SVSU

2023-24
Edition

CENTER FOR EXCELLENCE IN TEACHING & LEARNING
HANDBOOK FOR ADJUNCT FACULTY

CENTER FOR EXCELLENCE IN TEACHING & LEARNING

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2023-2024 Academic Calendar

Winter 2023	
Classes Begin	Jan. 9
MLK, Jr. Day	Jan. 16
Mid-Semester Recess	Mar. 6-12
Classes Resume	Mar. 13
Classes End	April 22
Final Exams	April 24-29
Commencement	May 5-6

Spring/Summer 2023	
Spring Classes Begin	May 8
Memorial Day	May 29
Spring Classes End	June 24
Summer Classes Begin	June 26
Independence Day Observed	July 4
Summer Classes End	Aug. 12

Fall 2024	
Classes Begin	Aug. 28
Labor Day Recess	Sept. 4-5
Thanksgiving Recess	Nov. 22-26
Classes Resume	Nov. 27
Classes End	Dec. 9
Final Exams	Dec. 11-16
Commencement	Dec. 15-16

Winter 2024	
Classes Begin	Jan. 16
MLK, Jr. Day	Jan. 15
Mid-Semester Recess	Mar. 4-10
Classes Resume	Mar. 11
Classes End	April 27
Final Exams	April 29 - May 4
Commencement	May 10-11

Spring/Summer 2024	
Spring Classes Begin	May 13
Memorial Day	May 27
Spring Classes End	June 29
Summer Classes Begin	July 1
Independence Day Observed	July 4
Summer Classes End	Aug. 17

Faculty Secretaries

Name	Department	Room	Extension
Lynn Richard	Psych.	BH 167	4492
Val Taylor	Eng./MFL	BH 328	4582
Sharon Opheim	Engl./Comm./Hist./CJ/Phil.	BH 328	7142
Dennis Strobel	COE	GA 213	4947
Teresa Stackhouse	ABS	GA 204	7022
Diane Knights	HHS	HHS 254	7112
Anthony DiRusso	HHS	HHS 230	2778
Carrie O'Hara	Bio./Physics	SW 161	4280
Lori Williams	Math/Eng.	SW 328	4325
Jill (Kahan) Johnson	ME/EE/ECE	P 220	4199

Graduate Programs

Program	Email	Extension
Computer Science and Information Systems (MS)	krahman@svsu.edu	2528
Nursing Programs	cmhupert@svsu.edu	4595
College of Education Programs	coeconnect@svsu.edu	4057
Business Administration (MBA)	yliu1238@svsu.edu	2742
Public Health (MPH)	cnoller@svsu.edu	4016
Social Work (MSW)	mercier@svsu.edu	4077
Public Administration (MPA)	jjjaksa@svsu.edu	2178
Nursing Post-Graduate Certificates	nursing@svsu.edu	4595

Department Chairpersons

Dept.	Chair	Office	Ext.	Email
Accounting & Finance	Betsy Pierce	C 329	4017	empierce@svsu.edu
Art	Shaun Bangert	A 153	4893	sbangert@svsu.edu
Biology	Jay Scott	SW 244A	2641	jascott1@svsu.edu
Chemistry	Jennifer Chaytor	SE 276	2036	jchaytor@svsu.edu
Communication	David Schneider	BH 308	4398	dschneid@svsu.edu
Computer Science & Information Systems	Scott James	SE 176	4896	james@svsu.edu
Criminal Justice	Timothy Rowlands	BH 335	4079	terowlan@svsu.edu
Economics	Kylie Jaber	C 304	4340	kmjaber@svsu.edu
Education Leadership & Services	LaCreta Clark	GN 212	4930	lmclark@svsu.edu
Electrical & Computer Engineering	Russell Clark	PH 206	4192	rclark@svsu.edu
English	Eric Gardner	BH 313	4037	gardner@svsu.edu
Geography	Martin Arford	GN 194	2074	mrarford@svsu.edu
Health Sciences	Maureen Muchimba	HHS 205	2115	mmuchimb@svsu.edu
History	Jules Gehrke	BH 304	2175	jgehrke@svsu.edu

Dept.	Chair	Office	Ext.	Email
Kinesiology	David Berry	HHS 212	4504	dcberry@svsu.edu
Management & Marketing	Mazen Jaber	C 308	6072	mjaber@svsu.edu
Mathematical Sciences	Thomas Zerger	SW 307	4334	zerger@svsu.edu
Mechanical Engineering	John Herman	PH 221	2735	jnherman@svsu.edu
Modern Foreign Languages	Monika Dix	BH 241	4333	mdix@svsu.edu
Music	Norman Wika	A 226	4389	nwika@svsu.edu
Nursing	Tami Pobocik	HHS 227	2893	tpobocik@svsu.edu
Occupational Therapy	Jean Prast	HHS 244	4153	jekruege@svsu.edu
Philosophy	James Hitt	BH 350	2607	jhitt@svsu.edu
Physics	Christopher Nakamura	SW 255	4134	cnakamur@svsu.edu
Political Science	Mark Nicol	GN 204	2605	mlnicol@svsu.edu
Psychology	Julie Lynch	BH 157	4351	jslynch@svsu.edu
Rhetoric & Professional Writing	Bradley Herzog	C 149A	2296	bherzog@svsu.edu
Social Work	Michael Heron	HHS 241	4626	mrheron@svsu.edu
Sociology	Scott Youngstedt	GN 272	4288	smy@svsu.edu
Teacher Education	Debra Lively	GN 285	4975	dlively@svsu.edu
Theatre	Dave Rzeszutek	C 186	7496	drzeszut@svsu.edu

