

Concordia University College of Education Partner Faculty Orientation Packet

Revised June 2007

COE Mission Statement

"With Christ as our teacher, the College of Education prepares educators to serve diverse communities, promote moral leadership, demonstrate effective teaching skills, and encourage life-long learning."

Welcome!

Welcome to Concordia! Thank you very much for your willingness to partner with us in the extremely critical but always exciting task of preparing teachers for our Northwest schools! We are grateful for the many skills and talents you will bring to the classroom, and are confident that our education candidates will learn much from your years of successful classroom teaching.

Whether you are teaching on campus or from your home or office in online format, your Concordia support system is only an email or phone call away. Our desire is to make certain you feel connected and have all the items necessary to make your teaching experience with us a successful and enjoyable one. To that end, the following materials have been assembled to provide you with a brief orientation to Concordia

Your Contacts

1. **Mentor** – If you are teaching with us for the first time, you have been assigned a mentor (someone who has previously taught your class) to contact directly regarding questions about your new course.
2. **Jan Albrecht**, Graduate Program Director – Contact Jan at jalbrecht@cu-portland.edu or 503.493.6236 with any programmatic or student concerns if your course is sequenced within any of our M.Ed programs (e.g., administrative licensing, continuing licensing)
 - a. **Assistant Program Director**: Patti Vermillion at pvermillion@cu-portland.edu or 503.493.6261
3. **Jane Koivisto**, MAT Program Director – Contact Jane at jkoivisto@cu-portland.edu or 503.493.6219 with any programmatic or student concerns if your course is sequenced within any of our MAT or MATE courses
 - a. **Assistant Program Director** (Portland): Patty Chaffin (pchaffin@cu-portland.edu) or 503.493.6262
 - b. **Assistant Program Director Medford**: Sherri Smith (ssmith@cu-portland.edu or 541.944.5632)
4. **Keylah Boyer-Frazier**, Undergraduate Program Director – Contact Keylah at either kfrazier@cu-portland.edu or 503.493.6234 with programmatic or student concerns if your course is sequenced within any of our undergraduate programs.
 - a. **Assistant Program Director** (Portland): Jennifer Fadness at 503.280.8559 or jfadness@cu-portland.edu
 - b. **Administrative Assistant**: Sarah Elliott at 503.493.6231 or selliott@cu-portland.edu
5. **Lynn Keyne-Michaels, Klamath Program Director** – Please contact Lynn at either lkeyne-michaels@cu-portland.edu or 503-493-6414 with any programmatic or student concerns if your course is sequenced within our specific Klamath Falls undergraduate program.
 - a. **Assistant Program Director** (Klamath Falls): Christina Kennedy at 541.591.4540 or ckennedy@cu-portland.edu
6. **Greg Close, WebCT course populating and set up** – Contact Greg at gclose@cu-portland.edu for any support if you are teaching an online course.
7. **Joe Mannion, Dean** – Contact Joe at jmannion@cu-portland.edu or 503.493.6233 for any questions with your contract or pay or anytime you need to.

Special Note:***If you've taught for our university before***

- You are already "in the system" and can access your course data, class lists, final grades entry, and student contact information via your my.CU ID number on the Concordia intranet at <http://intranet.cu-portland.edu/>
- Please make sure that you already have a G# ID card - these can be made at the Help Desk in the Library (Hagen Center) if you don't
- Once you have your ID card, take it to the Security Office (located in Mary Neils Hall next to the bookstore on 29th - across from Centennial Hall). Security will make certain your card is "keyed" so that you can have access to your classrooms this semester

If this is your first semester teaching for our university***Main campus***

- Please contact Patti Vermillion (503.493.6261 or pvermillion@cu-portland.edu) for your copy of the partner faculty employment package which contains a number of important documents that must be completed before you can officially begin. Questions regarding the items in the package can be addressed to Pamela Peters (Director of Human Resources – ppeters@cu-portland.edu or 503.493.6529).
- Next, please make certain you have scheduled an appointment with Pamela Peters (Director of Human Resources – ppeters@cu-portland.edu or 503.493.6529) and she has a copy of your completed "**Application for Full or Part-time Faculty Employment**" as well as a completed I9 form. It is important to have these forms completed and returned promptly so you can enjoy immediate access to the CU Network.
- Then acquire a G# ID card - this can be done for you at the Help Desk in the Library (Hagen Center) with no waiting
- Once you have your ID card, take it to the Security Office (located in Mary Neils Hall next to the bookstore on 29th directly behind Centennial Hall). Security will make certain your card is "keyed" so that you can have access to your classrooms this semester

Klamath or Medford Campus

- This email orientation and additional correspondence or contacts with either your specific program director or assistant director should suffice to get you started
- Please make certain you have received from your assistant program director the faculty employment package which contains a number of important documents that must be completed before you can officially begin. Questions regarding the items in the package can be addressed to Pamela Peters (Director of Human Resources – ppeters@cu-portland.edu or 503.493.6529).

