# LECTURER HANDBOOK

2019-2020



# SEHD LECTURE HANDBOOK

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# Mission and Vision

### **Our Mission**

### Leadership for Educational Equity

Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

### **Our Vision**

The vision of the School of Education & Human Development (SEHD) is to be, "A leading school of education providing national expertise on educational issues and socially-just solutions for urban and diverse communities. Through innovative research and partnerships, we strive to be passionate agents of change, inspiring upcoming generations to learn from the past and shape the future".

The School of Education & Human Development's research, education and outreach programs are focused on supporting urban communities, alive with diverse cultural and linguistic traditions and influenced by the dynamic interplay of class, race, power and privilege. Through community alliances, SEHD faculty and students collaborate to identify, study, and take action within the social and political complexities of urban practice.

The School of Education & Human Development's programs graduate highly skilled, culturally responsive practitioners and researchers who lead innovation and renewal in urban schools, districts, mental health agencies, and adult learning settings.

# **Quick Start Guide**

Welcome to the School of Education & Human Development (SEHD)! The following information has been compiled to assist in your orientation to the School. We look forward to having you join us.

# **Academic Services**

Academic Services provides support for all SEHD students. The office serves as the approval for add/drops, admission to candidacy, degree conferral, CDE licensure and other processes. You can learn more at <a href="http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/StudentServicesCenter.aspx">http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/StudentServicesCenter.aspx</a> or by calling 303-315-6300.

### **Before You Teach**

### Hiring Processes, Forms and Payrolls

Before any work begins, all employees must complete HR paperwork. All instructions, paperwork, and offer letters will be sent to you via your personal email address until your CU Denver account has been activated. Your prompt attention to these emails is critical! Although pay schedules will vary (especially with Continuing and Professional Education), the most common lecturer pay schedules are Sep – Dec for fall semester, Feb – May for spring semester, and Jun-Jul or Jun-Aug for summer term. Direct deposit is required for all University employees and you will be assigned access to a web portal (UCD Access <a href="https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html">https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html</a>) to view your monthly pay advice. Automatic pay deposits will be made to your designated bank on the last business day of each month, with the exception of June. Per state legislation, all state employees will receive their June pay on the first business day of July, rather than the last business day of June. Please make sure you allow for this if you use any electronic bank transfers to pay bills, mortgage payments, etc.

### **Email**

To log in to Web Mail at http://www.ucdenver.edu/email/Pages/login.aspx, you will need your university username and password. These will be emailed to you as soon as the account is set up. If you are a new employee, this typically happens during the initial onboarding process. Contact **Jenna Stanford at <u>Jenna.Stanford@ucdenver.edu</u>** if you have difficulty logging into your email. You must use your UCD email for all official university business.

University E-mail is an official means of communication for students at CU Denver. All official university e-mail will be sent to your assigned a CU Denver e-mail address.

CU Denver e-mail accounts are available through IT Services. All CU Denver faculty, staff, and students are responsible for reading e-mails received from CU Denver.

ALL UNIVERSITY RELATED COMMUNICATION SHOULD BE FROM YOUR UNIVERSITY EMAIL ACCOUNT TO THE STUDENT'S UNIVERSITY EMAIL ACCOUNT!

### Forwarding your UCD Email

We discourage forwarding your CU Denver email to an external account (Gmail, Yahoo, etc.). You are *strongly* encouraged to regularly check your CU Denver email to ensure you are receiving all messages sent from the university, the SEHD, and your students.

### **UCD Access**

Faculty use UCD Access to view class rosters and schedules, advise students, and assign grades to students. This information is available by logging into the portal with your campus credentials using the same user ID and password that you use to access your University webmail. Please keep in mind that the University of Colorado System and UC Denver ITS security policies require you to protect your credentials and keep them in your possession only; no employee should use any other faculty or staff member's logon credentials.

Use the link below to log on, and click on the Faculty Tab in the upper left hand corner of the page, then on Faculty Center in the yellow box. Click on 'My Schedule' and your grade roster(s) will appear on the left side of the page next to your class roster(s).

Link to UCD Access: https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html

If you need assistance with your logon credentials, please contact Jenna Stanford at Jenna.Stanford@ucdenver.edu

### **Faculty Development Center**

The University of Colorado Denver takes pride in the quality of its faculty and is committed to providing excellent learning opportunities for its students. The Center for Faculty Development (CFD) is the Denver Campus-wide professional development center providing tenured, tenure-track and non-tenure track faculty with the support they need to excel as teachers, scholars, mentors, and leaders. The CFD offers programs and resources to meet the diverse needs of faculty members throughout all stages of their careers, including individual consultation and mentoring, in-person and virtual workshops, grant opportunities, dossier review, academic leadership support, and professional development resources (website, books, journals, and videos). With a focus on enhancing teaching and student learning on the Denver Campus, the CFD has professional teaching consultants available to discuss any aspect of teaching, such as designing courses, enhancing classroom techniques, developing course materials, and documenting teaching effectiveness. For additional resources, visit the Center for Faculty Development website at: http://www.ucdenver.edu/faculty\_staff/faculty/center-for-faculty-development/Pages /default.aspx.

### **New Faculty Orientation**

The New Faculty Orientation (a three-course orientation program) is an online training required for all new UCD faculty (please see Appendix B).

Please contact the Center for Faculty Development at 303-556-6075 or visit their website at the following link if you have any questions: http://www.ucdenver.edu/faculty\_staff/faculty/center-for-faculty-development/Pages/default.aspx

You can access the courses by signing into the UCD Portal, clicking on CU Resources and then select the NavBar at the top right of the page, CU Resources>Training>Start SkillSoft and then enter the names of the courses in the search bar.

### **Parking**

Overview of parking and transportation options on the Denver Campus are available at <u>AHEC Maps</u> <a href="https://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/maps-directions/">https://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/maps-directions/</a>.

### Supplies

Each floor has basic office supplies available.

6th Floor: In the mailroom (605) – the three cabinets underneath the mailboxes; also in the 6th floor meeting/work space across from the windows of classroom 648 (the three cabinets underneath the printer station)

7th Floor: The cabinets in the work/color copier area near faculty mailboxes (across from 717) 11th Floor: Storage closet 1144 (next to JáNet's office)

If you cannot find what you are looking for, submit a ticket request to SEHDHelp@ucdenver.edu.

### **Library Access**

To use the library, present a valid photo ID and provide the librarian with your employee ID to check out books and materials. The library can also be accessed online: https://skyline.ucdenver.edu/patroninfo.

### PREPARATION GUIDANCE

Many program areas have copies of course syllabi that can assist new professors in course preparations. Contact the program representative if you need guidance in selecting course topics, texts, and reading materials. The campus

syllabus policy statement is available on the Center for Faculty Development website here. The SEHD syllabus template is available in Appendix E. <a href="http://sehd.ucdenver.edu/impact/files/CUSEHD-Syllabus-Template-1">http://sehd.ucdenver.edu/impact/files/CUSEHD-Syllabus-Template-1</a>.

### **Text Books**

Book orders are placed directly through the bookstore via their online adoption tool. To begin the process, you'll need to register with the bookstore using a valid e-mail address. We recommend that you use your UCD email. Automatic order confirmations will be sent to the address used.

To request a personalized link to our online ordering site Adam King 303-556-3706 Adam.King@ahec.edu

Faculty should contact the publisher directly for exam or desk copies. Follow this link for a local publisher rep list: <a href="https://secure3.sequoiars.com/ePOS?this">https://secure3.sequoiars.com/ePOS?this</a> category=104&store=483&form=shared3%2fgm%2fmain%2ehtml&design=461

### **Course Cancellation**

While we have offered you the opportunity in good faith to teach a course, there are occasions when a course is cancelled. We make every effort to notify lecturers as soon as possible, however, a cancellation may happen shortly before the term begins. Cancellations may be necessary due to low enrollment or if we have to reassign your course to a full-time faculty member. Teaching assignments may fluctuate and are contingent upon the schedule of courses offered each term, the required number of student enrollments in course(s), and the Dean's decision regarding effective use of School resources. Thus, we cannot guarantee that you will teach a course or that you will teach in a given term. We will notify you as soon as possible if your course will be cancelled or taught by a full-time faculty member. We appreciate your understanding.

### **Required Class Size**

The minimum class size requirement for courses is generally 15 students. The Dean's Team will monitor each semester's enrollments, starting six weeks prior to the semester start date. Two weeks before classes start, you will be notified if your course is on low-enrollment watch. Cancellation decisions are made by the Dean's Office no less than one week before classes start. You *may* be offered the opportunity to teach at a pro-rated amount, rather than cancelling the course. Once you accept a pro-rated pay amount, it may be increased based on census date enrollment numbers, but will not be decreased, even if enrollment drops below the enrollment number used to calculate the pro-rate.

### **Two-Course Limit**

Lecturers are limited to teaching two courses per semester, including any continuing and professional education courses. While we monitor how many courses our lecturers teach, on occasion an individual may exceed their course limit for a term. If you've been asked to teach more than two courses in a semester, please notify us at <a href="mailto:semblack">SEHDHR@UCDENVER.EDU</a> immediately.

### **Enrollment and Scheduling Policies**

### Face-to-Face and Hybrid Classes:

- 1. Set caps at 35, start a waitlist
- 2. At 40, consider split into two sections of 20—sections must be same time and format
- 3. 32 enrolled becomes eligible for TA
- 4. No blanket minimum enrollment but courses with enrollments of 8-14 require approval to run
- 5. Lecturer Pay: 15-35 students = \$4350 | < 15 = Pro-rate = # of students/15 x \$4350

### Online Classes:

- 1. Set caps at 30, start a waitlist
- 2. At 35, consider split into two sections. New section must be on-line.
- 3. 25 enrolled becomes eligible for TA
- 4. No blanket minimum enrollment but courses with enrollments of 8-14 require approval to run
- 5. Lecturer Pay: 15-35 students = \$4350 | < 15 = Pro-rate = # of students/15 x \$4350

### Doctoral-Level Classes (7000s):

- 1. Set caps at 30, start a waitlist
- 2. At 35 split into two sections, new section must be same time and format
- 3. 25 enrolled becomes eligible for TA
- 4. No blanket minimum enrollment but courses with enrollments of 8-14 require approval to run
- 5. Lecturer Pay: 15-35 students = \$4350 | < 15 = Pro-rate = # of students/15 x \$4350

Type O (Practicum & Internship Courses):

Under 30 SCH, course will be pro-rated based off 30 SCH.

If you do not yet have access to ISIS, you may check your course enrollment numbers <a href="https://isis-cs.prod.cu.edu/psc/csprod/EMPLOYEE/HRMS/c">https://isis-cs.prod.cu.edu/psc/csprod/EMPLOYEE/HRMS/c</a>

/SCC\_ADMIN\_OVRD\_STDNT.CLASS\_SEARCH.GBL&fedauth>. If you are concerned about the status of your class, you may contact our SEHD Course Coordinator, Shakira Anderson (SHAKIRA.ANDERSON@UCDENVER.EDU <mailto:SHAKIRA.ANDERSON@UCDENVER.EDU>or 303-315-6369).