Employment Policies

Accepting Your Section Assignments

Once all required paperwork has been turned in to Human Resources and your background check has been completed, you will receive an email requiring you to go through the mySVSU portal to accept your Year Contract and your Section Assignment(s). Directions for this process can be found at https://www.svsu.edu/media/cai/caisitedocuments/2022_AdjunctFacultyAssignmentAgreementInstructions.pdf

Center for Excellence in Teaching & Learning will send reminders to your SVSU email account until the Section Assignment(s) are complete

Course Cancellation

If you accept a Section Assignment and are then removed from the course due to course cancellation or the course being taught by a full-time faculty member and you are not given another course to replace it, you will receive a $75.00 honorarium.

Absence Notification

Should an emergency or illness require you to cancel a regularly scheduled class meeting, contact your department or CETL at 989-964-2622 so that a cancellation sign can be placed on the classroom door. Also notify your students of the absence via email or Canvas.

A second option for an unexpected or planned absence is to provide students with an online learning activity. If that activity is synchronous, it should be scheduled during the regular class meeting time. If you take this option, alert your department chair.

A third option is to arrange with Career Services to deliver a presentation to the class in your absence. Their number is 989-964-4954.

Jury Duty

If you find that you are called for Jury Duty, you should first contact your department chair to let them know that there is a chance you might miss a class. If you are seated on a jury and it conflicts with your class time, you should work with your chair to find a substitute.

In order to continue receiving pay from SVSU, you must provide the Jury Duty form and the check or cash received from the court to HR. Adjunct faculty may keep any mileage payout. Once the check/cash are received by HR, there is a Jury Duty Payment Sheet that will need to be completed. Any further questions can be directed to Human Resources at 989-964-4108.

Tech Access

At the end of each academic year (June), department chairs are given a list of adjunct faculty and asked to identify any who will not be offered a section in the next academic year. Faculty who are taken off this list because they are not going to teach will receive a letter to that effect and will lose their SVSU technology access. This means losing your SVSU email account, as well as access to any OneDrive files or Canvas courses, among other things. If you have questions about what your future status will be, reach out to your department chair.

Course Load

The maximum credit hour teaching load of an adjunct faculty appointee is normally eight (8) hours in any given semester and fifteen (15) hours in any given year (July 1 through June 30 of the following year).

Compensation

Compensation is based on the following scale:

Pay Scale	Degree Level	And/or	Semester Experience at SVSU	Pay/Credit Hour
One	Bachelor's		0-3 semesters	$700
Two	Master's or BFA		0-3 semesters	$725
Three	All Bachelor's or Master's		4-6 semesters	$725
Four	All Bachelor's or Master's		7-9 semesters	$775
Four	All Bachelor's or Master's		10+ semesters	$775
Five	Ph.D./J.D./M.D.			$800

Adjunct faculty hired to teach English 111 and/or 080, Category One, Category Ten, and/or Communication Intensive General Education Courses are compensated at the rate of $875/credit hour.

Adjunct faculty hired to teach General Education courses will receive an additional $75.00/credit hour to participate in course assessment

Adjunct faculty whose mileage from their home address to campus is between 50 and 75 miles will be additionally compensated $450.00 per course. An adjunct faculty member whose mileage from their home address to campus is 76 or more miles will be additionally compensated $600.00 per course. The faculty member should notify their dean's secretary to let them know they are eligible for the additional mileage compensation. Mileage compensation is computed at the start of each semester and will not change or be recomputed should an adjunct faculty member move during the term. However, if the faculty member travels to campus to teach two or more courses on the same day, they will not be compensated for the additional course(s). This additional compensation will be paid at or around mid-term in a lump sum.

Adjunct Faculty who lead lecture classes with a cap of 50 or more students will receive $875/credit hour. This pay only applies to those who are responsible for the entire class and is not available to those who assist other faculty with large class sizes, nor does it include those who teach labs or recitations stemming from large classes.

CETL Support

Walk-in Support (Z 231)

- **Photocopying** - you can send copy requests to cetl@svsu.edu or drop them off in Z 231. These copies are made by the graphics center and billed to the department. The turnaround time is a day or two.

