### Adjunct Instructor Orientation
#### 2014-2015
**Idabel**  
**Eastern Oklahoma State College**

**Chain of communication**

Your division Dean is your direct supervisor and is the person who approved your hire. Any questions about academic policies, procedures, student issues, scheduling of classes, course materials, etc. should be directed to her or him. Please make sure that s/he has your contact information, including an e-mail address. If you do not have an Eastern e-mail account, please notify your division Dean. You will on occasion receive information and updates from the Idabel, McAlester and Wilburton staff via your mail box at the Idabel Campus. If you cannot reach your division Dean, contact the Office of Academic Affairs (918.465.1830).

**Contact Information**

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Academic policies and procedures

Syllabus: A syllabus using the approved syllabus template must be submitted to your division chair for approval prior to the start of class. Syllabi should be distributed at the first class meeting and must be posted to Blackboard. In addition to outlining the course objectives, assignments, your grading policy, and how grades are determined, please explicitly state what your attendance policy is, if you accept late work, if tests and other assignments can be made up, if you will give an AW (see below) etc. Students need to know your expectations at the beginning of the semester. This may be important as deviation from the syllabus is one of the criteria for a grade appeal. Follow the Eastern syllabus template. If you have questions, contact your division Dean or the Academic Affairs Office.

Grades:
Grading and attendance policies: AWs may be given any time after the drop/add period and may be given as a final grade. An AW may only be given for non-attendance, disciplinary reasons, or for non-payment. Do not give an AW in lieu of a poor grade, e.g., D or F. Your AW policy should be clearly described on your syllabus, along with your attendance policy. You may choose to not administratively withdraw a student who stops attending and instead assign a grade of F. Please be sure to include this in your AW policy.

I grade: Students who request an I must have completed a substantial portion of the class, be passing at the time the request is made, and sign an I contract (see appendix). If a student does not complete the course requirements within the agreed upon time limits, the I will become permanent (the student would have to re-enroll in the class to receive credit). You may assign an I to a student without their request if approved by the division chair.

“Drop” vs. “Withdraw”:
a) “drop” = course is removed from record; no grade is assigned. The term drop is used only during the drop/add period which is the first two weeks of the fall and spring semesters. A student can not add or drop a class after the drop/add period.
b) “withdraw” = course is on the transcript, but a grade of W (or AW) is assigned. Withdrawal is permitted through the first twelve weeks of the fall and spring semesters. The grade of W (withdrawal) requires the student to complete official paperwork. If the student just quits coming, he/she will be assigned an F unless your stated policy is to give an AW.

Change of grade: if a mistake has been made in a grade calculation, ask your division chair for a Change of Grade form.

Final exams: Final exams are to be given during Final Exam week (see academic calendar for dates). For evening classes, the final exam is scheduled at the regular class time. Please consult a final exam schedule for day classes. If there is a conflict with
another class’ final exam, work with the student to find an alternate time. Permission from the Vice President for Academic Affairs is required to give a final exam early.

FERPA:

The Family Education Rights and Privacy Act of 1974 as amended (FERPA) is a federal law which is designed to protect the privacy of and limit access to the educational records of students. This means that institutions generally must withhold such information from parents and others who believe their relationship with the student entitles them to have the information, sometimes even on occasions when the student prefers the information be released. As a result we sometimes encounter frustrated parents, guardians, or spouses who question why they cannot have information about a student’s grades, financial obligations, or standing with the College.

Education records generally covered by federal privacy laws include grades, housing information, medical treatment (including hospitalization), enrollment and attendance information, financial status, results of disciplinary proceedings, etc.

Please understand that if EOSC does not have a signed release, we CANNOT release the information under the provisions of FERPA. We are able to release information to a parent/guardian IF we have proof of the student’s status as a dependent under the Internal Revenue Service Code for the period covered. However, tax returns on file with the college cover the preceding year; often the proof is out of date and may no longer be applicable. Information may also be released if the student has filed a signed release form; FERPA forbids the College to require students to give us such permission.

Students may go to the Registrar’s Office to complete a Request to Share Information form. When the form is initialed and signed by the student the College officials can disclose information and respond to inquiries from the designated individuals. No information should be released without proof of identification. If information is requested over the phone please verify the caller’s identity, by requesting the last four digits of their social security number and their date of birth, both of which will be provided on the release form.

All signed release forms will be kept on file in the office of the Registrar’s Office, and a student may revise his/her waiver at any time.

You or your department may request a copy of a student’s release form by contacting the Registrar’s Office by phone at (918) 465-1828. Please do not release any information without a copy of the form in hand.

