

INFORMATION FOR ADJUNCT FACULTY

GETTING STARTED

A CONTRACT WILL BE SENT TO YOU FOR THE COURSE(S) YOU WILL BE TEACHING. PLEASE RETURN THAT CONTRACT AS SOON AS POSSIBLE SO WE CAN PROCEED WITH YOUR COURSE PERMISSIONS AND OTHER PROCESSES THAT FOLLOW IN THIS MANUAL.

USF IDENTIFICATION CARDS

A staff member from the Administrative Office will initiate the process for your USF I.D. You will then be sent to the Security Office for a photo. Please remember that I.D. cards are needed to:

- check-out any materials from the library
- access most academic buildings between 7pm and 8 am
- gain a discount at the bookstore and cafeteria
- access the Stewart Center facilities and attend athletic or theatre events
- use the Mears Library resources and obtain interlibrary loans
- if your card is lost, please notify the Security Office immediately.

EMAIL

A USF email account can be requested through the Administrative Office. It is recommended that adjunct faculty member inform students of their USF or personal email address so students can communicate with instructor as needed. All faculty teaching within the Vucurevich School of Business must have and use their USF email account. We strongly encourage all adjunct faculty to obtain a USF email account as much information is disseminated throughout campus through these accounts.

ACADEMIC CALENDAR

The current academic calendar is posted on the university's website ([academic calendar](#)) and is also included under the registrar's website. Specific days that the college does not hold classes are indicated on the calendar. In some cases, classes are held only in the day or night session; please check the calendar for these days. Some of the programs within the Vucurevich School of Business operate on an alternative schedule. All schedules for the Degree Completion Program and the Master of Business Administration courses can be found on the USF website. ([DCP Schedules](#)) ([MBA Schedules](#)) All of the holidays and breaks are identified on the academic calendar. Please be sure to check the academic calendar before you prepare your syllabus.

WORK SPACE

Office space on campus is very limited: therefore if you are in need of some workspace, we urge you to contact your Area Chair to find out what options might be available to you. The Library also has some spaces that adjuncts can use to meet with students.

PARKING

Parking permits are enforced from 8:00 am to 4:30 pm. If you plan to park your vehicle on campus at any time, we do ask that you complete the Parking Registration form. (found [here](#)) There are some areas where only students are allowed to park. ([Campus Parking Map](#))

BOOKSTORE

Employees presenting a valid USF identification card receive a 10% discount on all merchandise, excluding textbooks, health and beauty items, beverages, snacks, and sale items. The bookstore will have extended hours at the beginning of each semester to help make the book purchasing process easier. Call 331-6610 or visit the [bookstore homepage](#) for additional information.

COPY MACHINES

For instructors' use, **large** copiers are located on the first floor of Jordan Hall and in Mears Library. The Library copier is available during day and evening hours. Jordan Hall is available during the day, but locked after 7 pm. Copier codes, required for the operation of these machines, are available from the area chair and should not be shared with students.

A copy machine is also available in the Cleveland Center for the purpose of making all copies needed for your courses. The Vucurevich School of Business office typically has work study students available to assist with copying needs. If you are an adjunct faculty within the VSB and if you would like to submit documents electronically to wendy.dooley@usiouxfalls.edu, your copies can be prepared for you. Instructors must provide details of how many copies needed and an expected date for completion.

AUDIOVISUAL EQUIPMENT

A wide range of multimedia equipment is available for faculty use throughout the campus. Some classrooms are equipped with projectors, PC's and internet access. For special equipment requests, reservations should be made at least 2 weeks in advance by calling the Library at 331-6614. Last minute requests cannot be guaranteed. TV/VCR carts are available in most buildings. Please remember that the equipment must be returned to the storage area after use so others can use it.

The projection systems are supported by the IT department in the lower level of Jordan. Kyle Torkelson kyle.torkelson@usiouxfalls.edu is generally available to provide classroom technology support or you can contact LMS@usiouxfalls.edu. The help desk number for the IT department is 331-6674.

SECURITY

If an adjunct faculty member would like to be escorted to his/her car after an evening class or if he/she encounters another personal issue, he/she should call 321-6400. This number can also be used to notify security of any safety concerns while on campus or to unlock a classroom door. Their office is located in Pierce Hall and is also open 24/7. There are two security poles on campus. One is in the center of campus east of Jordan Hall and one is in the Stewart Center parking lot. These poles are available 24/7 and have an emergency button and an assistance button available. There is also an official University announcement texting system whereby you can be notified of an emergency or closing on campus. This is a free service for text-enabled cell phones. Instructions for signing up for this texting service can be found at www.usiouxfalls.edu/usafety. This set of instructions is found under the faculty/staff link on the USF home page.

