Faculty Handbook
Fall 2014 Edition

COLLEGE OF HEALTH SCIENCES
Community and Environmental Health
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Access to Information: my.BoiseState

Once you are hired and have a Boise State University identification number, you have access to my.BoiseState, the repository and access point for university information for students, faculty and staff.

- my.BoiseState is accessed from the Boise State home page, www.boisestate.edu. Select the my.BoiseState link. From the navigational bar on the left, select “Create/Reset Password” and follow the instructions. If you are not successful, contact the Boise State Help Desk (426-4357) for assistance with your user name. Once you have successfully logged in, select the appropriate link.

- Paycheck information is listed under the “PeopleSoft”. Navigate to the “Human Resources” page and you will see the “View Paycheck” link. **It is very important that you check your paycheck information and let us know of any “surprises.”**

- Address and phone number can be updated after login to my.BoiseState by going to the “Human Resources” page and clicking into “Personal Information”. Class rosters are found in the “Faculty Center“ on the PeopleSoft main page.

- If you are the instructor of record, permission numbers are available during registration periods; see “Faculty/Staff/Advisors”, “View My Class”, and “Permission Numbers”. Each faculty member is responsible for issuing permission numbers for his/her classes. If you are co-teaching, or need further assistance with permission numbers, please contact Angela Garcia.

Expectations/Obligations

**Attendance at College and Department Meetings**
Adjunct faculty are welcome, but not required to attend College and Department meetings. Please contact department chair, Dale Stephenson (426-3795) for more information.

**Office Hours**
Office hours and contact information must be provided in your course syllabus. If you have an office, please post your hours on the door. Instructors use Blackboard, a web-based course management system or have created class web pages for consultations. Please contact department administrative staff, Angela Garcia (426-3929 or agarcia@boisestate.edu) if you need a room to meet with a student.

The office we have scheduled for adjunct faculty use is **HSRV 121**. This office is for shared use with other adjunct faculty during the semester. The computer uses a networked printer located in the mailroom. Approximately 15 adjunct faculty members are hired each semester. Potentially this shared office space could be used by any of all of these faculty.

If you are teaching at another campus site, you can make arrangements with the site coordinator to use a room to meet with a student.
Professional Development Opportunities
There are numerous university-wide faculty/staff development opportunities in which you are eligible to participate. Please visit the following websites for events and schedules:

Center for Teaching and Learning, [http://ctl.boisestate.edu/](http://ctl.boisestate.edu/)
Training & Development, [http://hrs.boisestate.edu/training/](http://hrs.boisestate.edu/training/)
Academic Technologies web site [http://at.boisestate.edu/](http://at.boisestate.edu/).

Teaching Sites, Methods and Times
Boise State offers classes on the Boise campus, as well as at Gowen Field, Mountain Home, Twin Falls, and the West and Canyon County campuses in Nampa. The university also offers technologically mediated distance education classes (via the Knowledge Network interactive television, cable and public television, the Internet, and others). Classes are taught during daytime, evening, and weekend hours. You are eligible to teach at any of these sites, through any of these instructional methods, and at any time if you meet teaching criteria and are approved by your department chair. Contact your department chair or the Division of Extended Studies for more information.

Human Resources

HR Form (I-9)
The I-9 is an Employment Eligibility Verification form. It provides proof that an individual is authorized to work in the United States. *The I-9 form must be completed before you can begin work at Boise State University.*

I-9 forms are kept on file in Human Resource Services and need to be updated every three years if there is a break in employment. Contact Human Resource Services (426-1616) in the Public Affairs and Arts West Building prior to your first day of teaching to fill out the I-9 form.

Hiring Process
Contact the department in which you are qualified to teach and submit a vita. When an opening occurs, you may be contacted. You may also contact Extended Studies for information about teaching at other campuses, on weekends, and through technologically mediated distance-education, and they can then contact your department for approval.

Notification to Teach Classes
In most departments, the department chair or program director makes assignments based on class availability, evaluations, longevity, and, where relevant, recommendations of Extended Studies. Because of last minute changes and enrollment demands, there are times when instructors may not be hired until a few days prior to the beginning of the semester.

Pay Scale
The university has moved to a two-step adjunct faculty pay system. Adjunct faculty who (a) have taught three or more semesters for the University within the last three years, (b) have at least a Master’s degree (or equivalent experience), and (c) have received satisfactory student and
departmental evaluations are entitled to Step 2 ( $967/credit) pay. Adjunct faculty not meeting the criteria for Step 2 will be paid at Step 1 ($931/credit).