### LiveText

LiveText is an assessment management tool that is used to assist faculty and staff in the process of assessment, program improvement, state authorization, and accreditation (including HLC, CACREP, etc.). If your course has a program-level assessment you will be required to use it.

Contact Tony Romero at TONY.ROMERO@UCDENVER.EDU if you need help registering.

### **Canvas**

Many courses are online or partially online (hybrid). Your Program Representative will discuss how the course is delivered when you are hired to teach. To learn more about Canvas, please visit http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Pages/Faculty-Support.aspx.

To facilitate your development efforts if you will be teaching online or a hybrid course, you can visit the Canvas Tutorials website at https://guides.instructure.com/m/4152.

If you have any questions or need assistance with your Canvas course please contact Brad Hinson, BRAD.HINSON@UCDENVER.EDU

### While You Teach

### **Faculty Course Questionnaires**

FCQs are completed online. For strategies to ensure robust response rates click below see

FCQs are required for all courses. Please remind your students to complete the FCQ.

Link to FCQ information: http://www.colorado.edu/fcq/

# **Employee Computing & Printing**

There are SEHD copy machines on the 6th, 7th, and 11th floors for small copying jobs. Your program's copy code will be needed to make copies. To prevent undue wear and tear on the machines, the following rules have been established:

For SEHD copiers, no single copy job should total more than 100 pages. You can email copy and scanning requests to <a href="mailto:academicservices@ucdenver.edu">academicservices@ucdenver.edu</a>. The SEHD is committed to respecting the rights of copyright holders and complying with copyright law. We follow these <a href="mailto:photocopy guidelines">photocopy guidelines</a> when considering your scanning and/or copy request. Large Copy Jobs

A large copy job is considered more than 250 copies. For large copy jobs, send them to the printing services at Anschutz. You will need to contact them by phone at: 303-724-6414. <a href="PrintingServices Website">PrintingServices Website</a> <a href="http://www.ucdenver.edu/about/departments/printing/Pages/PrintingServices.aspx">PrintingServices.aspx</a>

They will discuss the project – how many, color, and other specifics. They will need the document to be PDF to their location and will request a speed type. The speed type is generally your department speed type or your PD speed type. The service is very fast and they deliver.

### **Scanning Documents**

All SEHD copiers are equipped with scanning functions.

# Information & Academic Technology

The Technology Team is your liaison with the University Office of Information Technology (OIT), the CU Office of Digital Education (ODE), CU Online, CU Denver Facilities, and any external vendors or partners connecting with SEHD systems.

This team serves as your primary point of contact for the acquisition, installation, or repair of ANY/ALL technology and equipment housed within the SEHD. This includes computers, software, and equipment for employees, students, grants, and school operations.

### **Getting Help; Consulting**

- Help: Send all technology requests to <u>SEHDHELP@UCDENVER.EDU</u> or call 303-315-6350.
- Automation & Efficiencies: Guidance with streamlining and automation of processes and operations. We connect
  the dots between available ways and means; technologies, people, data, procedures, integrations, OIT, Facilities,
  Canvas, etc.
- Data Security: Guidance with information security protocols, best-practices, and adherence across all technology purchases and implementations. The SEHD Technology Team will assist with security assessment, university approvals, and FERPA/HIPPA compliance.
- Digital Teaching & Learning: Guidance on curriculum and course design for hybrid or online programs. Assistance, training and partnership on instructional design, effective practices, and experimentation with critical digital pedagogy. Liaison to activities and resources within the Office of Digital Education (ODE), CU Online, Faculty Professional Development, and ThingStudio.

- Employee Computing: Full time employees are provided a baseline computer and software setup at the point of hire with options for Mac or Windows; desktop or laptop with an SEHD investment at the going-market-rate. The university maintains formal agreements with hardware/software vendors as well as specific hardware/software configurations that guide technology purchasing and selection.
- Employee Printing: Network copiers/printers are provided in common areas throughout the SEHD. A program-code is required to make copies charges will be billed to your program. Repair and supplies are provided for network copier/printers; this is a shared resource, please consume responsibly. If you do not know your program code, please contact Daisy.Salazar@ucdenver.edu
- Smartrooms: All classrooms and conference rooms have standard presentation components, including a data
  projector, computer, and laptop input (minimum). Additional equipment is available in some rooms or available for
  check-out. Use your University username/pass to login to all CU computers.
  - o Classrooms (LSC 600, LSC 648, LSC 700, LSC 745, LSC 1150)
  - o Conference Rooms (LSC 620, LSC 1148) Counseling Lab (CPCE Tivoli)
  - Learning Commons Lab (7th Floor) Learning Studio (LSC 1100) Mobile Lab (laptop cart)
- Student Computing & Printing: Hardware, software and printing are available to all students in the 7th Floor Learning Commons.
- Technology Purchasing & Selection: All technology derived via employment at the university, is property of the
  university. This includes items purchased with professional development (PD) funds, grant funds or contracts with
  external funding sources.
  - All technology purchases must be approved and made via the SEHD Technology Team.
  - All technology purchases are considered university property and will be inventoried, tagged, updated, tracked and returned to the university upon request.
  - No more than 3 computing devices (desktops/laptops/tablets) may be attributed to one individual in the tech inventory.
  - Technology for the home office is not supported or funded. Mobile technology may be supported and funded. No to home printers, scanners, monitors, etc. Yes to tablets, laptops, cameras, etc.
  - Use of any university technology is mandated to follow appropriate-use as defined by law and <u>university</u> policy.
- Web Development: Consult with us to build/find/integrate all of your web needs. We provide oversight for all SEHD
  web properties and platforms, including SEHD Home, SEHD IMPACT, and a variety of supplemental sites and
  platforms.

### **Technology Tools & Resources**

- Canvas: CU's online and blended learning platform; strictly for CU Denver courses, faculty and students. Courses
  and accounts are automatically created in Canvas for all courses, faculty, and students formally listed in the
  University class schedule (CU-SIS). <a href="https://ucdenver.instructure.com">http://ucdenver.instructure.com</a>
- Equipment Checkout: Laptops (Win, Mac, Chromebook), data projectors, tablets, web cams, and audio/video equipment are available for employee check-out.
- Google Suite: Google Drive, Docs, Sheets, Slides, etc. https://gsuite.google.com/
- GoReact: Online video coaching allows commenting and discussion embedded within video; ideal for video based discussions or video based feedback. Available in or out of Canvas. https://get.goreact.com/
- Hypothes.is: Web and PDF annotation for class and team discussions. https://web.hypothes.is/
- MS Office 365: Available for all staff, faculty and students at no charge on up to 5 devices; Email/Calendar, Word, Excel, PowerPoint. http://bit.ly/cu-msoffice

- Network Storage (on-campus): Secure file storage with backups is available on-campus or with VPN; only available
  to CU employees via the P:\ or Q:\ or T:\ drives. Storage space is a shared and limited resource, please use with
  professional discretion. See ShareFile for cloud based file storage.
  - o P drive Your personal file storage (10GB limit)
  - Q drive SEHD shared file storage
  - T drive Grants & projects shared file storage
- Network Storage (ShareFile): Cloud-based, secure file storage with backups; available off-campus and accessible
  to non-CU invitees. Storage space is a shared and limited resource, please use with professional discretion.
  http://sehd.sharefile.com
- Qualtrics: Cloud-based surveys. http://bit.ly/cu-qualtrics
- Remote Access (VPN): A Virtual Private Network (VPN) is a network connection allows you to securely access resources such as email, network storage, etc., from off-campus. http://bit.ly/cu-vpn
- Slack: Online team collaboration; email alternative. https://slack.com/
- Voicemail: Unified messaging will send voicemail messages to your email account. On campus, call 5-6245. Off campus, call 303-315-6245. When you hear the greeting, hit the \* key. Enter your CU ID and password. <a href="http://bit.ly/cu-voicemail">http://bit.ly/cu-voicemail</a>
- Zoom: Desktop video conferencing for all CU employees and students. All users have Zoom Pro accounts that allow unlimited video conferencing and screen sharing. <a href="http://ucdenver.zoom.us">http://ucdenver.zoom.us</a>

### **Contacts**

- Brad Hinson <u>BRAD.HINSON@UCDENVER.EDU</u>
   Assistant Dean of Information & Academic Technology
- Theo Zion <u>THEO.ZION@UCDENVER.EDU</u> Information Technology Specialist
- Eric Blommel <u>ERIC.BLOMMEL@UCDENVER.EDU</u>
   Technical Services Coordinator
- Matt Mitchell <u>MATT.MITCHELL@UCDENVER.EDU</u>
   Web Developer
- Rosanna Miiller-Salas <u>ROSANNA.MILLERSALAS@UCDENVEREDU</u> Instructional Designer (PT)

# **Assessment and Program Improvement**

The SEHD Office of Assessment and Program Improvement is responsible for supporting and facilitating high quality assessment practice and program improvement efforts within the SEHD. The Assessment Office also serves as a liaison between the SEHD and other University offices and between the SEHD, CDE, and CDHE. The Office is also responsible for supporting activities related to the accreditation and reauthorization of SEHD programs. For assistance related to the responsibilities of this office visit the web site at: <a href="www.sehd.ucdenver.edu/Assessment">www.sehd.ucdenver.edu/Assessment</a>; or contact the Executive Director of Assessment and Program Improvement, Julie Oxenford-O'Brian, <a href="julie.obrian@ucdenver.edu">julie.obrian@ucdenver.edu</a> 303-315-6352, LSC 723 or the Senior Data Analyst and Assessment System Manager, Tony Romero, <a href="mailto:tony.romero@ucdenver.edu">tony.romero@ucdenver.edu</a>, 303-315-6246, LSC 724.

### **ASSESSMENT**

All SEHD programs have identified key assessments (sometimes called performance-based assessments, PBAs) and scoring rubrics that provide evidence of valued student learning objectives as part of course offerings and clinical experiences. Program faculty members are responsible for using their programs' key assessments and ensuring that adjunct faculty members do as well. Key program assessments are managed through the SEHD Assessment management

system, LiveText by Waternark. Faculty can link the assessment tasks and scoring rubrics for their key assessments to their Canvas course shells so that student results are automatically entered into the SEHD Assessment management system. The Office of Assessment and Program Improvement provides training, support videos and job aides to assist faculty with the development, scoring and administration of key program assessments as needed and upon request. The Assessment Office also administers LiveText by Watermark accounts for faculty and students.

Assessment Office staff members participate in the campus Assessment Committee; staff serve as the SEHD liaison to the University Assessment Office, providing a communication mechanism for faculty and staff to this group.

### DATA COLLECTION

The Assessment Office manages SEHD accounts for the Qualtrics on-line survey tool that is available to faculty, staff and students. Please email <a href="mailto:sehdhelp@ucdenver.edu">sehdhelp@ucdenver.edu</a> if you require access.

