

# **COLLEGE OF EDUCATION AND HUMAN SERVICES**

**ADJUNCT/CLINICAL FACULTY HANDBOOK  
AND  
TEACHER LEADER ADJUNCT FACULTY GUIDELINES**

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**College of Education and Human Services  
Educational Resource Center**

The College of Education and Human Services totally funds and supports the Educational Resource Center (ERC) which is located in 244 Millett Hall. The ERC has been in its current location since 1983. The ERC provides intellectual and physical access to current, state-of-the-art materials, equipment and services.

The ERC strives to offer quality services, staffing and facilities according to guidelines established nationally by professional and learned societies, specifically the Association for Educational Communications and Technology (AECT), the Association of College and Research Libraries a division of the American Library Association (ALA), and the Consortium of College & University Media Centers.

The mission of the ERC is to serve as a role model in the use of modern technology and to offer support in preparing exemplary professionals. The ERC strives to provide leadership, instruction, and consulting assistance in the use of instructional technology in the metropolitan area.

The ERC is composed of three major areas: an instructional materials center, a media production lab, and a microcomputer lab. The ERC also houses a conference room and a reading area. Hours are posted on the front door and are Monday-Thursday 9-9, Friday 9-4, and Saturday 11-3 during the academic year. Summer hours are Monday-Thursday 9-5, Friday 9-4, Saturday and Sunday closed. Some areas are scheduled for classes and these hours are posted weekly. The conference room can be scheduled by calling the ERC supervisor (937) 775-2182. The ERC is closed during quarter breaks.

The **instructional materials center** (IMC) offers print and nonprint teaching materials designed to stimulate learning and to increase awareness of existing resources. Materials include such items as kits, models, filmstrips, games, videotapes, curriculum guides, picture files, textbooks, reference tools, newspapers, laser disks, audio-visual equipment. The collection is on the University Library electronic catalog .

The **media production** lab (MPL) is both an instructional lab used for teaching the methods and procedures for producing instructional materials quickly, inexpensively, and attractively. It is available for use by the university and the metropolitan community. Supplies for the production of materials are sold in the lab on a cost recovery system. Equipment items provided include laminators, transparency makers, binding machines, a poster printer, die presses for letters and shapes, a typewriter, a typesetter-like computer, a vacuumformer, and a microcomputer. Audio and projection equipment and an video cassette editing deck are also available.

The **microcomputer lab (MCL)** is used to teach computer applications *classes* as well as provide an open lab for use by the university and the metropolitan community. The lab houses a variety of current Macintosh and PCs connected to the university's network TURNPIKE along with various printers, projection equipment, scanners, and an OCR scanner. Approximately 750 computer programs including CD-ROM disks comprise the software collection. Reference materials and hardware and software catalogs are also available.

The ERC staff is comprised of Director Francis Yu, Supervisor Anne Carone, a full-time technical assistant Jeff Dabney and three graduate assistants. Quarterly, fifteen to seventeen student workers are employed within the ERC. All staff are able and willing to provide assistance when requested and needed. Guided tours, classroom space and special materials can be obtained by calling the ERC office (937) 775-2883.

### **Special Areas of Note**

- standardized test files are available with controlled access.
- faculty wishing to use test files must be approved by the test file committee and protocols can be ordered and placed in the *bookstore* for student purchase.
- material order requests should be submitted to the Director and will be filled whenever possible.
- each academic year program areas are targeted for collection development and faculty will be asked specifically to submit requests.
- specialized workshops can be developed for classes wishing an orientation or review of media production techniques or computer applications.
- reserve class collections can be developed and are either circulated or kept on close reserve behind the circulation desk.
- current issues of *The Chronicle of Higher Education* and *Education News* are available.

## **TEACHER LEADER ADJUNCT FACULTY GUIDELINES**

These guidelines are intended to highlight the established policies and procedures for WSU adjunct faculty in the Teacher Leader Program. Some additions and adaptations are necessary because of the off campus delivery of courses in this program.

### **Advisors For Groups**

If students have questions, problems, or concerns about the program or coursework, please refer them to their advisor by name and/or director.

### **Class Periods**

Your class will run from 4:30 to 8:00 p.m. unless you make alternate arrangements with the group. (i.e. 5:00 to 8:30). You will be notified of your building and room assignment before classes begin. Maps are available upon request. It is the policy of the university that all classes must meet during finals week. The policy does not require that an examination be given, however, if a comprehensive examination is given, it must be during finals week.

### **Class Cancellations, Time Or Date Changes, Teacher Substitutions, Inclement Weather**

Obtain phone numbers where students can be contacted so that you may inform them, **in advance**, if you must cancel, change the date or time of a meeting, or have another teacher substitute for you. Our current policy is that classes do not meet on the days when **either** WSU or the school location are closed on break. These dates should be clarified with your class. If the location where you are teaching has a different spring break from Wright State University, your group will not meet on either week. You may want to reschedule make up classes on some alternate dates.

### **Retention Of Final Grades**

Following the conclusion of a course, it is advised to retain your final grade sheets and student grades.

### **Please Submit Syllabus**

By the end of the second week of each quarter, faculty members should submit three copies of the syllabus for each course taught to the coordinator of the Teacher Leader Program.

