

# Instructor Handbook 2006-2007 Calendar

For information regarding dates that affect classes and grading, please view the Academic Calendar at

[http://www.westminstercollege.edu/pdf/adjuncts/Academic\\_Calendar\\_2006-2007.pdf](http://www.westminstercollege.edu/pdf/adjuncts/Academic_Calendar_2006-2007.pdf)

For other deadlines see the appropriate course schedule or consult your program chair or dean.

## Classroom Procedures

### Class Rosters

Before the first meeting of your class you will receive in your faculty mailbox an initial roster of the students enrolled in your class. Please check it carefully and send any student who is attending but is not listed on the roster to the Registrar's Office (Bamburger Hall Room 215). If you are allowing the student to add your class, please sign the student's add/drop form available in each school's office or the Registrar's Office.

After the last day to add or drop classes you will be sent a permanent class roster, also available on WebAdvisor. Again, check it carefully for students who are attending but not registered and for students who are registered but not attending. It is against college policy to allow anyone who is not registered to sit in on a class.

### Web Access to Class Roster

Your class rosters and information are available on the Westminster website. By using WebAdvisor, our web product for official college information, you can view and print a current

class roster at any time during the semester. In the near future, you will also be able to enter the final grades for your students through WebAdvisor (watch for updates via e-mail).

To access WebAdvisor, please go to the Westminster home page (<http://www.westminstercollege.edu>) and click on the Quick Links pull down menu and choose WebAdvisor. Be sure to read the instructions carefully and follow the prompts.

### Wait Lists

Westminster prides itself on its small class size. As a result, enrollment in classes is limited and some students, especially those who register late, cannot get in. When a class is fully enrolled, students can request to be put on a wait list. Wait-listed students are listed in chronological order on the printed roster you receive from the Registrar's office.

On the first day or night of class, wait-listed students who want to enroll may contact you. It is your option to allow them to enroll. It is preferred that you allow waitlisted students in your class first and then consider students with late adds. Please do not allow more students to enroll than your classroom, pedagogy, and book orders can accommodate. Classroom space is limited and changing to a larger room is generally not an option.

To allow a wait-listed student to enroll, sign the student's add/drop form and tell the student to return it to the Registrar's Office by the posted deadline in the academic calendar (usually one week after the first day of classes). If you wish to drop a student who is not attending to make room for a wait-listed student, you may do so after the meeting of the second class. See the section below on dropping students who fail to attend.

### Checking Prerequisites

A number of courses taught at Westminster have prerequisites, which are listed in the college catalog and also in the course schedule. Prerequisites are automatically checked when students register, however some students are taking prerequisites at the time of registration. Westminster will allow students to pre-register in this instance. Please check on the first day or two of class to see that all students have successfully completed the required prerequisites. It is your prerogative to require those who have not completed prerequisites to drop the class.

### Deadlines for Adding, Dropping, and Withdrawing From A Course

Deadlines for adding, dropping, or withdrawing from a course are strictly enforced. The deadlines are listed in the academic calendar in the front of the course schedule, on the Web Calendar, and in the calendar in the front of this handbook. Students may not register for courses after the last day to add, and those who don't attend but fail to drop a course or withdraw by the last day available to withdraw are to be given the grade of " F" when filling out the final grade roster.

### Dropping Students Who Fail to Attend

If a student fails to attend by the second meeting of the class, you are urged to administratively drop him or her and allow another student to enroll. To drop students who fail to attend, please email the student's name, and the course he/she is not attending to Melissa Nisonger ([mnisonger@westminstercollege.edu](mailto:mnisonger@westminstercollege.edu)) in the Registrar's Office and

she will process the drop. If you have any questions please stop by or call the Registrar's Office (832-2180).

Important notes about attendance: Records of attendance aid the process for academic appeals. If an approximate date of dropping attendance is noted it aids a grade appeal initiated by a student. If there is sudden disappearance or drop in attendance by a student, please contact Melissa Nisonger (832-2180) in the Registrar's Office or Susan Heath (832-2280) in the START Center so that a reason may be found. So while you may not require attendance or grade on attendance, keeping a record of students' attendance can help the College and a student involved in an appeal.

#### Non-Enrolled Attendees

It is against college policy to allow anyone to attend a class without registering. If students attend your class who are not registered, please send them to the Registrar's Office. Do not allow them to attend until they show you an add card verifying registration or you can verify enrollment by viewing the updated roster on WebAdvisor.

- Day-to-Day-Routine

#### Course Syllabus

For each course you teach, you must develop and maintain a current course syllabus. The syllabus is the official document for a course. It is shared with students and is a permanent part of the instructional archives of the College. In the event of litigation, it may even become a legal document. The syllabus must be handed out to students no later than the second meeting of the class. The syllabus does not need to give a day-to-day schedule of topics and assignments, but it must contain the following:

- Your name and information about how students can reach you for help (home or office phone number, office hours, e-mail address, etc.)
- The complete name and number (including section number, if applicable) of the course
- Times, days and location of regular class meetings
- The current semester and year
- The name(s) of the required textbook(s)
- A description or list of the goals of the course
- A detailed description or list of your expectations and the course requirements (papers, quizzes, class participation, homework assignments, etc.)
- Your attendance policy, if you have one (you do not need to require attendance unless you feel it is desirable for pedagogical reasons)
  
- Your grading criteria and how final grades are determined
- A listing of related resources, outside readings, web sites, field trips, local agencies/organizations.
- The statement, " This syllabus is subject to change."

