



Adjunct Faculty Handbook

Kodiak College

UNIVERSITY of ALASKA ANCHORAGE

**117 Benny Benson Drive
Kodiak Alaska 99615
907-486- 4161
Koc.alaska.edu**

Welcome

Welcome from the faculty and staff at Kodiak College!

This handbook is designed to serve part-time faculty members as a reference source. It contains specific as well as general information on a number of topics relative to campus administration and instruction. The handbook is not intended to be a comprehensive statement of University Policy, but it will provide many answers to questions of immediate concern to part-time faculty members. In addition to this handbook, you should also become familiar with the Kodiak College Catalog, Course Schedules, and the UAA Catalog. You may also visit the [Adjunct Faculty Gateway](#) for an online orientation. If, after looking through these materials, you have any questions, feel free to contact your department chair, or Faculty Administrative Assistant.

Mission

The mission of Kodiak College, University of Alaska Anchorage is to provide quality education, and training tools and opportunities for island learners.

Interim Director, Kodiak College



A respected educator since 1964, Betty served as superintendent of the Kodiak Island Borough School District for more than a decade, as well as an adjunct for UAA and Kodiak College for 25 years. She has also successfully served institutions in interim roles, including interim deputy commissioner for the Alaska Department of Education and Early Development from March – November 2016, supervising that department's activities with more than 200 staff including K-12 oversight as well as state archives, museums and library.

You can find Betty in her office in Benny Benson Building Room 104 or contact her via phone, email or fax.

Email: bhwalters@alaska.edu

Phone: (907) 486-1220

Fax: (907) 486-1250

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Campus Directory

Main Campus Phone

Toll Free

(907) 486-416
(800) 486-7660

Adult Basic Education-Campus Center

Linda Himelbloom, ABE Coordinator

ljhimelbloom@alaska.edu

(907) 486-1243

Bookstore – Benny Benson Building

Jeremy McBride, Procurement Clerk

& Bookstore Manager

(907) 486-1242
(907) 486-1257 (f)

Business Office – Benny Benson Building

Grace Bachini, Accounting Supervisor

gabachini@alaska.edu

(907) 486-1217
(907) 486-1240 (f)

Geo Anselmo, Accounts Payable/Travel/

Cashier/Property Management

gpanselmo@alaska.edu

(907) 486-1216
(907) 486-1257 (f)

Career/Technical Education

Lorraine Stewart, Coordinator

lstewart@alaska.edu

(907) 486-1209

Director's Office – Benny Benson Building

Betty Walters, Interim Director

bhwalters@alaska.edu

(907) 486-1220

Sandy Chichenoff, Assistant to the Director/

Cost Center Clerk

schichenoff@alaska.edu

(907) 486-1219
(907) 486-1250 (f)

Bobbie Farfalla-Ivanoff, Faculty Administrative Associate

bfarfallaivanoff@alaska.edu

(907) 486-1215

E-Learning

Debbie Canavan, E-Learning Instructional Designer

and Quality Matters Coordinator

dcanavan@alaska.edu

(907) 486-1202

Facilities Maintenance – Technology Center

Joe Spear, Maintenance Supervisor

jspear@alaska.edu

(907) 486-1221
(907) 486-1257 (f)

Anthony Malutin, Maintenance/Custodian

agmalutin@alaska.edu

(907) 654-9727

Faculty

Dr. Suzanne Buie, Assistant Professor, Health Science sbuie@alaska.edu	(865) 456-0789 (907) 486-1257 (f)
Heather Corriere, Assistant Professor, Computer Information & Office Systems hcorriere@alaska.edu	(907) 486-1212
Kitty Deal, Assistant Professor, Education kdeal@alaska.edu	(907) 486-1223 (907) 486-1264 (f)
Margie Draskovich, Associate Professor, Nursing mdraskovich@alaska.edu	(907) 486-1279
Libby Eufemio, Associate Professor, Alaska Native Studies epeufemio@alaska.edu	(907) 486-1276
Thia Falcone, Assistant Professor, Sociology & Human Services tfalcone@alaska.edu	(907) 486-1213 (907) 486-1269 (f)
Dr. Jared Griffin, Associate Professor, English jgriffin3@alaska.edu	(907) 486-1229
Kathrynn Hollis-Buchanan, Assistant Professor, Business khollis@alaska.edu	(907) 486-1210 (907) 486-1264 (f)
Jordana Long, Assistant Professor, English jlong@alaska.edu	(907) 486-1277 (907) 486-1250 (f)
Jesse Mickelson, Associate Professor, Mathematics jmickelson@alaska.edu	(907) 486-1261
Dr. Mark Schreiter, Associate Professor, History/Humanities mschreiter@alaska.edu	(907) 486-1227
Dr. Cindy Trussell, Associate Professor, Science ctrussell@alaska.edu	(907) 486-1224
Taten Sheridan, Assistant Professor of College Preparatory & Developmental Studies tesheridan@alaska.edu	(907) 486-1253
Learning Center – Campus Center	
Taten Sheridan, Coordinator of the Learning Center tesheridan@alaska.edu	(907) 486-1253

Library – Benny Benson Building

Mike Trussell, Library Manager (907)486-1238
mjtrussell@alaska.edu

Sara Danelski, Library Assistant (907) 486-1237
sloewen@alaska.edu

Maritime Workforce Development – Campus Center

LA Holmes, Coordinator (907) 486-1239
laholmes@alaska.edu

Office Instruction Lab — Campus Center (907) 486-1228
cioslab@kodiak.alaska.edu

Student Services – Campus Center

Barbara Brown, Academic Counselor (907) 486-1211
Assistant Professor, Social Sciences
bbrown@alaska.edu

Jennifer Pedersen, Registrar (907) 486-1235
jmpedersen@alaska.edu

Nancy Castro, Financial Aid Clerk Coordinator & (907) 486-1214
VA Certification Officer (907) 486-1264 (f)
ncastro2@alaska.edu

Technology Services – Campus Center

Ian Bushell, Network Systems Administrator (907) 486-1230
ibushell@alaska.edu

Andy Ozols, IT Technician (907) 486-1231
aozols@alaska.edu

Test Center – Campus Center

Bobbie Farfalla Ivanoff, Test Center Manager (907) 486-1232
uaa_koctesting@alaska.edu (907) 486-1289 (f)

Kodiak College Departments

ABE/ESL – Linda Himelbloom, Coordinator

Accounting, General Business - Kathryn Hollis-Buchanan, Chair

Alaska Native Studies – Libby Eufemio, Chair

Allied Health – Dr. Suzanne Buie, Chair

Applied Technology - Lorraine Stewart, Coordinator

College Preparatory & Developmental Studies (CPDS) - Taten Sheridan, Coordinator

Computer Information and Office Systems (CIOS) - Heather Corriere, Chair

Education - Kitty Deal, Chair

English - Jordana Long, Chair

History, Humanities, Fine Arts, Communications - Mark Schreiter, Ph.D., Chair

Maritime Workforce Development - LA Holmes, Coordinator

Math, PE- Jesse Mickelson, Chair

Natural Sciences - Cindy Trussell Ph.D, Chair.

