

**Attendance:** We do not have a campus attendance policy for students but good attendance is expected; you can state any specific expectations you have in syllabus (see [Course Syllabus Guidelines](#))

**Book Orders:** The bookstore sets deadlines for ordering books for the following semester quite early; please watch for those deadlines in the [Staff Digest](#) and work within them the best you can; our students are entitled under federal law to early notice of the books required for a class

**Class Syllabus and Rosters:** Please prepare a class syllabus and send an electronic copy to your [Academic Department/Program Associate \(ADA\)](#) and/or Department Chair; the syllabus should include:

- Course description from the [catalogue](#),
- Course goals/objectives, learning outcomes for your program or department,
- Set policies (look for syllabus guidelines [and attachment](#) on Dean of Faculties website),
- Grading practices and details; (remember, Registrar regularly sends out directions on grading; follow them)
- Assignment details,
- Expectations for student performance and [behavior](#),
- [Course calendar](#)/outline.

Some departments require temporary teaching staff (adjuncts) to have course syllabi approved within the department before they are distributed. Check with your department chair to see if you must do this. Revision of syllabi should be given to students in writing and done judiciously.

**Rosters and Grading** may be found on your PeopleSoft portal. You will need to learn how to access and use this portal. You will use your campus log-in ID to get into [E-Hive](#) or to use [D2L](#). Ask your Academic Department Associate (ADA, program assistant) if you need assistance figuring this out. D2L has a [comprehensive tutorial](#) on its site (Learn@UWSuperior).

**Department Chair:** This person is your guide, mentor and ally. Check right away with him or her if you encounter issues in your class. The chair can provide advice, guidance, referral and other help. If your program has a Program Coordinator, this can be another person who may be able to assist you along the way.

**Evaluations:** Sometimes mid-term evaluations by students are required. In most cases, end of term evaluations ARE required. Check with your program associate for the procedures and protocols on course evaluations in your program or department.

**FERPA** requires confidentiality of student records; check [registrar's website](#) for policies and guidelines AND

**Friendliness:** You are a key point of contact with students. The campus is working hard on retention issues and supporting our students. Please be friendly, accessible and supportive of your students wherever possible. Often adjuncts connect personally with students in unique ways.

**General Education Courses:** If you are teaching a Gen Ed course, you play a very important role with our students. Students take 42-45 credits of Gen Ed as part of the liberal arts education here at UW-Superior. We encourage you to become part of the growing community of general education instructors here on campus. Mid-term grades are required for 100- and 200-level courses; students earning Ds and Fs must receive notice via mid-term grades (follow Registrar instructions for in-putting grades).

**Human Resources:** This office manages all contracts and can answer all questions about your pay, benefits or other entitlements as an adjunct at UW-Superior. It is located on 2<sup>nd</sup> floor of Old Main. X8220. Ask your Chair and/or ADA about requirements for Leave Reporting.

**Inclusive Excellence:** We are committed to being an inclusive campus. We encourage you to practice inclusion in your classes and in your work in general on this campus.

**Justifiable Grounds for Incompletes:** A grade of Incomplete (I) may ONLY be given by an instructor when a student has been engaged for a least two-thirds of the class, but has been prevented by emergency or unusual circumstances from completing the course. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without again attending regular class sessions or needing extensive instructor supervision. Don't set yourselves up here. Too many of these can be a deadly drag. IP is another kind of incomplete, rarely given and only for certain courses in a major. Ask your chair about this.

**Kinds of Support Centers on Campus for Students (also see "S"):** To name a few:

- There is a [Student Support Center](#) for Students with Disabilities on first floor Swenson; students are to receive accommodation for disabilities when they are registered with this center.
- The [Multi-Cultural Center](#) and the [First Nations Center](#) are also great resources for assisting students of culture/color.
- The [Office of International Programs](#) can assist in meeting the specialized needs of international students.
- The [Writing Center](#) can assist students in need of assistance in developing written work – available both in person and online.
- There are a new [Veterans and Non-Traditional Student Services](#) in first floor Old Main.
- There is free counseling available to students through the [campus health center](#).

**Learning Outcomes:** At the end of 2011-2012 every major and many minor programs were to have learning outcomes that were to be included in syllabi and discussed with students at the beginning of a class. Check with your chairs about this.

**Academic Misconduct:** See the guidelines I am providing. Discuss with chair immediately to get support in the process of holding students accountable.

**Needing Supplies:** Check in with your program associate to see what supplies the program or department provides. Many departments have money tucked away to ensure that basic supplies are available for your use when needed. You should ask the ADA in your department about how to acquire [University ID cards](#), [keys](#), [parking permits](#).

**Office Hours and Student Access:** you will need to offer office hours or alternative means of access to your students in your class. The general expectation is that you have at least a couple of office hours made available for each class you teach and/or are reachable by alternative means. Please make clear in your syllabus your office hours. If you don't have an office, determine place and time to meet students. If you intend to use the classroom for this, make certain there are no classes before or after yours. If there are, discuss with department chair/associate an alternate place to meet with students.

**Professional Development:** you are welcome to attend any and all [Center for Excellence in Teaching and Learning \(CETL\)](#) events that provide faculty and professional development to our campus educators! Watch for announcements of opportunities in the *Staff Digest* and the email.

**Questions (also see “X”)?** Please always feel free to contact your department chair, program coordinator, department ADA and/or Interim Dean for guidance on your questions.

**Role of Your Course(s) in the Broader Curriculum:** Please check with your department chair and/or program coordinator about the role of your specific course in the broader curriculum of your major and/or minor program---this will help you feel part of the broader purpose of the curriculum at this university

**Staff Digest and Campus Email:** The official venue for sharing information with campus faculty and staff is the *Staff Digest*. It can get long. . . . I suggest scanning announcement titles, and then clicking on those numbers that seem to be specifically for you (like general campus announcements). If something is on the *Digest* for a second or third day and is already familiar, skip it. Do pay attention to this *Digest*, as you might miss something important to your work here on campus. Many people don't read this and then are upset when “they weren't informed about something”. When you have questions about an item, check in with your chair or support staff.

Please provide department ADA with an alternate email address if you also use an additional email account. Do check UW-S email. Your students' correspondence and official correspondence from the campus come via UW-S email.

**Technology Services:** This office located on 2nd floor Swenson (HelpDesk is ext. 8300) can help you with technology related issues. This is stuff like problems with PeopleSoft, D2L, telephone, email ([helpdesk@uwsuper.edu](mailto:helpdesk@uwsuper.edu)). If you can fit it in attend D2L trainings, offered regularly.

**Use your full allotted and scheduled time for classes and your final exam time for either an exam or for extra class time**---Students expect full class time on campus as well as online (it looks different here of course, see workload discussion below); the campus by law must provide sufficient seat time to students.

**Valued:** you are very important to us at UW-Superior! Thanks for being here!

**Workload expectations:** Credit hours are 50 minutes. So, credits are worth time --time that students are either face-to-face with an instructor or involved in the work to support class success.

- 1 credit = each week 50 minutes of class seat time (1 hour) AND 100 minutes of time on supporting work (2 hours).
- 3 credits equals 150 minutes (3 hours) of seat time AND 300 minutes (6 hours) of supporting work time each week.
- For 12 credits or more, school really is a full time position's equivalent.
- When constructing your class(es), keep in mind that out-of-class preparation is an important requirement for students to learn to manage.

**Xpect to have questions and ask them.**

**You are sick; what do you do?** Notify your program assistant by telephone and email; use D2L to notify classes; notify your chair by telephone or email. Not at the last minutes please, if you can at all avoid it.

**Zat's all.**