- The statement, " If you have a disability for which you will need accommodations in this class, please let me know as soon as possible. You will be required to provide documentation of your disability to the Services with Disabilities program in the START Center in Carleson Hall at 832-2280 (TDD 832-2286)."
- The statement, " Please refer to the Academic Catalogue or the Student Handbook for the College' s statement on academic honesty."

Be sure to provide a copy of your syllabus to the appropriate program chair, school office, and to the Provost's office. If changes occur, you must submit copies of the current syllabus to the above-mentioned offices.

If it would help you to see syllabi from other instructors of the course before you develop your own, ask your program chair or the staff in the school office for copies.

Note: It is possible to change your syllabus during the term. However, any changes in requirements, grading criteria, attendance policy, etc. should be carefully considered, discussed with your program chair or dean, and given to every student in writing.

For your students' convenience it is recommended that you put your syllabus online. Contact the Faculty Technology Center (832-2005) for more information.

#### Returning Student Papers

Please plan on returning students' papers in class when possible. If you are not able to return the papers in person, check with your program chair for help. Do not leave papers out for students to thumb through; it is a violation of the privacy act (see the information about the Buckley Amendment).

#### Office Hours and Availability

We expect instructors to be available to students who need help via one-on-one contact, by e-mail or phone. Your syllabus should include an e-mail address and a phone number where students can reach you, and you should be prepared to meet with students who request help either by meeting them during your office hours (if applicable), before or after class or by scheduling a meeting at another time and place. Each school at the college has some office space that has been made available to instructors who need to meet with students.

#### Changing Class Meeting Times or Rooms

Classroom space at Westminster is tight; we run a full schedule in the mornings and evenings. As a result, changing class meeting times is generally not allowed, and changing rooms is very difficult.

However, if you feel you must change rooms, discuss the change with your program chair or dean before contacting the Registrar's Office.

#### Canceling Class

Instructors are expected to meet every class during the term for the full time scheduled.

Semester beginning and ending dates, holidays, and make-up days are listed on the calendar at the front of this handbook and in the course schedule booklet.

However, if you are ill or have an emergency and cannot meet your scheduled class, please try to call both your dean or program chair and the administrative assistant in the school office as soon as possible. They will make arrangements to cancel your class and discuss ways in which you can make up the missed class time.

If you know in advance that you must miss a class or let class out early, let your program chair know ahead of time. He or she can discuss options with you for covering the class time so that students are not deprived of instruction. Some possible options are finding a substitute instructor or guest speaker, assigning a project or assignment that students can do in groups in class by themselves or can do alone at home, or assigning a test to be taken while you are gone.

Another option is to have one of the student services staff cover the class for you. They have prepared workshops on job search strategies, resume preparation, and career planning which can be tailored to your class needs. Call the Career Resource Center (832-2590) or the Dean of Students (832-2230) to arrange for a workshop.

Please do not cancel or dismiss class without first notifying the program chair, dean, or administrative assistant.

#### Feedback

A frequent complaint of students on course evaluations is that they did not receive adequate feedback about their progress from the instructor. Please try to let your students know how they are doing at frequent intervals. Feedback can take the form of any (or all) of the following:

- Written comments on students' work that let them know what they did well and where their work was lacking. Handing back work with nothing but a grade does not help students improve.
  - Returning all graded work promptly. Papers and homework should be returned to students while there is still time for them to learn from it and improve their performance.
  - Conferences with students - both formal, scheduled conferences, and informal chats before or after class to let them know how they are doing.
  - Requiring a number of kinds of graded work, such as regular quizzes, homework assignments, presentations, and journals. Requiring only a midterm and final examination or final paper does not usually give students the kind of feedback they need in order to learn.
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- Asking students to write one-minute notes to you at the end of the class period in which they tell you what questions they still have or what is unclear to them.
  - Using Internet resources that could include e-mail, discussion groups or a web page. Contact the FTC office if you require assistance or training on electronic media.

### Early Warning for Students in Trouble

If a student in your class is in danger of failing or is doing poorly in the course, you need to let him or her know and see what you can do to help. You may also contact the START center (832-2280) if you see early warning signs of a student in trouble. You will also be asked to provide information at midterm about students who are performing poorly in your class. The START Center will follow-up with these students. Student Services can provide students with some counseling and with limited tutoring services if appropriate (see the sections on counseling and tutoring).

### Students With Disabilities

Westminster College complies with Section 504 and the Americans with Disabilities Act and does not discriminate against people with disabilities. The college must provide reasonable accommodations to students whose physical, learning or psychological disabilities may limit access to academic opportunities. It is the responsibility of the student to disclose a disability to an advisor in the START Center in a timely manner and to provide documentation from a qualified source verifying the disability. If a student discloses a disability to you and/or requests special accommodations, please refer him or her back to the START Center.

If the student is eligible to receive accommodations, you will receive a written Request for Accommodations notice from a START Center staff member. While such accommodations are worked out on an individual basis, common ones include allowing additional testing time and/or test taking in the START Center. Service dogs for the blind and interpreters for the deaf must be allowed in the classroom. Faculty members have the responsibility to cooperate with START Center staff to provide authorized accommodations in a reasonable and timely manner.

Students with disabilities use reasonable accommodations that seek to maintain equal access and opportunity, not make alterations in academic program/course expectations. Academic requirements and course objectives should be the same for all students. Modifications may need to be made in the way a student demonstrates knowledge but not in the academic proficiency standards themselves. For more information about the college's disability program policies & procedures and to learn more about working with students with disabilities, please refer to " A Desk Reference Guide for Faculty and Staff: College Students with Disabilities" or contact the START Center at 832-2280.