Nursing Program - Margie Mete, Chair

Social Sciences - Barbara Brown, Chair



Kodiak College

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Degrees and Certificates

Adult Basic Education (ABE) Program

The Adult Basic Education (ABE) Lab is located in the Campus Center, room 208 on the Kodiak College Campus. The ABE program provides free tutoring and classes for adults who need to learn or refresh basic skills in reading, writing, and mathematics, who want to earn a GED, or who are studying English as a Second Language (ESL). ABE is responsible for the following programs:

- General Education Development (GED)
- Basic Skills Development (free tutoring for adults in reading, writing, and math for adults with diverse goals, from improving literacy and employability to enrollment in career or technical programs. Students do not have to be working toward a GED)
- English as a Second Language (ESL)

All services are free and students may enroll at any time during the semester. For current hours please check the [Campus Resources web page](#)

The Adult Basic Education Program has one full-time employee:

Linda Himelbloom, Coordinator, ABE

Courses are taught by the Coordinator and tutors.

Allied Health

The Department of Allied Health at Kodiak College is responsible for the following undergraduate certificates:

- Certified Nursing Assistant
- OEC Medical Office Coding

The Allied Health Program has one full-time faculty:

Dr. Suzanne Buie, Chair, Allied Health Department

This program has up to 3 adjunct faculty teaching each semester.

Alutiiq Studies

The Department of Alutiiq Studies at Kodiak College is responsible for the following undergraduate certificates:

- Minor, Alaska Native Studies
- OEC Alutiiq Language

The Alutiiq Studies Program has one full-time faculty:

Libby Eufemio, Chair, Alutiiq Studies Department

This program has up to 2 adjunct faculty teaching each semester.

Associate of Arts, General Studies

This degree may be used as a transfer degree when a four-year baccalaureate degree is the educational goal.

- General Program, AA

Barbara Brown, Chair, Social Sciences Department

Dr. Cindy Trussell, Chair, Natural Sciences Department

Jordana Long, Chair, English Department

Jesse Mickelson, Chair, Mathematics & Physical Education Department

Dr. Mark Schreiter, Chair, History/Humanities/Communications Department

In addition, the Program “borrows” instructors from other areas to teach some classes.

The following faculty teach full or part-time in the Associates of Arts program:

Thia Falcone, Social Sciences

Dr. Jared Griffin, English

Business & Accounting

- The Business and Accounting Programs of Kodiak College is responsible for the following Associate of Applied Science degrees:
- General Business, AAS
- Accounting, AAS

The Business and Accounting Programs have one full-time faculty:

Kathrynn Hollis-Buchanan, Chair, Business & Accounting Department

This program has up to 10 adjunct faculty teaching each semester.

In addition, the program offers seminars, workshops, and special interest courses in response to requests from industry and identified community needs.

College Preparatory & Developmental Studies Program

The mission of the College Preparatory & Developmental Studies (CPDS) Program is “to prepare underprepared and nontraditional students for college-level courses, academic success, and lifelong learning.”

The CPDS Program teaches developmental and college preparatory reading, writing, mathematics, and college success courses. Along with traditional course offerings, CPDS provides two highly successful alternatives for Kodiak College students:

- The SMART Start Program, offered each fall, allows qualifying students to enroll in their developmental English and Math coursework along with a College Success course together as a cohort and learning community.
- The Companion Course Program, offered most Fall and Spring semesters, allows qualifying students to enroll in Introduction to College Writing (PRPE 108) and Introduction to Composition (ENG 111) in the same semester with the same instructor.

The CPDS Program has one full-time faculty:

Taten Sheridan, Assistant Professor of College Preparatory & Developmental Studies and Coordinator of the Learning Center

Courses are taught by the Coordinator, full-time faculty from the Math, English, and Social Science Departments, and adjunct instructors.

In addition, the Math Department offers Fast-Track Math, a week-long course typically offered before each semester begins, that allows students at all levels to brush up and retake the Accuplacer for possible placement into a higher level course.

Computer Information, Office Systems

The Computer Information, Office Systems (CIOS) of Kodiak College is responsible for the following degrees, undergraduate certificates and occupational endorsements:

- OEC in Office Foundations
- OEC in Office Support

Heather Corriere, Chair, CIOS Department

This program has up to 5 adjunct faculty teaching each semester.

In addition, this program offers seminars, workshops, and special interest courses in response to requests from industry and identified community needs.

Education Program

Under the direction of UAA's College of Education, Kodiak College's Education Program is responsible for the following degrees and undergraduate certificates:

- B.A. Elementary Education
- B.A. Early Childhood Education
- Post Bacc. Early Childhood Education
- Post Bacc. Elementary Education
- AAS Early Childhood Development
- Undergraduate Certificate Early Childhood Development

The Education Department has one full-time faculty:

Kitty Deal, Chair, Education Department

This program has up to 5 adjunct faculty teaching each semester.

Applied Technology Program

The Technology Program is responsible for the following degrees and undergraduate certificates:

- AAS Technology Welding Emphasis
- Undergraduate Certificate Welding

The Technology Program is coordinated by the Career/Technical Education Coordinator:
Lorraine Stewart

The program has up to 4 adjunct faculty teaching each semester

The courses in the program are taught by adjunct instructors.

In addition, this program offers seminars, workshops, and special interest courses in response to requests from industry and identified community needs.

Notice of Nondiscrimination (BOR Policy & Regulation 01.02.025)

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

University of Alaska Anchorage
Director, Office of Equity and Compliance
3211 Providence Drive
Anchorage, AK 99508
Phone: 907-786-4680
E-mail: uaa_oec@alaska.edu
Website: [UAA Link to Equity and Compliance](#)

Institution Policies

Absences

If an emergency or illness arises that prevents you from meeting your class, please notify your Department Chair, Student Services at 486-4161, and Sandy Chichenoff in the Director's Office at 486-1219 or the Faculty Administrative Associate at 486-1215. Student Services will notify your students of the cancelled or changed class. Additionally, a notice will be posted on the door of the room where the class is held. You are responsible for arranging make-up time for any cancelled classes. Be sure to check on room arrangements for the make-up time. If you are to be absent for an extended period of time, please work with your Department Chair to arrange for a substitute. If it is necessary to hire a substitute for your class, your pay will be reduced accordingly.

Advising

Academic advising services are available for enrolled or potential students throughout the instructional year. Appointments are recommended. The following services are offered: answering questions related to degree requirements; transfer information; assisting students in their search for career information; self-assessment related to career exploration; assisting students who have been referred by college staff and community agencies; making referrals to other professional agencies when necessary; assisting faculty to understand and meet the specific needs of individual students; assisting students in choosing a program consistent with their academic objectives and future goals; assisting students in creating and maintaining degree plans.

Assessment: Program Data Collection

Kodiak College participates in a university-wide annual Program Assessment process. The assessment activities are required for accreditation through the Northwest Commission on Colleges and Universities (NWCCU), and the results are used to make periodic modifications and improvements in academic programs. Program assessment, which evaluates the effectiveness of student learning with regard to published program outcomes, should not be confused with Instructor Evaluation, which assesses individual instructors' delivery of course materials. Instructor Evaluation asks the question, "How am I doing?" while program assessment asks, "How are students changed by their time with us?" Each academic program has a rigorous Assessment Plan to be followed. Specific activities are designated to occur in specific courses. Dates of delivery, instructions, and forms to be used must be meticulously followed so that fidelity of data is maintained over time. As a result of these efforts, Kodiak College Assessment Plans and Reports are routinely rated highest of all Plans and Reports in the UAA system. The methods used for assessing have been designed to intrude or invade the education process as little as possible. At most they will take 15 to 20 minutes of class time in one or two sessions. Some will require no class time at all. In all cases you will be given a template or rubric for reporting results, which must be given to the Program Chair or Program Coordinator by the date specified. Some of the methods used to collect assessment data are pre- and post-assessments; focus groups; scores from mid-term exam questions, student products, or other assignment-specific scores; and Course Outcomes Surveys. Student evaluations

of faculty are conducted each semester using [Individual Development and Educational Assessment \(IDEA\)](#).

