

Liberal Arts Faculty Handbook

NOVEMBER 2016

OSU-Oklahoma City



WE PUT THE "UNIVERSITY" IN OSU-OKC

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LIBERAL ARTS: PREAMBLE, VISION, MISSION, AND VALUES STATEMENTS

Preamble: The Liberal Arts Division is committed to the principle of shared governance. This commitment is reflected in the collaborative decision-making process, in which all policies and procedures that affect faculty are determined by faculty, subject to being consistent with institutional policies and procedures. Implementation of this principle begins with the Liberal Arts Policy and Procedures Committee. Both full and part-time faculty are represented on this committee and recommendations are sent to the full-time division faculty and division head for discussion and final collective approval.

Vision: Liberal Arts puts the “University” in OSU-OKC.

Mission: The Division of Liberal Arts provides exceptional, provocative, and transformative general education, liberal arts, and programmatic learning experiences to our students.

Values:

- 1) Collegiality - We respect and value each other as colleagues, co-workers, and friends.
- 2) Intellectual Freedom - We believe that the ethical and scholarly questioning of the status quo is essential to the advancement of knowledge.
- 3) Pedagogical Innovation – We promote transformative learning by embracing innovative teaching methods. There can be no growth without innovation.
- 4) Diversity-We respect others and value diversity of opinions, freedom of expression, and all ethnic and cultural backgrounds.
- 5) Integrity-We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.
- 6) Service – We believe that serving others is a noble and worthy endeavor.

PREFACE

This faculty handbook was prepared by the Liberal Arts Division Handbook Committee to:

- (1) outline the Division general policies and procedures;
- (2) provide assistance in dealing with matters which the individual faculty member may be unfamiliar;
- (3) identify and encourage use of Division services which are available to support academic activity; and
- (4) afford ready access to basic materials which guide the conduct of Division functions.

Emphasis is placed on general Division responsibilities and policies. Detailed procedures are left to other communications.

The *Liberal Arts Faculty Handbook* has been prepared as an addendum to the Oklahoma State University-Oklahoma City *Adjunct Faculty Handbook* and is intended for the purposes of information only. No statement appearing in the *Liberal Arts Faculty Handbook* constitutes a contractual obligation by the A&M Board of Regents or Oklahoma State University-Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the *Liberal Arts Faculty Handbook*, such official policy statements will be deemed to override the statements appearing in this document. The A&M Board of Regents and the University reserve the right to alter the terms of the official policy statements and/or this handbook at any time, without advance notice.

IMPORTANT INFORMATION FOR NEW FACULTY

Upon hire, new part-time faculty will receive a New-Hire Packet. This packet includes information about activating O-Key accounts, obtaining faculty identification and PIN numbers, and all other relevant information to help new instructors acclimate to OSU-OKC's policies and procedures. In brief, however, the following is a list of necessary steps new instructors should follow before the semester begins:

1. Once all necessary documentation has been received and entered in Records and Human Resources, instructors may then activate their O-Key account. Step-by-step instructions for activation are included in the New-Hire Packet and in the "Instructional Technology" portion of this handbook. The O-Key login and password will be used to access the Online Classroom, OSU-OKC email, and Banner. Activating O-Key can and should be completed before the first in-service meeting (if possible).
2. New instructors should also fill out the "Faculty Information" sheet. Once all information from this documents is entered into the HR system, faculty identification number (CWID) will be generated and can be obtained through the Division office. Any necessary classroom keys can be obtained through the Division office during the first week of classes.

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3. When time allows, new faculty must obtain a faculty ID card by visiting Records on the first floor of the Student Center. This ID card will ensure access arriving/leaving campus during emergency situations and access to all school-related events. In order to avoid long waiting times, it may be best to do this during in-service week, *before* the first week of a new semester.
4. All new faculty who wish to use the computers in the faculty workroom can obtain log-in information from the Division office after an O-Key account has been created.



