



Adjunct Faculty Handbook 2009 Edition

COLLEGE OF HEALTH SCIENCES
Community and Environmental Health

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Access to Information: BroncoWeb

Once you are hired and have a BSU identification number, you have access to BroncoWeb, the repository and access point for university information for students, faculty and staff.

- ☞ BroncoWeb is accessed from the Boise State home page, www.boisestate.edu. Select the BroncoWeb link. From the navigational bar on the left, select "Set My New 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 "Employees", "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 BroncoWeb by going to "Employee Data" and clicking into the appropriate section.
- ☞ Class rosters are found under "Faculty/Staff/Advisors", "Access Class Roster".
- ☞ Permission numbers are available during registration periods; see "Faculty/Staff/Advisors", "View My Class", and "Permission Numbers". Each faculty is responsible for issuing permission numbers for his/her classes. Note: You will only have access to permission numbers if you are listed as the instructor of record.
- ☞ A link to the academic calendar is one of the items on the right of the first page of BroncoWeb. In addition, there are other links to a number of informative BSU sites.

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, Sarah Toevs (426-2452) 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) if you need a room to meet with a student.

We have two offices for adjunct faculty use. **1)** Half of the office in **HSR 117** is dedicated office space for adjunct and is shared with and administrative assistant. It is equipped with a desk, chairs, computer, and printer. It is shared by approximately 15 adjunct faculty members throughout the school year. **2) HSR 133** is shared with the Respiratory Therapy Program students. It is available: Mondays 7:30 am – 6:00 pm; Tuesdays 12:30 – 6:00 pm; Wednesdays 7:30 – 11:30 am; Thursdays & Fridays 12:30 – 6:00 pm OR by appointment. Contact Sue Antonich, Room HSR 126 or phone 426-1996.

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/>

Training & Development, <http://hrs.boisestate.edu/td/>

Academic Technologies web site <http://itc.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 Administration Building, Room 218 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 (\$885.00/credit) pay. Adjunct faculty not meeting the criteria for Step 2 will be paid at Step 1 (\$852.00/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://hrs.boisestate.edu/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. There are three options for direct deposit.

- 1) Direct Deposit to your regular bank. If you already have a checking or savings account, complete the Authorization for Direct Deposit and return it to Human Resource Services.
- 2) Open a No Fee Account with either U.S. Bank or a local credit union. Then complete and return the Authorization for Direct Deposit to Human Resource Services.
- 3) AccelaPay Visa Card. If you chose to do neither of the other options, then Boise State will deposit your payroll each payday into a U.S. Bank payroll account (a debit account) and U.S. Bank will send a Visa debit card and pin number to your home address. This card can be used at an ATM, at U.S. Bank, or at other Point of Sale locations, which accept Visa debit cards. Contact Human Resource Services (426-1616) if you have questions.

Letter of Appointment (LOA)

Your appointment is for one semester and depending upon date of hire, you will receive your LOA usually two weeks before classes begin. In a few cases, you may receive your written contract as late as the 10th day of classes.

If you do not receive a check when expected, log onto BroncoWeb to see if a check was not issued. Then contact Payroll (426-3192) or Extended Studies 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, HIIM, 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

The department conducts course evaluations every semester. This evaluation process will be initiated either by the department (Example: Appendix A) or by Extended Studies, if you are teaching for them. Evaluations will be made available to you by your program director, department chair or Extended Studies.

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://broncoweb.boisestate.edu/>

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
 - BSU 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
 - "Academic honesty and other BSU 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' (BSU Undergraduate Catalog, under Academic Honesty p. 1 18)."

- ❖ Special Accommodations
 - 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 academic calendar. 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 are eligible for a Special Borrower's Card available at the Library Circulation Desk. You will need to identify yourself as an Adjunct faculty member in CEH and show photo identification.

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 Eric Forte at 426-1139.

Mail Box

Each adjunct faculty member teaching in the HSR building will have a mail box located in Room 120. Please check it regularly for departmental and university communications.

Parking

BSU General and Reserved parking lots are located near the HSR building. Parking permits for Boise campus parking may be purchased in the Parking & Transportation Services office located at 1607 University Drive (corner of Lincoln and University 1st floor of Lincoln Parking Garage) (426-1681) or online at <http://www.boisestate.edu/parking/>. Open parking is available on Lusk Street and Royal or you can park in one of the visitor lots, but you will have to pay on an hourly basis. For other campus sites, contact the site webpage.

The department has two parking permits available for short-term use for parking lots located in Reserve, General and Visitor Lots. These are to be used in conjunction with a current general or reserve permit. For guest speakers or lecturers, you can reserve the use of a guest pass by making prior arrangements with Angela Garcia.

