ADJUNCT FACULTY HANDBOOK

2017 – 2018

Shawnee State University
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Shawnee State University’s mission statement

We prepare today’s students to succeed in tomorrow’s world.

Institutional statement of non-discrimination

Shawnee State University is committed to complying with non-discriminatory legislation and implementing affirmative action guidelines. In an effort to accomplish these goals, the University intends to act in accordance with the following policy, which is applicable to educational and employment activities conducted by the University.

Shawnee State University does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973, and other appropriate state and federal statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

University Policy Number 5.01 serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

http://www.shawnee.edu/leadership/policies/media/policy-501.pdf
For information relative to grievance procedures established at the University to address alleged violations of laws and/or policies against discrimination, inquiries can be made to General Counsel, located in the Administration Building, ext. 3046, or please see information at the following link on the University’s website: http://www.shawnee.edu/information/comment.aspx

### Deans/Chairpersons/Program Directors

Part-time faculty are encouraged to contact the appropriate Chairperson/Program Director in matters relating to the content of the course they have been assigned. The Chairperson/Program Director can explain the philosophy of the department with regard to a specific course and discuss in depth the course outline and syllabus. In most instances, the departments have instructional materials which are available for use by part-time faculty members.

### College of Arts and Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Contact Information</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Dr. Roberta Milliken, Acting Dean</td>
<td>College of Arts &amp; Sciences</td>
<td>Karen Leach, Dean’s Asst.</td>
<td>3554</td>
</tr>
<tr>
<td>Dr. Andrew Napper, Chair</td>
<td>Department of Natural Sciences</td>
<td>Sharon Messer, Admin. Asst. II</td>
<td>3456</td>
</tr>
<tr>
<td>Dr. John Whitaker, Chair</td>
<td>Department of Mathematics</td>
<td>Heather Thacker, Admin. Asst.</td>
<td>3301</td>
</tr>
<tr>
<td>Dr. Jennifer Pauley, Chair</td>
<td>Department of English &amp; Humanities</td>
<td>Elsie Shabazz, Admin. Asst.</td>
<td>3300</td>
</tr>
<tr>
<td>Dr. Darrell Rudmann, Chair</td>
<td>Department of Social Sciences</td>
<td>Tracy Walters, Admin. Asst.</td>
<td>3234</td>
</tr>
<tr>
<td>Mr. Matt Cram, Chair</td>
<td>Dept./Fine, Digital &amp; Performing Arts</td>
<td>Djwana Spradlin, Admin. Asst.</td>
<td>3118</td>
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### College of Professional Studies

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<th>Name</th>
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<tbody>
<tr>
<td>Dr. Paul Madden, Dean</td>
<td>College of Professional Studies</td>
<td>Gail Chinn, Dean’s Assistant</td>
<td>3270</td>
</tr>
<tr>
<td>Janice Johnson, Chair</td>
<td>Department of Business</td>
<td>Marilyn Clay, Admin. Asst.</td>
<td>3215</td>
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<tr>
<td>Sarah Boehle, Director</td>
<td>Health Care Management</td>
<td>Marilyn Clay, Admin. Asst.</td>
<td>3215</td>
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<tr>
<td>Larry Miller, Chair</td>
<td>Department of Eng. Tech.</td>
<td>Cindy Hopkins, Admin. Asst. II</td>
<td>3224</td>
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<tr>
<td>Marla Thoroumhan, Chair</td>
<td>Department of Allied Health Sciences</td>
<td>Tamatha Grigson, Admin. Asst.</td>
<td>3236</td>
</tr>
<tr>
<td>Nancy Bentley, Program Director</td>
<td>Dental Hygiene</td>
<td>Tamatha Grigson, Admin. Asst.</td>
<td>3236</td>
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<tr>
<td>William Turner, Program Director</td>
<td>Emergency Medical Technology</td>
<td>Tamatha Grigson, Admin. Asst.</td>
<td>3236</td>
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<tr>
<td>Marla Thoroumhan, Program Dir.</td>
<td>Medical Laboratory Technology</td>
<td>Tamatha Grigson, Admin. Asst.</td>
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<tr>
<td>Sheena Shifko, Program Director</td>
<td>Radiologic Technology</td>
<td>Tamatha Grigson, Admin. Asst.</td>
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<tr>
<td>Amy France, Program Director</td>
<td>Respiratory Therapy</td>
<td>Tamatha Grigson, Admin. Asst.</td>
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<tr>
<td>Dr. Leeann Denning, Chair</td>
<td>Department of Nursing</td>
<td>Deborah Howell, Admin. Asst.</td>
<td>3210</td>
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<tr>
<td>Dr. Debra Scurlock, Chair</td>
<td>Dept. of Rehab. &amp; Sport Professions</td>
<td>Krista Rase, Admin. Asst.</td>
<td>3209</td>
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<tr>
<td>Tony Ward, Program Director</td>
<td>Athletic Training</td>
<td>Krista Rase, Admin. Asst.</td>
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<tr>
<td>Ryan Walker, Program Director</td>
<td>Physical Therapist Assistant</td>
<td>Krista Rase, Admin. Asst.</td>
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<tr>
<td>Dr. Steven Rader, Program Dir.</td>
<td>Sport Studies</td>
<td>Krista Rase, Admin. Asst.</td>
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<td>Dr. D. Scurlock, Program Director</td>
<td>Master’s Occupational Therapy</td>
<td>Krista Rase, Admin. Asst.</td>
<td>3225</td>
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<tr>
<td>Kim Moore, Program Director</td>
<td>Occupational Therapy Assistant</td>
<td>Krista Rase, Admin. Asst.</td>
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<tr>
<td>Dr. Cheryl Irish, Chair</td>
<td>School of Education</td>
<td>Kassandra Bryant, Admin. Asst.</td>
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### University College

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<th>Name</th>
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<tbody>
<tr>
<td>Dr. Chris Kacir, Acting Dean</td>
<td>University College</td>
<td>Sherry Scott, Dean’s Assistant</td>
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Campus phone numbers
(740-351-plus extension if off campus)

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<td>Payroll</td>
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<td>Blackboard Support Services</td>
<td>x3628/3682</td>
<td>President’s Office</td>
<td>x3208</td>
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<td>Bookstore</td>
<td>x3203</td>
<td>Printing Services</td>
<td>x3261</td>
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<tr>
<td>Bursar’s Office</td>
<td>x3497</td>
<td>Provost’s Office</td>
<td>x3472</td>
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<tr>
<td>Career Services</td>
<td>x3130</td>
<td>Public Safety - EMERGENCY</td>
<td>x3232</td>
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<td>Counseling &amp; Psychological Services</td>
<td>x3608</td>
<td>Public Safety Office</td>
<td>x3243</td>
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<td>Accessibility Services</td>
<td>x3106/3276</td>
<td>Purchasing</td>
<td>x3314</td>
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<td>Facilities Dept. (Maint. &amp; Custodial)</td>
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<td>Registrar’s Office</td>
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<td>Financial Aid</td>
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<td>Student Business Center</td>
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Academic freedom

Shawnee State University is totally committed to the principles of academic freedom as stated by AAUP.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teaching or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom and responsibility are inseparable and must be considered simultaneously; they are shared by all members of the academic community.

- The teacher is entitled to full freedom in research and publication of the results, subject to adequate performance of his/her other academic duties. Research with pecuniary return using University support and equipment should be based upon an understanding with the authorities of the institution.

- Teachers are entitled to freedom in the classroom in discussing a subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to the subject.

- The University teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When faculty members speak or write as citizens, they should be free from institutional censorship or
disciplinary, but their special position in the community imposes certain obligations. As a “person of learning” and an educational office, faculty members should remember that the public may judge their profession and their institution by their utterances. Hence, they should strive for accuracy, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for their institution. However, academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law.

▪ The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the institution and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the institution.

▪ The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement, and participating in group deliberations which contribute to the growth and development of the students and the institution.

▪ Administrators and faculty shall protect, defend, and promote both academic freedom and academic responsibility.