### **Copying And Other Support**

You should submit supplemental course materials to be printed so that they can be sent to printing and placed for sale through the bookstore. You will need to put your packet of necessary materials together and send or bring it to the Department of Educational Leadership, 372 Millett. After it has been printed you may pick it up at the bookstore with the textbook you order for the course. Please help us to defray printing costs.

### **Arranging For Audio-Visual Equipment**

You will need to contact the school where classes will be held to arrange for audio visual equipment. A list of people to contact is provided by the department.

### **Books**

Textbook/class packets should be ordered through the Department of Educational Leadership.

### **Library**

Students may use the WSU library with their current registration card.

### **Educational Resource Center**

Students may use materials in the ERC. Instructors must submit a class list to the ERC staff.

### **Correcting Class Lists**

Your initial class list will be sent out shortly before your first class meeting. If you do not receive your list, check with the Teacher Leader Coordinator.

On the class list, you should note:

- 1) those students who are registered but not attending classes;
- 2) those who are present but not listed.

The initial class list is for the instructor's use only.

A revised list will be sent within the first month of the quarter. You will need to identify students who **NEVER ATTENDED CLASS** on the revised class list. Those who are present but unlisted on the revised list will need to contact the WSU Registrar to determine the problem. Your list will show only students who confirmed their registrations with payment. Students with unpaid registrations are dropped from their classes. If the students are not registered, they must do so as soon as possible. Please remind them.

### **Class Lists**

Please check the class list carefully to determine if any student is registered as 005 or 000. Give a list of these students along with the group name to the Teacher Leader Coordinator by the third week of the quarter. We need to be sure these students are accepted into the program before they have taken 12 quarter hours of coursework.

### **Evaluation Methods, Grade Scale, Faculty Phone Numbers**

At the first class, be sure to tell students how they can reach you at home or work. Explain and distribute your complete syllabus, evaluation methods, and grading scale. Please return student papers and exams if you tell students to expect them.

### **Faculty I.D. Cards**

The necessary paperwork and instructions for receiving an I.D. card can be obtained through Human Resources at 247 Allyn Hall. Their telephone number is (937) 775-2120. Picture I.D.'s will then be made at Media Services (050 Millett). No appointment is necessary, but if you wish to call ahead, the number is (937) 775-3162. Picture I.D.'s are required to use the library.

### **Contracts**

The Department of Educational Leadership will prepare your employment contract. Human Resources will mail you a copy of your contract. Their phone number is (937) 775-2120.

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**COLLEGE OF EDUCATION AND HUMAN SERVICES  
ADJUNCT/CLINICAL FACULTY GUIDELINES**

**A. INTRODUCTION**

The College of Education and Human Services (CEHS) has developed this adjunct guidebook to help familiarize you with available services and with college and university policies. We hope that it will ease your introduction to WSU. This guidebook should be consistent with all official university policies. In case of an inconsistency, official university policy should be followed. By summarizing the most commonly asked questions in one brief booklet, we hope to minimize your frustrations and to make your teaching experience more rewarding. We hope you enjoy your adjunct faculty status in CEHS and if at any time you have a question or concern, please contact your department chair for help or advise. (Refer to page 4 in this document for a listing of names and addresses of department chairs.)

During the Fall of the academic year 1997-98, the College of Education and Human Services adopted its own Strategic Plan. In order for you to better understand our college mission statement, belief system, and five visions, it would be appreciated if you would read and familiarize yourself with the plan starting on page 17.

Professional preparation programs and related research and service in the College of Education and Human Services currently are provided through four organizational units within the college: Department of Educational Leadership; Department of Health, Physical Education and Recreation; Department of Human Services; and the Department of Teacher Education. The Division of Professional Practice and Research (DPPR) provides activities and support to extend expertise of the faculty and staff into the region and to foster resource development and communication for the college.

As an adjunct or clinical professor of the College of Education and Human Services you will be responsible for teaching one or more of the courses in our approved curriculum. The administration of the course(es) you teach will be housed in one of the above listed organizational units in the college.

CEHS encourages excellent teaching from all of its professors. Excellent teaching can only occur when a professor has the expertise needed to teach a course, when he or she carefully prepares lectures and course materials, and when he or she is strongly motivated to effectively communicate this information to students. We are pleased that you have accepted the challenge.

