

Revised 4/16/01

COLLEGE OF BUSINESS ADMINISTRATION
ADJUNCT INSTRUCTOR INFORMATION SHEET

The College of Business Administration appreciates your service to the university and its students. You fill a valuable role in the educational process at UNF. This paper has been prepared because we want to make your teaching experience as enjoyable and effective as possible. It discusses a number of items that may be helpful to you as an adjunct professor in the College of Business Administration.

Please remember that your department chairperson is your primary contact with the university. He/she will be quite happy to assist you and answer questions you might have. If the chairperson should be unavailable, and you need a quick answer, you may call the Office of Student Services at 620-2575 and ask for Mrs. Bettie Adams, or you may call the Dean's Office at 620-2590 and ask for Dr. Jeff Michelman, Associate Dean.

This document was prepared for your use. If you think something should be clarified, or if additional topics need to be added, please let us know.

GENERAL INFORMATION

COLLEGE OF BUSINESS OFFICE OF STUDENT SERVICES

The College's Office of Student Services is located in Building 42, Room 2020. The center is responsible for advising students in all undergraduate programs and also handles advising for the Master of Business Administration and Master of Human Resource Management programs at the graduate level.

In addition to preparing programs of study for all degree-seeking students, advisors provide guidance on career choices, provide scholarship information, serve as liaison to other student services on campus, participate in college recruitment, and help students with the processing of various petitions and forms.

If you have questions regarding the academic programs and policies of the College of Business Administration, please call the Office of Student Services. They can be reached at 620-2575 or 620-2589.

POLICE AND SECURITY

The Police Department is located in Building 41. The nonemergency number for the police is 620-2804. They can be reached for emergencies by dialing 2800, or 0, or by using one of the red emergency telephones on campus. Please note that these numbers should be used for emergencies only.

In addition to emergencies, the police department offers many other services. It maintains a "lost and found" department. If you are locked out of a classroom or office, a police officer can let you in. The

police department will also try to help you or one of your students if your automobile will not start while in the parking lot. If, for some reason, you expect trouble in a classroom, you should notify both the police department and your department chairperson. There is also an emergency phone in the middle of both the first and second floors of building 42.

UNIVERSITY CATALOG

Each of you should have a copy of the university catalog. It is a basic document for academic programs and academic regulations. It contains the university calendar. It also contains an outline of all academic programs and a short description of each course, including the one that you are teaching. This description specifies the prerequisites for each course. The catalog also contains information on academic policies such as adding and dropping courses, grade forgiveness, release of academic information, academic integrity, and graduation time limits.

ID CARDS FOR ADJUNCT PROFESSORS

You may obtain an official ID card at the Office of Auxiliary Services in Founders Hall - Building 2, room 2042. Their hours of operation are 8:30 a.m. to 7:00 p.m. on Monday and Tuesday, and 8:30 a.m. to 5:00 p.m. on Wednesday, Thursday, and Friday. You should not pay a fee. The \$5 charge is being paid by your department. However, you will need to pick up a form from your departmental office, fill it out and bring it with your driver's license to the Ticket Office area in Founders Hall. Their number is 620-2878.

KEYS

Your chairperson has determined which rooms you should have access to and has given you the appropriate access. Please check with the chairperson for the details. Keys must be turned in at the end of every semester with your grades. This includes podium keys.

USING THE UNF LIBRARY

Please ask your departmental office for a form to obtain a library card. After completing the form, take it with your driver's license to the Circulation Desk at the Library, and a card will be issued to you. You may also choose to use the library to put reference materials on reserve. See the Circulation Desk for details.

USE OF UNF COMPUTER FACILITIES

You need your library card (see above) to obtain access to the Student Computer Lab. We encourage you to get a university computer (Osprey) account to access the Internet remotely; please see

your departmental chairperson.

TEACHING INFORMATION

ACADEMIC RESOURCE CENTER

The center located in Room 1003 of Building 2 offers a variety of services for students. The center holds study skills seminars, provides tutoring services, and gives test preparation workshops. A list of business classes for which tutors are available can be obtained by calling the center at 620-2766.

