

Department of Human Studies
Adjunct Handbook Information Packet
Spring 2019

Department of Human Studies

Welcome!

Thank you for agreeing to become an adjunct instructor for the Department of Human Studies. We appreciate your expertise and commitment to providing quality instruction for our students. Your faculty colleagues are always available for consultation should you desire it. We have also developed this handbook to help and guide you. In addition to the program coordinator for your area, you may contact the Department of Human Studies at any point you have questions or suggestions:

- Department Chair, Dr. Kristi Menear, 975-7409, kmenear@uab.edu
- Office associate who works with curriculum and scheduling, Ms. Loretta Jackson, 934-4226, ljb8185@uab.edu
- Office associate who works with employment and payroll, Ms. Lashundra N Wormley-Dooley, lwormley@uab.edu, 934-2446

The individuals above have offices in the main administrative office area for the department, which is EB Room 207. The administrative office is open Monday – Friday from 8:00 a.m. – 5:00 p.m.

Family Educational Rights and Privacy Act (FERPA)

FERPA stands for the Family Educational Rights and Privacy Act of 1974.

It is a federal law governing the privacy and handling of educational records and giving specific rights to students. In order for you to uphold your obligations to adhere to FERPA, please be sure you are well aware of the information on this website:

<http://sa.uab.edu/enrollmentservices/ferpa/>

Email Communication

Students are required to maintain a UAB email address for official communication. UAB employees, including adjuncts, are required to communicate with students via the student's and the employee's UAB email account in order to be in compliance with the Family Educational Rights and Privacy Act (FERPA).

Recent Experience Requirement

The Alabama State Department of Education now requires that all faculty, including adjunct faculty, must complete a recent experience requirement if they have not taught in a classroom within the last five years. This experience must be done each semester and reported to Dr. Kristi Menear at kmenear@uab.edu

Your program coordinator and your contract will inform you if you are teaching a course for which this is required. This is only necessary if you are teaching a required course on a state department checklist for a teacher education program.

Required professional development

Per your contract and communications from the department, the School of Education requires professional development for teaching prior to the Drop/Add date of the teaching semester.

Ordering Textbooks

For each textbook needed for your class, the most efficient way for you to your instructor copy is through the publisher's online request form. If you find a particular publisher wants the order placed by the Department, please give the following information to Ms. Loretta Jackson, 934-4226, ljb8185@uab.edu:

Course prefix, number, and name

Name, author and ISBN number of each textbook needed

Projected enrollment for the course

Semester for which books are needed

You will be sent an email on how to let the bookstore know which books the students will need in your class, unless your program coordinator ordered the books for your class. You will need to get approval from the program coordinator prior to changing textbooks.

University Handbooks for Students

Please be familiar with and follow the appropriate handbooks for the level of course you are teaching. The general student handbook can be found at <http://www.uab.edu/handbook/>. The graduate student handbook can be found at <http://www.uab.edu/graduate/graduate-catalog>.

Course waitlist

Please be mindful of not granting students permission to move from the waitlist into your class. Kristi Menear, Department Chair, will actively monitor all waitlists and will work with program coordinators and advisors on situations that could potentially mean adding a student to a class.

Class Rosters

Class rosters are available through Blazernet. Once you log into Blazernet using your user id and password, click on the "faculty resources" tab. On the right side of the page, you should click on "class rosters". A list of your classes will appear. Click on the class name and number to gain the class roster. You will also be able to email the class from this site.

Students Who Need to Drop/Add Your Class

Specific dates are given on the UAB Student Calendar that will inform students when they can drop/add a class. Typically the deadline for drop/add is one week after the first day of classes. However, if your class is full, then you will need to communicate this with the department so she can explore the possibility.

Course Evaluations

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We use IDEA for course evaluations and the process is handled centrally by the University. All courses should be evaluated using the method communicated to you via your UAB email roughly six weeks prior to the end of the term. You will receive the results of the evaluation after final grades have been posted. In addition to the standard evaluation, you may solicit other forms of feedback (e.g., written responses to prompts) from the students.