Any Campus

Access the Adjunct Faculty Handbook at http://faculty.cu-portland.edu/orientation/adjunct_handbook_0506.pdf

A. Your College Faculty

The College of Education consists of a faculty and staff who are enthusiastic, collaborative and cooperative, share the same Christian values, believe all students need and deserve personal attention, truly enjoy what they do, feel that teaching is the most important profession there is, welcome change, readily recognize when students or coworkers need help and support, believe all classrooms need to be exciting and interesting forums for learning, and share a commitment to serving others.

B. Partner Faculty: Role and Responsibility

You play a crucial role in our program because you have recently served or are still serving as either a teacher or administrator in one of our community's schools. As such, you bring an absolute wealth of experience, and a tremendous knowledge of how schools and classrooms function. Additionally, we know you'll model the very best instructional practices and, just as

importantly, that attitude of service towards others that Concordia stresses in all of its programs.

In which education program am I teaching?

Your course prefix, number, and title will help you determine the specific program and candidates you'll be working with: BA (undergraduate), MAT/E (preservice graduate), M.Ed (Inservice graduate). Check out the CU intranet at <http://intranet.cu-portland.edu/>, click "Online Catalogue," and then click either graduate or undergraduate education on the left-hand menu for everything you want to know regarding your specific program.

C. Organizing for Success:

1. CONTRACT

Contract Information: Unless today's orientation is your very first meeting, you should already have contacted

Pamela Peters (Director of Human Resources – 503. 493. 6529): to provide her with the most recent copy of your resume, your "Application for full or part time Faculty Employment,"* and for completion of your I9, W4, and EFT (electronic funds transfer) paperwork

*Since faculty pay is calculated using the two factors of total years of service and highest degree earned, please make certain your application includes ALL of your years of teaching or administrative experience.

2007 Adjunct Faculty Salary Scale

Teaching Salary per Semester Hour

BA, BS	BASE = \$307.00 - \$479.50
MA, MS	BASE = \$361.00 - \$533.50
MA+30, or MAx2	BASE = \$401.00 - \$573.50
PHD, EDD, JD	BASE = \$441.00 - \$613.50

The position within each range will be based upon years of experience in full time employment directly related to the teaching assignment. 23 years of experience places the teacher at the top of the scale, for the appropriate degree category. For less than 23 years experience, the salary moves to the appropriate ratio of the variance within the range. The scale is to cover all adjunct teaching, including summer school.

Experience: Amount of variance

1	\$ 7.50
2	\$ 15.00
3	\$ 22.50
4	\$ 30.00
5	\$ 37.50
6	\$ 45.00
7	\$ 52.50
8	\$ 60.00
9	\$ 67.50
10	\$ 75.00
11	\$ 82.50
12	\$ 90.00
13	\$ 97.50
14	\$105.00
15	\$112.50
16	\$120.00
17	\$127.50
18	\$135.00
19	\$142.50
20	\$150.00
21	\$157.50

22	\$165.00
23	\$172.50

Concordia Service Scale (In addition to above)

In recognition of the unique needs associated with part-time employment, Concordia University provides an additional dimension to its Adjunct Faculty Salary Scale. This increment is applied only to part-time faculty and not to full-time faculty who are teaching an academic overload. The purpose of this increment is to assist the employee in offsetting some of the costs of individual health care and other benefits.

This additional scale includes increments added to the base for years of service to Concordia as calculated by academic terms contracted.

- 7-9 TERMS = \$ 37.50 per Semester Hr.**
- 10-12 TERMS = \$ 75.00 per Semester Hr.**
- 13-15 TERMS = \$ 112.50 per Semester Hr.**
- 15+ TERMS = \$ 150.00 per Semester Hr.**

2. RESOURCES

A. Your key to CU Technology Resources: A CU Network account

Once all your employment documents have been returned to the Human Resources office, a network account will be created for you. The network account (consisting of a CU network username and password) allows you to access many campus services from the comfort of your home!

Where do you log on?

The **CU Intranet** (<http://intranet.cu-portland.edu>) is the "homepage" for all technology related resources on campus. In addition, it is your one-stop shop for all CU News, announcements and events. The web address for the CU Intranet is the only one you really need to remember – all other resources are linked from the Intranet! You can:

- Order course books by linking to the Bookstore
- Learn about course tools through tutorials available at the IT Knowledgebase
- Access the CU Library and its online databases
- Request media equipment for your classes
- Submit final course grades and contact students through my.CU ****Uses Different Credentials to Log in—received in a separate mailer****
- Post materials online and interact with students electronically on WebCT
- Check your campus correspondence through CU email
- Check the most recent and updated version of the course schedule for each semester (on the intranet page, look on the left side; under registrar's office, click on course schedule, and from there select undergraduate or graduate. If you click undergrad, you will see summer, fall or spring options on the right side of the page. Click on the semester schedule you need, scroll to the department, and then the course number. If you click on MAT 348, for example, ALL sections of that course appear.)

my.CU is Concordia's on-line resource that enables faculty to review key information on their courses and students.