### Academic misconduct

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the institution or subvert the education process. This is further explained in the Student Conduct Code which can be found at the following link on the University’s website:

[http://www.shawnee.edu/offices/dean-students/student-conduct-code.aspx](http://www.shawnee.edu/offices/dean-students/student-conduct-code.aspx)

Examples of academic misconduct include, but are not limited to:

1. Plagiarism

2. Violating course rules as contained in the course syllabus or other information provided to the student

3. Providing or receiving information through whatever source during exams and quizzes or providing or using unauthorized assistance in the laboratory, at the computer terminal, or in fieldwork
4. Using crib notes, “cheat sheets,” or any other device, including electronic devices not permitted by the instructor, in aid of writing exam

5. Serving as or enlisting the assistance of a “ringer” or substitute for a student in the writing of papers, assignments or taking of examinations

6. Altering grades or marks by the student in an effort to change the earned grade or credit

7. Turning in the same work to more than one instructor without informing the instructors involved

8. Violating proprietary agreements

Any form of academic misconduct is not to be tolerated. In the event that students engage in such activities, part-time faculty should consult with their department Chair or Program Director about how to proceed. Specific guidelines outlining procedures for dealing with all forms of academic misconduct are found on pages 19–23 in the Student Conduct Code at http://www.shawnee.edu/offices/dean-students/student-conduct-code.aspx

Grade appeals/Classroom complaints

The process students are advised to take if they have a problem with a faculty member or question a grade they receive, is as follows: They should first speak with the faculty member him or herself. If the issue is not resolved, then the student should discuss the matter with the Chair of the department, and then if necessary with the college Dean, and then the Provost in that order. The university Ombudsperson is available to help the student navigate this process.

If students are still unsatisfied and they wish to make an official complaint, they must submit a written statement about their problem and the steps they have taken to try to resolve it to the college Dean. Relevant emails, letters, class materials or other forms of documentation that help explain the problem should be also included. The Dean shall investigate the written complaint within ten (10) working days. If merit is found, the officials shall discuss the complaint with the faculty member. For more details, please refer to the Office of the Provost at http://www.shawnee.edu/offices/provost/academic-policies/academic-concerns.aspx.

As with matters of academic misconduct, adjunct faculty are encouraged to consult with their department Chair or Program Director when and if such issues arise.
Bookstore

The Shawnee State University Bookstore is located in the University Center on the 1st floor.

New and used textbooks as well as reference and general reading books are stocked. Staff can be reached by phoning (740) 351-3155 or fax (740) 351-3156. Regular hours are Monday through Friday 8:00 am to 5:00 pm. Extended hours will be posted at the store and on the website prior to each semester.

Office/art/educational supplies, insignia/spirit memorabilia, and other items are stocked for the convenience of the University community. A 20% discount on clothing and supplies are offered to all full and part time employees of SSU with a valid Staff ID.

Campus e-mail

Each employee is provided an account that grants access to networked computers and printer, library resources, and the SSUnet Wi-Fi network. His account is also your Shawnee State University email account.

Your username and email address are created using the first initial of your first name followed by your last name. For example, John Smith would be jsmith@shawnee.edu.

Accounts are created within 24 business hours of ITS receiving notification of employment from Human Resources. For security reasons, you must activate your account by bringing your staff ID to the ITS Service Desk in person. Your username and password will be provided to you at that time.

As employees of SSU, you should check your email account frequently. This is the primary way important messages are communicated on campus.

SSU Clark memorial library

Welcome to the Clark Memorial Library: http://library.shawnee.edu/

For additional information, see our “Library Services for Faculty” guide:
http://shawneesus.libguides.com/faculty
### Hours and services

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<th>Time</th>
<th>Monday – Thursday</th>
<th>Friday</th>
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<tr>
<td>Fall and Spring</td>
<td>7:30 AM to 10:45 PM</td>
<td>8 AM to 9 PM</td>
</tr>
<tr>
<td>Semesters</td>
<td>7:30 AM to 5 PM</td>
<td>8 AM to 5 PM</td>
</tr>
<tr>
<td></td>
<td>8:30 AM to 4:30 PM</td>
<td>1 PM to 6 PM</td>
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<tr>
<td></td>
<td>12 Noon to 12 Midnight</td>
<td>Sunday</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>8 AM to 5 PM</td>
<td>8 AM to 5 PM</td>
</tr>
<tr>
<td>Break and Intersession</td>
<td>8 AM to 5 PM</td>
<td>8 AM to 5 PM</td>
</tr>
</tbody>
</table>

The Service Desk (740-351-3323) and Curriculum Materials Center (740-351-3513) are available during all the hours the Library is open. Graphics Lab hours are posted in the CMC.

### Library resources & services

The Clark Memorial Library provides access to thousands of print and electronic books, periodicals, multimedia, graphics and video. Our website offers immediate access to our online materials, and the catalog allows you to locate print materials with ease. In addition to our local collections, Shawnee State is a charter member of OhioLINK, providing access to millions of materials from academic libraries across the state.

The SSU Library system interacts in real-time with the OhioLINK system, allowing SSU students and faculty access to many print and electronic materials accessible through OhioLINK, which includes 50 million books, over 12,000 electronic journals, 56,000 ebooks and millions of other materials held by 91 Ohio colleges and universities.

In a specially arranged agreement with other OhioLINK members, SSU students and faculty can request items from other member libraries to be delivered to the Clark Memorial Library for checkout within four working days – all at no additional cost. Just choose the “Request” button in the OhioLINK Library Catalog. For more information, visit our website (http://library.shawnee.edu), the OhioLINK website at (http://www.ohiolink.edu) or contact a librarian.

Adjunct faculty members have full library privileges during the semester(s) they teach. Adjunct faculty may update library accounts by phoning the Service Desk at (740) 351-3323 or by emailing: library@shawnee.edu
All networked computers on campus provide full access to the Library’s electronic resources. The SSU and OhioLINK Library Catalogs are openly available everywhere on campus. Faculty may use research databases, online reference tools, and other full-text resources, from off-campus. You will be prompted for your user name and password to access resources.

**Reserves**

At the Service Desk, faculty may place personal items or library materials on Reserve and designate “room use only,” “overnight,” “three day,” “seven day,” or “three week” lending periods. An online course reserve form is also available via the Clark Memorial Library website at [http://www.shawnee.edu/offices/library](http://www.shawnee.edu/offices/library).

**Working with Librarians for your Course**

Liaison librarians have been assigned as designated contacts for academic departments on campus. Liaison librarians are prepared to help you with library instruction, research help, ideas for integrating library materials into your coursework and to facilitate materials acquisitions.

The library has a strong instruction and research consultation program which enables librarians to provide library instruction for your course. Students are familiar with the Web, but they often need guidance in locating and evaluating resources that are appropriate for college level research. We look forward to meeting and working with you during the academic year. If you’d like to schedule a librarian visit or a visit to the library, please contact your liaison librarian or call (740) 351-3323 to get started.

**Class lists**

Class lists are accessed on MySSU. Once you have logged onto your MySSU faculty page, click on “Faculty Course Control.” Then click on the “select area” button next to the desired course and select “Class List.”

For information on how to log into your MySSU account, please go to [http://www.shawnee.edu/offices/information-technology-services/](http://www.shawnee.edu/offices/information-technology-services/) and click on the “Faculty and Staff” link under the “Starting with IT” heading in the left margin. Scroll down to section titled MySSU and follow the directions found there.
Textbooks

Part-time instructors are to use the textbooks recommended by the Chairperson/Director for each course. Desk copies of selected textbooks should be requested through the office of the appropriate Chairperson or Program Director. The requested copies are to be returned at the end of the semester.

Since many students purchase textbooks prior to the first day of class, it would place an unnecessary financial burden on the students if the recommended textbooks were not used. Therefore, please plan to integrate specific reading assignments throughout the term from required textbooks in your course. When instructors wish to supplement approved textbooks with additional texts, they must first obtain the permission from the Chairperson or Program Director. Supplemental materials may also be placed on reserve in the Library.

Class records and grades

Instructors must use the university grading scale and, where applicable, abide by departmental and/or course grading standards. See the SSU online catalog under Academic Policies and Programs for grading scale.

Each instructor is to keep an accurate record of all grades given to students, as well as a record of each student’s attendance. Please use Blackboard gradebook for these purposes, as students like to monitor their performance in their classes. This will also ensure that you have a clear record of this information should you have to provide it to appropriate college officials and the students concerned, if so requested. Class records are to be retained by each faculty member for at least one semester following the last day of class. For Blackboard training and assistance, please consult page 22 or http://www.shawnee.edu/blackboard/index.aspx.

Faculty members are required to electronically submit their student progress and grade reports to the Registrar’s Office on the date listed on the schedule.

It is vital to meet deadlines for student progress reports and final grades; if you have any questions about either of these procedures, please contact the department Chair or Program Director.