OSU-Oklahoma City Division of Liberal Arts FACULTY INFORMATION

NAME: _____

MAILING ADDRESS: _____ OFFICE HOME

CITY: _____ STATE: _____ ZIP: _____

PRIMARY PHONE: _____ OFFICE CELL HOME

ALTERNATE PHONE: _____ CELL HOME

PRIMARY E-MAIL: _____

ALTERNATE E-MAIL: _____

WHAT CONTACT INFORMATION MAY WE SHARE WITH YOUR STUDENTS?

Check box[es] to indicate permission to share. At a minimum, instructors are asked to share their "okstate.edu" email address and one phone number with students.

- Primary Phone
- Alternate Phone
- Primary E-Mail
- Alternate E-Mail

DO YOU HAVE ANY OTHER INFORMATION OR COMMENTS YOU WISH TO SHARE WITH US?

LIBERAL ARTS CONTACT INFO

DIVISION OFFICE:

Jason Stone, Division Head	945-3296	esto@osuokc.edu
Jackie Meeks, Division Secretary	945-6718	mcsbane@osuokc.edu

DEPARTMENT HEADS:

Dr. Dorothy Weaver, Behavioral Sciences	945-6741	dorothy.weaver@osuokc.edu
Dr. Karen Jobe, English	945-8694	jobekd@osuokc.edu
Dr. Breeman Ainsworth, Humanities	945-3246	breeman@osuokc.edu

BEHAVIORIAL SCIENCES:

Dr. Dorothy Weaver	945-6741	dorothy.weaver@osuokc.edu
Dr. Steven Collins	945-6780	steven.collins@osuokc.edu
Elizabeth Peters	945-3223	eapeter@osuokc.edu
Dr. Robin Scott	945-3255	scottra@osuokc.edu

ENGLISH:

Dr. Karen Jobe	945-8694	jobekd@osuokc.edu
Dr. Teri Ferguson	945-3392	teri.ferguson@osuokc.edu
Alissa Nephew	945-3226	nephew@osuokc.edu
Jennifer Poynter-Thompson	945-8657	jennifer.poynter@osuokc.edu

HUMANITIES:

Dr. Breeman Ainsworth	945-3246	breeman@osuokc.edu
Dr. Doug Baker	945-3235	bdougla@osuokc.edu
Dr. Jerry Rice	945-3381	jeraldr@osuokc.edu
Cynthia Vleugels	945-6787	vleugel@osuokc.edu

SECURITY: 945-9111

WEEKEND COORDINATOR:

Decleasha Martin 312-1555

EVENING ASSISTANCE (SECURITY) 945-9111

TECHNOLOGY SUPPORT CENTER: 945-6767

FULL-TIME FACULTY DEPARTMENTS & DISCIPLINES

BEHAVIORAL SCIENCES:

<u>Name:</u>	<u>Discipline:</u>	<u>Phone:</u>
Dr. Dorothy Weaver (Chair)	Anthropology, Geography, & Sociology	945-6741
Dr. Steven Collins	Political Science	945-6780
Elizabeth Peters	Psychology	945-3223
Dr. Robin Scott	PSER Program Advisor	945-3255

ENGLISH:

<u>Name:</u>	<u>Discipline:</u>	<u>Phone:</u>
Dr. Karen Jobe (Chair)	Composition, Rhetoric	945-8694
Dr. Teri Ferguson	Composition, Literature	945-3392
Alissa Nephew	Composition, Argumentation	945-3226
Jennifer Poynter-Thompson	Composition, Creative Writing	945-8657

HUMANITIES:

<u>Name:</u>	<u>Discipline:</u>	<u>Phone:</u>
Dr. Breeman Ainsworth (Chair)	Humanities, Philosophy	945-3246
Dr. Doug Baker	History, Humanities	945-3235
Dr. Jerry Rice	Technical Spanish	945-3381
Jason Stone (Division Head)	Communication	945-3296
Cynthia Vleugels	Communication	945-6787

