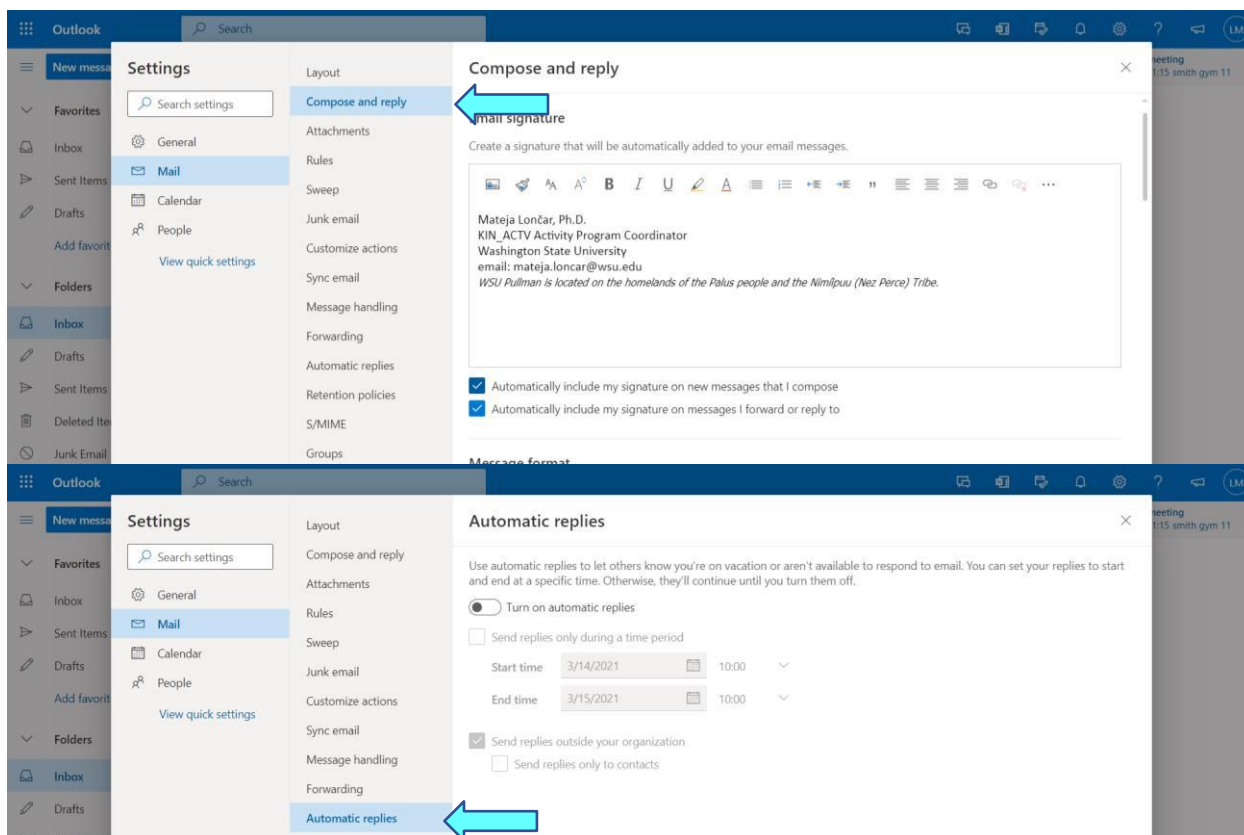
Microsoft Outlook

Set up email, calendar, and notifications: <https://email.wsu.edu/>

Use your myWSU username and password to set-up your email account. All instructors must use their assigned WSU email. Email return policy is 48 hours.

To change your settings, salutation, automatic reply, or share calendar:





Outlook

Search

41

New event

Today

March 2021

Month

Share

Print

March 2021

S M T W T F S

28 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

4 5 6 7 8 9 10

Add calendar

My calendars

Calendar


Slovenija – prazniki

Birthdays

ps (1).xls

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 28	Mar 1	2	3	4	5	6
7	8 11:15 Instructor Ir	9	10	11	12	13
Mar 14 47°	15 11:15 KIN_ACTIV meet	16	17 8:30 Philip Morgan	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Apr 1	2	3

Sun, Mar 14



Nothing planned for the day

Enjoy!

Show all

Incident Report

How to fill out the Incident Report form

WASHINGTON STATE UNIVERSITY

HRS Home

HRS Contacts

A-Z Index

Statewide

myWSU

WSU Home

Search WSU WebPeople

Human Resource Services

Incident Report

Share Print Search

Incident Report

Would you like to start a new form OR load a saved form?