The schedule changes each term, but Financial and Managerial Accounting as well as Financial Management tutors are generally available. The center also has computer programs, workbooks, study guides, and writing style manuals available for student use. This center also works with the special needs of handicapped students. Call 620-2766 if you have questions regarding services of the Academic Resource Center.

COURSE SYLLABI

Please remember that course syllabi for past terms are available. If you wish to see how a course was taught in the past, you may see these syllabi in the departmental office. Remember, however, that you are under no obligation to repeat exactly what was done before. If you wish to talk with a professor who has taught in this area, please ask your department chairperson. He or she will make proper arrangements. Each adjunct should be assigned a faculty mentor by your department chair.

The College is now using a standard format for all syllabi. Please ask your department chair for a copy. In addition, we encourage you to put your syllabi on the internet. Contact your department chair if you have questions.

MEETING WITH STUDENTS

Every UNF professor is required to set aside some time with students on an individual basis. This requirement has been difficult for an adjunct professor because of limited time on campus and the assignment to you of little or no office space. We hope that your new office will at least allow a convenient location to meet with students. Perhaps the best way for adjuncts to meet this requirement is to inform students that you will be available for discussion just prior to or after class. You may ask students to make a "before class" appointment if they need to talk with you for more than a few minutes. Meeting space can be made available to you, although it will be space shared with another professor. If you have space requirements, please talk with your department chairperson.

TEACHING RESOURCES

Please remember that many resources in the college and university are available to make your instructional efforts more effective. These include the Library, Instructional Communications (I.C. can provide videotape player and monitor equipment, as well as audio equipment in your classroom. Prior arrangements with I.C. are required.). In addition, multimedia technology stations will be available in classrooms in Building 42. All instructors must attend a one-hour training session. Keys to the lecterns will be distributed at that time. Keys must be returned at the end of every semester. Contact Jeff Michelman if you have any questions. The Library offers required reading lists and instructional films among its services.

POLICIES

ACADEMIC MISCONDUCT

There are certain situations where you should immediately turn to your department chairperson for advice. One of these is if you suspect academic misconduct or "cheating" in one of your classes. It is important that appropriate penalties be assessed for academic misconduct. It is also important that "due process" be observed and that the student is notified of his/her rights. The best advice in this situation is to quietly gather and retain necessary documents and to call your chairperson immediately.

FINAL EXAMS

College and university policies state that classes will begin on the first class period of the term and extend through the regularly scheduled final examination period. Generally, this means that final exams must be given in the final examination period. University policy states that comprehensive final exams cannot be given during the last week of classes, although noncomprehensive tests may be given during that period if they are scheduled in advance. The college recognizes that traditional final exams are not appropriate in all classes. In such cases, however, the final exam period should be utilized in some way, such as the presentation of a final case, a course critique, or another pedagogical event. It should also be noted that the summer session is different. There is no final exam period. The last test is given during the last day of class.

GRADE ROLLS

Grade rolls are usually distributed a few weeks prior to the end of the term. DO NOT write names in (students who are not on roll are not registered). Use ink to enter letter grade, and use #2 PENCIL to fill in circles. Erased circles must be completely erased; do not cross out. Letter grade changes must be signed by the change. Grade rolls are to be signed at the bottom and returned to department chair who will send to Records and Registration. The College of Business Administration gives instructors the option to use + grading. Your syllabus must advise students of your policy on +.

Do not send in grades on a fax machine. This process is illegal (see below). It also makes it more difficult for the office staff, and grade rolls could be lost.

GIVING OUT STUDENT GRADES

Student grades should not be posted. Likewise, students should not be told that they can obtain a grade from a secretary in the departmental office. Various legislation makes it illegal to reveal a student's grade to anyone other than the student or a member of the UNF staff who may need it for administrative purposes. Posting by social security number does not make the practice legal. A student should also not be given a grade over the telephone. There are at least two good reasons for this. First, it is often impossible to identify a student over the telephone. Second, if a UNF number is used, a large number of calls will tie up the telephone lines and will require extra telephone answering for the clerical staff.