LIBERAL ARTS DIVISION STANDING COMMITTEES

Handbook Committee:

Dr. Doug Baker, Chair
Dr. Teri Ferguson
Dr. Jerry Rice
Dr. Robin Scott
Kristin Winterrowd, Part-Time Instructor

Retention Committee:

Alissa Nephew, Chair
Dr. Steven Collins
Jennifer Poynter-Thompson
Dr. Jerry Rice
Cynthia Vleugels

Visual Culture Committee:

Dr. Dorothy Weaver, Chair
Dr. Breeman Ainsworth
Alissa Nephew
Jennifer Poynter-Thompson
Cynthia Vleugels

ADMINISTRATIVE WITHDRAWAL

The Administrative Withdrawal Policy is effective for all students enrolled in courses of any length. Students who do not comply with written syllabus attendance and/or ongoing engagement requirements may be administratively withdrawn from that course unless documentation or contact with their course instructor is provided.

The AW Policy must be included in the course syllabus with specific language about the faculty member's attendance/ongoing engagement requirements, in addition to a link to this policy. Students must be informed that their administrative withdrawal may have an impact on their Financial Aid awards and/or Enrollment status. Suggested wording for the syllabus follows:

”Administrative Withdrawal: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. [Insert your specific requirements here. Example: If you miss more than half of the required activities within the first two weeks of the course without contacting me, you may be administratively withdrawn from this course. Example: Our course meets once/twice per week; thus if you miss more than two/four classes in the first four weeks, you may be withdrawn.]* Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal may take place beginning week 3. If you are administratively withdrawn from the course, you will not be eligible for a tuition refund. This may result in a balance due to Business Services, which will prevent enrollment in future semesters until the balance is paid. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.”

*-reword to fit your particular class.

Administrative withdrawal may take place from week 3 through week 12, or equivalent during shorter terms (see the Campus Academic Calendar for specific dates). Students who are administratively withdrawn from the course will not be eligible for a tuition refund.

CANCELLING CLASS OR GETTING A SUBSTITUTE

Here is what you need to do to when you cannot teach your class:

First, provide a Substitute: This is the preferred method, especially if you know in advance that you will be missing a class. The substitute must be an OSU-OKC faculty member (full-time or part-time) for liability reasons. Although it is preferable to find a substitute in your discipline, he/she does not have to teach in the same field. However, they should either be a current instructor or one who has taught for OSU-OKC within the same academic year.

Second, you should contact certain individuals by one of two different ways. The preferred method is to use the Class Cancellation Portal on the Liberal Arts Division homepage: On the right side of the homepage for Liberal Arts, you will see a “Faculty Cancel Class Portal” icon. Click on it, enter the password “plato314” and log in. Fill out the form and submit it. This will send a notice to the Division Office, your Department Head, and your Lead Instructor. It does

NOT send an email to your students. The Division Office will post a note on your classroom door or doors, but it is your responsibility to email your students if you want to remind them of an assignment or give further instructions.

Or, you may choose to call the Division Office or your Lead Instructor. Make sure that you talk with a live person and don't just leave a message that can be overlooked.

CLASSROOM OBSERVATIONS

All new part-time instructors will be observed in the classroom during their first semester and periodically thereafter. They will receive advance notice and usually will be able to choose the date of their observation. They will be provided with a copy of the observation Form A in advance. The purpose of the observation is to ensure that appropriate instruction is being delivered and to offer feedback for the improvement of teaching skills.

CONFERENCING WITH STUDENTS

The Liberal Arts Division encourages instructors to conference individually with students. Instructors may be able to use an empty office for such conferences. Empty offices designed for this purpose are LRC 303, 306, and 314. You can also reserve a private room in the library for individual conferences. These rooms ensure privacy and confidentiality.

CURRICULUM EXPECTATIONS

Common goals and competencies in each general-education subject are an integral part of student learning and success. OSU-OKC strives to offer students a homogenous learning experience, especially in sequential-level courses such as Math and English. Therefore, many courses in our division share a common curriculum that all instructors are expected to follow. Student success at every level is dependent upon building skills that are relevant across the curriculum. New instructors should meet with their Lead Instructor to discover what these common goals and competencies are in their department and/or discipline.