- **Supplies** – drop by our office for dry erase markers, pens, pencils, notebooks, and highlighters.

- **Technology** –CETL has several laptop computers that you may use in our Z 231 office.

- **Mail** – Our office notifies you when you receive mail.

- **Break room** – adjacent to our office, we supply a break room with coffee, a microwave, and a refrigerator (Z 217). Our main office has a water cooler.

Workshops

CETL offers a variety of professional development workshops. These workshops are designed to enhance your classroom experience and create student success.

In addition to CETL's workshops, other offices offer training opportunities of various kinds. You may view the workshop calendar and register for workshops at www.svsu.edu/workshops.

Adjunct faculty who attend up to five University sponsored trainings or faculty development activities will be reimbursed $50 for each. All day workshops or the Fall Adjunct Faculty Orientation are compensated at a rate of $100. To be compensated, the workshop must be listed on the ITS or CETL workshop schedule. You will need to email the workshop completion certificate to our office, before the end of each semester to be compensated.

Adjunct Faculty Funding Plan

The purpose of the Adjunct Faculty Funding Plan is to provide funds to Adjunct Faculty members to attend conferences, workshops, meetings, presentations, etc. as a means to further develop their substantive discipline area and teaching experiences. Applicants must have taught a minimum of two semesters at SVSU and complete an Individual Development Plan (IDP). This plan should address the ways the applicant would like to build knowledge in their discipline and discuss clear teaching and learning goals for future classroom experiences.

The applicant must also complete a Faculty Development Funding Application aligning the IDP with the Professional Development activity the applicant plans to attend. These applications can be found at www.svsu.edu/adjunctfaculty/facultydevelopment.

Upon completion of the professional development activity a report summarizing the extent to which the activity addressed the applicant's IDP goals must be submitted. This summary must accompany the reimbursement request. Applicants are eligible for funding one time per academic year. Funds range from $150.00 for attending a conference to $300.00 for presenting at a conference.

Funding for this plan is as follows:

Specialized Training: $150
Must be professional in nature and must involve active participation by the applicant.

Discipline Specific Conference Participation: $300
Must have acceptance notification of approval to participate in conference and must be related to the applicant's discipline.

Discipline Specific Conference Attendance: $150
Must be related to the applicant's discipline.

Teaching and Learning Conference Participation: $300
Must have acceptance notification of approval to participate in conference.

Teaching and Learning Conference Attendance: $150

Adjunct Faculty Orientations

An orientation is offered each fall and winter. The day-long fall orientation (open to all adjunct faculty) includes Canvas training, meetings with colleges/departments, dinner with department chairs and deans, and break-out sessions on teaching and learning topics. A smaller winter orientation is offered for newly hired adjunct faculty. Faculty are compensated $100 for attending the fall orientation and $50 for the winter orientation

Adjunct Faculty Handbook and Other Resources

This handbook and other resources for adjunct faculty are available on the CETL website at *https://www.svsu.edu/adjunctfaculty/.*

Canvas Course

CETL maintains a Canvas Course with teaching resources. You will receive an invitation to join this course.

Technology Support

For help with technology, the Help Desk (first floor of the Library) can be contacted at the extension 4225 or by email at Support@svsu.edu, and is located on the 1st floor of the library. Technology training sessions from IT can be found on the workshop schedule linked to *https://www.svsu.edu/its/trainingandsupport/*. Faculty are compensated for attending those workshops. One-on-one scheduling for technology assistance is also available.

Getting Prepared For Your Course

Orientation

CETL offers an orientation in August and January of each year. The day-long August orientation (open to all adjunct faculty) includes Canvas training, meetings with colleges/departments, dinner with department chairs and deans, and break-out sessions on teaching and learning topics. A shorter winter orientation is offered for newly hired adjunct faculty, although all are welcome to attend. You are compensated $100 for attending fall orientation and $50 for winter orientation.

Talk To Your Department Chair

Some departments offer formal orientation sessions for their adjunct faculty, but in other cases you may want to schedule an individual meeting with the chair.

CETL recommends that you reach out to learn more about the course(s) you will be teaching:

- Student Learning Outcomes for your course(s).
- Suggested grading scales or other policies.
- Required syllabus elements or assignments.
- Any student learning assessment data that you should collect.
- Where your course fits in the curriculum. Is it a gateway course? What level of preparation from students should you expect?

The chair can also:

- Identify office or lounge spaces that you can use.
- Introduce you to the department secretary.
- Show you where and how to make photocopies.
- Provide examples of syllabi or assignments used in the department.
- Offer guidance on developing a Canvas site for your course.

Be sure to ask your chair about the department's policy or recommendation regarding overlod requests from students.

Ordering Books

Order books as soon as possible. Talk with your department chair to see if there are recommended or required books. Your department's faculty secretary may be able to order your books and obtain desk copies (which will be sent to the CETL office, Z 231).

Book orders may be sent directly to *bookstore@svsu.edu.* Provide your name, course name and number, and the section number. For each book, provide author, title, editor, publisher, and ISBN number.

