

**Department of Curriculum & Instruction**  
**Adjunct Handbook**  
**2017-2018**

Department of Curriculum & Instruction

**Thank you for agreeing to become an adjunct instructor for the Department of Curriculum & Instruction. We appreciate your expertise and commitment to providing quality online and/or on-ground instruction for our students. As an adjunct, there may be times when you feel isolated from the department and unsure about particular procedures. To bridge this gap, we have developed this handbook to give you information you might need over the semester. Please do not hesitate to call us if you have additional questions. Our department number is 934-5371.**

### **Faculty Mentor**

Each part-time instructor will be assigned to a full-time departmental faculty member who is the instructor of record for the course and will be available to assist and/or mentor you. In making the mentor assignments, we will match you with the faculty member who typically teaches your assigned course or who has expertise related to the content of the course.

### **Ordering Textbooks**

If you need a desk copy of a textbook, contact Nancy Timpa ([ntimpa@uab.edu](mailto:ntimpa@uab.edu) or 975-5860). Nancy can obtain a desk copy of most textbooks and will process orders with the publishing companies. If possible, get your book order information to Nancy one month prior to the beginning of the semester. A textbook order form can be found in Appendix A. Directions for ordering books follow:

#### **To place book orders at Barnes and Noble at UAB:**

1) Stop by the store, 2) Use the website: <http://www.uab.edu/elearning/faculty-enlight-for/faculty>. 3) email [tm536@bncollege.com](mailto:tm536@bncollege.com), or [bookadoption@uab.edu](mailto:bookadoption@uab.edu) or 4) call (205) 934 - 4706

**To place book orders at Snoozy's: email Virginia at [Virginia@snoozysbookstore.com](mailto:Virginia@snoozysbookstore.com)**

If you are using a different book than other sections of the class, you will need to get approval from the program director. Books can be loaned to you from the bookstore until your books come in. Please do not write in the loaned books.

### **Employment Paperwork**

**Lydia Cowser ([spencer@uab.edu](mailto:spencer@uab.edu) or 934-8364)** processes all paperwork related to employment and payroll. To be placed in the UAB system for payroll, Lydia will need the following items:

1. Current Resume
2. Official transcript of your highest degree
3. Cleared background check information
4. Completed signed/dated contract letter for you class(es) being taught.
5. Completed and signed I-9. Provide either one item from List A or one item from List B and List C on I-9 form, i.e. current U.S. Passport or Current driver's license and social security card, or birth certificate
6. Completed tax information and bank routing setup for paycheck deposit via oracle self-service online; this will be available for you to enter within 24 hours of your official hire date.

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
 or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p align="center"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

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Lydia will provide you with the necessary forms including the I-9 form required by the federal government and a background check form. If you are participating in Alabama Teachers Retirement and would like your adjunct payment to contribute, you must contact UAB Benefits at 934-3458. Compensation for your teaching will be paid at the end of the semester. Checks will be direct deposited in your selected account. After you have been put into the university system, you will need to provide the university with personal information such as name, address, and bank and withholding information. Please go to the UAB mainpage and click on Adminsystems. Once on the Adminsystems page, click on Oracle HR & Finance tab. Put in your Blazer ID and strong password. If you do not have a Blazer ID and strong password, click on “Need a Blazer ID”. Once in the Oracle site, click on “Self Service Applications”.

### **Recent Experience Requirement**

The Alabama State Department of Education 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 completed each semester and reported to Dr. Tonya Perry or Dr. Kay Emfinger through a form designed by the UAB SOE faculty. Please see Dr. Tonya Perry or Dr. Kay Emfinger (room 100) for the form and other information.

A draft of the form can be found in Appendix B.

### **Email Communication**

Students are required to maintain a UAB email address for official communication, therefore we require that all adjuncts use their UAB email as their official email as well.

### **Mailboxes**

Instructor mailboxes are located in Room 100. Adjunct mailboxes are organized using the alphabet and using the first letter of your last name. We recommend that you check your mailbox prior to each class session.

### **Administrative/Clerical Assistance**

Adjunct faculty members should contact Nancy Timpa ([ntimpa@uab.edu](mailto:ntimpa@uab.edu) or 975-5860) for clerical assistance. She is located in Room 100. Student assistants in rm. 100 can make any copies that you may need for class. You can also email the student assistants by using [Classist@uab.edu](mailto:Classist@uab.edu). You should get materials to them at least one week ahead of time. Unless otherwise directed, copies will be placed in your mailbox or on a table near the mailboxes. Nancy can assist with reserving campus facilities or communication with on-campus personnel. If you need to make copies of course materials, Nancy Timpa can assign you a copy code number. We closely monitor copying due to cost. Please post documents to Canvas as much as possible.