**Payday Information**
Payday occurs every other Friday. Expect your first paycheck the second payday after the start of classes. Your total pay will be divided equally among the 8 or 9 pay periods for the semester. To view the pay schedule click on [http://vpfa.boisestate.edu/process/payroll/payrollschedule.pdf](http://vpfa.boisestate.edu/process/payroll/payrollschedule.pdf)

**Direct deposit is required for all employees.** Paper checks will be issued only as a normal part (the first check) of the pre-notification process of direct deposit. If you already have a checking or savings account, Human Resources allows you to set direct deposit for yourself via my.BoiseState.edu. The steps to set up your direct deposit are detailed [here](http://vpfa.boisestate.edu/process/payroll/payrollschedule.pdf). The linked instructions also detail a method to complete a paper application.

**Letter of Appointment (LOA)**
Your appointment is for one semester. The Letter of Appointment (LOA) details your contact information and specifics about the course(s) you will teach. The LOA will be emailed to you and you will need to respond with a signed copy by email or mail within five (5) days.

If you do not receive a check when expected, log onto my.BoiseState to see if a check was not issued. Then contact Payroll (426-3192) or Extended Studies (426-5961) if you are teaching through that department.

**Supervisor**
Your direct supervisor will be one of the program directors in the department depending on the course prefix (ENVHLTH, HLTHST, MHLTHSCI). However, if your course is offered through Extended Studies, the Extended Studies program director is a joint supervisor with the department chair.

**Teaching Evaluations**

**Course Evaluations**
Student course evaluations are held by the Department of Community and Environmental Health to be an important indicator of successful teaching. Through the gathering of anonymous, quantitative and qualitative data; student course evaluations provide valuable assessments of whether students perceive their instructors to be offering high quality educational services in an appropriate and professional manner. Student course evaluations are recognized to have their limitations however, and a result should not be used as the only criterion on which successful teaching is assessed. Other criteria should include, but are not limited to, evaluations by peers, supervisors, and/or other recognized teaching experts, appropriateness of course syllabi, quality and complexity of class assignments, incorporation of teaching “best practices”, level of course rigor, and class grade distributions. In sum, student course evaluations are an important component in the assessment or teaching success, however they should be considered within the context of a broader set of evaluation criteria.

The University conducts online course evaluations every semester. This evaluation process will be initiated by an email sent directly to the student with a copy to the instructor. Approximately two weeks before the evaluation notice is sent to students, an email will be sent to the instructor,
notifying her/him to review the questions which students will be asked (Example: Appendix A). Instructors will be given the opportunity to add additional questions at this time. After evaluations have been completed by students, the University will send instructors an email containing a link with instructions on how to access the various reports.

Classroom Visits
As part of our ongoing quality assurance activities, we are incorporating classroom visits into the semester. You may be asked to visit and observe a class and/or another faculty may join your class. You will be notified in advance of such visits. A meeting to debrief and provide feedback about the visit will be arranged.

Schedule/Curriculum

Academic Calendar
The academic calendar lists all important dates, e.g., beginning and end of instruction, fee refund dates, add and drop dates, holidays, etc. and is available in the university catalog, semester class schedule and on the Boise State website: http://registrar.boisestate.edu/boise-state-academic-calendars/.

Course Curriculum
In some programs/departments a specified syllabus and/or course text are required; in others, you are free to choose your own. Please see Appendix B for the CEH Syllabus Checklist. You are also encouraged to contact your program director or department chair for assistance and/or for examples of syllabi for comparable courses.

Required Syllabus Information
- Course name and section number
- Current semester
- Your name
- Contact phone number and email address
- Office location and office or consultation hours
- Required texts
- Expected learning outcomes
  - List the things you want students to know and (or) be able to do as a result of taking the course. Whenever possible, outcomes should be stated in terms of what students should be able to do: analyze, explain, demonstrate, communicate, etc. Language such as understand, appreciate, or know is less desirable because it’s harder to assess, but still OK if it isn’t used too much.
- Assessment strategies used to measure learning outcomes
- Explanation of grading criteria
  - Boise State will incorporate its plus and minus (+/-) grading system beginning with the fall 2006 semester. The following is a sample percentage breakdown for awarding (+/-) grades.
    - > 93 % = A
    - 90 % - 93 % = A –
    - 87 % - 89 % = B +
    - 83 % - 86 % = B
    - 80 % - 82 % = B –
77 % - 79 % = C +  
73 % - 76 % = C  
70 % - 72 % = C –  
67 % - 69 % = D +  
63 % - 66 % = D  
60 % - 62 % = D – 