In the classroom, be prepared for students who have not bought the book and for students who bought an electronic version of the book. CETL recommends that you consider low-cost book options and avoid requiring books that students will not need.

Canvas

Canvas is the university's Learning Management System. It allows you to share documents (syllabus, assignments, etc.) with students, record grades, collect assignments, and perform many other teaching-related tasks in an online environment. An empty Canvas course is automatically created for each section you teach, but it does not become "active" without your approval. Although you are not required to create and activate a Canvas course, students tend to expect that they will be able to check their grade progress on Canvas, so you may want to learn how to create and use the Canvas Gradebook.

If you're not sure whether or how to use Canvas, speak with your department chair.

The Information Technology Services office (*https://www.svsu.edu/its/trainingandsupport/*) runs Canvas training sessions and has a very useful Canvas Help Guide at *https://svsu.teamdynamix.com/TDClient/1949/Portal/KB/ArticleDet?ID=120644*. Questions about Canvas can be answered by calling 989-964-4225 or by mailing *support@svsu.edu*

Echo 360

The Echo 360 lecture capture system is in most of SVSU's classrooms. The system enables you to automatically record lectures, a nice feature if you would like to make the recordings available on your Canvas course for student to review. You can learn more about Echo 360 at *https://svsu.teamdynamix.com/TDClient/1949/Portal/KB/ArticleDet?ID=122461* Contact the ITS office (989-964-4225) if you have questions. Check the ITS workshop schedule for training opportunities.

MySVSU

Familiarize yourself with this portal (located in the *www.svsu.edu* menu bar), as it provides easy access to Canvas, email, ITS support, OneDrive, and many other services.

Class Roster

You can find a roster of your students, with their email addresses, in two places. From the SVSU website, click the mySVSU link and then choose "self service" from the menu on the right. This will take you to a password-protected page where you can select "Faculty," bringing you to another page where you can access your course rosters. You can also email students directly from that roster. A second way to get your course roster is through the Canvas site for your course; just choose "People" from the menu. On Canvas you can also use the "Inbox" link on the left to email students in your courses.

OneDrive

You can save files to OneDrive, which can be accessed via mySVSU or the tiles in the upper left of your Outlook email. Creating and keeping files in your OneDrive folder ensures that they are always backed up, and it makes them easy to access from class. Be sure, however, to create your own backups because you will lose access to OneDrive if you are not employed at SVSU.

Computer Labs

To reserve a computer lab for either one-time use or regular classroom use, contact Tammy Elliot at *telliot@svsu.edu*. In the memo area of your mail type: Lab Reservation. In the text of the mail, indicate whether the lab reservation is for one time or regular classroom use, the name and section number of your class, as well as, the meeting time and day and size the of your class.

Classroom Smart Podiums

Nearly all classrooms are equipped with smart podiums that enable you to project content from a dedicated computer and document camera. You may wish to familiarize yourself with the equipment before classes begin. For trouble-shooting, use the wall-mounted phone in the classroom.

Identify Your Office

You will need to hold one office hour per week on campus for each class you are teaching. Some departments have offices reserved for their adjunct faculty, so check with your department chair. CETL also maintains several offices across campus that you can access with a keypad code

Gilbertson South 225

Health and Human Services 211

Curtiss 342

Science East 235

Contact the CETL office to get the keypad code.

Scantrons

If you use scantrons for exams or quizzes, check with your department chair about where and how to get them processed. The CETL office (Z 231) keeps a supply of scantron sheets.
Exam self-scanner stations are available in

Shared Office (SE 235)
Curtiss Hall (C324)
Gilbertson Hall 2nd floor
Brown Hall 3rd floor
Health & Human Services 2nd floor.

For more information regarding scantrons, go to MySVSU – choose Technology under Menu on the left – Training (under Technology) – Exam and Evaluation Scanning.

Getting An SVSU ID Card

TheCARD is SVSU's official identification card for students and employees. It is used for a variety of purposes at the university, and you can use it to obtain discounts at University dining facilities. To obtain a photo ID, visit Campus Financial Services Center, Wickes 131-A. You can learn more about TheCARD at https://www.svsu.edu/svsuid-thecard//.

Parking Permits

Adjunct Faculty may obtain one free parking permit each academic year. SVSU Parking Services has an online method to apply for parking permits. Once you complete your online application, your permit will be sent to your home address. To receive your permit, go to svsu.edu/ universitypolice and scroll to the link titled Parking Information. From there follow links to Faculty/Staff Permits and then Manage. You will need to log in with your SVSU user name and password to complete the application.

Parking permits are valid in Lot F (west side), Log G-1, Lot J-4 (north side) and Lot L.

Campus Alert

You can sign up for SVSU's Emergency Notification System: Campus Alert. Users can be contacted by phone call, text message, and email. The system will alert you of any emergencies on campus, including weather emergencies and campus closures. If you would like to sign up for Campus Alert visit: www.svsu.edu/universitypolice/ens.

