

Lawrence Technological University

Faculty Teaching Responsibilities

The Faculty Handbook describes the overall faculty responsibilities and rights. This document provides additional information that we hope is helpful. The primary objective is to enhance and inspire the best possible student learning.

1. Mentoring/Advising Students

At Lawrence Tech students are mentored/advised by full-time faculty. This implies that all full-time faculty should know well their programs, the pre-requisites for each course, and all the program requirements. All of these are described in the catalog, so you should be familiar with the parts of the catalog that relate directly to your program. In addition the Faculty Advising Handbook will help you to find information related to the policies and the procedures of the university.

Golden Rule for advising: Listen.

When a student asks a question, if you don't know the answer, make sure that you call the department chair or the secretary to get the information. You may tell the student that you have to find the answer to their question and later on contact him/her. But please don't send the student on a chase.

2. Class Cancellation

Faculty members are expected to be on time for class and attend every class meeting during the term. Please notify the office secretary as soon as possible if you are going to be late for class. If class must be cancelled every effort should be made to notify the students. This is particularly important for the evening students who drive to campus from work.

The e-mail option in Blackboard is the easiest way to send messages to all students registered in the class. In case of an emergency, departmental secretaries will be able to send a message to the students in your class notifying them of the class cancellation. They have access to blackboard for courses offered through the department.

You must notify your Department Chair and/or Dean if you know that you are missing a class. If you have to cancel a class due to an emergency, you should also notify your Department Chair. You are required to make arrangements with your students for missed material due to canceled classes. This may include use of online methods such as streaming video or arranging to meet with your students at alternative times.

3. Class Roll

At the beginning of the term, please ask the secretary of the department (you can do it yourself using BANNERWEB for faculty) to print a class roll for your classes. It is important to check the class roster/attendance sheet against the students attending the class. As soon as the drop-add period is over (2 weeks after the classes start) you will receive a final class roll for your class. If a student is attending the class and is not on the class roll, you should send him/her to the student service center to register. If people are listed in the final class roll and they don't show up to class, please send a mail message to the registrar's office [REGISTRAR].

4. Student Attendance

At the beginning of the term yellow attendance forms will be distributed for you to take attendance of the students. This is a G.I. bill requirement and you are encouraged to take attendance. The class roll presented in the yellow attendance sheets is not completely accurate because it is printed during the drop-add period.

5. Official Communication – e-mail

The official communication mechanism of the university is e-mail. When you got your account you should have been trained in using our e-mail system.

6. Office Hours

Full-time faculty are expected **to post and maintain office hours at times that best serve the needs of their students**. Generally full-time faculty should be accessible for advising, in the office, at least three days a week. If you have evening classes please provide opportunities for the students to see you.

Adjunct faculty members are expected to describe, in the syllabus, when and where they will be available outside of class to speak with their students in matters related with the course. **Office hours should be sufficient in number and scheduled as conveniently as possible to serve the students' needs.**

Day and evening phone numbers of adjunct faculty should be publicly posted and available in the department or Dean's office so that appointments can be easily made for students.

7. Course Outline

Each course has a course outline and the general expectations from the class filed in the department's office. Sometimes these outlines are examples of syllabus of the

class used by other instructors. You should have received outlines for the courses you are teaching, from the department chair or the course coordinator.

8. Syllabus

All the courses taught at LTU must have a syllabus. The syllabus of the courses should be filed in the department's office. Every syllabus should be distributed during the first week of the semester and have the following pertinent information:

- Course objectives
- Name and author of the text
- Detailed course calendar
- Dates of tests, projects, and special events
- Grading standards and evaluation plan for grading
- Office Hours, Office number
- E-mail address and phone numbers
- Attendance policy
- Dishonesty policy
- Statement on the Academic Honor Student Pledge
- Statement describing the expectation on quality of writing

9. Grading and Feedback

Timely feedback to the students is extremely important. It is how the students know how they are doing in class, and how and where should they spend the time and effort in your class. Homework, quizzes, smaller assignments in addition to the major mid-term and final should help student learning in your classes and help the students gauge how much they are learning.