### **edTPA**

Beginning with the 2015 Fall Semester, UAB students will be participating in a pilot of the education Teacher Performance Assessment. edTPA is a performance assessment developed by the Stanford Center for Assessment, Learning and Equity (SCALE) and is supported by the American Association of Colleges for Teacher Education (AACTE). edTPA is based on the National Board for Professional Teaching Standards.

The edTPA challenges teacher education candidates to integrate their content knowledge into a professional practice that promotes student learning and success. The edTPA provides a uniform assessment that allows candidates to demonstrate they are ready to teach.

Candidates will be required to achieve a passing score on edTPA to receive certification beginning in Fall, 2018. Your role as an adjunct faculty member is of vital importance to us as we prepare our candidates for this

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important assessment. Please refer to the list of suggested strategies as you develop your courses and work with our candidates. If you have questions about edTPA, please contact Debbie Fly-edTPA Coordinator at [dwfly@uab.edu](mailto:dwfly@uab.edu).

### How can I help students learn strategies needed for edTPA?

- 🌐 As often as possible, allow students to analyze student work. Allow them to reflect on the work and **develop a plan** for additional work with the student.
- 🌐 Model developmentally appropriate feedback to students in your course. Candidates need to know WHAT kinds of feedback to give to students. For edTPA, they will be required to give detailed feedback, including telling the student in detail something they could do to improve AND something they did well. Students will also be asked to explain HOW they will use the feedback to improve instruction AND how the STUDENTS will use the feedback in future work.
- 🌐 edTPA has a very specific language and vocabulary. It will help if our candidates have multiple opportunities to hear the language. If possible in your course, please refer to small group conversations as “discourse” and multiple days of lesson plans as “learning segments”.
- 🌐 edTPA requires that students explain the connection between lessons. Students will be required to explain why they selected the sequence for the lessons **and** how the lessons build on one another.
- 🌐 Encourage awareness of the strategies to work with a variety of learners in a classroom. For edTPA, students will be required to identify a student with a specific learning need **and** specifically address how they will adjust the lesson for this student. (students with IEP’s or 504 plans, English language learners, struggling readers, underperforming students or those with gaps in academic knowledge or gifted students)
- 🌐 Encourage students to be aware of the environment in the classroom. For edTPA, they will be asked about the personal, cultural and community assets of the students. They will be asked to tell what they know about the students’ everyday experiences, cultural and language background, practices and interests AND how it impacts their teaching.

### 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. Any changes to the syllabus should be approved by the program coordinator or mentoring faculty and should meet established standards for the course. Any key assessment for a course cannot be modified or changed. All syllabi should be posted in your Canvas course shell.

### Departmental Newsletter

You will receive a departmental newsletter each Monday morning, providing information, updates, and recognitions related to the department and School of Education. Please contact Dr. Tonya Perry with any questions regarding information in the newsletter.

### Access to Technology

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

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[askit@uab.edu](mailto:askit@uab.edu) or call 996-1111 for help.

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

### **AskIT**

AskIT is your line of support for anything related to IT. Find contact information and personnel at <http://www.uab.edu/it/home/askit>

### **Instructional Design**

Dr. Jenelle Hodges is available to you for help with design questions/problems related to your Canvas course shells and online instruction. Regular information and help sessions are available by contacting Dr. Hodges at [jmhodges@uab.edu](mailto:jmhodges@uab.edu) or call 996-3869

### **Library Privileges**

All part-time faculty are eligible to receive library privileges to Sterne Library (adjacent to the Education Building). Nancy Timpa, Administrative Assistant for the Department of Curriculum and Instruction, automatically sends a list of part-time faculty to the library. Go to the Sterne Library circulation desk to obtain your temporary pass. If you have problems, contact Nancy Timpa ([ntimpa@uab.edu](mailto:ntimpa@uab.edu) or 975-5860).

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. To learn more about the resources available at Sterne Library, contact **Peggy Kain ([pkain@uab.edu](mailto:pkain@uab.edu)) or 934-6364 or 934-8497**. The Sterne Library Catalog is available on line at [www.uab.edu](http://www.uab.edu). Follow the link for libraries in the left-hand column.