### Academic Honesty

Westminster students are expected to submit only their own work and to cite any material they use in papers and presentations which is not their own. (Check with your program about which citation style is appropriate.) The Westminster Academic Honesty Policy is included in this

handbook. It details both what kinds of behavior constitute academic dishonesty and procedures for dealing with it.

If you suspect a student of cheating or plagiarizing you need to confront him or her with your suspicions. This either allows the student to explain the situation or lets him or her

know that you not only are aware of the behavior but disapprove of it. If you are in doubt about how to handle a case of suspected cheating, talk with your dean or program chair.

### Course Evaluations

Before the last week of class you will be sent course evaluations for your students to complete, and you must reserve time for students to do the evaluation. Please follow the instructions on the envelope in which the evaluations come: leave the room while the students complete the evaluation and assign a student to collect them and return them to the Provost's Office, Bamberger 211.

## Grading

### Grading Criteria

In general, Westminster faculty may set their own grading criteria, though they are expected to outline them on the course syllabus. Grades awarded are: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. (Please note that Westminster does not use grades of A+ or E.) While students receive credit for courses in which they receive a grade of D+ or below, these courses will not fulfill major, minor, or liberal education requirements.

Instructors may not assign a grade of " W" for a withdrawal, when they think a student has withdrawn from the class. A student who has not properly withdrawn should be graded with an "F."

In addition, if certain criteria are met (see below) students may be awarded a grade of I, Incomplete.

### Incompletes

In order to be eligible for a grade of Incomplete, a student must meet the following criteria:

1. Produce evidence of extenuating circumstances, outside the student's control, which make it impossible to complete the class.
2. Have completed more than half the work of the class with a passing grade.

The student should initiate the request for an Incomplete. If one of your students asks for an Incomplete, and you feel the grade is justified, instruct the student to get a an Incomplete form from the Registrar' s Office and fill out the student portion before bringing it to you. Before you sign the form, fill out the instructor's portion and check with your program chair or dean. Be sure to include information about how and what work will be made up and indicate what grade the student will receive if the work is not completed by the deadline for making up incompletes, which is six weeks into the following semester (not including summer term for undergraduate students).

If the student does not complete the required work by the deadline in the following semester, the grade automatically reverts to whatever grade you listed on the Request for Incomplete form. In rare instances, deadlines can be extended by notifying the Registrar's Office, but should only be extended in cases where there are obvious extenuating circumstances still impairing the student's ability to complete the work. Students who receive Incompletes in a class are not allowed to attend that class the following semester.

### Credit/No-Credit Option

Students may opt to take a course credit/no-credit, though they must do so before the deadline listed in the calendar provided at the front of the course schedule. Students who elect this option receive a grade of CR for classes they complete with a grade of C- or better and a grade of NC for those they do not.

As the instructor, you will not be notified whether students have elected this option or not. At the end of the term, you should give a letter grade to every student in the class. The Registrar's Office will assign Credit/No Credit grades to those students who have elected the option. A few courses are offered on a credit/no credit basis only.

### Midterm Grades

After week seven of the term, you will be asked to provide information about students who are not doing well in your class or who have stopped attending your class. Rosters and instructions for this purpose will be provided.

### Final Examinations

A schedule for final examinations is given in the front of the course schedule booklet and this handbook. Please consult it for the day and time scheduled for the final examination in your class.

### IMPORTANT

It is against Westminster policy for finals to be given at any time other than the one scheduled. This policy was instituted to protect students from having their finals all fall on the same day or from being required to take a final examination early, while they are still busy with course work. If you foresee a problem in giving your final at the scheduled time, see your dean.

If you choose not to administer a final examination, you must still meet your class during the scheduled final examination time. Please inform your dean or program chair if you do not plan to administer a final examination.

### Final Grades

Near the end of the term, you will receive instructions for final grades. Final grades must be turned in by the deadline, which is generally a minimum of 72 hours after the final. Contact the Registrar's Office (832-2180) if you have any questions.

All grades for all students from all Faculty must be turned in before any grades can be processed and made available to students on the Web; probation and suspension status cannot be determined and graduation applications cannot be processed. Late grades delay the entire process.

### Keeping Final Examinations and Papers

Westminster policy requires all final examinations and papers to be kept for one year after the completion of the course. All copies of final examinations should be turned in to your program chair or dean to have them put on file.

Release of Information: The Buckley Amendment

The Buckley Amendment ensures confidentiality and protects students' right to privacy. The amendment prohibits you from giving out information about students (such as addresses, phone numbers, or grades) to third parties, including parents and other students. Anyone requesting such information should be directed to the Registrar's Office (832-2180). Please do not post grades or leave graded papers out for other students to go through.

Grades are not given out over the phone; in addition, school offices will not hand out student papers or grades. If your students want to know their grades before they are available on the Web or before report cards are mailed, ask them to give you a self-addressed, stamped envelope for you to send them the grade.

## Teaching Resources

### Book Orders and Office Supplies

In most cases, the text for a course is selected by the dean, program chair, or by regular faculty who teach the course. Because every school handles book orders differently, you should consult your program chair, or the school office about any books you need to order.

Since the college bookstore has early deadlines for ordering books, the texts for your course should be available in the bookstore well before classes begin. However, occasionally enrollment in a course exceeds the anticipated number, and there are not enough texts for everyone in the class. If this happens, texts can be rush-ordered for those students who need them.

Office supplies are available through the school offices. Special or large quantity supply requests may be placed through the school administrative assistants.