Syllabus

Syllabus Requirements

Check with your department chair about departmental syllabus requirements. If a syllabus does not exist, for each class you teach, you must create a syllabus. When you have completed your syllabus, send a copy to your chair and dean. Your syllabus should contain the following elements, at minimum:

- Course title and semester.
- Instructor's name, e-mail, office number, office hours.
- Class meeting days, time, and location.
- Course description. [from the catalog]
- Course prerequisites. [from the catalog]
- Course goals or student learning outcomes.
- Required/recommended texts and materials.
- Technology requirements (e.g., Canvas).
- List of required assignments and exams.
- Class policies pertaining to missed tests, late work, attendance and tardiness, extra credit (if applicable), and cell phone use.
- Link to SVSU Academic Integrity Policy: https://www.svsu.edu/studentconductprograms/academicintegrity/academicintegritypolicy/
- State your policy for academic dishonesty.
- Assessment measures and grading scale (SVSU uses a plus/minus grading scale. There is no C-).
- Documentation format for papers.
- Disability statement:
  "If you have a disability that may restrict your full participation in the course activities please contact the SVSU Accessibility Resources Accommodations Office, Wickes Hall 260 (989-964-7000) as soon as possible so that they can arrange accommodations."

  For faculty questions on the disabilities policy, contact Shawn Wilson at the above office.

- Non-discrimination statement:
  SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability, or veteran status in the provision of education, employment, and other services.
- Syllabus change statement (e.g., "This syllabus is subject to change if class needs warrant").
- Course calendar with dates for all class meetings. Indicate due dates for all readings, assignments, quizzes, and exams. [Note that final exams may be scheduled only during the assigned time for a class: https://www.svsu.edu/officeoftheregistrar/finalexamschedule/ . For semester start and end dates, holidays, etc. consult the Academic Calendar https://www.svsu. e e e edu academicandstudentaffairs/academiccalendar/

Syllabus Recommendations

CETL recommends against providing students with your personal phone number. Ask them to contact you via email. Avoid engaging with students via social media platforms, and keep all interactions professional. Do not give students the phone number which appears in the SVSU directory with your name because that is the CETL office number.

Sample Syllabus

The CETL website has a syllabus template that you can download and modify for your course.

Grading Policy

Progress records are maintained by the institution and posted to the student's online account at the end of each term. The grading system is:

A   B+   B-   C   F
A-   B   C+   D

A grade of "D" is not a passing grade for any required course. Regarding prerequisites, students must obtain at least a "C" grade in all prerequisite courses before being permitted to enroll in subsequent courses.

Academic Integrity

The Student Handbook clearly states University expectations for Academic Integrity. Students should strive to attain their highest possible level of academic achievement. They have an obligation to abide by standards of academic honesty which dictate that all their scholastic work shall be original. Violations of academic honesty are governed by the Code of Student Conduct. A clear statement about Academic Integrity in the course syllabus will communicate your expectations; include your policies for handling violations. If you ask students to submit written work via Canvas, you can activate a TurnItIn plagiarism detector.

Course Withdrawal Policy

Students are responsible for their registrations and withdrawals. Failure to officially withdraw from a course will cause the grade of "F" to be given and could cause the student to remain financially obligated for the course. Please refer to the Academic Calendar for course withdrawal deadlines. These deadlines will not be extended so it is wise to include the dates for withdrawal in the course calendar in your syllabus.

https://www.svsu.edu/officeoftheregistrar/policiescatalog/withdrawals/

Attendence Requirements

It is up to each instructor to determine the attendance policy for her/his classes. Whatever your policy is, it should be clearly communicated to the students and clearly stated in your syllabus.

Federal Financial Aid Regulations require the University to report non-attending students receiving financial aid. If you have any students who are receiving Financial Aid, during the third week of the semester, you will receive an email asking you to go to the "Faculty" link in "Self Service" tab on MySVSU to complete a roster indicating which students (if any) have not attended your class.

Additionally, when you turn in your final grades, you will be asked to place the last date of attendance for any student who failed your class. For these reasons, you should keep an informal attendance record even if you don't have a mandatory attendance policy.

Makeup Exams

In your syllabus, include a policy for make-up exams. If you allow make-up exams, The testing Center in Zahnow 308 offers make-up examinations for students. If an instructor wishes to utilize the Testing Center's services, the policies listed below will be adhered to. Additional information, including hours and inclement weather/closing policies, can be found on the Center's website (svsu.edu/testing).

Make-Up Exams:

Students will make appointments no less than 24 hours in advance by visiting svsu.edu/testing and clicking on the schedule appointment button.

There is no fee for make-up exams.

Once an appointment is made, Center staff will contact the instructor to verify if the student has permission to test and to ask for the exam materials/directions.

