

The following persons are substituting Track for their Physical Conditioning class:

Adams, Kenneth S.
Alexander, Samuel K.
Beal, Robert S.
Beck, John
Beardmore, Carlos M.
Brownlee, William
Bowman, Howard
Bowman, Warren M.
Byerly, Floyd R.
Bryan, Ellsworth
Cole, William Ruyll
Cavert, William Clark
Dole, Robert J.
Fisher, Jean T.
Geiger, Charles Richard
Hargiss, Clark W.
Haynes, William B.
Hill, Harold
Houghton, Alan
Hull, Harvey
Ise, Charles
Jacks, John W.
Jelinek, Robert
Johnson, Don
Johnson, Harry W.
Keller, Charles W.
Kendree, Redvers
Ketterman, Clarence E.
Kunkel, Wallace M.
Lea, Eugene D.
O'Leary, Dorman
Marks, John
Martin, William W.
Mount, Russell
McCoy, Jack
Miller, Delbert
Pierron, George
Relihan, Terry
Rhoades, George Raymond
Robertson, Gene
Schloesser, Val
Schuerman, Tom
Scott, Stanley
Staats, J.
Stine, Forrest D.
Stannard, Frank
Sullens, Perry O.
Taft, Robert W.
Taylor, Robert
Timmons, Robert

Ward, Ralph William
Warren, Richard Lee
Warren, Thomas A.
Whitworth, Roger
VanDeventer, Robert R.
Van Scoter, Theron Eugene
Viesselman, Mark Utley
Roth, Alexander

February 19, 1943

Miss Greer
School of Engineering & Architecture
113 M.

Dear Miss Greer:

Received your letter of February 18. I'm
returning Mr. William's changed grade.

Due to the fact that I am not a regular
member of the staff. It was necessary for me to
obtain the signature of one of the members of the
staff.

Sincerely yours,

Ralph Schaake.

RS:lj

UNIVERSITY OF KANSAS
All absences in Physical Conditioning (excused or
unexcused) in excess of six must be made up or the
student will be given an incomplete or failure

make-up classes will meet at 7:30 AM. MWF +
2:30 PM. SAT 101R.

Absences must be made up in the make-up class
and only one absence will be allowed to be made up
each day.

Note. Excessive unexcused absences will
be referred to the Senate Committee on Exemptions.

UNIVERSITY OF KANSAS
Men's Physical Education Department
ABSENCE REPORT

Report any student who has acquired a total of three unexcused absences.

Sec..... Hour..... Date.....

<i>Name</i>	<i>No. of Absences</i>	<i>Name</i>	<i>No. of Absences</i>
1.....	9.....
2.....	10.....
3.....	11.....
4.....	12.....
5.....	13.....
6.....	14.....
7.....	15.....
8.....	16.....

.....
Instructor

Notice posted in Men's Gymnasium --

excused
"All absences in physical conditioning (~~excused~~) in excess of six must be made up or the student will be given an incomplete or failure. *Unexcused absences cannot be made up.*

Make-up classes will meet at 7:30 a.m. MSP and 2:30 p.m. Saturday, 101 R.

"Absences must be made up in the make-up classes and only one absence will be allowed to be made up each day.

"Note: Excessive unexcused absences will be referred to the Senate Committee on Exemptions."

excepting unusual cases of physical impairment

System of checking on absences:

1. Instructors report to the Physical Education Office once each week the names of all students who have three or more unexcused absences.
2. These reports are checked in the P. E. Office in the following manner:
 - a. Withdrawals (new) are checked
 - b. Exemptions
 - c. Hospital excuses
- Post cards are then sent to the students asking them to come to this office for a check-up on their absences. If it is definitely established that the student has had three (or more) cuts his name is reported at once to Dr. Mix.
3. Once a week a mimeographed list is given to each instructor showing all withdrawals, exemptions, changes in enrollment, and hospital excuses with dates, for the week. This gives the instructors opportunity to bring their roll books up to date.
4. As soon as the absence reports are checked in P. E. office and the students have been summoned, this report is turned back to the instructor for his information.
5. Hospital excuses are collected by someone from the P. E. office at the close of each day. This is much more satisfactory than having the student carry a hospital excuse from class to class, and perhaps fail to leave it for record at the P. E. office.
6. It would be very helpful if this office could receive a report on each list of absences sent to the Exemption Committee.

March 11, 1943.

Professor A. J. Mix,
Chairman, Committee on Exemptions,
University of Kansas.

Dear Dr. Mix:

I am sending you herewith a revised copy of our proposed notice to be posted in the gymnasium with regard to absences in physical conditioning. Before we have this sign made I will be happy to have the suggestions of you and your committee as to the wording of it.

I am also enclosing a copy of a letter that I sent to Dr. Canuteson in February concerning make-ups in physical conditioning.

I still believe where there is no physical impairment to a student's health that he should be given an opportunity to make up classes he has missed. If he wants a better grade there is an incentive for making up absences even though he has been excused.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

cc - Dean Reese
Prof. Nash

March 17, 1943.

Mr. Dell Davidson,
1112 Illinois St.,
Lawrence, Kansas.

Dear Mr. Davidson:

Miss Hoover has requested that the following outdoor playfields be prepared so that her classes may meet on them Monday morning, March 22:

Softball - 3 diamonds
Tennis courts
Horseshoe courts
Archery range

She suggests that the grass be cut, the fields rolled, including the hockey field, and the courts lined.

I trust you will be able to have all these ready for her by next Monday.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

~~SUGGESTED PROGRAM~~

Physical Conditioning

Room 101 Rob J. (three weeks)

1. Running

- a. Wind sprints
- b. reverse direction
- c. sprints may be used at the end of the class
- d. stops-starts
- e. run with knees high

2. Conditioning exercises

- a. Exercises suggested by the Physical Fitness Institute
- b. other calisthenic exercises.

These exercises should be given at a brisk tempo over a period of 8-10 minutes, preferably at the beginning of the class, or at the end of the running period.

