

**UAF**  
**COMMUNITY & TECHNICAL**  
**COLLEGE**  
UNIVERSITY *of* ALASKA FAIRBANKS



**FACULTY HANDBOOK**  
**AY 2017-2018**

**OFFICE COPY - Please Do Not Remove**

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## Chapter 1

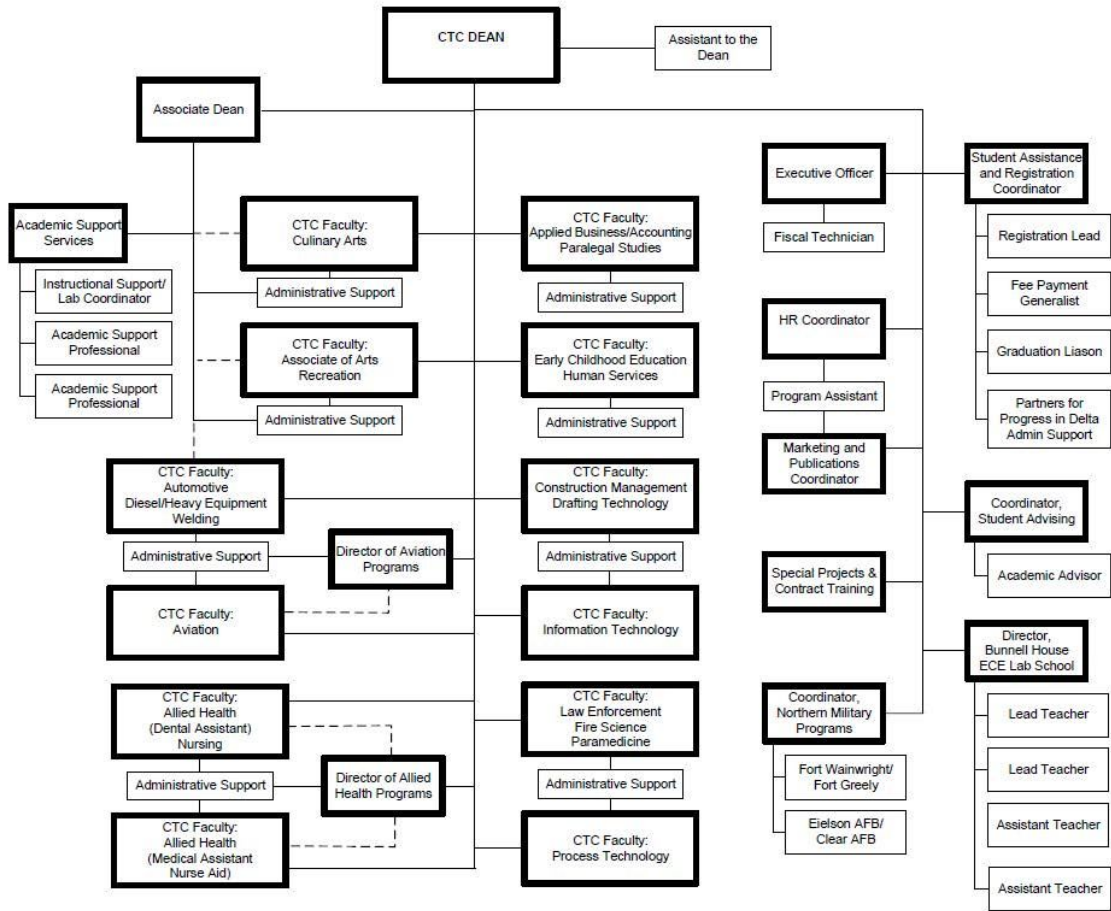
### Organizational Structure

UAF, the University of Alaska Fairbanks, is one of three universities within the University of Alaska. The other universities are UAA (University of Alaska Anchorage) and UAS (University of Alaska Southeast) which is comprised of three campuses: Juneau, Ketchikan, and Sitka.

The UAF Community and Technical College (CTC), housed under the Rural, Community and Native Education (RCNE), provides education and workforce development to meet the needs of the Interior and the State.

UAF CTC offers associate degrees, certificates, and occupational endorsements at 11 locations throughout Fairbanks and the Tanana Valley of Interior Alaska. UAF CTC provides career training and development opportunities through workforce development and professional development programs. Staff and faculty have forged close ties with businesses and local agencies, enhancing instruction and increasing job placements. UAF CTC's programs provide students with the academic framework to help them achieve their higher education goals, whether it is to complete an associate of arts degree or transfer to a baccalaureate program.

#### 1.a: Organizational Chart - UAF Community & Technical College



8/8/2017

## 1.b: Fairbanks Campus Academic Calendar Spring 2018

For academic calendar information for UAF's community campuses, contact the campuses directly or visit <http://uaf.edu/uaf/about/campuses/>.

# ACADEMIC CALENDAR

## Fairbanks Campus Academic Calendar

### WINTERMESTER AND SPRING SEMESTER 2018

Deadline to apply for admission for spring semester (international students)	Friday, Sept. 1
Deadline to apply for admission for spring semester (graduate students)	Sunday, Oct. 15
Spring 2018 course list available at UAOnline	Monday, Oct. 30
Deadline to apply for admission for spring semester (undergraduate students)	Wednesday, Nov. 1
Begin registration and fee payment for degree students for spring 2018 semester and WINTERmester 2018	Monday, Nov. 13
Begin registration and fee payment for nondegree students for spring 2018 semester and WINTERmester 2018	Monday, Nov. 20
WINTERmester courses begin; attendance required	Wednesday, Jan. 3
Deadline for adding WINTERmester classes; 5 p.m. in person, midnight at UAOnline	Wednesday, Jan. 3
Deadline for WINTERmester tuition and fee payment and refunds; 5 p.m. in person, midnight at UAOnline	Wednesday, Jan. 3
Late payment fees begin for WINTERmester	Thursday, Jan. 4
Deadline for WINTERmester student- and faculty-initiated withdrawals (W grade appears on academic transcript)	Monday, Jan. 8
Last day of WINTERmester instruction and finals	Friday, Jan. 12
Residence halls open, 8 a.m.	Sunday, Jan. 14
Orientation for new students	Sunday, Jan. 14
Alaska Civil Rights Day (no classes, most offices closed)	Monday, Jan. 15
First day of instruction; late registration begins	Tuesday, Jan. 16
Deadline for faculty to post WINTERmester grades, noon	Thursday, Jan. 18
Deadline for adding classes and late registration; 5 p.m. in person, midnight at UAOnline	Friday, Jan. 26
Last day for student- and faculty-initiated drops with refund (course does not appear on academic record)	Friday, Jan. 26
Last day for tuition and fee payment; 5 p.m. in person, midnight at UAOnline	Monday, Jan. 29
Deadline for UA Foundation and privately funded scholarship applications	Thursday, Feb. 15
Deadline to apply for spring 2018 graduation	Thursday, Feb. 15
Early progress reports due	Monday, Feb. 26
Spring break (no classes)	Monday-Friday, March 12-16
University holiday (most offices closed for spring break)	Friday, March 16
Fall 2018 course list available at UAOnline	Monday, March 19
Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript)	Friday, March 30
Begin registration and fee payment for fall 2018 semester (degree students)	Monday, April 2
Begin registration and fee payment for fall 2018 semester (nondegree students)	Monday, April 16
SpringFest (classes are not canceled)	Friday, April 20
Last day of instruction	Monday, April 30
Final examinations	Tuesday-Saturday, May 1-5
Commencement	Saturday, May 5
Residence halls close, noon	Sunday, May 6
Deadline for faculty to post grades, noon	Wednesday, May 9

## 1.c: Program Coordinators

<i>Keith Swarner</i> <a href="mailto:Keith.swarner@alaska.edu">Keith.swarner@alaska.edu</a>	Associate of Arts Culinary Arts and Hospitality General Academic Courses 455-2820
<i>Arvid Weflen</i> <a href="mailto:awweflen@alaska.edu">awweflen@alaska.edu</a>	Aviation Welding 455-2867
<i>Shawn Conell</i> <a href="mailto:sconell@alaska.edu">sconell@alaska.edu</a>	Automotive Technology 455-2917
<i>Brian Ellingson</i> <a href="mailto:beellingson@alaska.edu">beellingson@alaska.edu</a>	Process Technology 456-1726
<i>John George</i> <a href="mailto:jgeorge@alaska.edu">jgeorge@alaska.edu</a>	Fire Science 455-2879
<i>Dusty Johnson or Chord Tozier</i> <a href="mailto:dpjohnson@alaska.edu">dpjohnson@alaska.edu</a> , <a href="mailto:ctozier2@alaska.edu">ctozier2@alaska.edu</a>	Law Enforcement Academy 455-2811
<i>Galen Johnson</i> <a href="mailto:gjohns55@alaska.edu">gjohns55@alaska.edu</a> 455-2846	Construction Management Drafting
<i>Chuck Kuhns</i> <a href="mailto:cmkuhns@alaska.edu">cmkuhns@alaska.edu</a>	Paramedicine 455-2895
<i>Ramona McAfee</i> <a href="mailto:rlmcafee@alaska.edu">rlmcafee@alaska.edu</a>	Northern Military Programs 356-3826
<i>Rick McDonald</i> <a href="mailto:ramcdonald@alaska.edu">ramcdonald@alaska.edu</a>	Computer Information Technology 455-2934
<i>Patty Meritt</i> <a href="mailto:pameritt@alaska.edu">pameritt@alaska.edu</a>	Early Childhood Education 455-2883
<i>Robert Parr</i> <a href="mailto:rgparr@alaska.edu">rgparr@alaska.edu</a>	Human Services 455-2882
<i>Tony Simko</i> <a href="mailto:asimko@alaska.edu">asimko@alaska.edu</a>	Diesel/Heavy Equipment 455-2843



*Jennifer Tilbury*  
[jtilbury@alaska.edu](mailto:jtilbury@alaska.edu)

Developmental English  
455-2860

*Deana Waters*  
[dmwaters@alaska.edu](mailto:dmwaters@alaska.edu)

Paralegal Studies  
455-2835

*Cathy Winfree*  
[cmwinfree@alaska.edu](mailto:cmwinfree@alaska.edu)

Allied Health  
455-2876

*Mark Young*  
[myoung3@alaska.edu](mailto:myoung3@alaska.edu)

Applied Business and  
Accounting  
455-2861



## 1.d: Administrative and Support Contacts

WELCOME CENTER and GENERAL INFORMATION at 604 BARNETTE STREET  
455-2800

Academic Programs and Recreation  
455-2886

Applied Business and Accounting and Paralegal Studies  
455-2852

Allied Health, Medical Assisting & Phlebotomy, Nursing  
455-2823

Aviation Maintenance and Professional Piloting  
455-2809

Automotive Technology  
455-2932

Computer & Information Technology  
455-2886

Construction Management  
455-2886

Culinary Arts  
455-2902

Diesel/Heavy Equipment  
455-2932

Dental Assisting  
455-2823

Drafting Technology  
455-2886

Developmental Studies  
455-2886

Delta/Partners for Progress in Delta  
895-4605

Early Childhood Education & Human Services  
455-2842

Fire Science  
455-2879

Law Enforcement  
455-2811

Paramedicine/Paramedic Academy  
455-2895

Process Technology  
479-2436



NORTHERN MILITARY PROGRAMS

356-3826

CTC PAYROLL and PERSONNEL

CTC's HR (payroll, personnel, etc.) office is located in Suite 218, 604 Barnette Street.

