

UNIVERSITY OF DETROIT MERCY



UNIVERSITY OF
**DETROIT
MERCY**
Build A Boundless Future

COLLEGE OF LIBERAL ARTS & EDUCATION

ADJUNCT INSTRUCTOR HANDBOOK

(rev. 04/17)

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***College of Liberal Arts & Education
University of Detroit Mercy***

A MISSION OF SERVICE

MISSION

The College of Liberal Arts & Education prepares students to participate in a diverse and changing world in the Jesuit and Mercy traditions as "men and women for others." The College provides a student-centered education in an urban context which stimulates a desire for the life-long exploration of the intellectual, spiritual and ethical dimensions of what it means to be human.

VISION

The College of Liberal Arts & Education will be seen as a national urban model of opportunity and high achievement. We seek to provide a transformative education that will inspire students to demonstrate a commitment to social justice and serve to others.

College of Liberal Arts & Education University of Detroit Mercy

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I. GENERAL INFORMATION

A. SYLLABUS GUIDELINES: Please see the attached copy of the College of Liberal Arts & Education Course Syllabus Guidelines in Appendix A for how to prepare your syllabus. All syllabi must be sent to the department chairperson for their review and approval.

B. GRADING SYSTEM

The following grades are used in reporting **undergraduate** students' academic performance:

Grade	Quality Points	Description	Grade	Description
A	4.0	Superior	P	Passing
A-	3.7		I	Incomplete*
B+	3.3		W	Withdrawal**
B	3.0	Good	AUD	Audit
B-	2.7		XF	Failure to Withdraw***
C+	2.3			
C	2.0	Average		
C-	1.7			
D+	1.3			
D	1.0	Poor		
F	0.0	Failing		

* The incomplete grade is only assigned when a student is unable to complete an assignment or examination through no fault of their own (e.g. hospitalization). Work must be completed by the deadline published in the Important Dates section of the on-line Schedule of Classes for the following term.

** "W" grades will appear when you go to enter final grades. This is not an "assigned grade".

*** "XF" is assigned when a student fails to withdraw from a course. An "XF" is calculated as an "F".

The following grades are used in reporting **graduate** students' academic performance:

Grade	Quality Points	Description	Credit Earned
A	4.0		Yes
A-	3.7		Yes
B+	3.3		Yes
B	3.0		Yes
B-	2.7	Below graduate standards	Yes
C+	2.3		Yes
C	2.0		Yes
D	1.0		*
F	0.0	Failing	No

I	-	Incomplete	No
P	-	Passing	Yes
W	-	Withdrawal (The grade of "W" is not faculty assignable.)	No
AUD	-	Audit	No (cont'd)
NR	-	No Record (Temporary)	No
S	-	Satisfactory (Temporary)	No
U	-	Unsatisfactory (Temporary)	No

("S" and "U" are temporary grades for research in progress, internships and practica.)

***Policies relating to the applicability of courses towards graduation in which a grade of C or less is received are determined within each college.**

C. TITANCONNECT/E-MAIL/SELF-SERVICE/OFFICE 365

TitanConnect is the University's web-based system for communication and University business. You will be given access to this system and an e-mail account will be provided after your new hire paperwork is processed. **You are responsible for using this system and maintaining your e-mail account. All official University correspondence will be sent through TitanConnect.** On the TitanConnect portal page where you log in, you will find a link for TitanConnect Self-Service. Self-Service provides you with access to class lists, student information and the link where grades are submitted. Please familiarize yourself with Self-Service and the e-mail system as soon as it is available to you.

If you have any I.T. related issues, submit a Helpdesk ticket (link is located on the portal page) or call 993-1500.

D. IMPORTANT DATES

All important dates for the semester such as add/drop dates, last date to withdraw, final exam schedule, etc., can be found on the Registration Schedule Information page on the University website which is located at:

<http://www.udmercy.edu/registrar/schedule/index.htm>

E. CLASS AUDIT

Students who wish to audit a class must register for the course on an audit basis. There is no grade or credit earned for the course but it does appear on the student's official transcript as an audit. Courses taken on an audit basis do not meet degree requirements. Normal tuition and fees apply for those who wish to audit a course. Students who register for credit and wish to change to audit must make the change by the end of the add/drop period for that semester. Students who enroll on an audit basis cannot change to earn credit for that course.