- Access class lists
- Identify your classrooms
- Submit end-of-the-semester grades
- Update your personal information
- View information on students in your courses

The G# on your CU ID card and a PIN code allow you access to my.CU. ID cards are produced at the CU Helpdesk located behind the circulation desk in the Hagen Library. Your my.CU ID

number is also located on your teaching contract. If you have questions about your my.CU ID or PIN contact **the Help Desk** at 503.493.6300.

Please note that both letters and numbers may appear in your temporary PIN. The numeral zero is printed like this 000 and the letter O like this OOO. Since confidential student and faculty information is contained on my.CU, please treat your my.CU PIN code as you would the PIN code for a bank or credit card.

*It's a good idea to check your class roster in my.CU weekly to stay informed of students who add or drop from your class. **All course grades must be submitted in my.CU no later than noon of the fourth day after your class ends.*** Please mark your calendar now.

Information regarding how to enter final grades can be found at the link directly below:
http://kb.cu-portland.edu/index.php?title=Enter_Final_Grades_into_MY.CU

B. WebCT

WebCT is an online course management tool. If you are teaching a fully online course, WebCT will be your primary tool for managing the class. For on-ground courses, you can use WebCT to publish your syllabus, upload class notes for 24/ student access, host interactive threaded discussions, track students and grades, and link to streamed videos, articles, or web pages. If interested, contact Greg Close, at the Helpdesk (503.493.6300 or gclose@cu-portland.edu). Greg can create the infrastructure for your course and provide you with orientation that will help you fully utilize WebCT.

If you would like some hands-on assistance in getting your course(s) up and running (put a syllabus online, create an area for online discussions, email or chat, start making grades available online, using new features, tips/tricks, etc.) check out the available training sessions listed on
http://intranet.cu-portland.edu/its/helpdesk/webct/webct6_instructor_tutorials/tutorial_list.htm
Also call or email Greg at the contacts listed above.

As always, if you want to add a WebCT component to your course, please submit the **WebCT Course Creation Request Form** that you will find on the Intranet at <http://intranet.cu-portland.edu/webct/> Please note that we are moving to a new Version of WebCT this Fall. We have created a Migration FAQ that has answers to the most frequently asked questions. If you are planning to use WebCT this fall, this is a **MUST** read. It can be found at http://www.cu-portland.edu/its/helpdesk/webct_faq.cfm

C. Help Desk

At some point you may experience technical difficulties . . . Concordia staffs a help desk that can be contacted by e-mail or telephone Monday-Thursday 7:30 a.m.-11 p.m., Friday 7:30 a.m.-6 p.m., Saturday 10 a.m.-6 p.m., and Sunday 2:00-11:00 p.m. The helpdesk also maintains various web resources which can provide assistance at all times –
<http://www.cu-portland.edu/its/helpdesk/>.

Contacting the Help Desk

Online: <http://intranet.cu-portland.edu/its/helpdesk>

Email: support@cu-portland.edu

Phone: (503) 493-6300

In person: Hagen Center at the Library Circulation Desk

D. Your e-mail

As you can tell, Concordia really does try to maximize technological resources for instruction. One way you can assist is by making sure we always have your preferred e-mail address. Your employment package allows you to identify a preferred e-mail address, or you can use the CU account established for you. Please share any e-mail changes with your College dean or

program director, **and** change it under “personal information” in my.CU. Check your e-mail regularly since an adjunct listserve provides occasional updates regarding course information.

There are online resources that can help you better use or understand the resources mentioned in this letter. For more information, visit the “New Faculty Orientation” site linked from the Intranet. And please know that all of us at Concordia want to do what we can to insure your time here is rewarding. Do not hesitate to contact any of us for assistance.

F. Texts and the Bookstore: http://www.cu-portland.edu/bookstore/order_books_faculty.cfm

How do I order a textbook?

There are several ways you can order a textbook:

1. Speak with your program director (contact information listed above); the text may have already been ordered.
2. E-mail your book adoption to the bookstore at concordia@bkstr.com or 0546mgr@fhq.follett.com. Include as much of the following information as possible for each book ordered: author, title, publisher, edition, ISBN, and estimated quantity. Also, be sure to include the Course Name and CRN.
3. Fill out and return a book adoption form to the bookstore. You can contact the bookstore via email for the form.
4. Fax your book request to 503-280-8656

The bookstore does require some form of written confirmation for a book adoption. However, in an emergency, adoptions can be made via phone. Keep in mind that phone requests are less reliable and the bookstore cannot guarantee such requests will be filled with the same level of accuracy as written ones. The bookstore phone number is **503-280-8502**.