DIANNA JAMES, CTC HR Manager

[drjames3@alaska.edu](mailto:drjames3@alaska.edu)

455-2863

HUMAN RESOURCES and MANDATORY TRAINING SUPPORT

DIANNA JAMES, CTC HR Manager

[drjames3@alaska.edu](mailto:drjames3@alaska.edu)

455-2863

STUDENT SERVICES available at CTC

CTC's Student Services office is located at 604 Barnette Street in Room 110.

Services include: academic advising; financial aid; registration; fee payment; parking decals; PolarExpress cards and placement testing.

JOLIE PHILLIPS, Student Services Coordinator

[jmphilips7@alaska.edu](mailto:jmphilips7@alaska.edu)

455-2874

DAVID PUTERBAUGH, Student Services & Testing

[dwputerbaugh@alaska.edu](mailto:dwputerbaugh@alaska.edu)

455-2851

RUBY BAZOR, Financial Aid

[rmbazor@alaska.edu](mailto:rmbazor@alaska.edu)

455-2832

GLORIA CECH, Fee Payment

[gacech@alaska.edu](mailto:gacech@alaska.edu)

455-2899

JACKIE DEBEVEC, Advising

[jdebevec@alaska.edu](mailto:jdebevec@alaska.edu)

455-2848

PATTI PICHA, Advising

[plpicha@alaska.edu](mailto:plpicha@alaska.edu)

455-2887

ACADEMIC SUPPORT SERVICES available at CTC

CTC's IT Services and Support Center located at Room 326, 604 Barnette Street.

455-2838 [www.ctc.uaf.edu/help](http://www.ctc.uaf.edu/help)

For immediate help call 455-2800 and request immediate Tech Support.

## 1.e: Personnel and Administrative Information

**Textbooks:** The administrative assistant for your respective program is your resource for textbook orders. If you're looking at a new textbook feel free to ask your administrative assistant to obtain a desk copy from the publisher for your review.

**Supplies, Materials and Copies:** Your program's administrative assistant is happy to help with copies and other instructional supplies and materials needs.

All purchases must go through the authorization process and be authorized prior to actual purchase. Commitments, or obligations to purchase, made by faculty members or others without approval are unauthorized expenditures and are the personal responsibility of the individual making the commitment. Binding purchase commitments may be made only by purchasing personnel. Please contact your administrative assistant for any purchasing needs. To ensure you have what you need when you need it, please submit your requests as far in advance as possible.

For "self-service" usage of the copier at 604 Barnette Street follow the instructions below:

1. Swipe Polar Express card
2. You will see this screen



3. Choose Personal Account or appropriate Code for your department (see list next to instructions or obtain from administrative assistant)and
4. Hit 'Ok'
5. Will ask to charge to that code - hit 'Ok'
6. Screen states, "The User listed below is logged in" - hit 'OK'
7. DISREGARD screen instructing to print, select document(s), start - Hit 'Copy Button'
8. Select number of copies and hit 'Start' to print
9. Hit 'Access' (far right of screen) to log out.

**Marketing and Publications:** Each year, the CTC marketing department produces numerous brochures, publications, and other marketing materials for internal and external distribution. We want to help your message and program stand out and have your hard work recognized.

We encourage you to take advantage of the materials available to you through our CTC Marketing and Publications department. For more information contact Karalee Watts at 455-2833, [kdwatts@alaska.edu](mailto:kdwatts@alaska.edu) or Vicky Lovell at 455-2968, [vlovell@alaska.edu](mailto:vlovell@alaska.edu).

**Contracts:** Appointment letters/contracts for classes being taught will be sent out approximately 30 days in advance of the start of Fall and Spring semester, whenever possible. These letters will be sent via DocuSign. If you can not access electronic documents and prefer to have your contracts mailed, please contact the CTC HR office at 455-2863.

**Personnel Records:** UAF HR maintains all official personnel files and responds to employment verifications when requested. Records kept by CTC are not your official personnel file. For convenience, copies of your appointment letters are kept in the CTC HR office as well.

**UAID / Polar Express Card:** The PolarExpress card is the official UAF photo identification card used by students, staff and faculty. We encourage all faculty and staff to obtain a PolarExpress card. CTC Student Services in Room 110 can assist you with this. Your PolarExpress card's magnetic stripe holds a unique key that can provide secure access to CTC main campus at 604 Barnette Street, and some classroom at that location as well. If you have class during times the building is not generally open to the public, your program's administrative assistant can help make sure your card swipe is activated, please contact them in advance with your request.

**Change of Address:** Please check your address on UAOnline to make sure the HR address shown is correct. Just because your current address is listed on your CTC contract *does not* mean it is the HR address on file with UAF Human Resources. (The HR address is the only address UAF HR uses to mail important UA documents to you.) If you need to update your HR address this is now done using UAOnline. After logging in, select "Personal Information" then "Manage Your Address, Email and Phone Information". Your Mailing Address and Employee - HR Mailing Addresses will be the same. To change the address information, click on the "Change" button beneath the **Mailing Address** shown. When you have finished making your changes, click the button "Save Changes". Your HR (and Mailing Address if changes were made) information should be updated within an hour.

**Payroll:** Payroll has a two week "lag period" from the time you work until the time you are paid. For example, if your assignment contract starts on or between January 7, 2018 and January 20, 2018 you can expect your first paycheck to be issued February 2, 2018. If your assignment starts later and you have been issued an assignment contract, you can expect your first paycheck approximately 2-4 weeks after the start date of your assignment. Unless a contract is revised, paychecks are divided into equal payments over the contract period. For the scheduled paydays for Spring 2018 see the UAF 2018 Personnel / Payroll Submission Schedule in the back of this handbook or call CTC HR at 907-455-2863.

**Direct Deposit:** As an adjunct, your current Collective Bargaining Agreement states that unit members will participate in direct deposit of net pay. During the direct deposit set up you will receive one "live" check to allow the system to confirm that all account and banking information is accurate. That check will be mailed to the HR address on file with UAF Human Resources. If all account and banking information is verified as accurate future checks will be direct deposited. Other than this prenote verification check, **paychecks are no longer being mailed.**

If you haven't already completed a direct deposit form you can download the form at [http://www.alaska.edu/files/hr/direct\\_deposit\\_request\\_form\\_ent.pdf](http://www.alaska.edu/files/hr/direct_deposit_request_form_ent.pdf) . Once completed, please return the form to the CTC HR office for submission. As this form contained banking information please do not email or fax the completed form.

**Pay stubs:** Direct deposit pay stubs are no longer issued via mail; however, pay stub information is available through UAOnline. To view your pay stub and other deposit information login to <http://uaonline.alaska.edu/>, go to Employee Services, Pay Information and make your selection.

**Parking:** UAF parking lots and the UAF parking garage are "Decal Parking Only". There are limited spaces for non-decal parking here at CTC main campus at 604 Barnette Street, however, you are encouraged to secure a parking decal to avoid being ticketed. Please watch carefully for signage. During your term of appointment to teach non-premium parking permits are available to adjunct faculty at a 50% reduced rate. You may obtain a parking decal at 604 Barnette Street, Room 110, or

online here: <http://www.uaf.edu/bursar/parkingservices/> Please have a copy of your current contract to receive the reduced rate.

**Education Benefits for Adjuncts:** A four credit tuition waiver is earned for each semester of teaching and may be used by you, your spouse/financially interdependent partner and your dependent child under the age of 24. You must apply for and document eligibility for the waiver prior to fee payment, and no refund of paid tuition will result from the application of this provision. Payment of fees is the student's responsibility and is due at the time of registration. An adjunct may accrue tuition waivers earned in accordance with this provision up to a maximum of 24 credits. Banked waivers shall expire 24 months after the last assignment in the bargaining unit represented by United Academic - Adjuncts or upon employment in another class of employment eligible for tuition waiver. Once expired, a tuition waiver is not reinstated by subsequent employment. The waiver form and more information can be found here: [http://alaska.edu/files/benefits/tuition\\_waiver\\_employee\\_enterable.pdf](http://alaska.edu/files/benefits/tuition_waiver_employee_enterable.pdf)

**Tax Deferred Annuities:** Employees of the University you are eligible to participate in Tax Deferred Annuity plans, pursuant to IRS Section 403(b). For the Salary Reduction Agreement form go to: <http://www.alaska.edu/benefits/retirement-plans/tax-deferred-annuity/B190-Salary-Reduction-2018-Enterable.pdf>

**UAF Required Trainings:** It is the policy of the University of Alaska Fairbanks that all employees are required to complete trainings to meet the requirements of the positions they hold, and to complete the required training within a specified period of time to remain employed at UAF. The following trainings are required for all employees: Employee Safety Orientation, Hazard Communication GHS, Office Safety, Slips, Trips and Falls, Protection of Minors - Awareness, Protection of Minors - Policy and Reporting Procedures, Title IX (annually), and FERPA (annually, since adjuncts work with students), as well as a review of the Emergency Action Plan for each location where you work. As these trainings are all available online, staffed labs are available during each orientation to assist in the completion of the trainings. On-going assistance and support is available through the CTC HR office as well. Please forward copies of all training completion emails and/or certificates to the CTC HR office via email to [drjames3@alaska.edu](mailto:drjames3@alaska.edu). The current UAF Required Training Attendance Policy can be review here: <http://www.uaf.edu/chancellor/policy/04.07.010/>

**Emergency Action Plans:** It is the policy of UAF that each building occupied by one or more employees will have a current Emergency Action Plan (EAP); for each EAP to be updated at least annually and when changes occur, and; for all employees to review each applicable EAP at least annually.

The purpose of the EAP is to provide guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents, including evacuation. During emergency situations, special procedures may be required to control and mitigate an emergency. Final acceptance of an EAP grants authority to those individuals and/or positions responsible for implementing and carrying out the plan

**Ethics Disclosure forms:** All University employees are required to review and complete the following ethics disclosure forms at least annually, if applicable -

*Employment or Service Outside UA Disclosure Form*

[http://www.alaska.edu/files/hr/ethics\\_disclosure\\_form\\_ent.pdf](http://www.alaska.edu/files/hr/ethics_disclosure_form_ent.pdf)

*Employment of Immediate Family Member Form*

[http://www.alaska.edu/files/hr/employ\\_immed\\_family.pdf](http://www.alaska.edu/files/hr/employ_immed_family.pdf)

**In-box:** You should have a box for mail and other campus communications at your UAF CTC primary work location.

## 1.f: Information Technology Support

### Technical Support Contact Information

The UAF Community and Technical College IT personnel office is on 604 Barnette St. in room 326. The labs at UAF Community and Technical College are supported through our own Help Desk personnel. If you have technical support needs for your class you should fill out and submit a help request form at <http://connect.ctc.uaf.edu/Dept/helpdesk/Request/Request.html>, more urgent needs can be satisfied by contacting one of our IT support technicians listed below:

- Ivan Gallagher 455-2872 [ibgallagher@alaska.edu](mailto:ibgallagher@alaska.edu)
- Dave Mattice 455-2943 [ddmattice@alaska.edu](mailto:ddmattice@alaska.edu)

### Reporting Technical Problems

If there is a problem in one of the labs, please let one of our IT support technicians know. Fill out the Help Request Form at <http://connect.ctc.uaf.edu/Dept/helpdesk/Request/Request.html>. Remember to leave your contact information so our technical support staff can contact you if they need more details about the problem.

