Adjunct Faculty Handbook

AY 2016-2017

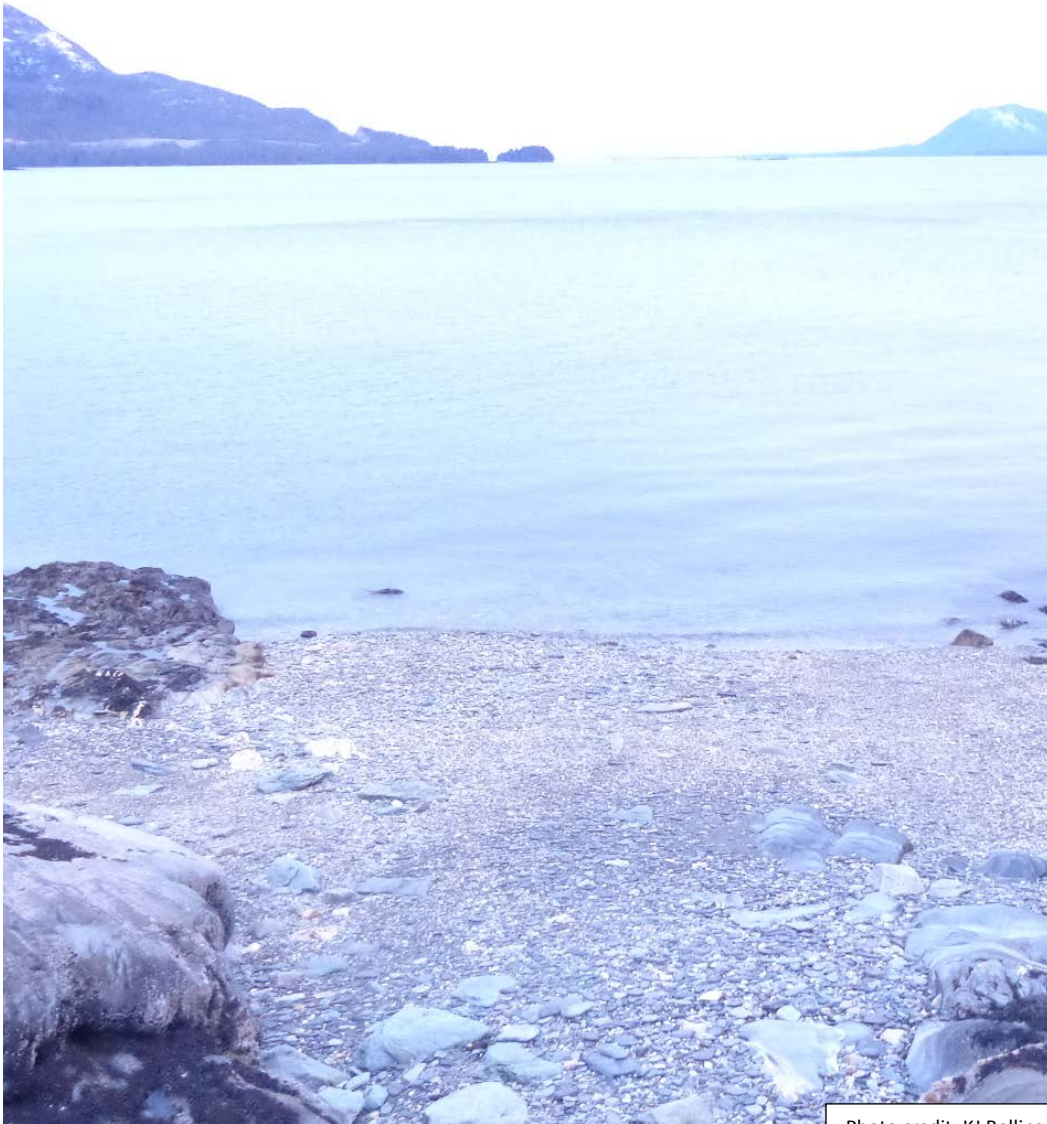Photo credit: KJ Bolling

Effective July 1, 2016

UNIVERSITY OF ALASKA
SOUTHEAST

learn · engage · change

August 15, 2016

Dear UAS Adjunct Faculty member:

Welcome to the 2016-17 academic year! We greatly appreciate your contribution as an adjunct faculty member to our mission of student learning and student success. As we enter the new academic year, we want to ensure that you have all the resources necessary for success as a faculty member.

The UAS Adjunct Faculty Handbook provides up-to-date information to help you be successful in your teaching. It provides important contacts for questions about course scheduling, the required course syllabus, instructional technology, and much more. You can access this handbook on the Provost website at http://www.uas.alaska.edu/facultyhandbook/index.html. For additional information beyond that found in this handbook, the administrative manager in your school and/or campus here at UAS is your first point of contact. I also encourage you to take part in planned adjunct faculty orientation and training activities at each of our three campuses.

I look forward to meeting you and to hearing about your experiences as a UAS faculty member. Feel free to email me at ktcarey@alaska.edu with any comments or suggestions.

Sincerely,

Karen T. Carey, PhD
Provost

Table of Contents

Chapter 1

Organizational Structure

UAS, the University of Alaska Southeast, is one of three universities within the University of Alaska. The northern universities are UAA (University of Alaska Anchorage) and UAF (University of Alaska Fairbanks). UAS is comprised of three campuses: Juneau, Ketchikan, and Sitka. The Chancellor and the Provost (chief academic officer) preside over all of UAS.   Juneau campus academic affairs are managed by deans who oversee the schools of Education, Arts & Sciences, Career Education, and Management; in Sitka and Ketchikan, directors manage campus affairs. Faculty in Sitka and Ketchikan work with their departmental colleagues in Juneau.

School of Arts and Sciences—Dean Karen Schmitt

School of Career Education—Executive Dean Pete Traxler

School of Education—Dean Deborah Lo

School of Career Education—Dean Vickie Williams

1.a: Contacts and Useful Weblinks

Contacts

Juneau:

Arts & Sciences

Assistant to Dean, Anita Parrish, 796-6518, aaparrish@alaska.edu

Humanities Department Chair, Kevin Maier, 796-6021, kevin.maier@alaska.edu

Natural Sciences Department Chair, Sherry Tamone, 796-6599, sherry.tamone@alaska.edu

Social Sciences Department Chair, Robin Walz, 796-6433, robin.walz@alaska.edu

School of Education

Administrative Assistant to Dean, Marie Stevens, 796-6050, mmyers16@alaska.edu

School of Management

Administrative Assistant, Barb Dagata, 796-6409, bcdagata@alaska.edu

School of Career Ed

Administrative Assistant, Linda Carroll, 796-6124, lmcarroll@alaska.edu

Ketchikan: Professor Rod Landis 907-228-4547, rslandis@alaska.edu

Sitka: Associate Professor Leslie Gordon 907-747-9474, llgordon@alaska.edu

School Websites

School of Arts & Sciences - http://www.uas.alaska.edu/arts_sciences/faculty-staff.html

School of Career Education - http://www.uas.alaska.edu/career_ed/faculty.html

School of Education - http://www.uas.alaska.edu/education/personnel.html

School of Management - http://www.uas.alaska.edu/som/faculty.html

Useful Links

Adjunct Self-Assessment: http://www.uas.alaska.edu/provost/adjunct/selfassessment.html

Academic Calendar: http://www.uas.alaska.edu/calendar/academic/index.html

Academic Catalog: http://www.uas.alaska.edu/catalog/index.html

Children/Pets on Campus: http://www.uas.alaska.edu/policies/child-pets.html

Directory of Faculty & Staff: http://www.uas.alaska.edu/contacts/

ELMO (Easy Login Maintenance Option): https://uascentral.uas.alaska.edu/elmo/

Emergency Action Plan: http://www.uas.alaska.edu/facilities_services/safety/index.html

Faculty Resources: http://www.uas.alaska.edu/provost/faculty_resources.html

UAS Forms: http://www.uas.alaska.edu/forms/

Help Desk: http://www.uas.alaska.edu/helpdesk/

Human Resources at Statewide: http://www.alaska.edu/hr/

Human Resources at UAS: http://www.uas.alaska.edu/hr/index.html

IT Services: http://www.uas.alaska.edu/its/

Learning & Writing Center: http://www.uas.alaska.edu/juneau/tlc/index.html

Library: Juneau http://www.uas.alaska.edu/library/

   Ketchikan http://www.uas.alaska.edu/ketchikan/library/index.html

Student Rights and Responsibilities: http://www.uas.alaska.edu/students/guide/conduct.html