How do I obtain a textbook?

Portland Partners: You may visit the bookstore and acquire your personal copy by simply signing the requisition; the text will be charged to the college.

Klamath and Medford Partners: We've gotten better at this, so check with your program director or assistant program director to determine the newest and fastest way in which to obtain your copy.

G. Library Resources

The Concordia University Libraries is here to help you succeed in your teaching. Library resources include access to over 40,000 books and journals online in addition to the more traditional resources (approximately 500,000 items) available to you via mail services. Our library portal Web page may be accessed via the campus Intranet (<http://intranet.cu-portland.edu/library>). Logging in through the Intranet allows you to reach our databases for journal articles, our subject guides to help your students with suggested starting points for their research and for Writing Style Guides for APA, MLA and Chicago formats, and the Online Catalog for our collection of books – both traditional paper and electronic online materials. If you wish to locate a specific journal online or browse for the collection of journals available in Education, the Journals List from the library portal page is the place to start. For assistance in locating resources to support your teaching and research, please contact the library by telephone (503.280.8507) or email (library@cu-portland.edu), Do not hesitate to call (503.280.8507) or email [Brent Mai](#), [Judy Anderson](#) or [Krista Reichard](#) regarding the resources available to you and your students. They can supply you with information on online databases, interlibrary loan, and how to place materials on reserve for students' use.

H. CELT (Center for Excellence in Learning and Teaching)

CELT is the Center for Excellence in Learning and Teaching. The mission of CELT is to facilitate the creation and support of diverse learner centered teaching. It is both a virtual ([6](http://celt.cu-</p></div><div data-bbox=)

portland.edu) and a physical (located in the Library just beyond the circulation desk) resource aimed at assisting faculty in the development and implementation of student-centered instruction.

CELT is about supporting and enhancing learning and teaching. All forms of design and delivery are supported by the Center, and efforts are made to assist faculty members in effective design of learning environments, including the appropriate use of a wide range of instructional strategies and tools.

I. Requesting Media Equipment: Currently located at the Help Desk, Media Services provides access to (and support of) a myriad of educational media technologies. Media reservations are done online and Faculty may reserve equipment including laptop computers, digital cameras (still and video), data projectors and more.

Please access <http://intranet.cu-portland.edu/mediaservices/> a MINIMUM of 24 hours in advance with your request. If your request requires setup and monitoring, please submit your request **one week** in advance ("Pick-Up Time" should reflect the time at which you pick up the equipment. For "set up assistance", "Pick-Up Time" should reflect when the event begins). Due to high demand on such resources as laptop computers and data projectors, requests may only be taken on a "one-time" use basis (i.e., Media Services equipment may not be requested "Every Tuesday at 9AM"). For this same reason, equipment may not be reserved more than one week prior to the schedule event. Generally, we open reservations Friday morning for the upcoming week's activities. If you have recurring needs, consider requesting use of a Smart Classroom.

When you submit a request, it is forwarded to the CELT inbox and an online form is automatically generated confirming the reservation request was SENT. The help desk worker opens the request, and a second form is generated confirming your request was RECEIVED. You will be asked to sign a receipt when you actually check out your equipment.

When you return media, the helpdesk worker will enter the data into the database and confirm that all required cables etc. are included. **You are responsible for the media until it has been checked in by helpdesk personnel.** If a helpdesk worker is not available, or is serving another customer, please do not leave the equipment and walk away. If there's something broken or missing, please let us know so we can repair or replace it for the next instructor.

J. Office Space and Conferencing: There are no dedicated office spaces for partner faculty. However, the education conference room (basement of centennial Hall) can be used when vacant, and can also be reserved through Patti Vermillion, M.Ed Assistant Program Director, when needed. Also, Hagen A and B and Guild Lounge in the library can also be reserved "online" by accessing each via the CU intranet email. In addition, the CELT Classroom (located in CELT just beyond the circulation desk in the Library) features workstations with network access for laptop computers. Throughout Luther Hall and Hagen Center, wireless computing users will find limited access to the Internet.

K. Parking and Security: Parking pass applications can be obtained from the Information Office located in Hagen Center simply by showing your license and proof of insurance.

L. Faculty ID Cards: The equipment for producing ID cards for students, staff and faculty is located at the ITS Helpdesk in Hagen Center located near the Library Circulation Desk. The key card will provide faculty teaching on main campus with the following benefits:

1. Identification
2. Access to classroom in Luther Hall, the modular classrooms and the gymnasium
3. Library check out privileges
4. Your my.CU ID number which is needed for web access to class lists, final grades entry, and student contact information.

M. Campus Mailboxes: Individual program directors, (e.g., M.Ed, MAT, etc.) provide their respective partner faculty with a campus mailbox in the information office.