### Getting Software Installed for Your Class

If you need special software loaded on the computers for the class you are teaching it is important that you let your program coordinator know well in advance so they can inform the IT staff, preferably before the start of the semester.. Operating systems and software are loaded on the lab computers several weeks prior to the start of the semester. If you are aware of delays in getting the software for your class, let the IT staff at UAF Community and Technical College know so they can coordinate getting this software installed. Adding additional software to the computers after the lab software has been updated or installed is extremely time consuming, and may not be possible on short notice.

Please be aware that all of our lab machines are in a "frozen" state and will not retain any information saved to them after reboot. You are free to make changes in your classes or install anything that does not require a reboot to function. When the machine is restarted, those changes or installs will not be saved.

### Google Apps@UA E-mail Account

As soon as you are on the payroll, you will automatically be assigned a Google Apps E-mail account. Your account will be activated some time between the first work date of your contract, and the end of your first pay period. To access your account to go to [ELMO](http://elmo.alaska.edu/) (The Easy Login Maintenance Option), <https://elmo.alaska.edu/> to set up your UA Username and Password. This account will also be needed if you plan to use the Blackboard system available at UAF.

You should either check this e-mail regularly or forward everything sent to it to an address of your choosing so that, should students choose to contact you in this manner, you will receive their mail. They may look you up at UAF EDIR and the address shown will always be the UAF address you were assigned.

The Office of Information Technology at UAF has [all the information you will need](#) about the various resources available to you once you are a faculty member. This is a good resource for you to utilize. Go to: <http://www.alaska.edu/oit/>

### **UAF Google Apps@UA Email**

A Google Apps Email account allows University of Alaska Fairbanks students, staff and faculty to read and send e-mail through a web page interface rather than e-mail client software installed on your computer. This is especially useful when traveling.

### **Forwarding your UAF E-Mail**

You can forward your e-mail account so that any e-mail sent to that account will be forwarded to a preferred e-mail account address. This may be useful information to pass on to your students if you are using Blackboard in any of your classes, as it is policy that only UAF e-mail address be entered into the Blackboard system -- having the students forward their UAF e-mail to a preferred e-mail address will provide you an easy way to be assured students are receiving any e-mail sent from your class site on Blackboard.

To forward your University email to a different account, follow these simple steps:

- 1) Log in to your Google Apps @ UA account at [google.alaska.edu](http://google.alaska.edu).
- 2) Click the **gear icon** at the top of any Gmail page and choose Mail settings.
- 3) Click the **Forwarding and POP/IMAP** tab.
- 4) From the first drop-down menu in the "Forwarding" section, select 'Add new email address.
- 5) Enter the email address to which you'd like your messages forwarded.
- 6) For your security, we'll send a verification to that email address.
- 7) Open your forwarding email account, and find the confirmation message from the Gmail team.
- 8) Click the verification link in that email.
- 9) Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
- 10) Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
- 11) Click Save Changes.

After this process, all mail destined for your University email account will be forwarded to the address you provided in step 5.

Additional information regarding mail forwarding, setting vacation Messages, or general e-mail account maintenance can be found on [Google's Gmail Help Page](#). Resetting your password is accomplished through [ELMO](#) (The Easy Login Maintenance Option).

### **What is Blackboard?**

Blackboard is a Web-based software platform you can use to help facilitate the delivery and management of your face-to-face course. You can use the Blackboard system to implement any one or combination of the following tools:

- Discussion Forums - easily setup and manage discussion forums
- Grade book - enables you to keep students apprised of their progress.
- Announcements - allows you to post reminders, current information or emergency information, like class cancellations, for instance.
- Class Documents - have your students download assignments, lecture notes, PowerPoint slides, and more

Go to [classes.uaf.edu](http://classes.uaf.edu) to browse some of the courses that are currently available on Blackboard at UAF.

#### **How to Get Your Course Setup On Blackboard**

Users can request an account through the OIT Support Center at [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu) or call (907) 450-8300 or toll free (800) 478-8226. More information can be found at <http://www.alaska.edu/oit/services/uaf-blackboard/>

#### **Blackboard Training**

Blackboard training will be offered Spring Semester on campus. Classes are designed for first time users of Blackboard that plan on developing courses. Please call 474-7296 for more information.

UAF Community and Technical College will be offering scattered sessions of this training before fall semester as well so that our adjuncts can be trained when it's convenient for them.

#### **Symantec Anti-virus License Agreement**

UAF also has a license agreement for Symantec Anti-virus Corporate version. You must be a current UAF faculty, staff, or student to be eligible for this free download. The software must be downloaded from a computer that is directly connected to the UAF network or see our IT staff for disks and directions for setup on your home computer.

#### **1.g: Student Support Services**

**UAF CTC Student Services** offices are working to support student learning and to help students achieve their academic goals, whether that means completing a course, an entire degree or certification. From advising to enrollment, placement testing to registration, financial aid to UAOnline access, parking to graduation assistance, UAF CTC Student Services is here to help.

**Academic Advising:** Academic and program advisors help students select, plan and complete their academic goals and serve as one of the important keys to your academic success.

The UAF CTC's Advising Center provides advising for associate of arts and non-degree students, as well as those in the process of deciding upon a program of study. Advising for degree students is provided by program advisors with detailed knowledge of the student's degree program. Military students and their dependents can receive specialized advising from our Northern Military Program advisors. Career advising is also available through our advising center. For more information go to:

[www.ctc.uaf.edu/student-services/advising/](http://www.ctc.uaf.edu/student-services/advising/)

**UAF CTC Computer Lab** is available to students at 604 Barnette Street, Room 314 Monday through Saturday during the semester. Students have a quiet place to complete on campus courses, distance education courses, and take care of their printing and scanning needs. The lab is open morning and evening hours and is available to anyone with an active UA login.



### Open Lab Times

Monday - Thursday..... 9:00 am - 7:00 pm  
Friday.....9:00 am - 5:00 pm  
Saturday.....11:00 am - 3:00 pm

### Support Available

Monday - Thursday.....11:00 am - 7:00 pm  
Friday.....1:00 pm - 5:00 pm  
Saturday.....11:00 am - 3:00 pm

Technology support for UAF CTC faculty and staff is available in Room 326 as well.

Monday - Thursday.....8:00 am - 7:00 pm  
Friday.....8:00 am - 4:00 pm  
Saturday.....11:00 am - 3:00 pm

**The Debbie Moses Learning Center** in room 120, 604 Barnette Street, provides tutoring in both developmental English and developmental Math on either a walk-in, scheduled appointment or online basis.

CTC Writing Center - is an excellent resource for students needing assistance in writing papers and assignments. It is staffed by highly qualified English tutors who can assist in all phases of the writing process:

- Brainstorming and generating topics
- Organizing ideas
- Developing research strategies
- Use of citation styles
- Editing guidance
- Improving grammar, mechanics, and punctuation

### Writing Center Hours

Monday..... 1:00 - 5:00pm  
Tuesday..... 2:00 - 6:00pm  
Wednesday..... 1:00 - 5:00pm  
Thursday..... 2:00 - 6:00pm  
Saturday..... 1:00 - 4:00pm  
Sunday..... 2:00 - 5:00pm

Questions? Contact Jennifer Tilbury - 455-2860, [jtilbury@alaska.edu](mailto:jtilbury@alaska.edu)

CTC Math Lab - Math tutors are also located in the Debbie Moses Learning Center and are available the following hours:

Monday.....	12:00 pm - 8:00 pm
Tuesday.....	12:00 pm - 8:00 pm
Wednesday.....	10:00 am - 6:00 pm
Thursday.....	10:00 am - 6:00 pm
Friday.....	10:00 am - 5:00 pm
Saturday.....	10:00 am - 5:00 pm
Sunday.....	11:00 am - 5:00 pm

Questions? Contact Jennifer Tilbury - 455-2860, [jtilbury@alaska.edu](mailto:jtilbury@alaska.edu)

### 1.h: Library Services

**Elmer E. Rasmuson Library** at the University of Alaska Fairbanks (UAF) is the largest library in Alaska, containing more than 1.2 million items.

Rasmuson Library has one of the world's finest collections of [Alaska and Polar Regions](#) materials including books, periodicals, photography, manuscripts, films, oral histories, rare books and maps. The collections are centered on Alaska but include many items about the circumpolar North and Antarctica. Subject bibliographers, archivists, anthropologists and historians on the Alaska and Polar Regions Collections & Archives staff are available for reference and research assistance.

The [Library Catalog](#) can be used to locate books, videos, government documents, and other materials owned by the UAF Rasmuson Library, the UAF Keith B. Mather Library and other libraries throughout the state.

Librarians and library staff assist students in using library resources and can give guidance on how to best locate research and information resources both in the library and beyond, regardless of format. As always, seeking out help and assistance from reference staff early in the research process can save many hours of frustrating work.

Want to know more? [View a short video about Rasmuson Library](#) - <http://www.youvisit.com/tour/uaf?loc=trail6:7:1:1>

For historical information about the library see the [University of Alaska Elmer E. Rasmuson Library page](#) - <http://www.alaska.edu/uajourney/labs-libraries-etc/rasmuson-library/>

**Mission Statement:** The University of Alaska Fairbanks libraries advances the university's mission through education and the creation, acquisition, management, preservation and dissemination of information resources.

[AskRasmusonLibrary@uaf.libanswers.com](mailto:AskRasmusonLibrary@uaf.libanswers.com) Phone: 907-474-7481, Fax: 907-474-6841



## Chapter 2

### Instructional Responsibilities

In this section you will find information related to the duties of adjunct faculty within UAF CTC. As an adjunct you play a very important role in our students' acquisition and demonstration of knowledge. Every academic division within UAF hires and relies on adjunct faculty. In general, adjuncts work with full time faculty who serve as mentors and program coordinators to those in their programs. You are encouraged to identify who your program coordinator is, and this person will help you get accustomed to the procedures and policies at UAF CTC. Your program's administrative assistant is an invaluable resource and support for all your instructional needs, don't hesitate to contact them for assistance when needed.

*If you are teaching a class that is wholly or in part designated E-Learning, you will want to communicate early with your faculty or staff contact person, so that he or she can guide you to those on your campus who provide training in the use of smart classroom, instructional technology, and other electronic course delivery resources.*

#### **2.a: Students with Disabilities**

**Access and Ability:** The Americans with Disabilities Act of 1990 requires that universities provide reasonable accommodations to students with disabilities in order to ensure equal access to all academic and co-curricular programs and services. For more information contact the director of Disability Services at [907-474-5655](tel:907-474-5655) or [907-474-1827](tel:907-474-1827) (TTY), email [uaf-disability-services@alaska.edu](mailto:uaf-disability-services@alaska.edu) or at <http://www.uaf.edu/disability/>. Please note requests for accommodations must come from the student and that the student must request services each semester and at each campus in which the student is enrolled in coursework, even if accommodations were provided in previous semesters.