**B. WSU EMPLOYMENT AND GENERAL INFORMATION**

1. **Contracts** - Contracts are initiated at the beginning of each quarter by the chair of the department for which you are teaching. Your contract will be processed at the Office of Human Resources. You will receive an employment packet through the mail from the Office of Human Resources, located at 247 Allyn Hall. It is your responsibility to fill out all the requested forms and return the forms to Human Resources before the 15th of the month prior to the first month you will receive your pay. Pay checks are mailed to your home and are issued in increments of three pay periods per quarter: Fall Quarter at the end of October, November, and December; Winter Quarter at the end of January, February, and March; Spring Quarter at the end of April, May, and June. Delays in adjunct contracts occasionally occur resulting in two rather than three equal payments. If you have not received your contract by the third week of the quarter, contact your department chair. If you have any questions concerning your actual pay check, contact the Payroll Department at (937) 775-2640.
2. **1-9 Forms** - As part of the Immigration Law, each new faculty member must complete an I-9, Employment Eligibility Verification form. This form is included in your employment packet that you receive from the Office of Human Resources. You will only need to fill out this form once.
3. **WRIGHT 1 CARD** - The WRIGHT 1 CARD is a picture ID card and is available to all WSU students, faculty, adjunct faculty, and staff. You may obtain your ID card as soon as your contact has been processed. (A good time to obtain this card would be when you return your employment forms to Human Resources). You need to go to Human Resources yourself and request a Faculty ID Request Form from Human Resources, fill out the form, and have it verified by Human Resources. Then proceed to the ID Center at E140 Student Union to obtain your WRIGHT 1 CARD. The WRIGHT 1 CARD is the only card you'll need on campus, including using it at the WSU libraries and the Educational Resource Center. There is no charge for your first WRIGHT 1 CARD; however, there is a \$10 replacement fee for lost or stolen cards. If you lose your card, call the ID Center immediately at (937) 775-5542. The ID card can also be used as a debit card if you're interested, i.e. making copies at the copy machines and the WSU Copy Center. Ask for details at the ID Center. (Refer to page 24 for a copy of the WRIGHT 1 CARD brochure.)
4. **Computer Accounts**

Adjunct faculty are eligible to receive computer accounts. These accounts will provide access to resources on the Internet. Departments vary as to how you obtain your account. Contact your department chair for details.

5. **University Libraries**

There are three University Libraries on campus: the Paul Laurence Dunbar Library, located between Millett Hall and the Creative Arts Center; the Fordham Health

Sciences Library, located in the Medical Sciences Building; and the Music Library located in 146M Creative Arts Center. All three libraries offer a number of services to students, faculty, and staff. The University Libraries information research network uses a Netscape interface to provide access to OhioLINK and a wide variety of information resources, including journal indexes, guides to abstracts, databases, periodicals, and even the World Wide Web and the Internet. (Refer to page 26 for a copy of the WSU Libraries brochure).

Libraries hours are as follows:

	<u>Dunbar</u>	<u>Fordham</u>	<u>Music</u>
Monday-Thursday	7:30 am-midnight	8 am-midnight	8:30 am - 9 pm
Friday	7:30 am-9 pm	8 am-8 pm	8:30 am-5 pm
Saturday:	9 am-9 pm	10 am-6 pm	1 pm-5 pm
Sunday:	11 am-11 pm	10 am-midnight	1 pm-5pm

The above listed hours may change during vacation, holidays, exam periods, and summer sessions. Changes will be posted at the libraries. Call (937) 775-4125 for more information about hours and services.

Computer Account - Patrons can access these resources from any University Libraries workstation, or from home with a WSU campus computer account.

Library Reserve - WSU instructors may place books on reserve at the Dunbar Library or the Fordham Health Sciences Library. For more information on placing items on reserve, refer to page 28, "How to Place Materials on Reserve".

For more information about the CEHS Educational Resource Center (ERC), refer to page 5.

6. **Media Services (Center for Teaching and Learning)\*** - Audio/visual materials and equipment can be ordered from Media Services, 020 Rike Hall, (937) 775-3162/3163. Media Services has a catalog available on-line. The Web address is: [www.media.wright.edu](http://www.media.wright.edu), then select Material Catalog to make your selection(s). You will need to have the title(s) of the material(s) and the catalog order number(s) available when placing an item on reserve. You can request an operator to show a film as well as having the films and equipment delivered to the classroom and picked up when you are finished. When ordering, please allow a reasonable amount of turn around time and allow for an alternative date, if possible. In order to have equipment delivered to your classroom, you must order the equipment at least 24 hours in advance of the date needed. It will be your responsibility to pick up and return the equipment at Media Services if you have not ordered the equipment well enough in advance.

Please note that effective January 1, 1999 responsibility for rental of videos and other

media will be transferred from Media Services to the University Libraries. From that point rental of films/videos requests should be sent to the librarian responsible for selection in your subject area. Refer to page 31 for guidelines on how to order materials and refer to page 32 for a subject listing and the name of the librarian responsible for the particular subject area.

\*Just a suggestion - ERC has some equipment available for checkout - i.e. camcorders, digital cameras, tripods, overhead projectors, and LCD projectors.

7. **Parking** - Parking permits can be obtained quarterly or yearly at the Office of Parking and Transportation, 318 Student Union, (937) 775-5690. The cost for part-time faculty is \$25 per quarter or \$90 per year. Meter parking is also available in certain parking areas. A parking permit may not be necessary if your class starts after 5:00 p.m. because there may be adequate free parking available on campus. If you want to be safe, you can get a permit the first quarter you teach and evaluate the parking availability first hand. Do not park in designated parking areas without a parking pass - you will most probably be ticketed. Parking and Transportation office hours are 8:30 am - 5:00 p.m., Monday - Friday. (Refer to page 33, Parking Regulations insert for detailed information. Also, refer to page 38 for a copy of the WSU campus map.)
8. **Keys** - Most classrooms are unlocked and keys are not needed by adjunct faculty. A few classrooms are kept locked to secure computer and audio-visual equipment. Your assigned secretary will advise and assist you on how to secure a key if you feel one is needed. If a classroom is locked during regular office hours (8:30 a.m. - 5:00 p.m., Monday - Friday), contact your assigned secretary for assistance. If you are teaching in a classroom and it happens to be locked after normal office hours, you will need to notify Public Safety's Communication Center, ext. 2111, and ask to have the classroom unlocked for you. Emergency telephones are located in the main hallways of most campus buildings. You may use these telephones marked with a red and white sign for this purpose if your department office is closed.
9. **Smoking**- Smoking is prohibited inside all buildings on campus. This should be strictly enforced.