The instructor is also responsible for keeping adequate records of course content and assignments. Faculty members must keep all student grades confidential. To not do so would be in direct violation of the Family Educational Rights and Privacy Act.
Classroom assignments

Each class is to be taught only in the classroom assigned at the beginning of the semester. Prior approval is to be secured from the appropriate Chair for not holding a regularly scheduled class, holding any class off-campus, moving a class from a regularly scheduled location, or using a substitute or proctor for any assigned class meeting or examination. The Dean’s Office is to be notified of any temporary change in class location.

Instructors are expected to meet with their classes. On the rare occasion when you must miss a class, you should inform the department chair/program director and be prepared to have materials ready for a substitute. If an emergency arises after 5:00 p.m., please call the Student Success Center at (740) 351-3594. Every effort should be made to make appointments away from campus (doctor, dentist, etc.) at times that do not conflict with teaching schedules.

Upon completion of class, please leave your classroom configured the same way you found it. Instructors are expected to hold their classes for the allotted time. Repeated early release or late start time may result in instructors being removed from their class and non-renewal of their contract.

In the event that a faculty member is not present at the normal time class begins, students are to remain in the classroom an additional 15 minutes. If the class meets once a week for 3 to 5 hours, students must remain in the classroom for 45 minutes. If the faculty member has not arrived or no special instructions have been received within that time, students may leave class without penalty.

Office space

Adjunct faculty are assigned office space to use to prepare for their classes as well as to meet with students. Every effort is made to find offices within the department for which the faculty member is teaching. However, when this is not possible, other spaces will be identified. At times these spaces may be shared with other adjunct faculty.

Offices are equipped with phones and computers. Adjunct faculty are encouraged to include their office number and extension on their syllabi so that students can contact them if needed. Holding regular office hours is also encouraged.
Course syllabus

A course syllabus must be distributed to each student during the first week of classes for each semester. This course syllabus must be submitted to the Chair, Program Director, or department secretary no later than Friday of the second week of classes. The outline should consist of the following:

- Name of instructor, including information regarding contact outside of class
- Name of course (including course number and call number from schedule)
- Hours of lecture and/or lab
- Textbooks and other required materials and readings
- Course objectives
- Reading requirements
- Attendance policy
- Grading policy
- Other necessary information specifically related to the course
- ADA statement

Depending on the nature of the course, it is good practice to provide the students and the Department Chairperson/Program Director with a list of daily activities and assignments. It is also good practice to provide the above listed information in writing to the students at the beginning of the semester so any potential questions or problems may be discussed and dealt with in an efficient and professional manner.

Below is the University ADA Statement approved by ADA Compliance Committee and General Counsel; modifications may impact ADA compliance. **Adjunct faculty must include this University ADA Statement on every course syllabus:**

Any student who believes s/he may need an accommodation based on the impact of a documented disability should first contact a Coordinator in the Office of Accessibility Services, Student Success Center, Massie Hall, 740-351-3276 to schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the
accommodation process in the early part of the semester or as soon as the need is recognized. After meeting with the Coordinator, students are then required to meet with their instructors to discuss the student's specific needs related to their disability. If a student does not make a timely request for disability accommodations and/or fails to meet with the Coordinator of Accessibility Services and the instructor, a reasonable accommodation might not be able to be provided.

### Class attendance

Regular class attendance is required and expected of all students. Since some departments have devised their own attendance policies to help ensure consistency and fairness in classes while others have left the formation of such policies up to individual instructors, adjunct faculty should check with their Chairs or Program Directors for guidance regarding attendance policies. These need to be then be included in class syllabi.

### Excused absences

The university has developed guidelines to assist students who are unable to attend classes for a period of time exceeding five days due to documented military, civic, medical, emergency reasons or university-sponsored activities. Students absent for five or more days for any of the described reasons should provide documentation to the Dean of the appropriate college, who will then review the documentation and may issue an excused absence notation to the student to present to the faculty. Students absent for less than five days, should consult with their instructors about the possibility of making up work missed. For more about these guidelines, please see [http://www.shawnee.edu/offices/provost/academic-policies/absence-policies.aspx](http://www.shawnee.edu/offices/provost/academic-policies/absence-policies.aspx).

### Student athletes

Student-athletes are an important feature of SSU. If you have student-athletes in your class, they should introduce themselves to you before or after class on the first day and also share a copy of the letter produced by their coaches to provide an overview of scheduled practices, games, and any other relevant information for the term. It is the student-athlete’s responsibility to discuss with his or her professors how to best fulfill the requirements for the class. This discussion should be ongoing throughout a given term.

Regular class attendance is expected of all students including student-athletes at
Shawnee State University. Student-athletes should have made every effort to schedule their classes so that they do not conflict with practices and games.

Additionally, missing class due to scheduled games does not excuse student-athletes from academic due dates. It is the student-athlete’s responsibility to draw his or her professors’ attention to any conflicts regarding scheduled games and classes both at the beginning of the term and also at least one week prior to the scheduled absence. The student-athlete may request information regarding how he or she can take exams or quizzes as well as submit assignments and/or any make-up work at least one week before any given absence.

If adjunct faculty have any questions pertaining to student-athletes, they are directed to contact Jeff Hamilton, Director of Athletics at extension 3145 and/or consult the guidelines for student-athletes and coaches under the “Inside Athletics” tab at http://www.ssubears.com.

**Directory information**

Shawnee State has designated the following information as “directory information,” which may be freely disclosed without the consent of the student unless the Office of the Registrar is notified in writing to the contrary prior to the first day of the fall academic term:

- Student’s name
- Address and phone number
- University assigned e-mail address
- Major field of study
- Class rank (freshman, sophomore, etc.)
- Dates of attendance at SSU
- Date and place of birth
- Degree(s) and awards received
- Participation in officially recognized activities and sports, including weight and height of members of athletic teams
- The most recent previous educational agency or institution attended by student
No other student-specific information is to be released to anyone, other than the student and SSU staff with a "need to know" without the student's written authorization. Non-directory information should not be released via the internet or telephone because the identification of the individual receiving the information cannot be determined. SSU employees desiring access to student information must be briefed on the confidentiality of student information by the Registrar prior to receiving such access. Outside requests for student information should be directed to the Registrar’s Office.

**Accessibility services**

Shawnee State University prohibits discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

The Office of Accessibility Services assists a student’s integration into the University community by advocating for a student’s rights and ensuring equal access to University academics, programs, and activities.

Students that have been approved for academic accommodations will present you with a notice of accommodations specifying the approved accommodations. (See Appendix E.) It is important that you not provide accommodations without a notice of accommodation letter. You are only required to give those accommodations noted on the letter. If students ask for an accommodation not listed, then please instruct them to see an Accessibility Coordinator. Please keep in mind that you must provide the listed academic accommodations under ADA/ADAAA law/amendments and Section 504 of the Rehabilitation Act.

More information in the form of a sample Notice of Accommodation Letter, accommodation testing procedures, general guidelines for learning disorders, Autism Spectrum Disorder and other psychological disorders can be found in Appendices C, D, E, F, and G respectively. If you have any questions or concerns about accommodations, please contact a Coordinator of Accessibility Services, either Michelle Patrick at (740) 351-3106 or mpatrick@shawnee.edu or Jim Weaver at (740) 351-3276 or jweaver@shawnee.edu.

**Guidelines for working with ADA Students at Shawnee State University:**

- Handle the student’s accommodation letter discretely and propose that the student e-mail you with any concerns.
- Never identify the student to the class as a disabled student.
▪ Contact a coordinator in the Office of Disability Services (ODS) for any questions regarding the student’s accommodations. ODS can not specify the disability.

▪ Make sure the student’s exam(s) are dropped off in the Student Success Center and ready for the student to take at the scheduled class test time.

▪ Give the student a several hour window to take the exam in case his/her class schedule does not allow for extended time during class testing time.

▪ Pick up all accommodation exams and grade promptly so the student knows his/her grade along with others in the class.

▪ Treat the ADA student like any other student, only follow the accommodations on the notification letter.

▪ Inappropriate behavior in the classroom by an ADA student should be handled the same way it is handled with any student that poses a potential threat.

▪ Email or call a coordinator if you are unsure about any issues with an ADA student.

Again, more helpful information regarding meeting the needs of students can be found in Appendices D, E, F, and G.

