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## NEW FACULTY ORIENTATION HANDBOOK

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2008-2009 Academic Year

Revised: January 5, 2009

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## **INTRODUCTION**

The School of Engineering and Technology strives to maintain a strong relationship among faculty, students, and administration. In order to ensure that faculty are comfortable with the procedures and services of the school and the university, and in order to provide a foundation for continued teaching excellence and enhancement, the following document has been compiled. Sections address important concerns and situations that may arise during the faculty's teaching experience at IUPUI. For more specific information on these issues instructors may wish to consult other materials and documents supplied by the campus, school, or the individual departments.

## **IMPORTANT SEMESTER DATES**

The IUPUI Academic Calendar that contains the dates of importance, deadlines, and events for the academic year, including the final examination dates, is located at: <http://registrar.iupui.edu/accal.html>. This year the fall classes start on August 20, 2008 and end on December 8, 2008. The fall final examinations will be held from December 9 through December 15, 2008. The spring 2009 classes start on January 12, 2009 and end on May 4, 2009. The spring final examinations will be held from May 5 through May 9, 2009.

## **CONTACT INFORMATION**

Information and/or questions related to classroom issues should initially be directed to your department chair. If you are unable to contact your department chair, the following school staff in the Office of the Associate Dean for Undergraduate Programs may be able to assist you:

Academic and Discipline Issues: Hasan U. Akay  
Interim Associate Dean, ET 215B  
317-274-9710  
[hakay@iupui.edu](mailto:hakay@iupui.edu)

Student Records or Status Issues: Kelly Keelen  
Undergraduate Program Coordinator, ET 215A  
317-274-2761  
[keelen@iupui.edu](mailto:keelen@iupui.edu)

Student Records: Karen Sloan  
School Recorder, ET 215  
317-278-7091  
[kssloan@iupui.edu](mailto:kssloan@iupui.edu)

## **AVAILABLE SERVICES**

There are a number of services and tools available for teaching and learning on campus. In this chapter we list these to familiarize the new faculty with them.

### **Registrar**

All student registration, academic calendar, grading policy related services and information are posted at the IUPUI website [www.registrar.iupui.edu](http://www.registrar.iupui.edu). It is a good resource for obtaining student related information.

### **Information Technology Services**

There are two complementing organizations which provide IT services to engineering and technology students, faculty, and staff on our campus.

**UITS** (<http://uits.iu.edu>). The University Information Technology Services, UITS, is a university-wide service organization, with offices on the Bloomington and Indianapolis campuses, which:

- develops and maintains a modern information technology environment throughout the university
- provides tools and services to support the academic and administrative work of the university, including a high-speed campus network with wireless access, central web hosting, a rich selection of free and low-cost software for personal use, tools and support for instruction and research, and supercomputers for data analysis and visualization
- maintains computer labs, classrooms, instructional resources, and course management tools
- maintains Student Technology Centers, which are open labs for student access
  - some of the major engineering-specific software are also available from some of these labs (<http://stc.iupui.edu/index.php>)
  - most of the general classrooms have built-in audio visual facilities for instructional purposes maintained by UITS
  - IUPUI faculty, staff, and students may download several Microsoft Office and Adobe products online from <http://iuware.iu.edu/> free of charge
  - online request form for special audio visual services in classrooms may be made through [https://falcon.iu.edu/in/uits/itr/media\\_req.html](https://falcon.iu.edu/in/uits/itr/media_req.html).
  - help for troubles may be requested from 274-4357 or <https://ithelplive.iu.edu/>

**CNC** (<http://www.et.iupui.edu/cnc/index.aspx>). The Computer Network Center, CNC, is a local service provider in the School of Engineering and Technology at IUPUI, which:

- provides technical support for the computing needs of the students, faculty and staff
- provides engineering and technology specific hardware and software support and directly manages 10 instructional and 1 large open PC lab along with technical support for approximately 20 UNIX and PC departmental labs. The typical PC configuration for the CNC labs is a Pentium IV. \
- is involved in the support of the teaching effort and student project assistance
- supports H: and G: drives, where H: is a storage device for individual students, faculty, and staff and G: drive is a storage device for faculty and staff groups
- supports UNIX and Windows 2003 servers
  - Computer troubles can be reported by calling CNC at 274-0814 or logging on to the CNC help website located at [www.et.iupui.edu/cnc/contactUs.aspx](http://www.et.iupui.edu/cnc/contactUs.aspx) and filling out a service request form

More information on the available services and tools may be obtained from the handbook prepared by CNC (*A Handbook for Services, CNC, 2008-2009*) and from the CNC website [www.engr.iupui.edu/cnc/](http://www.engr.iupui.edu/cnc/).

## **Technical Services**

Most departments have a technician who maintains the equipment and builds specialized equipment for labs. If an instructor is in need of special equipment for a lab or is having difficulty locating equipment, the department technician should be contacted. Requests to technical services may be sent via an online system [www.et.iupui.edu/cnc/tst/tst\\_form.aspx](http://www.et.iupui.edu/cnc/tst/tst_form.aspx).