In cases of paper/pencil tests, faculty may deliver materials directly to the Center or email them to testing@svsu.edu.

Alternatively, if a faculty member knows their student will be testing in the Center, they can send test materials prior to the student making an appointment; please allow a 24-hour min. test completion window to ensure a proctor is on staff.

Upon completion, instructors are notified via email; completed paper tests may be picked up or scanned and sent back to the professor; staff cannot hand-deliver tests due to security protocols.

If a test has not been completed by the desired date, the Center will contact the faculty member regarding their wishes for the test in question.

Accommodated Exams: It should be noted that, due to civil rights laws, the Center is only able to proctor accommodated exams in instances where the Office of Accessibility Resources and Accommodations (ARA) is not an authorized testing site (i.e., placement, CS150 Assessments, or CLEP tests). For standard course exams, only ARA may proctor accommodated students.

Other Exams or Testing Questions: If an instructor is interested in having the Center proctor an exam that is not a make-up or accommodated test or they are looking for alternative solutions for testing, they may contact the Testing Center Coordinator directly to discuss their needs.

Center Information:

Location: Zahnow 308

Email: testing@svsu.edu

Phone: 989-964-2820

Website: *svsu.edu/testing*

Coordinator: Heather Kanicki

Email: hmthornt@svsu.edu

Phone: 989-964-2811

Teaching Tips

First Day Suggestions

Use the first day of class to create a sense of belonging for students and orient them to your course. Here are a few things you can do to create a positive, interactive, and welcoming learning environment:

- Ask students to fill out a notecard with their name (as they prefer to be called), their major/minor, why they are taking the class, their short and long-term goals, and anything they'd like you to know. This information can help you understand who your students are.
- Plan some fun, low-risk learning activities that students can do in small groups. Generating some positive social energy on the first day can help students feel like they belong in the course.
- Try to learn and use a few students' names.
- Show students how to use the syllabus (and/or Canvas). Remember that many first-year students have never seen a syllabus.
- Offer concrete suggestions about how to succeed in the course.

Establish a Predictable Routine

At the schedule level, consistent deadlines and activities (e.g., homework always due on Thursday, quizzes always taken at the start of class on Tuesday) help students keep track of their responsibilities. In the classroom, a familiar pattern of learning activities (e.g., class opens with questions relating to the previous class, followed by a short lecture, then a group problem-solving activity, and concludes with a write-to-learn exercise) can help create a comfortable learning environment.

Employ Active Learning Teaching Methods

Lecture has its place in the classroom, but research indicates that most students have difficulty focusing beyond 20 or so minutes. Break up lectures with learning activities (individual or group) that invite students to apply knowledge, to solve problems, to discuss options, and so forth. These activities will keep students engaged for the full class period, and they give you an opportunity to quickly assess their level of understanding and provide just-in-time instruction to fill in gaps. A short article describing the structure of an active learning classroom can be found here: *https://teachinginhighered.com/2018/03/19/active-learning-resources/*. Cornell University offers a useful list of active learning activities *(https://teaching.cornell.edu/getting-started-active-learning-techniques*), as does CETL's Canvas site.

Developing Your Teaching Strategies – Online Resources

Whether we are new to teaching or have been in the profession for years, we all benefit from continuous development. Implementing new teaching methods not only can support student learning, but also keep us fresh. In fact, even the most experienced of us can benefit from reviewing effective teaching principles. So, take some time to learn from a few of the many excellent resources that are only a click or two away. CETL maintains a Canvas site with a range of "Instructional Resources," including advice on syllabi, student learning outcomes, course design, inclusive practices, academic integrity, and many more.

Several online collections of podcasts (with transcripts) make it very easy to get great advice about a wide range of teaching strategies that will engage students and solve some of the common problems that we encounter. Podcasts are short, and the transcripts can usually be read in just a few minutes. Among the many options, here are a few places where you can find podcast collections:

https://www.facultyfocus.com/faculty-focus-live-podcast/

https://teachinginhighered.com/episodes/

https://teaforteaching.com/

https://ctl.columbia.edu/resources-and-technology/resources/podcast/

https://cdl.ucf.edu/category/media/topcast/ (online teaching focus)

Troubleshooting

What Is Problematic Behavior In Class?

Students clowning around, acting in a threatening fashion, or dominating classroom time.

Sexist, racist or homophobic behavior or comments.

Constant talking, not attending to class work, and disruption of your teaching and of student learning.

Non-supported electronic use during class time.

Plagiarism or Cheating.

Any of the misconducts listed in the SVSU Student Code of Conduct (svsu.edu/student-conduct/policies/code-of-student-conduct).

Responding to Problematic Behavior

It might be valuable to consult with your department chair or Student Conduct Programs at the earliest stages of any classroom behavioral matter. There are a number of paths a resolution can take and can be handled case-by-case.

Contact Marie Rabideau, Coordinator of Student Conduct Programs, at 989-964-2220 or rabideau@svsu.edu with your questions or concerns.