**Student Disability Accommodation Forms:** <http://www.uaf.edu/disability/forms/>

- Instructor Response to Disability Accommodation Authorization - [Word version/PDF fillable form](#)
- Student Waiver of Accommodation - [Word version/PDF fillable form](#)
- Student Recording Agreement - [Word version/PDF fillable form](#)

A student with a disability has a right to an equal opportunity to participate in and benefit from programs offered at UAF. Students who choose to exercise these rights have a responsibility to initiate and participate in the accommodation process. They must identify themselves to UAF Disability Services, provide appropriate and comprehensive documentation and deliver the letter of accommodation to the faculty at the start of each semester.

Every UAF syllabus should contain a disability statement. The purpose of the statement is to convey both important information and create a welcoming environment to a diverse student body.

### **2.b: Safety Minute**

A “Safety Minute” briefing should be given to students at the first meeting of the class. This briefing should include the location of the restrooms, as well as the nearest exit stairs and elevator(s). If the fire alarm rings, we **MUST** be prepared to leave the building. Gather your personal belongings and quickly but calmly leave the building by the closest exit.

Additional information to note: Do not use the elevator. Assist others as necessary. If someone refuses assistance, leave them alone. Any individual needing assistance due to a physical or mental difficulty should identify themselves to authorities so that their location can be reported to emergency responders who will then provide the necessary assistance. UAF students working with the Disability Services office are encouraged to review information regarding evacuation procedures with the Director of Disability Services and request to have the need noted in their letter of accommodation from the Disability Services office. (Please be sure to take the class roster with you.) Once out of the building please gather at \_\_\_\_\_, the designated emergency evacuation meeting area away for the building, see the EAP for the building where you are teaching. (Instructors should be prepared to take roll.) You may reenter the building when told to do so by emergency personnel. The fire alarm stopping is **NOT** the all clear signal; it is when an emergency responder gives verbal permission to reenter the building.

### **2.c: Copyright**

Copyright and intellectual property rights may attach to files of any media type, including software, texts, databases, images, video, music & other audio files. Abuse of computing or network technologies to copy or distribute materials in violation of copyright, license, or intellectual property rights undermines the free exchange of ideas and access to information resources central to the University's mission and is expressly forbidden by University Policy and Regulation.

<http://www.alaska.edu/active/copyright-issues/>

### **2.d: Academic Honesty Policy**

Plagiarism is strictly prohibited and will be strictly dealt with. Most fundamentally, this means you may not present someone else's work as your own, be it ideas, phrases, or information, without giving credit to the source. If you fail to cite a source, you are tacitly stating that it is your own creation, idea, or quote.

Review the student code of conduct at <https://alaska.edu/bor/policy/09-02.pdf> or <http://www.uaf.edu/deanofstudents/student-code-of-conduct/disciplinary-processes/student-code-of-conduct/> for guidelines on professional and ethical behavior related to plagiarism, cheating, and other unethical behaviors. Beyond possible formal disciplinary action described in the code of conduct, academic dishonesty in a course may result in loss of credit for assignments, reduction of course grade, or course failure.

## **2.e: Faculty Absence from class**

If you know you will be missing a class in advance, work with your faculty program coordinator to arrange for a substitute or other appropriate class activity. If you have a last minute emergency or event that prevents you from teaching please contact the appropriate administrative assistant to post a sign on the door. If the class is an e-Learning class, post a notice on your class web site as well. You may also want to send a bulk email to the students notifying them of the cancelled class.

## **2.f: Title IX**

All staff and faculty have the responsibility for helping make UAF CTC a safe and welcoming community. You are a “responsible employee” under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of sexual harassment or sexual assault that you become aware of to your campus coordinator within 24 hours. If you know of an incident of sexual misconduct, you must [report](#) it to a member of the [Title IX team](#). Contact Margo Griffith, Director and Deputy Title IX Coordinator at 907-474-7599 or [margo.griffith@alaska.edu](mailto:margo.griffith@alaska.edu) for more information of guidance on reporting. The online reporting form can be found here: <http://www.uaf.edu/titleix/report/>

Members of UAF CTC and visitors have the right to be free from all forms of gender and sex-based misconduct including sexual violence, sexual harassment, domestic violence, dating violence and stalking. Everyone at UAF – employees, students, and visitors – has the right to learn and work in safety and with dignity. Title IX is a section of the federal law under the Higher Education Act that prohibits sex discrimination in educational institutions. The law states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Therefore, Title IX forbids sex discrimination, including sexual harassment and violence, in all university student services and academic programs.

**The following individuals can assist students in exploring options, and provide support:**

**The Student Health and Counseling Center\***, on the second floor of the Whitaker Building, is open weekdays during the regular academic year and from Monday to Thursday during the summer. For more information, call 907-474-7043 or 474-7045 (TTY), fax 907-474-5777, email [uaf-sh-cc@alaska.edu](mailto:uaf-sh-cc@alaska.edu) or visit <http://www.uaf.edu/chc/>

**The Resource and Advocacy Center\*** is staffed by four advocates, to provide confidential support and resources to students, faculty and staff who have experience or been impacted by dating/domestic violence, sexual assault, and stalking. The advocates can provide support, information referral and can help survivors navigate the various systems they may be involved with, including [Title IX](#). For more information contact Kara Carlson, MPA at 907-474-6360, or visit <http://www.uaf.edu/oeo/advocacy-services/>

**Additional Counseling Resources in the Fairbanks Community:**  
<http://www.uaf.edu/chc/community-resources/mental-health-resources/>

Please note that with the exception of asterisked (\*) counseling services employees, UAF employees are considered “responsible employees” and must report any disclosure of sexual abuse to a Title IX Response Team member. If any instance of sexual abuse is reported to you, you are required to report the incident to the University of Alaska Fairbanks Title IX Deputy Coordinator.

## 2.g: Syllabus

The syllabus serves as a contract between the instructor and student. It should reflect the competencies that the student can expect to master in that class. The UAF CTC competencies include communication, quantitative skills, critical thinking, information literacy, professional behavior, and information technology. Every course must explain how the content, knowledge, and skills build upon one or more of the UAF competencies.

A course syllabus must be provided to each student at the first class session of a course, with a copy also being filed with the appropriate Dean’s office. UAF CTC Online provides each course with a website where a course syllabus must be posted either by faculty or their department.

### Syllabus checklist for all UAF courses:

1. **Course information:**  Title,  number,  credits,  prerequisites,  location,  meeting time (make sure that contact hours are in line with credits).
2. **Instructor (and if applicable, Teaching Assistant) information:**  Name,  office location,  office hours,  telephone,  email address.
3. **Course readings/materials:**
  - Course textbook title,  author,  edition/publisher.
  - Supplementary readings (indicate whether  required or  recommended) and
  - any supplies required.
4. **Course description:**
  - Content of the course and how it fits into the broader curriculum;
  - Expected proficiencies required to undertake the course, if applicable.
  - Inclusion of catalog description is strongly recommended, and
  - Description in syllabus must be consistent with catalog course description.
5.  **Course Goals** (general), and (see #6)
6.  **Student Learning Outcomes** (more specific)
7. **Instructional methods:**
  - Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).
8. **Course calendar:**
  - A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say “lab”. Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. **Course policies:**
- Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.
10. **Evaluation:**  Specify how students will be evaluated,  what factors will be included,  their relative value, and  how they will be tabulated into grades (on a curve, absolute scores, etc.)
- Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":  
[http://www.uaf.edu/files/uafgov/Info-to-Publicize-C\\_Grading-Policy-UPDATED-May-2013.pdf](http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf)
11. **Support Services:**
- Describe the student support services such as tutoring (local and/or regional) appropriate for the course.
12. **Disabilities Services:** Note that the phone number and location have been updated.  
<http://www.uaf.edu/disability/faculty/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.
- State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.
13. **Required Notice of Nondiscrimination:**
- Link to notices and instructions: [www.alaska.edu/titleixcompliance/nondiscrimination/](http://www.alaska.edu/titleixcompliance/nondiscrimination/)

Two sample syllabi are provided on the following pages.



University of Alaska Fairbanks  
Community & Technical College  
eLearning Course Syllabus

Early Childhood Education F229 Nutrition & Physical Wellness (3 credit)  
Spring 2018

**Instructor Information:**

Patty Meritt, Professor

604 Barnette St, Room 205, Fairbanks, AK 99701

**email is the best way to reach me:** pameritt@alaska.edu

**texting is good for quick questions:** 907 978-6626 (no voice mail on this line please)

**Office Phone:** (907) 455-2883 Cell (907) 978-6626 Home (907) 474-0841

**Office Hours:** I am available in the office by appointment for local students or for calls with distance students. Call Kelly Peissner at 907 455-2842 to make an advising appointment.

**Course Description:**

Appropriate ways to meet the physical needs of infants and young children including nutrition, movement and exercise. Includes laws, regulations and appropriate practices in child nutrition as well as initiatives and trends to combat malnutrition and obesity in young children. Includes providing positive role modeling and helping families understand the essentials of good health in the home, starting with prenatal maternal health and including breastfeeding and traditional and local foods. Explores space, materials, equipment and activities to promote physical health and fitness.

No prerequisites, however college level English is expected in all ECE courses.

**Course Goals:**

There are three main purposes, as follows:

1. Each student will reflect on her or his own health and develop a plan for improvement. In order to care for and teach young children it is important to be in good physical health,
2. Students will learn details of physical development for young children including specific and sequential skills.
3. Students will demonstrate how to implement ideas that help children establish healthy lifestyles and habits including good nutrition and optimal activity levels.

Emphasis is on providing a good start for children and a well-balanced and long, healthy life for both the adults in the course and the children they care for and teach.

**Materials & Children Required:**

**2 Textbooks:** Physical Education for Young Children by Rae Pica published by Human Kinetics and Health, Safety & Nutrition for Young Children, 9<sup>th</sup> edition by Lynn Marotz; pub by Cengage

We will use all of the Pica book (it is short with only 7 chapters and very practical). We will only be using 6 of the Marotz chapters, but it has lots of good information that you may want to use in other courses or for future reference. It is also used in ECE 110 so you may already have it. The 9<sup>th</sup> has quite a lot of updated nutrition information.

**Children:** Having access to children between 3-10 years of age is a requirement for this course. Some activities may be done with children slightly outside this age range, but most assignments will be targeted to these ages. The children may be in your own family or in your class, if you teach. You might also find some you can work with in a local preschool, child care or elementary school. You may also find some children to observe through physical activities in your community such as swimming lessons, basketball, organized sports teams or playgrounds. Possibly there will be children you work with or some that are related to your friends or neighbors that you can use for some of your assignments. If you do not have access to children between 3-10 years of age, please contact the instructor with your specific situation prior to the drop date for the course.

