

School of Education
Indiana University South Bend



**Associate
Faculty
Manual**

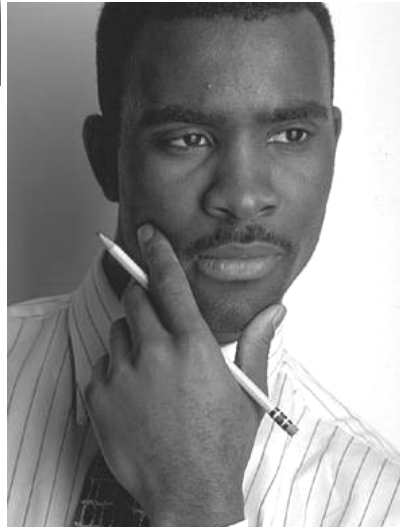


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School of Education Mission Statement:

Through our programs in the School of Education at Indiana University South Bend and our active engagement in the community, we prepare teachers and other school personnel to be competent, ethical, and reflective practitioners. Our candidates and faculty are professionals dedicated to continuous learning in order to address the needs of diverse individuals and prepare them for the complexities of a rapidly changing world. As part of a public comprehensive university and through our service to schools we strive to make a positive difference in the community within and beyond north central Indiana.

Conceptual Framework

The mission statement has five components that are addressed in our conceptual framework. These include: competent professionals, ethical dispositions, reflective practitioners, diversity, and rapidly changing world.

Competent Professionals

All teachers must be prepared with a solid knowledge base for the subjects they teach along with a broad liberal arts background. In addition, competent professionals understand the needs of diverse learners and have a deep knowledge of teaching strategies. Finally, competent professionals know how to use technology to facilitate learning for all students and to further their own professional development.

Ethical Dispositions

Candidates at IUSB are expected to demonstrate ethical behavior including responsibility, competence, fair professional judgment, and respect to confidentiality. Candidates are motivated to collaborate with others and are willing to view differences from a variety of perspectives.

Reflective Practitioners

The practice of continuous and effective reflection empowers teacher candidates and other school personnel to develop skills necessary to refine and self-evaluate their beliefs and practices related to teaching. This is based on John Dewey's belief that we not only learn by doing, but learn by thinking about what we are doing. (Dewey, 1918).

Diverse Students

Education candidates at Indiana University South Bend learn about diversity and how culture impacts student learning and success. Components of diversity include: culture, race, ethnicity, socioeconomic status, language, gender, religion, sexual orientation, and exceptionalities. Candidates also learn about culturally responsive strategies and focus on equity issues to ensure that all students have the opportunity to learn.

Rapidly Changing World

Much of what is changing about the world of today's children and youth is related to diversity, transience, and technology. Education candidates must understand the complexities of our global community and be aware that they are models for students as they interact with others whose beliefs differ from their own. Candidates must also recognize the impact of the high rate of transience in the United States and in our local community. Finally, candidates must be able to effectively select and use instructional and information technology. We believe that within this rapidly changing world, educators and students have much to learn from each other (Freire, 1970).

Contact Information

In general, associate faculty members should work with the department heads or academic and curricular issues.

Department Heads

Dr. Susan Cress (520-4307) for Elementary and Early Childhood. (scress@iusb.edu)

Dr. Bruce Spitzer (520-5074) for Secondary and Foundations. (baspitze@iusb.edu)

Dr. Terry Shepherd (520-4867) for Special Education. (tersheph@iusb.edu)

Dr. Jeremy Linton (520-4244) for Counseling and Leadership (jmlinton@iusb.edu)

The School of Education administrators are:

Dr. Michael Horvath, Dean (520-4339) (horvath2@iusb.edu)

Dr. Karen Clark, Assistant Dean and NCATE Coordinator (520-4350) (kbclark@iusb.edu)

The School of Education Staff and Support Personnel are:

Mr. Darrell Sanders, Undergraduate Advisor (520-4389) (dsanders@iusb.edu)

Ms. Linda Young, Director of Student Teaching (520-4359) (lyoung@iusb.edu)

Ms. Victoria Vasquez, Student Teaching and Faculty Support (520-4109) (vasquez@iusb.edu)

Mrs. Linda Shedd, Secretary to the Dean (520-4339) (lshedd@iusb.edu), Ms. Liz Staples, Secretary (520-4810), (estaples@iusb.edu)

School of Education Fax Number: The fax number is 520-5145.

Please ensure that you clearly designate the name of the recipient.

Program and Degree Information

The School of Education offers degree programs at the Bachelor's Level in elementary education and several areas in secondary education. A license in special education is available at the Bachelors level in conjunction with the elementary and secondary programs. A Master of Science degree is offered in education with concentrations in special education, elementary education, secondary education, and counseling and human services. Building principal licensure requirements can be completed in the educational leadership program. Licensure programs are also offered in various areas. For specific courses and program of study students should be directed to the Education Student Services Office.

Academic Calendar

The academic calendar for any semester may be obtained from the website: <http://www.iusb.edu/~regr/calendars.shtml>. This calendar will give holidays, final exam dates, and other pertinent information.

NCATE Accreditation

The School of Education was recently awarded continuing accreditation for its initial and advanced programs. The School met all standards and will be revisited in fall 2011.

Adding Students to Classes

There is a form that students must complete and instructors must sign prior to being added to classes. The form is available from the registrar or from the Education Student Services Office Greenlawn 120. A School of Education administrator must approve adding students to classes after the official registration period closes.

Authorization Only Courses

If associate faculty sign a *closed class form* to register a student in an “authorized” section of a class; indicate “authorization only” and sign the form. The student can go to the Education Student Services advising office in Greenlawn 120 to be authorized. Those students do not need to go to the registrar’s office. Please check with the department head or Education Student Services Office if there are concerns about a student request or if a student needs to be enrolled in a course designated as *Authorization only*.

Change of Address

Associate faculty should notify Linda Shedd in the Dean’s office of address changes, name changes, telephone number changes, or changes in email. The Dean’s office will generate changes in the IU Human Resource system. Students should contact the registrar’s office to change their address.