Preparing for the IDEA Survey

- What do I need to do to prepare the survey?
At the beginning of each term, it will be necessary for you to complete the Faculty Information Form (FIF).
- What is the purpose of the Faculty Information Form (FIF)?
The Faculty Information Form (FIF) must be completed by the instructor for every course they are teaching. The FIF allows instructors to determine the importance of each question on the survey. It also allows instructors to add questions to the survey for additional information.
- How do I access my FIF?
Your FIF will be accessible via a link sent to your UAA email address from the IDEA Center in Manhattan, Kansas. (It is important for you to keep your email box cleaned up so the link does not bounce back due to a full box.)
- When will I receive the IDEA Center email?
You will receive the FIF email once a week starting around the first day of each semester. The reminder will stop once the FIF is completed. If you do not receive your FIF link, please contact the IT services call center at 1-877-633-3888.
- How do I fill out the FIF?
For information on how to complete your FIF see the FAQ on the [Faculty Services website](#)

Survey Availability to the Students

- When will my survey be available to students?
Academic Affairs, working with Faculty Senate, determine the default open and close dates for each semester. These dates are posted on the [Faculty Services website](#). All surveys will automatically open and close on these dates. If you require different dates (i.e. short course, extended time for student access) these dates may be changed.
- How do I change when my survey is available to students?
When the default open and close dates do not fit your needs, you may request IT Services to change the survey dates by submitting a request in one of three ways. Submit your request using one of the following:
 - 1) [Academics Faculty Services](#)
 - 2) Call IT Services and submit the request by phone: 1-907-786-4646 or 1-877-633-3888
 - 3) Submit a request to IT Services by email: callcenter@uaa.alaska.edu

Your Department Chair or the College Director may observe your teaching during the academic year. You will receive a request of the visit to your class in advance and a conference will be scheduled later to discuss the observations as well as any questions or concerns you might have. You will receive a written summary of the observation and a copy will be placed in your file in the Director's Office.

Class Lists

Class rosters for courses are available on UAOnline. Please check your class list on [UAOnline](#) regularly throughout the semester. Your class roster on the web is updated as students make changes. These lists should be checked for accuracy, and the Registrar should be contacted if you notice errors. Make sure to check your class list on UAOnline early and often to see if students are missing from your list or if there are students who have never attended class. The class roster on the web is updated immediately after a student's registration status changes. If you are unsure about any of the students on your list, please contact the Registrar at 486-1235. Please notice the "status" section. If a student has withdrawn from your course, it will appear here. It is the student's responsibility to drop or withdraw from courses if he or she is not attending. However, if the student has not done so, the instructor can initiate the withdrawal. (Please refer to the add/drop/withdrawal policy in this handbook for dates.) If a student's name does not appear on the class list, please direct that student to the Student Services to register for the course. A student should not be allowed to attend class if his/her name does not appear on the list by the end of the second week of class. Also, if there are names on the list and those persons have never shown up/attended class by the end of the second week, you should initiate a faculty drop so these names can be removed from the grade roster. Being properly registered is the student's responsibility, but errors occur and instructor attention to their rosters is very important in catching and correcting those errors as quickly as possible. Each class list should be checked carefully to verify the accuracy of the class meeting information (course number, meeting time, room location). If any of this information is incorrect, [email the Registrar](#), or call at 486-1235 to have it corrected. Under no circumstances should copies of class lists be given to students. These lists/rosters are confidential documents covered by the Family Education Rights and Privacy Act (FERPA). FERPA provides for access to student records and confidentiality of those records on a need-to-know basis providing no information is released to a third party. All requests for access to students' records must be made to Student Services.

Closures

The College will not always close when the Kodiak Island Borough School District does. Unless you have been told otherwise, your response to all inquiries about whether the College is open or not should be: "Yes, Kodiak College is open." Individual instructors are not at liberty to cancel classes at will. Please call the Chair for your Department or Student Services if you are unable to make it to class because of weather conditions. In the event of an emergency closure, Kodiak College is required to announce that closure. This decision is made by the College Director. Closure may include any one of the following: (a) complete closure; (b) cancellation of classes only. Students are excused from attending class; employees are asked to report to work; employees may take leave if conditions prevent them from coming to campus; or (c) early

release from work Supervisors may stagger the release of employees at intervals; supervisors are expected to keep offices open until the close of regular business hours. In the event that options (a) or (b) are invoked, Kodiak College will notify the media. Notification will be through the following radio stations: KVOK (101.1 FM/620 AM) & KMXT (100.1 FM). Under option (c) above, the Director's Office will notify the Department Chairs. In the event a complete closure has been announced before regular business hours, a "phone tree" will be used to contact as many full-time staff members as possible. The College Director will contact Department Chairs and department supervisors who will in turn call those in their departments. Please ensure that your Department Chair and Assistant for Academic Affairs have your up to date contact numbers.

Code of Ethics

All part-time faculty should have received a copy of the Code of Ethics of the Education Profession provided by the State of Alaska in the employment packet provided by Human Resources. If you have not received one, please let your Cost Center Clerk know (486-1219). All members of the teaching profession are obligated to abide by these standards.

Course Syllabus

Students in each course at Kodiak College will be given a written course outline and a list of expectations. The Kodiak College Instructional Council (KCIC) has adopted the Syllabus Format Guide for all Kodiak College syllabi. Students, faculty, administrators, and accreditation teams expect our syllabi to consistently provide this set of details. Please give a copy of your syllabus to the [Faculty Administrative Assistant](#) as soon as it is available. (The Syllabus Format Guide is included in this Adjunct Handbook.)

E-Learning/Distance Education

These programs offered through the University of Alaska system offer an option to students who are not able to attend regularly scheduled on-campus classes. Courses follow the same curriculum requirements as on-campus courses. Student Services has information on distance delivered programs or students may go to [UAA Distance Learning](#) for more information. If you are interested in teaching a course via e-Learning, contact your department chair.

Quality Matters

As part of the Title III grant, Kodiak College is subscribing to *Quality Matters* (QM). QM is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses. QM is a leader in quality assurance for online education and has received national recognition for its peer-based approach and continuous improvement in online education and student learning. All eLearning instructors will be expected to align their courses with the QM standards. Training and workshops will be provided to achieve this goal. If you have questions about QM, please speak to Debbi Canavan at 486-1202.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students

to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office, concerning alleged failures by the institution to comply with the Act. **You are required to [complete the online FERPA training](#) through UAOnline Services.** The HR office or the Faculty Assistant can provide you instructions on how to complete this brief training. Upon completion, print out two copies of your certification; submit one to the HR office and keep the other for your personal records. This certification should be updated each year.

Financial Aid

The financial aid program helps students and prospective students obtain the funds necessary to attend Kodiak College. State and federal governments, the College, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed. The type and amount of financial aid varies depending on student need, availability of funds, and the number of credit hours the student is taking. Eligibility requirements and application forms are available at Student Services. Students receiving financial aid may occasionally ask an instructor to sign a satisfactory academic progress report that is required by their financial aid program. If a student is having a problem in a class, the instructor should not sign indicating satisfactory academic progress without discussing the problem with the student and making arrangement to correct the unsatisfactory progress.