There are several ways that grades may be given to students. A convenient way is to ask students who want their grades early to bring you an addressed stamped envelope. You may then send this to the student as soon as you have completed grades. Of course, if you plan to be in a UNF office during certain hours, you can allow the students to come by and get the final grade from you. Please remember, however, that you have no obligation to give out final grades directly to the students. They may simply receive their grade in an appropriate manner from the Registrar's Office at the end of the semester.

CONFIDENTIALITY OF STUDENTS' RECORDS

By federal regulation, state law, and university policy, NO information (including, but not limited to, grades, telephone numbers, social security numbers) is to be given to anyone other than the student (even parents) and only in person. (If you receive a phone call from someone, you really don't know that you are speaking to the student or someone acting as/for the student.) Grades cannot be posted on office doors or class room walls. Do not allow any student to see any other student's academic or "directory" information. A student has a right to challenge a grade.

Additionally, the Registrar's Office will not give information to anyone other than the student, and student information requested by faculty is given to faculty who have "need to know" as defined under federal regulations.

STUDENTS WITH DISABILITIES

Another situation may occur when you have a student with a disability in one of your classes. By law, certain provisions must be made so that all students have the same opportunities for academic achievement as any other student. UNF has a number of resources and services available to assist students with disabilities. If the student requests a special service, or a special seat, please talk to your chairperson about these arrangements. The student may wish to visit the Academic Resource Center in Building 2, room 1003. Their telephone number is 620-2766.

SEXUAL HARASSMENT

Sexual harassment (as well as other forms of harassment) is illegal and not allowed at the University of North Florida. There are serious legal penalties involved. Furthermore, each faculty member is required to report any awareness of sexual harassment incidents. Should this occur, please immediately contact your chairperson for guidance.

"I" OR INCOMPLETE GRADES

Occasionally, because of sickness or other emergency, a student may ask you to assign an "I" grade in the course. The policy for assigning "I" grades is given in the UNF catalog. The "I" grade should only be used when the student has completed a substantial (most) part of the course and is passing the course, but because of an emergency, he or she has not been able to complete a course requirement such as a final exam or a term paper. In these cases, an "I" grade can be assigned, and a definite time for finishing the course requirements must be given to the student and to the Registrar. The maximum time allowed to remove a grade of "I" is one calendar year or graduation, whichever comes first. Normally, however, the time permitted should not exceed one month. In addition to recording the "I" on the final grade sheet, an "Assignment of an Incomplete Grade" form must be completed by the instructor and turned in with the final grade sheet. The form should give specific details on how the "I" grade is to be resolved. For example, take final exam, or complete and turn in research paper. **Each "Assignment of Incomplete Grade" form for an adjunct faculty member must be signed by the faculty member, and the department chairperson.** An "I" grade should never be assigned prior to the withdrawal date and should also never be used for a purpose such as allowing the student to completely retake a course.

WITHDRAWAL FROM CLASS AND ASSIGNMENT OF "WP" GRADES

The policy for student withdrawals from class is given in the UNF catalog. Prior to the official withdrawal date (approximately the eleventh week of class in a regular semester), students may withdraw from a class without penalty. After the withdrawal date, a student cannot withdraw from a class unless unusual circumstances exist. In such cases, a student must submit a petition to waive academic policy and must furnish documentation of the circumstances. The instructor must assign a grade of "WP" if the student is passing or a "WF" if the student is failing at the time the petition is received. The instructor does not approve or disapprove the petition. Please remember that a student does not have the right to obtain a withdrawal after the deadline date simply because he or she is passing the course. The petition will not be processed without the proper documentation. All late withdrawals must receive approval from the College of Business Administration Petitions Committee, which is chaired by the Associate Dean.

ADMINISTRATIVE PROCEDURES

CONFIRMATION ROLLS

Confirmation class rolls will be sent to each instructor early in the term. It is important that you not allow a student to continue in your course if he or she is not on the confirmation roll or enrolled through Continuing Education as discussed below. First, it is a disservice to the student who may believe that he or she is enrolled in your class, but because of an error is actually not enrolled. Second, students should not be in class if they have not paid the appropriate fees. Although the problem has been mostly eliminated, we have had students who have petitioned to officially enter a course during its final weeks.