**The following source books will be used by the instructor. You are not required to have them, but some may be of interest to you:**

- Movement Activities for Early Childhood by Carol Totsky Hammett  
Published by PE Central and available through the UAF bookstore.  
  
Used copies may also be available through a previously published version by *Human Kinetics Books*, 1992, ISBN 0-87322-352-7. The content is identical in both volumes, although the version by *Human Kinetics Books* is smaller and bound like a book while the PE Central version is spiral bound.
- Your Active Child by Rae Pica ISBN 0-07-140558-5 Out of print but available through used book sales.
- Last Child in the Woods, saving our children from nature deficit disorder  
by Richard Louv This is a current book which has become a national best seller.
- Big Body Play by Frances M Carlson, a recent book (2011) available through Amazon
- The Well Balanced Child, Movement and Early Learning by Sally Goddard Blythe; Hawthorne Press, 2<sup>nd</sup> edition

**Technical Requirements:**

Students will be required to have on-going access to a computer with Internet connectivity, Fire Fox web browser and Blackboard. You should also be able to play Powerpoint slide shows and some students find they need a Chrome web browser. Internet explorer does not interface well with blackboard. Quite a lot of videos are used, so you want an internet connection that is fast enough to use YouTube.

**Class Meeting Times and Dates:**

This class is asynchronous, which means we do not ever meet together as a group; there are no class "call in" times. The work is completed on your own but assignments must be submitted within the schedule. Virtual field trips, videos of different activities, are built into the course. For those in the Fairbanks area, local places will be recommended as an option, if you want to physically go and observe. For those in other locations, you may choose a similar activity as the one described for Fairbanks students. However, going to observe is not required for field trips; this is discussed in more detail in the assignments.

**Methods of instruction:**

This course is taught using a combination of video, instructor information, sharing via discussion board, reading materials, activities with children, field trips and web research. Having access to children between 3-10 is a requirement. Some activities, but not all, may be done with 2 year olds.

**Organizational Overview within the Broader Curriculum:**

This course is required in the ECE certificate, AAS and CDEV BA programs. It provides foundational information in physical wellness. It is recommended full time students take this course in the first year of study, prior to, or concurrent with, the curriculum courses.

**Program Portfolio:**

To complete your degree in ECE you will do a class at the end of your course of study called Practicum. It is similar to student teaching. In addition to the practical work in the class with children, assignments from your entire course of study will be submitted in a portfolio. We use this to document evidence for the university accreditation of your competence in the specific knowledge and skills required for your degree in ECE. Consequently, you will want to accrue samples of your best work, from each course, relative to the national standards. The portfolio has to be both hard copy and electronic, so plan accordingly. Each course has at least one assignment you will want to include in your final portfolio. For this course, it is your wellness final project but I think it is likely you will also want to include some of your field assignments with children

**National Standards:**

There are 6 national standards for AAS programs. All the UAF AAS ECE courses are developed using the broad national standards. Each standard also has more specific associated *key indicators*. No individual course addresses all standards or key indicators. Each course concentrates on 1-2 of the standards and a few specific indicators, but upon completion of the AAS program students will have concluded a thorough course of study for all the key indicators of the national standards. Key indicators are matched by number with the student learning outcomes.

**Outcomes:**

This course is primarily involved with #5 Using Content Knowledge to Build Meaningful Curriculum and #6 Becoming a Professional. At UAF a student learning outcome (SLO) is what you should "know and be able to do" by the end of the course. In ECE the outcomes for each course are numbered to correspond with the key indicators of the national standards. For this course the SLOs are as follows:

5a Students use their own knowledge, appropriate early learning standards, and other resources to design, implement and evaluate relevant, challenging curricula for each child, specific to nutrition and physical wellness.

5c Students use their content knowledge, appropriate early learning standards, and resources to design, implement and evaluate meaningful, challenging curricula for each child.

6d Integrating knowledgeable, reflective and critical perspectives on early education.

**Estimated Course Schedule:**

The amount of time will vary greatly by individual student. It can depend on the student's literacy level, dedication to the course (Seeking an "A" or happy with a "C") and lifestyle (competing demands on the student's study time). Each weekly lesson consists of approximately 8-10 hours for the reading and the assignments.

**Pacing:**

The first lessons are estimated to take 8 hours per week. Later in the course, the lessons may take longer. I estimate extra reading time in the Marotz book, as it is detailed and scientific. 6 chapters x 8 hours and 8 chapters X 9 hours = estimated total time 130 total hours for 3 credits.

**Instructor's Response Time:**

Assignment Return- Generally students can expect grading within a week, excluding holidays.

Response to questions sent by text - Often immediately, usually within 24 hours

Email/Phone Response- Generally students can expect a return response within 24-48 hours. However, it is likely responses will be sooner excluding holidays and weekends, unless I am out of range.

**Assignment Submittal:**

Students can only submit assignments through Blackboard. **Submit by clicking in the "submission here" area and then attaching a document in doc or docx format.** If you miss an assignment deadline, do not send it by email. You may attach it to the next assignment. If you choose to do this, please be sure to clearly label the assignment, include the instructions for the assignment at the beginning of it and include the point value. **I do not accept assignments by email as I cannot move the assignment into BB and it looks like I am awarding random points for no work.**

**Grading Policy:**

Students planning to graduate with an ECE degree must obtain a C- or better grade in their ECE major courses. If a student repeats a course, the most recent grade (not necessarily the highest) is the one that is applied to graduation and used for determining your GPA.

**Explanation of W, NB, I grades**No Basis Grades

This course adheres to the UAF eLearning Procedure regarding the granting of NB Grades. The NB grade is for use only in situations in which the instructor has No Basis upon which to assign a grade.

Incompletes

Following the University of Alaska Fairbanks Incomplete Grade Policy:

"The letter "I" (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, the student has not been able to complete the course during the regular semester. Negligence or indifference is not acceptable reasons for an "I" grade." **This instructor does not like to give I grades for a number of reasons. Many students, even with good intentions, do not finish the course. Then the Incomplete grade automatically reverts to an F. Also, work carried over from one semester into the next impacts my grading and focus for the current students.**

Withdrawals

Successful, timely completion of this course starting and establishing your progress through this course early can help to encourage your successful completion of the course. Toward this end, this course adheres to the following UAF eLearning & Distance Education procedures:

The first **contact** assignment (introduce yourself) is due one week after the first day of instruction. The first **content** assignment (scavenger hunt) is also due one week after the first day of instruction. *Failure to submit both of these assignments within the first week of the course could result in withdrawal from the course.*



**Checking Your Grade:**

Students are strongly encouraged to check grades frequently to ensure accuracy of grade and assignment submittal. Check your grades by clicking on the 'My Grades' link on the left side menu of the Blackboard course shell. A green icon indicates that the assignment has not been graded. **Please read all instructor feedback provided on graded assignments. This can help you improve your scores as the class progresses and gives you helpful information relative to both the content of the course and homework submissions.**

**Watch out!**

Blackboard does not calculate assignments that are skipped. If you skip assignments you cannot trust the % BB is showing. It may show 95% but you could be failing the class. Do not trust BB % if you have skipped any assignments. You can figure your grade yourself instead.

Example: 4 assignments worth 25 points each

Your grades: 23/25; 22/25; 18/25 and you skipped one. BB will show 84% a mid-range "B" (63 points earned of 75 points attempted.) Your REAL GRADE is 63 points out of 100 possible or 63% - a low "D"

**A quiet warning about Plagiarism:**

From the OWL online writing lab at Purdue University Contributors: Stolley, Brizee & Paiz  
"There are few intellectual offenses more serious than plagiarism in academic and professional contexts. This resource offers advice on how to avoid plagiarism in your work. ...Gaining familiarity with these rules, however, is critically important, as inadvertent mistakes can lead to charges of plagiarism, which is the uncredited use (both intentional and unintentional) of somebody else's words or ideas. ...A charge of plagiarism can have severe consequences, including expulsion from a university or loss of a job, not to mention a writer's loss of credibility and professional standing." Downloaded on 1/15/14 from <https://owl.english.purdue.edu/owl/resource/589/01/>

UAF ECE policy for plagiarism is posted in the course documents - check it out.

For more info -Student Code of Conduct:

<http://www.uaf.edu/catalog/current/academics/regs3.html>

**It is easier to make a mistake in this area than some students realize. BE SURE to correctly cite any sources you use.**

Assignment Summary:	Points	Approx %
14 Reflections @ 25 pt each (13 lessons + health reflection)	350 pts	44%
Scavenger hunt 25	25 pts	3%
2 Field Trips @ 20 pts each	40 pts	5%
10 activities with children @ 25 points each	250 pts	31%
4 application activities @ 10 pts each	40 pts	5%
feedback	10 pts	2%
Final Project:	<u>85 pts</u>	<u>10%</u>
Total	800 Pts	100%

**Evaluation Policy:**

Grade	Point	Definition
A = 100% - 90%	800 - 720	An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity & poise. Student enthusiastically participates and offers examples for discussion. Written work is creative with rich descriptions and humor, as well as meeting the requirements for B and C level grades. All work is completed in a timely manner.
B = 89% - 80%	719-640	Better than the average. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an "A". Student participates knowledgeably in discussion. Written work is well organized and shows attention to detail as well as meeting the requirements for a C grade. Work is generally completed on time.
C = 79% - 70%	639-560	Average. The student grasps the essential information; material is complete, although several assignments are late. Student regularly participates in discussion by responding to other students as well as posting their own ideas. Written work meets college level requirements for punctuation, grammar & spelling. Minimum grade for ECE majors.
D = 69% - 60%	559-480	Below average. Student misses significant aspects of the assignment. Much of the material is not turned in on time; student is unprepared to present project or participate in discussions. Written work has many frequent errors in grammar, sentence structure, word choice and spelling. Cannot be applied to the ECE degree; must be repeated.
F = below 60 %	479- 400	Student was unable to complete the assignment on time with at least a 60% understanding. Many assignments skipped or incomplete. Major project appears rushed; lacks depth and attention to detail. Student does not participate significantly in discussion.
NB = No basis	399-0	Since fall 2006 this grade option has been reinstated. It will be awarded if there is insufficient progress. No credit is given and this grade is not calculated in the GPA. It is a permanent grade and cannot be removed later by completing outstanding assignments.



**Support Services**

UAF eLearning Student Services helps students with registration and course schedules, provides information about lessons and student records, assists with the examination process, and answers general questions. Our Academic Advisor can help students communicate with instructors, locate helpful resources, and maximize their distance learning experience. Contact the UAF eLearning Student Services staff at 907- 479-3444 or toll free 1-800-277-8060 or contact staff directly - for directory listing see: <http://distance.uaf.edu/staff/> .

**Title IX Information for Students**

University of Alaska Board of Regents have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for reporting include:

1. You may access confidential counseling by contacting the UAF Health & Counseling Center at (907) 474-7043;
2. You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at (907) 474-6600;
3. You may file a criminal complaint by contacting your local Police Department, or the Alaska State Troopers at 443-5525 or 800-443-2835.

In an on-line class there is less likelihood of direct harassment but we all need to be thoughtful in our use of language for discussions and follow proper procedures when communicating with anyone in the course.