Class Cancellation

If you must cancel class for an emergency reason, please make every attempt to contact students. Please contact Liz Staples in the School of Education at 520-4810 prior to 4:45 p.m. and we will post signs. If there is a reason to cancel class with less notice please call Campus Security to notify them at 520-4239.

Classrooms and Furniture

Please return desks and furniture to original places in the classroom. This is particularly important to those with visual impairments or other disabilities. If you need special furniture- such as left hand desk or chairs for persons with weight issues, please contact the Dean’s office. If there are classroom environmental issues that are of concern, you should also contact the Dean’s office.

Closed Class Forms

Students must first have the instructor’s signature followed by the department head’s signature on a closed class form. If the department head is not available, the student can see a School of Education administrator. The registrar will not register students without both of the signatures. If the *closed class forms* is being used so a student can register for a class with a time conflict, just write the course that the student is not registered for, cross out the phrase “closed class” and write “time conflict.” Have students go to the Education Student Services Office to resolve the time conflict if they have not already done so.

Computer Labs and Computer Equipment

Please contact the Office of Information Technologies to reserve computer labs or computer equipment. Rules and processes to reserve a computer laboratory are available at <http://www.iusb.edu/~sbit/lab-classroom-instructional-reservations.shtml>. Students may be billed for reserving labs. In addition, the School of Education has a very limited amount of proprietary equipment that may be used. Please contact your School of Education department head for more information. You may be required to attend a training session.

Counseling for Students

The IU South Bend Counseling Center provides free and confidential help to IU South Bend students and their immediate families for a variety of personal and emotional difficulties. Their services include counseling and consultations, Crisis Intervention, Life Skills and Personal Development Workshops, referrals to community resources and various support groups. They will assist with issues including, but not limited to stress or time management, depression or anxiety, academic concerns, emotional well being, alcohol or drug abuse, eating disorders, gambling problems, grief, coping skills, and family relationships. Please feel free to contact the IU South Bend Counseling Center at 520-4125.

Crime and Emergencies

To report a serious accident, fire, serious illness or crime in progress, dial 9-911 from any campus phone or 911 from any pay phone. On some phones you will find a red emergency dialing button. After calling 911, please call campus security at extension 4239 or 520-4239.

Disability Information

The Office of Disabled Student Services supports students with physical, psychological, or learning disabilities by arranging for accommodations and assistance with the campus experience. Students who may qualify for these services should visit the One Stop Center for more information or call the Office of Disability Services at 520-4479. This office determines eligibility for services and accommodations. The office will generate a letter that students provide instructors if eligible for accommodations.

Email Accounts

Associate faculty must have an email account during their employment at IU South Bend to access class rosters and submit grades. In order to open an account you must complete payroll documentation. After you have been entered into the payroll system as an employee, you may create an email account through the Indiana University South Bend Information Technologies web site: <http://www.iusb.edu/~sbit/>. You should select the Microsoft Exchange server to set up your email account. This is very important as setting it up another way will mean the account is located in Bloomington. When asked for the last 4 digits of your ID, it will either be the last 4 digits of your Social Security number or the last 4 digits of your employee ID number.

You may also visit the Help Desk in Wiekamp Hall-Room 1245 between 8 a.m.-8:30 p.m., Monday through Thursday or 8 a.m.-5 p.m. on Friday, or phone 520-4362 for assistance with your e-mail account.

Faculty Evaluation Procedures

Students must have the opportunity to complete course/instructor evaluations for each class. This is now done electronically. Information including passwords will be put in your mailboxes during the semester. Please give this information to students. You will be mailed the results after grades are submitted. Please contact the appropriate department head if you would like to discuss the results. In addition, instructors may wish to design their own mid-term evaluations and are encouraged to do so.

Grade Sheets and Class Rosters

Grade sheets and rosters must be downloaded from OnCourse or One Start. More detailed information is in the appendix. Also, midterm and class enrollment sheets (class rosters) must be reviewed and signed by each associate faculty in the middle of the semester. Grade sheets will no longer be distributed to faculty as in the past. Faculty are required to submit grades via OneStart.

HPER: Health, Physical Education, and Recreation Courses

The HPER courses at IU South Bend are coordinated through the School of Education dean's office as a courtesy. Associate faculty who teach in the HPER program must follow the same processes and procedures as others.

Identification Cards

You must obtain an IU South Bend faculty identification card to access some services on campus. You may obtain an identification card by going to the Gateway for Excellence in the lobby of the Administration Building. They will give you directions for obtaining an identification card. Your contract must be processed prior to being issued an identification card.

Incompletes

According to university policy an incomplete should be given when a substantial amount of coursework is satisfactorily completed by the end of the semester and due to circumstances resulting from hardship it is unfair to hold the student to ordinary time limits. **When an incomplete is given, a form must be submitted to the Education Student Services Office.**

Information and Web Resources

Many informational and web resources for faculty and staff can be accessed through the web site at: <http://www.iusb.edu/facstaff/>. This manual also contains a list of web site references.

Instructional Media and Use of Media

Please view the website at <http://www.iusb.edu/~sbit/ims/> to order media equipment. Most classrooms are equipped with overhead projectors and most classrooms have full media capabilities.

Education Resource Commons

The ERC is a part of the IU South Bend library and holds education curriculum materials from preschool through secondary level. It is also an official Textbook Review and adoption site for the state of Indiana. The ERC has a production room with media equipment and work tables to create visual aids for instructional purposes. In addition, it is a supply center with paper products, transparencies, and a copier offering reduction and enlargement capabilities along with computers with color printers. It is located in Greenlawn Hall, Room 111.

Library and Library Privileges

You must obtain an IU South Bend faculty identification card to obtain materials from the library. You must activate your account number at the library. Periodicals, reference books, some U.S. Government publications, and rare or fragile special collection materials are not circulated.