### Desk Copies

You are entitled to a desk copy of the text you are using in your class. If your program chair does not give you one, ask to have one ordered for you.

### Audio-Visual Equipment

Many classrooms on the campus have overhead projectors and/or computer presentation capability. Video (VHS) equipment for classrooms in Gore is available from the office on the main floor. For other classrooms on campus, call Claudia Marques (832-2522) to reserve a VCR. In addition, there are three larger media viewing classrooms on campus: in Converse Hall, Malouf Hall, and Gore. These must be reserved ahead of time and can be reserved by calling Claudia Marques (832-2522). For any special room needs speak with your department chair. We will try to accommodate all requests.

Please return the classrooms to their original conditions when you are finished with class.

## Library Resources

While you are working on your syllabus, check with the library staff about any research projects that will require students to use the library. Depending on the complexity, they may want to visit your class or have your students come to the library for instruction. The library staff is available and will help students with searches and instruct them on

research techniques, however they appreciate being informed so they may be prepared for students.

Numerous electronic indexes and databases are available in the library, and books and articles may be ordered through interlibrary loan. Westminster students, faculty, and staff may also check books out from any college library in Utah by showing your Westminster College I.D.

## Computer Resources

### Faculty Technology Center

The Faculty Technology Center provides support and technology resources to Westminster instructors. There are two full-time staff members to help instructors create more efficient, and appealing instructional material through the use of technology. Feel free to come by and take advantage of the great resources or to setup your Westminster account:

- 6 workstations
- Color LaserJet Printer
- LCD Projector
- VCR
- DVD/Laserdisc Player
- 12 Speed CD Burner
- Digital Camera
- Scanner
- OmniPage Pro 9.0 for text scanning
- Adobe Acrobat 4.0 for \*.pdf creation
- Dreamweaver 4 for Web Page Creation
- Photoshop 6.0
- WinZip
- Microsoft Suite 2000

If you have further questions about the Faculty Technology Center, or would like to schedule an appointment, please drop by or call Ben Neiswender (832-2005) or Meggan Levitt (832- 2025).

### To open Your Computer Account

- 1) Contact Timothy Carr (832-2486, email [tcarr@westminstercollege.edu](mailto:tcarr@westminstercollege.edu)) to verify that account has been created.
- 2) Visit the Faculty Technology Center. Plan on spending fifteen to twenty minutes.

### Services for Instructors

Color Printing: There is a color printer in the Faculty Technology Center that is available for all Faculty to use for academic purposes.

Software Available on all computers: Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher), Photoshop, Dreamweaver

Computer Checkout: The General Computer Lab has 12 laptop computers available for checkout to Faculty and Associate Instructors. These computers are available at the Computer Lab in the lower level of the library to be checked out for academic purposes for 5 days at a time.

Some departments have additional software available to their instructors. Also, the Faculty Technology Center has additional software available for use in the Center.

#### The Westminster Computer Orientation Guide

The Information Technology Department produces and maintains a Westminster Computer Orientation Guide that covers the basics of logging onto the network, using e-mail, saving your work, campus software and resources, student computing labs, and getting support. The Guide is available at all orientation sessions, in Human Resources, in the Academic Vice President's Office, in the Information Technology Department, and in the General Computing Lab located in the basement of the Giovale Library. It is now located on the Internet. Go to the following URL:

<http://support.westminstercollege.edu/downloads/ComputerOrientationGuide.pdf>

#### The Westminster Computer Network

Our computer network is designed for ease of use, stability, safe data backup, and security. We want our users to have all the tools they need on any computer they use. Most importantly, our network allows you to save your work in your personal storage place on the network and not to floppy disks or local hard drives. Because we re-image or "erase" individual computers at regular intervals, you must save your work on the network.

All computers at Westminster are networked and connected by a high-speed line to the Internet. We use IBM compatible Personal Computers (PCs) for desktop use, and all PCs have the identical software installed. For your storage needs, we provide users with a large amount of personal storage space on our network. Please save your work to your network account (commonly referred to as H:\ or your "H Drive" ) and not to the C:\ or "Hard Drive." Because we are a truly networked campus, you can use any general computer to access your files from your network account. Your Internet bookmarks and user preferences will automatically follow you to each computer you use on campus, freeing you from having to use any one particular computer.

#### Computer Classrooms and Presentation Classrooms

Currently we have six Computer Classrooms and over 17 Presentation Classrooms available for use. Computer Classrooms have an instructor's console and PC, an LCD projector, a projection screen and sound system, VHS, and computers for all students. Presentation Classrooms have an identical setup but do not have computers for student use. The first time you use a computer classroom, be sure to have an IT staff member

attend to offer support. We are happy to help you and can also meet with you before the class to assist you in learning the classroom hardware. Please call the Ben Neiswender at 832-2005 at least one week in advance to request an IT staff member assist you.

Instructors may use computer classrooms to teach an entire course, or you may schedule a computer classroom for special sessions. The classrooms are booked well in advance of the term and are usually filled most of the time. For occasional or one-time use, instructors should request the days and times when they wish to use a computer classroom by contacting the Registrar's Office at 832-2181 prior to the term or Claudia Marques at 832-2522 during the term.