LIBRARY

The library provides information resources that support the educational needs of USF students and faculty. The librarian offers instruction to faculty and students on any aspect of using the library, such as conducting research and accessing resources. Databases are available from any computer on or off campus through your MyUSF login. The library provides interlibrary loan, reserve and e-reserve services. Wireless internet is available throughout the library. Laptops are available for checkout, along with audiovisual equipment. Many adjunct faculty enjoy using the library as a place to do their work. Contact the library (331-6660) or the library web pages for hours of operation and other useful information. ([Library Homepage](#))

MAILBOXES

If you wish to have a mailbox on campus for campus mail, please ask Shelly Famestad, Administrative Assistant, to set up a mailbox for you. You may email her at shelly.famestad@usiuouxfalls.edu Some areas do keep “mail trays” for adjuncts in their specific building. You may inquire with your Area Chair regarding this option.

TEXTBOOK SELECTION

Textbook selection for all VSB courses is the responsibility of the area chair and the full time & adjunct faculty. A collaborative effort amongst the group is used to select appropriate course materials. In some instances, adjunct faculty might be expected to select a textbook and other course materials. In other areas, textbook selection is usually the responsibility of the adjunct professor with assistance from the Area Chair, unless it is an additional section of an existing class taught by a full-time faculty member. Often an adjunct will select the book previously used if unsure about the text. Lesley Gorby, manager of the USF bookstore, encourages textbook requests about 4 months prior to the start of the course. Lesley can be reached at 331-6611 or Lesley.Gorby@usiuouxfalls.edu and she does regularly sent out reminders via email.

ACADEMIC SUCCESS CENTER:

Located in the McDonald Student Center, the ACS provides a variety of services including:

- Academic coaching for academically at-risk students
- Accommodations for students with documented disabilities
- Career exploration and undeclared major advising
- CLEP exams
- Internship and job search assistance
- Interpersonal counseling
- Presentations and events related to academic success or career development
- Tutoring

If you have any students who need assistance in these areas or if you would like to schedule a class presentation, please contact [Billie Streufert@usiuouxfalls.edu](mailto:Billie.Streufert@usiuouxfalls.edu) via email or phone her at 331-6648.

CAREER AND LEARNING ACCESSIBILITY SERVICES:

The University of Sioux Falls is in compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students with disabilities are not discriminated against in terms of program admission and/or opportunities for learning. Students interested in receiving academic accommodations must provide Learning Accessibility Services with documentation that verifies the disability and provides recommendations for accommodations. Students who do not provide this documentation are not eligible for accommodations. Accommodations for disabilities are based on documentation and individual needs. Information regarding students' disabilities is kept confidential according to the law. The

Career & Learning Accessibility Services Office is located in the Academic Success Center on the lower level of the McDonald Center. Students may contact Billie Streufert at billie.streufert@usiuouxfalls.edu or 331-6648 to arrange for accommodations.

SYLLABUS INFORMATION

A syllabus is a formal course guide for students and serves as an institutional record for purposes such as accreditation, assessment, and transfer of credit. In addition, a syllabus is often needed in adjudicating student concerns regarding a class. For these reasons, the syllabus should be available for students at the first class session and should be submitted electronically to the VP of Academic Affairs office before the first class session. As a general rule, USF syllabi should include the elements listed below. In some cases a particular element may not be applicable and may be omitted; other elements may be included at the instructor's discretion.

- **Contact Information.** The syllabus should include the instructor's name, title, email address, office location, office phone number, and/or other relevant contact information.
- **Office Hours.** All full-time faculty are required to maintain regular office hours; these hours should be included in the syllabus.
- **Course Description.** The syllabus should include the course description from the current *University of Sioux Falls Catalog*. In addition, the syllabus may expand on the catalog description. The syllabus may not deviate significantly from the catalog description without approval of the appropriate faculty committee.
- **Texts and/or other required materials.** The syllabus should indicate what materials will be required for the course, particularly materials the student will be required to purchase. Recommended materials may also be included.
- **Course Objectives.** The syllabus should include clearly-stated student outcomes that will serve as the basis for evaluating student performance and/or assessing the course. Other objectives may also be included.
- **Course Requirements and Evaluation Factors.** The syllabus should indicate the means of evaluation and give the students a sense of the relative weight of the various requirements in determining the final grade.
- **Course Schedule.** The syllabus should give at least a general sense of the organization of the course and the timing of significant events, such as exams and papers.
- **Attendance Policy.** The syllabus should include a link to the attendance policy in the *USF Student Handbook* (https://www.usiouxfalls.edu/academic/student_handbook). Any course specific attendance policies should also be included.
- **Academic Honesty Statement.** The syllabus should include a statement about the academic dishonesty as listed below. Any course specific policies should also be included.
 - USF holds firmly to the conviction that personal and intellectual integrity should be fundamentals at a Christian university. For this reason, USF expects all students and employees of the university to act honestly, ethically, and fairly and to avoid activities that would compromise the academic mission of the university. Academic misconduct, including plagiarism, will result in written notification to the student, his/her academic advisor, the department head of the offered course, and the Vice-President of Academic Affairs. Plagiarizing occurs when one does not cite work taken from books, journals,