Office/ Computer

An adjunct office has been created for your use. It is located in HSR Room 117 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 & 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 Parking & Transportation Services office (1607 University Drive) or the photo ID office, in the Student Union Building. After your Letter of Appointment has been processed, you can go to Human Resource Services, obtain a photo ID form which you then take to the photo ID office in the Student Union Building.

Teaching Support

Photocopying Class Material

The departmental copier is located in HSR 122. 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 BSU 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 adjunct faculty with typing/key boarding support.

Work Request

If you need administrative support with a special project you will need to complete a “Work Request Form” and allow a 4-day turn-around time (Example: Appendix C). Copies of the Work Request form are located in the copy/work room (Room 122). Please submit the form to Angela Garcia.

Building Coordinator

Issues relating to the building such as cooling and heating, bathrooms, painting, and cleaning are directed to Carol Carroll, Dean’s Office (426-4116) or Sue Crichton, 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) Administration Building, Room 114.

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://www.boisestate.edu/osrr/scp/student_code.html . 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/ferpa.shtml> .

Class Logistics

Class Roster

Class rosters are available through BroncoWeb; after logging into BroncoWeb (see BSU home page) choose "Faculty/Staff/Advisors" 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 BroncoWeb) 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

If the students are driving their own cars, the university is not at risk and the instructor need only notify his department's main office and, if the course is taught through Extended Studies, the appropriate Extended Studies director. If students are to be transported by a university van, University policy requires the van driver must be certified, 20 years of age, and hold a current,

valid driver's license. Contact the Risk Management Office (426-3636) for more information about driver certification.

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 BroncoWeb. Please go to BroncoWeb 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 can register on BroncoWeb for courses that have prerequisites without having taken the prerequisite. However, by the fee payment deadline, students must get instructor permission and a permission number to override the required prerequisite. If they do not obtain the number and enter it into BroncoWeb by this time, they will automatically be dropped from the course. See BroncoWeb instructions for access to permission numbers.

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/forms/facdrop.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 BSU bookstore link <http://www.boisestatebooks.com>. Click on the "On-Line Textbook Adoptions" link in the lower right-hand corner. Complete the form for each course and submit it. You will automatically get an e-mail confirmation of your order. Please request a copy of this confirmation be sent to the department administrative assistant, Angela Garcia agarcia@boisestate.edu

Dates for textbook orders are:

- April 1 – Fall Semester
- October 1 – Spring Semester
- March 1 – 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 BroncoWeb, go to www.broncoweb.boisestate.edu. Select the Registrar's Office link, which goes directly to the Registrar's home page. From the list, select "Publications" and Final Examination Schedule. The schedule for the current semester will appear. Scroll down the document 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. See "Request for Proctored Exam" form (Example: Appendix D). Copies of this form are located in the copy/work room (Room 122) and mail room (120). Please submit the form to Angela Garcia.

Grade Sheets

The university no longer produces paper copies of grade sheets. Information on how to access and use online grading can be found at <http://registrar.boisestate.edu>.

- Select "Faculty/Staff" then choose "Online Grading." Grades are posted on BroncoWeb.
- After you log in to BroncoWeb, select "Faculty/Staff/Advisors," choose the heading "Faculty," and the option "Grade My Classes."

Grades must be submitted by a deadline date for each session. If your e-mail address is current in BroncoWeb, you will receive a reminder message from the Registrar a week before the grade reporting deadline. You may also find grade deadline dates by going to the Registrar's home page. To access this information select the option "Faculty/Staff," and then select "Deadline Calendar."

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 BroncoWeb instructions for access to permission numbers. Note: You will only have access to permission numbers if you are listed as the "instructor of record."

Student Assignment Drop Box

For your convenience a secure assignment drop box is located in the hall outside of room (HSR 121). Please instruct students to use this drop box for the submission of class assignments and to fill in their information on the sign-in sheet at the top. Assignments will be collected, dated and distributed to the appropriate faculty member. Please notify Angela Garcia agarcia@boisestate.edu of pending assignment due dates.

Student Assignment Pick-up Box

For your convenience an assignment pick-up file cabinet is located in the hall outside (HSR 121). Please notify students to pick up their assignments from the Pick-up File and provide them with a definite time frame of not more than two weeks in which to pick up their assignments. After the deadline any remaining assignments will be discarded.

Please notify Angela Garcia of assignment pick-up details, (agarcia@boisestate.edu). She will create a label for the cabinet identifying the availability of assignment materials.

Key Request

If you need a key to the building, see Angela Garcia.