DEAF OR HARD-OF-HEARING STUDENTS

ADA policies and procedures should be followed when dealing with deaf or hard-of-hearing students. These policies are outlined in the *OSU-OKC Faculty Handbook*. If an instructor has a deaf or hard-of-hearing student in his or her class, an interpreter will also be present to sign for the student. Instructors should be sure to speak clearly and loudly. They should also provide the interpreter with copies of all handouts. Instructors should add the interpreter's name to the Online Classroom's course home page. Contact Allison Lowe (945-9113) at aalowe@osuokc.edu.

If film or television is used in a class in which deaf or hard-of-hearing students are enrolled, it MUST be closed captioned.

Deaf Student Services can provide valuable information for instructors who wish to learn more about conducting a class with a deaf or hard-of-hearing student enrolled.

DEPARTMENTAL SYLLABI AND COURSE SCHEDULES

Each semester, instructors will receive an updated Departmental Syllabus which outlines common goals and curriculum objectives. New hires will receive a copy of the Department Syllabus upon hire. Instructors are free to use their own methods and styles, however; all students should meet the common course objectives. Additional goals and curriculum ideas are encouraged for individual instructors. Addendums and/or curriculum changes are discussed during in-service meetings. Any additional goals and/or curriculum ideas are encouraged for individual faculty members. Instructors should post the department syllabus on the Online Classroom.

Instructors must complete and submit an electronic copy of their individual course schedules to the Division Secretary and their Lead Instructors by the time of the in-service meetings. Instructors should also post their schedule on the Online Classroom. In addition, they may also choose to have it printed at the Print Shop so that students may view the course schedule on the first day of classes.

EARLY ALERT SYSTEM

The Early Alert System is a means by which an instructor may send an e-mail to students notifying them of an insufficiency they have in a specific class. It is not mandatory, but it provides an opportunity to let students know that the instructor is aware of unsatisfactory performance or attendance in his or her class. Educators know that this is all that some students need in order to improve their performance or attendance in class.

The Early Alert System functions via GradesFirst. At the beginning of each week through the 14th week of classes, each instructor will receive an e-mail from Academic Advising and Retention. The message contains an embedded link to the rosters of each of your sections. Simply indicate whether or not a student is at risk in your class by selecting the 'yes' or 'no' buttons. Once you indicate you are finished, an e-mail will be sent automatically to each of the alerted students.

This e-mail will appear to the student like it was sent from you. It will strongly encourage the student to contact you. It will also tell them that all they have to do is hit 'reply' to respond by e-mail.

END-OF-SEMESTER PROCEDURES

In addition to posting your final grades, instructors should also follow the following procedures at the end of a semester:

1. Submit an electronic gradebook to the Division Secretary and copy your Lead Instructor and/or Department Head. If you do not use the electronic gradebook available on the Online Classroom, you may scan your gradebook in the Liberal Arts and then e-mail it to the Division Secretary, Lead Instructor and/or Department Head. Please look at your gradebook before you send it. Be sure that information is clear and can be read easily if needed.

2. Submit any Incomplete Contracts to your Lead Instructor or Department Head.
3. Submit any Honors Contracts directly to the Honors Coordinator, whether or not a student completed the contract. Please include the document with all of its pages. The Honors Coordinator will separate the pages and return them to the appropriate persons.

SEPARATION PROCEDURES:

Instructors who are not returning in the fall or spring semester (voluntarily or involuntarily) should return all university property, including keys, Faculty I.D., parking tags, and desk copies, to their Department Head or to Jackie Meeks (Division Secretary) at the end of the semester.

An Employee Separation Checklist is available online at http://www.osuokc.edu/security/forms/EMPLOYEE_SEPARATION_CHECKLIST.pdf.