# The School of Education & Human Development

# **Academic Programs**

The School of Education & Human Development offers 10 Master's degrees in multiple areas of emphasis, one Educational Specialist degrees, a PysD, a PhD and an EdD. The School has approximately 2000 degree-seeking students, admits over 400 students each semester, and graduates approximately 500 students annually.

# SEHD Programs, Degrees, Licenses, and Endorsements

Areas of study include programs for new teachers, experienced teachers, school administrators, counselors, school psychologists, technology, and research. The SEHD offers BA, Master's, Educational Specialist, and Doctoral degrees as well several licenses, endorsements and certificates, and professional development opportunities. The SEHD also offers, in collaboration with the College of Liberal Arts and Sciences (CLAS), several secondary and elementary teaching licenses offered in conjunction with CLAS BAs.

We are committed to developing forward-thinking educators and counselors who have a deep sense of critical inquiry, a great desire to live their lives purposefully, a passion for giving back to the community, and the cultural competence needed to serve urban, diverse populations.

The Personalized Professional Master's Degree (PPMA) provides an innovative approach tailored to the needs of modern educators and human development professionals. It gives students the opportunity to develop knowledge and skills in a chosen field while also providing the chance to personalize their education with a customized curriculum of interdisciplinary courses.

See the following page for a list of SEHD Programs, Degrees, Licenses and Special Endorsements.

### **Undergraduate Programs**

- Education and Human Development (EDHD) BA with Licensure
  - Early Childhood Education
  - Early Childhood Education (Non-Licensure)
  - Early Childhood Education (Trinidad State Junior College)
  - Elementary Education K-6
  - Elementary Education K-6 (Otero Junior College)

- Elementary Education K-6 (Trinidad State Junior College)
- Human Development and Family Relations (HDFR) BS
- Minors: Culturally and Linguistically Diverse Education (CLDE), Digital Media and Learning (INLT), Human Development and Family Relations (HDFR) and Educational Studies (EDST)

### MA Programs and Associated Licenses, Endorsements and Certificates

- Curriculum and Instruction (C&I) MA
- Counseling (COUN)
  - MA, School Counselor License
- Culturally and Linguistically Diverse Education (CLDE)
  - o MA, Culturally and Linguistically Diverse Education (K-12) Endorsement
  - Certificate: Teaching for Cultural and Linguistic Diversity
- Early Childhood Education (ECE)
  - MA, Early Childhood Special Education License, Early Childhood Special Education Specialist License and Endorsement
  - Certificate: Early Childhood Leadership (BUELL)
- Leadership for Educational Organizations (LEO)
  - o MA, EdS, Administrator License, Principal License
- Learning Design and Technology (LDT)
  - o MA, Instructional Technology Special (K-12) Endorsement, Teacher Librarian (K-12) Endorsement
- Learning, Developmental and Family Sciences (LDFS) MA
- Teaching (TCHR)
  - MA, English 7-12, Elementary K-6, French 7-12, Spanish 7-12, Math 7-12, Special Education Generalist (5-21), General Science 7-12, Social Studies 7-12 Licenses
- Research and Evaluation Methods (RAEM) MA
- Responsive Literacy Education (RLE)
  - MA, Reading Teacher K-12 Endorsement
  - Certificates: Early Literacy and Literacy and Language Development for Diverse Learners
- Special Education (SPED)
  - o MA, Special Education Generalist (5-21) Endorsement
- STEM Education (STEM) MA
  - Certificate: Teaching Math Content Knowledge

### **Doctoral Programs**

- Leadership for Educational Equity (EdD)
- School Psychology (PsyD)
  - Certificate: Applied Behavioral Analysis
- Education and Human Development (PhD)

More information on tracks and concentrations can be found <a href="http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Academics/Pages/Academic-Programs.aspx">http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Academics/Pages/Academic-Programs.aspx</a>

### **Academic Services**

Academic Services provides support for all SEHD students. The office serves as the approval for add/drops, admission to candidacy, degree conferral, CDE licensure and other processes. You can learn more at <a href="http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/StudentServicesCenter.aspx">http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/StudentServicesCenter.aspx</a> or by calling 303-315-6300.

### **Admissions**

Deadlines for admissions are by program area. Please refer to the SEHD website Program Admissions page using the following link for deadline dates.

http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Apply/Pages/ApplyNow.aspx

Application instructions and access to the online application are available on the <u>SEHD website</u> <a href="mailto:kmw.ucdenver.edu/academics/colleges/SchoolOfEducation/Pages/home.aspx">kmw.ucdenver.edu/academics/colleges/SchoolOfEducation/Pages/home.aspx</a> or by contacting Academic Services at <a href="mailto:kmw.ucdenver.edu/academics/colleges/SchoolOfEducation/Pages/home.aspx">kmw.ucdenver.edu/academics/colleges/SchoolOfEducation/Pages/home.aspx</a> or 303-315-6300.

Applications are forwarded to program faculty for review. Interview and official admission notifications are processed by Academic Services.

### Comprehensive Examination/Graduation

Instructions for registering for a comprehensive exam/culminating experience are found at: http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/COMPSandGraduation.aspx

Students apply for graduation via their student portal. Deadlines are found at <a href="http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx">http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx</a>

### Student Records

Student records are electronic. If you need information about a student, please contact the staff academic advisor for the program.

### **Course Packets**

Tivoli Station offers course packet options and course material customization through our custom publishing partner, XanEdu. To create a new course packet, revise an existing one, or for more information, please contact the Tivoli Station Book Office at 303-556-3703 or bookoffice@ahec.edu.

- XanEdu Publishing
- Academic Pub Course Pack Builder (in partnership with XanEdu)

### **Classroom Assignments**

Classroom assignments are coordinated by the *SEHD Course Coordinator*, <u>Shakira Anderson</u>, in conjunction with the main campus rooming coordinator. Contact Shakira for questions about room equipment, capacity, availability, or to request a room change. Efforts will be made to honor all rooming requests; however, due to a campus-wide shortage of space, this is not always possible.

### **Classroom Overbookings**

Infrequently, faculty and students encounter the problem of classroom overbooking. During normal working hours, call Academic Services at 303-315-6369 or AHEC at 303-556-2116. Please report all rooming conflict issues to the SEHD Course Coordinator as soon as possible.

### **Class Rosters**

To minimize problems with student registration and end of semester grades, faculty are required to check the official class roster at the beginning and complete final grading through the UCD Access portal. Faculty should not rely on student attendance and participation (class list generated by passing around a sheet of paper) as an indication of official registration. For instructions on viewing class rosters, please see instructions in UCD Access portal. To minimize problems with student registration and end of semester grades, faculty are required to check the official class roster at the beginning and complete final grading through the UCD Access portal. Faculty should not rely on student attendance and participation (class list generated by passing around a sheet of paper) as an indication of official registration. For instructions on viewing class rosters, please see instructions in UCD Access portal.

### **Copies**

There are SEHD copy machines on the 6th, 7th, and 11th floors for small copying jobs. Your program's copy code will be needed to make copies. To prevent undue wear and tear on the machines, the following rules have been established:

For SEHD copiers, no single copy job should total more than 100 pages.

### **Large Copy Jobs**

A large copy job is considered more than 250 copies. For large copy jobs, send them to the printing services at Anschutz. You will need to contact them by phone at: 303-724-6414. The link to their website is: http://www.ucdenver.edu/about/departments/printing/Pages/PrintingServices.aspx

They will discuss the project – how many, color, and other specifics. They will need the document to be PDF to their location and will request a speed type. The speed type is generally your department speed type or your PD speed type. The service is very fast and they deliver.

### **Scanning Documents**

All SEHD copiers are equipped with scanning functions.

# **Guest Speakers/Visiting Lectures**

The School of Education & Human Development does NOT offer guest speaker fees. Any compensation offered for class speakers is the responsibility of the professor. It is possible to obtain a free parking permit for guest speakers. Academic Services can assist you in ordering a parking pass at least 7 days in advance, given your speaker's name and date of attendance.

Contact the Tech Team if you would like to coordinate a remote guest speaker with online video conferencing at SEHDHELP@UCDENVER.EDU

### Calendar

Academic Calendars are found at:

http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx.

### **FERPA**

The Federal Educational Rights and Privacy Act dictates that student information be treated as privileged information, it cannot be released to others without permission. As part of the hiring process you will be required to review FERPA guidelines, but here are three rules that are often overlooked.

### Do Not:

### **Lecturers should NOT:**

- -Use their personal email accounts to communicate with students. Please use your @UCDENVER.EDU email account.
- -Publicly display student scores or grades with any personal identifiers such as student IDs, Social Security numbers, or computer user identifiers.
- -Leave graded or scored papers out for public perusal, if a student identifier is on them.
- -Share student information (includes student information recorded in any medium: handwriting, print, tapes, film, or electronic media) with colleagues, the student's parents, or academic officers without student written permission. If a faculty member or academic officer has a legitimate educational interest ("legitimate educational interest" is an educationally related purpose which has a directly identifiable educational relationship to the student and underlies the request) in that info, however, you can share that portion they need to use.

# **Diversity and Inclusion in SEHD**

The majority of faculty members in the School of Education & Human Development (SEHD) have K-12 teaching or counseling experience, often in settings with members from diverse racial, language, gender, and socioeconomic backgrounds. Those experiences have drawn them to this urban university and have shaped our organizational and moral commitment to respecting diversity and pursuing equity. SEHD faculty believes that lives are forever changed with access to excellent education and quality mental health services. As a public university, we are committed to increasing educational opportunities among underserved populations.

The Denver metro area population, indeed the population in the state and nation, is rapidly becoming more racially, culturally and ethnically diverse. It is our responsibility and commitment to prepare educators and counselors who represent diverse groups. It is also our responsibility to prepare all educators and counselors to provide culturally responsive educational and mental health services for the increasing diversity of our society.

Finally, diversity of action, research and viewpoints (ways of knowing and expressing knowledge) is fundamental in universities. This type of diversity keeps our democracy alive. Diversity gives rise to new knowledge and new ways of thinking, a key function of a university. Thus, we believe that diversity is fundamental to the university and to our School.

In partnership with SEHD faculty and the SEHD Diversity Committee, we strive to promote a climate of equity and enhance diversity and inclusiveness initiatives internally. SEHD also seeks assistance and support from the university's Office of Diversity and Inclusion, (for more information see the Office of Diversity and Inclusion).

### Office of Recruitment and Outreach

The mission of the Office of Recruitment & Outreach (ORO) is to nurture positive relationships with prospective students, schools, organizations and the local and rural communities to attract diverse, highly-qualified applicants that best fit the pedagogy and mission of programs available within the School of Education & Human Development. We use the following activities to accomplish our goal:

### **Recruitment Programs**

ORO offers a variety of small and large events where staff, faculty, students and alumni can engage with prospective students. Events include all-school open houses, program information sessions, prospective student walk-in hours, online webinars, undergraduate/graduate fairs, and conferences. Specific dates are shared at the beginning of each school year at the fall staff/faculty retreat and will be posted on the SEHD Impact thereafter.

