

# **Adjunct Faculty Handbook**

**2003-2004**



**College of Eastern Utah  
San Juan Campus**



# Adjunct Faculty Handbook

Office of Academic Affairs

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## Welcome

This handbook is designed for adjunct faculty at the College of Eastern Utah - San Juan Campus to guide them through teaching responsibilities, campus resources and services, and administrative procedures. It serves as a companion to the Faculty Handbook and General Catalog, which contain more in-depth information on college policies. We have made every attempt to insure that the content of this handbook is accurate and current. If you have any suggestions for improvement, please contact Stan Byrd at (435) 678-2201, extension 115.

# Chapter 1 Mission Statement and Institutional History

## Mission Statement

College of Eastern Utah is committed to the highest standards of instruction and learning in its academic and applied technology programs. The College prepares students for certification, degree or transfer programs and recognizes that education continues beyond graduation. We strive to help instill the curiosity and skills necessary for a student to continue learning throughout life.

College of Eastern Utah provides a complete campus experience, for both traditional and non-traditional students. We seek to be involved in and responsive to our community. The College affirms a special role in representing the human diversity of our region, state, country, and world. Our classrooms include the beauty of our setting among mountains, high deserts, and deep canyons.

The College of Eastern Utah - San Juan Campus adheres to the mission and goals of the college by providing associate degrees, short term vocational training, continuing education, and student support services to the residents of San Juan County and the Four Corners area. It is committed to maintaining current technology in instructional delivery, educational emphasis, and content. It meets a unique need within the state by providing services to culturally diverse communities in which Native Americans and Anglo Americans share an interest in education and training. The diverse student population, English as a Second Language, and a curriculum infused with Native American content are emphasized. The campus plays a significant role in economic development, enhancement of community relations, and improvement of conditions of ethnic groups in the area. The San Juan Campus is also a resource and catalyst for other higher education efforts in the county.

The San Juan Campus is also a resource and catalyst for other higher education in the county. In partnership with Utah State University and the Southeast Applied Technology College, it operates a learning center in the communities of Monument Valley, Montezuma Creek, and Monticello. The facilities provide course work over both a long distance education system as well as live instruction. These three institutions of higher education make it possible for community members to receive many different types of training from short term certification to an associate degree through a bachelor's and master's degree in selected areas. The San Juan Campus has been major supporters of these outreach efforts.

## A Brief History

The San Juan Campus was established in 1976 in response to a group of citizens who were seeking to provide higher education to the residents of San Juan County. The campus became affiliated with College of Eastern Utah and began offering classes in September of 1976. In October 1977, the Utah State Board of Regents approved a joint cooperative effort creating the San Juan Campus as an administrative unit of College of Eastern Utah. In carrying out its purpose, the campus recognizes the uniqueness of the area by making special efforts to reach non-traditional and minority students through specialized courses, programs, counseling, and advisement.



## Chapter 2 Teaching: Practical Concerns – A Check List

### Before Classes Begin

- \_\_\_ 1. Does the San Juan Campus Personnel Office have your necessary employment forms on file? (Application, I-9 Form, W-4 Form, etc.)
- \_\_\_ 2. Have you received a copy of your textbook(s) and course supplements?
- \_\_\_ 3. Do you know where your classroom(s) is/are located?
- \_\_\_ 4. Have you acquired necessary supplies from your discipline coordinator?
- \_\_\_ 5. Have you prepared a syllabus for your students concerning absences, grading, testing policy, and a schedule? Does your course syllabus conform to the College of Eastern Utah standard syllabus format as mandated for accreditation? (See Course Syllabus in this handbook)
- \_\_\_ 6. Do you understand the procedure for copying materials and obtaining secretarial assistance? (See “Photocopying” in this handbook)
- \_\_\_ 7. Do you know about tutorial and other support services on campus?
- \_\_\_ 8. Have you received access to your class roll(s)?

### First Day of Class

- \_\_\_ 1. Get to class early and talk with students as they show up.
- \_\_\_ 2. Put the class name and number on the board so those not in your class can leave before you begin.
- \_\_\_ 3. Be enthusiastic.
- \_\_\_ 4. As you take roll, ask a few questions of students as you go or ask them to share with you why they are taking the course.
- \_\_\_ 5. If a student is in your class but not on the class roll, have them check his/her schedule of classes for proper enrollment.
- \_\_\_ 6. Refer each student who did not have an official class registration/schedule to the Academic Advising Office for correction of the problem.
- \_\_\_ 7. Give each student a syllabus and discuss course objectives and content. Describe what skills a student will need to do well in your course and give an overview of the course that shows students what they will know once the course is completed.
- \_\_\_ 8. Stress your availability to the students. Give office hours and telephone numbers at which you feel comfortable being reached by students.
- \_\_\_ 9. Establish class procedures from day one. (Write major topics to be covered on the board, overhead, or handout; give an overview of the class that includes the material to be covered, its relevance to the course, the material’s importance and placement in the “big picture”, and the methods, exercises and assignments to be used; consistently introduce, cover and wrap-up each new segment of material; and summarize the day’s events)
- \_\_\_ 10. **Learn the students’ names as soon as possible!**
- \_\_\_ 11. Ask students what they want to, need to, and expect to learn from the class. (This can be accomplished by discussion, paper and pencil, take home assignment, etc.)
- \_\_\_ 12. Answer student questions after class. (Establish a rapport with them and ask if your presentation was clear and helpful.)