If you or any of your students feel threatened in the classroom, it is CRITICAL that you call University Police for immediate assistance. Use your classroom phone and 9.911 or 989.964.4141.

Every attempt should be made to deal with student behavioral matters as discreetly as possible, so as not to disrupt the learning process for other students. When possible, have conversations during office hours or in a location that is not public. It is also important to be objective, not emotional. When the student is emotional, it might be best to schedule a discussion at a later time.

Faculty have the authority to remove a disruptive student from a class when the behavior occurs in context. It is imperative, in this instance, to contact the Coordinator of Student Conduct Programs, as quickly as possible, as it is necessary to determine the course of action that will be used to achieve a resolution prior to the next class meeting.

Handling Academic Integrity Complaints

Faculty should consult the explanation of Academic Integrity violations in the Student Handbook, under the Student Rights and Responsibilities Policy and the Code of Student Conduct.

https://www.svsu.edu/studentconductprograms/codeofstudentconduct/

Faculty members can impose an academic sanction, whether or not the faculty member also refers the matter to the Office of Student Conduct Programs. All instances and resolutions concerning Academic Integrity must be recorded in the Office of Student Conduct Programs.

Faculty-managed Resolution- If this option is chosen, the faculty member must forward the paperwork to the Office of Student Conduct Programs stating that the complaint has been resolved between the student and the faculty member, with a description of the academic sanctions imposed. It is up to the faculty member to advise the student of the academic sanction and inform the student that documentation has been forwarded to the Student Conduct Programs Office, as required. The Coordinator will not contact the student.

Formal Complaint – If this option is chosen, the faculty member must forward the paperwork to the Office of Student Conduct Programs and state they are making a formal complaint. The Coordinator will initiate disciplinary procedures as outlined in the Code of Student Conduct. This includes contacting the student, officially notifying him/her of charges. The faculty member should expect to be involved in a hearing.

University Police

For emergency calls on campus, dial 9-911. For non-emergency calls dial 989-964-4141. You may also take advantage of their Motorist Assistance Program, free of charge. By calling 989.964.4141, Parking Services will help if you lock your keys out of your car, are in need of a jump start, or need a gas can because you ran out of gas.

Locked Out Of Your Classroom?

Before 4:30, check with your department secretary. After 4:30, call (989) 964-4141

In Case Of Emergencies

Notices regarding safe locations during bad weather and exits in case of fire or other emergency are located at the entrance of each building. Please make note of these locations at the beginning of each semester.

Campus Closures

If the campus is closed due to weather or other emergencies, missed class meetings are not rescheduled.

End of Semester Tasks

Course Evaluations

Course evaluations must be administered to every class taught prior to the end of the semester. Select and announce a class period in which to administer these evaluations. It is vital to preserve student anonymity, so faculty members are required to leave the room while students complete the evaluations.

There are two formats for course evaluations:

Canvas – you will receive an email with directions; or you can use the online setup guide: https://svsu.teamdynamix.com/TDClient/1949/Portal/KB/ArticleDet?ID=103365

Paper forms – get these from your department secretary or the CETL office (Z 231). Ask a student to deliver the completed evaluations to the drop-box on the first floor of the library.

Check with your chair regarding departmental policy for course evaluations.

Posting Grades

At the end of the semester, you will receive an email message with directions on how to post your grades via the MySVSU portal. Grades must be posted by noon of the Tuesday after final exams week.

Please note: Canvas grades are *not* official.

Incomplete Grades

A student may request of his/her instructor, through the last day of the final examination period, that he or she be given an "I" (Incomplete) grade. The instructor is authorized to give an "I" if it is deemed that the failure to complete work on time occurred for reasons beyond the student's control, or that the student is engaged in an individual research project that requires a second semester for completion. Check with your department chair before granting an incomplete.

Grade Change

In order to change a student's grade a form available in the Registrar's Office or at svsu.edu/officeoftheregistrar/servicesforms/ must be completed, and signed by your department chair and dean. The deadline for professors to make a grade change is 30 days after final grades are due in the Registrar's Office from the faculty. After this date, grades will no longer be changed.

Grade Grievance Policy

If a student contacts you to dispute their final course grade, and you discover a grading error, you may follow the grade change procedure described above. If, however, you do not believe a grade change is warranted, you may wish to let your department chair know about the situation just in case the student decides to grieve their grade. The grade grievance policy can be found at *https://www.svsu.edu/studenthandbook/gradegrievancepolicyandprocedure/*

Student Resources

Accessibilty Resouces & Accommodations

Some SVSU students have learning or physical limitations that may require special accommodations. Many, but not all may have registered, with the SVSU Accessibility Resources & Accommodations Office located in Wickes 260. Should you have a registered student in your class who has a disability, this student should supply you with a Faculty Notification Letter that lists the accommodations they require. These accommodations could include such services as note-taking assistance, listening devices, alternative testing or assignments, and physical accommodations. The ARA office will help you provide the best possible accommodation for your student. Please contact them at (989) 964-7000 or accessibility@svsu.edu.