works of others, or electronic sources. Full information can be found at:
https://www.usiouxfalls.edu/academic/student_handbook

- **Special Designations.** The syllabus should note any special designations that have been approved (e.g., “honors,” “cultural awareness,” “critical thinking”) and identify the components of the course that justify the designation.
- **Disability Services Statement.** The syllabus should include a statement regarding Disability Services for our Students. The University of Sioux Falls is in compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students with disabilities are not discriminated against in terms of program admission and/or opportunities for learning. Students interested in receiving academic accommodations must provide Learning Accessibility Services with documentation that verifies the disability and provides recommendations for accommodations. Students who do not provide this documentation are not eligible for accommodations. Accommodations for disabilities are based on documentation and individual needs. Information regarding students’ disabilities is kept confidential according to the law. The Career & Learning Accessibility Services Office is located in the Academic Success Center on the lower level of the McDonald Center. Students can contact Billie Streufert at billie.streufert@usiouxfalls.edu or 331-6648 to arrange for accommodations.
- **Statement on Status of the Syllabus.** The syllabus should include the following statement: This syllabus results from the instructor’s effort to represent fairly the plan for this course. Circumstances may cause the instructor to make changes in the plan, but such changes will not be capricious and will be made in a timely fashion.

You may ask if there is a syllabus already created for your course. The Administrative Office keeps copies of syllabi from each semester; you may check with Shelly Famestad (331-6802) to make a copy of previously used syllabi. All syllabi should be sent to Shelly within a week of the beginning of the class. Please send an electronic copy to shelly.famestad@usiouxfalls.edu.

LEARNING MANAGEMENT SYSTEM

The Learning Management System is an on-line platform that is used for 100% online courses, created automatically for any course that you are teaching. LMS is also referred to as my.usf.

Many faculty enhance their teaching using LMS in the following ways:

- Contacting students through email
- Posting syllabi
- Listing assignments, lecture notes, and links to web resources for 24/7 access by students
- Encouraging discussions on the discussion board and in the virtual chat room to improve collaboration and increase student participation
- Administering and grading quizzes
- Posting grades for all assignments for students. Types of assignment possibilities:
 - Off-line: students submit
 - On-Line: student answers questions on-line.
 - File Exchange: student submits assignment to drop box
- Access LMS by entering through my.usf found on the usiouxfalls.edu home page, upper right hand corner.

When students are required to use any or all of these features, faculty find the students are more engaged in their work.

To get help using the LMS website for your class, email lms@usiouxfalls.edu for assistance.

For help with other LMS concerns, such as those listed below, click [here](#).

Getting Started
Syllabus
Handouts
File Cabinet
Creating Groups

CLASS ROSTERS

To review an updated roster throughout the semester, check on my.USF. If you have difficulty accessing your roster, please contact the Registrar's Office at 331-6732. We ask that all adjunct faculty notify their Area Chair or the Registrar's Office if there are names of students on their roster who are not attending the course. This should be done early in the course so the student's enrollment can be resolved.

MID-TERM & FINAL GRADING

All faculty teaching in the traditional undergraduate programs are required to submit mid-term and final grades for all students on the class roster. The Office of the Registrar will send out an email reminder regarding the due dates for these grades.

USF employs a plus/minus system for grading. The acceptable grades and their grade point values can be found in the USF University [catalog](#).

ADD/DROP/CHANGE PROCEDURE

Please refer to the course offering booklets for specific drop/add deadlines.

[Registrar's Office](#)

[DCP](#)

Student adding a course

No undergraduate courses can be added after the second Friday of the traditional semester without the instructor's written permission.

Student dropping a course (undergraduate)

• **Must be Student Initiated:** The first step in dropping a course is to obtain the necessary forms and instructions from the registrar's office. A drop is not considered official until it has been processed through the registrar's office. **Courses are not dropped by discontinuing attendance.** Students who do not follow the official procedure will receive a letter grade of "F". If a course is dropped within the first two weeks of a semester, the course will not appear on the transcript. Students may withdraw from a course up until the second Friday after midterm.