### **Outreach Programs**

SEHD hosts and participate in outreach events to stimulate general interest in higher education and encourage high school and community college students to consider education and human development careers. ORO also sponsors many campus visits programing for SEHD partner schools and pipeline programs (i.e. Pathways2Teaching, Pre-collegiate, etc.). Specific dates are shared at the beginning of each school year at the fall staff/faculty retreat and will be posted on the SEHD Impact thereafter.

### **Customer Service & Communication**

Our team provides reactive and proactive communication to individuals from inquiry to application. Staff and student recruitment ambassadors provide individualized responses to prospective students in a timely manner. In many instances, ORO partners with faculty and current students to support these efforts (i.e. program specific outreach events). Faculty members should forward any prospective student contacts to Education@UCDenver.edu or 303-315-6300 and ORO team members would be happy to follow up and support each individual.

If you have any questions, suggestions or feedback, feel free to email the *Manager of Recruitment and Outreach*, Marlinda Hines at Marlinda. Hines@UCDenver.edu.

# **Teaching**

The School of Education & Human Development expects all faculty members to demonstrate excellence in teaching and exemplify the best pedagogical practices.

Faculty members have responsibilities that extend beyond the 16-week semester. The calendar <u>below</u> is a summary of faculty responsibilities for instruction based on a generic semester/term calendar.

TIM E FRAME	FACULTY RESPONSIBILITIES	

3 to 8 weeks before a semester begins	Work with program leader to verify course(s) meeting patterns, enrollment limits, and special classroom requirements (location, technology, blackboards, etc.); order texts and course packets.
	Canvas faculty, ensure you have attended appropriate Canvas training. <a href="http://www.ucdenver.edu">http://www.ucdenver.edu</a> /academics/CUOnline/FacultySupport/training/Pages/default.aspx>
1 to 4 weeks before the semester begins	Work with program leader to maximize enrollments and minimize wait lists.  Canvas faculty, ensure your course content is up-to-date.
1 week before the semester begins	Monitor enrollment, download class roster, and finalize syllabus. Canvas faculty, ensure your course is published so students can see it.
Week 1	Hand out syllabus, review course policies, check attendance against class roster, review wait list procedures (exists for one week and faculty lack authority to override wait list priority)
Week 1	Download prioritized wait list at end of first week
Week 2	Download class roster again, identify students dropped from wait list, verify that all attending students are officially registered, and notify non-registered students of their status, use Schedule Adjustment Form to add
Week 3	Download <i>official</i> class roster after 'census date' (12 <sup>th</sup> day of fall/spring or 8 <sup>th</sup> day of summer), verify attending students are officially registered, and use Schedule Adjustment Form to add students when course policies allow
Week 3 to 15	Meet course schedule, follow course policies, maintain office hours, return graded assignments in timely fashion, regularly communicate performance (including attendance and participation) and class standing to students
Week 7 to 9	Complete and return mid-semester grade report for new students
Week 9	Communicate performance to students before 10 <sup>th</sup> week drop deadline
Week 10	Review FCQ request for additional course or department questions
Week 12	Reiterate end of semester policies and format/time of final examination (optional)
Week 15	Administer FCQ course and instructor evaluation (required)
Week 16	Administer final examination (optional) or meet class during scheduled final
Week 17	Complete grading, determine student performance, sign and return grade sheets to division office by deadline.
Weeks 20 to 23	If necessary for your course, complete any program-level assessment data collection at Review FCQ evaluations

### **Time Commitment to Instruction**

Faculty in the School of Education & Human Development are expected to allocate an appropriate amount of time in order to create the best possible learning environment for students. Time commitments extend beyond the scheduled classroom period to include office hours, appointments, class preparation, grading, one-on-one mentoring and tutoring, and clinical and field supervision. Faculty are also expected to follow all School and University policies in the classroom.

# **Advising**

Students are assigned faculty advisors upon admission to the program. The student's letter of admission identifies both the faculty and staff advisor. Students are instructed to contact their Academic Services staff advisor for information related to program plans of study, registration and degree information and to contact their faculty advisor for questions related to course curriculum and content. Please see Appendix D for Graduate Program Procedures. Students are assigned faculty advisors upon admission to the program. The student's letter of admission identifies both the faculty and staff advisor. Students are instructed to contact their Academic Services staff advisor for information related to program plans of study, registration and degree information and to contact their faculty advisor for questions related to course curriculum and content. Please see Appendix D for Graduate Program Procedures.

Staff advisors are available between 8am to 5:00pm Monday-Friday, faculty advisors by appointment only.

# **Program Level Assessments**

Anyone teaching a Counseling course that has a key, program-level assessment is responsible for entering student performance data for the associated rubrics in LiveText.com or using in a "LiveText by Watermark" rubric that has been embedded in the Canvas assignment. If you are unsure if your course has a program-level assessment please contact your program.

Your assessment and the associated rubric should already be available for your course in LiveText.com. LiveText is an assessment management tool that is used to assist faculty and staff in the process of assessment. Please login into LiveText.com to review the assessment and rubric after the first few weeks of classes and contact Tony Romero at <a href="mailto:TONY.ROMERO@UCDENVER.EDU">TONY.ROMERO@UCDENVER.EDU</a> if you have any questions.

# Course Scheduling

Classes should promptly begin and end according to the meeting pattern established in the Schedule of Courses. University holidays are observed as stated in the Academic Calendar. Final examinations (optional) are to be administered according to the AHEC schedule posted in the Schedule of Courses. Faculty who must miss scheduled classes because of professional obligations (meetings, presentations, etc.) should note dates on syllabus and make arrangements in advance to cover the missed instruction. Faculty who must miss class due to illness or unplanned circumstances must notify Academic Services prior to class and, if at all possible, make arrangements to cover the scheduled class(es). In the event that arrangements cannot be made to cover a class, students are notified by e-mail and posted signs of class cancellation. Academic Services can assist you with these tasks.

### **Course Contact Hours**

50 minutes = I hour.

A "contact hour" is measured by the amount of instructional time (direct contact) you spend with students during a

semester. Contact time may be spent (for example) lecturing, supervising group activities, administering tests, or managing online discussions. A "contact hour" is measured by the amount of instructional time (direct contact) you spend with students during a semester. Contact time may be spent (for example) lecturing, supervising group activities, administering tests, or managing online discussions.

You must spend a minimum of one contact hour (50 minutes) a week in instruction for every semester credit hour you teach, or 15 contact hours (750 minutes) per course credit hour. For example, you must spend 3 contact hours (150 minutes) per week for a three hour course, or 45 hours (15 weeks x 3 contact hours) per semester. You must spend a minimum of one contact hour (50 minutes) a week in instruction for every semester credit hour you teach, or 15 contact hours (750 minutes) per course credit hour. For example, you must spend 3 contact hours (150 minutes) per week for a three hour course, or 45 hours (15 weeks x 3 contact hours) per semester.

### Office Hours

There is no system-wide office hour policy for lecturers, only for full-time instructors. That said, student learning is improved via regular contact with their instructor. You are encouraged to regularly meet with your students, face-to-face or online as appropriate.

If you need an "office" to hold your office hours, you can use the Auraria Library's Faculty Reading and Research Room for student conferences, as well as for reading, computer services, and photocopying. It's on the 1st Floor of the library. You can also reserve a private study room by calling Library Reservations at 303-556-2805.

The SEHD also has space for use by lecturers. Send an email to <a href="mailto:SEHDHELP@UCDENVER.EDU">SEHDHELP@UCDENVER.EDU</a> to book a room. Please include your name, the day, time, expected duration, expected number of attendees, and the name of the meeting in your request. If you require specific technology, please include that as well.

### Class Location

The location of your course is available in the Faculty Center in UCD Access. On-campus courses are courses offered through the regular SEHD registration process, and meet in classrooms on the Auraria campus. Off-campus courses are Continuing and Professional Education (CPE) courses that are held off campus in places typically arranged by those who set up the courses. If you wish to hold a class in a different location or take a field trip, you MUST notify

Academic Services. For a list of building abbreviations, please visit: <a href="http://www.ucdenver.edu/academics/colleges/CLAS/current-students/NonDegreePrograms/resources/Pages/building-abbreviations.aspx">http://www.ucdenver.edu/academics/colleges/CLAS/current-students/NonDegreePrograms/resources/Pages/building-abbreviations.aspx</a>

# **Syllabus**

### PREPARATION GUIDANCE

Many program areas have copies of course syllabi that can assist new professors in course preparations. Contact the program representative if you need guidance in selecting course topics, texts, and reading materials. The campus syllabus policy statement is available on the Center for Faculty Development website here. The SEHD syllabus template is available here <a href="https://sehd.ucdenver.edu/impact/resources/syllabus-policy-and-templates/">https://sehd.ucdenver.edu/impact/resources/syllabus-policy-and-templates/</a>

### REVIEWING THE SYLLABUS WITH STUDENTS

The SEHD requires instructors to provide detailed course information on or prior to the first day of class through a course syllabus. Syllabi with detailed policies, procedures, and expectations provided at the beginning of the semester reduce ad hoc faculty decisions and promote good student-faculty communication.

Faculty are encouraged to use a portion of the first class meeting to ensure students are familiar with the course objectives, content, grading and classroom policies. For online courses, it is recommended that instructors provide online content that ensure students are familiar with the syllabus.

### REQUIRED FACULTY AND COURSE INFORMATION

A course syllabus in the School of Education & Human Development should contain the following information:

- 1. Course Overview and Course Information
  - 1. Campus location (Denver, Anschutz Medical Campus or other location) and Academic School/College
  - Course title (official ISIS title), number, prefix, and section designation. Indicate if the course is part of the undergraduate core. See here
    - <a href="http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx">http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx</a> for a listing of all core courses.
  - 3. Semester/term and year
  - 4. Class meeting day(s) and time(s)
  - 5. Catalog description and any additional information including requisites.
- 2. Basic Instructor Information
  - 1. Instructor's name (including co-instructors and/or teaching assistants)
  - 2. Instructor's office location (building and room #)
  - 3. Instructor's contact information (phone number(s) and email address(es))
  - 4. Instructor's office hours and statement of availability (for face-to-face, hybrid and online courses)
- 3. Course Goals/Outcomes
  - 1. Overall learning objectives
  - 2. Major topics
  - 3. Rationale (instructor's statement relating course content to student's academic or professional growth, etc.)
  - 4. Evaluation
    - Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.), including points, deliverables, and due dates
    - 2. Instructor's grading policy -- The course grading policies must be detailed so that students can derive their grade at any point during or after the semester. The following information about grading policies should be included in your syllabus:
    - 3. Points (preferred) or assigned percentage for graded assignments
    - 4. Attendance and participation The impact of attendance on evaluation and grades must be consistent with CU Denver policy and SEHD policies set by the Student Academic Appeals Committee (See Appendix F). If participation is part of students' grades, we recommend establishing explicit, objective standards for assigning participation grades.
    - 5. Plus/minus grading or lack thereof
    - 6. Individual vs. group efforts on projects Assessments involving group efforts must set clear expectations as to how individual students will be assigned grades on group projects.
    - 7. Late assignments specify penalty, if any, imposed for late assignments
    - 8. If the course is offered to both undergraduate and graduate students, differing outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated to distinguish them from undergraduate outcomes, assignments, requirements, and metrics.
- 4. Syllabus Revisions In general, syllabi should not be changed once the semester begins, though unforeseen circumstances may lead to changes. Students should be notified in a timely manner in writing (via email/Canvas, etc.) of any changes to the syllabus.