### Course Syllabus

College of Eastern Utah has a standard syllabus structure that faculty should follow. The syllabus format was adopted as one requirement for continued accreditation. This format includes the following components:

- 1. Course title, number and credit hours
- 2. When and where the class meets
- 3. Instructor name
- 4. Instructor’s office location, phone number, and email
- 5. Instructor’s office hours
- 6. Official course description
- 7. Prerequisites (if any)
- 8. Required textbook(s) and supplies
- 9. Course objectives
- 10. List of skills to be learned or applied during the course

11. Policies and procedures (e.g., attendance policy, hours of lecture per week, hours of lab per week, required assignments, late policy, plagiarism statement)
12. Library use
13. List of all critical administrative dates (last day to drop the course, last day to drop with a given grade, exam dates, and any other major due dates)
14. Outcomes assessment: how will you and the student know when the stated goals for the course are accomplished
15. Grading practices (testing procedures, how many quizzes, tests, papers; weighting of each; amount of homework; grading scale, other practices if applicable)
16. Preliminary information on term papers or projects, if any
17. Topical outline for the course

Statement for ADA (Americans with Disabilities Act) compliance (CEU requires the following approved statement on all syllabi) “CEU-SJC seeks to provide equal access to its programs, services, and activities for people with disabilities. Any student with a documented disability condition (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and Disability Resource Services at the beginning of the semester. For accommodations, contact Karolyn Romero at 678-2201 ext. 161.”

☞ Please see the CEU Policy and Procedure Manual at <http://144.39.100.3/intranet/policies/Default.htm> for more detailed information on campus-wide policies.



### Affirmative Action and Code of Ethics Statements

The College of Eastern Utah will take affirmative action to ensure the recruitment, employment and retention of qualified persons without regard to race, religion, sex, age, national origin, Vietnam veteran status, or disability status (provided reasonable accommodations can be made).

The College will treat qualified persons equitably in all personnel action relating to hiring, promotion, compensation, benefits, transfer, layoff, institutionally sponsored training, education, tuition assistance, and social and recreational programs.

For a detailed discussion of specific affirmative action policies, see Affirmative Recruitment 3-2 of the CEU Policy and Procedure Manual at <http://144.39.100.3/intranet/policies/personnel/AffirmRecruit3-2.htm>.

### Time Obligations, Classroom Time, and Office Hours

For each credit hour, instructors must provide 15 hours of class time within the semester. Thus, for a three credit course, the minimum time spent in the classroom will be 45 hours.

An academic hour is 50 minutes. A three credit course, therefore, will consist of 2.5 hours of classroom time per week. Homework requirements: for every hour in class students should spend 1-2 hours outside of class.

Office hours are strongly encouraged. Please be sure to make consultation arrangements with your students.

### Course/Instructor Evaluations

Students will be given course/instructor evaluation forms in class during the last month of each semester. The results of these evaluations will be available to instructors at the Dean’s office after final grades are turned in.

### Ordering Textbooks

The bookstore will send a Textbook Order Form to be filled out by each adjunct faculty member. The form requires the course number and course title, textbook name, ISBN number and publisher, and the number of books requested. Bookstore orders are due around April 1<sup>st</sup> for the Fall Semester, October 1<sup>st</sup> for the Spring Semester, and March 1<sup>st</sup> for the Summer Sessions. For additional help and information about your book orders, contact the bookstore at extension 150.



## Coursepacks and Copyrights

Materials that you wish to place in a coursepack should be brought to the San Juan Campus Bookstore on disk or hardcopy. The Bookstore will photocopy and package these materials for students to purchase.

A copyright is a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used. The Copyright Act of 1976 grants authors a bundle of intangible, exclusive rights over their work. These rights include:

- Reproduction right- the right to make copies
- Distribution right- the right to sell or otherwise distribute copies to the public
- Right to create adaptations (or derivative works)- the right to prepare new works based on the protected work
- Performance and display rights - the rights to perform a protected work such as a stage play or display that work in public

An author's copyright rights may be exercised only by the author or by a person or entity to which the author has transferred all or parts of his/her rights. If someone wrongfully uses the material covered by the copyright, the copyright owner can sue and obtain compensation for any losses suffered.

In this sense, a copyright is a type of property. It belongs to its owner (usually the author) and the courts can be asked to intervene if anyone uses it without permission. Like other forms of property, a copyright may be sold by its owner or otherwise exploited for economic benefit. Remember, it's the law.

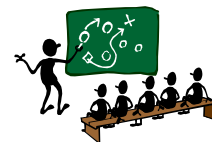
- Statutory damages- \$500 to \$20,000 plus actual damages
- Infringements proven by copyright holds- not more than \$100,000 plus fees
- Recovery of actual damages- garner any profits or projected profits real or unfounded
- Criminal copyright- 5 years in prison and \$250,000 in fines

**Fair Use.** To foster the advancement of the arts and sciences, there must be a free flow of information and ideas. If no one could quote protected work without the author's permission (which could be withheld or given only upon payment of a permission fee), the free flow of ideas would be stopped dead. To avoid this, a special fair use exception to author's copyright rights was created. An author is free to copy from a protected work for purposes such as criticism, news reporting, teaching or research so long as the value of copyrighted work is not diminished. "If schools, libraries, and public entities were required to own everything that was used in school or library, the burden on the taxpayer would be so large that it would be impossible for citizenry. " (First Congressional Congress). For more information see <http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm> , <http://www.arl.org/info/frn/copy/TEACH.html> , or <http://www.nea.org/he/abouthe/teachact.html> .