3. Tumbling

- a. All tumbling will be of an elementary nature. The following items are suggested.
 - 1. Forward roll
 - 2. Shoulder roll
 - 3. Backward roll
 - 4. Dive roll
 - 5. Cartwheel
 - 6. Head Spring
 - 7. Hand Spring
 - 8. Dive
 - 9 Round Off
 - 10. Simple two man combinations.
- b. Use all elements of safety in teaching tumbling events. An injury to a man removes much of his enthusiasm for tumbling activities.
- c. In teaching tumbling stress the importance of proper rhythm, timing, and coordination.
- d. Change the activity often.
- e. Tumbling should develop the ability to control the body in flight. To fall without being hurt. It should also develop a sense of "whereaboutness".
- f. Divide the class into squads to increase participation.

4. Apparatus

- a. Apparatus activities offer the performer an opportunity for individual accomplishment through self-testing activities.
- b. This is big muscle activity.
- c. The exercise should represent the best efforts of the individual.
- d. Extreme care should be used to prevent accidents.

- 1. rope climbing
 - hand over hand
 - without feet, with feet
 - (descend hand under hand)

2. Parallel bars

- a. Activities from manual of the Physical Fitness Program or from some book containing parallel bar activities.

3. Horizontal bar

1. chin (any grip)
2. Hang. Raise knees
3. Hang. Raise legs
4. Hang. Swing feet forward and upward over the bar to a support.

6. Low bar

1. Side vault
2. Front vault
3. Bar vault for height

7. Horse and buck

1. Front vault right, left
2. Straddle vault
3. Squat vault
4. Double one half leg circle right, left
5. Vault for height
6. See any text for other exercises.

8. Stall bars

1. Hang facing bars-chinning
2. Hang back to bars. ~~flex raise knees~~, raise legs

9. Horizontal ladder

1. Chin
2. Travel forward
3. Travel sideward
4. Hang, raise knees, legs

10. The above activities are only suggestive as to what can be included for ~~that~~ ^{each} piece of apparatus.

6. Boxing

- a. fundamentals of boxing are valuable, especially the foot work and thrusts.
- b. should give expert supervision and control.
- c. the following skills are of value and are suggested for practice.

- 1. on guard
- 2. footwork
- 3. advance and retreat
- 4. side stepping
- 5. thrusts
- 6. straight right or left
- 7. hooks right or left

7. There is a tendency for beginners in boxing to slug, caution against slugging.

Room 200 ~~Suggested program~~
R 9
(three weeks)

1. Running

- a. wind sprints
- b. stops-starts
- c. zigzag run
- d. run with knees high
- e. reverse directions
- f. sprints may be used at the end of the class period

2. Conditioning exercises

- a. exercises suggested by the Physical Fitness Institute
- b. other calisthenic exercises
(these exercises should be given at a brisk tempo over a period of 8-10 minutes preferably at the beginning of the class period or at the end of the running period)

3. Combatives

- a. combatives aim to develop aggressiveness, initiative and resourcefulness.
- b. these activities are of a rough and strenuous nature
- c. they develop ability to react instantly with a maximum of energy to overcome an opponent.
- d. see the list of combatives which were set up last semester.

4. Basketball

- a. basketball offers opportunity for the development of a high degree of skill, team cooperation and sportsmanship
- b. will stimulate vigorous mental and physical activity.
- c. strenuous team play is desirable
- d. keep everyone active, teams that are not participating should not loaf on the sideline, give them combatives or the like at one end of the gym.

~~SUGGESTED PROGRAM~~

Hoch *and*
(three weeks)

1. Running

- a. wind sprints
- b. reverse directions
- c. stops-starts
- d. run with knees high
- e. response drills
 - 1. stop-go-right-left-squat prone-reverse.
 - 2. zigzag run

2. Conditioning exercises

- a. exercises suggested by the Physical Fitness Institute.
 - b. other calisthenic exercises
- These exercises should be given at a brisk tempo over a period of 8-10 minutes preferably at the beginning of the class, or at the end of the running period.

3. Ranger Activities

- a. these activities are so called because they are patterned after movements which ranger troops use.
- b. formation
 - 1. single or double circle each man about 8 ft. apart. instructor in circle.
- c. Each exercise is performed for 10-30 sec. period as the circle moves around the instructor. On the command "Relax" the circle continues to move on walk or run till the command "start" is given for a new exercise.
- d. exercises
 - 1. walking on all fours
 - 2. leap frog
 - 3. bear walk
 - 4. duck waddle
 - 5. squat jump
 - 6. indian walk
 - 7. crouch run
 - 8. straddle run
 - 9. knee raise run
 - 10. hop

4. Carries

- a. pair off, ones carry twos
 - 1. firemans carry
 - 2. cross carry
 - 3. single shoulder carry
 - 4. arm carry

5. ~~Boxing~~**

Relays

- a. add interest and competition to program
- b. distances should be long enough to ~~make~~ make for vigorous effort.
- c. not more than 8 men on a team.
 - 1. shuttle relay
 - 2. jump stick relay
 - 3. duck waddle
 - 4. bouncing
 - 5. crab-walk
 - 6. wheelbarrow
 - 7. horse and rider
 - 8. others

February 2, 1943.

Dean Paul B. Lawson,
College of Liberal Arts and Sciences.

Dear Dean Lawson:

I am enclosing herewith class cards of
College students who have never appeared at the
sections of Physical Conditioning as indicated on
their cards.

Sincerely yours,

Director of Physical Education.

Cripps, Lewis Norman
Germann, Donald Ross
Knox, Robert John
O'Donnell, Michael Peter
Taylor, Chas. Benjamin

January 29, 1943.

Dean Paul B. Lawson,
College of Liberal Arts and Sciences,
University of Kansas.

Dear Dean Lawson:

I am enclosing herewith class cards of students
in the College who have never appeared for physical condition-
ing in the sections indicated on their cards.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

enc.