### 5. Course Procedures

- 1. Materials (required as well as recommended texts, equipment, software, and supplies)
- 2. Course calendar/schedule (may include appropriate links to CU Denver academic calendar)
- 3. Course-related (and/or School/College-related) policies and procedures, (with appropriate links) such as attendance, late work, incompletes, communication, participation, notification of changes
- 4. Research/library-related skills needed for successful completion of course.
- 5. SEHD Incomplete Policy See syllabus template in Appendix E for text
- 6. University wide policies that are relevant to the syllabus:
- 1. Student Code of Conduct <a href="http://www.ucdenver.edu/life/services/standards/students/pages/default.aspx">http://www.ucdenver.edu/life/services/standards/students/pages/default.aspx</a>
- 2. Accommodations <a href="http://www.ucdenver.edu/student-services/resources/disabilityresources-services/accommodations/">http://www.ucdenver.edu/student-services/resources/disabilityresources-services/accommodations/</a>
  /Pages/accommodations.aspx>
- 3. Academic Freedom <a href="http://www.ucdenver.edu/policy/Pages/Academic-Freedom.aspx">http://www.ucdenver.edu/policy/Pages/Academic-Freedom.aspx</a>
- 4. Family Educational Rights and Privacy Act (FERPA) <a href="http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx">http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx</a>
- 5. Attendance http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf <a href="http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf">http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf</a>
- 6. Discrimination and Harassment Policy and Procedures: http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Lib rary
  - /OAA/NonDisc%20Admin%20Policy\_7%201%202016%20-
  - %20merged.pdf https://www.cu.edu/sexual-misconduct
- 7. Grade Appeal Policy http://www.ucdenver.edu/policy/Documents/Process-for-Grade-Issues.pdf

### **Grades**

### **Entering Grades Into UCD Access**

For a step-by-step guide on how to enter grades, follow this link: http://www.ucdenver.edu/student-services/resources/Registrar-dev/faculty-staff/WebGrading/Documents/PostGrades.pdf

### **Posting Grades**

The posting of grades by name or student number (even with name obscured) violates federal law under the Family Educational Rights and Privacy Act (FERPA) and is strictly prohibited. No grade may be posted in a manner that would allow a student to learn another student's grade. Graded papers may not be placed in a box or file cabinet for students to look through to find their own, unless those papers are sealed inside individual envelopes. It is acceptable -and encouraged- for students to supply the faculty member with a stamped, self-addressed envelope to return papers or other assignments. The best way is to post grades in our CANVAS online course system. Students can log in with their ID to see their grades. Call the CU Online Help Desk at 303-315-3700 for assistance/questions.

Grading is done online through the Faculty Center in UCD Access. If there is more than one instructor on record, only the Primary Instructor will be able to approve and submit the final grades however, the Secondary Instructor will be able to enter the grades. Complete your grading online through UCD Access: https://portal.cusys.edu/UCDAccessFedAuthLogin.html. If you have questions, please contact the help line at 303-735-4357.

### **GRADE CHANGES**

See http://www.ucdenver.edu/student-services/resources/Registrar-dev/faculty-

staff/WebGrading/Pages/WebGradingDenver.aspx for instructions on how to submit grade changes via the faculty portal.

### **Frequently Encountered Situations**

1. Student asks for an incomplete grade to satisfy financial aid requirements.

Financial aid requires students to successfully complete a certain number of semester hours by the end of the semester. Grades of 'I', 'W', 'NC', and 'F' do not satisfy financial aid requirements. An Incomplete grade will not satisfy Financial Aid requirements.

2. Student asks for Incomplete to complete a course assignment.

In the absence of special circumstances, extending the semester for a student is a form of extra credit not allowed by School policies.

3. Student inquires as to what it will take to earn a grade of 'X' in course.

Students are responsible for knowing the passing grade, typically B- in their courses. Faculty should not encourage poorly performing students to stay in the

course past the 10-week drop deadline as student performance rarely improves at the end of the semester. Regular communication of student performance during the semester is the best way to avoid this situation.

4. Student complains about grade after the semester is completed.

Faculty are encouraged to regularly communicate grade information to students during the semester to minimize student complaints. Faculty should meet with students to evaluate the nature of the complaint. Faculty grading mistakes are easily handled with the Change of Record Form. Otherwise, the student

should be referred to the Academic Services for the Academic Appeal Process procedure.

# **Campus Closure**

Faculty cannot insist that students make up a class when the campus is closed due to inclement weather. An additional class session may be scheduled

only if all students in the class agree without coercion to meet. No students can be penalized in any way for failure to attend an additional class meeting. Information on campus closures can be found at:

- -1-877-INFO-070 (or 1-877-463-6070)
- -Recorded updates on the Auraria line 303-556-2401
- -Website: http://www.ucdenver.edu/alerts/Pages/default.aspx
- -E-mail sent to all @ucdenver e-mail addresses from "Emergency"
- -Info provided to local radio and television stations
- -Students, faculty and staff can participate in the Emergency Notification System text and voice messaging service provided through Rave. Register NOW at

http://www.ucdenver.edu/anschutz/about/location/Police/Emergency\_Management/Pages/Emergency%20Alert.aspx. <a href="http://www.ucdenver.edu/anschutz">http://www.ucdenver.edu/anschutz</a>

Zittip://www.ucueriver.edu/arisoriutz

/about/location/Police/Emergency\_Management/Pages/Emergency%20Alert.aspx>

### **CU Denver Honor Code**

As members of the CU Denver community, students are expected to uphold University standards, which include abiding by state, civil, and criminal laws and all University policies and standards of conduct. These standards assist in

promoting a safe and welcoming community. The full UCD Student Code of Conduct can be found at: http://www.ucdenver.edu/life/services/standards/students/Pages/default.aspx.

### **SEHD Honor Code**

See Appendix C.

### Student Handbooks

Each program has a student handbook describing policies and procedures. Specific information regarding grading, course requirements, academic performance, etc., is detailed in the handbook. Please become familiar with the policies and procedures that relate to your program area so that you are sharing correct information with students. Program handbooks are available online.

### **Drop/Add Deadlines**

Students must follow the academic calendar found at:

http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx.

### **Academic Record Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Title 34 of the Code of Federal Regulations, Part 99) is referred to as FERPA, or the Buckley Amendment, and grants to students rights, privileges and protections with respect to their educational records maintained by the faculty, division, School and campus. Please refer to the following link for more information: http://www.ucdenver.edu/policy/Pages/PrivacyPolicy.aspx

# **Returning Student Papers**

It is preferred that faculty return papers to students directly. It is acceptable to ask students for an addressed, stamped envelope to return papers after the end of the semester and/or course. Any student papers that are left in Academic Services for student pick-up must be in a sealed envelope with the student name clearly marked.

### International Students

The number of international students in classes at CU Denver is small but growing. International students come to CU Denver from all over the world. Resources for international students and faculty can be found at: http://www.ucdenver.edu/academics/InternationalPrograms/OIA/Pages/default.aspx

### FREQUENTLY ENCOUNTERED SITUATIONS

1. <u>Student claims to be an international student, but faculty are not sure.</u> The Admissions Office typically assigns student numbers beginning with an 800 (800, 801, or 802) to international students. However, international students may have a real social security number for a student number, and an 800

student number does not guarantee international student status. International student status (Y/N), visa type, and citizenship can be verified by Academic Services.

2. International student asks for special accommodations based on limited English skills. The language of instruction at CU Denver is English. International students must meet English proficiency standards to gain admission to the School. Some international students may have limited classroom. English skills. Faculty should contact the Office of International Affairs (OIA) at (303) 315-2230 for international students with severely limited English skills. At the discretion of faculty, the following accommodations are acceptable in SEHD: use of dictionary at all times (including examinations) and extra time for in-class examinations.

<u>3. International students work in groups for all assignments.</u> International students seek academic support and often work together. Through course syllabus and discussion of class policies, faculty should emphasize when an individual effort is required. Faculty should establish written guidelines for all students for group and individual efforts on graded assignments.

### Students with Disabilities

The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to students with disabilities. CU Denver strives to comply with the portions of the Americans for Disabilities Act (ADA) dealing with students.

The Disability Resources and Services Office (DRSO) serve the needs of the diverse community of students with disabilities attending UCD. For information, please contact the DRSO by phone at (303) 315-3510, email DISABILITYRESOURCES@UCDENVER.EDU <mailto:DISABILITYRESOURCES@UCDENVER.EDU> or go to 1201 Larimer Street (Student Commons Building, Suite 2116).

You may also visit their website at: http://www.ucdenver.edu/student-services/resources/disability-resources-services/about-office/Pages/about-the- office.aspx

# **Dealing with Distressed or Disruptive Students**

For faculty resources and assistance, please visit the following link: http://www.ucdenver.edu/life/services/standards/faculty-and-staff/Pages/default.aspx

# **Student Complaints (and How to Avoid Them)**

Based on experiences from associate deans, chairs, faculty, members of the Student

Academic Appeals Committee, and Academic Services staff, following is a prioritized list of student complaints involving faculty and suggestions on how to avoid them.

The first five complaints happen with some frequency. While student complaints at the end of the list happen less frequently, those that do occur are often difficult to resolve.

Faculty Won't Communicate Grade Information and Course Standing to Student

- -Establish detailed grading policies on course syllabus
- -Routinely communicate grades and class standing on all graded assignments include attendance and class participation if part of course grade
- -Regularly provide student grades in compliance with FERPA policies
- -Assign approximate grade or class standing after mid-term and before 10th week drop deadline
- -Do not encourage students to continue course past 10th week deadline if performance is poor

Faculty Won't Communicate with Student

- -Provide information to students for scheduling an appointment
- -Give students your e-mail address and encourage electronic communication
- -Return phone calls and e-mail messages promptly preferably within 24 hours
- -Avoid giving students your home phone
- -Avoid calling students at their home unless they have left their home phone number on a message, and avoid calling a student after 10pm

Student Complains about Course Grade

- -Detail grading policies on syllabus
- -State grading policies clearly
- -Establish consistent grading policies across sections in a multi-section classKeep defensible attendance and class participation records
- -Return graded materials in a timely fashionRegularly provide grades in compliance with FERPA
- -Meet and listen to students who inquire about their grades
- -If necessary, refer student to division Chair or Associate Dean
- -If necessary, refer student to SEHD Academic Services for formal grade appeal procedures.