- Attendance policy 
- Course requirements 
- Important dates/course schedule 
- Academic Honesty and Plagiarism Statement 
  o “Academic honesty and other Boise State University general policies as outlined in the Undergraduate Catalogue pages 16-17 will be expected and honored. The issue of plagiarism is of particular concern and is defined as the act of using another person’s work as his or her own or borrows directly from another person’s work without proper documentation’(Boise State University Undergraduate Catalog, under Academic Honesty p. 1 18).” 
- Special Accommodations 
  o If you have a documented disability and need modifications, please contact the Office of Disability Services (426-1583) and/or talk with your instructor during office hours or by e-mail.

It is also recommended that you include the final drop date of the semester in your syllabus, see:  http://registrar.boisestate.edu/academic-calendar.shtml. This is a helpful reminder to students.

If you are teaching a technology-delivered distance education class, you may also need to include broadcast times and days, test dates and sites, and other information relevant to distance education. Contact Kelley Brandt, the Distance Education Director, in Extended Studies (426-5962) for detailed information.

Teaching Privileges

Library
Adjuncts have the same library privileges as contract faculty, i.e., 100 item checkout allowance; end of semester due dates (exception: current periodicals may be checked out for two days and bound periodicals for one week); no late fees. Adjunct faculty members may use their Boise State ID card to access Library services.

Library resources and tours are available for classes. Detailed information is available on the library’s website:  http://library.boisestate.edu/ or you may contact Elaine Watson at 426-1737.

Mail Box
Individual mailboxes are provided for adjunct faculty teaching in the HSRV building. Incoming mail for adjunct faculty members teaching outside of the HSRV building is forwarded to your home address and/or scanned and emailed to your email address on file. Advertisements are discarded. You will be notified by email of book copies or desk copies sent by the publisher and these will be held for you in the middle shelf of the white bookcase in the mail room located in
Room 120.

If you are expecting mail of an urgent nature, feel free to phone Angela (426-3929) and notify her of what you are expecting to receive and request to be notified when it arrives.

If you use a mailbox to provide a location for students to drop off/pick up assignments, you may wish to use the tan, two-drawer file cabinets located in the hallway outside of office 101A. One cabinet is for student drop off and is secured by a lock. The other cabinet is for student pick up and uses hanging folders with tabs that note the course number.

**Parking**

General and Reserved parking lots are located in front of the HSRV Building. A large General Permit lot is located across Royal Blvd. Street parking around the building is free but limited to two hours.

To inquire about the cost and type of parking permits for this area of campus, contact Parking and Transportation Services at 426-1681 or online at [http://transportation.boisestate.edu](http://transportation.boisestate.edu). To view an interactive campus parking map which designates parking by color coded parking lots, click on [https://web.boisestate.edu/campusmap](https://web.boisestate.edu/campusmap)

The department maintains short-term use parking permits for employees to park in most parking lots across campus. These permits are used in conjunction with an existing BSU parking permit. Guest parking permits are available on a reservation basis in the department office at HSRV Room 117.

**Office/ Phone/Computer**

A shared adjunct office has been created for your use. It is located in HSRV Room 121 and equipped with a desk, chairs, computer, and printer. It is shared by approximately 15 adjunct faculty members throughout the school year. For information about office space at other campus sites, contact the site coordinator.

**Other Privileges**

You are entitled to free use of the city bus and shuttle bus, discount tickets to movies and selected events, and use of recreational and physical fitness facilities (for a fee). To use the free city bus service, get a bus sticker to affix to your Boise State photo ID card from the Transit office (426-1681) or the Information Desk (426-4636). These offices are both located on the first floor of the Student Union Building.

**Teaching Support**

**Photocopying Class Material**

The department multifunction copy machine is located in HSRV 120. This machine is capable of fax, scan, photocopy, and general printing. Faculty will be provided with the appropriate copy code and are responsible for making copies of their class materials. Contact Angela Garcia at 426-3929 for a code.
If you are teaching through Extended Studies, you have access to the photocopy machine at the campus where you are teaching or at the Boise State Extended Studies office. Contact Sandy Howell, (426-4216) for assistance.