Dockstader, Ralph Walter	Sec. H
Geoffrey, Kenneth Wayne	4:30
Hicksby, Vincent R.	Sec. H.
Hough, Williamson Thomas	Sec. H
Scurlock, John	Sec. G.
Sheldon, Edwin Morris	Sec. G
Shephard, Eugene Howard	Sec. G.
Smith, Maurice Robert, Jr.	Sec. G

January 29, 1943.

Dean J. J. Jakosky,
School of Engineering,
University of Kansas.

Dear Dean Jakosky:

I am enclosing herewith class cards of students
in the Engineering School who have never appeared for physical
conditioning in the sections indicated on their cards.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

enc.

Allen, Charles Roger	Sec. H
Bliss, Chas. J.	3:30
Cline, V. L.	4:30 MWF
Dickinson, Hillman	"
Earnhaart, Robert Eugene	8:30 MWF
Godfrey, Whitson, Jr.	3:30 MWF
Hayward, Carl	"
Hicks, Melvin Leroy	4:30 MWF
King, Mou Hui	"
Miller, Richard Dean	10:30 MWF
Miller, William Edgar	3:30 MWF
Nutter, Jackie Wilcox	4:30 MWF
Ocks, Lawrence D.	4:30 MF
Paulette, Charles	4:30 MTWTF
Passmore, Billy Mac	10:30 MWF
Roser, Clarence Eugene	2:30 MWF
Shryock, Howard A.	3:30 MWF
Stallard, Glen	2:30 MWF
Sveboda, Lloyd Joseph	"
Wiedemann, Robert E.	3:30 MWF

January 19, 1943.

Mr. Henry Shank,
Department of Physical Education.

Dear Henry:

Although I have told you to go ahead in planning the courses for our students, I desire to designate you as "Advisor of Required Courses", and we will continue to refer students to you, using that title.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

Dr. Canuteson's suggestions concerning excuses --

1. The hospital could retain all the slips written there and at the end of each day we could collect them and check against our absences.
2. A person from here could go over the daily record book kept at the hospital with the clerk at the desk each evening to list the excuses given out that day, but Dr. Canuteson says it would take about an hour to do this and he does not feel that his clerk could spare that time.
3. Dr. Canuteson would like to see an arrangement worked out whereby there would be no excuses. This is his suggestion for that: A student is presumably in a conditioning class 48 hours a semester (16 weeks, 3 hours a week). Allow him only three cuts. Then provide a regular time for all make-up work, say each Saturday morning, and let the students make up hour for hour every class they have missed so that by the end of the semester they would actually have had 45 hours of conditioning.

Note: Dr. Canuteson would like to see a discontinuance of the practice of classes going over to Hoch Auditorium on extremely cold days. This endangers the health of the boys, and rather than do that some doubling up might be done in the gym.

Resistant exercises -- ?

Boxing -

Bulletin Board

29TTZ3

Lawrence, Kansas
January 15, 1943

Physical Education Department,
University of Kansas,
Lawrence, Kansas.

Dr. Allen:

This letter comes to you in application for a job in the physical education department of the University.

My experience consists of instructing gymnastics at the University of Oklahoma for two semesters. My job then was - giving calisthenics, calling roll, demonstrating tumbling to be followed by the students, supervising and instructing games. This conditioning course was designed also to prepare the fellows for service in the armed forces.

I also recieved much experience in handling an organized group of athletes when, in 1941, I was player-

manager of the Texaco Softball
team in Tulsa, Oklahoma which
went to the semi-finals of the
State Regional tournament in
August, 1941.

I am a Junior Pre-Medic
Student and would be able to
work two hours each day.

I will appreciate all
consideration given me.

Sincerely,

Charles Kauri

Dr. Canuteson's suggestions concerning excuses --

1. The hospital could retain all the slips written there and at the end of each day we could collect them and check against our absences.
2. A person from here could go over the daily record book kept at the hospital with the clerk at the desk each evening to list the excuses given out that day, but Dr. Canuteson says it would take about an hour to do this and he does not feel that his clerk could spare that time.
3. Dr. Canuteson would like to see an arrangement worked out whereby there would be no excuses. This is his suggestion for that: A student is presumably in a conditioning class 48 hours a semester (16 weeks, 3 hours a week). Allow him only three cuts. Then provide a regular time for all make-up work, say each Saturday morning, and let the students make up hour for hour every class they have missed so that by the end of the semester they would actually have had 45 hours of conditioning.

Note: Dr. Canuteson would like to see a discontinuance of the practice of classes going over to Hoch Auditorium on extremely cold days. This endangers the health of the boys, and rather than do that some doubling up might be done in the gym.

Resistant exercises -- ?

Boxing

Bulletin Board

December 8, 1942.

Miss Ruth Hoover,
Miss Joie Stapleton,
Mr. Henry Shank.

Dear Colleagues:

At the budget conference yesterday there was just a general scanning over of the summer program. Before any of you decide to sign up anywhere else we will be glad to talk to you. There was a general feeling that we should have a sixteen-week course in physical conditioning, but the other activities were very questionable, although they did look with favor upon a recreational course and some type of recreation for the first eight weeks.

But it was all very vague. They are shaping things slowly and we will hear from them later, but they did want you to consider such a thing as helping out if and when the need comes. They will know some time along in March or April.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

PCA:AH

PHYSICAL FITNESS INSTITUTE
ROBINSON GYMNASIUM
DECEMBER 12, 1942

9:00 - 9:30 Registration

9:30 - 10:30 General Assembly

Presiding: Dr. Allen, University of Kansas

Greetings - Chancellor Mallott, University of Kansas

Physical Education Needs of the Navy: Capt. Buhl

"Physical Education Needs of the Army": Capt. B. B. Smith, University of Kansas.

"Victory Corps Program": Supt. Dean, Lawrence Public Schools.

"Manual on Physical Fitness Through Physical Education": R. R. Strait, University of Kansas.