### Online Syllabus

You may want to put your Syllabus online so that students can access it at any time, from any place. At Westminster, you have a special network directory for publishing web pages to the Internet. Your "Web Drive," or W: drive, is a fast way to make your html pages and websites live and is much easier than using traditional File Transfer Protocol (FTP) applications. Your W: Drive has 5 MB of storage space, more than enough for even large websites. If you would like assistance in doing this, please go to the Faculty Technology Center on the lower level of the library. If you have your syllabus in Word format, the process should only take about 20 minutes. The IT department also has a QuickTip called "Publishing to your W: Drive" at <http://support.westminstercollege.edu/downloads/wdrive.pdf>

### Services for Students

#### Tutoring

Limited tutoring - primarily in writing and quantitative courses - is available for students who need extra help. The tutors are students who are proficient in the areas in which they tutor, have received a faculty recommendation, and have received some training. There is no charge for tutoring.

If you have a student who needs a tutor, have him or her contact the START Center at 832-2280.

#### Counseling

Personal counseling is available for students through Student Services. If you have a student who is having problems, refer him or her to the Counseling Center in Shaw Center (832-2230)

#### Services for Students with Disabilities

The Services to Students with Disabilities program (SSD) is located in the START Center in Carleson Hall (832-2280, TDD 832-2286). The START Center is the official contact for Westminster College students with physical, learning, and psychological disabilities who request special services or accommodations. START Center staff members serve as advisors and advocates for students with disabilities and assist them in obtaining equal access to all college

programs, activities, and services. The START Center also provides other resources for students with disabilities as well as off campus referrals for further assessment and other services. The college ADA/504 Coordinator, who is the contact for the grievance process, is also located in the START Center.

#### Career/Job Search Services and Internships

Students may ask you for assistance in preparing a resume or looking for work. If you have information about jobs in your area and can help students, by all means do so. You may also refer students to the Career Resource Center in Shaw Center (832-2590) where they will get help in resume preparation, interview techniques, and job search tactics.

The Career Center also can help students find internships to provide them with practical experience to supplement what they have learned in the classroom. Students not only receive college credit, and sometimes a stipend, for their internships, but they frequently find a good job as a direct result of an internship.

#### Services for Instructors

##### Copying and Printing

School and program support staff will have classroom materials copied or printed for you; however, they need at least 48 hours notice. Since each school or program has its own requirements, please consult the school office for details.

##### Typing

School and program support staff will also do typing for you, but again they need lead-time. Please consult the school office for details.

##### Mail and Phone Messages

You will be given a mailbox in your school where you can receive messages and students can leave work for you. However, our main way of communicating is through e-mail. Please don't rely on your mailbox for all the information you need to know. You will need to check your mailbox and e-mail regularly.

##### Westminster College I.D.

In order to use the computer lab, the Giovale Library and college libraries in Utah you will need a Westminster I.D. card. In order to get an I.D. card you will need to go to the Giovale Library and have your picture taken. Make sure to inform them that you are an associate instructor.

Your card can be updated each year by attaching a sticker available at the cashier's window on the bottom floor of Bamberger Hall or from the Provost's office.

##### Professional Development

There are a number of professional development opportunities available to associate instructors - in-service courses, writing workshops, information technology and resource training, and others. Watch for further information throughout the year via e-mail. A list of workshops and discussion groups will be given to you via email and your/or your mailbox. Call 832-2486 (Timothy Carr) if you do not receive one or are interested.

## Parking

In order to park on the Westminster campus, you will need a parking sticker. You can obtain a parking sticker at the Cashier's Window in Bamberger. You will need a valid driver's license and car registration to obtain a parking sticker.

If you already have a parking sticker, you will need to update your current parking sticker by obtaining a current year decal. Year decals are available at the Cashier's Window in Bamberger.

Parking on the campus can be tight - especially from 9:00 am to 12:00 noon and 4:00 pm to 7:30 pm. If you have difficulty finding a parking place, try the large lot on the west side of the campus which is entered from 1200 East or 1700 South or the tiered lot to the west of the Jewett Center. You can generally find a place there, especially if you wait for a few minutes. If your class is scheduled at one of the busy times, plan to arrive a little early to allow you time to park. Do not park in the spots reserved for visitors; since you are an instructor for the college you are not a visitor. Parking in surrounding neighborhoods is also allowed but please be careful and courteous with our neighbors and their driveways.

## Campus Patrol

The Westminster campus is relatively safe; what few incidents have occurred have been primarily car break-ins and graffiti. Nevertheless, the college maintains round-the-clock patrol on the campus. If you teach late and feel uneasy about walking alone to your car, a campus patrol officer will be happy to escort you. Campus Patrol can also open your classroom if you arrive to find it locked.

To call Campus Patrol from a campus phone dial 2525. Phones are available in any office that is open, in the basement of Converse and Foster, in the Shaw Center, in the lobby (north end) of the Jewett Center, in the first floor hall of Gore, on the second floor of Carleson, and outside near the parking lots.

## Contract and Paychecks

### Contract

Once you have agreed to teach at Westminster you will be sent a contract for each class you are assigned to teach. The contract will list the dates of the term and the name, number, time, and place of your class and the payment for teaching. Please read it over carefully, sign it, and return one copy to the Provost's Office. We cannot issue you a paycheck until we have received your signed contract and you have completed your Federal and College forms.

### College Transcripts

A copy of your official college transcript from the institute where you obtained your highest degree is required. If there is a delay in receiving these before you begin teaching, please notify your program chair or dean.

### Proof of Citizenship Requirement

Westminster is required by law to verify that all employees, even part-time employees, are U.S. citizens or hold work permits. As a result, when you are sent your contract you will be asked to come into the Provost's Office with verifying documents.

You will need to furnish two forms of appropriate identification listed on the back of the I-9 form. If you have any questions about appropriate identification, please contact the Provost's Office or Human Resources. We cannot issue you a paycheck until we have verified your citizenship.