### **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. If you teach a methods class, students must be officially admitted to the Teacher Education Program (TEP) or Alternative Masters Program (AMP) in order to enroll in the class. The student in TEP or AMP will be designated on the class roster with a “T” or “F” respectively after their major (ex, EDET or EDEF). You will also be able to email the class from this site.

You can also find the room assignment for your course in Blazernet under Faculty Services and then Class Schedule.

### **Students Who Need to Drop/Add Your Class**

Specific dates are given on the UAB Academic 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. As the instructor, you can make the decision to add students. You can do this by signing a university drop/add form that should be provided by the student, who should take the form to the Registrar’s Office. You can also add/drop a student in your class electronically by going to Blazernet, Faculty Resources, and Overrides. Prior to classes beginning, if your class is full, but you are willing to add a student, you will need to notify Nancy Timpa, Dr. Tonya Perry, Dr. Kay Emfinger, or the appropriate program director for a course adjustment form for the student. After classes have begun, students should add the class electronically.

### **Class Attendance**

The department does not have a uniform policy on class attendance. This is left to the instructor's discretion.

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However, departmental faculty are uniform in their expectation that attendance is required. We recommend that your course syllabus contain a statement related to your attendance expectations and the consequences for failing to comply with your expectations. 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.

### **Class Cancellations**

Should the need arise for you to cancel a class, please notify students through email about the cancellation. Please inform the program director for your area about the cancellation also. Weather related class cancellations are sent through the UAB Emergency Notification System 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 Employee Resources tab at the top of the page. Click on “Emergency Information” under the “Quick Links” found in the top right hand corner of the page.

### **Disability Support Services**

You may receive an email from the Office of Disability Support Services regarding students who have registered with that office. The email will describe any accommodations that might be needed in order to help the student to be successful in your class. Contact information for DSS is 934-4205 or [dss@uab.edu](mailto:dss@uab.edu). The accommodations listed in the email should be discussed with the student and implemented during the entire semester.

### **Student Dispositions**

Students are expected to behave in an ethical and professional manner. An Assessment of Professional Dispositions form, included in every course syllabus, describes procedures for addressing concerns with student conduct. If you believe that completion of a Dispositional Assessment Form for a student is warranted, please consult with your faculty mentor or program director. (See Appendix D for the form and accompanying explanations.)

### **Confidentiality Agreement**

Students who complete field experiences associated with a UAB course should sign a Confidentiality Agreement from the Alabama State Department of Education ensuring the safety of information related to children. Any breach of confidentiality by a UAB student should be reported immediately to the faculty mentor or program director.

### **Late Assignments**

We do not have a uniform departmental policy regarding the acceptance of late work. This is left to the instructor's discretion but 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 the respective program director. **Under no circumstances should a student in a UAB SOE course make contact with a school in order to set up his/her own placement.**

### **Final Exam Week**

You are not required to give a final exam. 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. If you exercise this option, please note the classroom and exam time may not be the same place or time, so plan

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accordingly. If you need to reserve a classroom for your regular “time” during exam week, contact Nancy Timpa.

### **Course Evaluations**

All courses should be evaluated using UAB's IDEA form that will be sent to your students by email roughly three weeks prior to the end of the term. You will receive copies of the evaluation results 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. Please promote the use of IDEA evaluations by students as they help us to modify courses on an ongoing basis.

### **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. It is recommended that you keep a gradebook within a Canvas course shell so that students have ongoing information about their status in the course. Should you assign a grade of “N” or “I”, you are responsible for ensuring that the student completes the work before the end of the following semester. Otherwise, the student will automatically receive a grade of “F”.

### **Posting Grades**

All grades are posted online. You will be sent an electronic notification by email when grades are to be posted. Instructions for posting grades are also sent in the electronic notification.

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. Once the work has been completed, the grade change can be processed in Blazernet via the “grade change” button on the green navigation bar on the faculty profile page. If you assign a grade of “incomplete (I)”, you are responsible for completing the course with the student and turning in the new grade prior to the end of the subsequent semester. Additionally, please notify the program director for your area in the event that the course will not be offered in subsequent semesters and an extension from the Registrar’s office is needed.

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. If you have questions concerning the grade sheet, consult with your faculty mentor.

If you teach a class that contains a key assessment, the key assessment should be posted in Taskstream prior to releasing a grade for the course.