10:30 - 12:00 Working Conference on the Program for Boys - Large gymnasium.

10:30 - 11:30 Marching: Capt. G. B. Smith, University of Kansas

11:30 - 12:30 Calisthenics: H. A. Shenk, University of Kansas

Response activities & Relays: R. R. Strait

10:30 - 12:00 Working Conference on the Program for Girls - Women's Gym.

Rhythmics : Miss Jean Bliss, University of Kansas

12:30 - 1:30 Luncheon

1:30 - 2:00 General Assembly

Large Gym.

Aquatics: Miss Ruth Hoover, University of Kansas

Health: Miss Joie L. Stapleton, University of Kansas

2:00 - 3:00 Working Conference on the Program for Boys - Men's Gym.

Ranger Activities: H. A. Shenk, University of Kansas

Combatives: R. R. Strait, University of Kansas

2:00 - 3:00 Working Conference on the Program for Girls - Women's Gym.

Marching * Apparatus * Tumbling * Miss Ruth Hoover, University of Kansas

3:00 - 3:45 Working Conference on the Program for Boys - Men's Gym.

Sports & Games: R. R. Strait, University of Kansas

Tumbling & Apparatus: H. A. Shenk, University of Kansas

3:00 - 3:45 Working Conference on the Program for Girls - Women's Gym

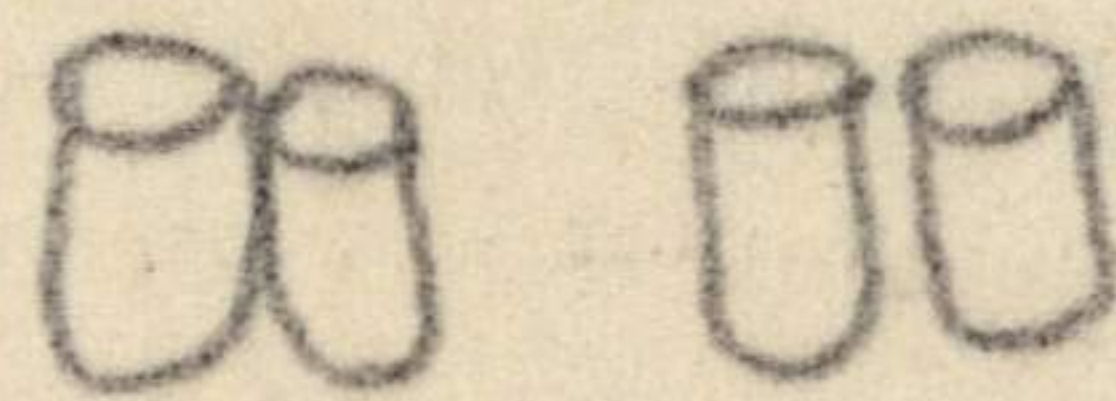
Conditioning Exercises : Miss Ruth Hoover, University of Kansas