UA Online: http://uaonline.alaska.edu/

UAS Online!: https://uascentral.uas.alaska.edu/online

United Academics – Adjuncts: http://www.alaska.edu/labor/adjuncts-info/

Board of Regents: http://www.alaska.edu/bor/

1.b: Organizational Chart
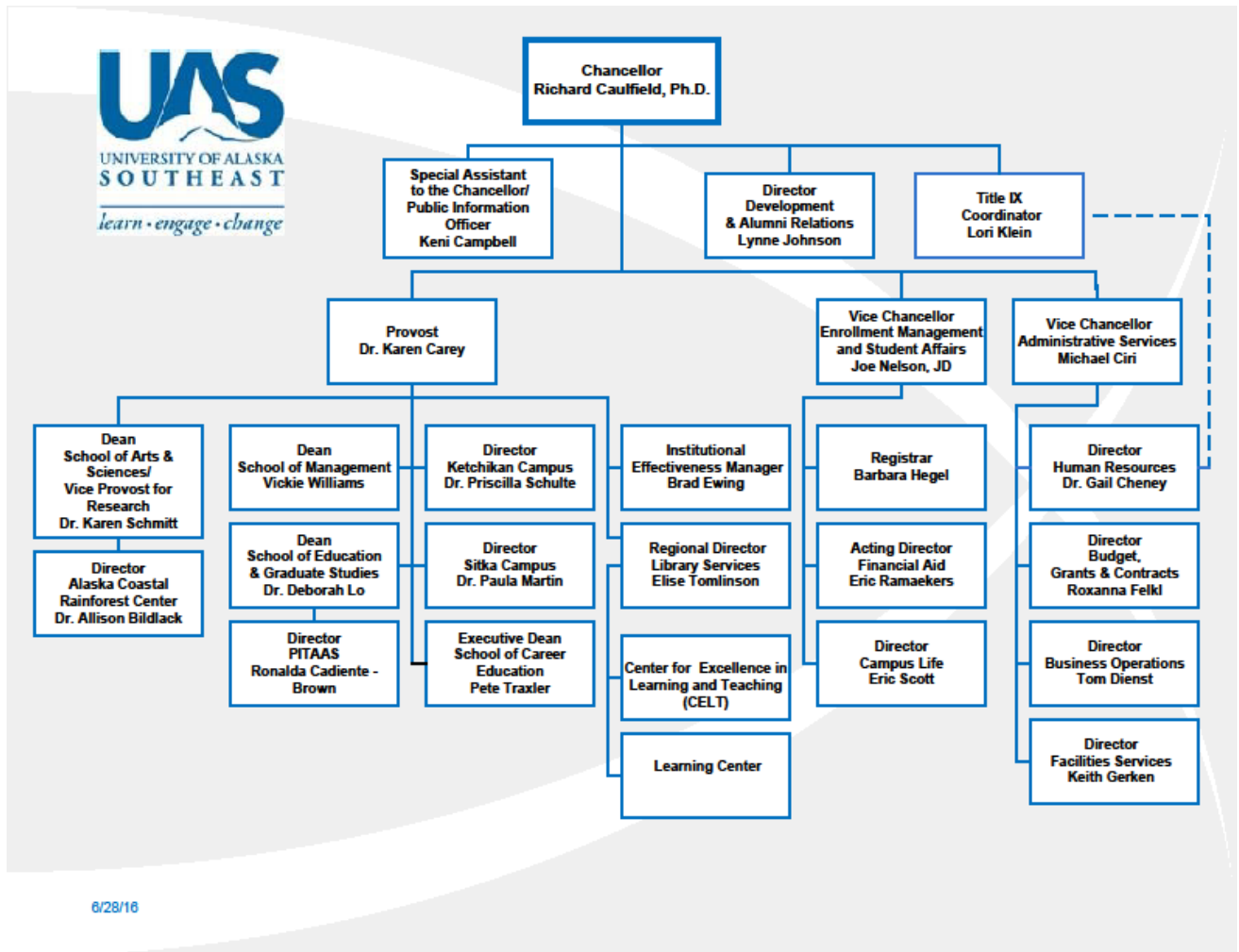
1.c: Faculty and Academic Calendars

Faculty Contract Calendar—The Provost's office website is a good source of information for adjunct faculty.
http://www.uas.alaska.edu/provost/faculty_resources.html

Fall 2016-2017 Academic Calendar

This calendar represents the framework of the academic year. Specific courses or programs may start or end on different dates. Please consult a current UAS class schedule for more specific information.

The academic calendar below is for the academic year that starts with Fall Semester 2016 and ends with Summer Semester 2017.

Aug. 19, 2016 Friday All Day Deadline for Fall Admissions Application

Aug. 23, 2016 Tuesday All Day Tuition & Fees due for Fall Semester

Aug. 24, 2016 Wednesday All Day Housing Move-in (new and returning students)

Aug. 25, 2016 Thursday All Day New & Transfer Student Orientation

Aug. 26, 2016 Friday All Day New & Transfer Student Orientation

Aug. 29, 2016 Monday All Day First Day of Instruction

Sept. 02, 2016 Friday All Day Web Registration Ends at Midnight for Short-Term Classes

Sept. 05, 2016 Monday All Day Labor Day Holiday

Sept. 09, 2016 Friday All Day Deadline for 100% Tuition & Fees Refund for Full-Term Classes

Sept. 09, 2016 Friday All Day Deadline to Change Credit or Audit Status for Full-Term Classes

Sept. 09, 2016 Friday All Day Web Registration Ends at Midnight for Full-Term Classes

Sept. 10, 2016 Saturday All Day Withdraw Period Begins for Full-Term Classes

Oct. 01, 2016 Saturday All Day Deadline for Fall Graduation Application

Oct. 31, 2016 Monday All Day Deadline for Late Fall Graduation Application

Oct. 31, 2016 Monday 8:00AM Spring 2017 Class Schedule Web Search Available at UAOnline

Nov. 01, 2016 Tuesday 8:00AM Spring 2017 Class Schedule Search Available on UAS Website

Nov. 04, 2016 Friday All Day Deadline to Withdraw from Full-Term Classes

Nov. 14, 2016 Monday All Day Spring 2017 Registration Begins (UAS program students)

Nov. 24, 2016 Thursday All Day Thanksgiving Closure

Nov. 25, 2016 Friday All Day Thanksgiving Closure

Nov. 26, 2016 Saturday All Day Thanksgiving Closure

Nov. 27, 2016 Sunday All Day Thanksgiving Closure

Nov. 28, 2016 Monday All Day Spring 2017 Open Registration Begins (all students)

Dec. 12, 2016 Monday All Day Final Exam Week (Dec. 12-17)

Dec. 15, 2016 Thursday All Day Deadline for Spring Admissions Application

Dec. 21, 2016 Wednesday All Day Grades Due by Noon

Dec. 24, 2016 Saturday All Day Winter Break (Dec 24-Jan. 3)

Spring 2016-2017 Academic Calendar

Jan. 04, 2017 Wednesday All Day Campus Open

Jan. 11, 2017 Wednesday All Day Tuition & Fees Due-Spring Semester

Jan. 12, 2017 Thursday All Day Spring Housing Move-in (new and returning students)

Jan. 13, 2017 Friday All Day New & Transfer Student Orientation

Jan. 16, 2017 Monday All Day Alaska Civil Rights Day

Jan. 17, 2017 Tuesday All Day First Day of Spring Instruction

Jan. 20, 2017 Friday All Day Web Registration Ends at Midnight for Short-Term Classes

Jan. 27, 2017 Friday All Day Deadline for 100% Tuition & Fees Refund for Full-Term Classes

Jan. 27, 2017 Friday All Day Deadline to change credit or audit

Jan. 27, 2017 Friday All Day Web Registration Ends at Midnight for Full-Term Classes

Jan. 28, 2017 Saturday All Day Withdraw Period Begins for Full-term Classes

Feb. 01, 2017 Wednesday All Day Deadline for Spring Graduation Application

Feb. 06, 2017 Monday 8:00AM Summer 2017 Class Schedule Search Available on UAOnline

Feb. 07, 2017 Tuesday 8:00AM Summer 2017 Class Schedule Search Available on UAS Website

Feb. 27, 2017 Monday All Day Summer 2017 Registration Open (program students)

Mar. 01, 2017 Wednesday All Day Deadline for Late Applications for Spring Graduation

Mar. 13, 2017 Monday All Day [Summer 2017 Registration Open](#)

Mar. 13 to 17, 2017 Monday-Friday All Day [Spring Break](#)

Mar. 17, 2017 Friday All Day [Campus Closed](#)

Mar. 20, 2017 Monday 8:00AM [Fall 2017 Class Schedule Search Available on UAOnline](#)

Mar. 21, 2017 Tuesday 8:00AM [Fall 2017 Class Schedule Search Available On UAS Website](#)

Mar. 31, 2017 Friday All Day [Deadline to Withdraw](#)

Apr. 03, 2017 Monday All Day [Fall 2017 Registration Begins for Program Students](#)

Apr. 17, 2017 Monday All Day [Fall 2017 Registration Opens for All Students](#)