**Photocopying Published Articles for Students**
Questions about current interpretation of copyright law may be referred to the Reference Desk in the Albertsons Library at Boise State (426-3301). For questions about reserve and electronic reserve, contact the Reserve Desk (426-1141). Questions about copyright issues related to distance education can be referred to Academic Technologies (426-1879). They can serve as a resource to help you research copyright issues.

**Typing Assistance**
The department does not provide faculty with typing/key boarding support.

**Building Coordinator**
Issues relating to the building such as cooling and heating, bathrooms, painting, and cleaning are directed to Sue Antonich, Radiological Sciences (426-1996).

**Student Needs and Issues**

**Special Needs Students**
These special needs might include physical disabilities, learning problems and others. Ask the student to contact Disability Services Specialist in the Disability Services office (426-1583) or DRCinfo@boisestate.edu. The office is located in the Lincoln Garage on the corner of Lincoln Avenue and University Drive.

**Student Behavior Codes/Problem Students**
Procedures for handling problem students are discussed in detail in the Student Conduct Program area of the web site [http://deanofstudents.boisestate.edu/conduct-program/](http://deanofstudents.boisestate.edu/conduct-program/). If you encounter any difficult situations with students, in or out of the classroom, review the web site and also feel free to contact your program director/department chair and/or the appropriate Extended Studies program director or campus coordinator. If you encounter a situation that is threatening to you or other students, please seek assistance and/or guidance from the above persons. University Security can be reached at 426-1453.

**Student Privacy**
Student records (including but not limited to: grades, courses taken, GPA, ID number and Social Security Number, etc.) are confidential and are not to be released to anyone outside of the University, or anyone inside the University that does not need to know. Please handle student information according to the guidelines outlined in the Family Educational Rights and Privacy Act (FERPA) provided at the web site [http://registrar.boisestate.edu/general-information-and-policies/student-records/](http://registrar.boisestate.edu/general-information-and-policies/student-records/).

**Class Logistics**
Class Roster
Class rosters are available through my.BoiseState; after logging into my.BoiseState (see Boise State home page) navigate to the “Faculty Center” to access class lists.

What if Your Roster and Students Don't Match:
During the drop/add period it isn’t unusual for the roster and students in classroom to not match (students can add classes during the first 5 days without permission and can drop at any time up to the first 6 weeks of class and without financial or academic penalty during the first 10 days of class).

If your 10th day roster (obtained from my.BoiseState) for your class doesn’t match your students, advise the student(s) in question to contact the Registrar, the site coordinator at other campus locations, or the Extended Studies office.

Class Times
Each class meets according to a required number of contact hours. Thus, it is important that you teach your class according to the published dates, days, and times.

Field Trips
Please review Risk Management guidelines for field trips here: http://rmi.boisestate.edu/field-trips/. Transportation for field trips should be provided by a University owned/leased vehicle. If a University van is used, the van driver must be approved by the Department, be a minimum of 20 years of age, hold a valid driver's license, and complete van training through the office of Risk Management & Insurance. If you have any questions or need to schedule van training, contact the Risk Management Office at 426-3636.

If students must use their own personal automobile for a field trip (this should be discouraged), students need to be informed their liability and physical damage insurance is the primary coverage on their vehicle, not the University's insurance coverage.

Enrollment-Related Policies

Adds/Drops
After the 5th day of class, the instructor’s permission (via a permission number) is required for adds/registrations.

Students who are dropping may do so through the 6th week of class. Between days 1 and 10, they receive a full refund. After day 10 and prior to the end of the 6th week, they receive no refund and will receive a "W" (withdrawal) for the course on their university transcript. Some students simply stop coming without withdrawing and end up receiving an "F" in the class. It is important for students to know that they must officially drop their class through my.BoiseState. Please go to my.BoiseState to review your class list and check official registrations.

When students wish to drop after the 6-week deadline, they must first seek permission to drop from the dean or associate dean of the college in which the course is offered. Generally, students are not permitted to drop unless they were passing at the drop deadline and some emergency occurred after the drop deadline. If the dean permits the student to initiate a late drop procedure,
the student will then approach the instructor with a drop form seeking the instructor’s permission to drop the course.