3. INSTRUCTIONAL DETAILS

A. Meeting Minimum Computing Standards – Faculty should have, and those teaching online courses **must** meet CU's minimum computer standard (currently a PC running Windows 2000 or newer operating system and running the Microsoft Office Suite version 2000 or newer that includes PowerPoint as well as select other software "plug ins" as outlined in the link below).

Faculty that do not meet the standard are encouraged to review the web resources we have compiled at: <http://www.cu-portland.edu/its/CPUreq.cfm>. Here you will find the minimum technology standard explained and detailed as well as find links to discounted sources of software and to CU's preferred computer vendor.

B. Minimum personal computer configuration for you and your students: The University expects that ALL students will meet the minimum computing standards as outlined at <http://www.cu-portland.edu/its/CPUreq.cfm>. Specifically, we are anticipating that students will have ready access to MS Office 2000 or higher.

C. Course Evaluations – Each semester your students receive an e-mail message that directs them to complete individual course assessments for all classes. The purpose of these course assessments is to provide feedback to instructors for the improvement of CU's courses and teaching. We appreciate your encouragement of student participation in the online assessments. Please direct students to the intranet where they will see a reminder to complete surveys. You can also share the specific link to all assessments with your classes: it is located at <http://intranet.cu-portland.edu/provost/eval/>.

If students have forgotten their network user name and password (approximately 30% of on-campus students fail to use this information on a regular basis), you can direct them to the Help Desk FAQ (<http://www.cu-portland.edu/its/helpdesk/faq.cfm#intranet>) or to support@cu-portland.edu for assistance.

We have made a commitment to online assessment of every course each semester. As a result, it makes the process easier when you include something like the following in your syllabus:

Course assessment: *You will assess this course and the instructor at the conclusion of the course. In order to complete that assessment, you will need to access a link on the intranet, <http://intranet.cu-portland.edu/provost/eval/>, using your network user name and password. If you have not yet activated your user name and password, go to <http://www.cu-portland.edu/its/helpdesk/faq.cfm#intranet> for more information, or contact CU's help desk.*

You will receive an e-mail message with a link to the intranet assessments approximately two weeks before finals. Please complete the assessment once you receive the link. The assessments are anonymous and confidential, and your instructor does not receive collated results until the following semester. Your feedback will assist the instructor in improving future courses at Concordia University.

If you would like "proof" that your students have completed the assessment, you can ask them to print and turn in a copy of the "thank you" page that appears after they have completed the assessment. As instructor, you will also receive an automated e-mail a couple of times during the two week assessment period that lets you know how many responses have been received for each class.

D. Class attendance: U.S. Department of Education regulations governing Federal Student Aid programs require that schools be able to determine when a student has begun attendance, as well as when a student no longer attends. In a manner that's best for you, please maintain a current class attendance record since the federal government often requests an official

attendance report from Enrollment Services. *It's a good idea to check your class roster in my.CU weekly to stay informed of students who add or drop from your class, particularly if you are using a different software program to keep attendance.*

You will receive an Enrollment Reporting Request after the second week of the term. Your timely response to this request is important as it allows the university to bill students correctly, correctly report tuition revenue and enrollment, and comply with federal regulations regarding student aid disbursement.

Also, please submit grades (through my.CU) as early as possible, but definitely no later than Wednesday, noon, after the end of Finals Week. Timely grade submission allows us to provide data to students when they want it, to determine academic standing to allow for dismissed students to appeal for re-admission before the next term begins, and complete NAIA eligibility certification requirements.

Attendance Policy: The MAT Program asks that you add the following policy to your syllabus: Punctuality and attendance in all classes is mandatory. In emergency situations that necessitate an absence, candidates must notify the instructor prior to the absence if possible. If an absence or tardiness extends more than the equivalent of two full class sessions, a withdrawal from the course may be necessary. In any case, a student who misses one-quarter of a class will not receive credit for the course. If you have any questions regarding this policy, please consult your instructor.

E. Duplicating:

Main Campus: Duplicating is located in the basement of Hagen Center with hours of operation as follows:

7:00 am – 7:00 pm Monday through Thursday.
7:00 am - 5:00 pm Friday
CLOSED DURING CHAPEL 10:30 – 10:50
Saturday hours are 7:30 – 4:30.
Saturday CLOSED for LUNCH 11:30 am – 12:30 pm

To save time and travel, you may email documents as attachments via email. Please email them by entering “Duplicating” in the “To” section, submit any instructions for your order, then hit insert and attach the document. Your order will be ready when you come to campus.

Duplicating orders submitted late in the evening or early in the morning will be placed in outgoing mail after 8 am for delivery to your department. Please retrieve orders before 8 am if needed early or you will need to wait for delivery to your department via the mail. Only LARGE orders will be held in the duplicating office since space is limited.