#### C. CEHS INFORMATION

1. **Department Offices** - Department locations, name of chairpersons, and phone numbers are as follows:

<b><u>Dept.</u></b>	<b><u>Chair</u></b>	<b><u>Room</u></b>	<b><u>Phone</u></b>
Educational Leadership	Dr. Bonnie Mathies	372 Millett	x3006

Health, Physical Ed. and Recreation	Dr. G. William Gayle	310 Nutter Center	x3222
Human Services	Dr. Patrick Taricone	M052 Creative Arts Center	x2075
Teacher Education	Dr. Burga Jung	322 Millett	x2333
Division of Professional Practice & Research	Ms. Gayle Wiley, Dir. Professional Servs.	229 Millett	x2250
	Mr. James Trent, Dir. ED LINK-12	229 Millett	x3673

Department office hours are Monday through Friday, 8:30 a.m. - 5:00 p.m. Refer to the CEHS organization chart on page 39 and a complete CEHS listing of faculty, professional and support staff on page 40.

2. **Mailboxes** - Mailboxes for adjuncts are either placed in your assigned secretary's office or in the Educational Resource Center (244 Millett Hall). Please see your secretary to determine the location of your mailbox.
3. **Secretarial Support Services** - Each adjunct will be assigned a secretary in the department that you are working and notified of the name and location of the secretary. The secretary will assist you with the following:
  - a. **Textbook Orders/Desk Copies** - In most cases, textbook order blanks will be sent directly to adjunct faculty by the department secretary. Please check with the appropriate chair concerning the choice of text before the order is returned to the secretary. In some cases, textbooks will have been ordered by chairs or full-time faculty before an adjunct is hired. The secretary assigned to the adjunct can secure any needed information about books and obtain a desk copy for the adjunct if this is needed.
  - b. **Typing**- Any material to be typed for your assigned courses should be given to your secretary at least five working days before needed and preferably longer.
  - c. **Duplicating** - Any duplicating for courses should be given to your secretary at least one week prior to the class for which it is needed. Please contact your department chair for the specific duplicating guidelines of your department.
  - d. **Supplies** - You may request needed supplies through your assigned secretary (overhead transparencies, grade books, etc.).

4. **CEHS Educational Resource Center (ERC)** - The Educational Resource Center is located in 244 Millett Hall and contains an Instructional Materials Center, a Microcomputer Lab, and a Media Production Lab. Textbook collections, test banks, and curriculum materials are available for use of students and faculty. (Refer to page 33 for test file policies.) You may check out materials by presenting your WRIGHT 1 CARD. Working hours are posted on the ERC front door and are usually Monday - Thursday, 8:30 am - 5:00 p.m.; Friday, 9:00 am - 4:00 p.m.; and Saturday, 11:00 am - 3 p.m. The ERC is closed during quarter breaks. (For more detailed information, refer to page 42-47.)

## D. ACADEMICS

### 1. General Information

- a. **Academic Term** - Wright State University is on the quarter system. Generally the term is 10 full weeks plus an exam week. Three quarters correspond to two semesters. Class time per week is 50 minutes per credit hour, unless it is a laboratory section. For example, a four credit hour course will meet for 200 minutes per week.
- b. **Holidays** - Wright State University's holidays do not always correspond to state or federal holidays. Several religious holidays are not observed by the university, such as Rosh Hashanah, Yom Kippur, Good Friday, etc. Please be flexible in regard to attendance on these days. (Refer to page 48 for a listing of observed holidays.)
- c. **Class Meeting Times** - All classes should be held at the scheduled times. Exceptions should be approved by the department chair.
- d. **Office Hours** - Adjuncts should be available for 30 minutes before and/or after class on a regular basis. The times of availability should be provided in the course syllabus and also given to the department secretary.

### 2. Course Structure and Content

- a. **Course Content** - The objectives for each course in the college inventory are on file in the chair's office. While methodology and textbooks may vary, all faculty are expected to teach the objectives on file, and to include those objectives in the course syllabus.