May 02, 2017 Tuesday All Day [Final Exam Week (May 2-6)](#)

May 05, 2017 Friday 7:00PM [Sitka Commencement](#)

May 06, 2017 Saturday 3:00PM [Ketchikan Commencement](#)

May 07, 2017 Sunday 2:00PM [Juneau Commencement](#)

May 10, 2017 Wednesday All Day [Grades Due](#)

May 05, 2017 Friday 7:00PM [Sitka Commencement](#)

May 06, 2017 Saturday 3:00PM [Ketchikan Commencement](#)

May 07, 2017 Sunday 2:00PM [Juneau Commencement](#)

May 10, 2017 Wednesday All Day [Grades Due](#)

Summer 2016-2017 Academic Calendar

May 01, 2017 Monday All Day Deadline for Summer Admissions Application

May 10, 2017 Wednesday All Day Tuition & Fees Due for Summer Sessions

May 15, 2017 Monday All Day Summer Session I

May 15, 2017 Monday All Day Full Summer Session (May 15 - Aug. 5)

May 19, 2017 Friday All Day Web Registration Ends

May 29, 2017 Monday All Day Memorial Day Holiday

June 26, 2017 Monday All Day Summer Session II (June 26 - Aug 5)

July 01, 2017 Saturday All Day Deadline for Summer Graduation Application

July 03, 2017 Monday All Day Independence Day Holiday

July 04, 2017 Tuesday All Day Independence Day Holiday

July 17, 2017 Monday All Day Deadline for Late Summer Graduation Application

Aug. 01, 2017 Tuesday All Day Deadline for Fall Admissions Application

Aug. 10, 2017 Thursday All Day Summer Grades Due

Finals Schedule
Finals week is scheduled during the last week of the semester. A two-hour block is scheduled for each local course. Distance courses continue to meet at regularly scheduled times throughout finals wee. Dates and times are published online at www.uas.alaska.edu/schedule/fall/html
You must meet your class during Finals week even if you do not give an exam.

Chapter 2

<u>Instructional Responsibilities</u>

In this section you will find information related to the duties of adjunct faculty within the UAS system. As an adjunct you play a very important role in our students' acquisition and demonstration of knowledge. Every academic division within UAS hires and relies on adjunct faculty. In general, adjuncts work with full time faculty who serve as mentors to those in their department. You are encouraged to identify who that mentor is, and this person will help you get accustomed to the procedures and policies at UAS.

2.a: Syllabus

The syllabus serves as a contract between the instructor and student. It should reflect the competencies that the student can expect to master in that class. The UAS competencies include communication, quantitative skills, critical thinking, information literacy, professional behavior, and information technology. Every course must explain how the content, knowledge, and skills build upon one or more of the UAS competencies.

> A course syllabus must be provided to each student at the first class session of a course, with a copy also being filed with the appropriate Dean's office. UAS Online provides each course with a website where a course syllabus must be posted either by faculty or their department. A course syllabus is required to contain the following:
>
> (1) clearly defined student outcomes;
>
> (2) scope of the material to be covered in the course;
>
> (3) required texts and readings;
>
> 4) grading method to be used (pass/fail or letter grade, including whether "+ or -" will be employed);
>
> (5) explanation of the basis for awarding student grades: exams, papers, quizzes, projects, or other along with due dates and weighting towards calculation of the final grade;
>
> (6) notification that student ratings of instruction will occur at some point during the last three weeks of class including specifics on the purpose of the student rating questionnaire;
>
> (7) information on locating and using UAS Online; and
>
> (8) other pertinent information concerning course management and instructor expectations of students.

See example on following pages.

SSCI S200 KD1: Orientation to the Social Sciences

Fall 2015 Asynchronous/Seminar Course, UAS Online Blackboard

Instructor: William Urquhart, Ph.D.

URQUHART@alaska.edu (907) 228-4527

Office hours: 9:15-10:15am Tuesday through Thursday in Paul Building room 505

Course Description

Catalog description: Includes the methods and analytical approaches of six social sciences (anthropology, economics, history, psychology, political science, sociology) through exploration of a particular topic, theme, or phenomenon. 3 credits.

Course Scope

The theme we will explore through the social sciences this semester will be "Protest and Social Movements," with special attention given to recent collective action related to race, gender, policing, and violence in America and globally. Given the increased prominence of social media and increasing political participation among diverse cross-sections of society, protest has become an even more regular part of American social life than it has been in the past. In this class, we will address topics such as who participates in protests and why, who drops out of social movements, and governmental responses to protest; how protest is situated in historical and cultural contexts, how protest is related to power, inequality, and exploitation, and the interaction between protest and public policy, law, and government. These topics will be explored in both online forums and bi-weekly seminars, where you will have the opportunity to learn about and explore the issues with student peers and visiting faculty experts representing each social science discipline. Another important part of this course will be learning to apply interdisciplinary approaches to a single topic, reflecting on your goals for your interdisciplinary degree, and mapping out a path to graduation; and planning for post-graduate life.

Course Objectives

Social science disciplines represented at UAS include anthropology, economics, government/political science, and history; and psychology and sociology. Students will become familiar with the basic subject matter and perspectives of each discipline. Students will gain experience applying theory and knowledge accumulated by each discipline to new examples and contexts, and will have a general understanding of the social nature of human behavior. Students will be exposed to a variety of social science research methods used in each discipline through readings in scholarly journals and through research experience activities. Students will create an outline for an electronic portfolio that showcases and organizes work from courses in different social science disciplines into a single, coherent body of literature around the theme of the student's concentration areas. Students will also clarify goals for their degrees, map out degree completion plans, and meet with Faculty Advisors for guidance in their program.

Student Learning Outcomes

UAS Student Learning Outcomes for SSCI 200: Upon successful completion of this course, students will be able to:

1.   Analyze topics from multiple social science disciplinary perspectives (anthropology, economics, history, political science, psychology, sociology)

2.   Conduct seminar sessions according to rules of professional conduct

3.   Assemble a professional portfolio based upon personal and academic goals.

Additionally, students successfully completing this fall 2015 section of SSCI 200 will be able to demonstrate UAS competencies in communication, critical thinking, and writing for the social sciences that may be required in upper-division social science courses. They will also be able to demonstrate social science competency in understanding of cultural diversity.

Course Structure

This eLearning course will be taught between two formats. First, on most weeks you will post a two-page written paper in response to assigned readings. You will then read the response papers posted by your classmates, post responses to at least two of your classmates, and post follow-ups to responses your classmates or instructor may have left to you. As you will all depend on each other having response papers posted in order to fulfill your required discussion forum time each week, papers will need to be posted each Tuesday. On some other weeks, you will be assigned additional online activities, including clarifying your goals for your degree, mapping out a degree plan, and preparing a Social Science Portfolio to create in this class, which you'll continue to develop on your own after the end of the semester until it is reviewed by a faculty committee in your graduating term.

Second, we will have Blackboard Collaborate seminars approximately every other week. This will include one optional-attendance informational meeting (be sure to watch the recording of the session if you cannot attend) and six required-attendance seminar discussions about the course material with guest professors representing different social science disciplines. The instructor will contact students in the first week of the semester to inquire about availability for meeting times. The lowest seminar participation score (out of six total) will be dropped at the end of the semester.

Collaborate and the Blackboard Discussion Forum can be found on the Course Homesite at UAS Online at https://uascentral.uas.alaska.edu/online

Please note that, as with other three credit courses, you will need to allot yourself additional time beyond the three weekly hours of class activities to complete assigned readings, write papers, and provide yourself adequate study time. Overall, you should expect to spend about 6-8 hours per week on this class over the fifteen-week semester

Required Text and Readings

Students are responsible for purchasing the following required book for this course:

Goodwin, Jeff, and James M. Jasper, eds. 2015. *The Social Movements Reader: Cases and Concepts*, 3rd Edition. Malden, MA: Wiley-Blackwell. ISBN-13: 978-1118729793

Additional assigned readings will be available for download on the Blackboard site or freely available online; these will be posted with each available assignment. You will also be required to locate additional readings to support certain assignments; in some cases, you will be given the citation and allotted one week to locate it on your own, and in other cases, you will be responsible for determining an appropriate reading on your own and asked to locate it with the online electronic resources available through the university library. This exercise will help you to develop and hone your research, literature review, and electronic resource skills.

Grading Method

This course uses letter grading with plusses and minuses. Final letter grade percentages are as follows:

100-93 = A

92-90 = A-

89-87 = B+

86-83 = B

82-80 = B-

79-77 = C+

76-73 = C

72-70 = C-

69-67 = D+

66-63 = D

62-60 = D-

59 and below = F

Basis for Awarding Grades

The weights for computing the final grades scores are listed below:

Response Papers: 30%

Discussion Forum Participation: 30%

Participation in Seminar Sessions: 30%

Activity Assignments: 10% (and all activity assignments must be completed to earn a passing final course grade)

There will be no exams, quizzes, or final term paper for this course.