Library Instruction Program

The Library Instruction program in the Schurz Library supports the IU South Bend curriculum by offering library instruction to students to assist them in completing their assignments, their coursework, and to gain the knowledge and skills in Information Literacy that will enable them to use information effectively throughout their lives. The contact person is Nancy Colborn (520-4321). Visit the site at <http://www.iusb.edu/~libg/instruction/index.shtml>

LiveText

LiveText is a computer-based commercial program that the School of Education requires all students to purchase and use. Students must purchase an individual account. LiveText allows instructors to manage assignments and products. In certain classes specific assignments must be posted on LiveText and instructors must utilize specific scoring guidelines. If associate faculty has questions about LiveText, they should contact Karen Clark at 520-4350.

Mail and Copy Room

A copy machine is available in Greenlawn 122. Department heads will provide the code to enter the room. The copy machine code varies by department. Please contact your department for the code and limit copying to official university business. Consider using technology and other media to reduce the need for paper copies. A mailbox with your name on it is located in Greenlawn 122 (GR122). Students may leave work for you in that mailbox during business hours. Please do not give students the mail room or copy code. **Note:** If you need to print **more** than 30 copies (maximum), you should use the services of the IUSB Copy Center. Liz Staples, in Greenlawn 119, can assist with larger jobs.

Materials and Supplies

If there are supplies that you feel are necessary beyond those made available in the SOE work center (Greenlawn 119) please contact the secretary in the Dean's office, Greenlawn 100 at 520-4339.

Messages, Office, and Meeting with Students

For office work there is a desk and a computer in Greenlawn 119 that you may use. You may arrange to meet privately with students in the associate faculty office in Northside Hall room 366 (NS366) during business hours. Please see the Dean's secretary for access. During office hours, messages for you may be left with Mrs. Linda Shedd at 520-4339 and will be placed in your mailbox.

Off Campus Courses

If you are teaching at an off campus location, please check your mailbox on campus once weekly for important information.

Office Hours

Associate faculty are not required to keep office hours, however, you must be available to students at other times by appointment. There is an office for your use in Northside Hall. The key is available from the Dean's secretary, Greenlawn 100. On your syllabus, you should inform students of your contact information and how they may make an appointment to see you outside of class.

OnCourse

OnCourse is an instructional tool and course management system used at IU South Bend and throughout the IU system. Grade sheets must be downloaded from OnCourse or the OneStart System. Information regarding OnCourse can be found at <https://oncourse.iu.edu/portal>. The website provides information about training and support for associate faculty. Instructions for using OnCourse are contained in this manual in the appendices.

OneStart

OneStart is the Indiana University system that provides a variety of information including grade sheets and rosters. Instructions for use of the OneStart system to enter grades or obtain rosters are contained in this manual in the appendices.

Parking

Faculty must obtain a parking permit to park on campus. You must pay approximately \$5.30 per credit hour assigned and obtain a permit by going to the Administration Building room A127. Parking Services oversees parking operations on the IU South Bend campus. Students, faculty, and staff will find permit parking throughout campus, while visitors can park in the visitor parking lot or in metered spaces. For more information, please contact Parking Services in the Administration Building A127 at 520-5528 or email them at parking@iusb.edu. More information is available at the web site: <http://www.iusb.edu/~sbpark/>.

Pay for Contracted Services

If you are one of a very few associate faculty members who are paid as a contracted service or if you are utilizing a facility that is contracted, you are paid once a semester at the end of the semester.

Pay Rates

Pay rates for associate faculty are determined by the Dean. If you have questions please contact the Dean's office at 520-4339. Periodically, pay rates may change based on the budget.

Payroll and Tax Information

Payroll and W-2 changes start with the Dean's office. The forms are available and a copy must be in the personnel files. The School of Education will forward the original to the appropriate office. Any payroll questions should be addressed to the Dean's office.

Professional Development Courses

There is a different manual if you have been hired as an associate faculty member to teach professional development courses as part of a local school system initiative. Please contact Ms. Jeri Stahr at 262-0172.

Program Committee Meetings

Academic programs have regularly scheduled meetings for full-time faculty, and you are invited to participate in these meetings. Please contact the department head for more information.

Resume or Vita Please ensure that you have a current resume or vita on file with the School of Education. The information should not be over two years old. A format for a vita is in the appendices.

Room Assignments

Generally, room assignments are scheduled prior to the beginning of the semester. If the room is inaccessible to students with disabilities or there are not enough seats for class members please contact Terri Langel at 520-4452 or the Dean's secretary in the School of Education at 520-4339.

Rosters for Classes and Grades

Class rosters are available two ways. Instructors will be able to view their rosters online through OneStart and OnCourse. **Grades should be submitted within 48 hours of the scheduled final exam** or earlier if possible. Associate faculty are responsible for submitting grades on time to the Registrar. The web site address for directions is <http://www.iusb.edu/~regr/faculty.shtml>. It is especially important to pay attention to the grade deadlines.

Student Behavior and Dispositions

The School of Education at IU South Bend has specific guidelines and expectations for student behavior. If you feel that a student in your class is behaving in an unacceptable manner, please contact the department head of the appropriate program to initiate documentation and remediation processes. Additionally, Indiana University has specific codes regarding conduct of students. The expected Indiana University Student's Code of Responsibilities and Conduct may be found on the web at: <http://www.dsa.indiana.edu/Code/>.

Student Evaluations

During the last month of each semester students must be provided the opportunity to evaluate their courses and instructors. This is now completed online. Instructors will receive passwords to distribute to students toward the end of the semester. Students must use the passwords and go to www.eval.iusb.edu to complete the course/instructor evaluations.

Syllabi

A syllabus format is provided in the appendix. Additional syllabi instructions may be given from the department head. Please ensure that Liz Staples, the School of Education Secretary, has an electronic copy of your course syllabus by the end of the first week of classes. You may e-mail your syllabus to her at estaples@iusb.edu.

Please note: Graduate syllabi should reference the National Board for Professional Teaching Standards Core Propositions and these may be attached to the syllabus. These are found in this manual or can be located at <http://www.nbpts.org/>.

Textbook Ordering

Please ensure that you have placed your textbook order approximately 8 weeks prior to the beginning of the semester. Department heads may have ordered the textbook if you were employed after that deadline. A desk copy of your book may be ordered through Liz Staples also. Ms. Staples is located in GR 119.