**b. Syllabus** - A course syllabus is an important medium for communicating with the students in your course. A syllabus should be prepared carefully and it should describe all important components of the course. The syllabus should list your name and a telephone number where you can be reached or the department telephone number so calls can be forwarded. The text you are using should be listed as well as any supplemental books, journals or articles that you may require the students to read. The syllabus should be broken into class periods so that the students will know how to prepare for each class. Be sure to specify test dates, assignments and due dates for papers and assignments. As well as specifying the due dates, any papers or assignments should be described briefly on the syllabus. Also, your grading policy should be described as explicitly as possible. (Refer to page 49 for a sample syllabus and to page 57 for a checklist for syllabi additions and corrections.) The following is a checklist developed by the Ombudsman's Office at Wright State University. These points should be addressed in your syllabus:

- Are students provided with an up-to-date course syllabus on the first day of class?
- Are course objectives communicated clearly?
- Are expectations for papers, projects, etc., described in detail in writing and in class?
- Are tentative due dates and exam dates listed in writing and announced in class?
- Is a policy regarding time extensions on papers and projects clearly stated?
- Is the grading system for the course explained in writing? Is the weight of each course requirement shown?
- Are policies regarding exams and make-up exams outlined?
- Do evaluation of student progress and feedback occur before the drop date? (The drop dates are listed in the quarterly scheduling paper.)
- Are students notified how long graded materials are retained?
- Is the attendance policy clearly described?
- Are field trips, meetings, and observed holiday or weekend participation announced in writing and in class?

- Are students notified of a professors office hours, phone number, and office location?
  - Are questions about course information and policies invited and answered early in the quarter?
  - Can grades, policies, and requirements be reasonably defended if a dispute arises? A copy of your syllabus needs to be submitted to the department chair at least two weeks before the quarter begins.
- c. **Lectures** - Varying lecturing styles are used successfully. Generally, most successful lecturing styles are based on carefully prepared lecture outlines and systematically presented information. Instructors need to consider the background knowledge possessed by students in a class. It is easy to overestimate students' background knowledge. Students are not professional educators and do not have this extensive background. During lectures, instructors should try to evaluate if most students are understanding the lecture.
- d. **Films and Audio Visual Aids** - Films or videotapes can often be used to show or demonstrate phenomena that would be difficult to understand without these direct experiences. If a film is used, care should be taken so that it is discussed and related to the text or lecture material. An over dependence on films used as fillers is discouraged by the CEHS. Films may be previewed at Media Services, 020 Rike, between the hours of 8:30 a.m. and 5:00 p.m. No appointment is necessary. If you would like to preview a film not carried at WSU, request that it be delivered for preview by calling (937) 775-3162. When it arrives, you will be notified. The procedure for ordering films or videotapes is described on page 3 (Media Services) of this document.

Please note that effective January 1, 1999 responsibility for rental of videos and other media will be transferred from Media Services to the University Libraries. From that point rental of films/videos requests should be sent to the librarian responsible for selection in your subject area. Refer to page 31 for guidelines on how to order materials and refer to page 32 for a subject listing and the name of the librarian responsible for the particular subject area.

e. **Special Course Materials**

**Reading List or Special Required Reading Materials** - If you are using a required reading list or special required reading materials, one or more copies should be placed on reserve at the library (refer to page 27) or the ERC (Educational Resource Center), 244 Millett (refer to page 46).

**Supplemental Materials** - If you plan on using supplemental materials, the materials must be listed on your book order. Students may purchase these materials through the WSU book store. The cost is directed to the student. ClassNotes Publications in Printing Services, located at 033 Millett Hall, provides the service of printing these materials. You will need to know your department account number before taking the material to Printing Services. If the material is copyrighted, the ClassNotes office will take care of receiving permission to copy the material. ClassNotes hours are Monday - Friday, 8:30 a.m. - 5 p.m.

- f. **Writing Activities**- The university encourages faculty to incorporate writing in as many courses as possible. Although this is difficult in large lower level classes, it is strongly recommended for advanced classes.

**Writing Center** - The Writing Center (025 Library) is available to help students with their writing. The center offers workshops on improving writing skills and on writing in the American Psychological Association (APA) format. The Writing Center will also edit student papers. Please announce this to students or indicate it on your syllabus and refer students with writing problems to the center. The center is open weekdays; hours change quarterly. For further information, call the Writing Center at (937) 775-4186.

- g. **Student Presentation Materials** - If you are having students give oral presentations, the Educational Resource Center (ERC) has materials available for purchase (transparencies, etc.) and they will help students to prepare class presentation materials. Students can purchase a Supply Purchase Card to use at their own convenience. It is advisable for students to make arrangements ahead of time because classes are sometimes scheduled in 244F Millett.
- h. **Grading** - The college encourages grading that is appropriate for the course. Instructors are responsible for grading. A grading scheme should be as explicit as possible and explained on the syllabus. The college does not have distribution requirements, but grading should not be overly generous nor overly harsh. These grades should reflect different degrees of competence and should be based on progress made with regard to objective criteria. The College of Education and Human Services recognizes the university definition for grades: A - highest quality; B - second quality; C - third quality; D - lowest quality; and F - failed. No pluses (+) or minuses (-) are used.

### 3. **Exam Information**

- a. **Exams** - You may choose to give multiple choice, short answer or essay exams. They may be open or closed book in class exams or take home exams. For the multiple choice exams, you can have the students use computer answer sheets which are available in the department office or from your assigned secretary. The

office personnel will have them scored by the computer center for you. All that we need from you are the answer sheets and a computer sheet marked with the correct answers clearly marked "key." Make sure that your name and the course number is on the "key."