Response Papers

Response papers will be approximately two pages in length (double-spaced, 12-point Times New Roman, 1 inch page margins on all sides) and written in response to the readings and assignment activities. They should demonstrate to the instructor and your classmates that you have carefully read the material (including a very brief summary of major ideas or points you are choosing to address), that you have analyzed and evaluated the material, and that you have provided your classmates with something further to discuss. It should be expressed as a formal paper with a distinct introduction, body, and conclusion. DO NOT waste weekly paper space summarizing the actual chapters or articles you read as you would if you were writing a book review (e.g. "first the author wrote this, then went on to discuss that…"). Instead, pick out what *you* believe are one or two of the most important or central *ideas* in the readings that you want to write about, and use the readings as sources for you to write about your chosen topic. Again, you should think of the papers as your own original writings on a topic, using assigned readings only as sources of information for your topic. Additional instructions will be provided in class.

Note that the TWO lowest scores on Weekly Papers will be dropped at the end of the semester (except that Response Paper #1 will not be dropped, no matter the score). You can think of these as opportunities to have two low scores not count toward your final grade, or as

skip weeks, or as sick days. There is no need to e-mail me to ask to use a skip week, or to let me know that you couldn't submit it because you were sick, etc; if no paper is submitted, it will automatically be one of the two skip weeks. I strongly recommend you save them for weeks you are sick, have family issues, or are overloaded by other coursework or your job. When citations and other references are used, you are asked to use APA (American Psychological Association) ASA (American Sociological Association) or Chicago style, provided you are consistent across papers. Other styles may be requested and used with instructor approval depending on the student's disciplinary interests.

Paper Scoring

I use a progressive scoring rubric that I call "**graduated assessment**." This means that the expectations for the quality of your work increase throughout the semester based upon individualized feedback that I may leave for you on some weeks. These comments can be accessed through the My Grades link on Blackboard. I expect that you will incorporate my feedback in subsequent papers, and points will be deducted for failing to do so (particularly when the same recommendation has been left for two or more weeks in a row). Thus, comments I leave for your paper become part of your individualized scoring criteria. Points for weekly papers are otherwise awarded as follows, with scores ranging from zero (0) to five (5):

3 point paper: A paper that probably has good description/summary of readings or activity, but lacks the student's own interpretation of what s/he has read; and/or the student has not made recommended improvements from feedback on past papers. Student may not have cited sources appropriately or used an incorrect reference format.

4 point paper: The paper summarizes ideas in the readings and also uses social science vocabulary to analyze them in terms of underlying theoretical assumptions they make and the kind of questions the theories are supposed to address, but may lack elements of critical analysis, illustration with examples, or the student's own evaluation; and/or the student has not made recommended improvements from feedback on past papers.

5 point paper: A well-written paper that summarizes the readings, analyzes them, and applies examples appropriate to the ideas presented; and critiques or evaluates the theories or perspectives. Critique and evaluation may be in terms of the explanatory strengths and weaknesses of a theory, comparisons with other approaches, or providing alternative approaches that the student argues could be taken to better understand the substantive issues. Five-point papers nearly always include the student's own application of the theories to a real-world phenomenon, and the student has taken into account all feedback left by the instructor on previous papers.

Writing Tutoring Referrals

During the second through fourth weeks of class, the instructor will refer some students to the UAS Ketchikan Learning Center to meet with a writing tutor. This course has no prerequisites, but college-level English composition skills are essential to Response Paper participation. The Learning Center tutors are familiar with the instructor's writing guidelines and can add effective tutoring to improve course performance. If the instructor refers a student to writing tutoring, the student is required to schedule a meeting with a Learning Center tutor (in person or online) before the next paper is due; otherwise, the instructor will begin marking zero points for assignments until the student schedules the meeting.

Academic Honesty Policy

Plagiarism is strictly prohibited and will be strictly dealt with. Most fundamentally, this means you may not present someone else's work as your own, be it ideas, phrases, or information, without giving credit to the source. If you fail to cite a source, you are tacitly stating that it is your own creation, idea, or quote.

Please review the student handbook at http://www.uas.alaska.edu/student_services/handbook/index.html for guidelines on professional and ethical behavior related to plagiarism, cheating, and other unethical behaviors. Beyond possible formal disciplinary action described in the handbook, academic dishonesty in this course may result in loss of credit for assignments, reduction of course grade, or course failure.

Classroom Behavior

Students are expected to respect the rights of others to learn. Students who engage in disruptive or disrespectful behavior (including written comments in the webmeeting chat box and in Forum discussion with classmates) will be asked to leave the class for the day (and may be manually ejected from webmeeting) and/or have offensive Forum responses deleted by the instructor. If disruptive behavior continues to be a problem, the student will be withdrawn from the course (if within the Withdraw Period of the semester) or receive a failing grade (if after the Withdraw Period of the semester). Extremely disruptive behavior will result in immediate withdrawal and/or a failing grade for the course.

Access and Ability

The Americans with Disabilities Act of 1990 requires that universities provide reasonable accommodations to students with disabilities in order to ensure equal access to all academic and co-curricular programs and services. To request accommodations contact Gail Klein (228-4508 or grklein@alaska.edu) at Student Services in Ketchikan. Please note that students must request services each semester and at each campus in which the student is enrolled in coursework, even if accommodations were provided in previous semesters. Also note that students are responsible for disclosing their disabilities themselves if they wish to request accommodations, as it is a

policy violation for instructors to initiate disability referrals without the student directly informing the instructor with a disclosure of a disability.

Title IX

Members of UAS and visitors have the right to be free from all forms of gender and sex-based misconduct including sexual violence, sexual harassment, domestic violence, dating violence and stalking. UAS expects all members of the community to conduct themselves in a manner that does not infringe upon the rights of others. Gender-based and sexual misconduct has a negative impact on members of our community, and therefore UAS has a zero tolerance policy for gender-based and sexual misconduct. If you are aware of any student, faculty, or staff who has been discriminated against, immediately contact Gail Klein, Ketchikan Campus Title IX Coordinator, at 228-4508 or grklein@alaska.edu. The following individuals can further assist in exploring options and support:

*Counseling Services: 907-796-6000 •mwthomson@uas.alaska.edu orbaiverson@uas.alaska.edu

Lori Klein, Juneau Title IX Coordinator: 907-796-6529 • laklein@uas.alaska.edu

Eric Scott, Student Conduct Administrator, Juneau: 907-796-6389 • ewscott@uas.alaska.edu

Gail Klein, Student Services Manager, Ketchikan: 907-228-4508 • grklein@uas.alaska.edu

Chris Washko, Student Success Manager, Sitka: 907-747-7703 • cmwashko@uas.alaska.edu

Please note that with the exception of asterisked (*) Counseling Services employees, UAS employees are considered "responsible employees" and must report any disclosure of sexual abuse to a Title IX Response Team member. If you disclose any instances of sexual abuse, your instructor is required to report the incident to the Ketchikan Campus Title IX investigator.

Course Evaluations

Students have the opportunity to rate the course on Blackboard in the last two weeks of class.

Tentative Course Schedule

This syllabus, including the course schedule below, is meant to be tentative, and is intended be changed by the instructor during the semester after student availability for seminars is clarified, and as additional reading selections are added based on student interests. The syllabus will be updated during the semester via e-mail or announcement on Blackboard.

After the Response Papers are due each Tuesday, you are required to leave replies to two of your classmates' papers by midnight the following Thursday, and follow up on all replies your classmates or instructor have left for your own paper by midnight the following Monday.