To help reduce duplicating costs, please consider having CELT provide you with a web presence for your course (via WebCT) and post materials on your site so students can either print them or save them to a personal file. Also, our bookstore can collate a semester's worth of materials for you and provide them to students for a slight fee if you provide them enough lead.

Please do

1. Print only what you need
2. Duplicate copies back to back
3. Consider placing readings and other instructional documents on WebCT where students can read them, duplicate specific sections or print the entire item on their own if necessary
4. Provide web links to articles rather than duplicating a copy for each candidate; students can access the site, read and review, and print if they choose to

5. Request the CU bookstore to bundle and bind your course handouts and sell them to students as part of the required texts for your course (the bookstore will add an additional \$2.00 to the actual cost of duplicating)
6. Place any large runs, handbooks, teacher guides, etc. on CD's
7. Remind students
 - a. that if they have information to share with others in the class, they may email attachments to the group - or forward attachments to the instructor who can email to the group
 - b. That they receive a modest printing stipend from the university each semester for use in the computer lab; students could use their printing allotment to prepare handouts for their peers

Please refrain from

1. Large runs of color copies at public businesses (e.g., Kinko's) unless prior approval from your program director has been given
2. Permitting students to duplicate large amounts of material

F. Copyright The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain circumstances, the law authorizes libraries to furnish a photocopy or reproduction. One of these circumstances is the fair use provision that the photocopy or reproduction may not be used for any purpose other than private study, scholarship, or research. Any other use may incur liability for copyright infringement. Concordia University reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Duplicating books by law allows for 10% of a chapter or 2500 words, whichever is the lesser amount. Even if the book is no longer in print these laws apply. One needs to procure the publishers permission before we may print more than the guidelines allow.

G. Details concerning your classroom:

Main Campus

- 1) Black dry erase markers and erasers are available for your use from the Help Desk office (located on the first floor of the library). The Help Desk office is now open with the Library (M-Th 7:30 a.m. – 11 p.m., Fri 7:30 a.m. – 6 p.m., Sat 10 a.m. – 6 p.m. and Sun 2 p.m. – 11 p.m.)
- 2) Each classroom is equipped with an overhead projector, a VCR, and a television. A scan converter that allows you to connect your laptop to the TV for larger viewing of the screen is on the cart with the TV and VCR. If you arrive in a classroom and find that one of these items is missing, call the Helpdesk at x.6300. Please do not remove equipment from another classroom.
- 3) For any other media or technology, or for assistance in set-up, please complete the Media Services form at the Intranet website, at least 24 hours in advance of your class: <http://intranet.cu-portland.edu/mediaservices/>
- 4) If media in your classroom does not work, even if you are not using it, please call the Helpdesk so that they can address the issue - 6300
- 5) Please don't forget the following courtesies that allow ease of use by the next instructor:
 - a. Erase all boards.
 - b. Make sure tables and chairs are in an orderly fashion.
 - c. Make certain the door is locked when you leave. We continue to try to upgrade technology in the classrooms, so security is very important.
- 6) There are handouts regarding first aid and emergency procedures in each of the classrooms. It is a good idea to review those at the beginning of the semester so that you don't have to search for those handouts in case of emergency. If there is ever a need for assistance in the classroom, you can call Security at 8517.
- 7) Each classroom has a working telephone.

Medford Campuses:

Well equipped classrooms have been rented. Specific questions regarding location and equipment can be addressed by the assistant program director at the site.

H. Student’s Right to Privacy Policy: As you are undoubtedly aware, students have a variety of rights to privacy associated with their academic performance and progress. Many of these relate to student records and student’s right to appeal. In addition, there are certain practices of instructors that need to likewise conform to these regulations.

Please **DO NOT**:

- a. Leave tests, assignments or grade reports on desk, table, counter, or anywhere students are expected to “find their materials.”
- b. Return materials to students through campus mail unless they are sealed (taped or stapled) and marked confidential.
- c. Post grades or other performance information by name, by social security number, or sorted alphabetically. If you wish to post performance information, I would encourage you to assign a random code to each student and sort by that code. Be sure to insure that only the student knows the student code.
- d. Return materials of one students to a second student who will “give it to” the appropriate student.

I. Guest Speakers and Honorariums – Our College encourages the use of guest speakers and practitioners in class, but the honorarium budget is limited. As a result, our policy is that the each instructor is limited to one “paid” guest speaker per semester (no limit to the number of “volunteer” speakers you may have). If additional speakers are necessary, a request must be made to the dean.

Honorariums are provided based on the following fee scale:

TIME PERIOD	HONORARIUM
1 Hour	\$50
2 Hours	\$75
3 Hours	\$100

J. Course syllabus: Please use the following guideline as the template for your course syllabus. All full time and partner College of Education faculty must email an electronic copy of their syllabus to their program director (i.e., undergraduate, MAT, or M.Ed) no later than the end of the first week of class to help the university remain in compliance with Teacher Standards and Practices Commission (TSPC) and Northwest Commission for Colleges and Universities (NWCCU) guidelines.