Weather Related Class Cancellation

Weather-related cancellations can be obtained through the web site: www.iusb.edu or by listening to local media. Students who travel may be unable to attend class due to local weather conditions and they should receive consideration.

Withdrawal from Classes

Students who withdraw by January 11 have no grade recorded on their transcripts. Students who withdraw between January 12 and February 4 receive an automatic grade of W. Grades are assigned according to university policy for withdrawals after this time period.

Your Contact Information

Please make certain that the Dean's secretary has a current address and telephone number. On your class syllabus, you should list contact information for students. You may list either an email address or phone number or both.

Grades

Final grades will be processed on-line by the faculty member. The faculty member can choose to use OneStart or OnCourse. **All grades must be submitted within 48 hours of the scheduled final** or earlier if possible.

Rosters

Class rosters are being made available online through OneStart and OnCourse.

Mid-term grade rosters (if used) will be available on-line via OneStart. Instructors should check grade rosters for accuracy.

Enrollment verification rosters will continue to be processed at mid-term. These rosters will be printed and distributed. Please verify this roster and return it to the registrar.

Faculty of Record

You should be listed as the faculty of record for the course or courses you teach. If you have trouble accessing information, please contact Linda Shedd at 520-4339. If the faculty of record is incorrect, the faculty member will not be able to access his or her roster through the online services. Faculty must be in the Human Resources system before they can be added as faculty of record for any course.

Additionally, faculty will only be able to access their roster in OneStart the day after they are added to a section as the faculty of record. Faculty must have an IUSB email account to access information.

Attachment: Accessing Rosters Online

If you are signing *closed class forms* to allow students to enroll in your section of a class, after you sign the form, the student must also get the signature of the department head. If the department head is not available, the student can see a School of Education administrator. The registrar will not register students without both of the signatures.

If you are signing the *closed class forms* to register a student in an “authorized” section of a class, indicate “authorization only” and sign the form. The student can go to our advising office to be authorized. Those students do not need to go to the registrar’s office.

If you are using the *closed class forms* so a student can register for a class with a time conflict, just write the course that the student is not registered for, cross out the phrase “closed class” and write “time conflict.”

Appendices and Attachments

- **National Board for Professional Teaching Standards Core Propositions**
- Issues Resolution Process
- Student Complaint Form
- Documenting Dispositions and Letter of Concern
- Syllabus Template
- Vita or Resume Format
- Entering Grades instruction
- An Associate Faculty Member Checklist

National Board for Professional Teaching Standards Core Propositions

- 1. Teachers are committed to students and their learning.**
 - Teachers recognize individual differences in their students and adjust their practice accordingly
 - Teachers have an understanding of how students develop and learn
 - Teachers treat students equitably
- 2. Teachers know the subjects they teach and how to teach those subjects to students.**
 - Teachers appreciate how knowledge in their subjects is created, organized and linked to other disciplines
 - Teachers command specialized knowledge of how to convey a subject to students
 - Teachers generate multiple paths to knowledge
- 3. Teachers are responsible for managing and monitoring student learning.**
 - Teachers call on multiple methods to meet their goals
 - Teachers orchestrate learning in group settings
 - Teachers place a premium on student engagement
 - Teachers regularly assess student progress
 - Teachers are mindful of their principal objectives
- 4. Teachers think systematically about their practice and learn from experience.**
 - Teachers are continually making difficult choices that test their judgment
 - Teachers seek the advice of others and draw on education research and scholarship to improve their practice
- 5. Teachers are members of learning communities.**
 - Teachers contribute to school effectiveness by collaborating with other professionals
 - Teachers work collaboratively with parents
 - Teachers take advantage of community resources www.nbpts.org



The Standard of Excellence
in Teacher Preparation

NCATE Overview

NCATE, the National Council for Accreditation of Teacher Education, is the teaching profession's mechanism to help establish high quality teacher, specialist, and administrator preparation. NCATE accreditation is a mark of distinction, and provides recognition that the college of education has met professional standards for the preparation of teachers. In NCATE's performance-based accreditation system, institutions must provide evidence of competent teacher candidate performance. Teacher candidates must know the subject matter they plan to teach and how to teach effectively so that all students learn. The U.S. Department of Education and the Council for Higher Education Accreditation recognize NCATE as an accrediting body for schools, colleges, and departments of education. NCATE accreditation provides an assurance that the school's teacher preparation program has met national standards set by the teaching field at large and has undergone rigorous external and impartial review by professionals, policymakers, and representatives of the public.

As an institution prepares for accreditation, the unit examines and aligns its programs with six standards. The School of Education is accredited as a unit, but we will consider the NCATE standards as they relate to both initial and advance programs.

THE SIX STANDARDS INCLUDE:

Candidate Performance Standards

STANDARD 1 - Candidate knowledge, skills, and dispositions

STANDARD 2 - Assessment System and Unit Evaluation

Unit Capacity Standards

STANDARD 3 - Field Experience and Clinical Practice

STANDARD 4 - Diversity

STANDARD 5 - Faculty Qualifications, Performance, and Development

STANDARD 6 - Unit Governance and Resources

How does NCATE determine if we have met the above standards?

The NCATE coordinator will write an institutional report (IR) which will then be reviewed by the faculty before it is submitted. It includes an overview of the conceptual framework and information about how we meet the six standards. In addition, the unit must organize artifacts that provide evidence of how the institution is meeting the six standards.

We will have a site visit by a team of people referred to as a Board of Examiners in December 2005. The Board of Examiners will interview all School of Education faculty and staff with faculty in other parts of the university. They will also interview university administrators, candidates, area school personnel, and other stakeholders. Their questions will focus on the six standards. They will expect to find that our report, evidence, and responses are consistent, reflect our conceptual framework, and demonstrate that we have met the six standards.

What might be the results of the accreditation visit?

In order to be NCATE accredited we must meet all six standards. We can have some areas in need of improvement which will be pointed out to us, but the Board of Examiners must decide in spite of these areas in need of improvement that we have still met each standard.

If we do not meet one or more standards, we might be granted accreditation with condition. If this happens, the unit retains its accreditation, but must take steps to meet the unmet standards within a certain time period. The other thing that can happen if we do not meet one or more standards is that we may be granted accreditation with probation.