Faculty Won't Award Incomplete grade (I)

- -State SEHD incomplete policy on syllabus
- -Do not award incomplete grade without verified special circumstances
- -Never award an incomplete for low grades or for a student who must retake the entire class
- -Refer upset student to Associate Dean for academic options

Faculty Didn't Inform Student They Were Dropped from Wait List or Not Registered

- -Realize students and faculty share responsibility for accurate registration. Students who are attending your class MUST be registered.
- -Review class rosters from UCD Access and check them against students in the class
- -At 1st, 3rd and 5th weeks of semester, notify students when they are participating but not registered

Faculty Don't Adhere to FCQ Guidelines (end of semester course/instructor evaluation)

- -Follow directions supplied with Faculty Course Questionnaires
- -Avoid any possible faculty connection to administration or collection of FCQs
- -Seek a student volunteer to administer, collect, and deliver FCQs to Academic Services

Faculty Ignore Wait Lists When Adding Students to Class

-Review wait list in UCD Access at end of first week of classes

- -Do not tell students on the wait list they will be automatically added to the class –responsibility for registration rests with the student
- -Recognize that students high on the wait list priority (low priority number) will be upset/concerned if other students are allowed in the class ahead of them

Faculty Humiliate Students in Class

- -Never resort to faculty misconduct in response to student misconduct
- -Avoid using power of instructor to intimidate students
- -State UCD campus policy on behavior and conduct on syllabus
- -Never harass, threaten, demean, humiliate, or talk down to students
- -Keep conversations about individual student performance private
- -Immediately inform your Program Representative and the SEHD Associate Dean of student misconduct

Faculty Miss Class (no substitute) or are Late to Class/Examination

- -Honor commitment to meet every class
- -Start examinations on time
- -Arrange, if possible, for another instructor to take over class in case of absence
- -If faculty absence is unavoidable, be flexible on required attendance policies for Students
- -Contact Academic Services for assistance in notifying students sign on door, email

Faculty Are Charged With Sexual Harassment

- -Familiarize yourself with UCD policies on sexual harassment Ombuds Office http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages /OmbudsOffice.aspx/
- -Keep all faculty-student relationships at the highest professional level
- -Avoid suggestive language/jokes that can be considered sexual harassment
- -Refer all cases of alleged sexual harassment to Ombuds Office in CU 107P, 303-556-4493

# **Discrimination Complaints**

The University Non-discrimination Policy can be found at the following link: https://www.cu.edu/regents/Policies/Policy10A.htm.

If you wish to report discrimination or need additional information, contact EEO/AA Compliance Officer Karey Duarte at 303.724.9694 or email her at KAREY.DUARTE@UCDENVER.EDU <mailto:KAREY.DUARTE@UCDENVER.EDU>.

# **Resolving Conflicts/Disputes**

The Ombuds Office is a resource available to all members of the University community. It is an independent source that will provide informal, confidential and neutral services to members of the university community in resolving conflicts, complaints, and disputes.

Downtown Denver Campus - 303.315.0046

Melissa Connell: MELISSA.CONNELL@UCDENVER.EDU <mailto:MELISSA.CONNELL@UCDENVER.EDU> or

Lisa Neale: LISA.NEALE@UCDENVER.EDU <mailto:LISA.NEALE@UCDENVER.EDU>

Location: Lawrence Street Center, Suite 1003 Phone: 303.315.0046

Visit the website: http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/

# Policies Relating to Sexual Harassment and Amorous Relationships

sexual Harassment Policy and Procedures:

http://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5014-sexual-harassment-policy

Amorous Relationships:

http://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5015-conflict-interest-cases

### **Personal Safety and Crime Prevention**

In case of an on-campus emergency or immediate safety hazard, call 911 from any campus phone. For non-emergency police assistance, call Auraria Public Safety at 303-724-4444.

Personal safety and crime prevention are the responsibility of everyone on campus. The more information you have about these subjects, the less likely that you will become a victim of crime. Help the University Police Department keep you safe. Take advantage of the many training and crime prevention resources that are available.

For resources and information on crime statistics, personal safety and crime prevention, emergency preparedness, and other services provided, please visit—the Police Department website at <a href="http://www.ucdenver.edu/anschutz/about/location/Police/Pages/default.aspx">http://www.ucdenver.edu/anschutz/about/location/Police/Pages/default.aspx</a>.

Lock up your valuables! Every office should have a locking cabinet or drawer for valuables.

If you are on campus late and would like to be escorted to your car, call Auraria Public Safety at 303-556-3271. An officer will meet you at the building entrance and escort you.

# Housekeeping

### **KITCHENS**

The kitchens are for the use of all School of Education & Human Development faculty and staff. All efforts to keep this area clean are appreciated. Please do not leave dirty dishes in the kitchens, if you need to soak your dishes, please keep them in your office while doing so. The refrigerator is emptied of all unlabeled food on a regular basis. Anyone who uses the refrigerator is requested to take an occasional turn cleaning the kitchen. Please do not encourage students to use the kitchens. There is a café as well as vending machines and a microwave, located on the first floor of the Lawrence Street Center for student use. Each SEHD kitchen on the 6th, 7th and 11th floors have a carpet sweeper for use between vacuuming. Please make sure to return the sweeper to the kitchen when you are finished.

### SHARED SPACES

Because our space is extremely limited, it is important that we respect shared classroom/meeting areas and our colleagues who may have meetings directly following our own. In all SEHD spaces, the meeting facilitator is responsible for leaving rooms as they were found. Food and drink may not be left in a room and tables should be wiped down. Housekeeping will only empty the trash receptacles. If a caterer is contracted, the meeting coordinator is to ensure timely pick up of leftovers and dishes. Clean-up is NOT a staff responsibility. |Because our space is extremely limited, it is important that we respect shared classroom/meeting areas and our colleagues who may have meetings directly following our own. In all SEHD spaces, the meeting facilitator is responsible for leaving rooms as they were found. Food and drink may not

be left in a room and tables should be wiped down. Housekeeping will only empty the trash receptacles. If a caterer is contracted, the meeting coordinator is to ensure timely pick up of leftovers and dishes. Clean-up is NOT a staff responsibility.

If during an event the carpet is soiled to the point that cleaning is necessary, charges for the cleaning will be transferred to the account of the program/area

that reserved the space.

# Copyright – Guidelines for Fair Use

### Guidelines for Photocopies: Copyright Law Compliance Guidelines

The SEHD is committed to respecting the rights of copyright holders and complying with copyright law. We follow our photocopy guidelines when considering your scanning request.

### **Course Reserves**

Auraria Library offers course reserves: materials reserved for certain courses at the Community College of Denver, Metropolitan State University of Denver, and the University of Colorado Denver. Go to <a href="https://library.auraria.edu/services/reserves">https://library.auraria.edu/services/reserves</a> for instructions and information on course reserves.

### **Faxes**

There are fax machines in the workrooms on the 6th (605) and 11th (1132) floors, and in Academic Services in LSC 701. Dialing out on the fax machine is the same as using any other campus phone line. For on-campus faxes, dial only the campus extension (last 5 digits of the phone number); for off-campus faxes, dial "9" and the ten digit number. When sending a fax long-distance, a long-distance code is also required.

If you do not know your long-distance code, contact Timothy.Halliday@ucdenver.edu.

# **Scanning Documents**

All SEHD copiers are equipped with scanning functions.

# **Guest Speakers/Visiting Lecturers**

The School of Education & Human Development does NOT offer guest speaker fees. Any compensation offered for class speakers is the responsibility of the professor. It is possible to obtain a free parking permit for guest speakers. Academic Services can assist you in ordering a parking pass at least 7 days in advance, given your speaker's name and date of attendance.

Contact the Tech Team if you would like to coordinate a remote guest speaker with online video conferencing at SEHDHELP@UCDENVER.EDU

<mailto:SEHDHELP@UCDENVER.EDU>.

# **Scheduling SEHD Rooms**

Send an email to <u>SEHDhelp@UCDENVER.EDU</u> <a href="mailto:SEHDhelp@UCDENVER.EDU"><a href="mailto:SEHDhelp@UCDENVER.EDU"></a> to book a room. Please include your name, the day, time, expected duration, expected number of attendees, and the name of the meeting in your request. If you require specific technology, please include that as well.

# **Parking**

### **Parking Lots**

 There are also parking lots on campus (not limited to staff/faculty) where you can park for a daily fee. The daily fee lot closest to the Lawrence

Street Center is the Tivoli Parking Garage located at the corner of 9th Street and Auraria Parkway where parking is offered for an hourly rate or \$6.25 max daily fee. Auraria campus also offers the Parking Passport program which is a pre-paid parking option that allows daily parking in most campus lots at 10 a discounted rate and provides in and out privileges. The Parking Passport is available for a semester purchase or on an annual basis and options begin at \$170. For more details please contact the Parking & Transportation Services office at (303) 556-2000 or visit their website

<a href="http://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/">http://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/</a>. To view a campus parking map with all available lots and parking rates, visit: <a href="http://www.ahec.edu/about-auraria-campus/maps/">http://www.ahec.edu/about-auraria-campus/maps/</a>.

Other parking options include 2 hr. parking meters on Lawrence Street and 14th Street. Keep your sense of humor and give yourself plenty of time to search for an open spot.

Parking and Transportation Services is located on the first floor of the 7th Street Parking Garage. Office hours are 7:30 a.m. to 5:30 p.m. Monday through Friday while classes are in session. Phone calls are taken from 7:30 a.m. to 5:30 p.m. Please call (303) 556-2000 for hours during break periods.

Campus Accessible Shuttles: Is an accessible escort service available to those is the campus community with a disability. The service is available (during semesters) from 7:00 a.m. to 10:00 p.m. Monday through Thursday and from 7:00 a.m. to 6:00 p.m. on Fridays. Call 303-556-2001 to schedule a ride.

Motorist Assistance Program: Parking personnel will jump-start dead batteries and assist in fixing flat tires. Jumper cables, tire tools, water and gasoline cans are also available at no cost to Parking customers. Call (303) 556-2000.

*NightRider:* For your safety, Auraria Parking and Campus Police Division offer an evening escort service to take students, faculty and staff from any campus building to any Auraria parking lot. The service is available year around from dusk to 10:00 p.m., Monday through Thursday. Call (303) 556-2001 to schedule a ride. Escort service is available at other times from Campus Police at (303) 556-5000.

Shuttle Bus Service: This service provides the Downtown Denver Campus with shuttle service to and from the Anschutz Medical Campus. The designated bus stops for pick up and drop off are: In front of Building 500 on the Anschutz Medical Campus (south side) and in front of the main entrance to the Lawrence Street Center Building. The buses leave hourly from each campus. There is no charge for this bus service; just show the driver your campus ID. If you have questions with regard to the bus service, please contact the manager of Parking and Transportation at (303) 724-0049.

# **Campus and Personal Safety**

# TO REPORT EMERGENCIES: DIAL 9-1-1 FROM A CAMPUS PHONE OR DIAL 303-556-5000

The University of Colorado Denver Campus is committed to the safety and security of our students, faculty, staff and visitors.