The effect of this practice is to allow a student to see what kind of grade is likely to be assigned before registering or paying for a course. This practice should not be allowed.

ADD/DROP

Add/Drop period is the first five days of a scheduled course during a regular semester. Policy allows students to attend at least one class meeting to determine whether or not they want to drop a course ("drop" means that the course does not show up on the transcript, and a 100% refund is automatically processed). After the first week of classes, no drops can be processed--only withdrawals (see below). For nontraditional courses that begin after the first week of classes, including Saturday classes, the student has the first business day after the first class meeting to drop the class with a 100% refund. Students may petition to add a class after the first week, but this petition must be signed by advisor, faculty member who is teaching the class, department chair, and dean of the college where the course is being taught. Petitions, available in the Registrar's Office, should only be approved if space is available. Students are usually charged a \$50 fee for late registration or payment.

REINSTATEMENT

The last day to add/drop is also the last day to pay. If students don't pay they are "purged" from their courses and should not be allowed to attend the class. Students may be reinstated on a space-available basis only with written permission of instructor and department chair (first week after add/drop) and dean (after second week). Reinstatement forms are available in the Registrar's Office. There is a \$50 reinstatement fee.

EMERGENCIES AND CLASS CANCELLATIONS

Hopefully, it will not happen, but an emergency may arise that would make you miss a class. In such a case, the department chairperson must be notified as quickly as possible. If he or she is not available, leave a message with the departmental secretary. It is important that someone makes arrangements so that the class will be notified of your absence. If an illness should cause an extended absence, please discuss the situation with your chairperson.

In some cases, you may have sufficient lead time to personally notify, or make arrangements for someone else to notify the class of a class cancellation. Even so, your chairperson should be made aware

of the event. Someone needs to know because an emergency call may be received for a student, an "unnotified" student may wonder what happened to the class, or some other similar event may happen.

IMPORTANCE OF PROMPT REPORTING OF FINAL GRADES

It is very important that final grades be turned in on time. At a given time, the Registrar must make a computer run of all the grades turned in. If a section is missing, a student will receive a grade of "NR," which stands for "nonreported." This action could hold up a student's graduation, a transfer to another university, or in some cases it could interfere with a job search by the student.

NECESSITY OF SUPPLYING REFERENCE LETTERS, TRANSCRIPTS, ETC.

When you were asked to teach a course, it should have been explained to you that the State requires certain documents such as an I-9 form, a resume, an Initial Academic Application, college transcripts, a copy of your college diploma, letters of reference, a social security card, an Oath of Loyalty statement, a Sexual Harassment statement, and dual employment forms where appropriate. In some cases, these may be difficult or bothersome to obtain. Please remember, however, that these items are required by federal or state law and/or Board of Regents policies. State auditors and accreditation officials check for the documents. Missing documents can be quite damaging to the mission of the university and can only lead to "bad things" for college administrators, the university, and students. In some cases, penalties for noncompliance can be quite severe. Most items need to be completed before you begin work, regardless of when you get paid. UNF will be a better place for our students if we obtain these documents in a timely fashion.

INSTRUCTOR EVALUATION

Each adjunct instructor is required to administer SUSSAI forms in each course. These responses are used by your department chairperson to evaluate instruction in the department. They should also be quite valuable to you as you strive to improve your teaching effectiveness. For this reason, you should ask to see the results of the SUSSAI forms administered in your classes.

The procedure for administering the forms may change from term to term; therefore you should follow the instructions given in each term. There are some constants, however. Notify students that the forms are important and will be used to evaluate the effectiveness of instruction. Tell the students that you will not see the results until after final grades are given. Leave the room while the forms are being administered. Have someone else collect and turn in the forms. Make sure that the completed forms are at no time in your possession.

STUDENT PETITIONS

You will often be asked by a student to sign a petition for one reason or another. Please use your best judgement, but always tell the student to immediately take the petition to the Office of Student Services in the College of Business Administration. This procedure is necessary because a number of things cannot be petitioned, and you are not expected to be aware of all academic regulations. For example, a student cannot add a class after a certain date even if the person has been attending class in an unenrolled status. Also, a student may not change from a credit status to an audit status in a given term. The request that you will most often get is to enter a course after the deadline date. This request can be approved if you feel the student is entering at a time such that he or she has a chance to do well in the course. Again, send the student to the Student Services Office since other problems may exist. Remind the student that you can only recommend, not decide.