Prerequisite Overrides for Students
Students cannot register for courses that have prerequisites without having taken the prerequisite or obtaining a permission number from the instructor of record. See Access to Information: my.BoiseState and Permission (Override) Numbers for more information.

Faculty-initiated Withdrawals
Instructors may withdraw a student through the first 5 days of class for the following reasons:
   a) The student fails to attend one of the first two meetings of a class that meets more than once each week.
   b) The student fails to attend the first meeting of a class that meets once each week.
   c) The student has not satisfied the entrance requirements for the class.
   d) The student fails to contact the instructor via phone or email.

For faculty-initiated withdrawal form, go to http://registrar.boisestate.edu/wp-content/uploads/2011/07/faculty-initiated-drops.pdf. Students withdrawn from a course for failing to attend these specified class meetings may re-enroll in the course with the instructor’s permission through the 10th day of the semester, if space is available.

For more add/drop and withdrawal information, see "Frequently Asked Questions" on the Registrar’s web site at http://registrar.boisestate.edu

Incompletes
Instructors can enter a grade of “I” (for incomplete) if both of the following conditions are present:
   a) The student’s work has been satisfactory up to the last three weeks of the semester.
   b) Extenuating circumstances make it impossible for the student to complete the course before the end of the semester.

The instructor and the student must sign a contract stipulating the work the student must do, and the time in which it must be done in order to receive a grade. Send the contract to the Registrar (or to Extended Studies if you are teaching on another campus) along with your grade sheet; keep a copy for yourself and give a copy to the student. Obtain the form from your academic department or the site coordinator Incompletes must be completed within one academic year or the incomplete grade changes to "F" grade.

Books, Tests, Grades

Ordering Textbooks/Desk Copies
Textbooks are ordered online through the Boise State bookstore link http://www.boiseestatebooks.com. Click on the “Faculty Resources” link under the title “Textbooks” on the left of the page. Under select the “Online Textbook Requisition Form” or the “online order form” link. Complete the form for each course and submit it. You will automatically get an e-mail confirmation of your order. Please add the email address for the department administrative assistant, Angela Garcia agarcia@boisestate.edu.
Due Dates for textbook orders are:
  April 15 – Fall Semester
  October 15 – Spring Semester
  March 15 – Summer Semester

Most instructors teaching through Extended Studies will work with the Extended Studies office to get their books ordered rather than with the department.

Final Exams
To view the final examination schedule on the Registrar’s website, go to http://registrar.boisestate.edu/boise-state-academic-calendars/. Select the Final Exams tab to find the information for your class time. The schedule for final exams is also published in the Class Schedule. Please contact your program director/department chair or Janet Atkinson, Extended Studies Program Director (426-1689) or site coordinator if unsure when final exams should be given.

No final exams or major tests may be given during the last week of classes prior to the first day of the final exam period.

Proctored Exams
In the event of extenuating circumstances, exams may be proctored by administrative staff. Contact Angela Garcia, agarcia@boisestate.edu and arrange for a proctor; test date/time; and specify test parameters (time allotted and resources that the students can use, etc.).

Grading
For online grading, log in through https://my.boisestate.edu, then navigate to the “Faculty Center” and then to your grade roster. Select the current semester, select (or enter) your course number, and then enter your grades. You may save your work and return to it later. It is recommended that you proof read for typos before submitting your grades as it is easier to make changes at this point than to fill out a Grade Change card after the fact.

Detailed instructions can be found by logging into my.BoiseState.edu. On the left hand navigation bar, look for “Help Center”. Select the link “click here for help topics”. Select the “faculty & staff” tab. Scroll down to the “grade my classes” help topic.

If you need further help on entering grades, the contact in the Registrar’s office is Aimee Hall. She can be reached at amhall@boisestate.edu.

Grade Book
Your course grade book must include a record of attendance and points used to compute the final grade.

Permission (Override) Numbers
Faculty are responsible for issuing permission numbers for their classes. See my.BoiseState instructions for access to permission numbers. Note: You will only have access to permission numbers if you are listed as the “instructor of record.”
After Hours Building Access
The Health Science Riverside Building is unlocked every day except Sunday as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Access Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>6:00 AM to 9:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 AM to 6:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:30 AM to 3:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>Building is locked all day</td>
</tr>
</tbody>
</table>

The building front and rear doors are accessed after hours by waving your Boise State ID card over an electronic card reader. If, you will need after-hours access to the building (outside of the above schedule), notify agarcia@boisestate.edu with the proxy number appearing on the back of your ID card and a request will be made to add it to the system.