8/31/2015	First day of fall courses. Begin Response Paper #1 and Activity Asignment #1 (Instructions for both are posted on Blackboard). Watch Youtube video https://www.youtube.com/watch?v=DSIdaTSG2Gg Readings for this week are "Editor's Introduction" from *The Social Movements Reader* and a recent news article of your choice on protests or social movements
9/3/2015	Optional Attendance Webmeeting (2:00-3:15pm): Course Introduction, locating materials, assignment instructions/guidelines
9/8/2015	DUE DATE for: Response Paper #1: Relating your understanding of "Editor's Introduction" from *The Social Movements Reader* to your chosen news article Activity Assignment #1: Self-Reflection and Goals Essay
9/15/2015	DUE DATE for: Response Paper #2 based on Article 2 "The Women's Movement" in *The Social Movements Reader*, a scholarly anthropology article, with your applied examples Activity Assignment #2: Resume or CV
9/22/2015	DUE DATE for Response Paper #3 based on Article 4 "Occupy Wall Street" in *The Social Movements Reader* and an assigned anthropology article
9/29/2015	DUE DATE for Lesson #4: Response Paper #4: Mini-ethnography write-up incorporating previous articles Activity Assignment #3: Building your BASS Portfolio
10/6/2015	DUE DATE for Lesson #5: Response Paper #5 based on a topic from Article 15 "Classic Protest Songs: A List" in *The Social Movements Reader* and assigned history article Activity Assignment #4: Transcript, Program, and Advisor Verification
10/9/2015	Seminar Discussion #1: Anthropology with Dr. Brandon Chapman noon-1:15pm
10/13/2015	DUE DATE for: Response Paper #6 based on Article 23 "Everyday Life, Routine Politics, and Protest" *The Social Movements Reader* and assigned economics article Activity Assignment #5: Document Preparation and Peer Copyediting
10/15/2015	Seminar Discussion #2: Geography/History with Dr. John Radzilowski at 2:00pm
10/22/2015	Seminar Discussion #3: Economics with Dr. Brian Vander Naald 2:00-3:15pm
10/27/2015	DUE DATE for Response Paper #7 based on Articles 22 and 25 of *The Social Movements Reader*, and Peter Berger's "Invitation to Sociology")

11/3/2015   DUE DATE for:

Response Paper #8: Interviews mini-study with assigned sociology article

Activity Assignment #6: Degree Checklist: Chart, Update, Plan

11/5/2015   Seminar Discussion #4: Sociology with Dr. Kasia Polanska 2:00-3:15pm

11/10/2015   DUE DATE for:

Response Paper #9: Article 32 "The Dilemmas of Identity Politics" in *The Social Movements Reader* and assigned psychology article

Activity Assignment #7: DegreeWorks and Faculty Advisor Meeting

11/12/2015   Seminar Discussion #5: Psychology with Dr. Ali Ziegler 2pm-3:15pm

11/17/2015   DUE DATE for Response Paper #10: Article of your choice from *The Social Movements Reader* and an assigned political science article

11/24/2015   DUE DATE for:

Response Paper #11: Article of your choice from *The Social Movements Reader* and a scholarly article of your choice from discipline of anthropology, history, economics, political science, psychology, or sociology

12/1/2015   DUE DATE for:

Final response paper of the semester on protest, incorporating citations to at least two articles from *The Social Movements Reader* and addressing recent news article of your choice related to protest/social movements

12/3/2015   Seminar Discussion #6: Gov/Political Science with Glenn Wright 2:00pm

12/9/2015   Deadline for submitting final revisions based on instructor portfolio review meeting (required in order to earn a passing grade in this course)

2.b: Secondary School / Dual-Enrollment

UAS welcomes enrollment of secondary school students who are prepared for college-level work, subject to the policies described below. These policies are designed to allow access to courses in a manner that supports student success. The University of Alaska system has an open enrollment policy allowing students to register for courses for which they have an adequate background (UA Regents policy P10.05.010). Registering in courses establishes a permanent academic record that reflects academic performance in all courses attempted.

Types of Secondary School Student Enrollment:

Dual Enrollment Students

A dual enrollment student is one who is simultaneously enrolled in a high school curriculum and also is taking courses at UAS. Courses the student takes at UAS will be used to fulfill high school graduation requirements. The purpose of dual enrollment is to provide high school students with access to coursework that is not available in Alaska high schools. Examples include academic courses that are more advanced than those offered in high schools and various career and technical programs that high schools are not equipped to teach.

Tech Prep Students

Tech Prep courses are offered by agreement between UAS and identified high schools as a means of promoting career and technical education pathways. Under such an agreement, high school instructors approved by UAS teach college-level classes that are taught in local high schools. Tech prep students should register for Tech Prep courses at their high schools. For more details please visit the Tech Prep site.

Other Secondary School Students

These may be students who are enrolled in high school and are taking UAS classes, but do not intend to use the UAS classes for academic credit at their high school. This may also include home school students or those who have withdrawn from high school prior to graduation and have not completed a GED.

2.c: Copyright

There are no general guidelines when it comes to the use of copyrighted material. The University Egan library website reviews what is reasonable when making decisions to provide copyrighted material in print form and provides a link to tools to determine fair use. Other things to consider: Are the articles already available to students through the University databases? Can your class be structured around students checking out the information at the library reserve desk? http://www.uas.alaska.edu/library/faculty/copyright-faq.html

2.d: Textbooks

The administrative assistant for your respective department will alert you when textbook orders are due. Be sure to respond promptly. To assist in processing the textbook order, please use the form that can be found at http://www.uas.alaska.edu/forms/

2.e: Student Rating of Faculty and Courses

Students' rating of a faculty members' teaching effectiveness is an important element in the faculty evaluation process. Students' rating of instruction is managed by the Office of the Provost in coordination with various administrative units.

Online Student Ratings of Courses-The process of evaluating an instructor's scholarship of teaching and learning includes students' ratings of instruction. UAS Information Technology Services, under the direction of the Provost's office and in coordination with various administrative units, manage student rating questionnaires.

Anonymity—The online student ratings system will keep students' individual names separate from their responses, so students can be assured of anonymity in submitting the questionnaires. Students have the right to submit a blank questionnaire or opt out of submitting one at all.

Courses evaluated—All courses taught at UAS will be evaluated using this system. In team-taught courses, a single evaluation form will be used with instructor specific questions naming the individual instructors where appropriate.

Access to results through course web sites—The rating system automatically generates a summary report for each course. This report includes frequency distribution, mode, standard deviation, bar chart, mean and median scores along with a compilation of any comments. Access to these results is blocked until two weeks after the ending date for the specific course. Once the report is available, anyone with instructor-level access to the course web site may view or download the full summary information. In addition, these individuals may download the raw-data in Excel format. Before the start date for administration of the questionnaire, the instructor may choose who else may access the numerical results through the course web site. Options include students enrolled in the course (the default), individuals with active UA computer accounts, or anyone visiting the course web site. If the instructor makes the rating results available to a wider audience, only the statistical summaries will be provided through the course web site. Access to student comments is restricted to those with instructor-level access only.

2.f: Grades and Grading

Course Completion Contracts- Any student who receives an "incomplete" as a grade must have a Course Completion Contract on file with the department. The Course Completion Contract can be obtained from the administrative assistant in your area and should contain those assignments necessary for satisfactory completion of the course. There is a copy of the contract at the back of this handbook.

Recording Grades—Grades are due within 5 business days after the last day of instruction. Grades may be posted online at uaonline.alaska.edu or on a paper roster. All students must have a grade listed. Grades will either be A through F, Pass (P) or Fail (F), Incomplete (I) or No Basis (NB). If assigning and F or NB, the last date the student attended the class will need to be entered. Once grades are submitted online, a grade cannot be changed online, to do so will require a Grade Change Form. If you have any problems with the UA Online system call your local campus for assistance.

Change of Grades—If a student's grade needs to be changed (e.g., completion of an Incomplete), a Change of Grade Form must be completed by you. Within one year, if a grade change is needed, only your signature is required. If the grade change is after one year, a rationale must be provided as well as signature approval of the dean and the registrar (or provost). A Change of Grade form is available from the administrative assistant in your area or online. See additional information on grading from the UAS Academic Catalog.

If you are teaching a class that is wholly or in part designated E-Learning, you will want to communicate early with your faculty or staff contact person, so that he or she can guide you to those on your campus who provide training in the use of smart classroom, instructional technology, and other electronic course delivery resources.

UAOnline Grading Option

Step 1
Login to UAOnline at https://uaonline.alaska.edu/. Please login using your **username and password**. This is the username and password associated with your university email account and Blackboard.

Step 2
Click on Faculty Services tab

Step 3
Select "Enter Grades New!"

Step 4
You will be routed to the Faculty Grade Entry page. You will see courses for which you are the primary instructor listed at the top. Click anywhere on the first course you wish to grade. The class roster will appear below.

If you have a small monitor or are using an iPad, vertical and horizontal scroll bars enable you to view all row and column information.

Step 5
Students who withdrew from or audited your course will already have the appropriate grade entered. You will skip over those students.

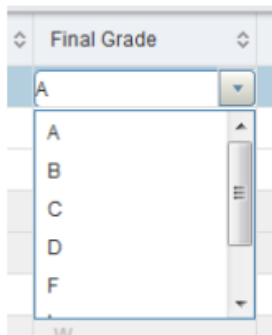| Final Grade	⇕	Rolled	⇕
AU		✅	
W		✅	

Step 6
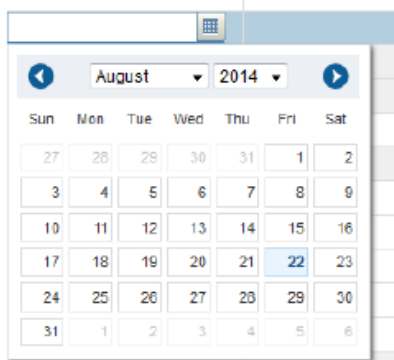You have two options for entering grades.

Option 1 – Use Dropdown Boxes

1. Enter a grade for each student in the Final Grade column using the drop down menu that appears when you click in the cell.

