

INSTRUCTIONS TO LEADERS IN THE PHYSICAL CONDITIONING CLASSES

We are listing below certain practices and regulations which we want to make uniform during our program.

1. Responsibility. As instructors you must assume certain responsibilities. First of all, you must always be present and on time for your class session. Time is precious when we have so little in a period. An instructor who is negligent about getting the class started on time cannot expect promptness on the part of his students. There are very few reasons for being absent from a class. Sickness is one of the few legitimate excuses.

If you, for any reason, can not meet your class, let Dr. Allen's secretary, Mrs. Hulteen, know far enough in advance that she can arrange for a substitute. This is a must!

2. Roll Call. You will be given class rolls, upon which you should check attendance carefully each period. Should any boy get ~~three~~ ^{two} unexcused absences, you should report that fact sometime during the day to Mrs. Hulteen so that the Deans of the proper schools can be notified. *This is a must!*

The first few sessions you should call the names of all students and mark absent those who are not in attendance. Any students not on the roll should be sent to Mrs. Hulteen for an enrollment card. Do not accept anyone in your class whom you do not have on your roll unless they present a card from the office authorizing their admittance. Do not change the rolls unless you have received a note from the office to do so.

After the first few sessions roll should be checked, if out on the field, by having leaders appointed to check the roll with one leader for each squad of 10 boys. Inside, record the absent members and enter the absences in the grade book. We want to save time on calling the roll but it is necessary that it be checked each period. If possible, try to check the roll in two minutes.

3. Class Periods. After the first week, students should be suited up and at the designated meeting place not later than 22 minutes till the hour. This allows eight minutes for changing after the half hour. Classes should always be dismissed in time that they may have ten minutes to take their showers and change clothes.

Typical class period:

8:30 - 8:38	-- Change clothes
8:38 - 8:40	-- Check roll
8:40 - 9:10	-- Activities
9:10 -	-- Class dismissed

4. Suits. Insist on men being suited up in clean suits according to the regulations which will be issued. After the first week, consider that those who do not suit up as absent unless they bring a hospital permit.

* *This is not Germanic militarism, but is a toughening course and we expect our instructors to be personable yet firm with their men. Know your students!*