EXTRA CREDIT POLICY

Extra Credit is offered at the discretion of the instructor. If an instructor does wish to offer extra credit:

- The assignment must be clearly related to the course objectives and/or Campus-Wide Student Learning Outcomes.
- The opportunity must be offered to the entire class.
- Extra credit will not be awarded to replace a required assignment.
- If the assignment is related to attendance of an event, the instructor must also offer an alternative so that students with scheduling conflicts have a reasonable chance of earning the points.
- In total, extra credit assignments may be worth **NO MORE THAN 5%** of the final grade in the class.

FERPA – STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the FERPA, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records.

This is a quick reference for information which **MAY NOT** be disclosed to anyone outside the institution (this includes parents) without the written consent of the student. This applies even if the student is under the age of 18.

- | | |
|--------------------------|--------------------------|
| ▪ Student ID number | ▪ Admissions information |
| ▪ Social Security Number | ▪ Address |
| ▪ Student Pin Number | ▪ Phone numbers |
| ▪ Grades or GPA | ▪ E-mail address |
| ▪ Class schedule | ▪ Transcripts |

- Academic performance information
- Financial information

Never release a grade over the phone or through e-mail unless you are e-mailing a student directly from the Online Classroom. Unless you send an e-mail to a student from the Online Classroom, there is simply no way of verifying the identity of the other person.

FACULTY TEACHING ASSIGNMENTS

Full-time faculty teaching and assignments, including any combination of online, onsite, day, evening, or fast-track classes, will be developed to serve the best interests of the OSU-OKC students and the institution in general and are approved by the respective department head. All full-time faculty overloads will be approved by the Department Head and/or Division Head and are subject to approval by the VP of Academic Affairs.

Part-time faculty teach a maximum of 9 Credit Hours (or three classes) per semester. All part-time faculty overloads must be approved by the Department and/or Division Head and are subject to approval by HR.

INCLEMENT WEATHER, CAMPUS CLOSING

A decision to close the campus, cancel classes, or delay opening classes because of inclement weather or other reasons will be made as early as possible. A decision to close the campus includes the closing of offices all across the campus.

Campus closings, cancellations, or delays will be communicated in the following ways:

- OSU-Oklahoma City web site at www.osuokc.edu
- OSU-Oklahoma City Facebook profile
- OSU-Oklahoma City Twitter feed
- Local television and radio stations

If only classes are cancelled, campus offices will remain open.

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

INCOMPLETE GRADE CONTRACT

Students may receive an “I” (Incomplete) at the discretion of the instructor. A student must have successfully completed at least 70% of the coursework with a C average and be unable to finish the course for reasons beyond his or her control. Incomplete grades should be assigned on a short-term basis, with the maximum time allowed being one year.

Both student and instructor must sign an “Incomplete Agreement.” The forms are available in the Adjunct and Division offices. The instructor and student each retain a copy, and two copies are given to the Division office. The Division office will then forward a copy to Records.

Once the student has completed the required work, the instructor must secure a Grade Change Form from Records and change the student's grade.

IN-SERVICE POLICY

In-Service is mandatory for all (both full and part-time) Liberal Arts faculty each fall and optional for part-time faculty in the spring. Lead Instructors are expected to attend Divisional and Departmental In-service activities in both the fall and spring semesters. Individual departments and discipline areas (psychology, speech, history, etc.) may have mandatory meetings in either the fall or spring semesters. If a department head or lead instructor indicates that a departmental meeting or discipline meeting is mandatory, all instructors in that department or area should make every effort to attend. All returning Liberal Arts faculty members may skip the "campus-wide" meeting any semester they elect to do so. Division meetings will be of a limited duration. The Division Office will print and e-distribute a beginning-of-the-semester memo each semester. All faculty are encouraged to read the memo, which will include process and procedure updates, dates when grades are due, and information useful to the discharge of teaching duties.