To amend a previously submitted Incident Report, complete and submit another report. Include the employee's name, date of accident, and the new or updated information. Enter the word "Amend" in the Complete Description of the Incident field.

Start a New Form

Load Form

WASHINGTON STATE UNIVERSITY

HRS Home

HRS Contacts

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Statewide

myWSU

WSU Home

Search WSU WebPeople

Human Resource Services

Incident Report

Share Print Search

Affected Party

Mateja, by signing in you are affirming that you are the preparer of this Accidental Injury, Work-Related Illness Report.

If you ARE the affected party, click

Next

If you are NOT the affected party, please enter the WSUID of the affected party below.

WSUID:

011

Next

If the affected party does not have a WSUID Number then

Skip

 to the next section.

WASHINGTON STATE UNIVERSITY

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Affected Party

Confirm that the following information is correct. Fill in any blank fields to the best of your abilities.

WSUID Number

11

Last Name of Affected Party

Loncar

First Name & Middle Initial

Mateja

Email (optional)

mateja.loncar@wsu.edu

Phone

500

Department / College

ED Psych - Faculty

Status at Time of Injury

Employee

Job Title

Hours Worked Each Day

1

Days Worked Per Week

2

Date of Hire

08/01/2021

Scheduled Days Off

☐ Saturday

☐ Sunday

☒ Monday

☐ Tuesday

☒ Wednesday

☐ Thursday

☐ Friday

Previous Step

Next Step1

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WSU Home

Search WSU WebPages

WASHINGTON STATE UNIVERSITY

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Human Resource Services

Incident Report

Share Print Search

Supervisor

Who is the affected parties supervisor and date and time supervisor was notified.

Name of Supervisor

Supervisor's Phone Number

Supervisor's E-Mail

Mateja Loncar

509-335-8112

mateja.loncar@wsu.edu

Supervisor Was Notified: Examples 1/1/2007 and 03:07pm

Date

Time

Tip: Type 'A' or 'P' to switch AM/PM

06/02/2022

09:10 AM

Previous Step

Next Step

A-Z Index

Statewide

myWSU

WSU Home

Search WSU WebPages

WASHINGTON STATE UNIVERSITY

HRS Home

HRS Contacts

Human Resource Services

Incident Report

Share Print Search

Preparer

Please check to make sure the following information is correct. If any information is incorrect, please correct it.

Preparer WSUID

Name of Preparer

Title of Preparer

11

Loncar, Mateja

Preparer Phone #

Mail Code

Date Prepared

509-

06/03/2022

Previous Step

Next Step

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Incident Report

Share Print Search

Incident Description

Please be as complete as possible, hover over a field to see detailed instructions.

Incident Date

Time of Incident

Check if Time Can't be Determined

06/01/2022

09:10 AM

Time Employee Started Work: Example 8:00am

09:00 AM

Tip: Type 'A' or 'P' to switch AM/PM

Work Phase

☒ Performing Work
 ☐ Meal Period
 ☐ Rest Period
 ☐ Entering or Leaving
 ☐ Chronic Exposure
 ☐ Other, Specify:

Time Loss (Check all that apply)

☒ Return to work the next day.
 ☐ Restricted Activity / Job Transfer

Begin Date:

Return Date:

No time loss.

Lost work days, not at work.**

Begin Date:

Return Date:

** If absent from the next full shift or subsequent shifts, supervisor must complete Supervisor's Accident Report and send a copy of employee's Time/Leave Report to Human Resource Services. See SPPM 52.24.1

Complete description of what the party was doing just before the incident occurred.

Describe the activity before the accident

Complete description of incident, include specific activity during incident (lifting, pushing etc.).

Describe the accident

W

** If absent from the next full shift or subsequent shifts, supervisor must complete Supervisor's Accident Report and send a copy of employee's Time Leave Report to Human Resource Services. See SPPM 52.25.1
Complete description of what the party was doing just before the incident occurred.

Describe the activity before the accident

Complete description of incident, include specific activity during incident (lifting, pushing etc.).

Describe the accident

Specify injury or illness and body parts affected.

What part of the body was injured

Describe the object or substance that directly harmed the party.

What caused the accident

Exact location of incident (Building floor, Geographical location).

Where the accident happened (gym)

Name and phone numbers of witnesses or others involved in incident, or type NONE.

Witness information

Previous Step

Next Step

[Human Resource Services](#), PO Box 641014, Pullman WA 99164-1014, 509-335-4521, [Contact Us](#)

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[HRS Home](#)

[HRS Contacts](#)

Human Resource Services

Incident Report

[Share](#) [Print](#) [Search](#)

Injury Information

Please be as complete as possible, hover over a field to see detailed instructions.