#### Paychecks and Pay Periods

Paychecks are issued on the last working day of the month. All college employees are required to have checks direct deposited into their bank or credit union account.

To arrange for direct deposit, you need to fill out the appropriate paperwork and attach a voided check to it. Authorization forms are available both in the Academic Vice President's Office (Bamberger 211) and the Payroll Office (Bamberger 103). The bank needs two weeks advance notice to institute electronic deposit, so if your form is received after the fifteenth of the month your check cannot be deposited electronically until the next pay period and you will have to pick up that check from the cashier at the end of the month.

Please check with your bank after the first electronic deposit to make sure it went through correctly and notify the Payroll Office (832-2130) if it did not.

#### Academic Honesty Policy

Westminster College of Salt Lake City operates on the assumption that all academic work is the honest product of each student's own endeavors. The faculty and staff at Westminster expect such integrity from the students, and violations are cause for disciplinary action, including suspension, probation, loss of credit, or expulsion from the college. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.

Cheating on examinations includes, but is not restricted to, copying from another student's exam paper, using unauthorized notes during an exam, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to an exam.

Cheating on written assignments includes plagiarism, collaboration with others, or submitting the same material for more than one class without authorization of the instructor.

Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one's first-hand experience and not acknowledging the source. The student must give credit for the material by identifying the source, using one of the generally accepted citation methods.

Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, or may demand the work be repeated, or may give a failing grade for the assignment or exam in question, or may give a failing grade in the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean.

In the case of repeated or more serious violations, the faculty member may recommend to the dean that the student be put on probation, suspended, or expelled from the college. The dean's recommendation will then be sent to the Dean of Students.

#### Academic Grievance Procedure

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Appeals Procedure for Readmission. For other appeals or petitions (e.g. grade complaints), the student must make the appeal or petition, in writing, in accordance with the applicable school or program procedure. Please see the appropriate dean or program director for a copy of the procedure. Written appeals must include documentary evidence that the student feels has a bearing upon the request.

A faculty committee from the school involved reviews the appeal. The student may be present at the hearing. The decision of the faculty appeals committee will be reported to the student within five school days of the date of the hearing.

If the decision of the faculty committee is not acceptable to the student, the student may file a written appeal with the Academic Grievance Committee within five school days of notification of the faculty decision. All materials included in the faculty's deliberations, including the student's written appeal and the proceedings of the faculty hearing, are made available to the Academic Grievance Committee and become part of the proceedings. The hearing before the Academic Grievance Committee will be held within fifteen school days of receiving the written appeal. The student may be present at the appeal hearing. The student and faculty representatives may call members of the college as supporting witnesses. The decision of the Academic Grievance Committee is reported to the student within five school days of the date of the hearing.

Decisions of the Academic Grievance Committee are final.

Students have the right to continue their enrollment and participation in programs until final decisions are reached. Failure of students to file appeals within specified time limits is considered acknowledgment of the action without intent to appeal.

#### Sexual Harassment Policy

Westminster College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. Sexual harassment is a form of employee or student misconduct which undermines employment and instructional or peer relationships, debilitates morale, and interfered with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. It is also prohibited by the Utah Anti-discrimination Act. In addition, various other statutes, constitutional provisions and common law causes of action prohibit sexual harassing conduct. It is the policy of the college to enforce these laws among its employees and students.

Sexual harassment is a form of sex discrimination. It is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile or

offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to unequal, demeaning treatment of students or employees based on gender. Some examples that may constitute sexual harassment are below (this list is not intended to be all-inclusive):

- subtle pressure for sexual activity
- demands for sexual favors accompanied by threats
- requests for sexual favors accompanied by promises
- unnecessary brushes or touches
- offensive sexual graffiti
  
- disparaging remarks about one's gender
- physical aggression such as pinching and patting
- sexual innuendos
- verbal sexual abuse disguised as humor
- whistling
- obscene gestures
- leering at or ogling of a person's body
- questions about a person's personal sexual activity
- sexual remarks about a person's body or clothing
- spreading stories about a person's sexual conduct
- sexual stereotyping

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the person complained of, and to the educational climate of the institution. While a particular interaction must be offensive and nonconsensual in order to be defined as harassment, faculty and other individuals in positions of authority should be sensitive to questions about mutuality of consent and to conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe that they have been sexually harassed may obtain redress through the established informal and formal procedures of the college. They should report the matter to either the Sexual Harassment Office, Kelly De Hill, General Counsel, or to the appropriate academic dean or program director. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in both informal and formal

procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy.

### Consensual Sexual/Romantic Relationships Policy

#### Between Faculty and Students

The mission of Westminster College is promoted by professionalism in student-faculty relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Taking note of the respect and trust accorded a faculty member by a student, faculty recognize that they are presumed to make decisions regarding their relationships with students which will not endanger this atmosphere of mutual trust and respect. Faculty should be aware of the possibility

that an apparent consensual sexual/romantic relationship with a student may be interpreted (either now or at a later date) as nonconsensual and, therefore, sexual harassment.

The power differential inherent in faculty/student relationships may compromise the nature of the relationship. The potential exists for the student to perceive a coercive element in suggestions regarding activities outside those appropriate to professional relationships. Moreover, faculty, particularly in relationships with students in their classes and under their supervision, such as work study students, student employees, or student interns, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They also need to be aware that a relationship may give rise to a perception on the part of others that the evaluative capacity of the faculty member has been compromised.

It is a violation of this policy for a faculty member to undertake a sexual/romantic relationship or permit one to develop with a student who is enrolled in the person's class or is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship.