### **Grade Disputes**

Occasionally, students will contest their course grade. Our policy on grade disputes is that the instructor and student first try to resolve the issue. This typically involves meeting with the student and reviewing his/her performance on all elements that are used to calculate the final grade. If the grading portion of your course syllabus is explicit, then matters are often resolved during this meeting. You are in no way obligated to provide students with opportunities to redo assignments or perform extra credit tasks.

If, after the initial meeting, a change of grade is in order, contact your faculty mentor or program director for assistance in processing a change of grade form. If the final grade stands as a result of the meeting, the student may further contest the grade by writing a letter of appeal to the department chair. The chair would then schedule separate meetings with the student and instructor and make a decision as to the final grade. The final level of appeal is to the Dean of the School of Education. The Dean would schedule separate meetings with the student and instructor and render a final decision.

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### Key Assessments

The faculty in Curriculum & Instruction have identified Key Assessments in designated courses that document a student's progress in achieving benchmark proficiency levels related to the UAB outcomes. 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 ALSDE and Council for Accreditation of Educator Preparation (CAEP) of students' proficiency related to UAB outcomes. Evaluation of the Key Assessment in TaskStream **must be completed by the adjunct** or with the help of a faculty mentor or program director. TaskStream 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 or your students experience problems in posting or evaluating assessments, please contact Shirley Wilson at 996-6609 or [sjwilson@uab.edu](mailto:sjwilson@uab.edu).

### 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 in rm. 100 for pickup. Student work cannot be placed in the hallway due to confidentiality reasons and FERPA guidelines. Materials left longer than 30 days will be shredded.

### Academic Misconduct

Report all academic misconduct to your faculty mentor, program director, AND the department chair. Guidelines in the UAB Academic Honor Code and Graduate School Handbook are used as protocol for academic misconduct.

### Parking Privileges

Due to budget constraints, we 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 Space

Unfortunately, there is no office space available at the present time for adjunct faculty. However, the room 100 conference room can be reserved on an as needed basis by contacting Nancy Timpa ([ntimpa@uab.edu](mailto:ntimpa@uab.edu) or 975-5860).

Quicklist	Contact	Rm#	Email contact	Phone Contact
Academic Computing- use of Computer labs	Kathy Lowe-Tubbs	218	<a href="mailto:klowe@uab.edu">klowe@uab.edu</a>	996-9882
Administrative Assistance	Nancy Timpa or Lydia Cowser	100	<a href="mailto:ntimpa@uab.edu">ntimpa@uab.edu</a> <a href="mailto:spencer@uab.edu">spencer@uab.edu</a>	975-5860 975-8364
Instructional Design	Jenelle Hodges	149-N	<a href="mailto:jmhodges@uab.edu">jmhodges@uab.edu</a>	996-3869
Keys	Nancy Timpa	100	<a href="mailto:ntimpa@uab.edu">ntimpa@uab.edu</a>	975-5860
Library Info	Peggy Kain	Sterne	<a href="mailto:pkain@uab.edu">pkain@uab.edu</a>	934-6364 934-8497
Library Privileges	Nancy Timpa	100	<a href="mailto:ntimpa@uab.edu">ntimpa@uab.edu</a>	975-5860
Mailboxes	Nancy Timpa	100	<a href="mailto:ntimpa@uab.edu">ntimpa@uab.edu</a>	975-5860
Parking	Transportation			934-3513
Payroll	Lydia Cowser	100	<a href="mailto:Spencer@uab.edu">Spencer@uab.edu</a>	934-8364
<u>Program Directors</u>				
ECE/ELE	Jenn Ponder	121	<a href="mailto:jponder@uab.edu">jponder@uab.edu</a>	934-6150
Collaborative Teacher	Diane Pevsner	124	<a href="mailto:dpevsner@uab.edu">dpevsner@uab.edu</a>	934-5351
C&I Main Office		100		934-5371

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Secondary/ESL	Susan Spezzini	100	<a href="mailto:spezzini@uab.edu">spezzini@uab.edu</a>	934-8357
Undergraduate Secondary & K-12 programs	Tommy Smith	104	<a href="mailto:tsmith@uab.edu">tsmith@uab.edu</a>	934-8089
Classroom Reservations	Nancy Timpa	100	<a href="mailto:ntimpa@uab.edu">ntimpa@uab.edu</a>	975-5860
Textbook Orders	Nancy Timpa	100	<a href="mailto:ntimpa@uab.edu">ntimpa@uab.edu</a>	975-5860
Questions or Additional Information	Tonya Perry Kay Emfinger	100	<a href="mailto:tperry@uab.edu">tperry@uab.edu</a> <a href="mailto:emfinger@uab.edu">emfinger@uab.edu</a>	934-7896 934-7003