LEARNING MANAGEMENT SYSTEM

An Online Classroom class shell (that the instructor can fill with relevant information, exams, etc.) is automatically created for each class listed on Banner, OSU-Oklahoma City's enrollment management system. Even if a class is not an Internet class, the instructor may want to use the Online Classroom site for his/her class. Many of our on-campus instructors use the Online Classroom for testing, discussion activities, keeping grades, providing supplemental information, etc. **All faculty members must post their course syllabus on the Online Classroom in addition to their contact information.**

An instructor must activate his/her O-key account in order to access his/her Online Classroom class site. To do this, he/she should go to <http://www.okey.okstate.edu>, click on the O-Key Account Activation icon, and follow the simple directions. By the time those steps have been completed in the process, the instructor will have generated an O-key User Name and Password. The instructor should then print that page off or write down those items for future use. The O-key Password will expire every 120 calendar days. When that happens, the instructor should go back to <http://www.okey.okstate.edu>, click on "Reset password" and follow the simple directions to obtain a new Password.

MANDATORY ONLINE CLASSROOM USE

In order to save printing costs, the Liberal Arts Division requires that instructors post their Course Syllabus in a prominent place in the Online Classroom of every class they teach, whether or not they use the Online Classroom for testing or other purposes. In addition to that, the Division policy is for each instructor to post his/her name and contact information in a prominent place in the Online Classroom as well.

PAY SCHEDULE

Oklahoma State University–Oklahoma City part-time faculty members are paid in four equal installments on the last day of the month. Paychecks are issued September-December for the Fall semester and February-May for the Spring semester. Those who teach during the summer will be paid at the end of June and July.

PHOTOCOPIES

Photocopies are made by Print & Mail Services. Instructors must request photocopies in advance. A minimum of 3 days turn-around time for your copies should be expected. Copies are requested via the Digital Store Front account. Copies made via the Digital Store Front will be made available for pick-up. The Administrative Assistant or the student worker can typically pick these up for you. The Digital Store Front is located at www.osuokc.edu/dsf.

Instructors should pay close attention to the options when requesting a print job. Print & Mail Services will print the document exactly as it is directed. Please **approve** your “pdf” before submitting a job. The Digital Store Front accepts a variety of document types. Print & Mail Services is also able to assist in scanning an existing document into a digital format.

Set up an account by going to the OSU-OKC website, and then select the Faculty/Staff webpage. On that page the link to the Digital Store Front (Print Shop) will appear. Click on that link to be taken to the first page of the Online Print Services. Immediately beneath the login box there is a link entitled *Register*. Click on that link and follow the instructions to create an account.

Here are the instructions to place an order on the Digital Store Front:

1. Type in user name and password.
2. Click on the Login button.
3. To start uploading your file, click on the quick link on the front page that says “Begin” under Print Services.
4. Type in the job name and the quantity.
5. Check the box “Add to My Saved Files” to save for later use. If you have Publisher, PowerPoint, or Excel files, please uncheck the “Convert to PDF” box.
6. Click on the Browse button to upload the file.
7. Locate the file to be uploaded and click Open.
8. Then click on “Upload File.”
9. Your document will show up in this location. Click on the uploaded document to preview it.
10. If everything looks OK, then click Next.
11. Select printing options.
12. After all selections have been made, click on “Next.”
13. Review the document. This preview will also show the color of paper that has been selected.
14. After you have reviewed the document and everything looks OK, please check the “I approve” box.
15. Then click on “Add to Cart.”

16. Click on the calendar to input the date needed. **The system is set for a 3-day turn-around, so if you need a print job before that, you will need to call the Print Shop.**
17. Select the “Shipping Method.” The default is Customer Pickup, but the option is also available to have the print job delivered to the departmental mailbox, which means that the print job will be delivered to your mailbox in the adjunct office.
18. If you have no more print jobs to upload, select “Checkout” to continue.
19. On the next screen your default account number will show up. This will be the main Liberal Arts account number, so there is no need to change it.
20. Click “Next” to continue.
21. Click “Place My Order.”