Appendix A—Checkpoint Information

Synopsis of Products and Courses in the Education Undergraduate and Graduate Programs for UAS checkpoint information

Note: This information is being updated. Please check with the department head.

Appendix B—Issues Resolution Procedures

Issue Resolution in the School of Education

The processes explained below will be utilized for issues related to instructional practices, advising, or administrative processes in School of Education (SOE). These processes will apply to complaints about course issues for all courses taught by full-time faculty and associate faculty in the School of Education. If you feel the complaint or issue is related to issue of ethnic, gender, sexual orientation, disability, racial discrimination, or sexual harassment, the student should explain the issue or situation in writing and submit a letter directly to the Dean's office. In these cases, the Dean's office implements appropriate actions according to Indiana University South Bend (IUSB) policies and regulations and fully investigates the charge.

This policy does not affect any academic policy established by the faculty of IUSB or any academic policies of the university. Many of these policies are located in the IUSB Bulletin and student handbook. The grade grievance policy for course final grades has been established by the faculty of the university. Students in the School of Education must follow that process.

A. Issues regarding instructional practice and student teaching

- 1) In cases of disagreements about an instructional issue, including student teaching, the student must first discuss the issue directly with the faculty member involved and attempt to resolve the issue. An Issue Resolution form is not required at this stage. The faculty member and student should document the discussion and outcome in an anecdotal log with the date and time of the discussion noted. It is expected that most issues will be resolved. In all cases, the resolutions should meet principles of academic integrity and the policies of IUSB and the School of Education. In cases where there is not resolution, students must proceed to step 2 for associate faculty or student teaching, and proceed to step 3 for full time faculty issues not related to student teaching.

If the student attempts to contact associate faculty members and has found that the faculty member is unresponsive or unavailable, the student should provide documentation regarding the attempts and proceed to step two.

- 2) This step applies to only to associate faculty and student teaching issues. The Department head will serve as the Dean's designee. If the student and faculty member are unable to reach resolution, the student or faculty member may appeal to the Department head. A student must obtain an Issues resolution form from the Student Services office. Students must submit their request in writing and fully explain the issue. Faculty and the designee will work to resolve the issue. Resolutions must be documented with a copy to the Education Student Services Office, Dean's office, and the student. The documentation should include a brief explanation of the complaint or issue and any

documentation from the prior meeting. Associate faculty members must be involved in meetings with the student and Dean's designee. If there is a lack of resolution, students may proceed to step 3.

- 3) In situations where the student and faculty member are unable to reach resolution, the student must appeal to Dean or designee of the School of Education (SOE). The appeal to the Dean must be in writing. If appropriate, the Dean or designee may choose to submit the appeal to the Curriculum and Standards Committee (C & S) for a recommendation. The Dean or designee will respond in writing to the student. When appropriate, memoranda or letters may be included in the student's advising file.

B. Issues regarding advising and Student Services

- 1) In cases of complaints regarding advising issues or Student Services that pertain to the Student Services Office in the School of Education policy, students should complete the Issue Resolution form, make a copy, and submit the original to the Director of Student Services and the Dean's office. The student must also meet directly with the advisor involved and attempt to resolve the issue. The advisor and student must document the outcome of the meeting and submit this outcome to the Director of Student Services and the Dean's office. If the issue pertains to the director of student services papers may be submitted directly to the dean's office.
- 2) If the complaint is not resolved, students and the advisor must arrange to meet with Director of Student Services and the Department head of their chosen major. Students must submit written documentation that fully explains the issue. All parties should attempt to reach a mutually agreed upon resolution within the structures of academic integrity, and the policies of Indiana University South Bend, and the School of Education. The Department head or Director of Student Services will respond to the student in writing with a copy to the Dean's office.
- 3) In situations where the student, Department head, and Director of Student Services are unable to reach resolution. The student must appeal to Dean or designee of the School of Education (SOE). The student appeal must have a letter attached from the Department head or Director of Student Services. The appeal to the Dean must be in writing. The Dean or designee will respond in writing to the student, Director of Student Services, and Department head. When appropriate, memoranda or letters may be included in the student's advising file.

C. Issues regarding School of Education practice or policy

- 1) In cases regarding general or programmatic practices or policies in the School of Education, students should complete the Issue Resolution form, make a copy, and submit the original to the Student Services Office.
- 2) The Department head will meet with the student to discuss the issue. It is expected that most issues will be resolved at this step. The Department head will respond to the student in writing and copy the Student Services office. All parties should attempt to reach a mutually agreed upon resolution within the structures of academic integrity, and the policies of Indiana University South Bend and the School of Education.
- 3) Students who wish to further appeal must appeal in writing with the situation carefully documented and fully explained. This letter and a copy of the Issue Resolution form must be written to the chair of Department head and Curriculum and Standards Committee. The Curriculum and Standards committee has the option of denying the appeal, not considering the request, or of making a recommendation to the Dean. In such cases of denial of the appeal or of a decision to not consider the appeal, the decision of the Department head will be in effect. In all cases, the chair of the Curriculum and Standards Committee will respond to each appeal with recommendations in writing to the all involved parties and with a copy to the Dean. The Dean or designee will respond to the faculty

member, student, chair of the C& S committee, and Department head if an associate faculty member. When appropriate, memoranda or letters may be included in the student's advising file.

Process Steps to the School of Education Policy on Issues Resolution

Note and Context: The Curriculum and Standards Committee meets once a month for issues resolution purposes. All forms are due to the committee the last Friday of the month. Students must meet with the department heads prior to that time.

This process is appropriate when a student has an issue with advising, School of Education policy, or with an instructor. Generally, the issues resolution forms should be generated on the pretext that student issues are not solved in informal discussions or when potential solutions do not meet standards or scope of IU South Bend School of Education policies.