## **Student Information System, OneStart**

OneStart is Indiana University's Web-based application portal that provides a common front door to online services at all IU campuses. It offers easier and more direct access to the multitude of services available for students, faculty, and staff. Varying degree of services are availability based on the status of students and faculty who can access this system for various services that include information on schedule of classes and tools for submission and changing of grades. OneStart also provides information on student records. The URL for OneStart is <http://onestart.iu.edu>.

## **Course Management System, Oncourse**

Oncourse is IU's online course and project management system for teaching and collaborative projects. It supports teaching and learning, committees, projects, research, and portfolios for Indiana University's community of students, faculty, and staff. Oncourse is widely used for teaching and learning in our school. The tools provided for teaching delivery include posting of course syllabi, schedules, and notes; ability to send e-mails to students, form chat rooms, and deliver video lectures. All faculty are strongly encouraged to use the tools provided by Oncourse. Number of online tutorials is available for using Oncourse. The URL for Oncourse is <http://oncourse.iu.edu>.

## **Bookstore**

The IUPUI Bookstores is at Campus Center and ran by Barnes and Nobles which maintains a selection of general books, textbooks, supplies, sportswear, gifts, computers, and other merchandise and services. The URL for the bookstore is: <http://bookstore.iupui.edu>.

## **Libraries**

There are five separate libraries on the IUPUI campus. They are located in the Dental School, Herron School of Art, University Library, the Law School, and the Medical School. The collection at the University Library covers a wide range of academic disciplines from the liberal arts to science, engineering, and technology, while the other libraries contain material more specific to the individual line of study. The library is equipped with over 120 computer workstations that permit users to search for information through one of the most extensive and sophisticated online systems in the country. The information system gives access to a wide variety of resources such as library catalogs from around the world, bibliographic databases, full-text and numerical databases, videotapes and cable television, and the Internet. Access to many of these resources is provided from workstations across the campus. In order to check out books from University Library, the new faculty must visit the library Circulation desk and present either a Faculty ID card or a letter from their Department Chair verifying that they are in fact faculty of the university. New faculty will then be given a Library Card. Faculty ID cards can be obtained from Campus Card Services at Campus Center. The URL for the library is [www.ulib.iupui.edu/](http://www.ulib.iupui.edu/).

## **Child Care**

The IUPUI Center for Young Children is in a 30,000 square foot facility located at Limestone and New York Street. The center is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, and operates by reservation only. For further information call (317) 274-3508. The center operates year-round. The URL for the center is [www.childcare.iupui.edu](http://www.childcare.iupui.edu).

## **Parking**

Instructors must purchase a parking permit if they wish to use the university parking facilities. These permits may be obtained from Parking Services, located in the South Garage on Barnhill and Vermont Streets. Temporary permits are also available from Parking Services and should be hung from the rear view mirror post. Those with physical disabilities are eligible for special parking permits issued for "A" or "B" garages and parking areas during the period of disability. Fines collected for parking violations are used to purchase library books. The URL for the parking services is [www.parking.iupui.edu/new.do](http://www.parking.iupui.edu/new.do).

## **Office Use**

All faculty are encouraged to be available to students before and after their class. Individual departments will specify the office location and procedures, such as mailbox use, filing, and supplies. In addition, new faculty will be issued a classroom or laboratory key if required, and this should be returned at the end of every semester.

## **Department Secretaries**

Departmental secretaries provide a valuable service to the school by serving as the link between students and faculty. Faculty needing information regarding copying services, supplies, instructional media services, supplemental materials, mailboxes, obtaining academic forms, keys, or proctoring exams should contact the department secretary.

## **Copying and Printing**

The department secretary should be contacted for information concerning copying options for documents, preparation of laboratory manuals and if copyright clearance is required.

## **Supplies**

In addition to standard office supplies, departments have transparencies, overhead pens, grade books, etc. Departments also supply textbooks and supplemental materials like desk copies, solution manuals, and test bank questions. For use of these supplies, instructors should contact the department secretary.

## **Audio Visual**

The department staff should be contacted for information concerning the availability of audio-visual equipment. At the campus level, Integrated Technologies (ITS), maintains AV equipment that can be available to faculty. The descriptions of the available IT services and media equipment available can be found at <http://uits.iu.edu/scripts/ose.cgi?amea.ose.help>.

The majority of the general instructional labs on campus have built-in audio visual facilities with crestron control system available for instructors' usage. These systems require password for access, which is announced to the department staff at the beginning of each semester. Faculty need to check with their department staff to get this password. Special equipment requests may be made by filling out the online form at [https://falcon.iu.edu/in/uits/itr/media\\_req.html](https://falcon.iu.edu/in/uits/itr/media_req.html).

## **IUPUI Center for Teaching and Learning**

IUPUI provides various services to faculty in teaching and learning. It is a partnership among Academic Affairs, University Information Technology Services (UITS), and University Library of the campus. Faculty are strongly advised to take advantage these services in their reaching and learning endeavors to enhance their teaching skills. The URL for the center is <http://csl.iupui.edu>.