- b. **Posting Exam Scores** - To post the exam scores, you will need the students' social security numbers. To maintain confidentiality, post the scores by the last four digits of the social security number rather than using the student's name.
- c. **Final Exams** - Please make sure you list the final exam information on the class syllabus. All final exams should be given during the scheduled exam time during final exam week and all classes must meet during exam week. If the course is experiential or field based, please use this time for debriefing, oral feedback or other evaluation activities. You will need to find out the day and time your class exam is scheduled because it most probably will be different than your regularly scheduled class time. The final exam schedule of times is listed on the first several pages of the quarterly Class Schedule and is also available in the department office. Finals are given in the same classroom as the lectures.
- d. **Make-Up Exams** - Each instructor has the opportunity to decide his or her own policy on make-up exams. Your policy on make-up exams should be reasonable. Many students work for local businesses or the government and may be sent out of town. Also, with WSU being predominantly a commuter campus, car failure could be a reasonable excuse. Your department office may proctor make-up exams for you - check with your department chair. The proctor giving your exam will need special instructions (i.e. open book, notes), the time limit, and the student's name. When completed, the exam will be placed in your mailbox for grading.
- e. **Exams for Disabled Students** - Special testing accommodations are provided by the Office of Disability Services. The student signs up at the beginning of the quarter at the Office of Disability Services and fills out a "Proctoring Exam Request" form for each exam he/she will need to take. Disability Services will send to you the signed authorization form in a sealed envelope. Make sure you read the directions, being sure to specify the amount of time the student has to complete the exam (usually 1 1/2 times the normal class period). Sign the "Proctoring Exam Request" form and leave the exam along with the completed authorization form with your secretary and Disability Services will pick up the completed forms. The student will take the exam at Disability Services in a test proctoring room. The finished exam will be returned to the department in your name in a sealed envelope. Evening classes are scheduled the same way the day classes are scheduled. (Refer to Page 59 for more information regarding Disability Services.)

#### 4. Course Administration

- a. **Attendance** - Adjunct faculty are responsible for meeting with all scheduled class periods. If you cannot meet your class, it is your responsibility to find someone to take your place. The department chair should be notified of this arrangement. If an unexpected emergency occurs just prior to class so a replacement cannot be found, the department office should be notified so that a sign notifying students of the cancellation can be put up in the classroom.
- b. **Class Lists** - Class lists are distributed each quarter. Your class list will be placed in your mailbox before the first day of class. If a student's name does not appear on the list and the student indicates that he/she is registered, have the student check with the registrar. You will receive a second list around the third week of the quarter and a third list after the drop date. These lists will also be placed in your mailbox.
- c. **Closed Classes** - If your class is closed (class enrollment is over the limit), please check with the department chair before signing students into the class. For some classes we keep waiting lists in the office and the students on the list have first priority. Also, class enrollment is sometimes limited by room size. (See page 61 for a sample of a Closed Class form.)
- d. **Dropping or Adding a Course** - Permission to drop or add a course is handled by the student's advisor or by the department office. (See page 61 for a sample of a Drop/Add or Withdrawal form.)
- e. **Audit** - Students who wish to audit a course must pay regular fees. Because of this, the department grants them the same privileges as regular students. A student must obtain department permission to change from regular status to audit.
- f. **Tutoring Services** - The Tutoring Office will attempt to locate tutors for any currently enrolled student, for any course offered at Wright State. (Exceptions: ENG 101 and 102, day sections of MTH 102, and all Study Skill classes). Freshmen are eligible to receive one hour of free tutoring per week for each course. Students registered with the Office of Disability Services, who have documented learning disabilities, will receive two hours of free tutoring per week for each course. All additional tutoring and tutoring for upper level students will be billed at \$5.00/hour. Students enrolled in various special programs may be eligible for subsidized tutoring. (See page 62 for more Tutoring Policy details.)
- g. **Psychological Counseling** - It is not uncommon for students to ask for advice on personal problems or to make an instructor aware of personal problems during individual help sessions. These students should be referred to the Center for

Psychological Services located on the second floor of the Frederick A. White Center, (937) 775-3407. These services are available for students who need assistance with anything from dealing with anxiety to learning more about themselves.

- h. Affirmative Action** - The university is committed to affirmative action and equal opportunity for all. This commitment extends to the classroom. Instructors should not discriminate against students because of race, sex, religion, color, national origin, age, and disability status. Students from minority groups should be encouraged in their academic pursuits. Irrelevant racial or ethnic comments or sexual innuendoes are inappropriate. These comments discourage those students and make it difficult for them to fully participate in class. University policies have been developed to ensure that all phases of university operations support and conform with WSU's commitment to affirmative action and equal opportunity. These policies are available on WSU's Web Page (address is [www.wright.edu/admin/affirm/affirm.html](http://www.wright.edu/admin/affirm/affirm.html)) and are also included in this handbook on page 64.
- i. Grade Sheets** - You will receive one official grade sheet at the end of each quarter. You will also receive a memorandum specifying the date that these sheets are due in the office. Fill out your grade sheet, making sure that you have signed it, and give to your assigned secretary. Do NOT turn in the grades to the Registrar's Office. Grade sheets are copied by the department and forwarded to the Registrar. A copy will be made for you. Grades are due to the department office by 5:00 p.m. on the due date (usually within 48 hours of the final exam). The grade sheet will request one of the following grades for each enrolled student: A, B, C, D, F, X, I or M. Circle one for each student. An "X" grade should be given to a student who does not finish the course and has not talked to you about his or her status. The "X" grade will count as an "F" in the student's GPA. An incomplete "I" grade must be accompanied by an incomplete grade form, "Agreement for the Grade and Incomplete". (Refer to page 66.) This form must be completed by the instructor and submitted with the grade sheets. The "I" grade will automatically become an "F" after one quarter unless the instructor submits a change of grade or sends a written notice on a grade change form to have the "I" grade carried another quarter. The incomplete grade forms are available in department offices. An "S" grade is a continuing grade used only for a thesis or an independent study. An "S" grade does not count until it is changed to a letter grade. A grade of "M" signifies that progress toward a project is satisfactory. A permanent grade will be assigned upon completion of assigned project. To change a grade, submit a filled out "Change or Correction of Grade" form to the department office. Forms are available in department offices and at the Registrar's Office. The change of grade form will be signed by the chair and forwarded to the Registrar's Office. After the change of grade form has been processed by the Registrar's Office you will receive a copy for your file. Refer to page 61 for a sample of Change or

