



**Adjunct Instructor Orientation
2019-20
Antlers Teaching Site**

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 McAlester and Wilburton staff via your mail box at the McAlester Campus. If you can not 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.

http://www.eosc.edu/faculty_staff/faculty_resources.aspx

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:

Federal Financial Aid regulations require that Eastern **return Title IV, HEA funds when a recipient withdraws from Eastern during a period of enrollment.** The amount that must be returned is determined based on the **date the student withdrew or was administratively withdrawn.**

In addition, Eastern must determine for any student who receives an F, I, or NP, if the grade was earned. If the grade was a result of non-attendance, Eastern is required to determine the **last date the student participated in any classroom/academic activity.** To facilitate Eastern's compliance with these regulations, the following policy will be effective beginning with the fall 2014 semester (language modified FA 17).

No Show List: Indicate on the class roster any student who has not attended class. Return No Show list to Registrar's office on the **Friday following the last day to drop.** Students who are dropped as no show **will not be allowed back in the course** unless the instructor can produce documentation that the student has done academic work and the instructor made an error in removing the student. Instructors must contact the registrar's office within a reasonable amount of time to correct the error.

Administrative Withdrawal: Faculty may administratively withdraw a student from a class for nonattendance after the drop/add period until the published final date to withdraw, typically the end of the 12th week in a 16th week semester. An Administrative Withdrawal form must be completed with required signatures and last date of attendance and submitted to the Academic Affairs office. AWs should be used for students who do not attend class for a substantial, **consecutive**, number of class meetings. The AW policy must be clearly stated in the class syllabus. Do not assign AWs for students who may accumulate many absences, but do so intermittently. An AW may not be assigned for a student who stops attending after the last date to AW/W; assign the student the final grade that was earned.

Last Date of Attendance: A last date of attendance must be recorded for F, I, NP, W, or AW grades. If the student completes the semester and receives an F, a date must still be given. It is important that faculty record the last date that students participated in any classroom/academic activity as the last date of attendance.

Definitions:

No show-

- a) For face-to-face classes: If the student is not physically present or has not made prior arrangements directly with the instructor to be absent during regular class meeting times prior to the last day to drop a course, the student shall be identified as “No Show” and shall be dropped from the class.
- b) For Online classes: If a student taking a fully Online class has not logged into the Blackboard course prior to the Friday following the last day to drop a course, the student shall be identified as “No Show” and shall be dropped from the class.

Dropped- The student is removed from the course and no tuition and fees will be charged or grades assigned for the class. Students may not “drop” a class after the end of the drop/add period.

Withdraw- The student is removed from the course AFTER the end of the drop/add period and BEFORE the last day to withdraw (typically the 12th week of the regular semester). A grade of W is assigned and the student is financially responsible for the tuition and fees.

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. 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 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

Night Classes begin	Aug. 12
Day Classes begin	Aug. 13
Last Day to add a class	Aug. 19
Last day to drop a class	Aug. 23
Fall Break	Oct. 17-18
Last day to withdraw	Nov. 1
Semester ends	Dec. 13
Final Grades due	Dec. 16, 5 pm

Spring Semester

Classes begin	Jan. 13
MLK Day, no classes	Jan. 20
Last day to add a class	Jan. 20
Last day to drop a class	Jan. 24
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 Antlers 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.s

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> .

WebAdvisor and grades: The WebAdvisor Portal on Eastern's web site (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/> 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>

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 supplies, dry erase markers, and other materials. A copy machine is available.

Test Proctoring: The site coordinator will proctor tests from 4 pm to 8 pm, Mondays through Thursdays.

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.

Work to be Completed	Date Due	Date Completed
<i>If the provisions of the contract have not been fulfilled by the deadline established, the “I” will become permanent.</i>		

 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.