## **IUPUI Faculty Appointments and Advancements Office**

Faculty Appointments and Advancement (FAA) Office is a multifaceted unit that serves the faculty, academic administration and campus community of IUPUI in matters pertaining to faculty progress including tenure and promotion, sabbatical, leaves of absence, post-tenure review, and retirement of full-time faculty. Tenure-track faculty are advised to check the website <http://faa.iupui.edu/index.asp> for matters related to tenure and promotion.

## **Online Information for E&T Faculty and Staff**

The School of Engineering and technology maintains a website [www.engr.iupui.edu/facstaff/schoolDocs.shtml](http://www.engr.iupui.edu/facstaff/schoolDocs.shtml) where resources for school faculty and staff are available including faculty and staff related policies and procedures as well as promotion and tenure related documents pertaining to the school faculty.

## **CAMPUS EMERGENCY RESOURCES**

In case of a fire or explosion, building fire alarms should be activated immediately.

After sounding the alarm, leave the building and call the following number: 274-2311 and give building, floor, and room number. After the above, call the IUPUI Public Safety Dispatch Center at 274-7911 and the Dean's Office at 274-2533.

If trained personnel are not available for medical emergencies, contact the Wishard Ambulance Service at 630-7111 and the IUPUI Public Safety Dispatch Center.

In the case of a civil disturbance, notify the University Police at 274-7911, the academic department, and the Dean's Office.

***Important numbers to know in case of emergency:***

- IUPUI Police: 274-7911 or 274-138
- Fire Department: 274-2311
- Ombudsman: 274-3931
- Affirmative Action Office: 274-2306
- Campus Escort Service: 274-SAFE (7233)
- Adaptive Educational Services: 274-3241
- Dean of Students Office: 274-8990
- Health Services: 274-8214
- Campus Switchboard: 274-5555
- TDD Operator: 274-4644
- Counseling & Psychological Services: 274-2548
- IUPUI Utilities 278-1900

**Building Evacuation Plans**

Each classroom, laboratory and office suite has an evacuation route posting. Please review these plans prior to the start of classes. During a fire alarm, it is mandatory that all students, faculty and staff evacuate the building immediately following the posted instructions and meet at the designated meeting location detailed on the evacuation route posting.

**EXPECTATIONS OF FACULTY**

A good teacher will:

- Clearly state the course goals in materials handed out at the first class meeting.
- Clearly inform students in writing at the beginning of the course of the testing and grading system to be used. These systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.
- Plan and use class time with an awareness of its value for every student.
- Announce class attendance policy at the first class meeting and meet class regularly.
- Clearly state the level of collaboration that is allowed on every class assignment.
- Be available to discuss course content or grading with students throughout a course.

- Write examinations consistent with course goals and content presented in class or within clearly assigned readings.
- Maintain security of all examinations before, during and after it has been given.
- Protect honest students by monitoring the examination process.
- Post a key only after all students have completed the examination.
- Assign final grades consistent with the student's academic performance according to the standards of the department.
- Establish the guidelines when the course begins.
- Maintain and demand a professional tone in dealing with students in or out of class.
- Participate in program assessment by assessing the student learning in course outcomes as applies to the course.

## **EXPECTATIONS OF STUDENTS**

Students are expected to:

- Participate in the learning process in a serious and conscientious manner and respect the rights of other members of the learning community.
- Be responsible for class attendance and completion of assignments on time.
- Be prepared for and participate in classroom activities. In that context, students have the right to raise issues relevant to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed without concern for academic penalty.
- Study all course materials, including the syllabus and description of the grading and testing systems to be used in the course.
- Refrain from all academic misconduct and avoid situations giving the appearance of misconduct.
- Report to the instructor any observed academic misconduct.

## **BEFORE CLASSES**

Before the classes start, faculty are advised to be informed of important confidentiality issues, e-mail practices, course outline and syllabus writing techniques, and grading policies as described below.

### **Confidentiality of Student Records**

To be in compliance with the Family Educational Rights and Privacy Act (FERPA), you must keep all student records confidential and only make them available to the

student. Under FERPA, parental and third party access to student records is only permitted in limited cases. All requests for student information from other than the student should be referred to the IUPUI Office of the Registrar (274-1501). For information on Confidentiality and Access to Student Records see <http://registrar.iupui.edu/confiden.html>.

To avoid violations of FERPA rules DO NOT:

- at any time use the entire Student ID Number of a student in a public posting of grades
- link the name of a student with that student's ID number in any public manner
- leave graded tests in a stack for students to pick up by sorting through the papers of all students
- circulate a printed class list with student name and Student ID number or grades as an attendance roster.
- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- provide anyone with lists of students enrolled in your classes for any commercial purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

For FERPA rules also see: <http://registrar.iupui.edu/ferpa/faculty.html>.