Links to most important Faculty Resources:

ADA statement for course syllabus:
http://www.shawnee.edu/offices/accessibility-services/media/University-ADA-Statement-for-Course-Syllabi.pdf

Informational guide for faculty working with students with accommodations:
http://www.shawnee.edu/offices/accessibility-services/media/Accessibility-Services-Faculty-Handbook.pdf

How a student requests accommodations:
http://www.shawnee.edu/offices/accessibility-services/request.aspx

Testing accommodation procedures:
http://www.shawnee.edu/offices/accessibility-services/testing.aspx
If there is an emergency in your classroom

The emergency procedures in case of critical illness, injury, or death of a student or employee are as follows:

IMMEDIATELY SUMMON EMERGENCY ASSISTANCE TO VICTIM LOCATION

1. Dial 9-911
2. Notify Department of Public Safety at Ext. 3232 or (740) 351-3232.
3. Notify the Office of Student Affairs at Ext. 3280 or (740) 351-3280 (during regular business hours).
4. File an incident report with Department of Public Safety within 12 hours of the incident.

(FERPA) notification of rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file, with the U.S. Department of Education, a complaint concerning alleged failures by Shawnee State University to comply with the requirements of FERPA.
5. The right to obtain a copy of the University’s student records policy. You can obtain a copy of the policy at http://www.shawnee.edu/leadership/policies/media/policy-304.pdf

Confidential student information must not be released to anyone, other than the student, without a signed release from the student. If a parent or guardian approaches you claiming that a student has signed such a release, the parent or guardian should have a password. Please call the Registrar or Student Business Office at extension 4357 to verify the password before you release any student information.
All adjunct faculty that require access to the student information system must complete FERPA training prior to receiving access to student data. FERPA Training for faculty and staff is available at: http://www.shawnee.edu/offices/registration/ferpa-training.aspx

Examinations

The following guidelines are suggested to help you in your evaluation of the students in your class(es):

- The instructor should make clear the materials to be covered on any quiz or examination.
- A good practice is to include explicit information in the course syllabus.
- The instructor should make clear whether the test will be primarily objective, essay or a combination of objective and essay questions.
- The instructor should promote good writing practices by requiring the students to adhere to standard educational English (e.g., acceptable grammar, sentence structure, and organization of material).
- The instructor must supervise quizzes and examinations to prevent students from dishonest practices.
- The instructor must not publicly post grades. Posting grades are considered an invasion of the student’s privacy even if the instructor has taken steps such as using ID numbers to identify the grades.
- Use the Grading Center on Blackboard to regularly post grades for students.

Final examinations

Final Examinations for courses taught during each semester are to take place during the Final Examination Week. Instructors must have Chair/Dean permission to make any changes to the university’s final exam schedule.

The Final Exam Schedule is posted on the SSU website under the Registrar’s link. Please notify your students of the Final Exam schedule for your course(s) as early as possible in the semester. If you have questions, please contact the Registrar’s Office at (740) 351-3403.
Forms used for enrollment/registration and grades

Because some courses are contractually capped, adjunct faculty should check with their department Chair or Program Director before authorizing students to add their classes.

Several different forms may be required at some point during your teaching at Shawnee State. Students are required to obtain the instructor’s signature on forms in order to apply for Pass-Fail credit, to enroll in a closed class, to enroll in classes after the “add” deadline (no enrollment is allowed after the fourteenth day of the term), or a course taken for credit by arrangement. Questions pertaining to these forms should again be directed to Chairs or Program Directors.

Course credit by arrangement also requires a different procedure for payment to the faculty member teaching the course. Students are required to pay more for these courses, and special conditions must exist in order for the student to take the course in this manner. Questions about course credit by arrangement should be directed to the appropriate Dean, Chairperson, or Program Director.

If you report a grade, which for some reason must be changed, you must complete a Special Grade Report Form. This is available in the Registrar’s Office. Grades for courses taken by arrangement must also be reported on this form. Grades must be recorded via your MySSU Account by the Designated Instructor before the date and time listed on the Academic Calendar.

Guest lecturers

Faculty are encouraged to use the resources of the community to supplement the instruction provided by the University. Instructors may invite outside speakers to address a class when the speaker is knowledgeable in a given subject and when the topic is pertinent to the course.

Normally, the University will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the appropriate Chairperson, Program Director, or Dean must be secured before a guest lecturer may be contracted for an appearance.
At least one week before the guest lecturer’s presentation, the instructor should inform the Chairperson, Program Director, or Dean of the time and place of the presentation. The instructor is also responsible for assuring appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

**SSU identification card**

A Shawnee State University identification card is available to all personnel. This card is required for free access to University sponsored activities which include cinema nights, athletic events, dances, etc. Reduced prices may be available in some instances. However, community events held on campus, such as the Community Concert Series held in the SSU Vern Riffe Center for the Arts, are not available at a reduced fee or free of charge to persons other than students holding valid University identification. Theater Department presentations may also require the purchase of a ticket.

The University ID is required for part-time faculty to use the facilities in the Natatorium/Health Club free of charge. It should also be presented when proof of employment by Shawnee State University is required. **Your University ID is also your Library Card.**

**Key control policy**

Note: The following policy statements are excerpts from the complete policy as adopted by the University. For more on University Policies and Procedures please go to

http://www.shawnee.edu/leadership/policies/index.aspx

In order to provide for physical security of campus buildings and their occupants, and to provide for administration and control of keys, the following policy has been formulated:

- **Hours** – The buildings and facilities of Shawnee State University are available for general use by University employees and students for educational purposes. Each building will be open (outside door unlocked) for business on weekdays on an individual basis, as scheduled classes require.
• **Keys** – All employees authorized access to buildings are expected to request and be responsible for their own key(s) and to have on their person their own key(s) in order to unlock doors where and when they are authorized. Maintenance and Department of Public Safety personnel are not authorized to unlock doors for individuals at any time except when approved in advance in accordance with the Space Reservation Policy.

• **Emergency access** – This is approved through Department of Public Safety via the immediate supervisor and/or director. Duplication of keys by anyone other than the Key Control Manager or Director of Facilities is prohibited. Ohio Revised Code Statutes Section 3345.13 states:
  
  • “No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the State of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university.”

• **Key Recipients** – Personnel to whom keys have been issued are responsible for:
  
  • Completing and signing a key-issuance record and signature card for every key approved in Facilities Department.
  
  • Maintaining possession and security of any and all keys issued by the Key Control Manager.
  
  • Immediately reporting loss or theft of keys to the Key Control Manager.
  
  • Returning all keys issued by the Key Control Manager before executing final termination clearance.
  
  • If transferring to another University office or facility, Key recipients should not give their keys to another employee.

• **Procedure for Obtaining Campus Keys** – The requesting employee must execute a *Key Request Form* and have the request approved by the appropriate vice president or department head. When approved by the Director of Facilities, the appropriate key(s) will be made and the requesting employee will be notified when to pick up the key(s) from the Key Control Manager. See your department secretary for the proper forms and procedures for obtaining your key. Keys are available for pick up Monday–Friday 8:00 a.m. – 5:00 p.m. in the Facilities office.
- **Loss or Theft of Campus Keys** – Loss or theft of University keys must be reported immediately to the Key Control Manager by the individual to whom they were issued. The individuals will be charged a fine of $5.00 per key with additional locksmith charges if a core(s) needs replaced. Locksmith charges are $45.00/hour plus parts. Fines must be paid before the individual is issued additional University keys. A receipt will be required prior to a new key issued. Fines for lost keys are payable in the Bursar’s Office.

### Returning campus ID, keys, parking tag

Upon completion of the semester, you are required to turn in all of the following to either the Department’s Administrative Assistant, the Human Resources Department, or the Facilities Department:

- Building/office keys
- SSU ID
- SSU Magnetic Gate Key
- Parking Hang Tag

These will be reissued to you at start of next semester if re-employed.

### Maintenance issues

If part-time faculty have questions regarding the maintenance of buildings, classrooms or equipment, they are asked to contact their department administrative assistant and/or their department Chairperson or Program Director.

### Custodial issues

For questions regarding general cleaning issues, trash, recycling, and any event set-ups, please see your departmental administrative assistant. S/he will send the appropriate e-mail to needs@shawnee.edu and list your requests. If tables and chairs are needed for to set-up a particular event, please give as much notice as possible. Be sure to contact Student Activities to reserve space for your event as well.
Mileage

Adjunct faculty will be compensated for any mileage beyond a 25 mile limit one way or 50 mile limit round trip according to the standard University mileage rate. There is a travel reimbursement cap of $1,500 per semester. Mileage must be submitted through a BearTrax expense report. A job aid created to teach or remind adjunct faculty how to submit their mileage reports can be accessed at http://www.shawnee.edu/BearTrax/Training/materials.aspx. These reports should be submitted on a monthly basis.