After an instructor has finished placing his/her order, he/she will receive an email confirmation of that order.

Instructors are allowed to use the photocopy machines in the faculty work rooms. However, all instructors are limited to 10 copies per job. Any printing need that exceeds 10 copies is to be handled through the Digital Store Front.

PLAGIARISM POLICY

Please include the following Liberal Arts Plagiarism statement in your Course Syllabi:

Plagiarism is cheating. It is presenting someone else’s word or ideas (published or unpublished) as one’s own, which includes citing without documentation. Plagiarism may result in failure in the course and possible University action. If a student is unsure about how to use a source in an assignment, they should speak with their instructor or a tutor before the assignment is due. See the Handbook of Student Rights and Responsibilities.

In addition, it is inappropriate for a student to recycle an essay that has been submitted for another assignment in high school or in a previously undertaken college course. Students are expected to write new essays for each assignment; essays that have been submitted to Turnitin.com in prior semesters will be considered plagiarized work.

PROFESSIONAL DRESS

All faculty members are expected to present a professional appearance in the classroom, and while comfort is important, faculty should avoid t-shirts, shorts, and beach sandals on teaching days. If worn, jeans should be neat and clean. If a question arises regarding suitable attire, the matter will be referred to the appropriate department head.

SECURING YOUR CLASSROOM

Every classroom on campus has electronic equipment that thieves want to steal. Therefore, unless the next instructor is waiting outside the door, all students should be asked to leave the classroom and wait in common areas until the next instructor arrives. Then please lock any door or doors to

that classroom when you leave. To help control energy costs, please also turn out the lights when you leave as well.

STUDENT EVALUATIONS

Students will receive e-mail notices that their online Evaluation of Instruction questions are ready to be submitted. Each email notice will contain a link to the evaluation instrument. Students can complete the evaluation on their computer or on any mobile device. Instructors will receive notice as well and should encourage their students to complete the evaluation.

STUDENT-INSTRUCTOR COMMUNICATION

In both on-site and online classes, students need to be able to contact their instructors. Instructors should therefore provide as many points of contact with their students as possible. The following considerations should be kept in mind:

- **PHONE:** If you do not have an office on campus and you would prefer not to give students your personal phone number, there are several Internet-based programs that provide a phone number that students can contact to leave you a message. Some faculty members have used Google Voice <https://www.google.com/googlevoice/about.html>. There is no fee for this service. Students are able to send text messages, and voicemails are transcribed (although the transcription is not perfect). The Google Voice number can also be changed as needed. Another service is Simple Voice Box. The URL for this service is: <http://www.simplevoicebox.com>. Simple Voice Box allows registered users to give students a phone number that is not connected to their work, home, or cell plans. The service also provides a personal Voice Mail Inbox for registered users. The user receives an email or a text message when the box has received a new message. The instructor can then contact the student via phone, e-mail, chat, or text.
- **E-MAIL:** Each instructor at OSU-OKC will receive an e-mail address from the university that ends in the extension “@okstate.edu” upon O-key account activation. This e-mail account should serve as a primary contact e-mail for one’s students. Failure to use the university-provided e-mail address puts instructors at risk for spam and phishing. These e-mails can be forwarded to any personal account. The Technology Support Center (945-6767) is available to help facilitate e-mail forwarding.
- **NETWORKING SITES:** OSU-OKC’s Online Classroom network is a great place to encourage instructor-student and student-student communication. The discussion forum allows for group communication, and the “Classlist” provides direct links to the instructor’s and the students’ campus e-mail addresses, ensuring confidentiality. Instructor-student communication utilized through an outside networking site, such as public social networks, may be used as an educational supplement to class discussion but should never be used to communicate information protected by student privacy laws. Student confidentiality is of the utmost importance, and any networking site not affiliated with OSU-OKC does not guarantee identity or record/grade confidentiality, which may be a violation of the FERPA.