Concordia University College of Education
Your Course Title Goes Here

Course Number: EDU XXX **Fall, 20XX**
Instructor: Your name; Home phone optional; email address required; Office hours or best time to call:

Course Description: Insert the description either from the previous copy of the syllabus you received, or from the CU Intranet by going to the CU website, clicking on the catalogue, and finding the course description.

Course Goal: Also found on the previous copy of the syllabus you should by now have in your possession

Theme: (Optional) You may be creative here!

University and College Mission Statement (Insert the statements listed immediately below in a place you feel most appropriate within your syllabus)

Concordia University is a Christian University preparing leaders for the transformation of society

With Christ as our teacher, the College of Education prepares educators to serve diverse communities, promote moral leadership, demonstrate effective teaching skills, and encourage life-long learning.

Course Objectives and Performance Indicators

1. Course objectives: The objectives may NOT be changed without specific approval from the program director
2. Performance Indicators: Performance Indicators may be revised, but please note that they are a TSPC requirement and **must** appear on the final edition of the syllabus. Examples of objectives and performance indicators follow directly below:

Course Objectives and Performance Indicators: Examples

With completion of this course, students should be able to:

1. Engage in a personal reflection and assessment of those attributes and skills necessary for mastery in the teaching profession and analyze their own potential for success in the classroom.

Students will complete a reflective essay entitled "Me as Teacher," and write personal essay reactions to three case studies.

2. *Demonstrate familiarity with the philosophical foundations of education and a history of American education.*

Students will complete the education philosophy matrix, the Education Philosophy Self Assessment Test, the American Education History Team Research activity, and the Meeting of Minds role play activity.

Important Resources: (A listing of required texts, etc.)

Required Activities & Assignments: (A listing and schedule of your major course activities)

Citations: The proper format for reference and citation for graduate work is found in the latest APA publication manual.

Attendance Policy 1: (Use the one below or revise to fit your situation and personality. However, make certain candidates know in writing if there are to be penalties for absence.)

Your commitment to becoming a professional educator begins with being present and on time for all class sessions. Your contributions in class are the elements necessary to bring life to our time together. Since it is difficult to complete activities and establish a sense of community when members are absent, punctuality and attendance in all classes is mandatory. In emergency situations that necessitate an absence, candidates must notify the instructor **prior** to the absence if possible. If an absence or tardiness extends more than the equivalent of **two** full class sessions, a withdrawal from the course may be necessary. In **any** case, a student who misses one-quarter of the class sessions will not receive credit for the course. Questions regarding this policy should be directed first to your instructor.

Attendance Policy 2 (Required for those teaching in the MAT/E programs):

Punctuality and attendance in all classes is mandatory. In emergency situations that necessitate an absence, candidates must notify the instructor prior to the absence if possible. If an absence

or tardiness extends more than the equivalent of two full class sessions, a withdrawal from the course may be necessary. In any case, a student who misses one-quarter of a class will not receive credit for the course. If you have any questions regarding this policy, please consult your instructor.

Absences (Your policy for completing assignments, quizzes, exams if a student is absent)

Integrity Policy: (Choose the one option that feels most comfortable for you)

OPTION ONE

(Preferred – This approaches the issue in a positive manner)

INTEGRITY POLICY: This course empowers students for independent learning, resourcefulness, clear thinking, and reflection. All work and activities submitted should be genuine signs of individual achievement from which the student should derive personal satisfaction and a sense of accomplishment. Plagiarism or dishonesty of any sort subvert these goals, are not acceptable, and must be treated in accordance with policies stated in the Student Handbook located at http://intranet.cu-portland.edu/students/2005-06_student_handbook.pdf (p. 15-16).

The Code of Academic Integrity reflects our community values of honesty and integrity in the work of all scholars and students. As a Christian community we model the values expressed in Philippians 4:8-9: "Whatever is true, whatever is honorable, whatever is just, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. Keep on doing the things that you have learned and received and heard and seen in me, and the God of peace will be with you."

OPTION TWO

ACADEMIC INTEGRITY POLICY

Preamble: A college degree prepares people to serve as professionals in society. All professions expect that their members conduct their work with integrity and character, for their work affects the whole fiber and strength of the society. As part of Concordia's goal to prepare students to be professionals for the transformation of society, we expect students to pursue their studies with integrity and character. As evidence of commitment to this code of academic integrity, students will sign the following statement on all exams and papers assigned in this class [OR "Please hold yourself responsible for the following statement regarding academic integrity in the classroom."]

Statement of Academic Integrity: "As a member of the Concordia University community, I will neither engage in fraudulent or unauthorized behaviors in the presentation or completion of my work nor will I provide unauthorized assistance to others."