Sexual/romantic relationships between faculty and students outside the instructional and supervisory context are also discouraged and, when they occur, should be reported to the faculty member's Dean.

The College does recognize sexual/romantic relationships may exist prior to the time a student is assigned to a faculty member as a member of that person's class or is placed in a situation where the faculty member must supervise or evaluate the student. Such a relationship is considered a recent sexual/romantic relationship if it is ongoing or has been in existence at any time within the six months immediately preceding the assignment of the student to the faculty member. Persons who are married, or were married, are included within the definition of those persons having, or who have had, a consensual sexual/romantic relationship.

Where the faculty member is having a current, or has had a recent sexual/romantic relationship with a student, the following procedures shall be followed:

1. If at all possible, the student should be advised in his or her course selections to avoid course sections taught by the instructor with whom the student is having or has had a recent consensual sexual/romantic relationship. Where a student is working or interning under the supervision of a faculty member with whom the student is having or has had a recent consensual sexual/romantic relationship, efforts should likewise be made to place that student under the supervision of a different faculty member.

2. In the event it is not possible for the student to avoid the class taught by the faculty member or the supervision of the faculty member, the faculty member shall advise his or her Dean of the present or recent consensual sexual/romantic relationship and the following steps shall be taken:

a. The Dean shall appoint another instructor to evaluate the student's written work, such as essays, research papers, essay tests, care plans, etc.

b. The Dean shall appoint another instructor to evaluate student's non-written work or performance such as artistic performances, teaching practice, internships or clinical practice.

c. When an appropriate instructor is not available to evaluate the student's work, the Dean will provide the evaluation.

d. Where the student is also an employee of the college, a student worker, or a work study student, the faculty member will remove himself or herself from the consideration of the student for promotion, recognition, hiring or determination of salary.

e. A student should not be assigned to a faculty advisor with whom that student has or has had a recent sexual/romantic relationship. The faculty advisor should request that the student be reassigned.

If a faculty member violates this college policy on consensual sexual/romantic relationships between faculty and students, in whole or in part, the faculty member may be subject to disciplinary action. Such action includes, but is not limited to, a verbal warning, a letter of discipline, suspension without pay, and/or immediate dismissal from employment with the college. Alcohol and Drug Policy

#### Introduction

Westminster College of Salt Lake City is committed to developing and maintaining an institute of higher learning free from drug and alcohol abuse. Westminster College is dedicated to creating an atmosphere conducive to the well-being and personal development of each of its students, faculty, administration, and employees. The college believes that an environment free of substance and alcohol abuse is healthier, safer, and more productive and is a condition desired by most students, faculty, administration, and employees. Those responsible for the operation of Westminster College recognize and affirm the value of personal responsibility and accountability and seek to provide an atmosphere in which the health and well-being of everyone associated with Westminster is fostered.

The college will use educational and information resources available to help individuals connected with the college to gain an insight into this complex subject and to minimize

the need for disciplinary action. The college encourages individuals with problems or questions pertaining to drug use to seek professional help through the Alcohol and Drug Prevention and Education Program, Student Services Counseling Center, or through the Office of the Dean of Students. It should be emphasized that all matters discussed in this regard will be kept in confidence.

#### Policy Statement of Westminster College

Westminster College prohibits the unlawful use, possession, manufacture, transportation, promotion, or distribution (by either sale or gift) or illegal drugs or otherwise legal but illicitly

used substances, including prescribed or over-the-counter drugs not being used for their intended or authorized purposes on the campus of Westminster College or as part of any of its activities.

Possession of paraphernalia associated with the use, possession, or manufacture of a controlled or illegal substance is prohibited on the campus of Westminster College or as part of any of its activities. Except in those instances when prior approval has been obtained from the Westminster College administration, the use, possession, manufacture, transportation, promotion, or distribution (by sale or gift) of alcoholic beverages is prohibited on the campus of Westminster College or as part of any of its activities.

#### Disciplinary Sanctions for Violation of the Substance and Alcohol Policy

Disciplinary sanctions will be imposed on individuals for violating Westminster College's substance and alcohol abuse policy. In addition to any of the sanctions that are set forth in the complete policy, Westminster College reserves the right to refer all matters in violation of its substance and alcohol abuse policy to the appropriate law enforcement agencies.

Any violation of Westminster College's substance and alcohol abuse policy will subject the offender to sanctions. An individual's failure to comply with imposed sanctions may result in further disciplinary action by college administration. An individual's decision to seek prior assistance with an alcohol or substance abuse problem may be considered a mitigating factor in connection with any Westminster College disciplinary sanctions. Depending upon the nature and severity of the violation, Westminster College reserves the right to impose stricter sanctions than are listed in the complete substance and alcohol abuse policy.

#### Smoking Policy

No smoking is permitted inside any building, facility, or other enclosed indoor place on campus, including private offices. Employees are not permitted to smoke within 25 feet of any building entrance.

#### Snow-Closure Policy

Westminster College may be closed during normal working hours due to hazardous weather conditions, emergencies, or other special circumstances. Closure is expected to be infrequent and consideration must always be given to maintaining appropriate service levels in departments that provide critical services to the college community.