Technical Support

Audio-Visual equipment

Each classroom is equipped with an overhead projector and a media cart with a computer, VCR and projector or a ceiling mounted projector (HSR 200 and 211). (See the actual carts for additional information.)

Additional VCR's and TV monitors are located on carts in the Student Resource Room (HSR 206). If equipment carts are used, they are to be returned to HSR 206 at the end of each class.

Please notify Carol Carroll, Dean's Office (426-4116) of problems with the equipment.

Computer Login & Passwords

Classroom (HSR 200)

To turn on the computers, first turn on the desk 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*.

Computer Lab (HSR 206)

User names are HSR1 through HSR 11 with the password *students*. Students should be instructed that this is not a room for e-mail, games, downloading instant messengers, etc. In order to print, everyone will have to have their BSU Student ID number.

Lab Hours (HSR 206): Spring & Fall Semester: Monday – Friday, 8:00 a.m. – 6:00 p.m.

All software has to be approved by the Dean's Office before loading on computers. Summer is spent updating computers - faculty need to make special requests in advance for room availability.

Web Page or Blackboard Site for Course

Some departments provide faculty, including adjuncts, with server space. In addition, Academic Technologies can provide you with an account for a website using Blackboard course management software. Contact Academic Technologies (426-1851) for more information.

Emergencies

Class Cancellations

If you are teaching on the Boise campus and you must cancel your class, contact Angela Garcia (426-3929). 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 document can be viewed on the Environmental Health and Safety Web Page at: http://www2.boisestate.edu/ehs/ehs_emergency.htm

Crime Prevention/Safety Tips are included in the university Safety and Security Annual Report. The 2009 Annual Report can be viewed at: <http://finad.boisestate.edu/security>

Appendix A College of Health Sciences - Student Evaluation of Classroom Instruction

Instructor: _____
 Course number: _____
 Date: _____
 Day & Time: _____

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:	(1)	(2)	(3)	(4)	(5)
1. Motivates me to do my best work.	SD	D	N	A	SA
2. Effectively explains difficult material.	SD	D	N	A	SA
3. Uses effective teaching strategies and methods.	SD	D	N	A	SA
4. Uses evaluation methods that effectively measure my mastery of course objectives.	SD	D	N	A	SA
5. Is available for help during office hours and outside of class.	SD	D	N	A	SA
6. Has a genuine interest in the success of the individual students.	SD	D	N	A	SA
7. Encourages student questions.	SD	D	N	A	SA
8. Demonstrates enthusiasm for course content.	SD	D	N	A	SA
9. Demonstrates enthusiasm for teaching.	SD	D	N	A	SA
10. Demonstrates competence in the discipline.	SD	D	N	A	SA
11. Demonstrates respect for students.	SD	D	N	A	SA
12. The grade I expect to receive in this class is:	A	B	C	D	F
13. This course is:	a. required for my major b. required for my minor c. an elective				
14. I am currently classified as a:	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:
 - o 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)
 - o Type of knowledge and abilities that will be emphasized
 - o How and why the course is organized in a particular sequence
 - Learning Objectives:
 - o What students will gain from your course
 - o Why you chose these objectives as the most important skills/knowledge
 - o 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://www2.boisestate.edu/studentconduct/> Academic honesty and other BSU 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" (BSU 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.

APPENDIX C: Department of Community & Environmental Health

WORK REQUEST:

Please provide the following information and submit to the CEH Admin/MHS mailbox in HSR 121 or the “IN” basket in HSR 122. Please allow at least a 2-day turn-around time. Thank you.

Date Submitted:	
Due Date:	
Program:	Community & Environmental Health Department
	<input type="checkbox"/> Environmental Health
	<input type="checkbox"/> Health Information Management
	<input type="checkbox"/> Health Science Studies
	<input type="checkbox"/> Masters of Health Sciences
	<input type="checkbox"/> Pre-Professional Studies
	<input type="checkbox"/> RADAR
Project Title/Description:	
Special Instructions: (Paper color, collate, staple, etc.)	
Signature:	

For Staff Use Only:	
Receipt:	
Materials:	

Delivery: Items will be delivered to the mailroom, HSR 121.

APPENDIX D: Request for a Proctored Exam
(Please give staff three days notice prior to exam date.)

Date

Name of Faculty Telephone #

Telephone # Name of Student

Date of Exam **Time of Exam**

Course Name & Number

Special Instructions: *(Please indicate time allotted and resources students can use for exam, etc.)*

Office Use Only

Angela Garcia

Exam – *Hard* Copy Received _____

Room Reserved _____

(Room Location for Exam)