Relays & Games: Miss Joie L. Stapleton, University of Kansas

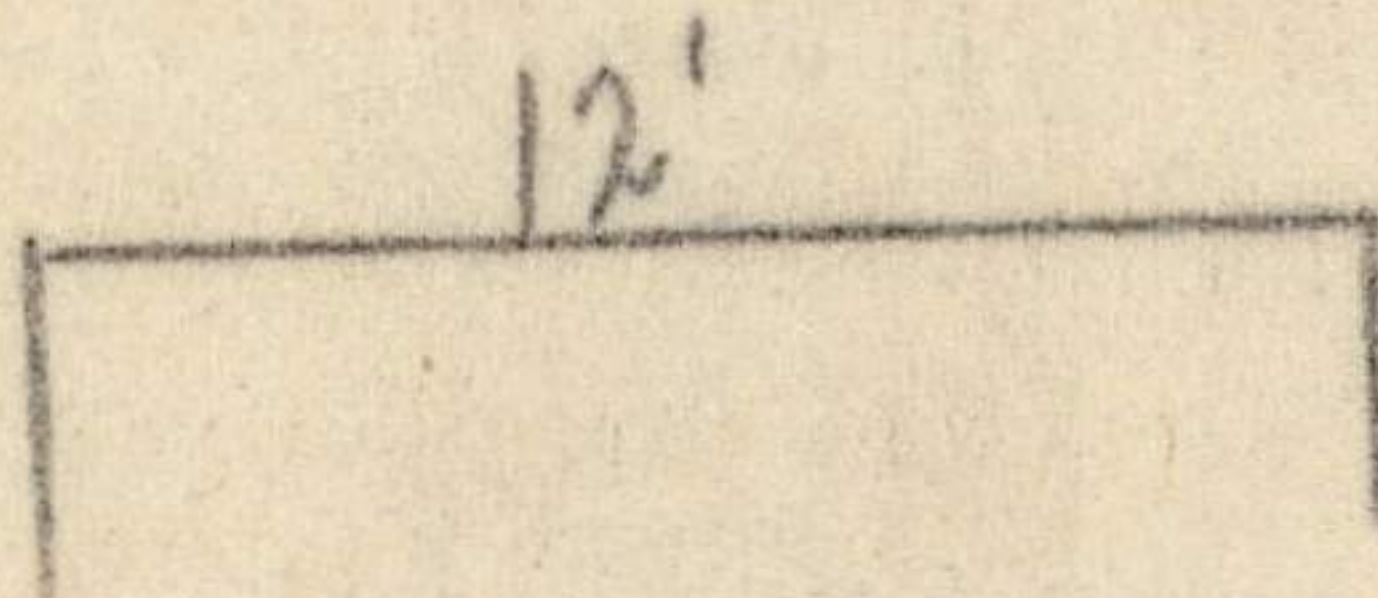
3:45 - 4:00 General Discussion

Finish line

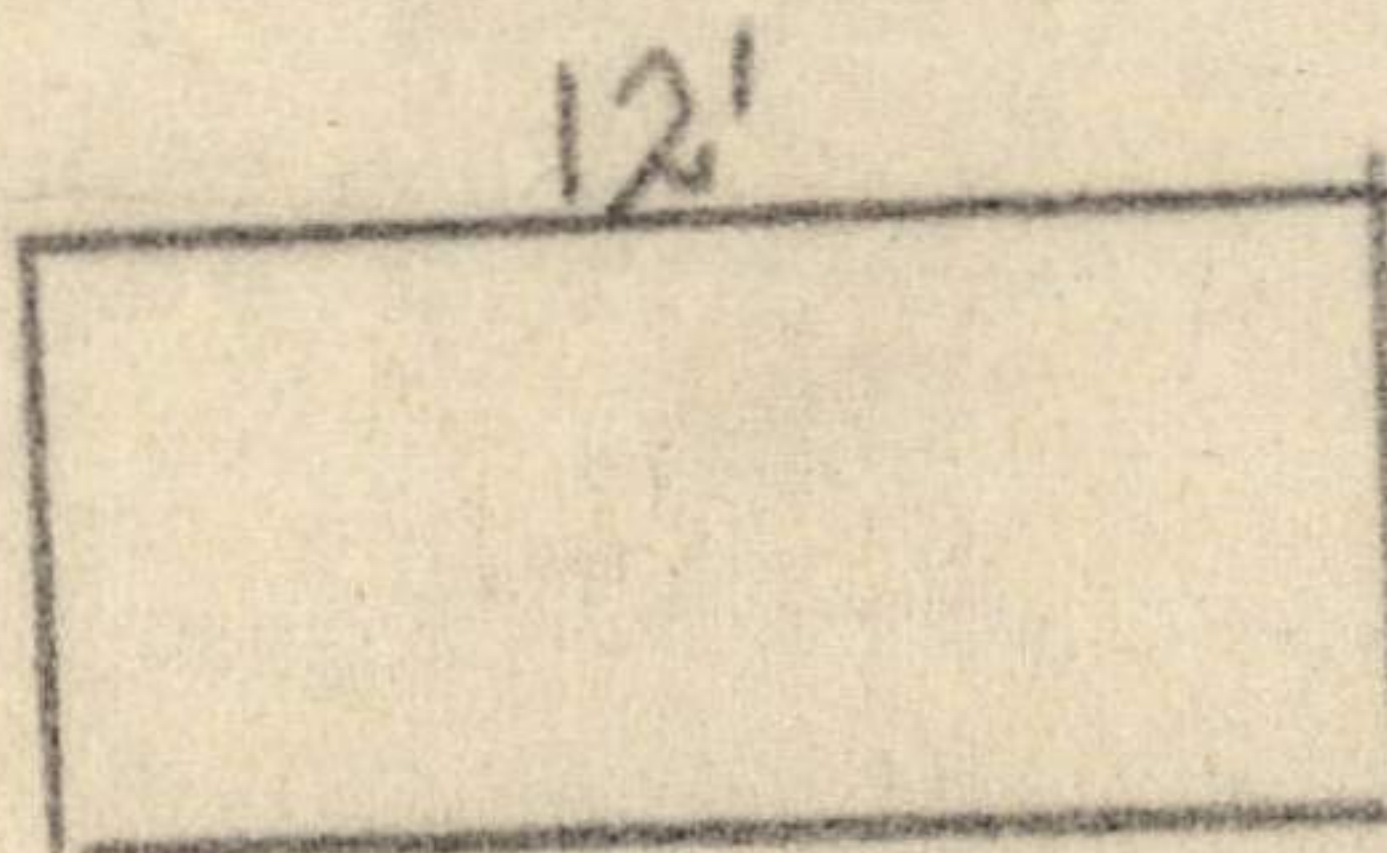
Start



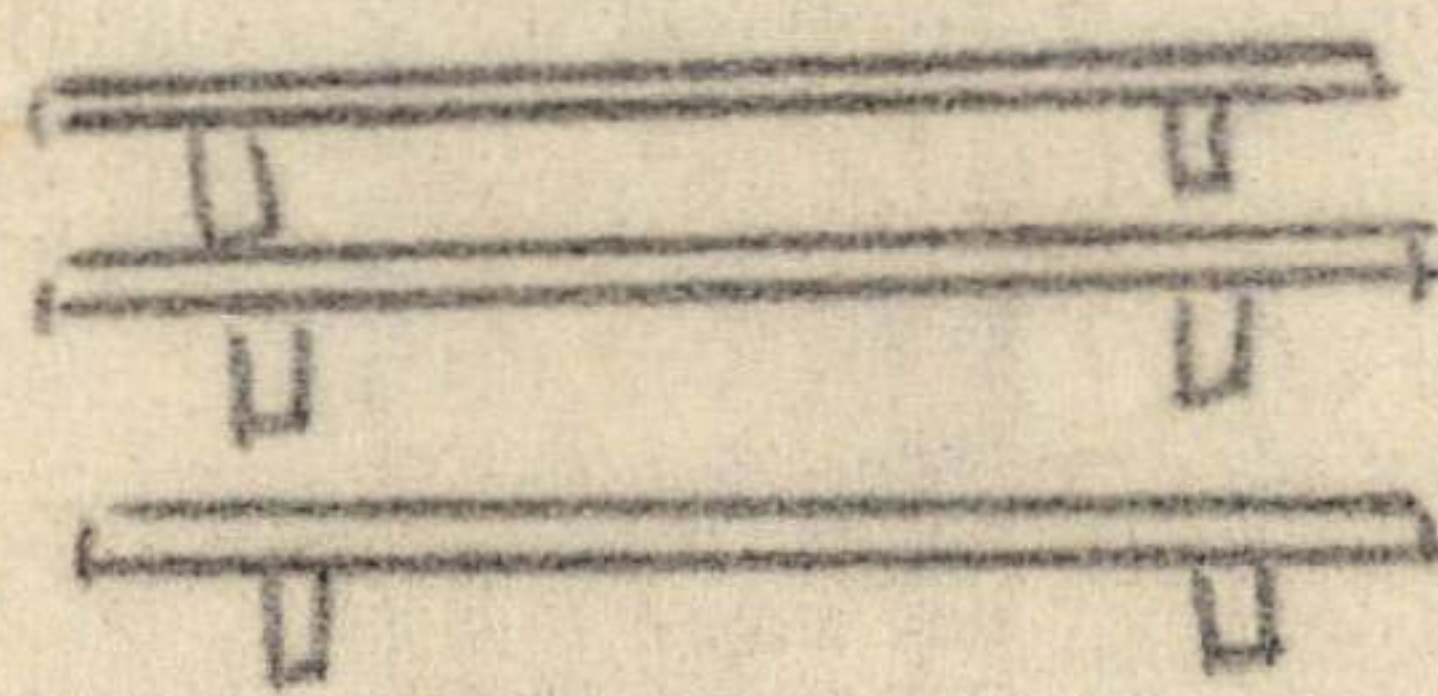
Dummies: to run between.