Attendance is required in order to successfully audit a course. Failure to attend audited classes may result in an administrative withdrawal from the class.

F. PASS-FAIL SIGN-UP PERIOD

University of Detroit Mercy permits students to enroll in a limited number of courses on a modified pass-fail basis. This opportunity is provided to encourage students to explore challenging elective courses they might not otherwise select. The final grade for a course taken pass-fail may be P or F. Grades A, A-, B+, B, B-, C+, C, C-, D+, and D are converted to P (pass). Hours earned with a grade of P count toward graduation, but a P does not enter into the calculation of the student's quality point average. A final grade of F is treated in the same manner as in those courses which are not taken pass-fail.

Election of the pass-fail option requires the approval of the student's academic advisor or dean. The option is limited to elective courses. Other requirements and restrictions regarding the use of the pass-fail option will be determined by the college/school in which the student's major resides. Pass-fail election forms are available from the dean of the student's college and must be filed with the registrar. The deadline for election of pass-fail is published in the academic calendar and typically falls during the second week of classes. The date is published in the Academic Calendar. No pass-fail elections may be accepted after the deadline nor may the election be withdrawn after submission to the registrar.

G. MID-TERM GRADE REPORTS

All instructors are strongly encouraged to submit midterm grades. Approximately six weeks into the term you will be reminded of the deadline and process for submitting mid-term grades. **Feedback on student performance, particularly in lower-division and core courses, is critical to the academic advising process and is a vital part of student retention.** Mid-term grades provide this feedback, but grades are not part of the student's academic record. *(Grades are submitted on-line through TitanConnect Self-Service.)*

H. LAST WEEK OF REGULARLY-SCHEDULED CLASSES

Instructors are reminded that no quizzes or examinations may be scheduled during the last week of regular class sessions (a.k.a. 'dead week' – the week before finals). Homework assignments may be made.

I. FINAL EXAM WEEK & FINAL GRADES

All weekend classes have a two-hour exam scheduled for the 11th week. All other classes will be scheduled for a single two-hour examination period during the final week of the term. **It is not possible to change the time of a scheduled examination unless you have the consent of the dean, the registrar, and all students in the class. If a student has three exams**

on the same day, they may request one professor to reschedule. If there is no exam, the 2 hours are to be used as a final class period.

FINAL GRADES ARE DUE IN TITANCONNECT SELF-SERVICE NO LATER THAN NOON ON THE MONDAY AFTER THE OFFICIAL END OF THE TERM. FAILURE TO SUBMIT GRADES BY THE DEADLINE MAY RESULT IN A WITHDRAWN CONTRACT FOR THE FOLLOWING SEMESTER.

J. COURSE EVALUATIONS

3-4 weeks prior to the end of the term, students will receive information on how they can access and complete on-line course evaluations. Individual instructors will receive feedback from their department chairperson 2-3 weeks into the following semester.

K. University Policies

For further information on other University policies, please refer to the University of Detroit Mercy catalogs which can be found at <http://www.udmercy.edu/catalog/>.

II. SUPPORT AND SERVICES

A. CONTRACT/PAYROLL INFORMATION

New Instructors:

The Operations Manager will contact new instructors to complete a new hire packet. No payroll will be generated until these forms are completed.

Returning Instructors:

If an instructor has taught at University of Detroit Mercy in the past year, tax forms are normally still on file.

Effective January 2010: Adjuncts will be paid once a month on the last day of each month of the semester they are teaching. If the last day of the month falls on a weekend, the pay date will be the prior Friday.

B. PARKING & I.D.

Parking tags and I.D. cards can be attained from the Titan Information Center in the Student Center Building on the McNichols Campus. You will need a copy of your vehicle registration and your employee I.D. number (a.k.a. T#). If you are a new employee you will receive an e-mail to inform you of what that number is once new hire paperwork has been processed. The fee for the parking permit will be deducted from your pay. You will have ten days after the start of the semester to obtain a permit before you are ticketed. If you have any questions about Parking or I.D.'s, please call (313) 578-0341.