**Appendix A:**

**COURSE BOOK INFORMATION REQUEST**

Please complete this form (check with store for date) and return it to: University Bookstore Term \_\_\_\_\_  
**Est. Enroll** \_\_\_\_\_ **Professor** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Department \_\_\_\_\_ Course # \_\_\_\_\_ Office Phone \_\_\_\_\_ Fax  
 Number \_\_\_\_\_

Section \_\_\_\_\_ Location \_\_\_\_\_ Continuation Class (Y/N) \_\_\_\_\_ Dept. Contact \_\_\_\_\_

Home Phone \_\_\_\_\_

Please fill in the information below.

BOOK  
NUMBER                      AUTHOR                      TITLE                      PUBLISHER  
    EDITION ISBN                      or REC

1						
2						
3						
4						
5						
6						

Will you be using any of these titles again? \_\_\_ If so, what book number(s) and Term? \_\_\_\_\_  
 (We will send you a confirmation before that term.)

Are there any special supplies or software titles your students will need or anything else we need to know about this course?

**Thank You!**

Appendix B:

University of Alabama at Birmingham
School of Education
Recent P-12 Professional Experiences—Form B
Adjunct Unit Faculty: Real-World Experiences

SUPP. NO. 09-3 p. 256 of Teacher Education Code
290-3-3-.02(7)

- (i) Each semester, unit faculty shall have a minimum of 10 clock hours of ongoing, structured, real-world experiences in P-12 school setting(s) to complement and add to their past educational experiences. An advisory committee composed of unit faculty and P-12 educators shall identify acceptable activities.

Definition: Unit faculty are those who teach a School of Education course (undergraduate or graduate) on an ALSDE checklist relating to P-12 certification. Directions: Adjuncts are to use this form to document 10 hours per semester of real-world experiences in P-12 settings. At the end of each semester (December 1st and May 1st), they are to submit this form to their respective department chairs.

Adjunct's Name \_\_\_\_\_
Semester \_\_\_\_\_
Department \_\_\_\_\_ Program \_\_\_\_\_

P-12 School:

Date(s) of Experience: \_\_\_\_\_ Hours spent \_\_\_\_\_
Activity: \_\_\_\_\_
Institutional Contact Person \_\_\_\_\_

P-12 School:

Date(s) of Experience: \_\_\_\_\_ Hours spent \_\_\_\_\_
Activity: \_\_\_\_\_
Institutional Contact Person \_\_\_\_\_

P-12 School:

Date(s) of Experience: \_\_\_\_\_ Hours spent \_\_\_\_\_
Activity: \_\_\_\_\_
Institutional Contact Person \_\_\_\_\_

Appendix C

University of Alabama at Birmingham
School of Education
Recent P-12 Professional Experiences—Form C
Adjunct Instructional Support Faculty and Supervisors: Shadowing Experiences

SUPP. NO. 09-3 p. 256 of Teacher Education Code
290-3-3-.02(7)

(j) Recent P-12 Experiences Requirement.

2. At a minimum, faculty who supervise interns for instructional support programs and who have not been employed in a P-12 setting in the areas of instructional support within the most recent five-year period shall shadow a highly effective P-12 practitioner in the area of instructional support for at least 10 clock hours per semester. This requirement is effective beginning spring semester 2010.

Definition: Instructional Support faculty are those who teach in Educational Leadership, Counselor Education, and School Psychometry, and those who are the clinical supervisors / internship supervisors of these programs.

Directions: Adjuncts and supervisors are to use this form to document 10 hours per semester of recent experiences in P-12 settings. At the end of each semester (December 1st and May 1st), they are to submit this form to their respective department chairs.