## Email as Official Correspondence

The University has adopted a policy making email to the university provided student account, an official means of communication (see <http://registrar.iupui.edu/iu-email.html>). The School of Engineering and Technology will use email as an official communication media and this policy extends to your communication with students in your course.

Past experience by school has shown that a significant percentage of EGTC students do not use their university email accounts. It is essential to disseminate the email policy to our students to ensure they are receiving information from the campus and school on a timely basis. Therefore, please include a statement regarding the email communication policy in your course handouts, Oncourse and/or websites.

The following or similar statement can be used in your syllabi regarding this e-mail policy of the university:

"Email is considered an appropriate mechanism for official communication by Indiana University. The University reserves the right to send official

communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion. Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official IU email addresses.”

## **Course Outline and Syllabus**

You should receive a course outline or syllabus from the department or course coordinator for the course you are teaching. These are provided to give you the course objectives and a listing of the work to be done in order to insure that course goals are achieved. The instructor is not required to follow the outline to the letter, but is encouraged to make deviations which will improve the course. In planning the course, the new faculty member should feel free to call upon course coordinators and senior faculty for assistance. A template for syllabus consistent with the format defined by the Accreditation Board of Engineering and Technology, ABET, is given in the following:

1. Course Number and Title
2. Credit Hours
3. Semester and Year
4. Class Hours
5. Faculty Name and Coordinate Information
6. Office Hours
7. Prerequisites
8. Corequisites
9. Prerequisites by Topic
10. Textbook
11. Additional References
12. Current Catalog Description
13. Goals
14. Course Learning Outcomes
15. Relationship between Course Outcomes and Program Outcomes
16. Topics Covered in the Course (with lecture hours indicated for each topic)

17. Grading Policy
18. Assessment Plan for the Course
19. How Data in the Course is Used to Assess Program Outcomes

## **Grading and Examination Policy**

Instructors are responsible for establishing the grading and testing policy used in their classes. However, to ensure some uniformity for multi-section classes within the department, it is suggested that new faculty confer with their departmental course coordinator for adopting a grading policy consistent with the department's standards. The grading, testing, and attendance policies must be explained to students at the beginning of the semester in the syllabus and adhered to unless extenuating circumstances necessitate a change. Students should be informed of any changes in policy and procedures. It is not necessary to have students inform the department secretary of an impending absence from class. A sufficient number of tests and/or quizzes should be given to provide an adequate base for evaluating a student's performance.

The grades and their grade point values are:

<b>GPA</b>	4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
<b>Grade</b>	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

The following grade scale is recommended on Oncourse for assigning letter grades from percentage points:

<b>Min %</b>	100	95.0	90.0	87.0	83.0	80.0	77.0	73.0	70.0	67.0	63.0	60.0	0.0
<b>Grade</b>	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

The new faculty are advised to speak with the department chair on the common practices adopted in the department. In the School of Engineering and Technology courses, all grades, except F are passing grades in a course. However, the students are required to maintain at least a 2.0 grade point average (GPA), otherwise they will be placed on probation. Any student, who is in probation in two consecutive semesters, may be dismissed from the program. Dismissed student may apply for readmission after staying away from the school for semester. A student dismissed for the second time has to stay away from the school for two semesters. Normally a student will not be readmitted after being dismissed twice.

## **Auditing a Course**

Courses taken on an audit basis do not receive a letter grade, nor do they apply towards a student's degree program. Students may not change back to credit status once the completed request has been submitted to the Office of Registrar. In order to begin the audit process, students must complete the request and obtain the instructor's signature. Forms are then submitted to the Office of the Registrar by the deadline appearing in the Schedule of Classes, at which time the student pays the appropriate fee. An audit request may not be reversed. Additional rules and procedures for auditing a course are available at  
<http://registrar.iupui.edu/auditcrs.html>.

## **Pass/Fail Policy**

The pass/fail policy may be used for non-technical courses in Technology programs only -- Engineering does not allow use of this option. In order to establish a course on a pass/fail basis, the student must complete the appropriate form and obtain his/her advisor's approval. The student then sends the request to the Recorder, who verifies that the student's GPA is at least 2.0. The Dean approves the request. The student submits the approved request to the Office of the Registrar. The pass/fail policy should be clearly explained to students requesting the option, and instructors should inform the student that courses taken under this option do not count towards degree requirements. Should a student request the option and later discover that the course is required, the option may only be reversed if the Associate Dean sends a memo to the Office of the Registrar. It is important to point out that while a grade of "P" is not counted in the cumulative grade point average, a grade of "F" is included. Further, no more than 20% of the student's total credit hours required for graduation may be pass/fail courses, and a maximum of two pass/fail courses may be taken in a given semester. A course taken on this basis may not be taken later for a letter grade. Students should also be notified that the pass/fail option is not open to students on probation. More information on this policy is available  
<http://registrar.iupui.edu/passfail.html>.

## **DURING THE SEMESTER**

During the semester, in addition to teaching courses, faculty interact with students and administration on a number of academic issues and services, such as advising, workload, adding and dropping courses, and academic misconduct as listed in this section.