C. ADMINISTRATIVE SUPPORT/MAILBOXES

Mailboxes for adjunct instructors are located in Briggs 104, Reno 250 for Counseling and Addiction Studies and Psychology or Reno 247 for the Education Department depending on where your department is. University and college information, student/professor correspondence and phone messages will be placed in these boxes and should be checked regularly. Administrative support can be found in the following offices: Education (Reno 247 – 578-0401); Psychology, Counseling & Addiction Studies (Reno 250 313-578-0392), and Theatre, (Reno 43 313-993-3270); Language & Cultural Training (Reno 40 – 993-1102); and all other departments in Briggs (Briggs 108 – 993-1287).

Please note that copying jobs should be accompanied by a work request form and submitted 48 hours in advance. Word processing jobs should be submitted 72 hours in advance. If you need a course packet copied, it should be submitted as far in advance as possible to Maryrose Patrick and Lezly Pruitt in Briggs 108 in the exact order it is to be duplicated with all attachments. A nominal fee is charged to students to replace the supplies used.

D. BOOK ORDERS/BOOKSTORE

Textbook orders are due to the Bookstore (located on the first floor in the Student Center Building) by October 15 for Winter term and March 15 for fall and summer terms. If you need assistance with this, please see the administrative assistant for your department.

E. OFFICE SPACE/OFFICE HOURS

Adjunct faculty may contact the administrative assistant for their department to reserve office space in Briggs or Reno. It is University policy that all instructors make themselves available to students outside of class time.

All adjunct faculty must turn in office hours by the end of the first week of classes to their chairperson. Office hours for part-time faculty should also be listed on office doors by the end of the first week of classes. A list of the office hours of ALL faculty will be compiled and distributed to staff so we can assist our students.

F. SEXUAL HARASSMENT POLICY STATEMENT

All adjuncts should be familiar with the policy statement on sexual harassment located at: <http://www.udmercy.edu/hr/current-employees/index.htm>. The University is committed to preventing sexual harassment on its campuses.

G. ACADEMIC AND DISABILITY SUPPORT SERVICES/TUTORING

University Academic Services (UAS): Tutorial services are available to students free of charge through University Academic Services. Instructors are encouraged to refer students who are in need of tutorial assistance. UAS is located in the third

floor of the Library (993-1143). Please visit the Student Success Center link to view hours of operation. <http://www.udmercy.edu/uas/>

Disabilities Support Services: For complete information on available services see APPENDIX B.

Writing Center: In addition to UAS, the English Department also operates a Writing Center to assist students in academic writing. The Writing Center is located in room 135 of the Briggs Building (993-1022). Students are encouraged to schedule appointments to guarantee that a tutor will be available.

Make Up Exams: If a student needs to make up an exam, the instructor should contact UAS and make arrangements for the student to do so there. Staff are not to be asked to proctor exams.

B. LIBRARY SERVICES and AUDIO/VISUAL EQUIPMENT

Your Faculty Identification Card also serves as your library card. You need only present your I.D. card at the circulation desk of any of our libraries. There is also an Instructional Design Studio available in the McNichols Library to assist with web-based instruction. Please visit the University of Detroit Mercy Library and Media Services website <http://research.udmercy.edu/> for hours and more information on what services

To reserve audio-visual equipment, complete an Audio-Visual Request Form (located at <https://it.udmercy.edu/services/audiovisual/index.htm> or on the counter in Briggs 108), or call 578-0360 for Briggs or C & F classrooms or 993-1957 for E & S classrooms.

C. PERSONAL COUNSELING SERVICES FOR STUDENTS AND STAFF

Personal counseling services are available on the McNichols Campus. Counselors are available (578-0496 or 993-1170) to help students and staff with the personal problems they may encounter. Longer-term psychological assistance is available to students and the community through the Psychology Clinic located in Reno Hall (578-0570). All counseling contracts are treated as personal and confidential.