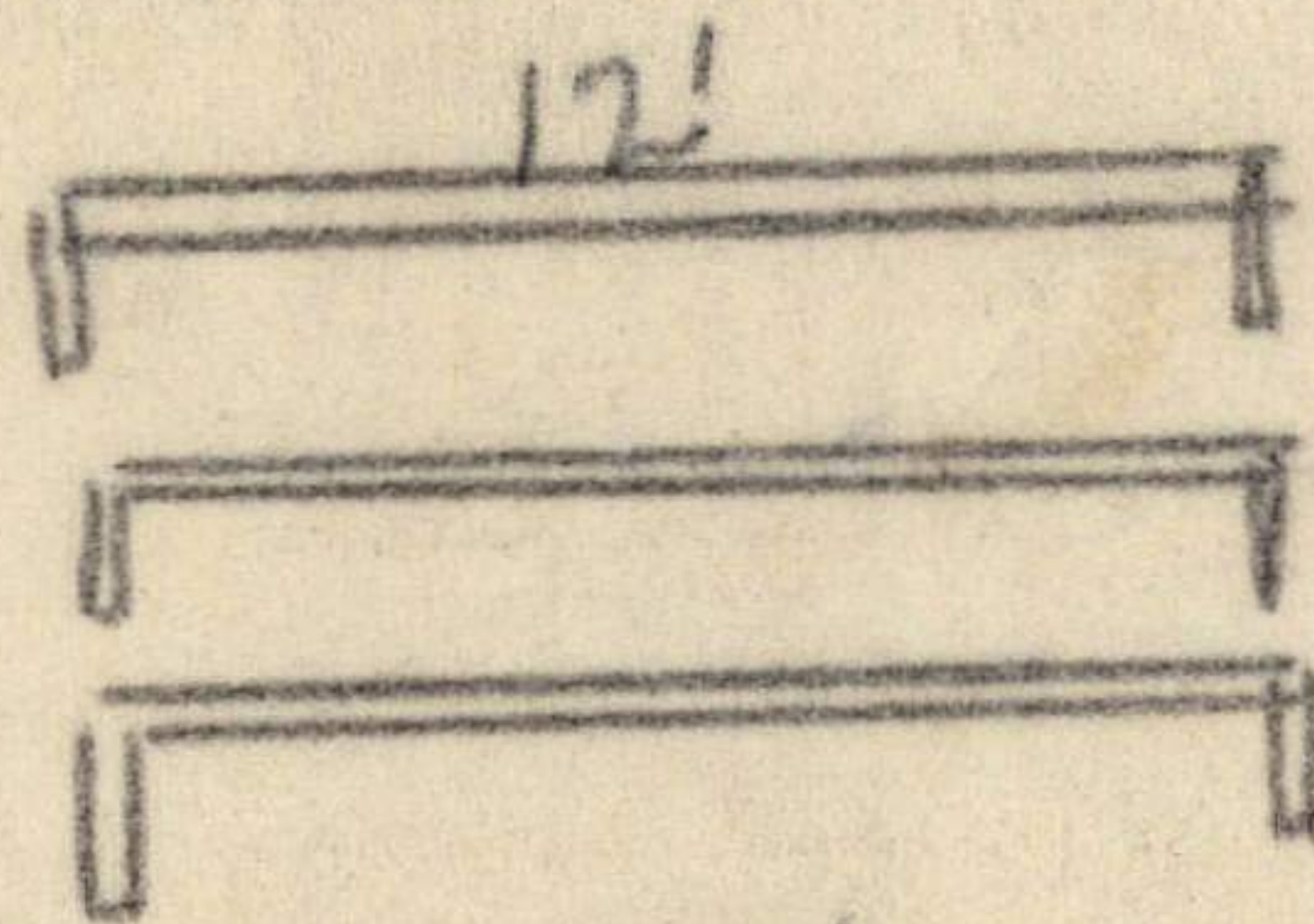
Barrier 3'6" high; to jump or hand vault.