Graduate Students dropping/adding a course

All graduate students should consult with their advisor or the director of their master's program before dropping or adding a course. All drop/adds should be handled through the respective programs who will then in turn provide the necessary paperwork to the Office of the Registrar for official processing.

FAMILY RIGHTS & PRIVACY ACT

USF follows the guidelines as established under the Family Education Rights and Privacy Act (FERPA). In general, no information about students can be given out to anyone without written permission of that student. To avoid violations of FERPA rules:

- ✓ Only USF approved directory information should be given to others.
- ✓ Social security numbers should not be used in any public posting.
- ✓ Graded tests should not be left for students to sort through the papers of all students.
- ✓ Class lists should not be circulated with student names and grades on the roster.
- ✓ The progress of students should not be discussed with anyone other than the student (including parents or spouse) without written consent of the student.
- ✓ A list of students in your class should not be provided to anyone for any purpose.
- ✓ Student schedules or locations should not be given out to anyone other than USF employees.
- ✓ Email addresses for students should not be shared with others. When sending one message to a group of students, please use the BCC (blind carbon copy) option so all addresses will not be visible.
- ✓ If ever in doubt, do not release any information until you have checked with someone on campus.

The Family Rights and Privacy Act is available on the USF website. (found [here](#)) Other questions regarding FERPA should be directed to the Registrar's Office at 331-6657.

AVOIDING PLAGIARISM (OR PIRACY!)

During the semester students may be required to produce work based on research. First year students at USF are taught appropriate methods of documentation in their LAR classes. Currently, the college teaches and adheres to the MLA style documentation. Students purchase a handbook which they are advised to keep as a guide to use for all of their research writing while here USF. Plagiarism may be unintentional or intentional, so review with your students certain methods for avoiding plagiarism. Following are some points to consider:

- Advise students to keep drafts at various stages of completion.
- Encourage students to maintain a system of organizing sources as they are used, rather than pasting or copying on a computer directly into a draft.
- Require your students to submit drafts and notes with their final research.
- Evaluate research papers for accurate documentation which includes in-text citations and a references page.
- Help students avoid the temptations of online papers. Consider setting up long term projects with intermittent due dates; this will help students avoid pulling an "all-nighter" when desperation may replace sound judgment.
- Place the responsibility of avoiding plagiarism with students. There is assistance available at the Writing Center for research and writing assignments in all disciplines.
- Know your students and their writing; plagiarism is a serious issue.

If you believe a paper is plagiarized from the internet, use the tools that the student may have used to find a source online. Any search engine (like Google, Excite, etc.) will help you find an online paper by typing in a few key words. If you suspect a student of plagiarism or cheating, begin by talking to the student about this matter. Remember, this may have been an innocent, inadvertent oversight on the part

of the student. If a meeting with the student does not resolve the problem, see your department head or the Vice President of Academic Affairs.

MAKE-UP EXAMS/TESTS

Check departmental policies regarding missed exams/tests. Should a student miss an exam, he/she must arrange with the instructor a time to make up the exam. Please be sure your policy is stated clearly in your syllabus. If you are not available to meet with the student, ask the Area Chair about alternative arrangements for the student to make up missed work.

CANCELING CLASSES

In the rare instance that you need to cancel a class for illness or emergency, call as early as possible. Using the LMS email capabilities will help you alert your classes of an absence. Please have a contingency plan and review with your classes. You can also call Shelly Famestad in the Administrative Office and she will see that a sign gets posted on the classroom door. Changes in classroom location must be cleared through the registrar's office.

Cancellations due to inclement weather will be announced on USF's Website (www.usiouxfalls.edu), as well as on most local radio and TV stations. You may also call the Human Resources office at (605) 331-6802 or the USF weather number (605)331-6595. There is also a texting system whereby you can be notified of cancelled classes through your cell phone. Please see the Security Office in Pierce Hall for details.

PERFORMANCE EVALUATION

All faculty are evaluated through a combination of faculty performance observations and student course evaluations. Standardized course evaluations and faculty evaluations are given to students at the end of the class. It is recommended that these evaluations be given prior to the final two weeks of instruction. Students complete the IDEA forms, and one student is asked to be responsible for collecting forms and sealing the envelope. This is the method by which the university can provide student feedback. Please encourage students to complete the evaluations and include comments. Evaluations are tabulated and returned to the adjunct professor, the Area Chair, and the Vice-President for Academic Affairs. This is an opportunity for instructors to learn what they do well and, in some cases, how they might improve their instruction. If an adjunct faculty member has concerns regarding his or her evaluations, please speak to Area Chair or the Director of Graduate Study in your area.