Reminder to instructors of physical activity courses:

Please be mindful of the following contractual requirement:

- Anyone teaching a physical activity class (elective or required) or an upper level class that includes any physical activity, must provide proof of current First Aid and CPR certification to the Dept. of Human Studies Chairs' office before the beginning of the semester, with indication that the certifications will be valid throughout the semester (or plans to renew the certification during the semester if it expires during the semester).
- The following italicized sentences must be on your syllabus:
 - *While every precaution will be taken to protect the student, sometime accidents occur despite the best precautions. Students are advised to have personal insurance to cover their treatment in the event of personal injury during all activities classes.*
- When you distribute the syllabus on the first day of class, please spend a few minutes discussing these sentences, the nature of the class and the physical activities students will/may participate in as a result of being in the class. You should emphasize that students are responsible for their personal health and safety, and note the location of the AEDs in your teaching facility.
- Your use of the PAR-Q is voluntary. If you chose to use it, you should use the version at this link because it clearly states the student is responsible for taking further action with a health care provider if he/she answers YES to one or more questions: <http://www.csep.ca/cmfiles/publications/parq/par-q.pdf>. You and the student should maintain copies of the form the student completes and signs. You should not judge whether or not the student should stay in the class; that should be the student's decision after reviewing the results of the PAR-Q, reading the syllabus, and reflecting on your explanation of the syllabus. You should treat the responses to the PAR-Q as you treat grades, knowing confidentiality is required by FERPA.
- All accidents or incidents that occur during class must be reported to the University. Please contact the department chair if an accident or incident occurs.

Returning Materials to Students after the End of the Semester

Any materials (projects, term papers, etc.) that students are to retrieve after your final class session should be placed in a box with your name and course number and taken to the department office (EB Room 207). Be sure to let the students know where the materials will be placed for pickup. Student work cannot be placed in a hallway as such would breach confidentiality.

Reporting Accidents or Incidents

All accidents or incidents that occur during class must be reported to the University. Please contact the department chair (kmenear@uab.edu, O, 975-7409, C, 572-7208) if an accident or incident occurs. If it is an emergency, call 911 first and then immediately get in touch with Kristi.

Xeroxing

We encourage you to use the Xerox machine to send yourself pdfs of documents so you can either email them to your students or post them to

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your course shell on Canvas. You can also give exams through Canvas. However, if you need to make paper copies, the staff in the Department office (EB Rm 207) can open the copy room for you. We can also make copies for you during the day and leave them for you to pick up before an evening class if we have sufficient notice of the request.

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Canvas

All courses have a shell in Canvas. If you have a technical problem or need a shell copied from one semester to another, please email Jenelle Hodges at jmhodges@uab.edu, School of Education Instructional Design Specialist Senior and Canvas Administrator. Jenelle is also available to assist you with instructional design for any online, blended, or on-ground course.

Access to Technology

All classrooms in the School of Education are equipped with extensive technological capabilities. In each classroom, you will find posted phone numbers to access help with equipment problems. Additionally, you can send an email to askit@uab.edu for help.

Should you be placed in a building other than the Education Building, you should contact our department office to be sure you will have access to the technology you need for your classes.

Library Privileges

All part-time faculty are eligible to receive library privileges to Sterne Library (adjacent to the Education Building). You will need to obtain a valid UAB ID to access the library services. LaShundra Wormley-Dooley can tell you how to do that. You will then go to the Sterne Library circulation desk to obtain your temporary library pass.

Sterne Library houses numerous books and professional journals related to various curriculum areas. The library also has computers available for on-line searches and can provide tours or overviews of the facility. The Sterne Library Catalog is available on line at www.uab.edu. Follow the link for libraries.

Parking Privileges

Due to budget and parking lot space constraints, we normally do not pay for parking privileges in the School of Education parking lot. If, however, you want School of Education parking privileges, contact Transportation Services at 934-3513. The current cost is \$100.00 per semester.

Office and Meeting Space

Unfortunately, there is no office space available at the present time for adjunct faculty. However, there are meeting rooms available for reservation:

- 1) EB 226, the Dean's Conference room, can be reserved by calling 934-5328.
- 2) EB 153, the Counseling suite conference room, can be reserved by calling 975-2491
or writing a reservation on the wall calendar placed on the hallway wall outside the door within the suite.
- 3) EB 149B, a newer conference room, can be reserved by calling 934-5328.