## **Advising**

All incoming freshmen and new transfer students are advised in the New Student Academic Advising Center of the School located in the Engineering, Science, and Technology Building, Suites, SL 164 and 174 (<http://www.engr.iupui.edu/nsaac/>). Advising following the completion of all Freshmen requirements, the student advising is transferred to the departments. Advising methods vary from department to

department. In addition to teaching, advising is one of the most important functions of faculty. Helping students in their study habits and specialty and career choices are among the valuable advising faculty can do. Therefore, all faculty are advised to check with their department chairs to find out about the advising practices in the department.

## **Student Overload Request**

If a student would like to take over 18 credit hours in a given semester, he/she must obtain a letter from his/her advisor approving the overload and specifying the total number of hours for which he/she is permitted to register. The student submits the letter along with an approved Schedule Adjustment Form to the Associate Dean for Undergraduate Programs. After approval by the Associate Dean, students should take the Schedule Adjustment form directly to the Office of the Registrar, where they form will be processed, copied, and forwarded to the "added" instructor's department. See also <http://registrar.iupui.edu/credithourload.html>.

## **Waitlisting**

All courses offered by the Purdue School of Engineering and Technology are currently waitlist-eligible, except those requiring section or school authorization. When a course closes, an automated waitlist is created, and students may add their name to that list. If a student drops a course, the first person on the waitlist is registered in the course. Waitlist requests may be added or modified through registration by computer during the initial registration or Drop/Add periods. Detailed instructions for registration of waitlisted courses can be found in the schedule of classes under "Waitlist Instructions". Instructors cannot sign students into courses during the first week of classes. The only means to get a seat in a closed course section that is waitlisted is to place one's name on the waitlist. Even if a student has a Schedule Adjustment Form signed by an instructor, he/she will still be placed on the waitlist. Should an instructor decide to allow additional students to register, he/she should wait until the beginning of the second week of classes to sign Schedule Adjustment Forms. Instructors are encouraged, where possible, to allow students to attend a class in anticipation of being placed from the waitlist, bearing in mind that there may be late additions to the course due to waitlist processing. No students will be placed automatically into open seats after the end of the first week of classes. See also <http://registrar.iupui.edu/student.html>.

## **Drop/Add Procedures**

Students can drop or add classes according to the schedule outlined in the current schedule of classes. If a student wishes to change from one section to another or drop/add a course, the following procedures should be followed. Students take Schedule Adjustment forms, with required approval signatures, directly to the Office of the Registrar. The period from the ninth through the twelfth week of the semester, the instructor must circle the "W" (passing grade) or the "F" (not-passing) grade on the Schedule Adjustment Form. It is at the instructor's discretion whether to allow

the student to drop the course with a "W," depending upon the circumstances. Requests for withdrawal after the twelfth week require the signature of the instructor, advisor and the student's dean. These late requests are considered only in extraordinary situations which are beyond the student's control and rarely are granted. Poor performance in a course is not considered grounds for a late withdrawal. Also, instructors should inform students that failure to attend class does not constitute a withdrawal.

With the new student information system, the drops and adds can now be initiated by students online using Onestart. In that case, the instructors and advisors will be prompted for approval, if approval is needed.

The student is responsible for requesting and completing a Schedule Adjustment form which currently is in paper form only. See also <http://registrar.iupui.edu/drop.html> and <http://registrar.iupui.edu/withdraw.html>.

## **Course Rosters**

Course rosters are available on either Oncourse or Onestart (OneStart|Services|FacultySystems|Class Roster). Pink Attendance Rosters will arrive early in the 4th week of the semester and contain the names of all students in the class. The purpose of the rosters is to be sure that your records and those of the registrar are in sync. Please correct the pink roster, before signing it, by indicating if someone has stopped attending or never attended your class. Also add the names and student numbers of anyone who is attending and who is not on your roster (unless they are making up an incomplete and would not have registered again). Indicate on the roster your best estimate of the date when the student last attended. This may be the last quiz taken, sign-in sheet, etc. The Office of the Registrar will notify students who need to add or drop the course. Do not report grades on pink rosters. See also <http://registrar.iupui.edu/midterm.html>.

## **Instructor Absence**

If for some reason the instructor must miss a scheduled class meeting, he/she should contact the individual specified by the department. Departments must be notified any time a class is cancelled and must also be aware when a substitute instructor will teach the class. In addition, the department should also be informed of any location changes such as tours or trips. Class trips or tours require that all students sign a release of liability form. This form is available at G:\COMMON\Travel authorizations\Field Trip form.doc.

## **Canceling Classes Due to Adverse Weather or Emergencies**

Adverse weather and certain non-weather related emergencies may cause IUPUI to cancel classes. Class cancellations will be announced by means of IUPUI website ([www.iupui.edu](http://www.iupui.edu)), area television and radio. IUPUI has established a special phone

number, (317) 278-1600 to give the latest open or closed status for the campus. Please understand that none of these options will address individual courses.