↕	Final Grade	↕
A		▼
	A	▲
	B	▤
	C	
	D	
	F	▼
	W	

2. Due to compliance requirements for institutions receiving federal money, any grades of F or NB require a date of last attendance in the following format: MM/DD/YYYY. You can hand type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell. A best guess is fine.

Final Grade	↕	Rolled	↕	Last Attend Date	↕
NB				05/19/2014	
F				06/25/2014	

Last Attend Date	↕	Hours Attended
05/19/2014		
06/25/2014		
	▦	

◀	August ▾	2014 ▾	▶

| Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Please note: Instructors teaching in centrally scheduled classrooms will not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Attend Hours column to indicate the student took the final, if appropriate.

3. There is an additional requirement for students who **never** attended your course, regardless of whether you assign an F or NB.
   a. Enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column **and** enter a zero in the Attend Hours column.
4. You do not enter anything in the Midterm Grade or Rolled columns.

5. Be sure to click the Save button in the lower right hand corner after you have submitted grades and dates of last attendance/attend hours, if appropriate. **If you do not click save, your grades will not be submitted.**
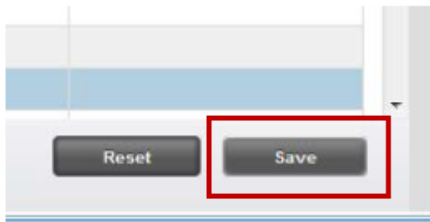
6. If there is an issue with any information you entered, you will be notified immediately with a pop up message in the upper right hand corner. It will identify the error(s) and look something like this:
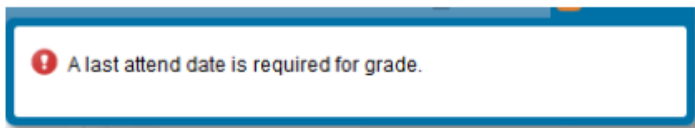
A red exclamation point also appears to the left of each student's name to help you easily identify where corrections are needed.

7. Please correct the error(s) and then click Save again until you receive *only* the green 'Save Successful' notification.

8. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.
9. When finished, click Sign Out in the upper right hand corner.

Option 2 – Import Grades Using Excel
1. Click Tools in the upper right hand corner and then Export Grade Template.
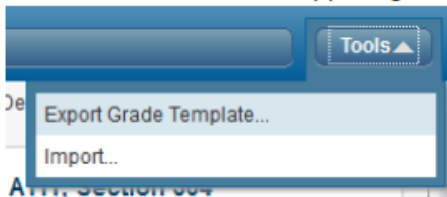

2. Choose to export the roster as an .xls or .xlsx file. If you are running Microsoft Excel 2007 or later, select .xlsx. Then click Export.
3. Enter the final grades and dates of last attendance (for NB and F grades) in the Final Grades column of the Excel spreadsheet. Remember to use the correct format for the last date of

attendance (MM/DD/YYYY) and to enter a zero in the Attend Hours column for those students who never attended your course. Save the Excel file to a secure location. **Note:** The Incomplete Final Grade, Extension Date and Extension Date Constraints fields are null. Please ignore them.

4. Back in UAOnline, select Import from the Tools menu.
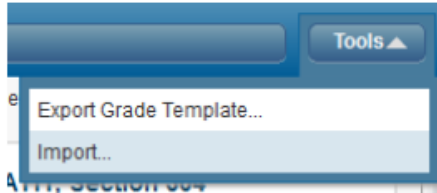
5. Browse to the location in which you saved the file, select it and click next.
6. Next you have an opportunity to preview the file. Click next.
7. You can ignore the Map Columns step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click next.
8. The next screen will summarize the anticipated results of this import. Click Import (even if you see that records containing errors will not be imported).
9. The final screen will summarize the results of the import and might look something like this:
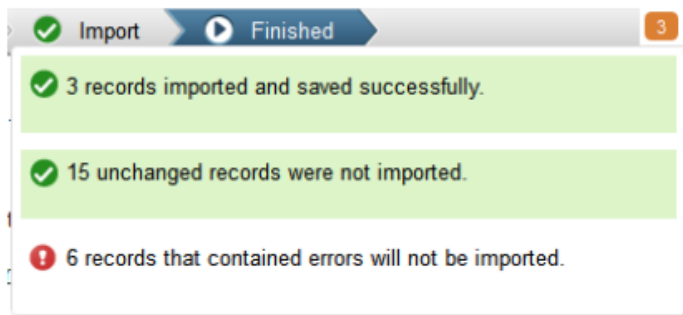
10. If any records contained errors and were not imported, click on the orange notification icon to minimize the above summary. Click the validation report link **before** finishing.

The validation report will open in Excel. An Error column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click Finished in the Import Grades dialog box. Import your spreadsheet again until all records import and save successfully.

11. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.
12. When finished, click Sign Out in the upper right hand corner.

Additional information:

☐The Reset button pictured above only resets columns that have not been previously saved.

☐Rolled grades (green checkmark in the Rolled column) cannot be changed online. They have already rolled to the student's permanent academic record. Grades roll to students' records every night.

Please contact the local records office with questions about this new grading option.

Chapter 3

<u>Academic Support/Services</u>

This section of the handbook familiarizes you with the network of support services available, so your experience teaching at UAS is smooth and successful. Library resources and tutorial & learning/student services are covered here, as well as a basic primer on instructional technology – with essential information about how you can put technology to work for you and your students.

3a: Information Technology Services

Mission Statement
The mission of UAS Information Technology Services is to make the University of Alaska Southeast an exceptional place to learn by providing computing technology and services responsive to the needs of the University community. UAS has incorporated a number of strategies related to use of technology in the UAS Strategic and Assessment Plan.

Electronic Portfolios
In conjunction with course management, UAS provides a Web portfolio system. An ePortfolio is automatically created for every faculty member and student. As a part of this portfolio, a unique "page" is created for every class an individual takes or teaches. Faculty and students are encouraged to use this resource to support both summative and formative evaluation of learning outcomes, and to create a community of scholars through Weblogs, podcasts and other social networking strategies.

Course Provisioning
1. Course sections are created for every UAS course section across multiple terms.
2. Course sites are created as soon as the Registrar's office releases the term.
3. Course sites are updated each morning at 5:30am until 2 weeks past their official ending date.
4. Prior course sites are maintained indefinitely for institutional users, accrediting bodies and the general public.
5. Faculty may choose to link multiple class sections together for ease of management or to create a single larger cohort for student collaboration. Linked courses retain their unique titles and web addresses, but share a single pool of resources and activities and can be managed from a single class site.
6. In addition to Banner courses, a non-Banner course site can be created by Helpdesk staff. Non-Banner classes can reside in a Banner term (Spring-2005), or in a non-Banner "term" (e.g. Training, Test, etc.).

Course Access
    1. All course sites are visible to the general Internet.
    2. Faculty may restrict course resources and activities. These restrictions may be highly specific. Each specific resource may be limited to:
    a. Individuals with an active UAS computer account
    b. The class roster
    c. The roster and "additional participants" (designated guests, TAs, etc.)
    3. Faculty may add individuals to the UAS Online class roster/gradebook.
    4. The official UAS student course rating system is entirely online and is integrated into UAS Online. Only officially registered students may submit course rating forms.
    5. Management access to a course site is provided to individuals who are either listed as "offering" the course (their picture and other information appears on the course site) or "supporting" the course (their role is not displayed on the site).

6. All faculty designated in Banner as "instructors of record" are automatically added to the "offered by" list. Faculty or academic programs may add additional users to either "offered" or "supported" lists.

7. UAS does not enforce storage limits on course homesites or ePortfolios.

8. Faculty may import resources from other course sites and across terms, provided the faculty has management access to the course materials. When this access does not already exist, faculty

may request access from the original faculty member or from the academic department.

User Profiles

1. A "profile" is automatically created for every UAS Online user. This profile contains a variety of directory information along with other information provided at the discretion of the user (e.g. photograph, biography).

2. Display of profile information is limited by the privacy indicator in Banner
Example:

> **Confidential Record**
> *Directory*   *This individual has instructed the UAS*
> *Information*   *Registrar to withhold his or her directory*
> *Withheld*   *information.*

Technology Help

The UAS ITS Technology Helpdesk is available to provide initial assistance with any technology needs of both faculty and students. For hours of operation, contact details, and technical support guides, please visit the website. http://www.uas.alaska.edu/helpdesk/index.html

3.b: Classroom and Campus Equipment

All classes at UAS have a web presence through the course management system called Blackboard, with UASOnline as the portal. All students, faculty, and staff have network storage, Web hosting space and ePortfolios. The campuses have wireless Internet for the convenience of all users. A variety of technology such as still and video cameras, laptops computers, and more can be checked out by faculty and students. Video conferencing is available for faculty for classes and meetings with staff or students at other campuses. Computing labs are available in Sitka and Ketchikan for students to complete homework assignments and receive assistance. Computer classrooms are available for faculty for teaching. Equipment and services are available for media production, copying and broadcasting via the satellite system. Conversions from one media type to another are also available along with many other services.