1. Obtain the Issues Resolution Form. Students obtain the issues resolution policy and form from a faculty member or from the Education Student Services Office. The student must complete the form and submit it to Education Student Services Office. The Education Student Services Office forwards the form to the appropriate Department head and keeps a copy for recording purposes.
2. Meet with the Department head. The student and the Department head schedule a meeting to discuss the issue. Please note that discussion with the instructor prior to this step may be required. The Department head may administratively address program policies. If the Department head resolves the issue, s/he is to send a memo to the Education Student Services Director explaining the content of the meeting and detailing the resolution (if the issue has been solved) or recommendation (if the issue has not been solved). If the student wishes to appeal the decision of the department head regarding program policies, they must inform the Education Student Services Office of their request and the issue will be forwarded to the faculty committee. Department heads will make recommendations to the committee if the issue to be resolved is a School of Education policy. Department heads may not alter or waive School of Education Policy.
3. The Education Student Services Director forwards the Issue Resolution Form to the Curriculum and Standards Committee and Dean. If the issue pertains to SOE policies, the SOE Faculty Curriculum and Standards committee meets and makes a recommendation to the dean. The following documents are forwarded: 1) Issues Resolution Form submitted by the student; 2) Recommendation from the Department head, and 3) Additional Written Documentation from the student, record, or as requested by the committee.
4. The Issue is discussed by Curriculum and Standards Committee. The Curriculum and Standards committee will meet, analyze the data provided, and write a recommendation to the dean.
5. Dean's Decision. After receiving the recommendation from the Curriculum and Standards Committee, the dean will make a final determination and notify the student in writing and forward a copy of the decision to the Education Student Services Office. All decisions resulting from this process are final as this is the last step in the School of Education appeals process.

Documentation by the School of Education

The Education Student Services office will maintain a file and periodically aggregate the data pertaining to issues and resolution per NCATE standard. Relevant information regarding each individual issue will be provided for inclusion in student's advising folder.

Indiana University South Bend – School of Education
Issue Resolution Cover Page

Directions: When completed, please make 2 copies of this form and all related documentation; retain the original. Submit one set of copies to the Department head and the second set of copies to the Education Student Services Office in Greenlawn 120.

Student's Name _____ Date _____

IUSB Email _____@iusb.edu Phone _____

Other email _____

Major Area of Study (please check one or more)

_____ Counseling and Human Services _____ Education Administration and Leadership

_____ Elementary Education _____ Secondary Education

_____ Special Education

This issue is related to (please check one)

_____ Course or instructional issue _____ Advising _____ School of Education Process or Policy

I have read the complaint process for the School of Education: _____ Student's Initials

Students must attach a typewritten/word processed document that includes a complete and detailed explanation of the issue in question. Students are responsible for including all pertinent paperwork and additional documentation needed for decision-making.

For SoE Documentation and Routing Only

1) Student Services Date Rec'd _____ 2) Department head: _____

3) Date of resolution or N/A _____

4) C/S Committee _____

5) Dean's Office _____

6) Student Files _____

Indiana University South Bend – School of Education
Issue Resolution Response

For Faculty/Staff Use Only

Directions: Please return this form to Education Student Services Office, Greenlawn 120

Student's Name _____ Date _____

Recommendation

_____ Approved

_____ Denied

_____ Deferred pending further input

Explanation

Faculty/Staff members must attach a typewritten/word processed document explaining the above recommendation.

Faculty/Staff members should include all pertinent paperwork and additional documentation used for decision-making.

Faculty/Staff Signature

_____ Date _____

Appendix C—Student Dispositions

Indiana University South Bend – School of Education

Letter of Concern Policy and Forms

Policy and Procedure for Addressing Concerns with Students' Professional Dispositions or Conduct through a Letter of Concern

When concerns about an IU South Bend School of Education student's professional disposition, performance, or conduct occur, direct and honest communication and a supportive, but realistic approach to addressing such concerns are important. If a faculty member, classroom teacher, or other personnel have concerns about a student's ability to become an effective teacher, administrator, or human services provider, creating a plan to help the student is essential. Concerns may be related to conduct or dispositions in the university setting or in the field. IU South Bend students must maintain the highest level of professional conduct while completing field experiences in the schools or in agency settings. In these settings improper conduct can have adverse effects on the lives of children, youth, or adults. Unsatisfactory professional conduct or performance on the part of an IU South Bend School of Education student may result in dismissal from the School of Education. The following steps outline the procedure for addressing concerns with a student's professional dispositions or conduct. The process is intended to encourage needed changes and facilitate growth in the student toward success as a teacher.

1. A faculty member, classroom teacher, or other personnel identifies an area or areas of concern in writing using the "Letter of Concern" form. This form is discussed with the student and then forwarded to the Education Student Services office. The date of the discussion with the student is noted on the form and additional documentation may be attached. The student must receive a copy of all documents. The student is invited to submit a letter of explanation to be attached and to submit that letter to the Department head and Education Student Services office. In addition to copies of the letter of concern and other documentation, the student must be provided a copy of this policy.
2. When a student receives a second letter of concern, and with each subsequent letter, the Department head and the student meet to discuss the concern and develop and implement a plan to address the concern. The plan consists of specific objectives, procedures for remediation, a method for assessment of progress, and a timeline. As appropriate, objectives and remediation goals should be written in behavioral terms. The attached form must be utilized and further details must be expressed in writing. In the case of a student who has been assigned multiple plans, the Department head may recommend for dismissal from the program.
3. Successful completion of and continued adherence to the plan indicates that the student may continue in the program. The Department head sends a letter to the student, the advisor, and the student's file expressing successful completion of the plan.
4. In the case of unsuccessful completion of the plan after an initial attempt, the Department head has the option of working with the student to revise or extend the plan, or the Department head may choose further action as described below in 4a, 4b, 4c, and 4d. Non-completion of the plan will result in a recommendation for discontinuation in the professional or teacher education program as described in 4a, 4b, 4c, and 4d.