**Note: Educational use alone is not enough to constitute fair use.**

### **Face to Face Teaching Exemption**

- Where a teacher is in a face to face instructional setting
- The instruction is in a normal classroom in a nonprofit school
- An instructional objective
- The material is a lawful copy - no restrictive contracts/agreements



### **Multimedia Guidelines**

- Motion media - 10% or 3 minutes, whichever is less
- Text materials - 10% or 1000 words, whichever is less
- Music, lyrics, and music video - up to 10% but not more than 30 seconds
- Photographs - no more than 5 images by an artist or photographer
- From a collective work - 10% or 15 images whichever is less
- Numerical data sets - 10% or 2500 field/cells, whichever is less

- Purchased video use - to show a video in its entirety in class, the rights must be bought or owner's permission given.
- Computer software - you can make one back-up copy and you can install it on several machines, but it can only be used by a single user.

## **Providing Students with Disability Accommodations**

College of Eastern Utah complies with the Americans with Disabilities Act of 1990 (ADA) by providing services and accommodations in accordance with the ADA Laws and Regulations to traditional and non-traditional students seeking services and educational opportunities. The Disability Resource Services (DRS) is located on the San Juan Campus in the Counseling Center at extension 161. It provides a number of services including:

- Note-takers
- Readers
- Tutoring referral
- Interpreters
- Extended time on exam
- Distraction free testing areas
- Alternative testing formats
- Counseling sessions for support and problem solving
- Referral as needed for community services

Proper documentation of a disability must be on file with the DRS before accommodations can be provided. Special assistance and academic accommodations must be arranged before each semester begins or at least within the first two weeks of the semester. It is the student's responsibility to contact DRS.

## **Religious Observance**

College of Eastern Utah does not discriminate on the basis of religion. Please make every effort to accommodate the religious and ceremonial observances of your students. For more information see CEU Policy and Procedure at <http://144.39.100.3/intranet/policies/Default.htm>.

## **Final Examinations**

Instructors will give students final examinations on the date that is published in the Final Examination Schedule unless he/she receives written approval from the Dean. The final examination schedule is published every semester on the web at <http://sjc.ceu.edu/calendar/index.html>.

## **Reporting Final Grades**

Adjunct faculty will receive a Final Grade Roll form from the registrar's office (extension 100) around finals week. Final grades must be submitted on this form as a hard copy. If there are students who attended the class but are not listed on this Final Grade Roll put their name on a separate sheet of paper and submit it with the Final Grade Roll.

## **Guidelines on the Confidentiality of Student Records**

College of Eastern Utah complies with Government Records Access and Management Act, 2<sup>nd</sup> of 1992 (GRAMA) which covers access to public, private, controlled, and protected documents and the Family Educational Rights and Privacy Act of 1974 (FERPA)—“the Buckley Amendment”, which is the governing act regarding student rights and disclosure of information. For more information regarding the above acts, please contact the Director of Academic Records and Registrar.

The FERPA permits current and former students to inspect certain college educational records pertaining to them as individuals and to obtain copies for a fee. Students are also accorded the right to question the content of a record and to receive a formal hearing if dissatisfied with responses to such questions.

Written consent from a student is required before personally identifiable information can be released from the individual educational record in all cases except tuition and fee obligations and those specifically exempted by law.

There is certain directory information which the College may release without the student's permission. Directory information at the College is defined as the following:

1. student name
2. postal address (not residence hall address)
3. phone numbers and email
4. major field(s) of a student
5. dates of attendance
6. full/part-time enrollment status
7. degrees
8. birth date



Students wishing to prevent directory information from being released must contact the College Registrar in writing or in person to request that a "confidential" flag be placed on his or her record. These confidential flags will be placed within 48 hours of receipt of the request and will be in effect until the student leaves the College or until the student provides the College Registrar with a written request to remove the confidential flag. Students also have the option on the Application for Admission, to request that their directory info be withheld. If they mark that they do want it withheld, it is so noted on the SIS (Student Information System).

The College's FERPA policy statement, containing complete College policies and procedures for exercising student rights under FERPA, is available from the College Registrar. Inquiries or complaints may be filed with the Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, S.W. Washington D.C. 20202-4605.

### **Completion of Work, Policy on Extensions, Incomplete Grades**

An Incomplete (I) grade may be given by an instructor only when a student is unable to complete class work because of illness or other legitimate reasons and, in the opinion of the instructor, the student can complete the necessary course requirements without re-registering for the course. The student has one semester (not counting summer) to make up the incomplete. In the case where the course is only taught once a year, the student has one year to make up the work. When the instructor gives an Incomplete, he or she must submit a "Notification of Incomplete Grade" form specifying what must be accomplished for removal of the Incomplete (I) grade. The instructor is to retain a copy and submit the other two copies with Final Grade Reports.

Once the coursework is completed, the instructor will submit to the Dean a Grade Change Authorization Form which will authorize the grade change from "Incomplete (I)" to another letter grade.