Classrooms are unlocked during the day. If you need access to the copy machine, mailroom, or adjunct faculty office after hours, notify Angela Garcia in HSRV 117.

Technical Support

Audio-Visual equipment
Each classroom is equipped with a ceiling-mounted projector and a lectern with a computer and VCR.

Please notify your department chair, Dale Stephenson (426-1835) of problems with the equipment.

If you have questions about classroom technology services, or any other IT problems, please call the OIT Help Desk at 426-HELP, or email helpdesk@boisestate.edu. Effective Fall 2011, OIT has assumed responsibility for classroom technology support in general-purpose classrooms. The computers in these classrooms have been standardized to match the software offered in campus computer labs, giving instructors access to a wider variety of applications. You can view a list of these software applications on the OIT website.

Classroom lecture computers now require authentication for access using a my.BoiseState username and password.

The current state of classroom technology on campus may be confusing, with several types of controller equipment installed in different buildings, each requiring varying procedures to turn on video, audio, and projector feeds. A current list of classroom equipment is on OIT’s website.

OIT is working on providing brief video tutorials and additional signage for instructional purposes, but OIT’s Classroom Support team is available to provide hands-on demonstrations of classroom technology to ensure your familiarity with classroom equipment, and address any concerns or questions you may have.

To contact OIT’s Classroom Support team to set up a demonstration, call 426-HELP (4357), or email helpdesk@boisestate.edu.
Finally, the OIT Help Desk and Classroom Support teams have expanded their operating hours to be available to deal with classroom emergencies. They are open 7:00 am - 10:00 pm Monday - Thursday, and 7:00 am - 6:00 pm on Friday. To contact OIT for any classroom emergencies, call 426-1850.

**Computer Login & Passwords**  
**Classroom (HSRV 200)**  
In Room 200 only, to turn on the computers, first turn on the desktop and you may or may not have to turn on the computer. The computers have login names such as Stu1 through Stu24 and the teacher’s station login name is Teach. Everyone has a password of *students* except for the teach machine which is *Riverside*.

**Blackboard Site for Course**  
To create a Blackboard site, log in to my.BoiseState and access the Faculty Center, Blackboard, and request a course site. Contact the HELP Desk for more information / assistance at 426-HELP (4357).

Blackboard training is offered through various workshops in the Center for Teaching and Learning (CTL). The CTL is located in the Interactive Learning Center, room 315. More information can be found on the CTL website at [http://ctl.boisestate.edu](http://ctl.boisestate.edu).

**Emergencies**

**Class Cancellations**  
If you are teaching on the Boise campus and you must cancel your class, contact Angela Garcia at 426-3929 or agarcia@boisestate.edu. Notice will be posted on your classroom door.

If your class is an Extended Studies class, contact your site coordinator or the Extended Studies program director responsible for your course. If you are teaching through distance education, please make sure you have addressed this issue with the Extended Studies director ahead of time, as you will also need to contact the appropriate technology staff person if you are going to miss a class. *In all cases, please notify people as early as possible.*

**Emergency Response Plan**

Emergency policies, procedures, and protocols are included in the university Emergency Response Plan. This information can be viewed on the Environmental Health and Safety Web Page at: [http://operations.boisestate.edu/EHS/](http://operations.boisestate.edu/EHS/).

Crime Prevention/Safety Tips are included in the university Safety and Security Annual Report. The Annual Report can be viewed at: [http://security.boisestate.edu/annual-security-reports/](http://security.boisestate.edu/annual-security-reports/).
Appendix A: College of Health Sciences - Student Evaluation of Classroom Instruction

**Instructor:**

**Course number:**

**Date:**

**Day & Time:**

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**INSTRUCTIONS:** **READ CAREFULLY**

The results of this evaluation are considered in faculty’s evaluation for promotion and/or tenure decisions. Consider all responses carefully so that they reflect the instructor’s performance over the entire semester up to this point. Please respond to each of these statements by circling the letter representing your perception of the instructor’s performance as follows:

- **SD** – (Strongly Disagree), **D** (Disagree), **N** (Neutral), **A** (Agree), **SA** (Strongly Agree)