Injury / Illness Severity

☐ First Aid or Medical Treatment (Check all that apply)

Treatments

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Use of bandages | <input type="checkbox"/> Nonrigid braces and wraps | <input type="checkbox"/> Finger guards | <input type="checkbox"/> Eye patches |
| <input type="checkbox"/> Removal of splinters with tweezers | <input type="checkbox"/> Cleaning, flushing or soaking surface wounds | <input type="checkbox"/> Tetanus shots | <input type="checkbox"/> X-rays |
| <input type="checkbox"/> Simple irrigation to flush foreign bodies from the eye | <input type="checkbox"/> Sutures, staples* | <input type="checkbox"/> Casts, rigid braces* | |
| <input type="checkbox"/> Blood tests | <input type="checkbox"/> Prescription medications* | <input type="checkbox"/> Physical therapy* | <input type="checkbox"/> Chiropractic treatment* |
| <input type="checkbox"/> Physical therapy* | <input type="checkbox"/> Chiropractic treatment* | <input type="checkbox"/> Surgery* | <input type="checkbox"/> Other <input type="text"/> |

* This treatment is considered to be a medical treatment. If medical treatment is involved, a supervisor must complete a Supervisor's Accident Investigation Report.

☒ No Treatment Required

☐ Fatality, Enter Date:

Name and address of medical provider (hospital, doctor, clinic, etc.).

Usually Cougar Health Service

☐ Treated in emergency room?

☐ Hospitalized overnight as inpatient?

Previous Step

Next Step: Review

“

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Search WSU WebPages

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HRS Home

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Human Resource Services

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Share

Print

Search

Review

Confirm that the following form is accurate.
Press "Submit" when finished.
Press "Previous Step" if you need to correct an item.
You will be given a chance to print the form in the following screen.

INCIDENT REPORT

Accidental Injury, Work-Related Illness
See SAFETY POLICIES AND PROCEDURES MANUAL S2.24 for instructions.

Human Resource Services
Washington State University
Pullman, WA 99164-1014
Telephone 509-335-4521

NAME OF AFFECTED PERSON (Last, First, middle initial)
Loncar Mateja

INCIDENT DATE
06/01/2022

WSUID NO.
11413050

HOME ADDRESS
305 Rowles Street Pullman, WA 99163

INCIDENT TIME
09:10 AM

PHONE
509-██████

EMAIL
mateja.loncar@wsu.edu

STATUS
Employee

DEPARTMENT
ED Psych - Faculty

COMPLETE DESCRIPTION OF WHAT THE PARTY WAS DOING JUST BEFORE THE INCIDENT OCCURED
Describe the activity before the accident

COMPLETE DESCRIPTION OF INCIDENT, INCLUDE SPECIFIC ACTIVITY DURING INCIDENT
Describe the accident

EMPLOYER HAS REVIEWED AND ACCEPTED

INJURY/ILLNESS SEVERITY
No Treatment Required.

NAME AND ADDRESS OF MEDICAL PROVIDER
Usually Cougar Health Service

TREATED IN EMERGENCY ROOM? No
HOSPITALIZED OVERNIGHT AS INPATIENT? No

JOB TITLE OF EMPLOYEE
██████████

HRS/DAY EMP
1

DAYS/WEEK
2

DATE OF HIRE
8/1/2021

TIME EMP STARTED WORK
09:00 AM

SCHEDULED DAYS OFF
Monday, Wednesday

SUPERVISOR NAME
██████████

SUPERVISOR EMAIL
██████████

PHONE
██████████

SUPERVISOR WAS NOTIFIED
Date: 06/02/2022 Time: 09:10 AM

DATE PREPARED
6/3/2022

TIME LOSS
Returned to Work the Next Day

WORK PHASE
Performing Work

NAME OF PREPARER
Loncar, Mateja

TITLE OF PREPARER
██████████

PREPARER PHONE
509-715-██████

MAIL CODE
██████

Supervisors, route one copy to the departmental safety committee.

EH&S OFFICE USE ONLY CASE#
WSU1131-RTIN001-0107

☐ RECORDABLE ☐ NONRECORDABLE FILE

S2.24.1

Previous Step

Submit

Checks to see if the button has already been clicked The incident report is not complete until you have pressed submit.

Note: Please click the Submit button once to avoid duplicated copy.

Online Classroom

Canvas

Washington State University uses the Canvas Learn online learning system (popularly known as “Canvas”). To log into Canvas, please log on to <https://wsu.instructure.com/> and log in with your WSU ID credentials. Once you are logged in, you should see your course(s) in the “Dashboard.”