Natatorium and health club

Part-time faculty can make use of the Natatorium and Health Club facilities free of charge. Please call for court reservations and fees (740-351-3269). Please check class schedules and the Natatorium schedule for times when facilities may not be available due to classes being held or swim meets.

Lockers may be available, but can only be used by patrons who are in the facility. Lockers are not available on a permanent basis due to the short supply of such facilities.

A valid University ID is required and must be shown upon entrance to the facility. Due to insurance regulations, no memberships will be available for children under age 14. Children under age 14 are only permitted to use the facility during the family swim time. Please check with the Natatorium for business hours.

Information technologies

The Information Technology Services department, ITS, is the central provider of all of the technology needs of the Shawnee State University campus. ITS implements and supports the latest technologies for academic instruction, administrative computing, and student learning.

ITS is eager to support all of your technology needs. We offer a wide variety of services to employees and this document serves to highlight those essential to getting you started. Please visit our web site at www.shawnee.edu/its to learn more about all the services available.
MySSU account

MySSU is SSU’s campus portal for students, faculty, and staff. This portal is where students register for classes and complete university business and where faculty obtain class rosters, communicate with students, and complete grade entry. Staff use MySSU to access pay vouchers, W-2 information, and employee benefit information. Your user ID for the system is your SSU Employee ID number. Your initial password is your date of birth in the format of YYYYMMDD.

Mobile Devices

SSUnet is the campus Wi-Fi network. All registered students, faculty, and staff can connect to SSUnet with their SSU Network Account. This is the same account used to login to any university owned computers and to access your email. To connect to SSUnet, follow the normal Wi-Fi connection process for your device, select SSUnet, and enter your SSU Network username and password when prompted. For more detailed instructions, visit www.shawnee.edu/its. Directions can be found under “Connecting IT.”

Microsoft Office 365

SSU offers all employees an Office 365 Account. This provides your emails as well as access to the Office Suite of software applications. Employees are licensed to install the Microsoft Office Suite on up to 5 personal devices at no cost to the employee. Please visit www.shawnee.edu/microsoft for more information.

Training

ITS offers online learning resources to students, faculty and staff. Visit our www.shawnee.edu/training for more information. One of these resources, Hoonuit by Atomic Learning, is a web-based learning service that delivers on-demand technology training for over 250 software applications. It allows you to learn at your own pace, from your personal computer, and can be utilized for classroom instruction. To take advantage of this powerful resource, log on to MySSU and click on Atomic Learning.

Online Password Tools

If you need to reset your account passwords from off campus, go to www.myid.shawnee.edu. In order to use the service, you must first enroll your accounts and create security questions for authentication. We encourage you to visit our site to enroll now so this service can be available to you when needed.
Support

The ITS Service Desk is located on the lower level of the Clark Memorial Library. We can be reached in a variety of ways:

Phone: 351-3538
Text: 617-4487
Email: ITService@shawnee.edu

Please contact us for assistance with any of your information technology needs.

Blackboard

The Blackboard Office serves as a single point of contact for faculty, staff and students in setting up online courses and providing the follow-up support for users that may experience difficulties. The Blackboard Office also serves as a solution center for instructors wanting to augment their course sites using various types of technology. For more specific information about its services, go to http://www.shawnee.edu/offices/blackboard/index.aspx

The Blackboard Support Office is on the first floor of the Clark Memorial Library, Room 113. Its hours for the academic year (Fall/Spring) are Monday-Thursday 10:00 am to 6:00 pm, and Friday 10:00 am to 4:00 pm. On breaks, holidays, and over the summer it is open on Monday-Friday 8:00 am to 5:00 pm. For user-support, please call 740-351-3682 or 740-351-3628 or email courseinfo@shawnee.edu.

Parking permit & key card

A Parking Permit tag can be obtained at the Department of Public Safety Office located at the southeast end of campus next to the floodwall (Smokestack Building).

A key card to access the gated lots is available from Human Resources in the basement of the Administration Building.

Both offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Photocopying and printing services

Photocopying of syllabi, tests, etc. is available either through the department administrative assistant or Printing Services (ADM023, Print Shop). Please check with your department administrative assistant as to the proper procedure for these services.
The Print Shop is also available to students along with coin-operated copiers in the Clark Memorial Library, the Student Success Center in Massie Hall, and the University Center.

**Salary schedule**

Remuneration for semester part-time faculty will be based on a course hour basis. Each semester part-time faculty member is expected to schedule time before and after class to assist students desiring instructional help.

<table>
<thead>
<tr>
<th>Highest awarded degree</th>
<th>Stipend Per Contact Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. /B.A. Degree</td>
<td>$470/lecture hour $391/lab hour</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>$565/lecture hour $449/lab hour</td>
</tr>
<tr>
<td>Ph.D. or other Terminal Degree¹</td>
<td>$649/lecture hour $523/lab hour</td>
</tr>
</tbody>
</table>

It is the responsibility of each part-time faculty member to make an appointment with the Human Resources Department before beginning work. The H.R. staff will conduct a brief orientation, have you complete your employment paperwork (i.e. tax forms, retirement forms, background check, etc.) and provide you with summary information regarding your benefits as an adjunct faculty member. You will be paid according to the payroll schedule provided.

The 2016 – 2017 staff and faculty payroll schedule can be found at: [http://www.shawnee.edu/offices/human-resources/media/Pay-schedule_STA_FY17-18.pdf](http://www.shawnee.edu/offices/human-resources/media/Pay-schedule_STA_FY17-18.pdf)

**Direct deposit or PayCard Option.**

SSU has implemented a paperless pay system. You have the option of being paid through direct deposit or a US Bank VISA PayCard (which operates like a debit card). If you choose Direct Deposit, you will also need to bring a voided check for validation of account information.

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¹ As determined by the appropriate Dean and the Provost according to the appropriate accreditation standards for Baccalaureate degrees. (Updated Spring 2016)
State Teachers Retirement System (STRS)

State Teachers Retirement System of Ohio (STRS) is one of the nation’s premier retirement systems, serving 449,000 active, inactive and retired Ohio public educators. STRS Ohio operates under the guidelines of Chapter 3307 of the Ohio Revised Code (R.C.) as enacted by the Ohio General Assembly.

You will be enrolled into STRS as a part-time educator at the University. Member contributions are currently 11% of gross wages (pretax) for July 1, 2013-June 30, 2014. Increases of 1% every July 1 to 2016 will take place, at which point it will be 14% – University contributions are 14%.

Your earnings under this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security, your pension may affect the amount of the Social Security benefit you receive.

Medicare benefits are not affected. Refunds of member contributions can be made upon termination of all Ohio public service and upon submission of an Application for Withdrawal of Member Deposits.

Severe weather—closing the University

The University has an audible outdoor siren system located on the east and west ends of campus. This system is activated by the National Weather Service when a Tornado warning has been issued for Scioto County. Tornado shelter areas are located on the lowest floor of each academic building. This siren system is tested each Wednesday between 10:00 am and 12:00 noon.

Shawnee State University also has a system to notify the campus community in cases of an emergency, i.e., campus closure, class cancellation due to inclement weather, or a health and safety concern. This attempt to notify you will occur by phone and e-mail. Shawnee State University or its contractors will not use this information for any other purpose than to attempt to contact you in case of a campus emergency. If you choose to opt-out of this service, you will not be notified when an on campus emergency occurs using this system. If you have already provided SSU this information, please use this opportunity to ensure it is correct.

Please complete the form for your cell phone or local residence number as well as an alternate number where you can be contacted. If you would like to be notified by e-mail, please include your e-mail address. As your emergency contact information changes, make sure you visit MySSU online to complete an update of your emergency contact record.
You may also listen to your local radio stations and TV stations for announcements. If you miss the announcements, you can reach Shawnee State Department of Public Safety at 740-351-3232 twenty-four hours a day.