Instructors should also be aware that students cannot receive their financial aid funding for future semesters until grades are recorded for the previous semester. We ask cooperation of instructors to turn grades in when they are due to avoid delaying student's financial aid. For example: for a student to receive financial aid in spring semester, grades for fall semester must be posted.

Grades

The University's grading system is described in the current [UAA Catalog](#) which can be downloaded. Criteria for grading should be clearly explained in your class syllabus, but generally, here are the criteria for academic letter grades:

- A Honor grade; indicates comprehensive mastery of required work
- B Indicates high level of performance in meeting course requirements
- C Indicates satisfactory level of performance
- D Lowest passing grade; may not be acceptable to satisfy requirements in certain courses, majors, and graduate programs.
- F Indicates failure to satisfy requirements of the course

Non-academic grades:

- CR Indicates credit received for course
- C Indicates no credit received for course
- DF Deferred; indicates course requirements cannot be completed by end of semester. It is to be used for courses that cannot normally be completed in a semester (such as thesis, project, research, internships, etc.).

I Incomplete; temporary grade which indicates additional course work must be completed to receive final grade. If the course work is not completed within one year and the faculty member does not submit a change of grade at the time, the “I” will become the permanent grade.

NB No Basis; indicates there is insufficient progress or attendance for evaluation to occur.

NP Indicates work that is not passing (no credit received)

P Indicates passing work

Grades are to be assigned and submitted to the Kodiak College Registrar (via UAOnline) by the deadline posted at the bottom of your grade roster. Timely submission of grades is absolutely critical in order for students to receive their grades prior to the beginning of the next semester. Accuracy in calculation and completeness of the grade rosters is vital due to the short time line and many processes that must take place as soon as grades are entered in the Banner system, such as financial aid eligibility, degree certification, honors processing and academic action. There are also many students waiting for transcripts to be processed after grades are posted. All faculty have until week twelve (12) of the semester to make sure class rosters are accurate before posting grades. Students who never attended or stopped attending, but did not officially withdraw will appear on your grade roster and must be assigned a grade. All students listed on the grade rosters must be graded. Rosters with missing grades will be returned for correction.

Grade Changes

Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the faculty member. Corrections of grading errors must be made by the end of the semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to the Registrar by the appropriate faculty member, not by the student. A Change of Grade form is available from Student Services.

The grading option for a course may be changed as follows:

Table 1 Grading Options

Desired Change	Weeks 1 through 2 of Semester	Weeks 3 through 12 of Semester	After Week 12 of Semester
Credit/No credit	Form filed with Student Services	Not Permitted	Not Permitted
Credit to Audit	Form filed with Student Services	Faculty signature required Form filed with Student Services	Not Permitted
Audit to Credit	Faculty signature required Form filed with Student Services	Not Permitted	Not Permitted

Incomplete Grade

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course (i.e., typically a student should be earning at least a “B” over fifty percent of the coursework) but, for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. Students assigned an incomplete grade are not entitled to complete the remaining coursework within the classroom/lab or to any additional instruction, nor may they participate in the class/lab during a future semester without re-registering, paying tuition, and retaking the course. An Incomplete Grade Contract between the student and the faculty member must be completed for each “I” (Incomplete) grade assigned. The completed, signed form will be maintained by the instructor. A copy of the contract must be given to the Kodiak College Registrar and will be mailed to the student. The contract will stipulate the assignment(s) required to finish the course and the timeframe for submission. An Incomplete Grade Contract between the student and the instructor for completion of coursework will be maintained by the instructor. Coursework must be completed by a date specified in the contract, not to exceed on (1) year. Upon the student’s completion of the required coursework, the instructor must submit a Change of Grade Form to the Kodiak College Registrar. If terms of the contract are not met, the student may be assigned a failing grade (“F” or “NP” depending on the grading basis of the class).). If coursework is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the “I” (Incomplete) will become a permanent grade.

Pass/No Pass

Students in some courses are graded Pass/No Pass only. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option. When a course will be graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class. For performance comparison only, a grade of P (Pass) is considered equivalent to a grade of C or higher in undergraduate courses and a grade of B or higher in graduate courses. Pass/No Pass grades will be used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and will not be used in GPA calculations.

Web Grading

I have forgotten my password or password is disabled, who do I call?

Call the UAA Call Center at 1-877-633-3888 or go to me.uaa.alaska.edu.

I do not get a drop down menu for one or more of my students.

These students are registered incorrectly or in a grade mode that does not allow web grading. Call the Registrar at 486-1235 for help in this situation.

When are grades available for students?

Grades are rolled into Academic History every business day between 11pm and midnight. When they roll to “history” they become available to students. Until grades are rolled, you can make any changes you would like. If you get a drop down menu for a student,

you can still make a change. After grades have rolled to history, you will not get a drop-down box and grade changes will need to be done with a Change of Grade Form at Student Services. You can grade some of your students and come back later to enter grades for other students.

Can I confirm that my grades have gone through?

Check with the [Registrar by email here](#) or by phone at 486-1235.

A student is missing from my roster.

First make sure you do not have a second page (this will be noted on the bottom of the screen). If you've seen your entire class list and you have a student who does not appear on the list, the student has not registered for the course.

Please contact the Registrar at 486-1235.

A student is on my roster who never attended my class.

Assigning an "F" is the most effective prompt to that student to contact us to fix the problem. However, a grade of NB (No Basis) may be appropriate. If you know the student is in another section, please contact the Registrar at 486-1235. DO NOT assign a grade on behalf of another instructor.

I cannot access grades.

Only the primary instructor of record has permission to enter grades. If you are team teaching or an instructor change was made mid-way through the semester and do not have access to grades, please contact the Registrar at 486-1235.

I don't know my ID.

Your Employee ID can be found at me.uaa.alaska.edu. Fill in the information requested. Your ID number is an eight digit number that begins with the number 3. If you need further assistance, please call the UAA Call Center toll free at: 1-877-633-3888

When do I have to have my grades completed on the web?

5 pm on the day that grades are due.

Can I do half my grading now and do the rest later?

Yes, submitted grades will roll to history at midnight, the other students will continue to have drop down boxes so you can submit grades.

I receive a message that says the site is not secure when I log on.

To avoid this message, take the "www" out of the URL. (i.e. uaonline.alaska.edu). If you get a message asking you to confirm that the site is secure, you may confirm that it is.

Where do I enter my Mid-Term Grades?

Should also be entered UAOnline.

How do I print a copy of my grades?

After you have submitted your grades, scroll to the bottom of the page and click "Summary Class List". The page will refresh with a clean copy of all student grades. You can then print, as you would any document. Click "File" on top left hand corner of

screen and pick “print” from list of options.

Human Resources and Payroll

Paperwork

New adjunct instructors must complete the new hire paperwork **before the** beginning of the semester in which they are teaching. Please see Sandy Chichenoff, Cost Center Clerk in the Director’s Office for the new hire packet. Once your class has met the ten student minimum enrollment, you will receive your appointment letter/contract. Please read your contract thoroughly before signing and returning original to the Director’s office.

The new employee hire forms, such as IRS W-4, Personal Demographics Data, I-9, Previous Injury or Illness, Auto Direct Deposit Request, and United Academic – Adjuncts Dues or Agency Fee Deduction Forms are kept in your official Human Resources file located At UAA HR. Changes, corrections, and questions regarding your hire paperwork should be directed to the Cost Center Clerk at (907) 486-1219.