Correction of Grade form.

**j. Retention of Final Grades**

Following the conclusion of a course, it is advised to retain your final grade sheets and student grades for an indefinite period of time.

**k. Academic Dishonesty** - Evidences of academic dishonesty detected by a faculty member shall be reported to the department chair and it shall be their joint responsibility to impose a penalty. The chair of the department will inform the registrar that action is pending and the student should not be permitted to drop the course until the matter is resolved. The faculty member and chair are responsible to initiate a meeting with the student to discuss the allegation and to impose a penalty if warranted. The department chair will report in writing each case in which a penalty is imposed to the dean of the college in and to the Office of Student Affairs and Enrollment Services. The student shall receive written notification of the decision and the appeals process. The dean of the college and the Office of Student Affairs and Enrollment Services will receive a copy of the letter of the decision and a summary of evidence. (Refer to page 67, *CEHS Policy and Procedures* for more information.)

**l. Student Evaluation of Instruction** - Instructors are evaluated by their students at the end of each quarter. (See attached sample, page 68). You will receive a class packet of evaluation forms in your mailbox about the 7th week of the quarter. The procedure for handling the forms is as follows for all classes:

- (1) Allow 15 minutes for evaluations.
- (2) Assign a student to distribute and collect the forms. Tell the student to seal the envelope in front of the class before you return.
- (3) Leave the room while students are completing the evaluations.
- (4) Have the student return the completed forms in the sealed envelope to your department chair.
- (5) After the evaluations have been tabulated and reviewed by the department chair, they will be returned to you for your records. Evaluations will be returned only after grades have been submitted.

**m. CEHS Student Grievance and Grade Appeal Procedures** - The grievance procedure applies to adjuncts as well as regular faculty. This procedure applies to alleged violations of a student's rights such as unequal treatment or violations of grading procedures as stated on the course syllabus, or disagreements over

assigned course grade. Concerns about more generalized problems, such as quality of instruction, excessive instructor absence, etc. should be expressed through course evaluations or in writing to the department chair who will deal with the concern on an individual basis.

Students who wish to appeal a decision made by a faculty member which cannot be resolved between the two involved parties may follow these procedures:

- (1) Confer with appropriate faculty member. He/she will attempt to clarify the problem and clear up misconceptions.
- (2) If the problem remains unresolved, the student should obtain an application for Mediation form from the Office of Student Services. Refer to page 69 for a sample form. The form should be completed by the student and submitted to the department chair to whom the faculty member reports. The student should then make an appointment with the department chair to discuss the problem. The department chair will attempt to mediate the problem through discussions with the student and the faculty member.
- (3) If the problem remains unresolved at this level, the student should contact the dean of the College of Education and Human Services.

The dean will:

- (1) Review the situation and attempt to resolve the problem, and/or
- (2) Provide for a review board to be selected by the student, the faculty member, and the dean. The review board will consider all of the facts of the case and provide the dean with a recommended course of action. This board will consist of no fewer than three, nor more than five members to include at least one student. Faculty members outside the college and/or student members may be included by mutual consent of the student, the faculty member, and the dean.
- (3) The dean's decision is final at the college level.

In the grievance and appeal process, both student and faculty member have equal opportunities for appealing through the appropriate channels, as outlined above. Resolution of grievances or concerns which can be addressed to the satisfaction of the student without formal process are encouraged.

**COLLEGE OF EDUCATION AND HUMAN SERVICES  
TEACHER LEADER ADJUNCT FACULTY GUIDELINES**

These guidelines are intended to highlight the established policies and procedures for WSU adjunct faculty in the Teacher Leader Program. Some additions and adaptations are necessary because of the off campus delivery of courses in this program.

**Advisors for Groups**

If students have questions, problems, or concerns about the program or coursework, please refer them to their advisor by name and/or director.

**Class Periods**

Your class will run from 4:30 to 8:00 p.m. unless you make alternate arrangements with the group. (i.e. 5:00 to 8:30). You will be notified of your building and room assignment before classes begin. Maps are available upon request. It is the policy of the university that all classes must meet during finals week. The policy does not require that an examination be given, however, if a comprehensive examination is given, it must be during finals week.