**This faculty member:**

<table>
<thead>
<tr>
<th>1. Motivates me to do my best work.</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
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<th>2. Effectively explains difficult material.</th>
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<th>3. Uses effective teaching strategies and methods.</th>
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<th>4. Uses evaluation methods that effectively measure my mastery of course objectives.</th>
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<th>5. Is available for help during office hours and outside of class.</th>
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<th>6. Has a genuine interest in the success of the individual students.</th>
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<th>7. Encourages student questions.</th>
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<th>8. Demonstrates enthusiasm for course content.</th>
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<th>9. Demonstrates enthusiasm for teaching.</th>
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<th>10. Demonstrates competence in the discipline.</th>
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<th>11. Demonstrates respect for students.</th>
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<th>12. The grade I expect to receive in this class is:</th>
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| 13. This course is: a. required for my major b. required for my minor c. an elective |
|---------------------------------|---------------------------------|
| a. Freshman                    |                                |
| b. Sophomore                   |                                |
| c. Junior                      |                                |
| d. Senior                      |                                |
| e. Graduate Student            |                                |
| f. Other                       |                                |

---
Faculty, please note that the results of the following formative comments will not be submitted for promotion and tenure with the summative data.

**PLEASE PRINT** any comments that would be helpful to evaluate this faculty member’s classroom teaching performance.

Instructor’s areas of strength.

Suggestions for improving the instructor’s classroom teaching performance.

Suggestions for improving the course.
Appendix B: Syllabus Checklist

☐ Course Information
  ☐ Course Name, Number & Section
  ☐ Class Meeting Time
  ☐ Class Meeting Place

☐ Contact Information
  ☐ Your Name & Title
  ☐ Office Number/Building
  ☐ Your Office Hours (both asynchronous & synchronous)
  ☐ Office Phone & Fax Number
  ☐ Email Address
  ☐ Class Email Address

☐ Materials
  ☐ Required Readings/Texts
  ☐ Suggested Readings
  ☐ Email Account & Other Instructional Technologies
  ☐ Course Packs
  ☐ Other Materials

☐ Course Description
  ☐ Goal/Rationale of the course:
    ☐ How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area)
    ☐ Type of knowledge and abilities that will be emphasized
    ☐ How and why the course is organized in a particular sequence
  ☐ Learning Objectives:
    ☐ What students will gain from your course
    ☐ Why you chose these objectives as the most important skills/knowledge
    ☐ It is helpful to include objectives for each of the class meetings or topics

☐ Teaching Philosophy – What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students’ responsibility for learning and your responsibilities as their instructor.

☐ Student Responsibilities
  ☐ Participation
  ☐ Homework
  ☐ Other daily responsibilities
  ☐ Projects- including information on group processes
  ☐ Tests/Exams

☐ Course Content & Outline (may be in the form of a course calendar)
  ☐ Class Meeting Dates
  ☐ Holidays/Other non-meeting dates
  ☐ Major Topics
  ☐ Due Dates for readings, assignments, tests, projects, etc.
Grading Method & Scale: A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects as well as how they will be assessed and the overall grading scale and standards.

Resources
- Web-based
- Labs
- Study Groups/halls
- Other Types of Help

Essential Policy Information (Accompanying each item should be a statement on how each will impact on grades.)
- Attendance/Lateness Policy
- Policy for late work
- Policy for missed tests
- Policy for extra credit
- Policy for dual listed courses (graduate student requirements)

Copyright Statement [Suggested language]
Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.

Boise State University Honor Policy: [Suggested language from the Faculty Senate]
You are encouraged to become familiar with the University's Policy of academic dishonesty found in the Student Code of Conduct, see http://osrr.boisestate.edu/scp-codeofconduct/ Academic honesty and other Boise State University general policies as outlined in the Undergraduate Catalogue will be expected and honored. The issue of plagiarism is of particular concern and is defined as the act of using “another person’s work as his or her own or borrows directly from another person’s work without proper documentation” (Boise State University Undergraduate Catalog, p. 17). “If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.”

ADA Policy: [Suggested language]
AMERICANS WITH DISABILITIES ACT: If you have a documented disability and need modifications please contact the Office of Disability Services (426-1583) and/or talk with your instructor during office hours or by e-mail.

Syllabus Change Policy: [Suggested language]
Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

Drop Date
It is also recommended that you include the final drop date of the semester in your syllabus, see academic calendar. This is a helpful reminder to students.