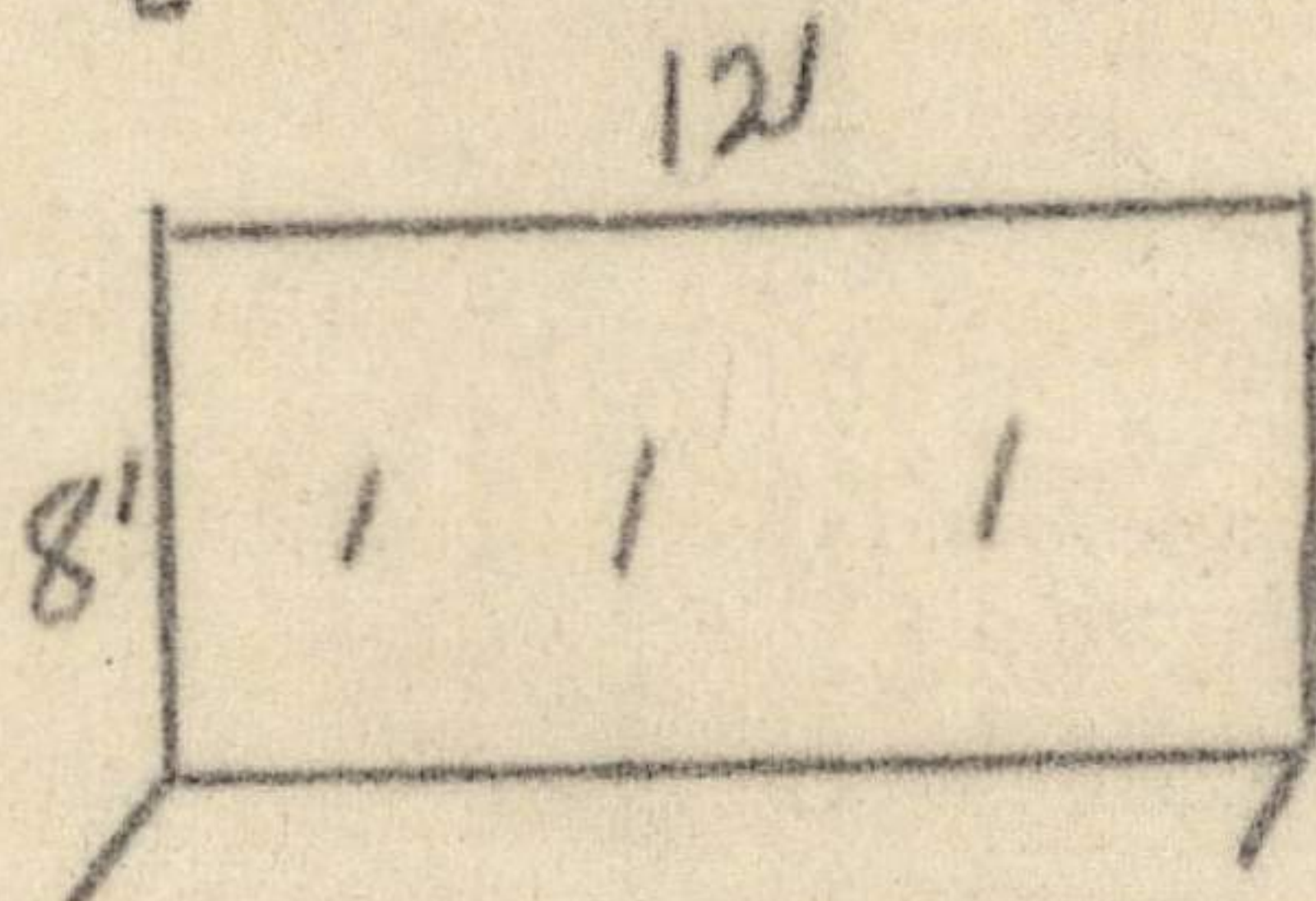
Ditch 2' deep, 7' wide; to jump across.



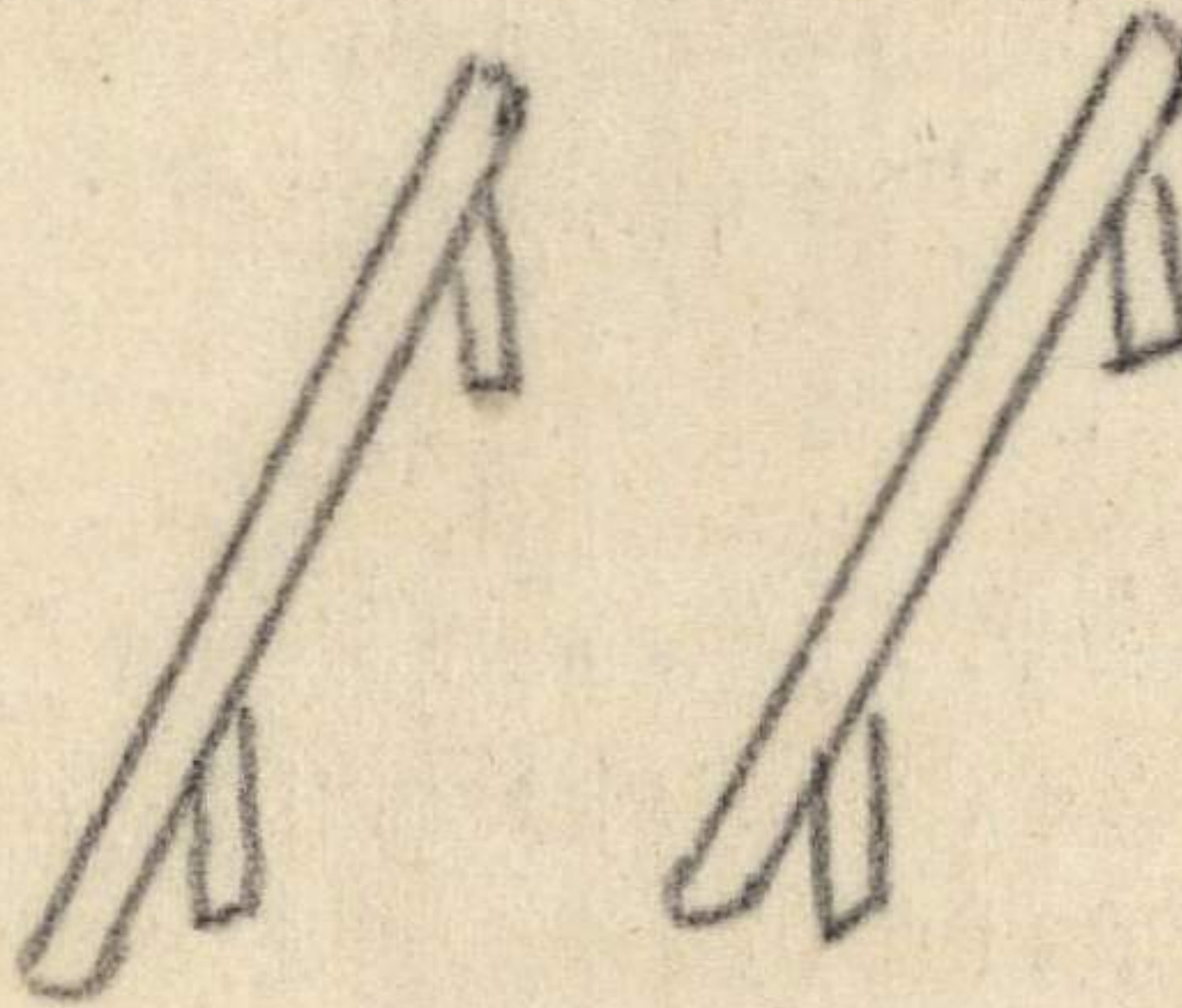
Barriers 18" clearance: to crawl under.