GRADE CHANGES

If a change of grade is appropriate, a special form is available from the departmental secretary. This form should be returned to your departmental office.

A student may also petition for a "grade change" or other action concerning your course. This seldom happens, but the student may take it to the department chairperson, then the dean, and then to an Academic Appeals Committee composed of students and faculty members. If this happens, it is very important that we meet certain deadlines established by the appeals committee. If a student appeals a grade, it is very important to show that the student knew how he or she would be evaluated and that the evaluation was consistent.

As a final note, remember that your Chairperson, the Director of Business Student Services and the Associate Dean are always there to help you; don't be afraid to contact us.

**COLLEGE OF BUSINESS ADMINISTRATION
CONTACT LIST**

<u>OFFICE OF THE DEAN</u>	<u>PHONE EXT.</u>	<u>BLDG./ ROOM</u>	<u>EMAIL</u>
Earle C. Traynham, Dean	2590	42/2015	Traynham
Jeffrey E. Michelman, Associate Dean and Director of Graduate Studies	2590	42/2012	Jmichelm
Alex Castaneda, Development Officer	2590	42/2017	acastaneda
Lois King, Executive Secretary (payroll & keys)	2590	42/2010	Lking
Karen DeMaria, Senior Secretary	2590	42/2010	Kdemaria
<u>DEPARTMENT OF ACCOUNTING AND FINANCE</u>			
John MacArthur, Chairperson/Professor	2630	42/3013	JmacArth
Alice Davies, Office Manager	2630	42/3011	Adavies
Gloria Meehan, Senior Secretary	2630	42/3001	Gmeehan
Belinda Totman, Part-time Secretary	2630	42/3001	Btotman
<u>OFFICE OF STUDENT SERVICES</u>			
Bettie Adams, Director of Office of Student Services/Assistant Prof.	2589	42/2027	Badams
Michele Clements, Graduate Advisor	2589	42/2026	Mclement
Willie Ervin, Coordinator of Advising, Coun/ Advisor and Instructor	2589	42/2028	Wervin
Sandie Loach/ Advisor	2589	42/2026	Sloach
Bob Ware, Placement Advisor	2589	42/3133	Rware
Marilou Espedido, Senior Secretary	2589	42/2020	Mespedid
Gilbertine Yadao, Executive Secretary	2589	42/2020	Ygilbertine
<u>DEPARTMENT OF ECONOMICS AND GEOGRAPHY</u>			
Joseph Perry, Chairperson/Professor	2640	42/3018	Jperry
Vicki Gipe, Senior Secretary	2640	42/3003	Vgipe
<u>DEPARTMENT OF MANAGEMENT, MARKETING AND LOGISTICS</u>			
B. Jay Coleman, Chairperson/Professor	2780	42/3015	Jcoleman
Susana Watts, Office Manager	2780	42/3017	Swatts
Annette Driscoll, Senior Secretary	2780	42/3002	Adriscol
Alicia Downs, Senior Secretary	2780	42/3002	Adowns
<u>TECHNOLOGY OFFICE</u>			
Fred Sudler, Technology Manager	2590	42/2110	Fsudler
Burr Waters	2590	42/2108	Bwaters
Dmitriy Bondarenko	2590	42/2108	Dbondarenko
Nancy Locke	2590	42/2108	nlocke
Carloyn MacLaren	2590	42/2108	cmaclaren
James Curren	2590	42/2108	jcurren
Chris Carey	2590	42/2108	ccarey

POLICE AND SECURITY

Lost and Found	2804	41
Nonemergency	2804	
Emergency (or dial zero or use red emergency phone)	2800	
Safe Ride (call for assistance to your car)	3999	

INSTRUCTIONAL COMMUNICATIONS

Audio-visual equipment	2910	03/1211
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All email addresses are @unf.edu