- **CONTACT INFO:** The Division of Liberal Arts asks that instructors keep current contact information in the Division office in case of emergencies. Department Heads will distribute a contact information form during each semester's in-service meetings. Please indicate on the form what pieces of contact information may be given to students and which may not. At a minimum, instructors are expected to share their "@okstate.edu" email address and one phone number with students. If there are any changes to instructor contact information during the semester, please immediately inform the appropriate Lead Instructor and Division Office Secretary, Jackie Meeks (mcsbane@osuokc.edu, 945-6718).
- **COMMUNICATIONS EXPECTATIONS:** Instructors should post a "Communications Expectations" paragraph in their Course Syllabi, indicating approximately when and/or how long their usual practice is before they return communication to a student.

SUBMITTING FINAL GRADES on BANNER

To post your final grades on Banner, please follow the easy steps below:

1. Go to my.okstate.edu and log-in as you normally would.
2. Make certain that the "Go to" in the upper right corner is on OSU-OKC, and then Click on Self Service.
3. Click on the Faculty Services tab and then on Final Grades (about half-way down the menu).
4. Select the correct semester term. Then a dropdown of sections that you are the primary instructor on will appear.
5. Select the class for which you are ready to post final grades.
6. In the Grade column, you will have dropdowns next to each student from which to select a grade.
7. Hit the Submit button when you are finished.

TEACHING CLASSES IN THE ARC OR THE PSTC BUILDINGS

Increasingly, Liberal Arts faculty members are teaching classes in the Agricultural Resources Center (ARC) and the Public Safety Training Center (PSTC). Liberal Arts is grateful to have access to these state-of-the-art classrooms. From time to time, Liberal Arts faculty may need to photocopy a document, borrow some office supplies, or access computer resources. The general office for ARC is located in ARC 107. The general office for PSTC is located in PSTC 100. All Liberal Arts faculty members should be mindful of the fact that the provision of these services and supplies is a courtesy. As such, Liberal Arts faculty members should be mindful to not abuse this kindness. Liberal Arts faculty members should plan to have their materials prepared in advance of their arrival to the ARC or PSTC.

TECHNOLOGY SUPPORT CENTER

If an instructor experiences an issue with any kind of classroom technology, he/she should please call the Technology Support Center (TSC) for help. Each classroom is equipped with a phone which may be used to contact the TSC in case an instructor encounters any technical problem. The

list of numbers is posted on the wall right above the phone. This phone may not be used to access an off-campus number.

Students who encounter any problems with their O-Key account or the Online Classroom should call the TSC (945-6767) or visit it in the lobby of the Learning Resource Center (LRC) building. Because MyMathLab is a program that is accessed by the student via the Internet and is not located on our servers, math students who need help with MyMathLab should contact the technical support number that came with their MML CD.

TESTING CENTER

The Testing and Assessment Center is located in the Student Center, First Floor, Room 104. It is open Monday through Thursday 8-6 and Friday 8-5. Please Note: These hours vary. For up to date information about Testing Center hours, contact the Center at 945-8648.

The Testing Center will administer make-up exams and provide accommodations for students with special needs. Testing Center forms are available in the Adjunct and Division offices. In order to use the Testing Center, students must present a photo ID.

TUTORS

The SSOC (Student Success and Opportunity Center) provides tutors in most general education subjects. They are located on the 2nd floor of the Learning Resource Center. Hours of availability are posted. Instructors may refer students for tutoring or students may make appointments online. Detailed information is available on the SSOC webpage: www.osuokc.edu/ssoc.

VIDEO AND AUDIO RECORDING POLICY

If a student's image is captured, it becomes a student record for FERPA purposes, and the student would need to consent to the release of that record. Therefore, students may NOT video classroom activities.

In addition, audio recordings become a student record if the student is identified. Therefore, students wishing to use audio recording equipment must get express permission from the instructor. The audio recording may only be used for study purposes and may not be disseminated for any commercial use. Instructors should readily give permission as part of the required accommodation for students with disabilities regarding audio recording.