### **Classroom Attendance**

Students should be reminded that attendance is a vital part of the instructional process. While there is no college-wide policy on attendance, instructors should distribute to each of their classes at the first meeting a course syllabus that includes a written statement of attendance and participation requirements. Attendance needs to be kept for financial aid purposes. At the end of each semester a last date of attendance will be requested from professors for each student who failed all of their courses.

Primary responsibility for class attendance and class work rests with the student. While the instructor has an obligation to help students who have missed classes for bona fide reasons, such assistance will not require unreasonable effort by the instructor.

It is assumed that excessive absence will result ultimately in inferior academic achievement by the student. It is not good practice, however, to reduce a student's grade simply because of the absence or to increase a grade because of perfect attendance.

Group absences or absence connected with curricular activities will be handled as described under Field Trips, Policy and Procedure (See Section 4-13, [www.ceu.edu](http://www.ceu.edu)). Field Trip means a journey or excursion away from the College campus, involving two or more persons, that is organized and/or sponsored by an operating unit of the

College, or by a faculty member or other authorized employee of the College, for academic, research, extra curricular, athletic, or recreational purposes that are related to an approved program or activity of the College.

Students are required to make up the class work that is missed during their absence. They cannot use curricular and extracurricular activities as an excuse to evade their learning responsibilities.

### **Attendance Verification**

Professors are required to sign an attendance verification for students receiving Title IV funding. Please do not sign this form until a student **has** attended class. After two weeks of instruction the professor must indicate whether the student is passing or failing. A professor has the right to refuse to sign the attendance verification form if the student has not demonstrated sufficient attendance.

### **Adding and Dropping Courses**

Add/Drop forms are obtained from and returned to the Academic Advising Center on the San Juan Campus in Blanding (extension 124 or 138) or from the outlying campus Site Supervisor.

**Add.** Students may add courses until the end of the **second week** of school at their discretion. After the second week, students must obtain an instructor's signature.

**Drop.** A student may withdraw from a course at his or her own discretion during the **first two weeks** of school. Between the **third and thirteenth week** of school, both instructor and advisor signatures must be obtained. Instructors will approve withdrawal only after the student provides evidence of extenuating circumstances such as personal illness or injury which prevents a student from attending class for an extended period of time, death in the immediate family, or change in work schedule to secure, maintain, or change employment.

After the **thirteenth week** of school, individual courses cannot be dropped; a student must totally withdraw from school. If a student withdraws during the first three weeks of the semester, no record of the course will appear on the student's transcript. After the third week of the semester, a grade of "W" will show, but which will not affect their Grade Point Average (GPA)!

**Ceasing to attend class does not constitute an official withdrawal.** Failure to withdraw from a course or the college will result in grades of "E". Under extenuating circumstances, a student may initiate a withdrawal by phone call or by filing an Academic Appeals Form with the Director of Academic Records/Registrar.

Only the San Juan Campus Accountant has the authority to give an administrative withdrawal after the withdrawal dates.

### **Cancelled Classes**

Instructors will be notified within the **first two weeks** of school if a course has been cancelled. Courses may be cancelled if enrollment is less than eight students.

### **Audit Registration**

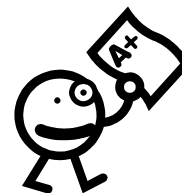
Choice of audit courses should be made and noted on the student's registration form during registration, but may be changed until the **ninth week** of school. A student may add an audit course during the add/drop period. Students who withdraw from audit courses must follow the regular withdrawal procedure. No credit will be awarded for audit courses after the fact.

### **Grading**

Within each course the instructor determines the basis for evaluation and the system used, founded upon professionally judged academic performance, and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

The GPA (Grade Point Average) is determined by dividing the total number of points earned by the number of semester hours attempted (excluding AU, CR/NC, W, I, or IP grades). The current grading system consists of the following:

A	4.0 points	C	2.0 points	W	Withdrawal
A-	3.7 points	C-	1.7 points	I	Incomplete
B+	3.4 points	D+	1.4 points	AU	Audit
B	3.0 points	D	1.0 points	CR	Credit
B-	2.7 points	E	0.0 points	NC	Noncredit
C+	2.4 points				



## Change of Grades

Instructors must fill out a Grade Change Authorization form to change grades once a student with a grade of Incomplete (I) makes up coursework or when a clerical error has been made. The Incomplete must be fulfilled within one semester (not counting summer). Following this period, the grade will automatically be changed to an “E” on the student’s permanent record.

## Reserving Library Materials for Students and Interlibrary Loan

Instructors may place either library materials or personal materials on reserve at the San Juan Campus Library by filling out a Reserve Request form. Please specify on the form whether you would like to receive a list of students who have accessed the reserve material. You may place these items on reserve for a few days to many years at a time.

Books, periodicals, serial, and microfilms from other institutions can be obtained by filling out an Interlibrary Loan or Inter-Agency (Price Campus) Request form obtained from the San Juan Campus Library.

## Instructor Absences Due to Illness and Inclement Weather

An instructor must contact the Dean if he or she is ill and unable to attend class.

College policy requires that the campus operate as scheduled, classes held, offices open, and services be performed. College officials will make every effort to see that closure announcements come as early as possible, so that those who must drive to campus can make appropriate plans. Due to the uniqueness of college operations, it is possible that the College will remain open on days when the public schools in the area have been closed.