IV. ADJUNCT BENEFITS

A. THE THEATRE COMPANY

Tickets for Theatre Company productions are available to adjunct instructors at a discount rate. For information on the Theatre Company tickets and the season program, please call (313) 993-1130.

B. TITAN BASKETBALL

Tickets for the University of Detroit Mercy Titan Basketball games (both men's and women's teams) are available to adjunct instructors at a discount rate. Home games are played at Calihan Hall, McNichols campus. For information call the Athletics Department at (313) 993-1700.

C. BOOKSTORE

A 10% discount at the Bookstore is available to all faculty and staff by presenting a valid University of Detroit Mercy I.D. card at the register (excluding books and food).

FREQUENTLY-USED TELEPHONE NUMBERS

Liberal Arts & Education

College Office in Briggs.....	993-1287
Dean's Assistant.....	993-3250
Education Department.....	993-1464
Counseling & Addiction Studies and Psychology Departments.....	578-0392
Language and Cultural Training Program.....	993-1102
Theatre Department.....	993-3270
All other departments located in Briggs.....	993-1287

Bookstore.....993-1030

Audio/Visual Helpdesk.....578-0360

Human Resources.....993-1036

I.T. Helpdesk.....993-1500

Library

Circulation.....	993-1795
Instructional Design Studio.....	578-0580

Parking & I.D.....578-0341

Payroll.....993-1563

Public Safety.....993-1233

Registrar993-3313

University Academic Services (UAS).....993-1143

University Switchboard.....993-1000

Writing Center.....993-1022

Course Syllabus Guidelines
College of Liberal Arts & Education
University of Detroit Mercy

Each student must receive a copy of the course syllabus (consistent with the syllabus for the course approved by the program or department) during the initial class session. Instructors are encouraged to make course syllabi available to students electronically through available software (e.g., Blackboard).

Instructors shall submit a copy of each syllabus to their Department Chairperson at least one week prior to the start of the semester. Chairpersons shall review department syllabi for thoroughness and forward one copy to the College office. Below are the specific items that should be included in the syllabus:

- **Course information** including the course title, course number, section number, number of credit hours, location of the classroom, and the days and times of class meetings
- **Course prerequisites**, if any, including the course title(s) and number(s)
- **Instructor information** including the instructor's full name and title, office location, phone number, office hours, email address, emergency number/administrative assistant's telephone number, and the names of teaching assistants or other faculty instructors
- **A list of texts, readings, and materials** including all required textbooks, supplementary reading(s), special materials, course packets, or supplies differentiating between required and recommended/optional
- A **course description** should be verbatim from the catalog. This is the information that the curriculum committees of the university has ratified as the agreed upon content.
- **A course outline** that briefly but completely describes the learning objectives and general content of the course. Detailed instructional objectives are best. (Example of specific objectives: *students should be able to: 1. Describe the nature of their firms and industry with the international context. 2. Define philosophical terms, movements and philosophers. 3. Develop skill in drafting basic pleadings and motions.*)
- A **course calendar** with a class-by-class calendar of topics, activities and assignments, including the dates of major examinations and/or papers
- Any **required field-trips or other course obligations** (e.g., computer lab activity) that require a student's attendance at a place or event outside the regularly scheduled class meeting time
- **Course-specific policies**, including
 - the grading system employed, including the nature, number, and weights given to quizzes, examinations, papers, projects, and other course activities that are evaluated
 - assessment methods employed and how they are related to specific learning objectives,
 - expectations related to class participation and how such participation is evaluated as part of the course grade,
 - information related to make-up activities, extra credit assignments, and/or directed study, if applicable
- The following **information regarding compliance with College and University policies and specific policies** that can be cut and pasted directly onto course syllabi:

Compliance with University of Detroit Mercy Student-Related Policies

Students of the University of Detroit Mercy are expected to comply with all policies and practices established by the College and/or University. Listed below are a few specific University of Detroit Mercy policies, however the list is not intended to be exhaustive. A complete listing of all University of Detroit Mercy policies can be found in the University of Detroit Mercy Student Handbook, and students are expected to be familiar with all University of Detroit Mercy student-related policies.