Recommended stations include:

- WAXZ
- WKOV
- WRAC
- WBEX
- WLGC
- WRVC
- WCOL
- WLW
- WSRW
- WIOI
- WNXT
- WXIC
- WKEE
- WOKT
- WZIO
- WBNS (Channel 10, Columbus)
- WOWK (Channel 13, Charleston)
- WCMH (Channel 4, Columbus)
- WSAZ (Channel 3, Huntington)
- WLWT (Channel 5, Cincinnati)
- WSYX (Channel 6, Columbus)

**Standards of good academic practice**

Standards of good academic practice start ideally with faculty and students who are prepared for the teaching-learning process. Faculty, by definition, are well educated in their fields of academic study, and most faculty members at SSU are highly experienced in teaching, some with 25 or more dedicated years in the college classroom. Students are expected to be academically ready to benefit from the courses in which they enroll at SSU. This means they have the necessary prerequisites to enter a given course and the motivation and interest to be serious academically-minded students.

Beyond these ideal opening conditions, faculty members are expected to be organized for teaching a course. This organization starts with the preparation of a detailed syllabus that will serve as a teaching-learning guide to themselves and the students that is discussed during the first part of the first class period.

The construction of a syllabus starts with the course description in the college catalog, which is essentially a contract between a University and its students. The content of a syllabus generally includes a description of what students are expected to learn in the course, sometimes stated as measurable learning or behavioral objectives that lead students to know how they will be evaluated. Important information is also included in a syllabus such as the scope and sequence of the course (an outline) of what topics will be covered and when, a list of required and suggested readings, learning expectations outside of the classroom, descriptions of required papers or other independent or group study projects, class participation and attendance policies, important due dates, and how students will be evaluated. Additionally, syllabi describe how faculty members can be contacted during office hours for assistance such as class related tutoring, as well as other information faculty think is important to help students in the learning process.
Standards of good academic practice require that students receive full, fair value for their investment of time and money. At a minimum, this includes:

- Maintaining an important tenet of the AAUP (American Association of University Professors) regarding academic freedom, which the SEA and SSU endorses: being careful to cover the course content and not introducing controversial matters that have no relation to the subject of the course;

- Providing alternatives to learning through lectures and labs that ensure a full semester of instruction even when faculty are away from campus for professional meetings, classes cancelled due to inclement weather, faculty illness, or when holidays fall on Mondays or Fridays;

- Varying teaching and learning techniques during a given class session, using audio visual media where appropriate, or scheduling brief breaks that have a tendency to stimulate student learning;

- Meeting for the full scheduled class period, during every class period, with meaningful subject-related presentations or discussion, or through out-of-class equivalent and alternative learning assignments which can be validated;

- Accommodating students who may miss the first class session of the course or are occasionally absent from a class by implementing creative ways of briefing them on how to catch up on the content covered;

- Seeking help from department chairpersons, program directors, and colleagues whenever class-related problems arise.

Standards of good academic practice also call for a collegial cooperation with the academic department and other faculty who teach the same courses to ensure identical courses cover essentially the same content. In a similar manner, courses that build upon the content of other courses are expected to have a rational scope and sequence that will enable one course to either lead into or build upon the other. Such understandings will contribute to students and faculty having an academically successful experience at SSU.

Learning takes place in several ways and in many venues. While one of the projects. Other examples include required viewing of films or video tapes, self-study through programmed instructional media, interviewing professionals in the field, or “talking” with distant student colleagues via the Internet. Any of these suggestions could serve as course requirements, especially as alternative paths to learning when a faculty member finds it difficult to provide in-class instruction to students for whatever reasons.
Students, especially students who travel long distances to attend class, appreciate the courtesy of being notified ahead of time when classes will not meet. When emergency cancellations do arise, in addition to notifying your department Chair or Program Director, you may send an email to the entire class via MySSU using the class roster. Please remind students to use and check their Shawnee State email frequently so important messages can be received.

Standards of good academic practice also suggest student learning should be evaluated fairly, and feedback results should be timely. Knowledge of test results is a part of both student and faculty learning. Students learn the important things in a course they haven’t learned when the correct answers are noted or discussed. Faculty use the feedback to alter their syllabi and teaching strategies related to their courses. The outcome of student evaluation should lead naturally toward designing future teaching and learning experiences at the highest quality level possible.

What major qualities in an instructor are important to students? Competence. Clarity. Enthusiasm. Caring. While arguable, these are the attributes noted by Harvard University’s James Wilkinson who studied student remarks on faculty evaluations over a 20-year period. Finally, there is one more standard of good academic practice that is sometimes overlooked. All students have a right to study and learn in a classroom that reflects a “warm climate.” A faculty member can and should exercise great control of the interactions between students in a class so that no one—men, women, young, old, or people of different races, ethnic backgrounds, religions, sexual preferences, or handicaps—feel discriminated against as they seek a higher education at Shawnee State University.

**Student evaluation of faculty**

Online student evaluation information will be given to instructors toward the end of the semester to be administered during the two weeks prior to final examinations. **All classes must be evaluated.** Please adhere to the directions included with the forms. It is strongly recommended that you set aside time for students to complete evaluations at the beginning of a class period.

Please note:

- You are **NOT** to remain in the classroom while evaluations are being completed.
- You are **NOT** to have students complete evaluations during the same class period a final exam is given.
The Early Alert Referral System is in place to help identify and help students who may be experiencing difficulties and may be at risk of failing classes so that help can be offered to them. Adjuncts are encouraged to use the confidential system to refer any student who may be exhibiting any of the following behaviors:

1. Frequent class absences
2. Chronic class tardiness or leaving class early
3. Not acquiring required textbook or other course materials
4. Not bringing required course materials to class (e.g., notebook, lab materials)
5. Disengaged or disruptive behavior in class (e.g., not taking notes, talking, texting, or unwillingness to participate in class discussions)
6. Failure to complete assignments
7. Missing or poor performance on early exams/quizzes
8. Missing, late, or weak effort on early assignments
9. Lack of basic academic skills exhibited on course assignments
10. Change in demeanor
11. Other

Referred students will be contacted by either the Student Success Center (academic) or Student Affairs (non-academic) regarding appropriate resources and assistance.

It is paramount that struggling students be identified as soon as any concern is detected so that there is an adequate amount of time to intervene and help the student. **Therefore, the sooner the student is identified, the better.** The online form for making such a referral is found at [http://www.shawnee.edu/retention/refer.aspx](http://www.shawnee.edu/retention/refer.aspx)

Another link to the form can be found under “Bookmark” (in the right margin) on the MySSU faculty page. All referrals will be handled confidentially.

The Early Alert System is NOT an appropriate method of communication for concerns regarding student's mental health or safety. For information on what to do in these circumstances, see the next section on referring students with possible emotional/psychological difficulties.
How to refer students with possible emotional/psych difficulties

When you think a student may be experiencing some emotional difficulties and might benefit from professional counseling, you can refer that student directly to the Office of Counseling and Health Services in the University Center, Room 205. (This office will be moving to Hatcher Hall in January 2018.) However, prior to doing so, it is best to be straightforward about your concerns with the student. Always do so in a private setting to ensure the student’s confidentiality. Specifically address the behaviors or verbalizations the student has manifested or you have observed that have raised your concerns for his/her well-being, while conveying your respect for the student’s privacy. Emphasize counseling is confidential and no one will be able to see his/her record.

Usually a student needs some time to think over what you have discussed before choosing to seek counseling. Sometimes the gentle suggestion by a person who shows genuine concern for the student is enough. If a student declines to speak to you about his/her problems or refuses to seek counseling, it is important to respect that decision. However, always leave the door open for the student to approach you in the future for further discussion. If the student doesn’t and your concern continues, do not hesitate to follow-up with the student to let him/her know you would still like to help-- even to the point of offering to make the call to set up an appointment and, if you feel comfortable enough, bringing them to the first session. Many times, all it takes is that extra effort.

If at any time, you become concerned for the safety of the student or other students due to verbalizations of doing harm to oneself or others, immediately contact the Office of Counseling and Health Services for assistance. Contact Public Safety at (740) 351-3232 if there is an immediate chance of harm. If the situation arises after normal office hours (Monday thru Friday, 8:00 a.m. to 5:00 p.m.), contact the Crisis Hotline at Shawnee Mental Health Center, (740) 354-1010, explain the situation, and ask for assistance.