## **IUPUI Policy on Religious Holidays**

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student's obligations in a course and the student's obligations in observing major religious holidays. Any student who is unable to attend classes or participate in any examination, study, or work requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment. Upon request and timely notice, students shall be provided a reasonable accommodation. It is recommended that dates and times for examinations and other major course obligations be announced at the beginning of the semester or summer session and those students let instructors know of conflicts very early in the semester, so that accommodations can be made.

Students seeking accommodation for religious observances must make a request in writing by the end of the 2nd week of the semester to the course instructor and should use the Request for Course Accommodation Due to Religious Observance Form. The University will not levy fees or charges of any kind when allowing the student to make up missed work. In addition, no adverse or prejudicial effects should result to students because they have made use of these provisions. It should be noted that while campus policy requires instructors to make reasonable accommodations when a student must miss an examination, assignment, or other academic exercise because of a required religious observance, it is not campus policy to require accommodations when students wish to travel to share a holiday with their families. Most religions are represented in the Indianapolis area and can provide appropriate observances. However, it is appropriate to grant accommodations for a few hours after the holiday if the observance includes fasting. See also: <http://registrar.iupui.edu/religious.html>.

## **Code of Student Rights and Responsibilities**

Instructors should access the *IUPUI Code of Student Rights, Responsibilities, and Conduct* at [www.iupui.edu/code/](http://www.iupui.edu/code/) and become familiar with the definitions and procedures outlined. The code is in six main parts: a) Student Rights, 2) Student Responsibilities, 3) Procedures for Implementation, 4) General provisions, Definition, Adoption, 5) Student Disciplinary Procedure for Academic Misconduct. It emphasizes the commitment of IUPUI to maintaining a set of conditions essential to the educational objectives of students, faculty, and administration. Addressed topics include discrimination, sexual and racial harassment, academic and student affairs, student records, and procedures for the filing of student complaints.

**Student Academic Misconduct.** Procedures of dealing with student academic misconduct are outlined on the IUPUI Dean of Students website <http://registrar.iupui.edu/misconduct.html>. Academic dishonesty is a very serious offense and should be dealt with in a swift manner. The *Code of Student Rights, Responsibilities, and Conduct* lists six categories of academic misconduct, they are: cheating, fabrication, facilitating academic dishonesty, interference, plagiarism, and violation of course rules. Definitions of each of these forms of academic misconduct can be found in the guide, *Dealing with Student Academic Misconduct*, <http://registrar.iupui.edu/misconduct.html>. These guidelines outline the process of a faculty disposition of a case of academic misconduct and furnishes the necessary forms to report academic misconduct to the university. Should you proceed with a case, a referral form should be filled out in its entirety, signed by the appropriate parties, and sent to the Associate Dean for Undergraduate Programs who will forward it to the appropriate Dean of Students. The referral form is available from the IUPUI Office of the Dean of Students (<http://life.iupui.edu/dos/>). Below is an excerpt from the Student Code of Conduct document related to academic responsibilities and misconduct of students:

“Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

**Cheating.** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

- a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

- b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.
- c. A student must not use materials from a commercial term paper company; files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
- d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- e. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
- f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom he work is being submitted.
- g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

**Fabrication.** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

**Plagiarism.** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

- a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
  1. Directly quoting another person's actual words, whether oral or written;
  2. Using another person's ideas, opinions, or theories;
  3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
  4. Borrowing facts, statistics, or illustrative material; or

5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment."

**Personal Misconduct.** The procedures that follow provide definitions and guidelines for dealing with incidents of disruptive conduct. Questionable conduct may range from eccentricity and dissent to disruption. Instructors should bear in mind that eccentricity and dissent do not necessarily constitute disruptive conduct. When addressing a students' behavior judicially, the desired outcome is positive resolution for all parties involved. Examples of personal misconduct are:

- **Destruction of Property.** The intentional or reckless damaging, destroying, defacing of, or tampering with university property or the property of any person or business on campus.
- **Disruption.** Personal misconduct that is an infringement on, or an impediment to, the teaching or learning process. The following are specific types of disruptive conduct.
- **Dissent.** A disagreement, protest, debate, or behavior which produces dialogue but which usually does not seriously infringe on the teaching/learning process. However, there is a level of dissent that may become disruptive.
- **Eccentricity.** Non-normative behavior, provocative behavior, or as some label it, "abnormal," "strange," "crazy," or "bizarre" behavior. This type, while unusual, is not necessarily disruptive.
- **Failure to Comply or Identify.** Failure to comply with directions of authorized university officials, including designated student staff, in the performance of their duties, or failing to identify oneself to these persons when requested to do so.
- **Mental or Bodily Harm.** a) intentionally inflicting mental or bodily harm upon any person; b) taking any action for the purpose of inflicting mental or bodily harm upon any person; c) taking any reckless, but not accidental action from which mental or bodily harm could result to any person; or d) causing a person to *believe* that the offender may cause mental or bodily harm.
- **Possession of Dangerous Weapons.** Unauthorized possession of a firearm weapon (including but not limited to pistols, rifles, shotguns, handguns, BB guns, paint guns), knives, dangerous chemicals, or any explosive device of any description on university grounds.
- **Obstruction.** Obstructing the free flow of pedestrian or vehicular traffic on University premises or at university-sponsored or supervised functions.