Regardless of any official action taken or not taken by the College, reasonable judgment should be considered regarding your own safety. If one’s personal safety is jeopardized, he/she may choose to stay at home.



## Handling Student Grievances and Problems



As adult members of the college, students, staff, and faculty are urged to resolve their differences informally. Grievances that cannot be resolved should be brought to the attention of the Dean of Students at the San Juan Campus in Blanding (extension 123).

Student problems and referrals should be handled as follows:

- problems with schedules, majors, requirements - refer students to their academic advisor (extensions 124 and 138)
- writing problems - refer students to Student Support Services (SSS) at extension 122.
- problems with study skills - refer students to Student Support Services (SSS) at extension 122.
- problems with academic integrity - make your expectations clear. If you encounter a violation of the Student Code of Conduct ([www.ceu.edu](http://www.ceu.edu)), follow these steps: confront the student; assign what penalty you feel is

appropriate; report the incident to the division coordinator (department head). This last step is important, both for your protection and to insure that the student does not have previous violations.

- students who miss classes and assignments - students sometimes disappear from class for long periods and fail to do their assignments. Instructors should make every effort to contact those students and determine what the problem is.
- personal problems (family, stress, depression, drug and alcohol) - refer students to the Awareness Center for drug and alcohol related matters or the Counseling Center for all other concerns at extension 161.
- students with physical disabilities - refer students to Disability Resource Services at extension 148.

## **Changing Classrooms**

The Administrative Assistant to the Deans' office at extension 133 will assist instructors with making classroom changes. (Because of limited classroom space changes are not always possible). Site facilitators in the outlying sites will make a local determination.

## **Explaining Academic Integrity**

It is important that you explain academic integrity to your students. Academic dishonesty includes, but is not limited to, cheating on tests or other coursework and plagiarism. Students may be permitted to work on assignments collectively. This is not considered plagiarism as long as it is clearly defined whose work is being presented either by way of formal acknowledgement or by footnoting.

The following are some examples of academic dishonesty. As it is not possible to cover every circumstance of academic dishonesty or plagiarism, this list should be considered as a guide. <http://www.plagiarism.org/>

### *Examinations and Tests*

- Impersonating someone in an examination or test.
- Copying from another student, or making information available to another student.
- Submitting a take-home examination, in whole or in part, by someone else.
- Willfully preparing a take-home examination for submission by another student.
- Failing to obey or comply with examination regulations or instructions of a proctor.

### *Laboratories, Field Work and Research Reports*

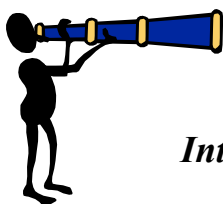
- Copying a laboratory or field report, or allowing someone else to copy one's report.
- Using another researcher's data unless specifically allowed by the instructor and the author.
- Allowing someone else to do the laboratory or field work without the knowledge and approval of the instructor.
- Using direct quotations or large sections of paraphrased material in a laboratory or field report, research report, thesis, or scholarly publication without appropriate acknowledgment.
- Fabricating or falsifying laboratory or research data.

### *Essays, Assignments and Thesis*

- Submitting written work, in whole or in part, by someone else as one's own.
- Willfully preparing an essay, assignment or thesis for submission by another student.
- Willfully preparing an essay, assignment or thesis or knowingly allowing one's essay, assignment or thesis to be copied by someone else for the purpose of plagiarism.
- Using direct quotations, or large sections of paraphrased material without acknowledgment.
- Buying or selling of term papers or assignments and submitting them as one's own for the purpose of plagiarism.
- Submitting the same piece of work in more than one course without the permission of the instructor(s).
- Unauthorized removal from the library, or deliberate concealment of library materials.

### *Official Documents*

- Altering transcripts or other official documents relating to student records.
- Misrepresenting one's credentials.
- Creating or altering letters of reference



***Integrity - When you do the right thing even though no one is watching.***

***--- Anon***



## **Livening up the Lecture**

These tips were developed by Seattle Pacific University.

- Know your subject and wallow in it.
- Know your audience, their interests, and experiences.
- Create energy, move around, vary vocal inflections, be animated, and show enthusiasm.
- Incorporate videos, music or other media to give variety.
- Use short-term case studies for reactions and discussions.
- Break the lecture into meaningful units of approximately 10 minutes and summarize after each segment.
- Establish a collection of cartoons and use them to make a point.
- On Mondays, discuss weekend activities that relate to class.
- Incorporate current events; update lectures!
- Include humorous stories and anecdotes to give the topic life.
- Apply information to real-life situations whenever possible.
- Use a bit of drama.
- Deliver a lecture from someone else's perspective, maybe even dress in character.
- From time to time videotape yourself as you lecture and see yourself as others see you.



## Chapter 3 Campus Resources for Adjunct Faculty

### Computer and Network Services

Computers are provided for students and staff at the San Juan Campus and the Monument Valley, Montezuma Creek, and Monticello branches. Internet and Microsoft Office Suite (Word, Excel, PowerPoint, and Publisher) are available at all locations. Specialized software can be made available to students by calling Computer Support at extension 134.

The Computer Lab on the San Juan Campus is open between 8:00am and 8:00pm Monday through Friday. Computer availability at the branch locations will be posted during each semester.

See Appropriate Use of Computing Equipment Agreement in the Appendix for computer usage rules.