When to refer

Throughout the year, the Office of Counseling and Health Services receives inquiries from faculty, administrators and support staff. In many cases, due to the frequent contact they have with students, they have an excellent opportunity to observe students. They may be the first to notice the signs that a student may be in need of a referral for professional counseling. Below are some of the general symptoms that indicate a student may be experiencing some difficulties:

- Marked changes in behavior
- Decline in personal hygiene
- Isolation from others
- Decline in academic performance
- Talks about feeling anxious or depressed
- Makes comments about feeling worthless and things are hopeless
- Exhibits symptoms of stress: headaches, nausea, appetite change or inability to sleep
- Has had traumatic changes in personal relationships such as break-up with a significant other or death in the family
- Exhibits signs of alcohol or drug abuse
- Overly concerned about weight or body image
- Manifests a sudden unwillingness to communicate
- **Makes references to suicide***
- Exhibits disorientation or bizarre behavior
- Exhibits paranoia
- Becomes verbally abusive or physically violent
- **Threatens bodily harm to others***

***References to suicide or homicide: ALL suicide threats are to be taken seriously. No matter what the context, a student who talks about committing suicide is at risk and needs to be evaluated by a mental health professional immediately.***

Threats against others also demand an immediate response. In those instances, Department of Public Safety at (740) 351-3232 should be the first contact to ensure the safety of those involved and determine the appropriate course of action.

Any time you feel concerned about a student’s behavior or emotional well-being, feel free to call the Office of Counseling and Health Services at (740) 351-3608 or stop by to consult with our staff.
**Student success center**

The Student Success Center is located on the first floor of Massie Hall. Services include placement testing, advising and registration, peer tutoring, access to computer labs, multicultural student services, supplemental instruction, and accessibility services to students. During a student’s first year at Shawnee State, the Success Center assists with registration for classes and provides support that better prepares students for the classroom. Please check with the Success Center at (740) 351-3594 for operating hours.

**Tutoring**

The Success Center in widely known for its peer-tutoring program. Our program is accredited through CRLA (College Reading and Learning Association) and offers one-on-one peer tutoring to any currently enrolled SSU student. Whether a student needs help understanding course concepts or completing assignments or just wants to feel more confident in his/her class, peer tutoring offers an opportunity to improve academic performance. Tutoring appointments are arranged to suit the student’s schedule and are free of charge. Requests for a tutor are made through the main desk at the Student Success Center or by calling (740) 351-3594.

Faculty must recommend students who have received no lower than a “B” in the course for a tutor position. Interested students should apply at the main desk at the Student Success Center or call (740) 351-3106 to schedule an appointment for tutor training.

**The writing center**

The Writing Center offers free, one-on-one peer tutoring for students in all majors. The tutors provide feedback on any kind of assignment for any subject at all stages of the writing process. The Center’s priority is to help students improve their ability to write by addressing higher-order concerns, such as brainstorming, organization, incorporating research, and revision, though students also receive help in identifying and addressing lower-order concerns in their writing, including punctuation, grammar, and formatting. The Writing Center’s mission is to help students not only produce better writing, but also become better writers.
The Writing Center is located on the first level of the Clark Memorial Library, Room 120. Students can seek assistance at the Writing Center on a walk-in basis, but are encouraged to make an appointment to ensure they will be able to work with a tutor at a time that is convenient for them. To make an appointment, students may visit or call the Writing Center during its regular hours, which may be found on their website. They encourage students to get assistance early in the writing process and to bring assignment instructions with them.

Faculty members can request to visit the Writing Center with their class or have a representative from the Writing Center visit their class for a brief orientation. To arrange a visit, to recommend a student as a tutor, or to ask a question about the Writing Center, contact the Writing Center Director.

More information about the Writing Center can be found on its website: http://www.shawnee.edu/offices/writing-center

The math lab

SSU’s Department of Mathematical Sciences offers free tutoring services through its Math Lab. From Algebra and Geometry to Trig and Calculus, the math tutors are available to help. In addition to offering help with math homework and a quiet place to study, the lab offers computer stations equipped with access to online homework as well as software programs such as R, Mathematica & Geometer’s Sketchpad.

The Math Lab is located in Administration Building, room 150. Students can seek assistance on a walk-in basis from 9:00 am - 6:00 pm on Mondays; from 9:00 am – 9:00 pm Tuesdays through Thursdays; and from 9:00 am – 2:00 pm on Fridays. For more information about the Math Lab and its services, please contact Heather Thacker, Academic Administrative Assistant, at (740) 351.3301 or Dr. John Whitaker, Chair of the Department of Mathematical Sciences, at (740) 351.3630 or jwhitaker@shawnee.edu.

Professional development opportunities

SSU offers many professional development opportunities to part-time faculty. In addition to always being welcome at university-sponsored lectures and activities, adjunct faculty might also check with their department Chairs or Program Directors to see what kind of departmental activities are planned. Often reading groups, various specialized meetings, and/or other activities are available. Other professional development opportunities include:
Atomic Learning provides on-demand technology training on more than 250 software applications. Its library of over 55,000 video training tutorials, enable adjunct faculty to learn how to utilize features of Microsoft® Office applications, design and create in Photoshop® and Illustrator®, and use Blackboard. To access the training tutorials, log on at https://myssu.shawnee.edu/ Once in MySSU, click the atomic Learning Logo. For assistance, contact ITService@shawnee.edu or call (740) 351-3538.

The Teaching and Learning Center (TLC) is dedicated to supporting advanced effective teaching. Each year it coordinates a variety of programs and activities designed to foster excellence in teaching and learning, increase collaboration and collegiality among faculty, and promote the use of innovative technology as a resource for teaching and learning. The TLC is located in Room 032 of the Administration Building. For more information about the TLC, please go to teachinglearningcenter@shawnee.edu or contact Pat Spradlin, Director of Teaching and Learning Center, at (740) 351-3739.

The Adjunct Academies provide part-time faculty with the opportunity to hone their instructional skills by participation in semester-long programs. One is specifically designed for new adjuncts, and another is focused on using Blackboard in classes. Additionally, the Department of English and Humanities offers its own academy designed around the theories of composition and rhetoric. Adjuncts who complete the academy programs receive an increase in their pay. For more information, please contact Dr. Linda Hunt at lhunt@shawnee.edu or (740) 351-3448. For more information about the English and Humanities academy, please contact Dr. Debra Knutson at dknutson@shawnee.edu or (740) 351-3264.

SSU policies and procedures

- Tuition Waiver for Adjunct Faculty (Policy 4.73): http://www.shawnee.edu/leadership/policies/media/policy-473.pdf
- Employee and Dependent Tuition Waiver Form: http://www.shawnee.edu/offices/financial-aid/media/employee-tuition-waiver.pdf


- Accommodations for Employees with Disabilities (Policy 5.01:5) [http://www.shawnee.edu/leadership/policies/media/procedure-501-5r.pdf](http://www.shawnee.edu/leadership/policies/media/procedure-501-5r.pdf)

- Drug-Free Campus and Workplace (Policy 5.06): [http://www.shawnee.edu/leadership/policies/media/policy-506r.pdf](http://www.shawnee.edu/leadership/policies/media/policy-506r.pdf)

- Smoking (Policy 5.08): [http://www.shawnee.edu/leadership/policies/media/policy-508r.pdf](http://www.shawnee.edu/leadership/policies/media/policy-508r.pdf)

- For information about other SSU policies and procedures, please go to [http://www.shawnee.edu/leadership/policies/index.aspx](http://www.shawnee.edu/leadership/policies/index.aspx)
## 2017-2018 Academic Calendar

### Fall Semester 2017–2018

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<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>July 31</td>
<td>Fall intersession – classes begin</td>
</tr>
<tr>
<td>August 18</td>
<td>Final exams and last day (Fall intersession)</td>
</tr>
<tr>
<td>August 21</td>
<td>Fall semester classes begin (full and first eight-week sessions)</td>
</tr>
<tr>
<td>August 22</td>
<td>Grades due in Office of the Registrar by noon (Fall intersession)</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day (University Closed)</td>
</tr>
<tr>
<td>October 5-6</td>
<td>Fall Break (No Classes, University Open)</td>
</tr>
<tr>
<td>October 13</td>
<td>Last day of first eight-week session (final exams during last scheduled class period)</td>
</tr>
<tr>
<td>October 16</td>
<td>First day of second eight-week session</td>
</tr>
<tr>
<td>October 17</td>
<td>Grades due in Office of the Registrar by noon (first eight-week session)</td>
</tr>
<tr>
<td>November 10</td>
<td>Veterans Day observed (University Closed)</td>
</tr>
<tr>
<td>November 22</td>
<td>No Classes (University Offices Open)</td>
</tr>
<tr>
<td>November 23</td>
<td>Thanksgiving Day (University Closed)</td>
</tr>
<tr>
<td>November 24</td>
<td>Thanksgiving Holiday (University Closed)</td>
</tr>
<tr>
<td>November 27</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 8</td>
<td>Last day of classes (full session and second eight-week session)</td>
</tr>
<tr>
<td>Dec 9-15</td>
<td>Final Exams (full and second eight-week sessions)</td>
</tr>
<tr>
<td>December 15</td>
<td>Fall Commencement – semester ends</td>
</tr>
<tr>
<td>December 19</td>
<td>Grades due in Office of the Registrar by noon (full and second eight-week session)</td>
</tr>
<tr>
<td>December 25-29</td>
<td>Christmas Holiday (University Closed)</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Holiday (University Closed)</td>
</tr>
</tbody>
</table>