Student Course Evaluations

Student course evaluations are an important source of information for curricular and teaching improvement in the College of Liberal Arts & Education. As such, all students enrolled in CLAE courses are strongly encouraged to complete an online course evaluation. Course evaluations are completed during the week preceding final exams each semester. Information is provided to students through email explaining how to complete the evaluation online.

Available Support Services

The University of Detroit Mercy has a wide array of support services available to all students that include the library, media center, tutoring (UAS, 3rd Floor of Library) and Writing Center (Briggs 135). The University of Detroit Mercy Student Handbook contains complete information regarding location and hours of operation of the University's support services. Students are encouraged to utilize the support services provided by the University, as needed.

University of Detroit Mercy Policy on Plagiarism and Academic Integrity

As members of an academic community engaged in the pursuit of truth and with a special concern for values, students are expected to conform to a high standard of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his/her own efforts.

Among the most serious academic offenses is plagiarism, submitting the style of another author or source without acknowledgment or formal documentation. Plagiarism occurs when specific phrases or entire passages, whether a sentence, paragraph or longer excerpt, are incorporated into one's own writing without quotation marks or documentation. One also plagiarizes by paraphrasing the work of another that is, retaining another writer's ideas and structure without documentation.

Students are advised always to set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' words and ideas when they find their way into the writing. Whenever in doubt, cite the source.

Students that purchase essays from other students or agencies or who copy from one another or from prohibited sources, commit the most serious type of academic dishonesty. The consequences of plagiarism, or any act of academic dishonesty, may range from failure on an assignment or in a course to dismissal from the University.

Disability Support Services and Accommodations

If you need an accommodation because of a disability, have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please contact:

Emilie Wetherington, Director
Disability Support Services.
McNichols Campus Library, Room 328
Email: gallegem@udmercy.edu
Phone: 313-993-1158

It is very important for students to be proactive with regard to requesting their disability accommodations every semester. While it is never required that you disclose your disability to your professors, all students at University of Detroit Mercy are encouraged to talk to their professors to discuss their needs and concerns. However, you must be registered with Disability Support Services, and your faculty must receive official notification from the DSS office before they can make arrangements for your accommodations.

University Academic Services Disability Support Services

Eligibility

Disability support services are available to all currently enrolled students who have a documented disability that substantially limits them in one or more major life activities. Individuals eligible for services include, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, and attentional.

Registering for Services

Eligibility must be determined in order to make arrangements for services and accommodations through Disability Support Services. Students should complete the following steps in order to open a disability file and begin receiving services.

- **Upon admission to the University**, contact the Director of UAS/DSS to indicate your intent to register for disability services. The intake process, which involves giving general information about your disability and need for accommodations, will be initiated. A disability file will be started after the intake process is completed. The disability file will become active upon receipt and verification of appropriate documentation.
- Provide current documentation (no more than three years old) that establishes and verifies your disability to UAS/DSS. Guidelines for documentation for specific disabilities are available.
- After appropriate documentation is received and verified, a meeting will be scheduled with the Director of UAS/DSS to discuss your specific accommodations needed based on your disability.
- The Director of UAS/DSS will provide accommodation letters to distribute to your instructors to advise them of your approved accommodations.
- **You must contact the Director of UAS/DSS each semester** as early as possible in order to determine your needs for the next semester. Neglecting to make this contact may result in a delay in receiving necessary services and accommodations.
- It is very important for students with disabilities to self-advocate. It is therefore your responsibility to talk to your professors about your needs, and to advise the Director of UAS/DSS if you ever feel that your accommodations are not being provided.

CONTACT INFORMATION:

Emilie Wetherington
Director of UAS/Disability Support Services
University of Detroit Mercy
P.O. Box 19900
4001 W. McNichols Rd.
Detroit, MI 48219-00

Campus: McNichols Campus
Location: Library, 3rd Floor
Email: gallegem@udmercy.edu
Phone: (313) 578-0310
Fax: (313) 578-0342