

THE SEMESTER AT A GLANCE – A GUIDE FOR ADJUNCT FACULTY

KEY SUGGESTIONS FOR GETTING YOUR COURSE(S) STARTED

* Prepare a **course syllabus** for each course. Be ready to distribute it during the first week of classes (most faculty have it ready for the first day). Provide an electronic copy to the department chair. The syllabus should include the following items:

- **instructor identification** (name, office, contact information, office hours)
- **course identification** (number, name, section(s), semester/year, time, room)
- **course goals** and objectives
- **student learning outcomes**
- **required materials** (such as textbooks, lab manuals, etc.)
- **grading rationale** (how grades are determined; criteria for mid-semester deficiency)
- **calendar** (assignment due dates, examination dates, time frame for major course units)
- **Honor System** (application to this course's requirements, if particular)
- **Office hours** (the general University standard is 1.5 hours per week for each 3-credit course; 2.0 hours per week for each 4-credit course).
- **Disability Resources** information

***Take note of important deadlines – see Academic Calendar**

***Observe Grading Policies at UMW**

Letter grades are A, B, C, D and F. You may assign plus and minus grades on grades A - D, but not A+ or D-. Students taking a class pass/fail are graded PA (pass) or FA (fail).

You determine which scores equal which grade (just be sure to state it on the syllabus)

Instructors may assign a grade of **I** (incomplete): for fall classes, incompletes must be removed no later than the end of the spring semester

You may not have a higher standard for a pass/fail student to pass the course than you would have for a student to pass the class if taking for a grade.

DURING THE SEMESTER, REMEMBER TO . . .

*Check your course roll early and often. At your discretion, you may drop a student who fails to attend the first class (instructor-initiated drop) by sending an e-mail to the Registrar's Office. For classes taught on the Fredericksburg campus, email Susanne Tomillon (stomillo@umw.edu). For courses taught on the Stafford campus, email Kevin Caffrey (kcaffrey@umw.edu).

*Make arrangements with the department chair for coverage of missed classes in advance, except in cases of unforeseen circumstances.

*Understand and apply University policies regarding student absences.

Religious Observances. When religious observance precludes participation on specific class days, requests to reschedule graded work will be honored. Alternative dates will be set by consultation with the student and, if necessary, through consultation with the Office of

Academic Services. It is the student's responsibility to make alternative arrangements as early as possible.

“Excused” Absences. The student is accountable for any test or quiz and all assignments, material covered, and announcements made in that class. Faculty are entirely at their discretion about whether or not to allow a student to make up missed assignments. Furthermore, class participation itself is an appropriate criterion for grading and a student's failure to participate can be expected to affect his or her grade in the course.

Jury duty. Students who will need to miss class in order to fulfill their jury service obligation should promptly notify all instructors, provide a copy of the summons as documentation of the absence (if requested by the instructor), and make arrangements to complete any missed work. Absences from class because of jury duty service will not be penalized.

*Understand and apply University policies regarding Educational Records. DO NOT discuss the students academic record with anyone other than the student or appropriate university administrators *unless* the student has signed a “Release of Information”.

*Student course evaluations are conducted electronically. (*Instructions will be sent to students by the office in charge.*) Remind, encourage, or even arrange for students to complete the online course evaluation!

*Talk with your department chair about evaluation procedures. *The department chair evaluates, in writing, the teaching of adjunct faculty after every odd-numbered semester of teaching (not necessarily successive), beginning with the first.*

SOME FINAL POINTS ABOUT GRADING AND FINAL EXAMINATIONS

*SUBMIT MID-SEMESTER DEFICIENCY REPORTS (noon, Thursday, October 19). Only two “grades” are valid: **U** (unsatisfactory) or **N** (*never* attended).

*CONDUCT A FINAL EXAMINATION OR ITS EQUIVALENT in accordance with the final examination rules described in the *Faculty Handbook* (§5.4.8). (The exam schedule and exam policies are on a separate handout.)

5.4.8 Final Examinations A final examination or equivalent final assessment (such as critiques or final projects) will be given in all courses unless specific exception is approved, in writing, by the dean of the relevant college. Faculty members seeking such exception should write to the dean explaining why the exception should be made. Instructors are expected to keep final examination papers for one calendar year in case any question should arise that would make reference to the papers desirable.

***SUBMIT FINAL GRADES**

- 1st eight-week term final grades due at 12:00 noon on Wednesday, October 25
- All other final grades are due 12:00 noon on Tuesday, December 19