### Spring Semester 2017–2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 18</td>
<td>Spring intersession – classes begin</td>
</tr>
<tr>
<td>January 5</td>
<td>Final exams and last day (Spring intersession)</td>
</tr>
<tr>
<td>January 8</td>
<td>Spring semester classes begin (full and first eight-week session)</td>
</tr>
<tr>
<td>January 9</td>
<td>Grades due in Office of the Registrar by noon (Spring intersession)</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King, Jr. Day (University Closed)</td>
</tr>
<tr>
<td>March 2</td>
<td>Last day of first eight-week session (final exams during last scheduled class period)</td>
</tr>
<tr>
<td>March 5-11</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 6</td>
<td>Grades due in Office of the Registrar by noon (first eight-week session)</td>
</tr>
<tr>
<td>March 12</td>
<td>Spring full session classes resume</td>
</tr>
<tr>
<td>April 27</td>
<td>First day of second eight-week session</td>
</tr>
<tr>
<td>April 28-May 4</td>
<td>Final Exams (full and second eight-week sessions)</td>
</tr>
<tr>
<td>May 5</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 8</td>
<td>Grades due in Office of the Registrar by noon (full and second eight-week session)</td>
</tr>
</tbody>
</table>
Notice of Accommodation Letter Template

Office of Accessibility Services  Notice of Approved Accommodation  
Shawnee State University

This certifies that the following student is qualified for accommodations. This student has qualified for services by providing documentation sufficient to authenticate their disability and requesting accommodations for the current semester.

Shawnee State University is a covered entity under the Americans with Disabilities Act of 1990 (http://www.usdoj.gov/crt/ada/adahom1.htm) and Section 504 of the Rehabilitation Act of 1973 (http://hhs.gov/ocr/504.html) requiring educational institutions to make their programs accessible to qualified individuals with disabilities. The accommodations listed below are approved for the following:

Student Name:  
Student ID#:  
Semester: Fall 2016  
Effective Date: August 22, 2016

Approved Accommodations:  
-Extended testing time (up to double)  
-Limited distraction testing environment

The student must present this Notice of Approved Accommodation to the instructor before the accommodations listed above should be implemented.

Please direct all questions concerning accommodations to the Office of Accessibility Services, ext. 3106 or 3276.
Accommodation Testing Procedures

1. All exams must be in the Success Center ready for the ADA student to take their exam at the regular scheduled class time. **Exams must be dropped off to the Student Success Center one day prior to testing by 2 P.M. Electronic Formats must be sent 48 hours in advance.** (This allows time for staff to print the exam and to fill out the envelope.)

2. Students will have a window of testing time on exam day and be allowed to test both 2 hours prior to class time and 2 hours after class time.

3. Students enrolled in night classes are encouraged to begin their exam by 5p.m. in order to finish with extended time prior to closing. Exceptions can be made for starting later if the student acknowledges the time is sufficient.

4. Faculty will come to the counter in the Student Success Center in Massie Hall and ask for a testing envelope. That envelope will require student and faculty name, class name, as well as any other instructions the faculty has. Faculty must check box for accessibility accommodations at top of envelope.

5. Electronic submissions to an Accessibility Services Coordinator should include all instructions and test taking time in the e-mail from faculty.

6. Exams will be logged into AccuTesting and filed in the locked testing cabinet behind the front counter.

7. The student who has been granted the accommodations will show up at the Student Success Center, within the days and times given by the instructor.

8. The student will show ID and will leave all materials behind the counter and take their exam in one of the testing rooms.

9. When the student is finished she will return the exam to the counter, where it will be returned to the testing envelope to be picked up by the faculty at their convenience.

***Please note that the testing room is monitored with a closed circuit camera system. Any questions or concerns with this process, please contact either of the Accessibility Coordinators for assistance.
Learning Disorders

Learning disorders are often referred to as invisible disabilities and do not manifest themselves as readily as a physical disability. Each student with learning disability is unique and may experience difficulty in one or more of the following areas: reading, writing, oral language, math, organizational and study skills.

Problem areas for ADA students with a learning disorder:

⦁ Sequencing thoughts in logical order
⦁ Recall of information; deficient memory skills
⦁ Inadequate reading skills
⦁ Writing skills are often inconsistent with verbal abilities
⦁ Sloppy handwriting
⦁ Poor spelling
⦁ Skipping steps in a given process
⦁ Organizing notes; sorting major points
⦁ Maintaining attention

Tips for working with ADA students with learning disorders:

⦁ Review material from last lecture
⦁ Start the day’s lecture with a summary of what will be covered
⦁ Provide a detailed syllabus
⦁ Personalize information
⦁ Give frequent quizzes
⦁ Test in a variety of formats, when possible
⦁ Provide lecture outlines
⦁ Use concrete presentations

Things to remember about ADA students with learning disorders:

⦁ They have average or above-average intelligence.
⦁ They have a pattern of uneven abilities.
⦁ A learning disability is permanent.
**Appendix F—Autism spectrum disorder**

**The Office of Accessibility Services**  
**Student Success Center**

**Autism Spectrum Disorder**

Autism spectrum disorders involve a combination of cognitive, sensory, and behavioral deficits. ASD students struggle with interpersonal skills and communication. ASD students can be a challenge in the classroom. Many ASD students have a presence of unusual behaviors and interests that can be distracting to the whole class.

**Problem areas for ADA students on the Autism Spectrum:**

- Distractible and disorganized
- Executive functioning problems
- Poor judgment and decision making
- Inflexible thinking (black and white)
- Has difficulty with auditory processing, needs visual learning style
- Poor eye contact
- Could be loud and have outbursts
- Could be withdrawn
- May display rigid, stereotyped behavior and/or mannerisms in the class (rocking, flapping, or repetitive speech)
- Unusual preoccupation with objects or ideas

**Tips for working ADA students that are on the Autism Spectrum:**

- Utilize visual aids that enhance visual learning
- Provide lecture notes to student before they will be presented
- Explain the structure of the class time each day (sequencing)
- Supplement oral instructions with written instructions for in class assignments
- Speak calmly and use slower body movements
- Allow the ASD student to take short breaks when frustrated

**ADA students that are on the Autism Spectrum may exhibit negative behaviors in the classroom because:**

- Communication breakdown
- New tasks, confusing tasks, or unclear requirements
- Feeling overwhelmed
- Desire to maintain a rigid schedule
- Need to perform repetitive behaviors for self-regulation
- Frustration with communication
- Anxiety
- Sensory issues, noise, proximity, pacing of other individuals
- Unfamiliar environments: newness, unclear expectations, self-consciousness
Appendix G—Psychological disorders

The Office of Accessibility Services
Student Success Center

Psychological Disorders

Psychological disorders refer to a wide range of conditions characterized by anxiety, mood swings, depression and other behaviors. These behaviors can persist and change over time. Psychological conditions may include such disorders as attention deficit disorders, eating disorders, depressive disorders and anxiety disorders. The majority of psychological disorders are treated using a combination of medication, therapy, and support.

Problem areas for ADA students with psychological disorders:

- Sleeping problems—too much or not enough
- Class attendance
- Focus and concentration
- Impaired cognitive functioning
- Behavioral symptoms of anxiety and stress
- Difficulty working in groups

Tips for working with ADA students with psychological disorders:

- Provide an understanding and accepting environment
- Break tasks into smaller ones
- Be specific about your attendance policy and late assignments on the course syllabus
- Provide option of extending deadlines for assignments to reduce stress and anxiety
- Encourage student to seek counseling if student approaches you for therapeutic assistance

Things to remember about students with psychological disorders:

- Continuing dialogue between student and professor will help minimize problems and maximize understanding of the impact of the disability.
- Students with psychological disorders may have no more control over their condition than do students with physical or sensory impairments.
- Remember that the student code of conduct applies to ALL students.
- Psychological disorders are not an excuse for unacceptable behavior in and out of the classroom.
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