Adjunct/Supervisor Name

Semester

Department Program

P-12 School:

Date(s) of Experience: Hours spent

Activity/Shadowing

Institutional Contact Person

P-12

School:

Date(s) of Experience: Hours spent

Activity:

Institutional Contact Person

P-12 School:

Date(s) of Experience: Hours spent

Activity:

Institutional Contact Person

## Appendix D

UAB  
School of  
Education

## Confidentiality Agreement

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***I affirm that:***

Confidentiality is one of the cornerstones of professionalism and ethics in education. I have a responsibility to preserve the confidentiality of the students with whom I interact during the field experiences I undertake as part of my undergraduate program at UAB. I have the responsibility to protect the confidentiality of students, educators, families, and other professionals in accordance with established professional ethics, state, and federal laws. Confidential information acquired shall be safeguarded within the limits of the law from disclosure, including, but not limited to, verbal disclosure and unsecured maintenance of records or recording of an activity or presentations without appropriate releases.

No Information about any student obtained through my participation in field experiences in the schools and other agencies will be communicated to any other person or agency as mandated by law; or if there is a waiver previously obtained in writing and then such information may only be revealed in accordance with the terms of the waiver.

Upon completion of my participation in field experiences conducted through the UAB School of Education, I will maintain student and school/agency confidentiality.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Date

**Appendix E**



**Assessment of Unsatisfactory Professional Dispositions**

Candidate Name: \_\_\_\_\_ Candidate ID No.: \_\_\_\_\_

Term:  Fall  Spring  Summer Year: 20\_\_\_\_\_

Program & Major: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Placement Site (if applicable): \_\_\_\_\_ Cooperating Teacher (if applicable): \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Each candidate’s professional dispositions will be evaluated throughout all courses and field experiences. This form will be used when a student displays an unsatisfactory behavior requiring immediate action and/or to document when a student never/seldom exhibits a specified behavior. Candidates should be aware that violations of these dispositions may constitute grounds for removal from a School of Education (SOE) program. The SOE reserves the right to address unsatisfactory professional dispositions internally, in addition to actions of the university. \*This document does not replace the UAB policies pursuant to academic and non-academic misconduct.

**Legal/Ethical Conduct:** Behaves in a manner consistent with the standards of legal and ethical conduct, in addition to the safety and well-being of self, students, parents, and colleagues (e.g., professional conduct with students, parents, colleagues, professors).

Professional Disposition	Behavior Requires Immediate Action	Never/Seldom	Supplementary Information and Suggested Action Plan
Behaves in an ethical manner and in accordance with school policies			
Criminal background check remains in “clear” status			
Protects privacy and confidentiality of students and school personnel			
*Complies with UAB Student Codes of Academic and/or Non-Academic Conduct			*If a student is non-compliant, refer to the procedures at the following website: <a href="http://www.uab.edu/education/academic-a-non-academic-misconduct">http://www.uab.edu/education/academic-a-non-academic-misconduct</a>
Other:			

**Professional Conduct:** Recognizes and fulfills professional responsibilities and habits of conduct (e.g., dress, language, preparedness, attendance, punctuality, composure, honesty, appropriate use of technology).

Professional Disposition	Behavior Requires Immediate Action	Never/Seldom	Supplementary Information and Suggested Action Plan
Dresses appropriately			

Is present at specified times/locations			
Is punctual			
Assumes responsibility for coordinating any changes to scheduled visits			
Is prepared for any assigned tasks			
Appropriately uses personal devices such as cell phone and lap top			
Completes assigned duties with minimal supervision			
Other:			

**Sensitivity to Diversity:** Is sensitive to community and cultural norms and is respectful of individual and cultural differences and experiences. Demonstrates the belief that all students can learn and a commitment to supporting the growth of all learners.

<b>Professional Disposition</b>	<b>Behavior Requires Immediate Action</b>	<b>Never/Seldom</b>	<b>Supplementary Information and Suggested Action Plan</b>
Is sensitive to and accepting of students' differences			
Treats all students equitably and fairly			
Encourages self-directed learning by all students			
Other:			

**Commitment to Effective Communication and Acceptance of Feedback:** Demonstrates thoughtful, effective verbal and non-verbal communication and listening, and is open and responsive to feedback from others.

<b>Professional Disposition</b>	<b>Behavior Requires Immediate Action</b>	<b>Never/Seldom</b>	<b>Supplementary Information and Suggested Action Plan</b>
Implements suggestions			
Establishes and maintains positive rapport with students			
Establishes and maintains positive rapport with teachers and other adults			

Is open and receptive to constructive feedback			
Uses grammatically correct English (oral and written)			
Uses appropriate non-verbal communication			
Communications are appropriate			
Other:			

**Commitment to the Profession and Improving Teaching Practice:** Demonstrates a commitment to continual improvement through reflection, collaboration, inquiry, modifying instruction, and remaining current in knowledge and professional practice.