Although reasonably intuitive and user-friendly, the system can initially be a bit overwhelming. Consider attending a Canvas Learn Basics workshop periodically organized by the WSU Learning Innovations department; a schedule of this and other relevant trainings can be found here:

<https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Introduction>.

Transition to CANVAS <https://li.wsu.edu/academic-tech-tools/cougar-capture/setup-panopto-in-blackboard/>

Equipment and Room Check

Locate necessary equipment and assigned room for course.

Crimson Service Desk <https://its.wsu.edu/csd/>

Pullman Campus Map <https://map.wsu.edu/>

Disclaimers and Accommodations

Public health, academic integrity, disability access, discrimination/harassment, and human resources.

COVID-19

Covid-19 Response: <https://wsu.edu/covid-19/>

Academic Integrity

Academic Integrity Policy: <https://www.studentcare.wsu.edu/communitystandards/home/>

Disability Access

Access Center: <https://accesscenter.wsu.edu/>

Reasonable Religious Accommodation

Reasonable Religious Accommodation policy:
<https://catalog.wsu.edu/General/AcademicRegulations/Search/both/religious>

Discrimination and Harassment

Compliance and Civil Rights: <https://ccr.wsu.edu/>

Human Resources

Human Resources: <https://hrs.wsu.edu/contact/>

Department Contacts

Hierarchy of administration:

Dean

Dr. Mike Trevison

Pullman Campus

Cleveland Hall 160

Pullman, WA 99164

509-335-4853

trevisan@wsu.edu

Department Chair KEP

Dr. Kira Joy Carbonneau

Pullman Campus

Cleveland Hall 160D

Pullman, WA 99164

509-335-1738

kira.carbonneau@wsu.edu

Program Director

Amber Brown, M.S.

Pullman Campus

Physical Education Building 48

Pullman, WA 99164

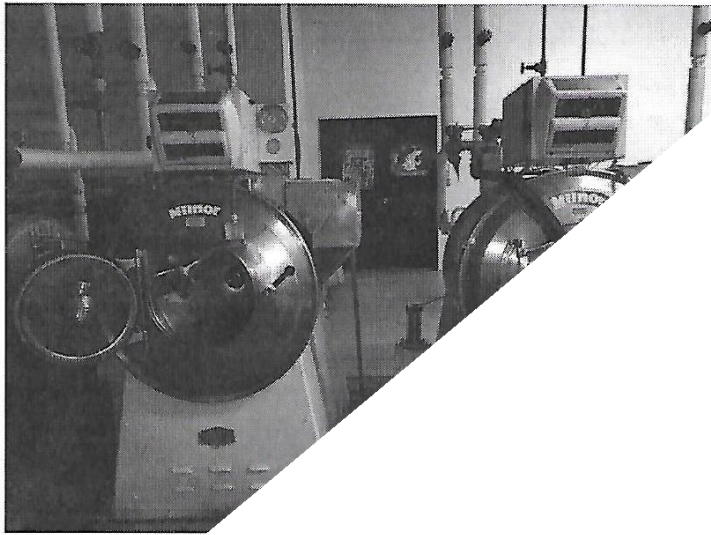
509-335-8112

amber.n.brown@wsu.edu

Appendix

Laundry instructions

H. Laundry



1. Washer Or

a. M

FRONT OFFICE PROCEDURES MANUAL

- d. Using knob on the top left of the washer, position the cycle indicator to '51'.
- e. Press and hold door lock button, secure door by closing clamp all the way down.
- f. Washer will begin automatically (Usually takes 20-25 minutes to finish).
- g. Once load is finished, remove by pressing and holding door lock button and releasing door clamp.

2. Dryer Operation

- a. Load dryer with wet laundry.
- b. Set to dry no hotter than 200 degrees.
- c. Close and latch door.
- d. Dryer will begin automatically (Usually takes 20-30 minutes to finish).

3. Cleaning and Sanitizing

- a. After transferring dirty laundry to washer, yellow carts must be sanitized using disinfectant spray.
- b. Wipe down with paper towel or clean cloth.
- c. It is recommended (not required) that you wear latex gloves when handling soiled laundry.
- d. Wash hands with soap and water when finished and/or apply hand sanitizer.

4. Hanging and Folding Laundry

- a. White towels are stacked and stored in the towel cage office. Monitor and replenish towel stacks that are accessible to students and staff throughout the day.
- b. All judo gis and fencing jackets used by students need to be laundered and hung up after every class meeting.

5. Ordering Detergent/Breaker Builder

- a. Detergent and Breaker Builder is located in storage closet in the laundry room.