**Call extension 134 or 181 to report any problems with computers or network connections.**

### Testing Center

CEU-San Juan Campus Testing Center offers a variety of tests and assessment instruments including placement and achievement tests, interest, aptitude, personality, and value assessment. Career exploration is also available in video, computer, and book form. Students need to call extension 171 to schedule an appointment.

### Literacy

The general goal of the literacy program (extension 166) is to enhance the career opportunities of students by improving literacy, computational, and other basic skills essential to the work place. Through the planning and operation of a comprehensive literacy program, students will be able to earn their GED, high school diploma, gain employment skills, and or pursue advanced education training.

### Academic Advising

Academic Counseling at San Juan Campus is committed to providing academic information and services to all students. Services include registration, drop/add, degree contract review or evaluation, graduation review, and transfer counseling. The Academic Counseling office is located in the Counseling Center on the San Juan Campus where the counselors can be reached at extensions 124 and 138. Site supervision in outlying areas can assist local students in fulfilling their counseling needs.

### Awareness Center

The Awareness Center directs its efforts towards promoting healthier lifestyles and providing total campus support in education, awareness and referral services. The Center provides assistance to students, faculty, and staff who are concerned about drinking and drug use by family, friends, or themselves. The Center is committed to reduce the frequency and prevalence of alcohol and other drug related incidents that adversely affect the quality of a student's experience.

The Awareness Center is located in the Counseling Center on the San Juan Campus and can be reached at extension 161.

### Library

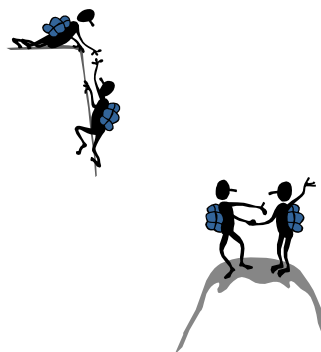
The San Juan Campus library (extension 137) is open Monday-Friday 8am-5pm during the summer and Monday-Friday 8am-9pm during the Fall and Spring semesters. Towards the end of Fall and Spring Semesters, they are open on Saturday's. The library is closed on holidays. Services include:

- Pioneer –Utah’s online library program: journal articles
- Over 13,000 books, CDs, DVDs, CD ROMs, video and audio tapes, 70 periodicals, and 15 newspapers
- Internet access
- Copy machine (10 cents/copy)
- Microfiche/Microfilm reader (15 cents/copy)
- Fax machine (\$1.00 minimum charge for 2 pages; 50 cents for each additional page; \$10.00 outside the continental USA)
- Interlibrary loan and interagency loan
- Native American newspapers, magazines, and books
- Online public access catalog
- Reciprocal borrowing privileges with other academic libraries throughout the state
- Tape recorders and headphones
- Utah Article Delivery System
- Overhead projector for teachers use.
- Scanner
- 2 TV/VCRs and a DVD player for use in the library
- Supplies available for purchase including pens, pencils, stamps, envelopes, and exam booklets
- Color Printer

## Student Support Services

Student Support Services (SSS) is a member of the San Juan Campus TRIO programs. SSS assists eligible students through a variety of academic support services to prepare them for graduation, employment, or transfer to a four-year institution. SSS provides the following services:

- Tutoring in all academic subjects
- Academic advisement
- Workshops
- Classes to develop reading, writing, math, and study skills
- Career counseling
- Assessment in career interests
- Help for students transferring to a four-year institution

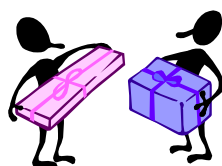


SSS can be reached at extension 122.

## Bookstore

The CEU bookstore (extension 150) is located on the San Juan Campus in the basement of the cafeteria. It is open Monday-Friday, 8am-4:30pm. It provides a number of services including:

- Textbooks (new and used)
  - School supplies
  - Art supplies
  - Photocopies
  - Report binding
  - Lamination
  - Mylar and latex balloons
  - Gifts
  - Candy and snacks
- 
- Collegiate clothing
  - General reading materials



The bookstore will special order an item not in stock.

Text books can be purchased anywhere from a week to two weeks in advance depending on availability of the books. Towards the end of each semester there is a book buyback period, where students can sell their books back for a small refund.

### **Admissions/Records Office**

The Admissions/Records Office at extension 100 on the San Juan Campus provides the following services:

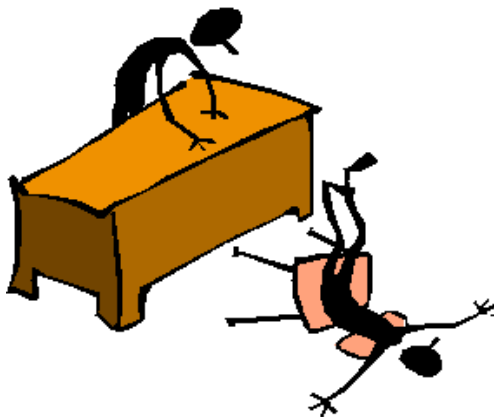
- Applications for admissions and letters of acceptance
- Change of Major requests
- Copies of class schedules (students are encouraged to get their schedules online)
- Transcript requests

### **Audio-Visual Services**

Audio-visual materials such as projectors, VCRs, DVDs, and TVs can be acquired by calling the Faculty Assistance Center (FAC) at extension 128. Technical support is also available from the FAC. **Be sure to bring an account number with you** when reserving audio-visual equipment.