The academic files of adjunct instructors are located in the office of the College Director. Your file should contain the following:

- 1) Resume
- 2) Completed University of Alaska, Anchorage application form
- 3) Official College Transcripts (if you are a UA graduate, the Registrar may print an unofficial transcript with their initials and date).

It is your responsibility to make sure these materials are on file before you begin instruction at Kodiak College. If you would like to update or add to your file at any time, please contact Human Resources located in the Benny Benson Building.

If you are a returning adjunct instructor, it may be necessary for you to update information such as address change, number of exemptions claimed on the W-4, Auto Deposit, etc. Forms are available in the Human Resources office or online at: www.uaa.alaska.edu/humanresources. If you have not taught for one calendar year, you will need to complete new paperwork.

Paychecks/Auto Deposit

Signing up for automatic deposit is highly recommended. If you elect auto deposit, the University no longer issues pay stubs. However, all of your pay information and pay history are available at [UAOnline](#). After entering your login information, select “Employee Services” from the main menu. For login assistance, please contact UAA Call Center at 1-877-633-3888. If you need to receive a paper copy of your auto deposit pay stub via the mail each pay period, you may submit an Auto Deposit Pay Stub Option Form to Human Resources. The form is located on UA Online. First login to UA Online, select “Employee Services”, “Pay Information”, and the “Direct Deposit Breakdown”.

Paydays

Payrolls run bi-weekly and take two weeks to process. This means there can be a delay of up to four-weeks from your first day of work to receive your first paycheck. Thereafter, you will receive your paycheck every two weeks (every other Friday) with your final paycheck received two weeks after the end of the semester.

Salary Schedule

The salary schedule approved as of July 2015. [Human Resources](#) Makes a Difference

Time Sheets

Credit hour instructors (teaching regular semester courses) do not complete timesheets *unless* funded through a restricted fund or grant. If a substitute was hired to teach a course you missed, however, a timesheet is required. Timesheets are distributed by the Cost Center Clerk's office, and are due back in payroll every other Friday (payday Friday) as applicable. If you need to change your timesheet after submitting it, contact Sandy Chichenoff immediately.

Union Matters

In order to teach within the UA system, you are required to be a member of the Adjunct Union. If you have questions concerning the Union Agreement and dues, please contact the Adjunct Union Representative or visit United Academic Adjuncts for current contract and Collective Bargaining Agreement. The completed Dues/Fees forms should be given to Human Resources. The Labor Relations (LR) represents the University of Alaska's Board of Regents and administration in its relations with union and non-union organizations and employees.

New Course Approval Process

If there are new courses that do not exist in the UAA Catalog that you would like to teach or see offered at Kodiak College, please talk with your Department Chair. The process begins with the submission of a Course Action Request (CAR) form and completed course content guide to the Department Chair. It is then submitted to Instructional Council. If approved, it is forwarded to the College Director, and from there continues through UAA's curriculum process.

No-Smoking Policy

Kodiak College is designated as non-smoking. This means there will be no smoking in any of the buildings or on campus grounds.

Power Outage

In the event of a power outage, the Maintenance Department or Director's Office will attempt to reach Kodiak Electric Association to determine when the power will be restored. If necessary, classes will be cancelled by time-block depending on the information available. If the power is expected to be out for an extended time the College may have to be shut down for a half-day or an appropriate period of time. A reduced staff will remain to handle inquiries and the security of the building. If information cannot be obtained immediately on the expected length of the power outage, the classes in session at the time will be cancelled after the power has been out for 15 minutes. All announcements of cancellations will be posted in the main commons area in the Campus Center, the Benny Benson Building and the Technology Center. Any time the power is off for more than 10 minutes, all computer labs, science labs, and shop areas are to be vacated and the doors locked.

Property

College Property -- Personal Use: Employees removing property from campus must obtain written approval from the College Director on the "Authorization of Off-Campus Use of University Property" form available in the Business Office. Copies of written authorizations are to be kept by the Director's office as well as the Business Office. The written authorization for off-campus use of property shall include a complete description of the property, the property tag number, the location of the property while it is off campus, summary justification for that use and date when the item is to be returned to the campus. That date will not be longer than the time required to complete the University project but in no circumstance longer than one year. Any loss occurring to University equipment which is taken home by an employee is to be covered first by the employee's homeowner's or renter's insurance.

Purchasing

Since most University spending involves public money; our purchases are a matter of public record and examination and are subject to public laws. All Kodiak College non-personal service funds must be expended through the Business Office and in accordance with Alaska State Procurement Law and University of Alaska Procurement Regulations. The purchasing process is initiated with the preparation of a purchase requisition (PR). The PR sets forth what is needed and how much. Please speak with your Department Chair about any classroom and/or teaching supplies you may need PRIOR to the semester you will be teaching in. If approved by your Department Chair, the Business Office Procurement Officer can help you complete a purchase requisition. Allow a minimum of a five (5) business day turn-around from submission of a requisition to the Business Office to assignment of a Purchase Order (PO) or make the purchase with a procard.. If purchase is off -island, take into account shipping time as well. Keep in mind that the purchase requisition is an internal document only and does not authorize an individual to commit University funds or make purchases. Only when a purchase requisition has been approved by the Director can purchasing go forward. Employees may make inquiries, obtain information or make recommendations for proposed items or services; however, binding purchase commitments can only be made by Kodiak College. Unauthorized purchases may become the personal financial responsibility of the person making the transaction.

Recycling

All of our copiers have DUPLEX capabilities for automatically copying to both sides of the paper. Ask the Assistant for Academic Affairs if you need assistance. Please be conservative. Excess usage charges on the copies and copy paper are getting extremely expensive for all departments. If faculty needs multiple page in-class handouts, they must use both sides of the paper. You might consider doing in-class transparencies instead and letting the students copy the information in their workbooks. Please, take note of the various containers located in the copy room, the Benny Benson Building, and the Campus Center main entry way for the purpose of recycling. Please, encourage all staff and students to use these containers.

Add/Drop and Withdraw

After registration students may add a course during the first two weeks of the semester by submitting an Add/Drop Form. A signature of instructor's approval is required for adding courses in the second week of classes. Students may not add a course two weeks after it has started without instructor permission. The add period is prorated for less-than-semester length courses. Students may drop a course prior to the start of the semester or during the first two weeks of the semester without an instructor's signature. Courses dropped during the add/drop period do not appear on the student's transcript. Students who drop courses during the add/drop period may be receive a full or partial refund of tuition paid. After the first two weeks of the semester, the student may withdraw from a course with instructor permission at any time during the first twelve weeks of the semester. The grade of "W" will appear on the transcript and the student will be charged full tuition for the course. A student wishing to withdraw from all courses should contact Student Services for assistance and advising. Faculty may also initiate withdrawal of a student at their discretion from week three through week twelve of the semester, such as for failure to attend class or failure to meet prerequisites.