Several comments on grades:

Incomplete - the grade of Incomplete (I) should only be given under extremely rare circumstances and if the student completed the majority of the requirements for the class. Once a grade of incomplete is given the student has the responsibility of finishing the course requirements during the next semester. If the student does not complete the requirements by the end of the next semester, the grade will be changed to the grade corresponding to work of the student assigned by you at that point (in most cases unfortunately a grade of F.)

The grades given to the students should correspond to challenging but reasonable work – we do not expect to have a class with all As, or a class with all Fs.

If the instructor does not change the I grade at the end of one calendar year, the Registrar will automatically change the I grade into an F.

Grade Change – The Change of Grade form needs to be filled out by the faculty member and signed by the department chair and the dean of the college if the grade of a student in a course needs to be changed. Changes of grade should only occur due to numerical errors in the calculations of the grade, or change an I grade to the appropriate grade after the requirements of the course are completed. No other reasons are allowed.

10. Final Grades

It is extremely important to enter the grades before the deadline. The student grade reports for ALL the students are only run after all the grades are in. If one single instructor turns in his/her grades late, the report will be run late and ALL students will not have access to their grades. In addition, if the grades are not turned in before the program is run, the student will receive a report saying that the grade for the class was Not Reported (NR).

First Year Students receive a mid-term grade report at home. For the report cards to be sent out timely your cooperation in following the instructions sent to you by the first year student coordinator is extremely important.

All the grades are entered in the system electronically using BANNERWEB for faculty.

11. Academic Dishonesty and Honor Code

The University's academic dishonesty policy is stated in the Catalog: when a student is found guilty of academic dishonesty he/she is given an F in the course. The second time the student is found guilty of academic dishonesty he/she will be expelled from the university.

The Academic Honor Code describes the different types of academic dishonesty as well as the procedure to follow in case of alleged code violation. All LTU Undergraduate students are required to write and sign the Honor Code pledge, "*I have neither given nor received unauthorized aid in completing this work, nor have I presented someone else's work as my own*" on all academic work submitted for a grade. All graduate students are required to sign an honor code pledge when they start graduate studies.

If you find evidence of a violation of the LTU Honor Code, you should inform the Department Chair or Dean of the College in writing within five days. After being informed of an infraction of the Honor Code, your Department Chair or Dean will follow the adjudication procedures described in the LTU Academic Honor Code document.

12. Use of Blackboard

Blackboard is Lawrence Tech's course management software accessible to students and faculty through the web, at the URL: my.ltu.edu. Faculty members at Lawrence Tech are required to post the syllabus, assignments, and announcements on Blackboard. You can also post additional material that could be useful for the students, and use options like bulletin boards and chats sessions with the students in the class. All new faculty members are training on Blackboard.

For additional questions contact:

Veraldi Instructional Technology Resource Center
Director
Instructional Trainer/e-learning support
Instructional Technologist

204-3750
Dr. Pam Lowry
Marquita Poinsetta
Linda Wareck

E-mail: Lowry@ltu.edu, Poinsetta@ltu.edu, Wareck@ltu.edu

13. Groups

Encourage the students to study and to form study groups. Research in student learning shows that students who spend part of their study time with a group are more successful, have more confidence, better self-image, better concentration skills and obtain better grades than students that work always alone. Encourage students to be together by assigning group projects when appropriate.

Encourage students to orally present the result of their projects in an open forum.

14. Improvement of Student Writing

Lawrence Tech has implemented an initiative to improve student writing. COM 3000, the Writing Proficiency Examination, is a graduation requirement for all LTU undergraduate students. The WPE is an "exit" examination, meaning that all undergraduate students must pass it in order to graduate from LTU. The exam is required of all students, including transfer students. It cannot be waived.

Students learn how to write better with practice. Please find opportunities for assignments requiring writing. Also, keep high standards on your writing expectations.

15. Classroom Maintenance

Every night janitors clean and vacuum the classrooms. However, when you leave the room make sure that tables and chairs are in the appropriate places and that the blackboard is clean as a courtesy to the next faculty member teaching in the room. This behavior will set an example for your students. They will be more careful with the furniture and with the classroom maintenance themselves.