Writing a Course Syllabus

Normally, you will be sent a sample syllabus for the class you are teaching that includes all the standards/outcomes information already completed. The syllabus will be formatted according to current School of Education templates for your program area and will include the School of Education language for required sections. **Any changes you would like to make to the syllabus must first be approved by the program coordinator and should meet established standards for the course.** Key assessments for a course cannot be modified or changed. The syllabus must be given to the students on the first day of class according to the University's academic calendar for the term.

Per your contract, please provide the Department Chair of Human Studies with a copy of your course syllabi within the first week of class. Send to Ms. Loretta Jackson (ljb8185@uab.edu), and copy your program coordinator.

SoE syllabus template for policies that apply to all courses:

<https://www.uab.edu/education/student-services/course-policies>

IMPORTANT NOTE ABOUT BLENDED OR ONLINE COURSES:

SoE Policy about ProctorU: If an online instructor (faculty or adjunct) chooses to require students to use ProctorU, a note about the requirement and the fees must be in the comment section of Banner when the student registers for the class. If the information is not in Banner, then the instructor cannot expect students to pay for ProctorU's services.

Class Attendance

The department does not have a uniform policy on students' class attendance or tardiness to class. This is left to the instructor's discretion; however, some programs in our department have a program-wide policy. Departmental faculty are uniform in their expectation that attendance is required. Your course syllabus must contain a statement related to your attendance and tardiness expectations and the consequences for failing to comply with your expectations. Please be diligent in consistently implementing the policy throughout the semester. During the course of a semester, students may encounter unexpected crises or extenuating circumstances. In such instances, we recommend that you tactfully request documentation from the student. The university regards excused absences as related to jury or military duty, disabilities (when registered with Disability Support Services), participation in university-sponsored activities, and other extenuating circumstances. Students should fill out a "Sponsored Activity and Class Conflicts Accommodations Form" online. Please note that if you assign a grade of F for the course, the University's grading system will ask you for a record of the student's attendance.

- Federal guidelines related to Financial Aid require us to keep track of student attendance. Please check roll at each class.

Class Cancellations

It is the department's expectation that you will meet your class according to the appropriate format each week of the semester as noted on the University Academic calendar and your course section code. Should the **rare** need arise for you to cancel a class when it would normally meet, please notify students through email about the cancellation. *Please also inform the program coordinator, department chair, and Ms. Loretta Jackson about the cancellation.*

University-wide weather related class cancellations are sent through the UAB Emergency Notification System (B-ALERT) and WBHM (90.3FM). Faculty, adjuncts, staff, and students can register their cellphone numbers on Blazernet. Log into Blazernet using your ID and strong password. Click on the Faculty tab at the top of the page. Click on “B-ALERT” in the column on the right of the page.

Disability Support Services

The Office of Disability Support Services (DSS) will email you to describe any accommodations that might be needed in order to help a registered student to be successful in your class. The accommodations should be discussed with the students and implemented during the entire semester. The phone number for DSS is 934-4205.

Grading

Your syllabus should clearly indicate the criteria for assigning the course grade. This should include a list of all tasks, assignments, tests, and other factors that are used in calculating the grade, when the above are due or scheduled, and the point value or weight for each. If you assign term papers, projects, or presentations, we recommend that you develop specific grading rubrics and share them with the students. **Any and all opportunities for bonus points throughout the semester must be on the syllabus and available for all students to take advantage in a way that is fair and equitable to each student. Bonus points cannot be offered on a pop-up basis throughout the semester or offered such that not all students have the same opportunity to take advantage of the offer.** Please grade assignments and exams soon after they are completed and promptly inform students of their grades.

Student Success Alert System

This program is available for you to alert all students throughout the semester of any actual or potential academic concerns. Please visit this website to learn more:

<https://www.uab.edu/faculty/teaching/item/102-early-alert-system>

Academic Misconduct

Report all academic misconduct to the department chair as soon as possible upon becoming aware of the situation.

Student Dispositions/Misconduct

Student dispositions are an important part of overall professionalism. The expected attitudes and behaviors along with the process for reporting dispositional issues will be shared with you by your program coordinator. If you have any concerns at any point about a student’s dispositions, please contact the program coordinator and department chair.