Add/Drop and Withdraw table

Table 2 Add/Drop and Withdraw Table

<i>Desired Change</i>	<i>Week 1 of Semester</i>	<i>Week 2 of Semester</i>	<i>After Week 2 of Semester</i>
Add or Late Registration	Faculty signature Required if course closed	Faculty Signature Required	Not Permitted

<i>Desired Change</i>	<i>Begin 7th calendar day of Semester through Week 2 of Semester</i>	<i>Weeks 3-12 of semester</i>	<i>After Week 12 of semester</i>
Faculty Initiated Drop Or Withdrawal (Optional)	Drop form filed by faculty member with Student Services. Courses will not appear on student manuscript.	Withdrawal form filed by faculty member with Student Services. Courses will appear on student transcript with a grade of "W".	Not Permitted

<i>Desired Change</i>	<i>Weeks 1 through 2 of semester</i>	<i>Weeks 3-12 of semester</i>	<i>After Week 12 of Semester</i>
Student Drop or Withdrawal	Drop No faculty signature required. Form filed by student with Student Services courses will not appear on student transcript <i>Students are not permitted to drop or withdraw from a course after it has ended.</i>	Withdrawal Faculty signature required. Form filled by student with Student Services. Courses will appear on student transcripts with a grade of "W".	Not Permitted

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i>	<i>Beginning Week 3 of Semester</i>	<i>Beginning of Final Exam Week</i>
Total Withdrawal from University	Drop No faculty signature required Courses will not appear on student transcript <i>Students are not permitted drop or withdraw from a course after it has ended</i>	Withdrawal Advisor Signature required Form filed by student in Student Services Courses will appear on student transcript with a grade of "W".	Not Permitted

Attendance

Regular attendance and active participation are expected by students for all courses. Students are responsible for class work even if there are legitimate reasons for their absence. A faculty member may initiate a drop or withdrawal for students who fail to meet attendance requirements. For semester-length classes, a faculty member may drop a student from a course if the student fails to attend class by the first class meeting of the second full week of classes. Forms are available at the Student Services office in the Campus Center. Faculty-initiated drops or withdrawals are permitted through week 12 of the semester. For classes other than semester length, the faculty option to drop or withdraw a student for non-attendance is prorated. A faculty member is requested to notify Student Services when a student is not attending a course so that an attempt may be made to notify the student; however, there is no duty on the part of the faculty member to do so. In addition, faculty members may require attendance, and attendance may be reflected in the final grade.

Auditing Classes

Students may audit a course for general information only. No credit is received for audited courses. The faculty member and student will agree upon terms for auditing the course. The faculty member may request that the course be removed from the student's transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correcting and grading, and participation in laboratory experience are at the discretion of the faculty member. Audit terms should be included in the class syllabus. Students who audit classes are required to register and pay tuition and/or fees by the deadlines published in the semester course schedule. A student may change a course registration from audit to credit during the first two weeks of the semester without instructor permission. Students may not change from audit to credit after the first two weeks of the semester. Students may change from credit to audit status through the 12th week in the semester. Students who wish to change credit to audit status after the second week of the semester must get the instructor's signature. Audited courses are not included in the computation of study load for full-time, part-time, or overload status. In addition, students may not request local credit by exam for an audited course until the following academic year.

Graduation

The responsibility for meeting all graduation requirements rests with the student. A student must apply for graduation the semester prior to the expected date of his/her graduation. The application deadline is announced in the academic calendar. A student should obtain the Application for Graduation form from Student Services and speak with an advisor regarding completion of requirements the semester before the student plans to graduate.

Wait Lists

Kodiak College does not have a campus-wide wait list policy. Individual instructors may choose to set up a wait list, though. Contact Student Services on how to set that up.

Facility Use

To book an event go to [Event Facilities Use Inquiry](#). Expect a response in 24 hours. There are room use fees. See Bobbie Farfalla-Ivanoff for assistance 486-1215.
Support Services

Faculty Technology Center

The goal of the Faculty Technology Center (FTC) is to inspire and assist faculty in using technology to improve teaching and learning. We help with everything from how to use technology for teaching to how to use technology to manage and administer your classes. Open Mondays-Fridays, 8 am - 5 pm. Feel free to call us during business hours at 786-4646 or 877-633-3888, option 4.

The Learning Center

The Learning Center offers students a relaxed, friendly atmosphere in which to study and free in person and online tutoring in multiple subjects, test taking, study skills, and more. Services include computers, printers, study materials, and individual and group study spaces. [The Learning Center](#) is located in Room 205 of the Campus Center Building.

Library/Media Center

The Carolyn Floyd Library is located in the Benny Benson Building, room 134. It is open 45 hours per week to support the academic mission of Kodiak College. Friendly library employees are available to help you navigate the vast array of information resources, both physical and electronic, available to you. You may put materials (textbooks, readings, assignment examples, etc.) on reserve for in-library use only or for limited circulation time (e.g. 24 hours or a week). Library staff are happy to give you and your students a personal orientation to the library, the earlier in the semester the better. Staff are also well versed in teaching students how to search our resources more efficiently and to determine what is an appropriate/credible source. We can present this information in the library or in the classroom you are using. Staff are also available to proofread or review assignments. The Library welcomes suggestions about films and books to add to our collection.

Testing Center

The Kodiak College Test Center provides a wide range of assessment services in a quiet, low-stress, and friendly environment for students and the community. Our goal is to provide you with flexible timing and personalized testing. The Test Center is in room 210 in the Campus Center Building. Adjuncts may choose to place tests for their students in the Test Center on a regular basis or as make-up tests at their discretion. Please include directions to proctors as to timing, allowed materials, and any special instructions so that your testing requirements can be met. We are here to help you and are glad to do so! Accuplacer, LASSI and ALEKS assessments are required for all students (1) entering degree/certificate programs: (2) or taking Math or English courses for the first time: (3) taking courses with Math or English prerequisites: or (4) who are currently enrolled or home schooled high school students. The Accuplacer test evaluates students on the basic skill areas of reading and writing. The Learning & Study Strategies Inventor (LASSI) is a self-assessment that shows how a student views her of himself as a strategic learner. The Test Center coordinates all Accuplacer and LASSI activity on the Kodiak College campus. University of Alaska is now using ALEKS as a math placement assessment. Candidates can take the ALEKS unproctored anytime of the year, from any computer that has internet access. These tests are not graded; scores are used solely to assist students in selecting appropriate courses. Student assessment is available prior to registration to identify appropriate math, reading, and English levels and to pinpoint other academic areas where special attention or assistance may be helpful. From that assessment, guidance is given on programs which may promote a student's success. [Test Center hours and to make an appointment](#). Tests are by appointment only. Questions, problems or concerns: uaa_koctesting@alaska.edu

Textbooks

Required textbooks for [On Campus Classes](#) are available for purchase from the Kodiak College Bookstore located in the Benny Benson Building. Required textbooks for Distance/On-Line Classes are available for purchase from the Kodiak College on-line bookstore which is sponsored by MBS. Bookstore hours vary throughout the semester to best serve student needs. [Bookstore hours](#) and distance/on-line course text book purchasing.

Textbook adoption forms can be picked up at the Bookstore or your Department Chair. This form will have the due dates listed on it. Please ensure that the edition and ISBN numbers match for each item. The deadlines are critical for two reasons. We are required by the federal government to disclose all required textbook information and additional materials costs three months prior to the start of class or when it is most feasible. To avoid additional charges from division funds for shipping of the textbooks. Students will not pay for special shipping charges. The textbook adoption form needs to be turned in each semester to the bookstore approximately three months prior to the class start date. You must inform the Procurement Office, [Jeremy McBride](#) whether or not you plan to use the same book for future classes. This allows the Bookstore to send back any extra textbooks thus saving valuable dollars. Submissions Deadlines are: Last Friday in September for spring, first Friday in December for Summer and second Friday in February for Fall classes. The bookstore at the University of Alaska Anchorage is a

licensed Adobe and Microsoft Reseller and can special order software for current students, faculty and staff. For more information, contact the UAA Bookstore or look online at [Microsoft Education](#). Specific course supply orders must follow the textbook submission deadlines to ascertain student fees. Adjuncts are responsible for ordering their own instructional materials and desk/examination copies of textbooks. If a publisher requires verification of your employment at Kodiak College, you may direct them to the Cost Center Clerk (Sandy Chichenoff at 486-1219).