- a. When 1.) there has been no attempt to complete the plan, or 2.) if a plan has not been completed satisfactorily or 3.) after an unsuccessful second attempt, the Department head will recommend discontinuing the pursuit of a professional or teacher education program. At this point, the student may voluntarily choose to withdraw from the School of Education. If an initial plan has not been completed satisfactorily or adhered to, the Department head may make additional recommendations to the student prior to proceeding to step "b" and share these recommendations in writing with the Curriculum and Standards Committee for informational purposes, or the Department head may proceed to step "b".
- b. Upon 1.) non-completion of the plan, 2.) unsatisfactory completion of the plan, 3.) a failed second attempt of the plan, or 4.) non-adherence to a plan, and if a student does not choose to withdraw, the Department head shall forward a recommendation for dismissal of the student to the Curriculum and Standards Committee. Before the recommendation is forwarded to the committee, the Department head shall put the recommendation for dismissal in writing and discuss it with the student. The Department head can invite the advisor to participate in this meeting. The student shall receive a copy of the recommendation. The student shall be informed that he/she may share a letter of explanation with the Curriculum and Standards Committee. The deadline for submitting the letter of explanation will be provided.
- c. If the Curriculum and Standards Committee does not support the recommendation for dismissal of the student, the improvement plan must be redone or extended. The Department head may appeal the Curriculum and Standard decision to the Dean.

If the Curriculum and Standards Committee approves the dismissal recommendation, copies of a letter communicating the recommendation that the student withdraw from the School of Education are sent to the student, the Department head, the student's file and to the Dean. The student may appeal the decision to the Dean.
- d. Activities that lead to the involuntary withdrawal or termination of students from the School of Education will be implemented by the Dean or a designee. The Dean or designee will notify the student and the IU South Bend Student Affairs Office.

If there are two or more letters of concern, successful resolution of all concerns is required prior to admission to and retention in all phases of the teacher education program or in activities that are designated in graduate programs, most notably, but not limited to, field experiences and/or internships. The student is ultimately responsible for ensuring that the letters documenting successful resolution of concerns are available.

Indiana University South Bend – School of Education
Letter of Concern Cover Page

Name of Student: _____

Date: _____

Name of referring faculty member: _____

Course: _____ Title: _____ Section: _____

Date student was informed: _____ Date plan of action was developed: _____

Student Signature: _____

(student's signature does not indicate agreement with this concern; student's signature only indicates receipt of form, supporting documentation, and School of Education policy on Letters of Concern).

Briefly explain the nature of the concern in two sentences:

Please attach a typewritten/word processed document that includes a complete and detailed explanation of the concern in question. Attach all supporting documentation available.

___ Check here if there are additional letters of concern or forms in the student's folder.

Indiana University South Bend – School of Education
Plan of Action Cover Page
Responding to 2nd and subsequent letters of concern
This form for Administrative or Faculty use only.

Attach the plan of action.

Date Plan of Action was given to student: _____

Date the plan of action was successfully completed: _____

If the plan of action is not successfully completed, explain the subsequent actions or recommendations.

If the plan of action was revised, attach a copy of the revised plan of action.

Date of subsequent action or recommendation: _____

Signatures

_____ Date _____

Department head

_____ Date _____

Academic Advisor

_____ Date _____

Student

Attach copies of any previous written communication with the student or logs of relevant discussions. If relevant, please attach course syllabus or other documentation.

Appendix D— Syllabus Information

*A Syllabus Template is attached. The template can also be found at:
http://www.iusb.edu/~edud/misc/faculty/syllabus_template.doc
Other faculty resources are available at this site.*

Course Title: (required)

Course Number: (required)

Section: (required each semester)

School of Education Mission Statement:

Through our programs in the School of Education at Indiana University South Bend and our active engagement in the community, we prepare teachers and other school personnel to be competent, ethical, and reflective practitioners. Our candidates and faculty are professionals dedicated to continuous learning in order to address the needs of diverse individuals and prepare them for the complexities of a rapidly changing world. As part of a public comprehensive university and through our service to schools we strive to make a positive difference in the community within and beyond north central Indiana.

Instructor:

Phone:

Office:

Office Hours: *Associate faculty should list contact information and directions for students to make an appointment*

E-mail:

Livetext name (if appropriate):

COURSE DESCRIPTION : (required description from IUSB Bulletin)

Write catalog description as it appears in the most recent IUSB Bulletin.

COURSE PREREQUISITES: (required from IUSB Bulletin)

Section Description : (optional) Instructors or programs may add their own descriptions of particular emphasis, etc.

COURSE TEXT: Programs may have a required text, a suggested text” or the course text may be assigned by the instructor. Please see the department head if there are questions.

SPECIAL STATEMENTS (Optional: Programs or individual instructors can add a sentence or two that addresses this particular section.)

Commitment to Professionalism (required statement)

All students in the School of Education are expected to maintain the highest professional and ethical standards. It is your responsibility to familiarize yourself with our Code of Ethics at: <http://www.dsa.indiana.edu/Code/>.

Commitment to Diversity(required statement)

*The School of Education at IUSB is committed to preparing preservice teachers, school leaders, and school counselors to support learning for **all** students. Each class and learning experience helps candidates develop the knowledge, dispositions, and performances needed to meet the needs of students in today's diverse classrooms. One example from this class is.....* (Note: Please highlight this section in yellow on the syllabus that you submit).

Commitment to Technology (required statement)

The School of Education at IUSB is committed to preparing preservice teachers, school leaders, and school counselors who have the knowledge, dispositions, and performances needed to effectively use technology to help all students learn. Candidates are expected to incorporate technology throughout their course work and clinical experiences. One example from this class is (Note: Please highlight this section in gray on the syllabus that you submit).

COURSE OBJECTIVES (required): Direction: Objectives for each class must go here. Objectives for each class must be linked to the IUSB performance standards and objectives for each class – the link must be explicit and annotated. Instructors or programs may add additional requirements. Note: Department heads should supply this to instructors. Please see them if you have questions.

COURSE Assignments or Performance Tasks (required): Some courses have a required course artifact (assignment) that must be completed by students. Department heads will have this information. These performance tasks are non-negotiable and must be completed in designated courses as specified. Individual professors may add additional performance tasks.

University and School of Education policies (required)

□ Electronic mail (email) is the official means of communication with students at Indiana University South Bend. A student=s failure to receive or read official university communications sent to the student=s official email address does not absolve the student from knowing and complying with the content of the official communication. It is recommended that students check email messages at least once daily. The university provides a simple mechanism for students to forward email from the official university email address to another email address of the student=s choice. However, students who choose to have email forwarded to another email address do so at their own risk.