If a situation arises in which instructors are faced with disruptive conduct, the following guidelines should apply.

- Remain calm. Determine whether to speak with the student immediately or wait until after class or the conclusion of the activity. If you do speak to the student immediately, ask that student to refrain from the conduct in concrete terms.
- If the student does not comply, ask that he/she leave the classroom or academic setting. If the student refuses, tell someone in the immediate vicinity to call for assistance. Be specific about whom you want called. If it is after hours, ask if someone has a cellular phone to use.
- If a student is violent or threatening; remove yourself and others from the situation. Summon IUPUI Police or other appropriate personnel as quickly as possible (Campus police: 274-7911).
- In the event of repetitive disruptive conduct, talk with the student in a more private setting; ask the student to explain the reasons for their conduct. Do not engage the student in a debate. If the conduct is serious, or you feel uncomfortable meeting alone, it is recommended that you have an observer with you when this meeting occurs.
- Talk with the student in a professional and courteous manner about the situation that is creating the disruption. Attempt to reach resolution in concrete terms that will restore a positive learning environment.
- Indicate that if there is recurrence of disruptive behavior, you will enlist the aid of others to stop the conduct and that the student may be subject to disciplinary proceedings by the university.
- It is extremely important, early in the process, to discuss the situation with your department chair. Document the incident. If this is a repeated or serious incident, report it to the department chair and the Associate Dean for Undergraduate Programs.

If initiated by the faculty member, the Offices of the Associate Deans for Undergraduate and Graduate Programs are available for helping the faculty and department chairs in mediating some of the student misconduct conflicts by talking with all parties, prior to submission of the referral form to the Dean of Students.

## **THE END OF THE SEMESTER**

The end of the semester is one of the busiest times of a semester. The faculty are advised to be familiar with final exam policy, grade submission practices, grade posting policy, and various surveys conducted at the end of the semester. New faculty are advised to learn about department's general policy on assigning grades from the department chair.

## **Final Examinations**

Final examinations are given in all courses except those in which the instructor decides an examination is not necessary. Students should consult the final exam

schedule early in the semester from registrar's website ([www.registrar.iupui.edu](http://www.registrar.iupui.edu)) to discover problems such as more than three exams in one day or insufficient time to cover the distance between successive exams. Final examination conflicts should be resolved with the course instructors. Except for laboratory, clinical, studio, and other activity-based sections, final exams - whether comprehensive or not - are to be given at the appropriate scheduled time during the formal final examination week. Tests or major writing assignments may not be required during the week before the formal final exam week. However, papers, projects, or oral presentations may be due during the last week of class when assigned on the syllabus or announced at the beginning of the semester. Exceptions must be approved in advance by the dean of the particular school involved. The final exam schedule is established to limit potential conflicts in a student's final exam schedule. If an exam is given, it must be held on the day and time published. If the instructor changes the exam time, and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved he/she should report the change to the instructor's department chairperson. If the problem is not resolved at that level, the student should contact the chairperson's dean, or director. If the conflict is not resolved at that level the student may contact the Office of the Dean of Faculties. An instructor giving a final examination before the final exam period should be reported in the same way. See also <http://registrar.iupui.edu/final-policy.html>.

## **Grade Submission**

Final grades are submitted by faculty through an on-line process. Grades may be submitted via OneStart Faculty/Staff Self Service or via a Final Grade book upload from Oncourse. According to the guidelines established by the University Faculty Council, grades are due to the Office of the Registrar 48 hours after the examination. Rosters not turned in by the deadline will result in grades on "NR" being sent to the student. Late grades may also result in a student not being allowed to return for the next semester, not being allowed to compete in intercollegiate athletics, or not able to receive financial aid. We will notify students with the grades of any late rosters, but that will not occur for 2-3 weeks after the end of the term. To save yourself phone calls from concerned students, parents, and school recorders, please get your grades in on time. The grade of FN should be given to those students who either never attended your course or whose lack of attendance is the basis for a failing grade. For students you choose to give an FN you should provide the date for when the student either last attended or participated in the course. This may be the last quiz or assignment that was turned in or, if you take attendance, a more exact date. The grade of FN will be treated on the transcript in the same way we handle the grade of F. The student will not see the FN. If you assign an FN grade, please record the date you provided on the roster in your own records, such as your grade book. Use of the grade will provide documentation required by the auditors to comply with federal financial aid regulations.