Regent's Policy 10.10.01 – Textbooks and Educational Materials

Nondiscrimination in Textbooks and Educational Materials. In recognition of the University of Alaska's commitment to providing equal educational opportunity, all members of the university community responsible for the selection of textbooks and educational materials are expected, in the absence of an explicit educational objective to the contrary, to avoid the use of textbooks and educational materials which reflect bias toward or against any person or group of persons based on their sex or minority status. Should you have any questions concerning textbook selection, please contact your Department Chair.

Travel


If you are asked by the Director or Department Chair to travel for work related reasons, contact the [GeoAnselmo](#) in the Business Office or call 486-1216.

Vending Service

The vending service is provided through a contract service by a bidding process with the Purchasing Department. If you or your students have difficulty with the vending machines, contact the number provided on the vending machine to get a refund.

Syllabus Format Guide

Table 3 Syllabus Format Guide

	Syllabus Criteria	SEMESTER/YEAR
	Course Number/Title: Meeting Days/Times:	
	Course number, section and title	
	Semester and year	
	Course meeting time and location	
	Instructor name	
	Two forms of contact info	
	Office location and hours	
	Course description (match current catalog description)	
	Prerequisites	
	Course Objectives, plus explain how assignments, tests, and papers, etc. accomplish these objectives.	
	Student Learning Outcomes, plus, in behavioral terms, what students must do in order to demonstrate mastery.	
	Texts/Equipment/Supplies: required and optional	
	Expected technical skills	
	Class participation policy	
	Attendance policy (may include policy on tardiness and leaving early)	
	Major assignments, especially the required written assignments and projects	
	Audit policy	
	Academic honesty policy	
	Grading scale and policy, including evaluation tools	
	Notice of Nondiscrimination (BOR Policy & Regulation 01.02.025)	
	Academic Success and Support Services	
	Calendar of topics and assignments	
	The following items are optional but reflect best practices for a college-level syllabus. Consult your department chair.	
	Back-up Plan (for when class is canceled or Blackboard is down)	
	Bibliography	
	Class atmosphere (student behavioral expectations)	
	Copyright Policy	
	Extra credit	
	Incomplete (grade of "I") policy	
	Instructor Goals	
	Make-up exams or assignments	
	Tardiness and leaving early policy	
	Technology Policy (use of cell phones, laptops, tablets, etc.)	

Course Content Guide

Instructor Contact Information

- Students need at least two dependable ways to contact you.
- List your name, telephone number, and email address. Note that students' initial, primary method of contacting you will be through your UAA email account.
- If you do not wish to distribute your personal phone number to your students, see your department chair about setting up a Google number (that can be forwarded to your personal phone).
- You will be expected to respond to student contact in a timely manner. This means that students will expect a response within 24 hours Monday through Friday, excluding University holidays and by Monday following a normal 2-day weekend.

Office Location and Hours

Instructors are expected to hold reasonable office hours (either in a physical location on campus or in a virtual location online—such as Blackboard, Google Hangout, Skype, etc.). Instructors may also be available by appointment. If you would like some office or classroom space for office hours, speak with the Assistant for Academic Affairs.

Course Description

Include the official UAA course description as detailed in the current [UAA CCG \(Course Content Guide\)](#) Note that curriculum at UAA is revised on a regular basis, and course descriptions change, so make sure you include the most current course description.

Prerequisites and/or Instructor's Permission

Students are expected to meet the course prerequisite listed in the catalog or the instructor's permission before they enroll. While some classes have a "prerequisite check" that permits only qualified students to register, however, there is currently no mechanism to check this other than you monitoring it yourself. Therefore, the College administration strongly recommends that you list these prerequisites and the last day those students may provide proof of meeting them before the students are dropped from the class. This protects you and the rest of the class.

- State your expectations or requirements concerning prerequisites and co-requisites. List the last day that students may show proof of having met this requirement and what the consequences are if they do not.

Course Objectives

Include the official UAA course objectives as detailed in the current [UAA CCG \(Course Content Guide\)](#) Note that curriculum at UAA is revised on a regular basis, and course objectives change, so make sure you include the most current objectives.

Student Learning Outcomes

Include the official UAA student learning outcomes as detailed in the current [UAA CCG \(Course Content Guide\)](#) Course Content Guide

Note that curriculum at UAA is revised on a regular basis, and outcomes change, so make sure you include the most current outcomes.

Text/Equipment/Supplies

Students need a complete list of what they should purchase for success in your course.

- List texts which are required and which are optional. If you ordered a text but don't intend to use it, say so.
- List computer hardware and software requirements, supplies, and any other purchases necessary for success in the class.

Expected Technical Skills

Students may need to have computer or technical skills to succeed in your class.

- State any necessary technical skills that students should already have.

Class Participation

Teachers vary widely in their expectations and grading of student participation. If participation is part of your grading system, the College administration strongly recommends that you make this explicit, not tacit. Students find this area of grading the most subjective and, therefore, the most debatable.

- Define participation in class. Examples are daily in-class comments, helpfulness, small group work, board work, and online discussion participation. Be specific as to how a student is graded. If a student can incur penalties, specifically state how and what the penalties will be.

Attendance, Tardiness, and Leaving Early

If attendance issues are part of your students' grades, the College administration strongly recommends that you carefully state your policies in the syllabus and keep an accurate record throughout the semester. If students can incur penalties, state specifically how these occur and what the penalty will be.

- Attendance. State clearly how many classes students can miss before they receive penalties or are dropped from the class. As a guideline the College suggests a maximum of three absences for a three-credit fifteen week course.
- Tardiness. State clearly your tardy policies if you have them. For example, if students are considered absent when they are tardy, make sure that it is in your syllabus. Define tardiness.
- Leaving early. If you give penalties to students who leave early, state your policy. Define leaving early.

Major Assignments, Tests, and Extra Credit

Students need to know in the syllabus what all the major assignments and tests will be during the entire semester. They do not need to know *all* the criteria for the major assignments and tests in the syllabus unless this is the only place that you explain them. However, they do need to know that you will give in writing more specific requirements later.

- State each major test, paper, or project and briefly state the scope of each.
- Explain a sentence or two how these assignments accomplish your course objectives. This is a critical link to the College's assessment program.
- State clearly whether or not you accept extra credit and what the student would have to do to earn it.

Audit Policy

Students who decide to audit your course should know what will be expected of them in terms of class participation and other low-stakes assignments. Typically, students who audit are not responsible for major assignments, exams, and projects.

Academic Honesty: Plagiarism and Cheating

To protect yourself and your students, the College administration urges you to define plagiarism as it applies to your course. We recommend you use the following statement: Academic integrity is a basic principle that requires that students only take credit for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, examinations, or other academic work that is based on sources prohibited by the faculty member.

Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. For more information, refer to the [UAA Fact Finder/Student Handbook at UAA Student Affairs](#).

[Review the Student Code of Conduct at UAA Student Student Affairs](#). Any student deemed to be cheating or plagiarizing will receive No-Credit for the assignment, will have a discussion with the instructor, and the Assistant Director for Academic Affairs will be informed. Consequences may be severe, even resulting in dismissal from the institution. [Advice on avoiding plagiarism may be obtained here at Purdue Online Writing Lab, Purdue Owl](#). Optional: Please be advised that I check all written assignments using a plagiarism checking website called [Safe Assign](#)

Grading Policies

Students need a clear understanding of your grading from the beginning of the semester. If you do not clearly explain grading criteria in writing anywhere else, you need to have it in the syllabus.