**Support Services are available as follows:**

General support services are available in this course through the OIT Support links

**UAF Help Desk**

Click here (<http://www.alaska.edu/oit/>) to see about current network outages and news.

Reach the Help Desk at: E-mail at [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu); fax at (907)-450-8312  
Phone in the Fairbanks area is 450-8300 and outside of Fairbanks is 1-800-478-8226

The UAF Office of Disability Services operates in conjunction with UAF eLearning. Disability Services, a part of UAF's Center for Health & Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services. If you believe you are eligible please visit their web site <http://www.uaf.edu/disability/> or contact student assistance at your nearest campus. You may also make contact by email:

uaf-disabilityservices@alaska.edu Phone:(907)474-5655 TTY:474-1827 or Fax: 474-5688.

**Students in Early Childhood Education** have support for many degree options. There is the certificate for 34 credits, the AAS degree for 60 credits and the BA degree for 120 credits, plus the 18 credit minor if you are getting a degree in a different field. Although I originally developed the BA in Child Development & Family Studies and got it approved through the Board of Regents, **I am a firm believer in the value of the AAS degree. Even if you are going forward for a BA I think the AAS provides the best foundation.** When I developed the degree all the AAS courses were required for the BA. Going for the BA in CDFS without all the AAS may mean missing some important information. There are also other Bachelor degree options available that make a good fit with our AAS degree. For these reasons it is important to get good advising.

**For students in the CTC AAS program, local or WEB,** or those wanting more information about alternative Bachelor programs, including scheduling of appointments for advising & assistance with registration, etc contact me or Kelly Peissner 455-2842, M-F: 8-5 during the spring semester

**For students in the ECE AUDIO program** or those getting a BA in Child Development but not an AAS should work with: Veronica Plumb email: [vmplumb@alaska.edu](mailto:vmplumb@alaska.edu)

Lesson	Applicable Readings	Topic	Associated Assignments	Effort	Check as Completed
<b>1</b> Complete by 1/21 Grace period to 1/28	Author: Pica Chapter (Ch) 1 What College Didn't Teach you AND scan the Report to the President	Course Introduction Discuss how to adopt a program; or organize a play group. Why fitness is important. Let's Move	Assignment: Scavenger hunt Lesson Folder 1 Reading Assignment: Health Reflection Lesson Reflection #1	1 hrs 2 hr 2 hr 1 hr 2 hrs	
<b>2</b> Complete by 1/28 Grace period to 2/4	Switch Books Marotz-Ch12 Nutritional Guidelines	Labels and nutrition packages Eating out Weight loss programs	Lesson Folder 2 Reading Application Activity #1 Lesson Reflection #2	2 hrs 2 hr 1 hr 2 hr	
<b>3</b> Complete by 2/4 Grace period to 2/11	Pica – Ch 2 Maintaining the Environment	The Well Balanced Child ppt; Gymnastics activities;	Lesson Folder 3 Reading Lesson Reflection #3 #1 Activity with Children- balance	2 hrs 2 hr 2 hr 3 hrs	
<b>4</b> Complete by 2/11 Grace period to 2/18	Pica- Ch 3 Elements of Movement	Large muscle activities including space and materials for locomotion. Schedules and transitions;	Lesson Folder 4 Reading Lesson Reflection #4 #2 Activity with Children – large muscle and locomotion	2 hrs 1 hr 2 hr 3 hr	
<b>5</b> Complete by 2/18 Grace period to 2/25	Pica- Ch 4 Fundamental Motor Skills	Rhythm activities, including space & equipment. Gross motor parachute games	Lesson Folder 5 Reading Lesson Reflection #5 #3 Activity with Children- rhythm	2 hrs 1 hr 2 hrs 3 hrs	
<b>6</b> Complete by 2/25 Grace period to 3/3	Pica- Ch 5 Fitness for Young Children	Sensory development and activities	Lesson Folder 6 Reading Lesson Reflection #6 #4 Activity with Children – sensory awareness	2 hrs 1 hr 2 hr 3 hr	
<b>7</b> Complete by 3/3 Grace period to 3/10	Pica- Ch 6 Manipulative Skills	Fine motor skills and activities	Lesson Folder 7 Reading Text Lesson Reflection #7 #5 Activity with Children – fine motor skills	2 hrs 1 hr 2 hrs 3 hr	
<b>8</b> Complete by 3/10 Grace period to 3/17	Pica- Ch 7 Linking With the Classroom	Discussion on line	Lesson folder 8 Lesson Reflection #8 Field Trip #1	2 hrs 2 hr 2 hrs	

<b>9</b> Complete by 3/17 Grace to 3/24		Spring Break!			
<b>10</b> Complete by 3/24 Grace period to 3/31	Marotz- Ch 13 Nutrients for Energy	Carbohydrates, Fats & Proteins Counting calories electronic resources	Lesson Folder 9 Reading Lesson Reflection #9 Application Activity #2 #6 Activity with Children- fast foods and fats	2 hrs 2 hr 2 hr 1 hrs 3 hr	
<b>11</b> Complete by 3/31 Grace period to 4/7	Marotz- Ch 14 Nutrients For Growth & Regulation	Vitamins, Minerals, Protein & Water	Lesson Folder 10 Reading Lesson Reflection #10 Application Activity #3 #7 Activity with Children- the importance of water	2 hrs 2 hr 2 hr 1 hrs 3 hr	
<b>12</b> Complete by 4/7 Grace period to 4/14	Marotz-Ch 17 Planning Nutritious Meals	Cycle Menu for programs Recipe sharing for families Electronic resources –eat a rainbow	Lesson Folder 11 Reading Application Activity # 4 Lesson Reflection #11 #8 Activity with children- -eat a rainbow	2 hrs 2 hr 2 hr 3 hrs	
<b>13</b> Complete by 4/14 Grace period to 4/21	Marotz-Ch 18 Food Safety	Populations at risk Food safety practices Common food diseases	Lesson Folder 12 Reading Lesson Reflection #12 #9 Activity with Children – FOOD safety (not just handwashing) Field Trip #2	2 hrs 2 hr 2 hr 3 hrs 2 hr	
<b>14</b> Complete by 4/21  Grace period to 4/28	Marotz-Ch 19 Nutrition Education	USDA My Plate & Eat a Rainbow resources	Lesson Folder 13 Reading Lesson Reflection #13 #10 Activity with Children – My plate from USDA	2 hrs 2 hr 2hr 3 hr	
<b>15</b> 4/28  Grace Period until 5/5			<b>Final Project Report</b>  <b>Feedback</b>	4 hr  1 hr	

END OF SAMPLE ONE

**SAMPLE TWO - COMM 141X-TE3 - Fundamentals of Oral Communication - Public Context**  
**Tuesday 6-9pm, CTC 604 Barnette, Room 212**  
**Spring 2018, 3 credits**

**Instructor:** Another Sample

**Phone:** (907) 123-9999

**Email:** [asample@alaska.edu](mailto:asample@alaska.edu)

**Office Hours:** By appointment.

CTC Academic Programs Admin: (907) 455-2886

CTC Information Desk: (907) 455-2800

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**Required Text:**

- Sprague, J., Stuart, D., & Bodary, D. *The Speaker's Handbook* (11<sup>th</sup> Ed.).
  - Dept. of Communication COMM 141X Supplementary Information Packet.
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**Course Description:**

This course is an introduction to the skills of effective public presentations. It is designed to help you become more competent and comfortable in communicating in situations where you are responsible for sharing information with and persuading groups of other people. This is a skills development course **requiring** student participation and attendance. A significant part of your learning will come from observation of class presentations. Your presence in class is an essential component of your success and grade in this course, because class participation in discussions and activities is a required element of your grade. The important point to remember is that a skill takes time to develop properly. Each student must be prepared to spend time in class and outside class in the study and preparation of presentations.

THE COURSE SCHEDULE IS PROVIDED BELOW. THE FOLLOWING PAGES CONTAIN MORE INFORMATION ON THE NATURE OF THIS COURSE. YOU WILL BE EXPECTED TO KNOW ALL OF THE INFORMATION IN THIS SYLLABUS. BE SURE TO READ IT VERY CAREFULLY, TOGETHER WITH THE ASSIGNMENT DESCRIPTIONS IN THE SUPPLEMENTARY INFORMATION PACKET. YOU ARE RESPONSIBLE FOR ALL OF THIS INFORMATION, INCLUDING THE INFORMATION ON DEADLINES AND GRADING POLICIES.

**POLICY:** It is the policy of the Department of Communication that, due to the developmental nature of this class, students who are not present in the classroom during the first OR second day of the semester may be dropped from the class by the instructor (wait-listed students included).

**Course Calendar:**

<b>Week</b>	<b>Date</b>	<b>Class Topic</b>	<b>Reading</b>	<b>Points</b>
Week 1	1/16	Syllabus/Schedule/Introductions		
Week 2	1/23	<i>Diagnostic Presentation</i>		30 Points
		Eight Competencies	Supplement	
Week 3	1/30	<b>Foundation:</b> Understanding Speaking, Listening, Speaking Ethics, Addressing Speech Anxiety	Part 1	
Week 4	2/6	<b>Preparation:</b> Planning, Topic Selection and Analysis, Audience Analysis, Research		Part 2
Week 5	2/13	<i>Present on Presentation</i>		30 Points
		<b>Organization:</b> Transforming Ideas into Speech Points, Organizing Points, Outlining, Connectives, Introductions, Conclusions	Part 3	
		<b>Development:</b> Informative Strategies		Part 4
Week 6	2/20	<i>Informative Presentation</i>		100 Points 25
		<i>Points-Outline</i>		
Week 7	2/27	<b>Development:</b> Supporting Material, Reasoning, Language and Style, Attention and Interest, Credibility, Motivational Appeals		Part 4
Week 8	3/6	<i>Mid-Term</i>		100 Points
		<b>Presentation:</b> Modes of Delivery, Practice Sessions, Vocal Delivery, Physical Delivery, Presentation Aids, Adapting to the Speech Situation		Part 5
Week 9	3/20	<i>Visual Aid Presentation</i>		100 Points 25
		<i>Points-Outline</i>		
Week 10	3/27	<b>Contexts:</b> Analyzing Speech Contexts, Educational Context, Workplace Context, Social and Ceremonial Context, Social and Ceremonial Context, Civic and Political Context, Leadership across Contexts		Part 6
Week 11	4/3	<b>Development:</b> Persuasive Strategies		Part 4
Week 12	4/10	<i>Persuasive Presentation I</i>		150 Points 25
		<i>Points-Outline</i>		
Week 13	4/17	Review Presentation Video		

Week 14	4/24	<i>Persuasive Presentation II</i>	200 Points 25 Points-Outline
Week 15	5/1	<i>Final Exam</i>	150 Points

### **Course Policies:**

It is the policy of the Department of Communication that, due to the developmental nature of this class, students are expected to attend **each** class.

Most people, to varying degrees, find public speaking to be a fear-inducing prospect, and one part of this class will address specific ways to manage this very common fear. However, beyond learning skills, a respectful environment is necessary for a successful educational experience. With the support of others, we can feel more confident when trying new skills. Each student can demonstrate support and respect by using bias-free language, by coming to class prepared and on time, and by NEVER walking into the classroom while a student presentation is in progress.