The library has an overhead projector, DVD & VCR players, TV/VCR Combo's for in library use assignments, & scanner.

Outlying sites are fully equipped. Local site supervisor will coordinate the equipment use.



## Chapter 4 Administrative Matters

### Pay

Adjunct faculty receive an honorarium of \$405.00 per credit hour for the semester. The pay period is every two weeks and the amount is prorated over the total number of pay periods within the semester. Direct deposit is available to full-time employees only.

Notify your discipline coordinator in the event that you will not be able to teach your class for some reason. Unauthorized absences will result in a deduction from a check. Repayment of travel expenses, petty cash, tuition and fees, etc. will be deducted from the paycheck upon termination, if unpaid. Each paycheck is accompanied by a paycheck stub which shows the amount of semi-monthly salary and describes the deductions. Final semester paychecks will be held until grades are submitted.

Further information regarding payroll may be obtained from the San Juan Campus Personnel Office at extension 113.

### Contracts

A Payroll Action form (see Appendix) is filled out by the instructor and the dean a month before the semester begins. You can contact the San Juan Campus Personnel Office upon hire to initiate your contract, if needed. If you do not receive pay in a timely manner please see the San Juan Campus Personnel Officer at 678-2201 x 113.

### Supervision

Adjunct faculty are supervised by the discipline coordinator and the Dean. The discipline coordinator is the head of the department in which the course is being offered. He or she ensures that the instructor is teaching material that is consistent with the college's curriculum. The dean confirms that college policies are also being met.

### Emergency Procedures

**--In the event of an emergency, please dial 911.**

--Accidents should be reported to the Dean at extension (140).

### Reserving Campus Facilities

The Administrative Assistant to the Deans at extension 133 schedules classrooms for campus functions. The Blanding Arts and Events Center (BAEC), located on the San Juan Campus, can accommodate table seating for 100 and performance seating for 200. The BAEC conference room seats 20 and is ideal for business meetings or campus events. Contact the BAEC receptionist at extension 103 for more information and to make reservations.

### Keys



If keys are needed, please contact Administrative Assistant to the Deans at ext. 133. Keys are checked out to adjunct faculty on an "as needed" basis. All keys must be returned at the end of the semester.

### Building Security

If you are the last one to leave the building, please make sure that all the lights are off and doors and windows are locked.

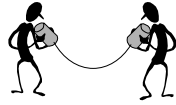


There is no food or drink allowed in the Technology Building, except at the tables upstairs.

## Supplies

Disks, paper, pens, etc. are available at the San Juan Campus Bookstore. You can purchase necessary supplies at the bookstore using your account number after the, discipline coordinator has given prior approval. Sometimes special orders can be made. If the bookstore is unable to purchase an item for you, contact the purchasing agent at extension 156. The bookstore welcomes your personal business as well.

## Telephone Procedure



The college has several lines available. It does not make any difference which you choose, just push a line number button that is not red. There are two direct lines to the Price campus. They are the #9 and #10 buttons on your phone. Just access one of these lines and input the Price extension ("5" plus their three digit number). Use these two lines to avoid long distance charges.

Line #7 is for county-wide dial use. This line calls Monticello or other off reservation sites in San Juan County toll free.

The college has a new toll free number 1-800-395-2969. Between the hours of 8-5 M-F it will ring in the registrar's office and then will be transferred to the desired extension.. You may put this info in the students' syllabus.

## Voice-mail Account

If you feel the need to have a college voice mail account, the campus has an answering system. You personally need to set up your voice mail message. Contact the purchasing agent at extension 156 if you have questions and to obtain a personal identification code (also used for long distance charges). If the red light above the "hold" button is blinking, you have messages. Dial 233 to access your voice mail. You will need your personal identification number.

## Copiers and Printers

You need an access code to operate the copiers. The code is given to you by the purchasing agent after permission is received from your discipline coordinator. Copies will be billed monthly to the department budget at a cost of 7 cents per copy. Please notify the purchasing agent if there is any trouble with these copiers or if you have operation questions.

Unless you have a personal printer in your office, the print jobs from your computer go to a networked printer. You are most likely defaulted to the printer in your building. Contact the Information Technology Manager at extension 134 if you have printer problems. Print jobs are billed monthly to your budget at a cost of 7 cents per copy for black and white and 21 cents for color. The funds are used to buy supplies and replace machines and update new software for the campus network. If you need to print personal copies from the computer, please pay the cashier and the amount will be deducted from your budget print charge.

## Petty Cash



Petty cash is used for purchases under \$100 in an employee-to-business transaction. The procedure for acquiring petty cash is:

- Step1- Pick up a white request slip from the purchasing office. Fill out the amount requested (\$1 to \$100), an account number to be charged, the reason for the request, and sign your name. Take this slip to the dean for a signature and approval. Bring the white slip back to the purchasing office to receive the money and a pink petty cash invoice.
- Step 2- Take the pink petty cash invoice to your place of purchase and follow the procedure for a cash sale. Have the sales clerk sign his/her name and put the business name on the pink invoice. **Do not pay tax!** As a government entity, the college is tax exempt. Often you must remind the store of this fact. If you are out of state, some businesses will not recognize our tax exempt status. In that case, write on the pink invoice "Out of State-Tax Charged". **You must get a receipt.** It needs to be dated, show the transactions, and preferably have the vendor's name printed on it. Do not leave any part of the pink invoice with the vendor. You must sign your name across the pink invoice to complete the process.