Hurdles 2'6" high; 5 yds. apart; to be cleared.

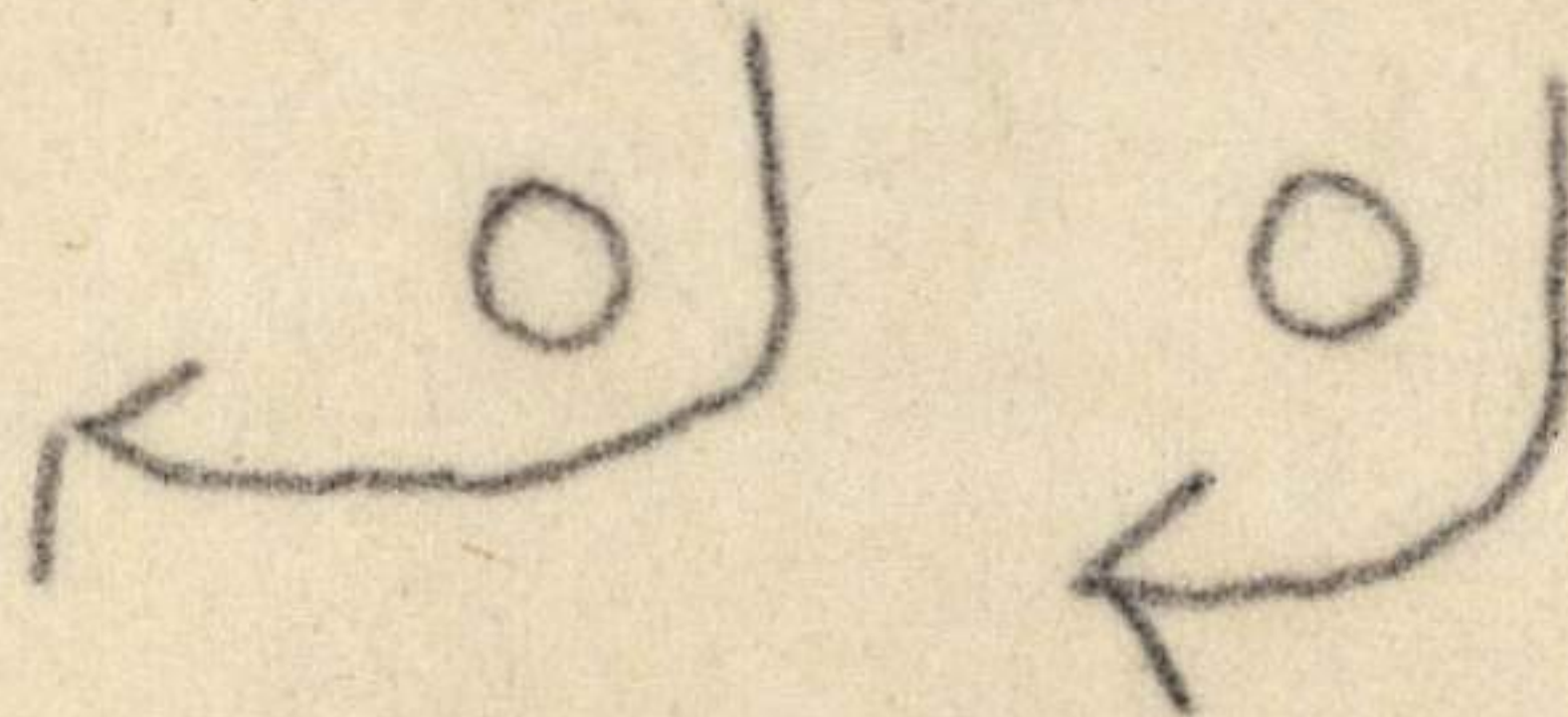


Wall 7' high; to be scaled.



Balance beams, telephone poles 26' long, 2'6" above the ground; to be walked.

Run to the finish line;
75 yards.



Turning point; run around and return to start.

December 22, 1942.

Registrar's Office --

The grades for the following students, in
Physical Condition, at the present time are as follows:

James Acker	B
James Ferguson	B
Calvin Briney	B
Robert Gale	B
Robert Jones	B
Wm. Robert Martin	B
Edward Sims	A

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

December 15, 1942.

Memorandum to Prof. A. J. Mix:

Stanley Burkett is regularly attending physical conditioning at 3:30 MWF; has only 3 absences.

Wm. Ralph Michener - has appointment for conference with Dr. Allen regarding his attendance.

Dept. of Physical Education.

December 12, 1942.

Mr. Stanley Burket,
1314 Tennessee St.,
Lawrence, Kansas.

Dear Mr. Burkett:

Several days ago a request was sent you from this office asking that you come in concerning your absences in physical conditioning.

Reports continue to come to me that you are not attending class, and I trust you will find it convenient to come in to see me very soon. It is our responsibility to report excessive absences to the University Committee on Exemptions, and I would like to confer with you before this becomes necessary.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

cc - Dr. A. J. Mix