3.c: Media Services

Media Services in Juneau provides support for all campuses with its many services. Contact 796-6374 or 877-465-6400.
To report broken University equipment:
Juneau Campus, computers & phones - ITS Helpdesk - 796-6400

Ketchikan Campus, computers & phones - Campus Technician - 228-4531 day 228-4570 eve
Sitka Campus, computers - Campus Technician - 747-7744
Sitka Campus, phones - Facilities Services - 747-7724

3.d: Center for Excellence in Learning and Teaching

The **Center for Excellence in Learning and Teaching** at UAS brings faculty and staff together to create a community that supports excellence in teaching, student learning and effective use of educational technology. CELT serves faculty at all three UAS campuses (Juneau, Ketchikan and Sitka). Physically we are located in **Room 211 of the Egan Library**. Services:

Instructional Design: CELT incorporates the former *Instructional Design Center* and provides support for faculty in eLearning courses - whether distance delivered, hybrid or face-to-face classes incorporating instructional technology.

Workshops and Webinars: CELT holds faculty workshops covering both pedagogy and technical training.

One-on-one support and consultation: We are available for everything from "just in time" support and help to consultation and eLearning course development. Support is offered in person and by phone, email and webconference.

Professional Development Opportunities: CELT is exploring opportunities for faculty to participate in online courses and econferences as well as other professional development opportunities.

Online Technology Training: Instructors can take our online course *Blackboard; Instructor Orientation*

Peer Review of Online Courses: We are following up on the Sitka Campus Title III Peer Review Project by joining the UA wide "Quality Matters" consortium.

Go to http://www.uas.alaska.edu/celt/

3.e: Learning/Student Centers

Juneau Campus
The Learning Center, an integral part of the UAS learning community, provides tutoring and testing services empowering students to achieve their educational and professional goals while supporting student engagement within the UAS community and beyond. The Learning Center also contributes to local and regional community workforce development by providing testing services for business, industry, and government agencies.

Services: Math tutoring, hosting tutors in subject areas, testing (local, distance, placement, and standardized), computer use, study space and more. For further information, please visit us at http://www.uas.alaska.edu/juneau/tlc/index.html , give us a call at 907-796-6348, or stop by.

The Writing Center, located downstairs in the Egan Library, Room 105, advises students from all disciplines on writing projects. For further information, please visit us at: http://www.uas.alaska.edu/juneau/writing-center.html, contact us at 796-6187 or 796-6188 or writingcenter@uas.alaska.edu We look forward to seeing you in the Learning Center and Writing Center!

Ketchikan Campus
The Ketchikan Student Center is to support student learning and to help students achieve their academic goals, whether that means completing a course, an entire degree or certification. The Student Center provides math tutoring, computer use and distance education support.

The Testing Center provides proctoring for state and national testing. Placement testing is also available on and off campus. The Testing Center is a designated center for PearsonVUE, PSI, FCC, ServSafe, ASE, ETS, PAN, Castle and many more. For more information, please contact us at 907-228-4524 or visit the website http://www.ketch.alaska.edu/studentservices/testingcenter/index.html .

The Ketchikan campus Computer Lab has computers available to students for on campus courses, distance education courses, with printing and scanning capabilities. The lab is open morning and evening hours. Kimberly Schulte is available to support students in the computer lab. 907-228-4507 or kcschulte@alaska.edu

Sitka Campus
The Sitka Campus Learning Center is an integral part of not only the campus community, but the larger Sitka community as well. The Center provides:

• tutoring • testing • quiet and group studying spaces • computer lab • small library

• disability services • Adult Basic Education Program • GED tutoring and testing

• Writing Improvement Program • English as a Second Language Program
 http://www.uas.alaska.edu/sitka/support/index.html or give us a call at 907-747-7717.

3.f: Library Services

William A. Egan Library – Juneau Campus
http://www.uas.alaska.edu/library
Mission Statement
Egan Library supports scholarship, research, and creative activities at the University of Alaska Southeast by providing relevant, diverse, and well-maintained collections, by helping individuals evaluate and efficiently use those resources, and creating a welcoming environment for all.

Egan Library Contacts

Elise Tomlinson - Regional Library Director - 796-6467 elise.tomlinson@uas.alaska.edu
Caroline Hassler – Associate Professor of Library Science, Technical Services Librarian –
796-6345 caroline.hassler@uas.alaska.edu
Jonas Lamb—Assistant Professor of Library Science, Public Services Librarian - 796-6440
Jonas.lamb@uas.alaska.edu
Liaison Areas – School of Career Education and Natural Sciences Department
Jennifer Ward –Associate Professor of Library Science, Outreach Services Librarian - 796-6285
jennifer.ward@uas.alaska.edu Liaison Area - Schools of Education and Management

Your Librarian Liaison can help you:

• place course materials on reserve for your students

• borrow materials from a network of libraries nationwide as well as abroad

• request the purchase of new library materials (books, journals, DVDs, etc.)

• develop assignments focusing on the information literacy core competency by visiting your
class to show students how to find credible research sources

• discover new research collections and tools in your area of expertise

Faculty FAQ: http://www.uas.alaska.edu/library/faculty/faculty-faq.html

Department Phone Numbers

Circulation Desk - 796-6300 Reference Desk - 796-6502 Reserves - 796-6264
Interlibrary Loan - 796-6470 Acquisitions - 796-6345 Toll Free - 877-796-6502

Egan Library Hours

Egan Library is open seven days a week, including evenings and weekends, during Fall and
Spring Semesters. Hours vary during Intersession, Spring Break, and Summer Session; check the
library website for details.
Mon. - Thurs. 8:00a.m - 10:00p.m. Saturday 11:00a.m - 5:00p.m.
Friday 8:00a.m - 5:00p.m. Sunday 11:00a.m - 8:00p.m.

Library Catalog

The Egan Library as part of the Capital City Libraries (CCL) merged with the Joint Library
Consortium (JLC) in 2013. Egan Library users may now borrow materials from any of the 22
JLC member libraries including the Sitka Public Library in support of the UAS Sitka Campus
and the UAA/APU Consortium Library. There over 1.5 million items in our combined library
catalog spanning libraries from Juneau to Kodiak. Library cards issued at any participating JLC
Library can be used at the Egan Library.

UAS Ketchikan Campus Library
http://www.uas.alaska.edu/ketchikan/library/index.html.

Mission Statement
The primary mission of the UAS Ketchikan Library is to provide UAS students and faculty, without regard to their geographic location, with a full range of library services and resources. The library supports the instructional programs of the University and strives to meet the information and research needs of the Ketchikan community. The library offers access to high quality resources, services and gateways to information.

UAS Ketchikan Campus Library Contacts
Kathleen Wiechelman - Librarian - 228-4517
kathleen.wiechelman@uas.alaska.edu
Shellie Tabb - Library Assistant - 228-4567 astabb@uas.alaska.edu.
To contact the Campus Library to place items on reserve, to request interlibrary loan materials, to schedule a library instruction session, or to ask a question, call 228-4567 or 228-4517.

Ketchikan Campus Library Hours
The UAS Ketchikan Campus Library is open five days a week during Fall and Spring semesters. Hours vary during Intersession, Spring Break, and Summer Session; check the UAS Ketchikan campus library website for details.
Mon. - Thurs. 9:00 a.m. - 6:00 p.m. Friday 9:00 a.m. - 5:00 p.m.
Saturday/Sunday Closed

Library Catalog
The UAS Ketchikan Campus Library is part of the First City Libraries consortium, a group of Ketchikan Libraries, including the Ketchikan Public Library, the libraries at the Ketchikan Gateway Borough Schools, and the Campus Library. You may find the library catalog at http://www.firstcitylibraries.org .

UAS Sitka Campus
Sitka campus students, staff, and faculty are encouraged to use the services and resources of Egan Library. To meet your needs, please go to the Egan Library web site http://www.uas.alaska.edu/library and take advantage of services (interlibrary loan, instruction, consultation, reference assistance) or gain access to bibliographic databases, full-text journal articles, and e-books. The Outreach Services Librarian, Jennifer Ward 907-796-6285 jennifer.ward@uas.alaska.edu is your primary contact at Egan Library.