- Step 3- Bring the excess money, receipt, and pink invoice to the purchasing agent as soon as possible after the purchase but at least within one week of requesting the petty cash. The white request slip, the pink petty cash invoice, the receipt, and any excess change must match in amounts and listings. You are to return any excess funds from your original request. When you sign the white petty cash request, you are agreeing to be personally responsible for the money received. Until the receipt and the pink invoice are united with the white request slip, the transaction is not finished and you are responsible.

## Preview of Examination Copies

Often instructors or counselors will receive requests for preview materials i.e., “Try it for 30 days and pay only if you decide to keep it.” Many book publishers give free examination copies if the teacher tells the name and course number, estimated # of students, semester, and frequency taught. Put the request on college letterhead. Preview or examination copies to instructors are generally free. If payment is involved, you will need to have the order on file before the invoice comes. There are two ways to handle this. Examine your material before your time period is up and complete a requisition before the bill comes, or do a requisition for the amount of materials, and if you decide not to purchase it, tell the purchasing agent to cancel the purchase order. You should inform the receiving clerk that you are previewing when you receive the materials. An order will not be paid unless it is received and invoiced.

## Travel Expenses

If you are approved to travel on college business, pick up a “Request for Travel” form either in the black filing cabinet by the registrar’s desk or in the purchasing office and fill in your estimated costs. It must have a dean’s approval and be sent to the Price business office. In Section III, you can request money to be sent to you prior to your departure if you allow one week for processing. When you return from your travel, you must fill out a Travel Reimbursement Request form to account for actual expenses.

Get receipts for your lodging, airline tickets, or other allowable expenses. **Meals do not have to be receipted.** Where you travel will depend on how much you are allowed for meals, the breakdown is 20% for breakfast, 30% for lunch, and 50% for dinner. (Example if you can claim up to \$30/day for meals it would be: \$6 for breakfast, \$9 for lunch, \$15/dinner—after 5pm). The most current Per Diem Rate chart can be found online <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html>. In Section III of the reimbursement request is the settlement section. Turn these forms in to the purchasing agent or the cashier. Lodging and air fare can be done by requisition if desired.

**Mileage Reimbursement.** If desired you can travel in your own vehicle. You must fill out a mileage sheet and ask for reimbursement through the same process as above. The current rate is 32.5 cents per mile if you take your own vehicle and if there is no college vehicle available. The current rate is 28.5 cents per mile if there is a college vehicle available.

## Faxes

A fax machine is available in the San Juan Campus (Administration Building) and at each of the branch locations. You will need your long distance access code.

## Mail

You will be notified where you can pick up mail or notices. You can send letters and packages related to college business by taking them to the Administration Building. For letters, write your account number on the envelope where the stamp goes and place it in the outgoing mailbox. For packages less than five pounds, record your account number on the box and place it near the outgoing mailbox. For packages over five pounds, get petty cash (see petty cash in this handbook) and deliver it to the post office. Personal packages can be delivered by UPS at the Campus Bookstore.



## Reserving a Vehicle (Motor Pool)

There are a number of cars, vans, and two pickup trucks in the San Juan Campus motor pool. These vehicles may be available to adjunct faculty. If you are located off the main campus and need to reserve a vehicle, call the

purchasing agent at extension 156. If you are in Blanding, go to the purchasing office. You will find on the wall just inside the door, a sign-up clipboard. On the clipboard, there are three months of sheets for each vehicle that you can sign out for an hour, a day, or whatever is needed. Please do this in advance of your needs. Please cancel if your plans change.

**Before you reserve a vehicle, you will need:**

**1) an account number to charge the vehicle to.**

**2) to view the driver's safety training program video (takes about an hour and includes a quiz). You will need to see this video even if you take your own vehicle for college business.**

**3) a pin number to use with gas cards (obtained from purchasing agent).**

In the wall rack is a Vehicle Request form. This needs to be filled out and signed/approved by a dean. Show this sheet to the purchasing agent when you pick up the keys to the vehicle. The keys are stored in the filing cabinet in the purchasing office. This form is not needed if you are making a local trip of less than ten miles.

The keys are clipped to a clipboard with mileage information which must be filled out. You should note the beginning mileage, and you must report the ending mileage on the vehicle request form and on the clipboard travel log. An account number and destination must also be recorded along with the driver's signature. Please write down every mile, even if it is only for a trip downtown.

The gas tank should be filled before returning the vehicle to the parking lot behind the Administration Building. You will need a pin number from the purchasing agent to use the gas cards. When you charge gas, you will need to give the current mileage to the attendant. If you return the vehicle after hours, put the clipboard and keys in the slot in the door.

If the vehicle breaks down, contact the purchasing agent (435)678-2201 ext 156.

## **Email**

Call Computer Support at extension 134 to set up an email account with the College.

# Appendix

**Campus Map**  
**Sample Syllabus**  
**Academic Calendar**  
**Telephone Directory**  
**Appropriate Use of Computer Equipment Agreement**  
**Library Forms**  
**Petty Cash Forms**  
**Attendance Verification**  
**Notification of Incomplete Form**  
**Grade Change Authorization Form**  
**Add/Drop Forms**