When Westminster considers closing during regular operating hours, the following procedures shall be followed:

1. If weather/road conditions develop which may result in extreme safety hazards to employees and students, the Campus Patrol Officer on duty and the Director of Plant Operations shall assess road, parking lot, and sidewalk conditions on campus and road conditions in the metro Salt Lake and adjoining areas.
2. At 6:00 a.m. and 3:00 p.m. the Director of Plant Operations shall provide the Executive Vice President with a recommended course of action. Prior to the 3:00 p.m. evaluation, the Executive Vice President will consult with the Academic Vice President about closure of facilities for night classes.
3. If, after evaluating the recommendations of the Director of Plant Operations, the Executive Vice President concludes that the college should be closed, he will so advise the President, and then he will advise the Director of Public Relations who will be responsible for disseminating the information to the news media no later than 6:00 a.m. for day classes and 3:00 p.m. for evening classes.
  - a. The Director of Media Relations shall notify the television stations (FOX-13, KSL-5, KTVX-4, KUTV-2), various radio stations (KALL, KBCK, KBEE, KENZ, KBER, KBZN, KISN, KKAT, KKDS, KODJ, KPCW, KRSP, KSFI, KSL, KSOP, KUBL, KUER, KUMT, KUTQ, KKRK, KZHT), and Skywolf Traffic that the college is closed and when it is likely to reopen.
  - b. Ordinarily the college will be closed for short periods of time. Campus conditions will be periodically reevaluated and the closure may extend if conditions warrant.
4. Should extreme weather conditions develop during the day, the Executive Vice President will evaluate the conditions and recommend to the President whether or not the college should be closed. If it is decided to close:
  - a. Personnel at work will be notified through supervisory channels.
  - b. Personnel not on campus but deemed essential will be notified through supervisory channels and should listen to radio and television stations listed above.
  - c. The Executive Vice President will consult with the Academic Vice President about closure of night class facilities. By 3:00 p.m. announcements relating to night classes should be made to the media by the Director of Public Relations.
5. If emergencies or special situations (other than weather conditions) arise overnight or during the workday, the same procedure set forth in paragraphs 3 and 4 will be followed

### Field Trip Policy

Westminster College promotes active learning. In some cases this includes taking students on field trips as part of the class. We purposely make our class sizes small so that teachers and students are able to take advantage of community resources. However, we want to ensure the safety of our students and instructors.

#### Formal Field Trips

Formal field trips are off-campus events that are held during the regularly scheduled class time or a pre-arranged time as part of the course curriculum. Most of the students are expected to attend and will receive attendance credit for the activity. The trip should be listed in the syllabus and must be approved by the department chair or dean.

Procedures for formal field trips:

1. The trip must be described in the syllabus and include location, time transportation, date, any special instructions (i.e., equipment, cost, dress) and list of activities.
2. The department chair or dean must be notified 48 hours in advance of the field trip.

Informal Field Trips

Informal field trips are off-campus events that are suggested to the students as an enrichment activity. Informal field trips are not necessarily part of the course content, grading structure or connected with the college. If the field trip counts for extra credit, the students must have an opportunity to choose another option if they cannot participate in the field trip. The field trip is not listed in the syllabus of the class. It must be clearly stated to the students that the trip is completely at their own initiative, expense, time and risk.

Procedures for informal field trips:

1. The trip is suggested for the students' own interest but is not required for the course.
2. If the trip is for extra credit there is an option between other activities from which students may choose.
3. The students are on their own for transportation, expense, time and risk.

Policy for classes held in homes, private studios,

or other locations off campus

When classes are held in homes, private studios, schools or any other area off campus liability insurance may not be covered by Westminster College's policies. This applies to both credit and non-credit functions. If you do not know if you have adequate coverage, consult with your insurance company, program chair or school dean.

#### Laboratory Policy

Westminster College encourages instructors to provide students with as many hands-on labs as possible. We want to promote the safest conditions. If you are assigned a lab course, you must review the following procedures.

Before your first lab session:

1. Contact the lab safety officer to make an appointment for a lab safety tour. This needs to be done before the first lab session.
2. The lab safety officer will give the students an orientation on lab safety rules.
3. Check to make sure that all reagents or organisms you will be using have Material Safety Data Sheets (MSDS) and you are familiar with emergency procedures.

During the course:

1. An accident report form must be completed for all accidents. A copy must be submitted to the department chair or dean and the lab safety officer.
2. Report any students who pose a danger to themselves or other students to the safety officer, department chair or dean.
3. Students, faculty, staff and visitors to the class must adhere to safety policies at all times.
4. If you observe safety violations or hazards immediately discuss them with the lab safety officer or the department chair.
5. Inform students of potential dangers and precautions. The students have a right to know of any reagents or organisms that may be hazardous.

#### Laboratory experiences off campus

If you are conducting laboratory experiences or any other class that may contain hazardous reagents, organisms or equipment (i.e., science methods, field experience or lab tour) off campus:

1. Coordinate with your department chair or dean about holding a class off campus.
2. Check with the off campus facility to assure they have proper liability insurance.
3. Adhere to all lab safety rules consistent with our campus policies.

#### Important Phone Numbers

To call any of the numbers below from a campus phone, dial the last four digits.

##### Academic Offices

Provost 832-2581

School of Arts & Sciences 832-2300

Bill and Vieve Gore School of Business 832-2600

St. Mark's-Westminster School of Nursing and Health Sciences 832-2150

School of Education 832-2470

Associate Instructor Office 832-2486

##### Services

Registrar's Office 832-2180

VCR, Projector Reservation 832-2522

Computer Lab/Classroom/Help 832-2015

Giovale Library 832-2250

START Center 832-2280

Career Resources Center 832-2590

Payroll 832-2130

Cashier's Window 832-2135

Campus Attorney 832-2565

Campus Patrol

Director of Safety and Patrol 832-2527

From Off Campus 832-2525

From Campus Phones ext. 2525