I am completely committed to facilitating your needs as they arise. Please ask me for help if you find that you have questions, or if you would like to discuss any problems. I do not have scheduled office hours, however, times to meet can be arranged. I prefer to communicate through email, you will get a much quicker response electronically than you will by calling.

### **Class Rules:**

1. Never enter or exit the classroom while a student or faculty presentation is being given.
2. Be on time.
3. Unless it is an emergency leave class only during breaks.
4. Respect the opinions of your classmates and encourage them to participate in class.
5. Don't talk while others are speaking.

### **Grading/Evaluation:**

Presentations will be evaluated using a nationally standardized instrument. This course is presented as competency based, and as such, each student's performance in each of the eight "competencies" outlined by the Speech Communication Association will be graded against national standards. Each student should know that it is possible to work very hard, put in significant time, and still not excel at public presentation. It is difficult to get high grades in this course, and these skills are not attainable by everyone.

All out of class assignments must be typed and proofread. Hand written assignments will be accepted, but will receive no points.

This course will move along VERY quickly. You will find that it is impossible to keep up if you miss class.

As you can see in the point distribution, the majority of the points available are in the speaking events. Each student will receive a review sheet from the professor and peer evaluations from classmates for every presentation. The objective is to improve each time one is called upon to speak. Both delivery skills and the skills of preparation will be addressed in the class.

Each presentation should be practiced to the point of the speaker consciously "knowing" that she or he is prepared to present within the time frame specified for that presentation.



Grades will be based on the following point breakdown:

A= 901-1,000    B=801-900    C=701-800    D=601-700    F=600 & Below

#### **Disabilities Services:**

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services (Room 208 of the Whitaker Building, 474-5655) to provide reasonable accommodation to students with disabilities.

### **END OF SAMPLE TWO**

## **2.h: Grades and Grading**

### **Grading Guide**

Current grading policies can be found in the UAF 2017 - 2018 Catalog: <http://catalog.uaf.edu/> . The grading system approved for each course must be used. If the course was approved at the beginning of the semester for pass/fail (P/F) grades, only those grades can be issued. **You may not mix pass/fail grades with regular letter grades.**

#### **Valid Grades**

Letter Graded Course: A, B, C, D, F, \*I N, NB, DF

**Plus/Minus Grades:** The letter grades A, B, C and D may include a "+" or "-" to indicate that a student's level of performance is slightly higher or lower than that of the letter grade alone.

Pass-Fail Graded Course: P, F, \*I N, NB, DF

#### **\*Incomplete (I N)**

The letter grade "I" (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the **majority** of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an Incomplete is assigned in the case when the student is current in the class until at least the last three weeks of the semester. The letter grade "I N" is available via web grading. A **completed Notice of Incomplete Grade** is required for each student receiving an incomplete grade. When the Incomplete Grade form is received at Office of Admissions and the Registrar, the "I N" is changed to an "I". This form may also be completed through the Google Docs site at [www.uaf.edu/reg/faculty/](http://www.uaf.edu/reg/faculty/).

#### **Please note:**

The Incomplete policy requires the instructor to include a statement of the work required to complete the course at the time the "I" grade is assigned. The student should be notified of the work to be completed, and a copy of the Notice of Incomplete Grade should be sent by the instructor to the Dean of the school or college in which the course is given. *An instructor intending to assign a grade of "I" will make a concerted effort to contact the affected student and secure his/her*

*acknowledgement of the conditions. An incomplete must be made up within one year or it will automatically be changed to an 'F' grade by the Office of Admissions and the Registrar.*

You must be logged into your UA web mail in order to access the Notice of Incomplete Grade form. If you have difficulty accessing the online form, or if you would prefer to fill out the paper form, Contact David Puterbaugh, CTC Student Services, at 455-2851.

### **\*\*No Basis (NB)**

Instructors may award a No Basis grade if there is insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete. It cannot be removed by later completing outstanding work. For Financial Aid purposes, complete the 'last date attended' block for all NB grades.

### **\*\*\*Deferred (DF)**

This designation is used for courses such as theses and special projects, which require more than one semester to complete. It indicates that course requirements cannot be completed or when institutional equipment breakdown resulted in non-completion by the end of the semester. Credit may be withheld without penalty until the course requirements are met within an approved time.

### **Submitting Grades Online**

It is preferred that faculty use web grading via Blackboard to submit final grades. Complete instructions for grading and tutorial videos on how to report grades can be accessed at [www.uaf.edu/reg/faculty/](http://www.uaf.edu/reg/faculty/).

Grades may also be submitted via a paper roster. For paper grading please contact David Puterbaugh, CTC Student Services, at 455-2851.

As you begin the grading process, please be aware of the following:

- **Final Grades for regular classes are due by noon on Wednesday, May 9, 2018.**
- **Final Grades for short courses that end prior to the end of the semester can be submitted online beginning the last day of class. Grades for short courses are due within 3 business days of the last day of class.**
  - NS (Not Submitted) grades will be posted for all missing or late grades. NS grades can have a negative impact on students. Graduating students may not be able to receive their diplomas. Late grades can impact scholastic action (i.e., honors, probation or disqualification) and a student's future financial aid. Transcripts will be sent with the NS grades.
  - Instructors are responsible for their grade rosters. Grades posted via Blackboard are archived for two years by default.
    - Select the "Archive" option when posting your grades via Blackboard to have your roster archived permanently.
    - If your course is not graded via Blackboard, your grades should be stored securely for a minimum of two years and should be transferred securely to your department in the event that you leave the university.
    - Best practices for storing grade rosters are to:
      - a) Make a backup of digital files on a removable flash drive stored in a secure location, or

- b) Retain paper copies of grade rosters in a lockable file, or
- c) Transfer a backup of your grade roster to your dean's office at the end of every semester.
- The grade appeal policy and process are listed in the Academics and Regulations section of the catalog and also at [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms).
  - Students have 30 days after the beginning of the following semester to initiate an appeal and must submit documentation of their claim and approval from the department head and dean.
- As a faculty member, it is your responsibility to protect any educational records in your possession.

If you have any questions about educational records or the Family Educational Rights and Privacy Act, please contact Jolie Phillips, CTC Student Services Coordinator, at 455-2874.

### Web Grading Instructions

1. Select "Login to Secured Area" at [uaonline.alaska.edu](http://uaonline.alaska.edu) using your UA Employee ID and PIN.
2. Select **Faculty Services**
3. Select **Term Selection**
  - In the pull down box, select the appropriate semester and click the *Submit* button
4. Select **CRN Selection**
  - In the pull down box, select the desired course and click the *Submit* button
5. Select **Summary Class List/Enter Grades**
  - From the menu at the bottom of the page, click on the *Final Grades* option to begin posting grades
6. For each student, enter a grade under the Grade column
7. For students who stopped attending, enter the last date attended. This information is used by the Financial Aid Office.
8. When finished entering all grades, select the *Submit* button at the bottom of the page.
9. DF and W (for audits only) grades **cannot** be posted on the web and must be submitted with a paper grade roster.
10. A Notice of Incomplete Grade must be submitted to the Office of Admissions and the Registrar for each incomplete grade posted on the web. This can be done by following the instructions below to use the Google form.

### Instructions for Faculty Access to Google Sites

1. Log in to your UAF e-mail account at <http://www.alaska.edu/google/>
2. On the top bar above the e-mail, click on "Sites".
3. Either scroll down or do a search for "Faculty and Advising Resources". Click to open.
4. On the left side, click on "Online Forms".

Any questions? Contact David Puterbaugh, CTC Student Services, at 455-2851.

## Checking for Errors

1. If a student has been attending class but his/her name does not appear on the grade roster, add the student's name, student ID number and grade earned on the appropriate Google Doc Form. If the student was officially enrolled in the class, his/her name will be added to the class and he/she will be given the grade indicated. If there is no record of the student's enrollment, he/she will not receive credit or a grade for the course.
2. If a student whose name appears on the class roster has stopped attending the class or has not attended at all, and a faculty initiated withdrawal was not submitted by the deadline, the student must be given an "F" (or "NB", if it is part of your grading policy). **Do not leave the grade field blank.** Indicate the last day attended for Financial Aid records. If this situation occurs, please contact Jolie Phillips, CTC Student Services Coordinator.
3. An "AU" appears for students who were auditors. A "W" may be recorded for an auditor who has not met expectations for attendance - see auditing policy in the catalog. This must be done on a paper roster. Contact your department administrator or CTC Student Services for a copy of the roster. Deliver grades in person to CTC Student Services. Do not send completed grade rosters through the campus mail. Faxed grade rosters are not acceptable.

**Remember that student grades are confidential.**

Once grades are entered and rolled to history, students will be able to view their grades on UA Online.

### 2.i: Student Rating of Faculty and Courses <http://www.uaf.edu/provost/blue/>

Students have the opportunity to rate the course on Blackboard in the last two weeks of class. Students' rating of a faculty members' teaching effectiveness is an important element in the faculty evaluation process. Students' rating of instruction is managed by the Office of the Provost in coordination with various administrative units.

**Online Student Ratings of Courses**—The process of evaluating an instructor's scholarship of teaching and learning includes students' ratings of instruction. UAF Information Technology Services, under the direction of the Provost's office and in coordination with various administrative units, manage student rating questionnaires.

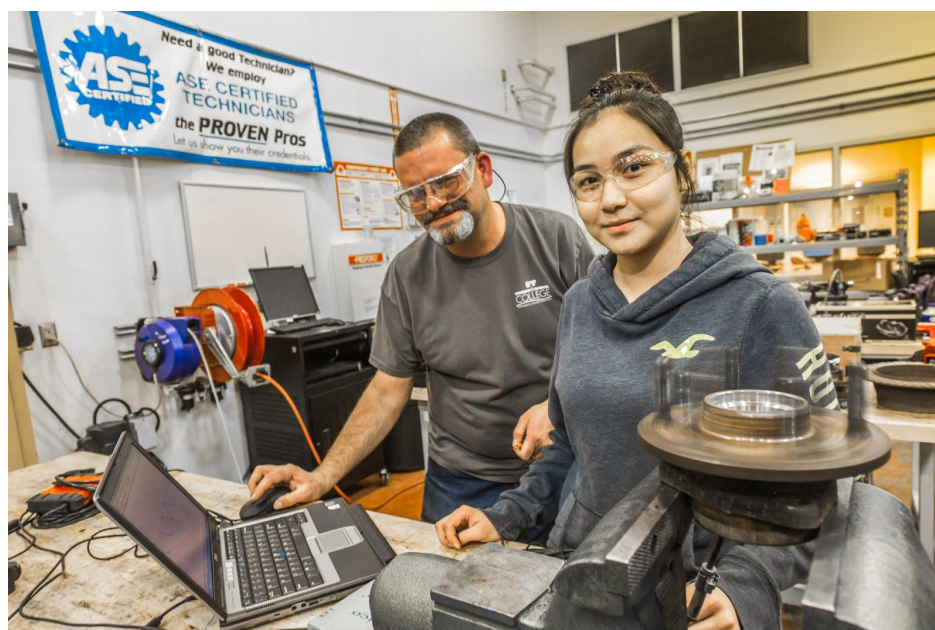
**Anonymity**—The online student ratings system will keep students' individual names separate from their responses, so students can be assured of anonymity in submitting the questionnaires. Students have the right to submit a blank questionnaire or opt out of submitting one at all.