Cheating, plagiarism, and other forms of academic dishonesty are considered a breach of the Academic Integrity Code at Concordia. Such violations are an affront to your fellow students, your professor, your institution; most importantly, such behavior harms your intellectual development and moral character. Academic dishonesty, therefore, will be treated with the uttermost seriousness in accordance with the Academic Integrity policy found in the Student Handbook.

Late Assignments (Your policy for dealing with late work):

Assessment (Explains how you will assess students; we recommend you develop specific grading rubrics for the larger assignments)

Grading Scale (Use this area to familiarize students your system; below is an example only)

Number scores are all eventually computed into percentages, and the percentages into letter grades. The following scale is then used to assign the actual letter grade:

96 to 100% = A

93 to 95% = A-

90 to 92% = B+

87 to 89% = B

84 to 86% = B-

Note: 83% and below is not considered passing at the graduate level as that is below an earned B.

If you are teaching a graduate level course, no grade below a B is acceptable for graduate work.

Please feel free to inquire about your grade at any time. Your instructor will provide you with a printout of your grades at least twice: mid-term and during the last week of class. A final summary grade form will be sent to each class member's campus mailbox after the final exam and the completion of class.

Course Evaluations – The dean has selected this course to be evaluated this semester. Your responses are important to me and the university. When you receive an email from the IT personnel later this semester, please take a few minutes to follow directions and complete the assessment. Your feedback about the class is important to me, and student comments often help shape the future direction of assignments and activities.

Assignment Summary: *(The chart below is an example only)*

EDU XXX
Assignment Summary

ASSIGNMENTS	DUE DATE	POINT VALUES
1. In Box Activities	Variable	About 400
2. Fielder's Choice Topic Outline Project	Sept 18/20 Nov 27/29	20 180
3. Team Teach Group Assessment Individual Assessment Lesson Presentation ERIC Search (Individual)	Weekly by assigned Team starting Oct 2	30 25 165 15
4. Registration for CBEST, PPST, or CBT	On or Before Dec 4/6	30
5. Quizzes	Administered after every Team Teach presentation	300
6. Tutoring Reflections Log Sheet Supervisor Evaluation	Dec 4/6	20 25 25
7. Final Exam	December 12th	325

K. Additional information obtained either from your assistant program director or from the CU Intranet

- Campus Map
- Cafeteria hours
- University calendar
- Final exam schedule

L. Additional information online:

- Adjunct faculty handbook found in the Office of the Provost WebCT course

The Full-time Faculty Handbook and the Adjunct Faculty Handbook are posted on our website at the following link: <http://faculty.cu-portland.edu/orientation/> The directions manually are "Faculty" (on left column of the Concordia web page), "Orientation Link for Faculty"

M. Technology "how to get connected" review sheet directly below

Thank you for being such an important part of our professional team this semester!

Faculty Review of Computer Resources

CU Network Account

A CU Network account is your passport into most technology systems (email, Intranet, WebCT, etc.) and is made up of a network username (i.e. jdoe) and password (normally assigned as 1st 5 digits of SSN and shared with faculty at time of employ).

When your CU network account is created, so to is space on the network to store files (the "H" drive) and an email account (jdoe@cu-portland.edu).

Using CU's virtual private network (VPN), faculty can access "H" drives from anywhere they have access to the internet.

<http://intranet.cu-portland.edu/>
CU Network Account

Username: first initial and full last name.
 Password: the first 5 digits of your SSN until you change it.

Intranet:

- CU Email
- Library Resource
- WebCT
- News & Events

<http://intranet.cu-portland.edu>

My.CU

The "My.CU" system is your electronic link to your courses. Using the "My.CU" interface, faculty can review class rosters per term/class and submit final grades.

Access to the My.CU system is unique and uses the My.CU ID number (G00...) and PIN. These credentials are mailed to faculty from the CU Registrar's Office.

Contact the Registrar at:
registrar@cu-portland.edu or
 (503)280-8510

My.CU

My.CU ID: (G00...) and 6 digit all capitals PIN (in a letter from the registrar).

- Look up class rosters
- Names
- Phone #'s
- Email
- Post grades
- Change personal Info
-

https://banner.cu-portland.edu/pls/cuor/twbkwbis.P_WWWLogin

WebCT

WebCT is CU's web-based course management system. Using the CU network username and password, faculty who have requested to use WebCT (send request to gclose@cu-portland.edu) can put course material on the web for students to access.

In addition, a variety of web-based communication tools can be taken advantage of.

WebCT

Username and Password are the same as the CU Network account (jdoe).

Online Course Management:

- Syllabus on the web
- Course email
- Threaded discussions

<http://webct.cu-portland.edu/webct/public/home.pl>

For I know the Plans I have for you, says the Lord, plans for your welfare and not for evil, to give you a future and a hope. Jeremiah 29:11