

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** (could be incorporated with course goals and objectives)
- **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)
- **Disability Resources** information (a suggested syllabus statement, provided by the Office of Disability Services, is below):

The Office of Disability Resources is designated by the University as the primary office to guide, counsel, and assist students with disabilities. If you receive services through that office and require accommodations for this class, please make an appointment with me as soon as possible to discuss your approved accommodation needs. Bring your accommodation letter with you to the appointment. I will hold any information you share with me in the strictest confidence unless you give me permission to do otherwise. If you need accommodations, (note taking assistance, extended time for tests, etc.), I would be happy to refer you to the Office of Disability Resources. They will require appropriate documentation of a disability. Their phone number is 540-654-1266.

***Schedule 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).

*Get a **copy of your course roster**.

*Check out **Library resources**: <http://libguides.umw.edu/faculty>

***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 not assign a grade of **I** (incomplete) because incomplete grades must be approved.

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 . . .

*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. The basis for these evaluations will be established by the department chair and the faculty member.*

*Understand the department's policies on "force adding" students into classes (registration overrides). DO NOT force add auditors or non-degree students into closed classes.

*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 Betty Bradshaw (bbradsha@umw.edu) in the Registrar's Office.

*Meet all scheduled classes on time, and hold regularly scheduled office hours. 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 Associate Dean of Academic Services. It is the student's responsibility to make alternative arrangements as early as possible.

"Excused" Absences: While occasional absences are unavoidable, the student is responsible for his or her decision to miss a particular class. 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.

*Understand and apply University policies regarding Educational Records. DO NOT post grades by SSAN; do not leave a stack of graded papers in a public place for student pickup; discuss the students academic record with no one other than the student or appropriate university administrators *unless* the student has granted a "Release of Information".

*SUBMIT MID-SEMESTER DEFICIENCY REPORTS (5:00 p.m., Wednesday, February 26). Only two "grades" are valid: **U** (unsatisfactory) or **N** (*never attended*).

*Student course evaluations are conducted electronically. (*Instructions will be sent to students by the office in charge.*)

*Conduct a final examination or its equivalent in accordance with the final examination rules described in the *Dictionary of Academic Regulations*. (The exam schedule and exam policies are on a separate handout.) Final examinations are required, unless the Dean of the Faculty has granted permission to not conduct a final examination in a given course.

***SUBMIT FINAL GRADES** (1st eight week term final grades due at 12:00 noon on Wednesday, March 12; all other final grades are due 12:00 noon, Monday, May 5 for all graduating seniors and Thursday, May 8 for non-seniors).