**Courses evaluated**—All courses taught at UAF will be evaluated using this system. In team-taught courses, a single evaluation form will be used with instructor specific questions naming the individual instructors where appropriate.

**Access to results through course web sites**—The rating system automatically generates a summary report for each course. The reports are made available two weeks after the due date for course grades. Access to the anonymous student comments is restricted to those with instructor access only.

**The Process: for Faculty** - Two weeks before the evaluation period (or proportionally less depending on course duration) instructors will receive an email from [UAF-course-eval@alaska.edu](mailto:UAF-course-eval@alaska.edu) inviting them to access their personal Blue page through the link provided. On your Blue page you may add up to 8 questions to evaluation for each course. These may be selected from the question bank and/or created by the instructor. Instructor will then submit the questions and log out.

**The Process: for Students** - The last two weeks of class (or proportionally less depending on course duration) students will receive an email from [UAF-course-eval@alaska.edu](mailto:UAF-course-eval@alaska.edu) inviting them to complete the online course evaluation. (Blackboard splash page also announces ongoing course evaluations.) A link will be provided for students to access the evaluations using their UA login information to get into the evaluation system. After login, students will reach the Blue portal and select the course for evaluation. They will then be presented with four types of questions for each course; 9 core questions about the instructor and the course, 4 questions relating to their status as a student, 4 questions to provide more written feedback (replacing the IAS “yellow sheet”) and up to 8 questions specifically added by the course instructor. Students then submit the evaluation.



## Chapter 3

### Secondary School / Dual-Enrollment

UAF welcomes enrollment of secondary school students who are prepared for college-level work, subject to the policies described below. These policies are designed to allow access to courses in a manner that supports student success. The University of Alaska system has an open enrollment policy allowing students to register for courses for which they have an adequate background (UA Regents policy P10.05.010). Registering in courses establishes a permanent academic record that reflects academic performance in all courses attempted.

#### **Types of Secondary School Student Enrollment:**

##### ***3.a: Dual Enrollment Students***

The dual enrollment process allows secondary school students to register for UA classes and concurrently earn high school and college credit, if approved. Any high school student meeting course prerequisites may enroll in university classes with permission of the instructor or the department head. Students must consult their appropriate school district officials and school counselors for approval prior to registration if they wish to use university courses to meet high school graduation requirements.

##### ***3.b: Tech Prep Students***

The TECH PREP program allows students to earn credits toward a UAF certificate or associate degree by completing career and technical education classes in their high school that have been approved for college credit by UAF. The classes available for credit vary from school to school, but in general they are taken from the following areas: applied business; automotive; airframe and powerplant; human services; computer information office systems; allied health; drafting; emergency medical services; and welding. For more information, students may contact their high school counselor or the Community and Technical College at 907-455-2850.

##### ***3.c: Other Secondary School Students***

The secondary student enrollment process allows secondary school students to register for UAF classes. A student meeting course prerequisites may enroll in university classes. Students must consult their appropriate school district officials and school counselors for approval prior to registration if they wish to use university courses to meet high school graduation requirements.

Registering for courses at UAF establishes a permanent academic record that reflects student academic performance in all courses attempted.

**Note:** Enrollment in UAF courses as a secondary student does not constitute formal admission to the university for the purposes of earning a certificate or degree. Please note that in order to qualify for federal financial aid, you must have either a high school diploma or a GED.





## Chapter 4

### Adjunct Union

#### **4.a: Collective Bargaining Agreement—United Academics - Adjuncts AAUP-AT/AFL-CIO**

The Collective Bargaining Agreement between the University of Alaska and United Academics - Adjuncts AAUP-AFT/AFL-CIO establishes the terms and conditions of employment at the University for all members of the United Academics - Adjuncts bargaining unit. To review the complete Collective Bargaining Agreement, please visit <http://www.alaska.edu/labor/adjuncts-info/2017-2020-UNAD-CBA.pdf>

#### **4.b: Dues and Representational Agency Fee**

Adjunct Faculty (UNAD)--Adjuncts are represented under the United Academics - Adjunct CBA and must pay their dues or representational fees as outlined in the United Academic Adjuncts Collective Bargaining Agreement Article 4 Section 4.1.1. Contact UAF CTC Human Resources at 907-455-2863 if you need to sign a Dues or Agency Fee Deduction form, or need other information. You may also access the agency fee form at [http://alaska.edu/files/labor/Adjuncts/Dedn\\_Form\\_05.13.15.pdf](http://alaska.edu/files/labor/Adjuncts/Dedn_Form_05.13.15.pdf)

Please submit the completed form to UAF CTC Human Resources.



## Useful Links

Academic Calendar: <http://catalog.uaf.edu/calendar/>

Academic Catalog: <http://catalog.uaf.edu/catalogcontents/>

Board of Regents: <http://www.alaska.edu/bor/policy-regulations/> (Policies and Regulations)

CTC Home page: <http://connect.ctc.uaf.edu/>

CTC IT Services: <http://connect.ctc.uaf.edu/Dept/helpdesk/Request/Request.html>

UAF OIT Help Desk: <http://www.alaska.edu/oit/get-help/>

ELMO (Easy Login Maintenance Option): <https://elmo.alaska.edu/>

Environmental Health, Safety and Risk Management (EHSRM): [www.uaf.edu/safety/](http://www.uaf.edu/safety/)

Ethics Disclosure forms:

*Employment or Service Outside UA Disclosure Form*

[http://www.alaska.edu/files/hr/ethics\\_disclosure\\_form\\_ent.pdf](http://www.alaska.edu/files/hr/ethics_disclosure_form_ent.pdf)

*Employment of Immediate Family Member Form*

[http://www.alaska.edu/files/hr/employ\\_immed\\_family.pdf](http://www.alaska.edu/files/hr/employ_immed_family.pdf)

Human Resources at UAF: <http://www.uaf.edu/uafhr/>

Learning Center: <https://www.ctc.uaf.edu/student-services/tutoring-learning-center/>

Library, UAF Elmer E. Rasmuson: <http://library.uaf.edu/>

Parking: <http://www.uaf.edu/bursar/parkingservices/>

Student Resources: <https://www.ctc.uaf.edu/student-services/student-resources/>

Student Rights and Responsibilities:

<http://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/>

Tuition Waiver:

[http://www.alaska.edu/files/benefits/tuition\\_waiver\\_employee\\_enterable.pdf](http://www.alaska.edu/files/benefits/tuition_waiver_employee_enterable.pdf)

UAF Green Dot (violence prevention program): <https://greendot.alaska.edu/>

UAF Office of Diversity and Equal Opportunity (Title IX): <http://uaf.edu/titleix/>

UAF Required Training website: <http://www.uaf.edu/safety/training/>

UAF Required Training Policy: <http://www.uaf.edu/chancellor/policy/04.07.010/>

UA Online: <http://uaonline.alaska.edu/>

United Academics - Adjuncts: [www.alaska.edu/labor/adjuncts-info/](http://www.alaska.edu/labor/adjuncts-info/)

### UAF 2018 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period Start Date	Pay Period End Date	HR Job Forms <sup>o</sup>	Paper Timesheets Due 12 PM*	Payday	Holidays and Alerts
R1	10-Dec-2017	23-Dec-2017	7-Dec	21-Dec	5-Jan-2018	
R2	24-Dec-2017	6-Jan-2018	21-Dec	8-Jan	19-Jan-2018	Christmas Holiday Dec. 25 & 26 Winter Closure - Dec. 27, 28 & 29 New Year's Day - Jan. 1 & Jan. 2
R3	7-Jan-2018	20-Jan-2018	4-Jan	22-Jan	2-Feb-2018	Alaska Civil Rights Day in Honor of MLK - January 15
R4	21-Jan-2018	3-Feb-2018	18-Jan	5-Feb	16-Feb-2018	Annual leave rollback occurs after R4 - Use or lose AL >240 hours
R5	4-Feb-2018	17-Feb-2018	1-Feb	19-Feb	2-Mar-2018	
R6	18-Feb-2018	3-Mar-2018	15-Feb	5-Mar	16-Mar-2018	
R7	4-Mar-2018	17-Mar-2018	1-Mar	19-Mar	30-Mar-2018	Spring Recess - TBD
R8	18-Mar-2018	31-Mar-2018	15-Mar	2-Apr	13-Apr-2018	
R9	1-Apr-2018	14-Apr-2018	29-Mar	16-Apr	27-Apr-2018	
R10	15-Apr-2018	28-Apr-2018	12-Apr	30-Apr	11-May-2018	
R11	29-Apr-2018	12-May-2018	26-Apr	14-May	25-May-2018	
R12	13-May-2018	26-May-2018	10-May	25-May	8-Jun-2018	
R13	27-May-2018	9-Jun-2018	24-May	11-Jun	22-Jun-2018	Memorial Day - May 28
R14	10-Jun-2018	23-Jun-2018	7-Jun	25-Jun	6-Jul-2018	Use Personal Holiday by June 23
R15	24-Jun-2018	7-Jul-2018	21-Jun	9-Jul	20-Jul-2018	Independence Day - July 4 & 5 No Personal Holiday use
R16	8-Jul-2018	21-Jul-2018	5-Jul	23-Jul	3-Aug-2018	Personal Holiday Available FY19
R17	22-Jul-2018	4-Aug-2018	19-Jul	6-Aug	17-Aug-2018	
R18	5-Aug-2018	18-Aug-2018	2-Aug	20-Aug	31-Aug-2018	
R19	19-Aug-2018	1-Sep-2018	16-Aug	31-Aug	14-Sep-2018	
R20	2-Sep-2018	15-Sep-2018	30-Aug	17-Sep	28-Sep-2018	Labor Day - September 3
R21	16-Sep-2018	29-Sep-2018	13-Sep	1-Oct	12-Oct-2018	
R22	30-Sep-2018	13-Oct-2018	27-Sep	15-Oct	26-Oct-2018	
R23	14-Oct-2018	27-Oct-2018	11-Oct	29-Oct	9-Nov-2018	
R24	28-Oct-2018	10-Nov-2018	25-Oct	12-Nov	23-Nov-2018	
R25	11-Nov-2018	24-Nov-2018	8-Nov	26-Nov	7-Dec-2018	Thanksgiving - November 22 & 23
R26	25-Nov-2018	8-Dec-2018	22-Nov	10-Dec	21-Dec-2018	
* Please refer to the online Web Time Sheet Submission Schedules: <a href="http://uaf.edu/uafhr/calendars">http://uaf.edu/uafhr/calendars</a>						
<small><sup>o</sup> Job form submission deadline is the Thursday of the pay period prior to the Pay Period Start Date. Job forms submitted by the deadline are guaranteed to be entered on time. Job forms submitted past the deadline will be processed as time allows.</small>						
<b>Early Submission Required</b>				<b>2018 Fiscal Year Ends</b>		



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