**Class Cancellations, Time or Date Changes, Teacher Substitutions, Inclement Weather**

Obtain phone numbers where students can be contacted so that you may inform them, **in advance**, if you must cancel, change the date or time of a meeting, or have another teacher substitute for you. Our current policy is that classes do not meet on the days when **either** WSU or the school location are closed on break. These dates should be clarified with your class. If the location where you are teaching has a different spring break from Wright State University, your group will not meet on either week. You may want to reschedule make up classes on some alternate dates.

**Retention of Final Grades**

Following the conclusion of a course, it is advised to retain your final grade sheets and student grades.

**Please Submit Syllabus**

By the end of the second week of each quarter, faculty members should submit three copies of the syllabus for each course taught to the coordinator of the Teacher Leader Program.

**Copying and Other Support**

You should submit supplemental course materials to be printed so that they can be sent to

printing and placed for sale through the bookstore. You will need to put your packet of necessary materials together and send or bring it to the Department of Educational Leadership, 372 Millett. After it has been printed you may pick it up at the bookstore with the textbook you order for the course. Please help us to defray printing costs.

### **Arranging for Audio-Visual Equipment**

You will need to contact the school where classes will be held to arrange for audio visual equipment. A list of people to contact is provided by the department.

### **Books**

Textbook/class packets should be ordered through the Department of Educational Leadership.

### **Library**

Students may use the WSU library with their current registration card.

### **Educational Resource Center**

Students may use materials in the ERC. Instructors must submit a class list to the ERC staff.

### **Correcting Class Lists**

Your initial class list will be sent out shortly before your first class meeting. If you do not receive your list, check with the Teacher Leader Coordinator.

On the class list, you should note:

- 1) those students who are registered but not attending classes;
- 2) those who are present but not listed.

The initial class list is for the instructor's use only.

A revised list will be sent within the first month of the quarter. You will need to identify students who **NEVER ATTENDED CLASS** on the revised class list. Those who are present but unlisted on the revised list will need to contact the WSU Registrar to determine the problem. Your list will show only students who confirmed their registrations with payment. Students with unpaid registrations are dropped from their classes. If the students are not registered, they must do so as soon as possible. Please remind them.

## **Class Lists**

Please check the class list carefully to determine if any student is registered as 005 or 000. Give a list of these students along with the group name to the Teacher Leader Coordinator by the third week of the quarter. We need to be sure these students are accepted into the program before they have taken 12 quarter hours of coursework.

## **Evaluation Methods, Grade Scale, Faculty Phone Numbers**

At the first class, be sure to tell students how they can reach you at home or work. Explain and distribute your complete syllabus, evaluation methods, and grading scale. Please return student papers and exams if you tell students to expect them.

## **Faculty I.D. Cards**

The necessary paperwork and instructions for receiving an I.D. card can be obtained through Human Resources at 247 Allyn Hall. Their telephone number is (937) 775-2120. Picture I.D.'s will then be made at Media Services (050 Millett). No appointment is necessary, but if you wish to call ahead, the number is (937) 775-3162. Picture I.D.'s are required to use the library.

## **Contracts**

The Department of Educational Leadership will prepare your employment contract. Human Resources will mail you a copy of your contract. Their phone number is (937) 775-2120.

## APPENDICES

- CEHS Strategic Plan
- Introducing the WRIGHT 1 CARD
- Wright State University Libraries
- How to Place Materials on Reserve
- Campus Parking Regulations
- WSU Campus Map
- CEHS Organization - 1998-99
- CEHS Faculty, Professional and Support Staff Department Listing 1998-99
- CEHS Educational Resource Center Test File Policies
- CEHS Educational Resource Center
- University Holiday Schedule
- Sample of a Syllabus
- Checklist for Syllabi Corrections and Additions
- Office of Disability Services
- Closed Class Form, Change or Correction of Grade Form, and Drop/Add or Withdrawal Form
- WSU Tutoring Office
- Affirmative Action
- Agreement for the Grade and Incomplete
- Academic Dishonesty Policy

- Student Evaluation of Instruction

Wright State University

Department of Human Resources

**UNIVERSITY HOLIDAY SCHEDULE**  
**Revised**

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**June 1998**

Following is a list of holidays to be observed by the university between  
Memorial Day 1998 and Memorial Day 1999

<b>HOLIDAY</b>	<b>DATE</b>	<b>STATUS</b>
Memorial Day	Mon., May 25, 1998	Holiday
Independence Day	Fri., July 3, 1998	Holiday
Labor Day	Mon., Sept. 7, 1998	Holiday
Veterans Day	Wed., Nov. 11, 1998	Holiday
Thanksgiving Day	Thurs., Nov. 26, 1998	Holiday
Day after Thanksgiving	Fri., Nov. 27, 1998	Observance of Columbus Day (floating holiday)
Christmas Eve	Fri., Dec. 24, 1998	Observation of Presidents Day (floating holiday)
Christmas Day	Fri., Dec. 25, 1998	Holiday
New Year's Day	Fri., Jan. 1, 1999	Holiday
Martin Luther King Day	Mon., Jan. 18, 1999	Holiday
Memorial Day	Mon., May 31, 1999	Holiday