Writing Center

The Writing Center is located on the 2nd floor of the Zahnow Library. It provides tutorial sessions, workshops, and resources. The Writing Center may be contacted at 989-964-6061.

Melvin J. Zahnow Library

The Zahnow Library provides resources and services to support the teaching and research needs of Adjunct Faculty. Spread over four floors with entrances on the first and second floors, its collections cover a vast array of topics in print and electronic formats. Librarians are assigned as subject liaisons to each academic department on campus to work collaboratively with faculty in adding new materials to the library collections. Adjunct faculty can find detailed information about all library resources and services at librarysubjectguides.svsu.edu/adjunct.

Center for Academic Achievement

The Center for Academic Achievement, located on the second floor of the library, provides high quality free tutorial support for the University's diverse community of learners through individual or group sessions.

Trained tutors are available to help students succeed in their academic programs by providing assistance with coursework and sharing strategies for effective learning.

Tutoring is available for following disciplines: Accounting, Anthropology, Biology, Chemistry, Communication, Economics, History, Math, Physics, Political Science, Psychology, Sociology, Statistics, and Technology. If your students need help in a discipline that is not listed above, the Center will make every attempt to provide the assistance they need.

Phone number: 989-964-2221 Email: tutor@svsu.edu

Typical hours of operation for the Center during fall and winter semesters are:

Mondays — Thursday 9:00am — 8:00pm
Fridays 10:00am — 2:00pm
Sundays 4:00 pm—9:00pm

Faculty Benefits

Food Services

Marketplace at Doan, located in the Student Center, serves a variety of hot and cold a la carte meals. Albert E's Food Court, located on the first floor next to the Zahnow Library, offers items sold a la carte, including Subway and Panda Express. Starbucks is located on the first floor of Science East and offers many of the same food and drinks available at a regular Starbucks. Einstein Brothers Bagels is located in Gilbertson Hall.

Ryder Fitness Center

Adjunct faculty are eligible to use the facilities located in the Fitness Center located in Ryder Center. The Fitness Center offers the use of equipment, cardiovascular machines, and weights. You may also opt to swim some laps in the Olympic sized pool, walk around the indoor track, and play a little racquetball with friends or sign up for an intramural sport or fitness class. An SVSU ID card is required for admission to the Center.

SVSU ID Card

The SVSU I.D. card is important for several reasons.

It is your ticket to a number of campus activities. If you want to attend a football game or use the Ryder Center, you will need your ID.

It is important because you need an I.D. card to check books out of the library or receive a 15% discount at the Bookstore.

It is important because you can put money on the card and use it to purchase food at any of the University eateries without having to pay taxes on your food purchase. SVSU I.D. cards can be obtained by visiting Financial Services in Wickes 131A.

It can be used to release copies in Papercut.

Commencement

Adjunct Faculty may participate in Commencement at the end of the Fall, Winter, and Spring/Summer semesters. You will be contacted via email with details on how to order your Regalia free of charge.

Athletic Passes

Free passes to all SVSU regular season athletic events are available to adjunct faculty with a valid SVSU ID. The passes can be picked up at the Athletic Office located in Ryder Center.

Crisis Situations

Teaching can be challenging and stressful, and sometimes we all need support beyond white board markers and photocopying. Like all SVSU employees, you have access to the SVSU Employee Assistance Program, which has a "Life Advisor" benefit that offers crisis intervention 24/7 (800-448-8326).

TIAA-CREF (403B)

Adjunct faculty are eligible to participate in the Group Supplemental Retirement Annuity plan (GSRA) that is offered by TIAA-CREF. Through this plan pre-tax contributions can be made to a retirement account.

There is no contribution from the University. Participants will have access to a variety of TIAA-Cref resources, including individual counseling sessions with TIAA-Cref representatives. Adjunct faculty may enroll in this plan by contacting Human Resources in Wickes 373 or by contacting the SVSU Benefits Manager Tracie Esparza at taesparz@svsu.edu or 989-964-7100. A salary reduction agreement must be signed and returned along with the TIAA-CREF enrollment form when enrolling. The link to these can be found at http://svsu.edu/hr/ retirementplanning/.

Tuition Discount

Adjunct faculty who are in good standing with the University and who have taught here for a minimum of two semesters are eligible for a 50% discount off the regular tuition rate for SVSU classes. This agreement pertains to the semester in which they teach and the following three semesters. The Adjunct Faculty Tuition Waver forms are available at www.svsu.edu/hr

Office 365 Professional Plus

SVSU has partnered with Microsoft, to provide current SVSU students, faculty, and staff access to free Office software - for personal home devices. Visit portal.office.com and login with your SVSU email address and password. For more information on this and other free software please go to: https://my.svsu.edu/Technology/Pages/ PurchasesDiscountsSoftware.aspx