- State types of assignments and tests. Explain generally if your tests are essay, objective, problem solving, and/or other types.
- Explain criteria for major assignments and grading scale. If your department has these criteria, include them here.
- Outline, in behavioral terms, what students must be able to perform in order to earn a particular grade. This is a critical part of the College's assessment strategy.
- Include a grading scale. If you grade on a curve, also explain how you do this.
- State carefully your policies on late papers, missed test dates, and other types of missed work and deadlines. Include points deducted and time periods for the deductions. If you do not accept late work, say so.

- Grading Scale: Letter grade or Pass/No Pass. If Pass/No Pass, state minimum standards for a passing grade.
- Evaluation Tools (Examples)
 - Quizzes = ____% of grade Participation = ____% of grade
 - Midterm=____% of grade Projects = ____% of grade
 - Final = ____% of grade Attendance = ____% of grade
- State the College's policy published in the Kodiak College Catalog on incomplete (I) grades and state the semester's withdrawal deadline. Kodiak College's policy is that the student has made satisfactory progress in the majority of the work, but for unavoidable conditions beyond the student's control, has not been able to complete the course. Course work must be completed by the date specified in the contract signed by the student and instructor, not to exceed one year.
- Suggest that students keep all their graded work until after they receive their final grades.
- For assistance with student code of conduct issues such as cheating or plagiarism contact:

Betty Walters, Interim Director
 Kodiak College, UAA
 117 Benny Benson Drive. Kodiak AK 99615
 (907) 486-1220
bhwalters@alaska.edu

Academic Success and Support Service

Students may not know about the academic support services that directly apply to your course. They appreciate knowing these services at the beginning of the semester, and adding this assures that you don't have to repeat the information often. List other support services, such as open or department labs, tutors, test center, Learning Center, Library, etc. you expect your students to use. Be sure to include telephone numbers and the locations for each support service listed. (See this Adjunct Handbook for those details)

ADA Compliance Statement

We recommend you use the following statement:

Kodiak College adheres to the policies of the Americans with Disabilities Act and ensures that all students have equal access to the campus and course materials. If you require disability-related assistance, please inform either me or Student Services (907)-486-1264 or 1-800-486-7660 and ask for Student Services) so that we may obtain reasonable accommodations for your needs. For complete information on the [University of Alaska Anchorage's Disability Support Services](#)

Safety from Sexual Violence (Title IX)

Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all

matters of Sexual Harassment, Sexual Assault and Sexual Violence seriously. If you have concerns or need to report an incident, please contact the Director of the Office of Campus Diversity & Compliance, University Lake Building, Room 108, 3890 University Lake Drive, Anchorage, Alaska 99508. The contact number is (907) 786-1424. More information regarding [Title IX is available on the UAA Website](#)
Review the [Student Code of Conduct](#)

Calendar of Topics and Assignments

Students need to know your daily topics and assignments. No doubt this takes a lot of time for you to create the calendar; however, students depend on such organization. This also provides you with a map for the semester before it starts. The College administration asks you to take the time before the semester starts to create an explicit calendar that lists, by class day, the topic and assignments due. List the readings due, homework, tests, projects, and papers.

- State clearly that this calendar is tentative and subject to change during the semester. However, if you do change the calendar during the semester do not add requirements or make the course more onerous than you stated at the beginning of the semester. For your protection, give all assignment or date changes in writing to students.
- List by class day the date, topic, and assignment due.
- List the course's finals week test day and time for the class and any dates that are the last dates for late work.

Class Atmosphere and Safety

Students want to feel safe in order to express opinions and not to have other students either take over the class or be rude to you or them. Specific policies save you time and grief.

- State your minimum expectations of student manners and how you will deal with problems. Delineate etiquette for all regular class situations, such as in-class discussions, science labs, or online discussions. Refer to "Student Code of Conduct" in the current [UAA Student Handbook](#) for further information.
- State the College policies on the presence of children, animals, food, cell phones, and other possible deterrents for student learning.
- List any safety issues and how students should behave. Examples are lab experiments, earthquakes, and fire.
- Your teaching methods--Explain how you conduct the course. Examples are lecture, small groups, in-class discussion, online discussion, and labs.

Copyrighted Material Policy

You May

1. Make a single copy of the following:
 - A chapter from a book
 - An article from a periodical or newspaper

- A short story, short essay, or short poem
 - A chart, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper
 - A short excerpt (no more than 10%) from a performable unit of music (song, movement, section) for study purposes.
2. Make multiple copies (not to exceed one per student) for classroom use of the following:
 - A complete poem if less than 250 words
 - A poetic excerpt if less than 250 words
 - A story, essay, or article if less than 2,500 words
 - One illustration (chart, diagram, drawing, cartoon, or picture) per book or issue
 - An excerpt of up to two pages of "special works" containing words or pictures
 - No more than 10% of a performable unit of music (song, movement) for academic purposes other than performance.
 3. Make a single recording of student performance for evaluation, rehearsal, or archival purposes.
 4. Make a single recording of oral exercises or examination questions using excerpts from recorded copyrighted materials.
 5. Make an emergency replacement copy for a purchased copy that is not available for an imminent musical performance.

You may also display a school-owned (or personal) copy of a copyrighted work to those in the presence of the copy. The law does not allow a teacher to make a transparency (beyond the fair use limitations) because this involves making a copy, which is exclusive right of the proprietor.

You May Not:

1. Copy to make anthologies or compilations or to replace or substitute for them.
2. Copy from works intended to be consumable (workbooks, exercises, standardized test booklets, and answer sheets).
3. Copy to substitute for purchase of books, periodicals, music, or recordings.
4. Copy on direction from higher authority (supervisor, coordinating teacher, or administrator).
5. Copy the same item from term-to-term without securing permission.
6. Utilize more than nine instances of multiple copying per course, per term.
7. Copy more than one short work or two excerpts from one author's work in any one term.
8. Employ a successful use of multiple copying developed by another teacher without securing permission from the copyright owner.
9. Copy protected materials without inclusion of a notice of copyright.
10. Charge students more than the actual cost of the authorized copies.

How to Request Copyright Permissions

A federal court ruling reaffirmed the need to obtain permission to use copyrighted materials in college course anthologies. Publishers want to make these materials available to you quickly and inexpensively but they need your cooperation. Whether you request permissions yourself or through a college store or copy service, these suggestions will speed the process.

1. Request permission at the same time you order textbooks, the earlier the better in the event your request cannot be granted and you need to substitute other materials. Publishers do not always control rights and need time to research the extent to which permission may be granted.

2. Direct your request to the publisher's Copyrights and Permissions Dept., not the author. If publishers do not control the rights, they will inform you who or to whom a contact must be made.

Be prepared to give the following information in your request:

- a) author's, editor's, translator's full name(s)
- b) title, edition and volume number of book or journal copyright date
- c) ISBN for books, ISSN for magazines and journals
- d) numbers of the exact pages, figures and illustrations
- e) if you are requesting a chapter or more: both exact chapter(s) and exact page numbers
- f) number of copies to be made
- g) whether material will be used alone or combined with other photocopies materials
- h) name of college or university
- i) course name and number
- j) semester and year in which material will be used
- k) instructor's full name