<b>Professional Disposition</b>	<b>Behavior Requires Immediate Action</b>	<b>Never/Seldom</b>	<b>Supplementary Information and Suggested Action Plan</b>
Demonstrates command of subject matter			
Displays initiative			
Believes that all students can learn			
Reflects on or self-critiques performance			
Displays intellectual curiosity about classroom dynamics, subject matter, pedagogy, or other aspects of the profession			
Collaborates with colleagues, families, and communities to support students' development			
Other:			

For any dispositional areas identified above as unsatisfactory, please describe any efforts that were undertaken to address the issue(s). Provide any other supplemental details below. Attach additional sheets for documentation or information as needed.  
 Comments:

Signature of Person Submitting Form: \_\_\_\_\_

Date this UDAF was discussed with the candidate: \_\_\_\_\_

\*Candidate Signature: \_\_\_\_\_

\*Signature does not necessarily imply agreement

Revised 10/15/12

**PROCESS FOR DOCUMENTING AN UNSATISFACTORY PROFESSIONAL DISPOSITION:**

*What happens after an unsatisfactory professional disposition is documented?*

- The completed unsatisfactory disposition form is submitted to the chair and program coordinator/director of the candidate's program with supporting documentation. The department chair provides a copy of the form to the Director of the Office of Student Services to file confidentially.
- The candidate receives a copy of the signed unsatisfactory disposition form from the individual completing the unsatisfactory disposition form.
- Unsatisfactory disposition forms are discussed during regular program meetings, TEP admission reviews, and student teaching eligibility reviews.
- In cases where the candidate is being recommended for immediate removal from a program, course, or placement, the individual completing the unsatisfactory disposition form immediately informs the Department Chair, who then takes appropriate action.

*What happens after two unsatisfactory disposition forms are completed?*

- All procedures for the first unsatisfactory disposition form apply when a second form is completed.
- If a candidate receives two unsatisfactory disposition forms, the Department Chair schedules a meeting with the candidate and the person(s) submitting the forms (or representative) within 20 business days of being notified of the form. During student teaching, the Director of Student Teaching schedules the meeting with the candidate and person(s) submitting the unsatisfactory disposition forms.
- A list of actions that the candidate agrees to follow is prepared and signed by the candidate and the Department Chair and/or other appropriate personnel.
- If the second unsatisfactory disposition form is of sufficient severity to warrant removal, the chair is informed and takes appropriate action.

*What happens after three unsatisfactory disposition forms are completed?*

- All procedures for the first unsatisfactory disposition form apply when a third form is completed.
- If a candidate receives a third unsatisfactory disposition form, the Department Chair notifies the candidate and the School of Education (SOE) Dean's Office within 7 business days of notification. During student teaching, the Director of Student Teaching notifies the Department Chair, candidate, and the SOE Dean's Office.
- The Department Chair (or Director of Student Teaching) convenes a review committee composed of appropriate faculty and staff, within 20 business days of notification, and provides documentation regarding the unsatisfactory disposition forms and prior course of action agreement(s).
- The candidate can provide a written statement if he/she wishes to do so.
- The review committee, within 20 business days of notification, examines the material and determines the appropriate course of action. The Department Chair or review committee notifies the candidate and the SOE Dean's Office.
  - Note: When a candidate's status in the program is in question, the review committee examines the material, suggests a recommendation, and the Department Chair determines whether to remove the candidate from the program.

*How can a decision be appealed?*

- The candidate may appeal a decision made by the review committee to the Department Chair by submitting a written rationale within seven business days of receiving the review committee's decision. The candidate is informed of Department Chair's final decision via a letter within ten business days.
- The candidate may appeal a decision made by the Department Chair to the SOE Dean's Office by submitting a written rationale within seven business days of receiving the Department Chair's decision. The candidate is informed of the SOE Dean's final decision via a letter within ten business days.

*Where is the unsatisfactory disposition form stored?*

- All unsatisfactory disposition forms will be filed in the appropriate Department Chair's office, Office of Student Services, and with the candidate's respective program coordinator.

*Who has access to review the unsatisfactory disposition form?*

- All unsatisfactory disposition forms are reviewed during applicable program and department meetings to ensure that the candidate is being informed and assisted in a purposeful manner.
- The Department Chair grants permission for individual review of the unsatisfactory disposition form by appropriate faculty and staff.