You should, of course, still award an F to any student whom you have determined has "earned" it, whether as a result of poor academic performance or spotty attendance. In addition to complying with the new regulations, we want to provide

you with a tool to distinguish between students who have "earned" the F and those whose grades are the result of non-attendance or a lack of familiarity with withdrawal procedures. Having this grade in our files will also make any grade change appeal work much more quickly. Should the student wish to appeal that grade (often the result of not formally withdrawing from the term), the student will have to submit a grade change petition. Awarding the FN serves to get the student's attention and get the process moving fairly quickly. Having the date on the roster helps with any subsequent grade appeals, some of which come years after faculty members are no longer with the university. If you believe a student has withdrawn since the roster was generated, assign whatever you determine is the appropriate grade as if the student is still enrolled. If you have assigned an F or FN and we find the withdrawal was completed, the W will be the official grade.

Remember that if a student is attending your class to complete a previous grade of Incomplete, the student's name will not appear on your grade roster. In order to award the grade you will need to submit a Removal of Incomplete form. Deferred grades of R and S/F grades may be assigned only if the course has been approved. Contact the Department Chair or the Office of the Recorder to confirm approval if it is in question. Additional information regarding submitting grades online can be found at <http://registrar.iupui.edu/finalrst.html> and [www.registrar.iupui.edu/grade-highlight.html](http://www.registrar.iupui.edu/grade-highlight.html).

## **Posting Grades**

It is illegal to post grades in a manner that allows students to determine what grade another student received. It is also against School policy for students to call the secretary to check grades that have been posted. It is important to note that grades may *not* be posted with students' names, though instructors may display grades if special codes are used and not in the same format or order as shown on the grade roster. The codes must be scrambled in a manner that guarantees the security of the information. If a student wishes to know his/her grade before the Office of the Registrar mails them, he/she may access the IIIS computer system. Grades are typically available 24 hours after submitted by the instructor. See also <http://registrar.iupui.edu/finalrst.html>.

## **Incomplete Grades**

The grade of Incomplete may be assigned only when a student has successfully completed at least three-fourths of the work in the course and unusual circumstances prevent the student from completing the work within the time limits previously set. When an incomplete is given, an incomplete form must be completed that specifies the academic work to be completed. This form is retained in the student's departmental file as documentation of the terms under which the student is required to fulfill course requirements. A deadline date of up to one year is given for completion of work. If the student fails to meet the deadline, the registrar will automatically change the "I" to an "F". See also <http://registrar.iupui.edu/incomp.html>.

## **Change of Grade**

If after submitting your final grade roster you determine that a grade was incorrect, you will need to submit a Change of Grade form to the Office of the Registrar. If the change is processed after the initial grades are mailed, the student will receive a corrected grade report about two to three weeks later and check for the corrected grade on OneStart in the interim. Grade changes may also be initiated by using the online service on OneStart (OneStart|Services|Faculty Systems|eGrade Change). All grade changes need approvals from the department chair and the school dean. See also <http://registrar.iupui.edu/grchgfac.html>.

## **Course and Instructor Evaluations**

The School of Engineering and Technology utilizes an on-line course and instructor evaluation process. During the last two weeks of the semester, you will receive instructions to be distributed to students regarding how to access and use the on-line system. The evaluation contains several questions requiring a ranking and the opportunity for students to enter written comments. The on-line system is available 24 hours per day and can be accessed from off-campus. However, we suggest that you allow students time during regular course hours to complete the evaluation and encourage full participation. If the evaluations are being completed during a class or laboratory, instructors are to leave the area during the evaluation process.

The web site is not accessible to faculty. Only the accumulative results and the grouped comments from the class will be shared with the individual instructors and will be provided by your department chair. The evaluations have major impact on improving the course content and delivery, and assessment of instructor's teaching effectiveness by peers and administration. See also <https://www.et.iupui.edu/eval>.

## **Outcomes Assessment**

Unless you have been highly involved in curriculum matters in the program in which you teach, the terminology **outcomes assessment** in the context of engineering and technology might be new to you. It was certainly new to most of the members of the faculty just a few years ago. Outcomes assessment refers to a complex, but not complicated, process of **assessing student learning and competencies** in such a way that the results of the assessment can be fed back into the curriculum revision process with the goal of improving student learning. In order to be effective, an outcomes assessment process should engage the various constituent groups that are affected by your program. This may include current students, alumni, advisory groups, employers, the local community, and the faculty. Furthermore, evidence may include indirect evidence and direct evidence. The former is obtained by the use of surveys and interviews, and the latter is obtained by assessing student works such as examinations, project reports, and presentations.

In a sound outcomes assessment process, a program should define its desired outcomes which describe what a graduate of the program should be able to do upon

graduation. While there is some degree of flexibility in establishing these desired outcomes, it goes beyond passing all of the courses in a plan of study. There are two types of accrediting bodies that require us to include outcomes assessment as a component in our curriculum development. They are discipline-specific accreditation organizations such as the American Board for Engineering and Technology (ABET), which accredits engineering and technology programs; and the North Central Association, which accredits campuses. While each program must satisfy the requirements of both organizations, we have found ways to focus on one, while satisfying the other.

While the departments in the school share a common process, they differ in the details. Thus, it is important for new faculty to find out the extent of their roles, particularly in the collection of direct evidence for assessment. The chair of your department will fill you in with the details.