3.g: Personnel Matters

Collective Bargaining Agreement—United Academics – Adjuncts AAUP-AT/AFL-CIO
For the complete Collective Bargaining Agreement, please visit the UA Statewide Labor & Employee relations website at: http://www.alaska.edu/labor/adjuncts-info/

Union Dues for Adjunct Faculty (UNAD)--All Adjuncts who are collective bargaining agreement members must pay their dues or representational fees as outlined in the United Academic Adjuncts Collective Bargaining Agreement Article 4 Section 4.11. Contact UAS Human Resources at 796-6263 if you need to sign an Adjunct Faculty Dues and Representational

Fees Form, or need other information. You may also download adjunct information and the agenda fee form off the Adjuncts website at http://www.alaska.edu/labor/unac/

Please submit the form to UAS Human Resources or to the administrative assistant for your department. The CBA can be found at http://www.alaska.edu/files/labor/Adjuncts/UNAD-2014-2017-CBA-w-signatures.pdf

3.h: Self-Assessment

Adjunct self-assessment is part of UAS' overall effort to provide constructive and timely feedback to adjuncts, focusing on continuous improvement of instruction. It is an important part of improving the quality of UAS' teaching and learning—key to accreditation and student success. Adjunct instructors are asked to complete an annual adjunct faculty self-assessment form prior to the end of their current teaching year. The completed self-assessments are subsequently reviewed by the appropriate program coordinator or department chair that then provides a response to the adjunct instructor. Adjunct Self-Assessment: http://www.uas.alaska.edu/provost/adjunct/selfassessment.html

Instructional Technology

UASOnline and Blackboard! An online Blackboard course site is created for every UAS class. This site can be used to list your assignments, lecture notes, exams, notices, syllabi, power point presentations and to record grades, as well as provide other resources utilized in your instruction. You can access your Blackboard course site(s) through the UAS Online portal http://uas.alaska.edu/online/ For more information and support visit the online Instructional Design Center at www.uas.alaska.edu/idc/

Contact: For information or one-on-one assistance and personalized training with instructional technology, please contact the regional instructional designer at 796-6110 or your local administrative assistant. For assistance with technology troubleshooting and general technology training, please contact the IT Helpdesk: helpdesk@uas.alaska.edu, 796-6400, 1-800-465-6400.

UAS Online and Blackboard - **http://www.uas.alaska.edu/idc/blackboard/faq.html**

UAS Online (www.uas.alaska.edu/online) is the portal to Blackboard. Students and faculty access their course sites by logging into UAS Online.
After you or your students login, you will see a list of links to your courses. Click on the link to any course (offered since Fall 2012) and you'll be in your Blackboard course site. **Older course sites are still be available and their format has not changed.**
Use the menu at the left to explore features and learn how to use them. Begin with this links:

Understanding Your Blackboard Course Site: Describes the basic layout of a Blackboard course site and defines some of the terminology. Notice the "FAQ" (frequently asked questions) link on the menu - that's where you'll find answers to questions that don't necessarily fit with other topics.

Student Preview: UAS Blackboard now has a "Student Preview". Click on the button that looks like a circle with arrows to enter Student Preview:
You will be able to view content and perform student activities such as taking tests, submitting assignments etc. When you exit student preview you will be asked if the test student should be deleted from the course - answer "No" and you will be able to go to the grade center and grade the test student's work. Enter student preview again and you can view My Grades as the test student. When you are finished, change your choice to allow the test student to be deleted as you exit Student Preview.

Adding other users as Students, Instructors or Teaching Assistants
To add someone to your Blackboard course site **they need to have visited *any* UAS Blackboard course at least once** (by logging into UAS Online and clicking on a course name for Fall 2012 or later to visit Blackboard as a Guest).

Then you can add their username by:

☐ Going to the Control Panel then Users and Groups

☐ Click on Users

☐ Click on the "Find Users to Enroll" button

☐ Type in their UA username (do NOT use browse)

☐ Choose their role (Student is default, you can also choose Instructor or Teaching Assistant. Teaching Assistants have the same powers as Instructors but are not included in the Classlist - you'll also see helpdesk people appearing as TAs if they enter your course to help.)

☐ Click Submit

If you can't find them, then you can use the Browse button to search by last name or user name -sometimes it's a little quirky and you may need to go back and just type in the username that you found rather than "choosing" them with the Browse button.
To change someone's role AFTER they are on your User list, use the drop-down menu next to their name.

☐ **Anyone added manually will NOT automatically have the course listed on their UAS Online course list** - they will need to search for it. They can click the small "bookmark" link next to the course name to save it to their course list.

☐ **Instructors or TAs who are not in Banner must also be added as moderators to the webmeeting** - Click on the webmeeting link and then the Webmeeting Settings button - add their usernames as moderators.
To add someone who does not have a UA username - see the item "Adding a UAS Online Guest Account as a Student" - follow the same instructions and you can choose any role for them.

FAQ: Frequently Asked Questions

1. How do I get an I.D./swipe card and/or a key to campus if I need one?
Contact the administrative assistant in your area to obtain the paperwork to gain an UAS ID/swipe card and/or keys. Your administrative assistant can assist you in initializing your ID/swipe card for gaining access to buildings or classrooms.

2. Am I able to sponsor an independent study project if a student approaches me?
Adjunct faculty may not supervise student independent study projects or internships. Only full-time faculty members may supervise student independent study projects and internships.

3. Do I have to purchase my own classroom supplies?
Any one of the department's administrative staff can provide you with instructional supplies such as pen, pencil, grade book, white board markers, folders, etc.

4. Do I have a box where I can receive mail and campus communications?
Check with the appropriate campus contact as to the location of your mailbox, if any.

5. When do I get paid, and is direct deposit available?
Per Article13.1.1 of the CBA, United Academics-Adjuncts unit members will participate in direct deposit of net pay. Using electronic means the University will deposit net pay and other reimbursements into employee designed financial accounts. The form for automatic deposit is located online or from your H.R. office. Once completed, please return the form to the H.R. department. Remember to attach backup from your financial institution that has your name, routing number, and account number preprinted on it. If you had automatic deposit before, you need not reapply unless your employment was terminated at UAS and you were rehired. To receive your pay information you will need to go to http://uaonline.alaska.edu/. For more information about the UAS auto deposit system contact UAS Payroll at 796-6273.

6. Do I have an active personnel file?
Yes, when you applied for this position, you completed an application with the 1-9, W2, Demographic data, etc. You will also need to provide a current resume/vitae, official educational transcripts to be mailed to the department office, copy of your current driver's license and copy of your social security card. Please bring appropriate documentation, such as your driver's license or passport for the H.R. office to copy. A Banner ID will be provided to you and this will be your university identification number. (If returning as an adjunct, please check with your department to see if the most current information is on file.)

7. What if I need to purchase something for my class?
All purchases must go through the authorization process and be authorized prior to actual purchase. Please contact your administrative assistant for any purchasing needs. Commitments, or obligations to purchase, made by faculty members or others without approval are unauthorized expenditures and are the personal responsibility of the individual making the commitment. Binding purchase commitments may be made only by purchasing personnel. Talk to the appropriate campus contact for more information and details on purchasing.

8. How do I get reimbursed?

Reimbursements for minor purchases (up to $100.00) are handled by one of the campus petty cash custodians (cashiers also do petty cash) under the following conditions: the transaction is approved by an authorized person and the reimbursement is requested without excessive delay within five working days. Because there are restrictions regarding what can be approved, based on what type of purchases are or are not reimbursable, it is best to check with a person authorized to approve petty cash reimbursements before making purchases. The costs of travel, entertainment, personal use items, or food are not reimbursable through petty cash.

9. What if I get sick on a day I have class?

If you know you will be missing a class in advance, work with your faculty mentor to arrange for a substitute or other appropriate class activity. If you have a last minute emergency or event that prevents you from teaching please contact the appropriate administrative assistant to post a sign on the door. If the class is an e-Learning class, post a notice on your class web site. You may also want to send a bulk email to the students notifying them of the cancelled class.

10. I've heard that adjunct faculty can take classes at UAS for free. What's the deal?

A three credit tuition waiver is earned for each semester of teaching and may be used by you, your spouse/domestic partner and your dependent child under the age of 24. You must apply for and document eligibility for the waiver prior to fee payment, and no refund of paid tuition will result from the application of this provision. Payment of fees is the student's responsibility and is due at the time of registration. An adjunct may accrue tuition waivers earned in accordance with this provision up to a maximum of 21 credits. Banked waivers shall expire 24 months after the last assignment in the bargaining unit represented by United Academic – Adjuncts or upon employment in another class of employment eligible for tuition waiver. Once expired, a tuition waiver is not reinstated by subsequent employment.

Appendix-Web Links to Forms

a.   Change of Grade
http://www.uas.alaska.edu/facultyhandbook/docs/forms/ChangeOfGrade.pdf

b.   Course Completion Contract
http://www.uas.alaska.edu/facultyhandbook/docs/forms/CourseCompletionContract.pdf

c.   UAS Petition
http://www.uas.alaska.edu/forms/documents/petition.pdf

d.   Tuition Waiver
http://www.alaska.edu/files/benefits/tuition_waiver_employee_enterable.pdf

e.   Self-Assessment http://www.uas.alaska.edu/provost/adjunct/selfassessment.html

Photo credit: G. Cibulski