# **Emergency Information**

The university provides emergency-related information, as appropriate, on a toll-free phone line, 1-877-INFO-070 (or 1-877-463-6070); online at <a href="http://www.ucdenver.edu/alert">www.ucdenver.edu/alert</a> <a href="http://www.ucdenver.edu/alert">http://www.ucdenver.edu/alert</a>; and via the Rave emergency notification tool. Students, faculty and staff can register for this free text and voice messaging service at <a href="http://www.ucdenver.edu/anschutz/about/location/Police/Emergency\_Management/Pages/Emergency%20Alert.aspx">http://www.ucdenver.edu/anschutz/about/location/Police/Emergency\_Management/Pages/Emergency%20Alert.aspx</a>.

### Rave

Communication plays a critical role before, during and after any emergency or disaster. The university has partnered with Rave Wireless to provide an emergency notification text and voice-message system capable of delivering messages directly to you should conditions develop on or near our locations that pose a threat of imminent danger.

To Login or Register for the University of Colorado Denver Emergency Notification System, *visit* http://www.ucdenver.edu/anschutz/about

/location/Police/Emergency\_Management/Pages/Emergency%20Alert.aspx

Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your cell phone. Therefore, we encourage you to log into your Rave account to confirm your contact information and choose your notification preferences. Within Rave you may add additional e-mail addresses, pager numbers, mobile numbers and landline numbers for text and/or voice alerting.

# Safety Videos

Safety videos found at the link below offer a description of each video, its running time and the target audience. They are available for viewing at <a href="https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/safety-resources/">https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/safety-resources/</a>.

# **Auraria Campus Emergency Procedures**

For information on campus emergency procedures please visit: http://www.ucdenver.edu/life/Pages/Safety.aspx

# **Appendix A: Syllabus Template**

Course Number: Course Title

Department Name

College Name

University of Colorado Denver

COURSE SYLLABUS

Instructor Name:

Instructor Office: Instructor Phone:

Instructor Email:

Website: [Instructor and course website] Office Hours: [Days and times] Term:

Class Meeting Days: Class Meeting Hours:

Class Location: [Building and room]

Lab Location: [Building and room]

### **COURSE OVERVIEW**

### I. Welcome!

If desired, address your students directly with a statement of welcome or something that establishes the relevance of the course to their course of study and/or personal and professional goals. This is an opportunity to get them excited about the course.

### II. University Course Catalog Description

Paste the description from the catalog and indicate if the course is part of the undergraduate core. See <a href="http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx">http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx</a> for a listing of core courses.

### **III.** Course Overview

Short description of the course, including the major topics addressed in the course, the rationale for those topics, and recommendations for student success in the course.

### IV. Course Goals and Learning Objectives

What will they know, what will they be able to do, what will they value, what will they create as they progress through the course? This can be under bullets, listing, outlines, as detailed as you would like. Learning objectives should be specific rather than general, speaking to skills and performance rather than knowledge: what will students be able to do as a result of completing the course? Learning objectives should also be clearly measurable. Often, learning objectives use the phrasing "by the end of this course, students will be able to...".

### V. Course Prerequisites

What do you expect your students to know coming into this course? Include skills, and course pre-requisites.

### VI. Course Credits

List number of course credits

### VII. Required Texts and Materials

Full text citations of all required materials

Guidelines for achieving desired level of understanding

Required library/library-accessible resources can be described here; supply links to free/full-text materials as available (consult with librarian if needed).

### VIII. Supplementary (Optional) Texts and Materials

Full text citations/online links of any supplementary materials

### IX. Course Schedule

The schedule should include the sequence of course topics, the preparations or readings, and the assignments with due dates. For the readings, give page numbers in addition to chapter numbers to help students budget their time. Exam dates should be firmly fixed, while dates for topics and activities may be listed as tentative. Notify students in writing if the syllabus is revised.

Class

### Schedule

Date	Topic	Required Reading	Assignments

### **EVALUATION X.** Assignments

State the nature and format of the assignments and their deadlines. If you are using examinations, give the examination dates and briefly indicate the nature of the tests (multiple choice, essay, short-answer, take-home tests). How do the assignments relate to the learning objectives for the course? If you are using written assignments, describe your expectations for written work, including the expected length and formatting; if you

use rubrics for written assignments, indicate where students may locate those assessment tools. If you are using projects, describe your expectations; again, if you use rubrics for written assignments, indicate where students may locate those assessment tools.

### XI. Basis for Final Grade

Provide a listing of assessments, points possible for each assessment, and the percentage weighting. In addition to (or even in lieu of) tests, consider exploring "authentic" assessments, which are based as closely as possible to real world experiences.

Assessment	Points Possible	Percent of Final Grade	
e.g. Essay 1	20	20%	
e.g. Midterm	15	15%	
e.g. Group Project	15	15%	
e.g. Essay 2	30	30%	
e.g. Final Exam	20	20%	
	100	100%	

Insert grading scale here. Be clear as to whether the scale is based on points or percentage.

### Scale (points or %)

94-100	A
90-93	A-
87-89	B+
84-86	В
80-83	B-
77-79	C+
74-76	С
70-73	C-
67-69	D+
64-66	D
60-63	D-
0 - 59	F

### **XII. Grade Dissemination**

Explain how students will learn of their grades from assignments and assessments. Examples:

Graded tests and assignments in this course will be returned via the Canvas course shell. You can access your scores at any time within the Canvas gradebook.

Papers, quizzes, and examinations will be distributed in a class session. I will announce when papers, quizzes, and examinations will be available to be picked up, if they are not to be returned during class. To ensure your privacy when papers, projects, quizzes, and examinations are returned in class or made available for pickup, please provide me with a 9x12 envelope with your name on it each time you submit a paper, quiz, or examination to me.

CU Denver utilizes web grading which is accessed through <u>UCDAccess</u>. All web grading information can be found at <a href="http://www.ucdenver.edu/studentservices/resources/Registrar-dev/facultystaff/WebGrading/Pages/WebGradingDenver.aspx">http://www.ucdenver.edu/studentservices/resources/Registrar-dev/facultystaff/WebGrading/Pages/WebGradingDenver.aspx</a>

### **COURSE PROCEDURES**

### XIII. Course Policies: Grades

**Attendance Policy:** Offer specifics about your expectations for attendance. How many absences are acceptable/expected? Will students get points for attendance? You may also describe expectation of courtesy here. For courses in which faculty utilize participation rather than attendance as part of the course grade, the syllabus should clearly communicate how participation will be assessed, how students will be informed of their participation grade, how participation will be documented and how the participation grade will be calculated into the final grade for the course.

UC Denver Student Attendance and Absences Policy: <a href="http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Library/OAA/St ud\_entAttendance.pdf">http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Library/OAA/St ud\_entAttendance.pdf</a>

**Late Work Policy**: Provide specifics about your policy on late work. Example: There are no make-ups for in-class writing, quizzes, the midterm, or the final exam. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

**Extra Credit Policy**: Provide specifics about your policy on extra credit. Example: There is only one extra credit assignment: Building a wiki of course content (see "course wiki" below for details). If extra credit is granted, the additional points are added to the "First Midterm" portion of the semester grade. You cannot earn higher than 100% on the "First Midterm" portion of the grade; any points over 100% are not counted.

**Grades of "Incomplete":** Provide specifics about your policy on incomplete grades.

### Example:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course; students have up to one year (three semesters) to complete course requirements. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished within the time allowed or the "I" will automatically be recorded as an "F" on your transcript.

**Rewrite/Resubmit Policy**: Provide specifics about your policy on rewrites. Example: Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

**Group Work Policy**: Provide specifics about your policy on group work. Example:

Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, and refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, and the instructor will assign a grade that is informed by those suggestions. Also, everyone must take part in a group essay (see essay assignments below). The grading criteria are the same as the group project. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

### XIV. Course Policies: Technology and Media

**Email:** Describe your policy for how email will be used (official university communication is only sent via a student's university email address), who will communicate with whom, expected response time, will you check it on weekends, who answers technology questions, etc.

**Canvas:** If you use Canvas for your course, describe how you will use it in the course, how often students should expect to login, how team activities will be organized, due dates, policies on late participation, etc. Note: If your course uses blogs, wikis, or social networking/media sites and communities, be sure to describe how you will use these resources in the course as well.

**Laptop and Mobile Device Usage:** Describe your policies for using laptops and mobile devices throughout your course.

**Classroom Devices:** Describe your policies for using calculators, tape recorders, other audio & technology devices for your course.

**Library-supplied online databases and collections.** If you assign research projects, describe your expectations for students to be able to successfully use library resources.

**Classroom Response Clickers:** If your course includes the use of student response devices, provide specifics about the usage and how to get started.

### XV. Course Policies: Student Expectations Civility:

Describe how you want students to behave and treat each other. Example: My commitment is to create a climate for learning characterized by respect for each other and the contributions each person makes to class. I ask that you make a similar commitment.

The Student and Community Counseling Center (located in Tivoli 454) Consider adding information that conveys a commitment to supporting students that may be feeling overwhelmed or experiencing life stressors that interfere with academic or personal success. The Student and Community Counseling Center is located in Tivoli 454 and provides cost-free and confidential mental health services to help sudents manage personal challenges that impact emotional or academic wellbeing. You can learn more at the Center at <a href="http://www.ucdenver.edu/life/services/counselingcenter">http://www.ucdenver.edu/life/services/counselingcenter</a> or by calling 303-556-4372.

### **Campus Assessment, Response & Evaluation (CARE)**

You may want to include information regarding the Campus Assessment, Response &

Evaluation (CARE) Team, which was created at the University of Colorado Denver and Anschutz Medical Campuses to address the health and safety needs of students as well as the campus community. If you have immediate concern about the behavior or safety of a student at CU Denver, help by making a referral to the campus Assessment, Response & Evaluation (CARE) Team. The CARE team's purpose is to promote a safe productive learning, living and working environment by addressing the needs of students, faculty, and staff. If you or a classmate are in need of help, please submit a concern at <a href="http://www.ucdenver.edu/life/services/CARE/Pages/default.aspx">http://www.ucdenver.edu/life/services/CARE/Pages/default.aspx</a> or call 303-

352-3579.

**Professionalism:** Offer specifics about your policy on professionalism, Example: Mobile devices must be silenced during all classroom and lab meetings. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment.

**Electronic Cigarettes** (e-cigarettes): The use of e-cigarettes is distracting in the classroom environment not only to the instructor but to other students. The use of ecigarettes during all classroom activity is prohibited. Any student who does not comply with this rule will be asked to leave the classroom immediately so as to not disrupt the learning environment. Pursuant to the Auraria Campus Smoking Policy, the use of ecigarettes indoors and within twenty-five (25) feet of any entrance is strictly prohibited. http://www.ucdenver.edu/faculty\_staff/employees/policies/Policies%20Library/Admin/S moke-Free.pdf

**Late Arrivals**: State your policy on late arrivals (and early departures, if applicable). If the ramifications of late arrivals influence grades, then this policy should be included with your grading policies.

**Auraria Library:** If you engage students in research, consider including the use of the Auraria Library services, research databases and collections, and librarian expertise as one of your expectations. Include name of specific librarian contact and/or library subject expert web page <a href="http://library.auraria.edu/services/researchhelp/specialists">http://library.auraria.edu/services/researchhelp/specialists</a>.