Registrar’s Office
1301 West Main
Library Room 105
(918) 465 1828
Important Dates:

Fall Semester 2014

- Night Classes begin: Aug. 11
- Day Classes begin: Aug. 12
- Last Day to add a class: Aug. 18
- Last day to drop a class: Aug. 22
- Fall Break: Oct. 17-18
- Last day to withdraw: Oct. 31
- Semester ends: Dec. 12
- Final Grades due: Dec. 15, 5 pm

Spring Semester 2015

- Classes begin: Jan. 12
- MLK Day, no classes: Jan. 19
- Last day to add a class: Jan. 16
- Last day to drop a class: Jan. 23
- Spring Break: Mar. 16-20
- Last day to withdraw: April 10
- Semester ends: May 15
- Final Grades due: May 18

Cancelled Classes: If you must miss a class meeting, please let your Division Dean and the Idabel site coordinator know. If possible, an alternative assignment should be made in advance or through Blackboard.

Inclement Weather: If classes are cancelled due to inclement weather, the local radio stations and Tulsa and Ada-Dennison television stations will be notified. To receive text notifications of closings, register your cell phone number with the Human Resources department.

Blackboard: All face-to-face classes must have a Blackboard presence. All instructors are required to post the course syllabus on Blackboard. Training on additional features of Blackboard is available at [http://www.eosc.edu/academics/blackboard.aspx](http://www.eosc.edu/academics/blackboard.aspx).

WebAdvisor and grades: The WebAdvisor Portal on Eastern’s web site ([www.eosc.edu](http://www.eosc.edu)) allows you to access information about your students and classes.

HOW TO LOG IN TO WEBADVISOR

You will be able to get your class schedule, class rosters, student profiles, student info, etc, by logging into WebAdvisor. Your username is your first initial and lastname. ex: jweems and your initial password is the last 4 digits of your SSN.
The first time you log in the system will force you to change your password. The new password must be between 6 and 9 characters and must include alpha / numeric values.

You can get to WebAdvisor thru our web site. [http://www.eosc.edu/schedule/](http://www.eosc.edu/schedule/) then click on course schedules. The link will be moved to Easterns front page in the near future.

Step 1. Follow link to WebAdvisor. Or you can copy this link to your desktop: [http://dtelwebadv.eosc.edu:8080/WebAdvisor/WebAdvisor](http://dtelwebadv.eosc.edu:8080/WebAdvisor/WebAdvisor)

Step 2. Click on Log in

Step 3. Reset your password (first time only)

Step 4. Click on Faculty
From this point you can access your class rosters, post final grades, etc.

**HOW TO POST FINAL GRADES**

1. Log in to WebAdvisor from Main Menu (see instructions below)

2. Click on FACULTY tab

3. Click on GRADING

4. Select TERM from drop-down (DO NOT PUT A START OR END DATE) and click SUBMIT

5. Click FINAL from drop-down then CHOOSE CLASS and click SUBMIT

6. Enter grades for each student and click SUBMIT

7. Continue the process for each of your classes

**Pay Periods**

Adjunct faculty are paid over a four month period, beginning the second month of a semester.

**Miscellaneous:** The site coordinator can provide office, classroom supplies, and other materials. A copy machine is available, contact the Idabel office for the required codes.

**Test Proctoring:** The site coordinator will arrange for the needed proctoring of tests, adjuncts or students must make arrangements prior to the test. Test proctoring is available Mondays through Thursdays only.
EASTERN OKLAHOMA STATE COLLEGE
Incomplete Grade Contract

To Be Completed by Student
Student ________________________ SS# ________________________
Telephone ________________________
Instructor ________________________ Semester _________ Year _________
Course Prefix and Number ___________ Course Section __________________
Course Title # __________________ ________

To Be Completed By Instructor
All of the following must be true for the student to be eligible to receive a grade of “I”
☐ Student has satisfactorily completed a substantial portion of the work for the term.
☐ An unexpected circumstance beyond the student’s control has arisen that makes it
impossible for the student to complete the course by the end of the term.
☐ Student has contacted the instructor in a timely manner to request an “I” grade.
☐ The Instructor and the student complete and the division chair approves an “I” contract
which clearly specifies the remaining work and establishes a deadline for completion.

It is the student’s personal responsibility to work with the instructor to fulfill
the provisions of the “I” Contract.

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If the provisions of the contract have not been fulfilled by the deadline
established, the “I” will become permanent.

__________________________________  __________________________
Instructor                      Division Chair

__________________________________  __________________________
Student                        Registrar

Copies of this form should be provided to the Instructor, Division Dean, the student, and the
Registrar. A grade change form should be completed and submitted to the Registrar upon
fulfillment of the “I” Contract.