Please be sure you are familiar with the University Non-Academic Conduct Policy, which can be found at

<http://main.uab.edu/Sites/students/life/63680/> and <http://www.uab.edu/handbook/f-policies-procedures/f-policies-procedures>. See also

Appendix A.

When you have concerns about a student

One of the goals for Student Advocacy, Rights and Conduct, and the Division of Student Affairs, is to provide outreach and support for faculty and staff about the ways to recognize, interact with, and help distressed and disruptive students in our community. Please

visit the Student Outreach website anytime you have a concern about a student (<http://www.uab.edu/students/outreach/>).

Additionally, the Faculty and Staff Red Folder (available at sarc@uab.edu) was created in an effort to consolidate emergency/support information for use when working with distressed students. The purpose of the Red Folder is to help you to recognize some of the signs of students in distress, be supportive of their needs and facilitate referrals to the appropriate resources on campus, as well as increasing your awareness of our community. When a student in distress has been identified, the Quick Referral Guide provides a simplified overview of the UAB student support offices. The Red Folder gives detailed support information and indicates whether an issue is beyond a faculty or staff member's ability to provide support. When in doubt, make the call. Please report the following types of incidents:

- Title IX violations (sexual violence or other gender-based harassment or discrimination) (<http://www.uab.edu/titleix/>)
- Distressing student behavior that would not constitute an emergency
- Medical concerns (ex., eating disorders or substance use/abuse)
- Disruptive student behavior or student conduct concerns (<http://www.uab.edu/students/conduct/>)
- Bias-related incidents
- Other concerning student behavior that you would like to report

Key Assessments/Task Stream

The faculty in Human Studies have identified key assessments in designated courses that document a student's progress in achieving proficient levels related to the UAB outcomes; not all course have key assessments. Key assessments are posted into an electronic portfolio by the student. The selected key assessments cannot be changed or altered due to their use as documentation for the state department of education and accreditation bodies of students' proficiency related to UAB outcomes. Assessment of key assessments in Task Stream must be completed by the adjunct or with the help of a faculty mentor or program coordinator. Task Stream training sessions are offered each semester to adjuncts to provide the information needed to complete the assessments. This information is crucial to the School of Education assessment system. If you experience problems in assigning assessments, then please contact your program coordinator or the department chair.

Late Assignments

We do not have a uniform departmental policy regarding the acceptance of late work; however, some programs in our department have a program-wide policy. The policy should appear in the course syllabus. If you will not accept late assignments, indicate this policy on your syllabus and specify the consequences (e.g., receiving a zero for that assignment). If you accept late work, then your syllabus should indicate any penalties or consequences.

Field Experiences

Classes that have an additional field experience requirement need to be set up by the instructor or your program coordinator. Under no circumstances should a student in a UAB SoE course make contact with a school or other community organization in order to set up his/her own placement. These field experiences should be documented and evaluated, a process that your program coordinator will discuss with you.

Final Exam Week

You are not required to give a final exam; however, University policy is that classes meet during the scheduled exam period. If no exam is given, the exam period may be used as a regular class session and could involve course wrap-up activities, student presentations, and other activities as appropriate for the content and format of the course.

Weather Make-up Days

The University Academic Calendar designates two days between the final regular class meeting day and the beginning of final exams as weather make-up days. These days are used for class meetings if the University closed earlier in the semester during instructional times. These days are used as study days if weather make-up days are not needed. If weather make-up days are not needed, it is University policy that these days cannot be used for academic purposes; as such, students cannot be required to meet for class purposes, attend field experiences, or conduct/present course assignments on these days if they are considered study days.

Posting Grades

All grades are posted online via Blazernet. Please check the university's academic calendar for the deadline for posting grades. It is critical that you meet this deadline.

If assigning an Incomplete (I), please be sure that the student has a way to get the incomplete work to you by the end of the subsequent semester and that you will have an opportunity to change the Incomplete to a letter grade. Incompletes that are not changed by the end of the subsequent academic term automatically change to a grade of F. Please notify your program coordinator and the department chair if you assign a grade of Incomplete.

If you are teaching a graduate course, please note that a grade of D cannot be assigned. Acceptable final letter grades are A, B, C, and F.

REMINDER: This website is for you! <http://www.uab.edu/education/home/faculty-staff-resources/adjunct-faculty>