**Writing Center**: If you engage students in writing, consider including the use of the Writing Center as one of your expectations. <a href="http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/Pages/TheWriting Center.aspx">http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/Pages/TheWriting Center.aspx</a>

**Religious Observances**: Indicate how you want students to inform you of conflicts between the normal class schedule and major religious observances, and if you expect them to notify you in advance if they intend to miss class to observe a holy day of their religious faith.

### **UNIVERSITY POLICIES**

### XVI. Access

**Disability Access:** Offer specifics about the university's policy on disability access. Example:

The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students with disabilities who want academic accommodations must register with

Disability Resources and Services (DRS) in Academic Building 1, #2116, Phone: 303315-3510, Fax: 303-315-3515. I will be happy to provide approved accommodations, once you provide me with a copy of DRS's letter. Note: DRS requires students to provide current and adequate documentation of their disabilities. Once a student has registered with DRS, DRS will review the documentation and assess the student's request for academic accommodations in light of the documentation. DRS will then provide the student with a letter indicating which academic accommodations have been approved.

### XVII. Academic Honesty

**Student Code of Conduct**: Students are expected to know, understand, and comply with the ethical standards of the university, including rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty. For suggestions on ways to avoid academic dishonesty, please see the Academic Honesty Handbook:

http://www.ucdenver.edu/faculty\_staff/faculty/center-for-faculty- development/Documents/academic\_honesty.pdf

You may also want to include specific statements regarding plagiarism, cheating, etc. For examples:

Plagiarism is the use of another person's ideas or words without acknowledgement. The incorporation of another person's work into yours requires appropriate identification and acknowledgement. Examples of plagiarism when the source is not noted include: word- for-word copying of another person's ideas or words; the "mosaic" (interspersing your own words here and there while, in essence, copying another's work); the paraphrase (the rewriting of another's work, while still using their basic ideas or theories); fabrication (inventing or counterfeiting sources); submission of another's work as your own; and neglecting quotation marks when including direct quotes, even on material that is otherwise acknowledge.

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices and rubrics not specifically authorized by the course instructor in any academic exercise, or unauthorized communication with any other person during an academic exercise. Examples of cheating include: copying from another's work or receiving unauthorized assistance from another; using a calculator, computer, or the internet when its use has been precluded; collaborating with another or others without the consent of the instructor; submitting another's work as one's own.

Fabrication involves inventing or counterfeiting information—creating results not properly obtained through study or laboratory experiment. Falsification involves deliberate alteration or changing of results to suit one's needs in an experiment or academic exercise.

Multiple submissions involves submitting academic work in a current course when academic credit for the work was previously earned in another course, when such submission is made without the current course instructor's authorization.

Misuse of academic materials includes: theft/destruction of library or reference materials or computer programs; theft/destruction of another student's notes or materials; unauthorized possession of another student's notes or materials; theft/destruction of examinations, papers, or assignments; unauthorized assistance in locating/using sources of information when forbidden or not authorized by the instructor; unauthorized possession, disposition, or use of examinations or answer keys; unauthorized alteration, forgery, fabrication, or falsification of academic records; unauthorized sale or purchase of examinations, papers, or assignments.

UC Denver has a license agreement with Turnitin.com, a service that helps detect plagiarism by comparing student papers with Turnitin's database and Internet sources. Students who take this course agree that all required papers may be submitted to Turnitin. While students retain copyright of their original course work, papers submitted to Turnitin become part of the Turnitin's reference database for the purposes of detecting plagiarism.

Complicity in academic dishonesty involves knowingly contributing to or cooperating with another's act(s) of academic dishonesty.

### **XVIII. Nondiscrimination and Sexual Misconduct**

The University of Colorado Denver is committed to maintaining a positive learning, working and living environment. University policy and Title IX prohibit discrimination on the basis of race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy or political affiliation in admission and access to, and treatment and employment in, its educational programs and activities.

University policy prohibits sexual misconduct, including harassment, domestic and dating violence, sexual assault, stalking, or related retaliation. If you have experienced some sort of sexual misconduct or discrimination please visit the Office of Equity/Title IX web site to understand the resources available to you or contact the Office of Equity/Title IX Coordinator (1-844-288-4853).

http://www.ucdenver.edu/policy/TitleIX/Pages/default.aspx

### XX. Important Dates to Remember

**Academic Calendar**: Provide a link to the university's current Academic Calendar so students can track the deadlines for withdrawing from the course and so on.

# **Appendix B**

### You can access courses by signing into the UCD Portal

<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>, clicking on cu

Resources and then select the NavBar icon at the top right of the page. Afterwards, you will click on CU Resources>Training>Start SkillSoft and then enter the names of the courses in the search bar.

The following courses will enhance your teaching and provide an overview of the resources and policies of CU Denver. Topices covered include technical support for computing; instructional support; student and faculty resources and policies, an in-depth look at assessment, and Disabilities Services and Resources and ADA.

- CU: New Faculty Orientation-CU Denver
- CU: Assessment
- and Instructional

Alianment CU:

Americans with

**Disabilities Act** 

(ADA)



# Online Training: CU Denver New Faculty Orientation Program

The online New Faculty Orientation Program includes these three courses:

- New Faculty Orientation: CU Denver
- · Assessment and Instructional Alignment
- Americans with Disabilities Act (ADA)

These online courses will enhance your teaching and research and provide an overview of the resources and policies of CU Denver. Topics covered include technical support for computing; instructional support; student and faculty resources and policies, assessment, and disabilities services and resources. These courses are found through CU Resources under "Training" and "Start SkillSoft". Follow these steps to locate the courses.

1. Login to your campus portal

2. Select the "CU



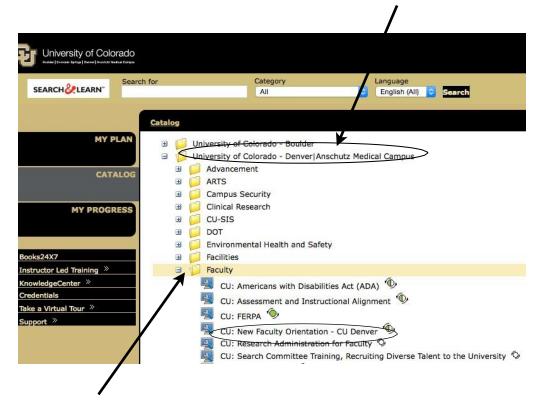




- 4. Click "Start



### 5. Select the folder "University of Colorado/Anschutz Medical Campus"

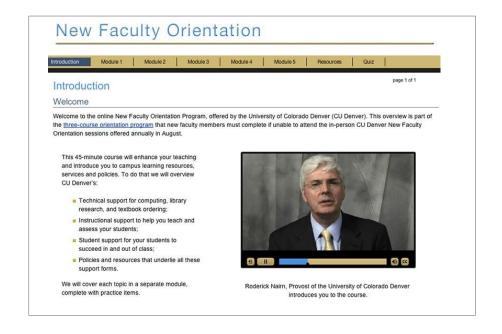


### 6. Select folder "Faculty" to find the three courses:

(Hover over course and click [Launch]

### CU: New Faculty Orientation - CU Denver

CU: Assessment and Instructional Alignment CU: Americans with Disabilities Act (ADA)



(Updated 8-9-16)

# **Appendix C: SEHD Honor Code**

### School of Education & Human Development Student Honor Code

The School of Education & Human Development is committed to the Honor Code of the University of Colorado Denver. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the CU Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work and internships associated with the University.

### **SEHD Student Honor Code**

Education at CU Denver is conducted under the honor system. All students entering an academic program should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected to achieve a level of maturity which is reflected by appropriate conduct at all times. The type of conduct which violates the School of Education & Human Developments Student Honor Code may include but is not limited to the following:

### **Academic Dishonesty**

- < >Plagiarism CheatingFabrication, falsification and deceptionMultiple submissionsMisuse of academic materialsComplicityIntoxicationUnprofessionalism Disruptive or disorderly conduct or any violation of the Student Code of Conduct1.Word-for-word copying of another person's ideas or words.
- 2. The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work).
- 3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).
- 4. Fabrication of references (inventing or counterfeiting sources).
- 5. Submission of another's work as one's own.
- 6.Neglecting quotation marks on material that is otherwise acknowledged.

Acknowledgment is not necessary when the material used is common knowledge.

### Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Some examples of cheating include:

- 1.Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material;
- 2.Using any electronic, or digital, or technological or other device when its use has been disallowed;
- 3.Collaborating with another student or students during an academic exercise without the consent of the instructor.

### Fabrication, Falsification and Deception

Fabrication involves inventing or counterfeiting information, e.g., creating results not obtained in a study or research. Falsification, on the other hand, involves deliberately altering or changing results to suit one's needs in an experiment or other academic exercise. Deception is providing false information or knowingly withholding information.

### **Multiple Submissions**

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

### **Misuse of Academic Materials**

The misuse of academic materials includes, but is not limited to, the following:

<>Stealing or destroying library or reference materials or computer programs; Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission;Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor;Illegitimate possession, disposition, or use of examinations or answer keys to examinations.Unauthorized alteration, forgery, or falsification;Unauthorized sale or purchase of examinations, papers, or assignments.

www.ucdenver.edu/life/services/standards.

All proceedings concerned with academic dishonesty are confidential to the extent permitted by law.

A student accused of academic dishonesty has the right to:

< >admit to the charges and accept the penalty imposed by the instructor. If the student admits to the charges, the faculty member will invoke an appropriate penalty, which could include the issuance of a failing grade in the course. If the faculty member believes further action is warranted, then the faculty member may request a hearing of the Academic Ethics Committee, which will determine if further action is necessary; dispute the charges or the penalty by following the Student Academic Appeal process.

A faculty member who suspects that a student may be guilty of academic dishonesty should react quickly. S/he should gather as much evidence as possible as rapidly as possible: e.g. gathering names of and impressions from potential witnesses, listing potential references that may have been plagiarized, or retaining any hard copies of evidence, such as "cheat sheets" or tests that might have been copied and/or copied from. S/he should commit as many details of the incident to writing as quickly as possible as details regarding an incident can be quickly forgotten. When a faculty member has evidence suggesting that a student is guilty of academic dishonesty, the student should be confronted with the evidence at a meeting, preferably held in the faculty member's office within five (5) working days of the discovery of the alleged incident. After the meeting described above, the faculty member should determine the appropriate penalty for the act of dishonesty. This penalty, as determined by the faculty member, may be a failing or zero grade for the assignment in question or a failing grade in the course. The penalty should be consistent with any information published in the faculty member's syllabus. If the faculty member feels that issuance of a failing grade is an insufficient penalty, then the faculty member may request a formal meeting the Associate Dean over SEHD academic program. After determining the appropriate penalty, the faculty member should present the student with a written letter describing the alleged violation. Copies of this letter should be given to the student's faculty advisor, the Associate Dean of academic programs and a copy should be place in the student's file housed within the Student Services Center. This letter must include: a detailed description of the incident that resulted in the allegation of academic dishonesty; a statement of the penalty that will be imposed on the student; attachment: The SEHD Student Academic Appeal Process