□ **ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES STATEMENT:** If any student will require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course. Contact me after class, during my office hours, or by individual appointment to discuss the issue. If after discussion we reach no consensus, either party or both should seek the advice of the Department Head or the Dean, and if no consensus is reached, then the advice of the Vice Chancellor of Academic Affairs (“VCAA”). Either the instructor or the student may appeal the VCAA’s decision to the Office of Affirmative Action within ten business days of the determination.

DISABILITIES STATEMENT: If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Disabled Student Services (Administration Building, room 149, telephone number 520-4832), as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Office of Disabled Student Services www.iusb.edu/~sbdss/services.shtml

ACADEMIC HONESTY STATEMENT: It is the responsibility of the student to know of the prohibited actions such as cheating, fabrication, plagiarism, academic, and personal misconduct, and thus, to avoid them. All students are held to the standards outlined in the code. Please reference the entire code for a complete listing (www.dsa.indiana.edu/Code/). Any violation may result in serious academic penalty, ranging from receiving a warning, to failing the assignment, to failing the course, to expulsion from the University.

Field Experience Note: You may be required to provide a criminal history check to school districts before participating in field placements and/or student teaching. School districts may deny a field placement or student teaching assignment based on a misdemeanor or felony conviction. The application process for a teaching license in Indiana requires a current criminal history check. Convicted felons may not hold a teaching license in Indiana.

Please Note: (required statement)

Students in the School of Education are required to post select artifacts (assignments) on LiveText. Therefore, students may be required to purchase and utilize LiveText at any time during this course. The instructor will notify you if you are required to post assignments on LiveText.

STUDENT EVALUATION

Required Statement: Students must attain a grade of C or better in all required education courses.

Instructors **must** list their (own) evaluation system and criteria. A detailed description of the evaluation plan/grading system should be given here. Any special requirements such as a late for class policy, attendance policies, extra credit, etc., should be thoroughly explained. Students should be well informed of how their grade will be determined.

Some courses require specific rubrics or evaluation documents and these should be attached. Please check with your department head if there are concerns.

TENTATIVE CLASS SCEHDULE

(suggested)

BIBLIOGRAPHY

(Optional)

Notes to professors and associate faculty

Course Objectives : Department heads should provide you with a sample syllabus or with the IUSB course objectives for each course based on the IUSB performance standards for the course. Course objectives will generally be inclusive of multiple IUSB performance standards.

Artifacts/ Products : A two to three sentence description of each assignment or artifact is suggested. In some courses selected artifacts are required and more substantial direction should be given in a handout or addendum to the syllabus. Some artifacts must be posted in LiveText. Programs may require more than one artifact, product, or assignment in the course and these should be listed on the master course syllabus. Assignments and artifacts should be explicitly annotated for their link to the course objectives. As an instructor, if you have any questions about the artifacts (assignments) please contact the appropriate department head.

Individual instructors may also require additional assignments or products, but they must meet the minimum requirements as specified by each program.

Here is an example:

Philosophy Statement: Each student must submit a statement regarding their beliefs about inclusion and educational services for students with disabilities. This must be shared through LiveText with the course instructor. Philosophy statements should include individual beliefs about learning, service delivery models, and state standards. Posted papers must be 700 to 1000 words. (Course Objectives 1, 3, 5).

Evaluation: If a certain evaluation rubric, checklist, or scale is required to be used by every professor or instructor in the program and is on Livetext, directions on where to access the document may be given along with a two to three sentence description instead of the whole rubric.

An electronic copy of your syllabus should be sent to Liz Staples at estaples@iusb.edu by the end of the first week of the semester.

Appendix E—Vita Format

Each Vita should contain the following information in this sequence.

Contact Information

First and Last Name

Address

Phone Number

Email

Professional Education and Academic Degrees

Educational Licenses and Certifications

Specialized Educational Trainings and certifications

Higher Education Professional Experience

List Courses Taught- (At a minimum go back three years)

Specify graduate or undergraduate courses

K-12 Professional Experience (Teaching and Administration)

Clinical Positions and Related Experience

Scholarly Activities and Research

Published Articles, Books, and Book Chapters (At a minimum go back the last 5 years)

Grants and Funded Research (May include submitted but not funded grants)

Presentations (and/or Technical Reports)

Consultations

Related Professional Activities and Assignments

Offices in professional or related community organizations, etc.

Professional Memberships

Related community or university service

Committee positions or assignments

Consultation

Optional, but suggested:

Professional Recognition and Awards

Professional Development Activities

Research in progress

Appendix F—Entering Grades Instruction

Entering Grades in OnCourse

<http://oncourse.iu.edu>

Reasons to Choose Oncourse

Before entering grades

Where to go for help

Grade entry tips

Step by step instructions

Entering Grades in OneStart

<http://onestart.indiana.edu>

Reasons to Choose OneStart

Before entering grades

Where to go for help

Grade entry tips

Step by step instructions

Appendix -Quick Web Site Reference

School of Education: <http://www.iusb.edu/~edud/>

Education Student Services Office: <http://www.iusb.edu/~edud/offices/services/>

Resources for SOE Faculty: <http://www.iusb.edu/~edud/facstaff/index.php>

Office of the Dean: <http://www.iusb.edu/~edud/offices/dean/>

Academic calendar: <http://www.iusb.edu/~regr/calendars.shtml>

Office of Information Technologies. Rules and processes to reserve a computer laboratory are available at <http://www.iusb.edu/~sbit/lab-classroom-instructional-reservations.shtml>

IU South Bend Information Technologies web site <http://www.iusb.edu/~sbit/>

LiveText: <http://www.college.livetext.com>

Information regarding OnCourse can be found at <https://oncourse.iu.edu/portal>

Information regarding OneStart can be found at <https://onestart.iu.edu/my-prd/Portal.do>

Student's Code of Responsibilities and Conduct may be found at:
<http://www.dsa.indiana.edu/Code/>

Parking Services: <http://www.iusb.edu/~sbpark/>

Weather-related class cancellations: www.iusb.edu

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