



## **Faculty Handbook**

**August 2008**

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## **INTRODUCTION**

This booklet has been compiled as a guide to assist faculty members in their teaching responsibilities and activities. The Agreement between the Faculty Association and LSSU is the binding document that governs all relations between faculty and administration. Please refer to that document for specific rules.

### **I. History of Lake Superior State University**

Lake Superior State University, located in Sault Ste. Marie, is in Michigan's Eastern Upper Peninsula. LSSU was founded in 1946 on a 73-acre site, once the domain of the historic Fort Brady. The original Fort Brady, built in 1822 on the shore of the St. Mary's River, was moved to the site now occupied by LSSU in 1893. At the end of World War II, the Army phased out the installation. With the approval of the State of Michigan, the Fort was purchased for one dollar. The State Legislature appropriated operating and maintenance funds for activating the property as a two-year college.

In its first few years as an educational institution, Lake Superior State University (known then as the Sault Branch of Michigan College of Mining and Technology) served to prepare students for transfer programs offered on other campuses. After the first two years at the Sault Branch, many students continued their education. Frequently, such students completed their science and engineering baccalaureate degrees at Michigan Technological University. Others in general education and pre-professional curricula transferred to, and graduated from, universities and colleges throughout the United States and Canada.

In 1965, the Michigan State Board of Education approved, on a temporary basis, three-year programs in Biological Sciences, Business Administration and Medical Technology at the Sault Branch. At the same meeting, the State Board of Education appointed a special advisory committee to study the future of the institution. The Board of Education, in May 1966, recommended four-year status and a community college role. In July 1969, a legislative bill was signed making Lake Superior State College Michigan's twelfth state-supported, four-year institution of higher learning, effective January 1, 1970. University status was granted in 1987 establishing the institution as Lake Superior State University.

Lake Superior State University is fully accredited by the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, having received a ten-year renewal of its accreditation in 2001. Individual programs within the university that have accreditation are:

The American Bar Association approves the Legal Assistant Studies Program. (Initial accreditation was awarded in February 2004.)

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Athletic Training Program. (Initial accreditation was awarded in October 2003.)

The Council on Medical Education and Hospitals of the American Medical Association accredits the Clinical Laboratory Science program.

The International Fire Service Accreditation Congress accredits the Fire Science baccalaureate degree program.

The Manufacturing Engineering Technology baccalaureate program is accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET), and the Electrical and Mechanical Engineering baccalaureate programs are accredited by the Engineering Accreditation Commission (EAC) arm of ABET.

The National League for Nursing Accrediting Commission (NLNAC) accredits the Baccalaureate Nursing program.

Additionally, the University holds membership in the following national associations: American Association of State Colleges and Universities, National Collegiate Athletic Association, American Society of Mechanical Engineers, American Society for Metals, American Association of Colleges of Nursing.

## II. Mission/Vision Statement

Our principal mission at Lake Superior State University is to help students develop their full potential. We do this by providing high-quality, academically rigorous programs in an engaged, personal and supportive environment. This combination nurtures potential and sets students on paths to rewarding careers and productive, satisfying lives. We also serve the regional, national and global communities by contributing to the growth, dissemination and application of knowledge.

## III. Values Statement

Our values at LSSU are to

- Be honest, open, forthright and courteous
- Respect and value each person as an individual
- Accept responsibility for our own conduct
- Be diligent in carrying out our responsibilities
- Welcome diverse perspectives and remain open to change and innovation
- Manage resources and facilities responsibility and with environmental sensitivity
- Be vigilant about potential threats to health or safety and
- Work cooperatively in the interest of achieving our common mission

## **IV. Educational Goals and Objectives**

**Provide academic programs in the arts, sciences, and professions which demonstrate excellence and relevance for students and other constituencies.**

- *Support instructional excellence.*
- *Assess and continuously improve all academic areas.*
- *Encourage integration and collaboration across academic areas.*
- *Achieve an institutional niche through pillar programs.*

**Assess and improve other university programs, facilities, and all student services to ensure a strong focus on students as well as other constituencies.**

**Increase and diversify financial resources.**

- *Increase state, federal, grant, foundation, and individually-based resources.*

**Effectively market LSSU to improve name recognition.**

- *Identify and implement strategies without budgetary impact.*
- *Identify and fund other strategies.*

**Achieve enrollment growth.**

- *Develop annual quantitative goals for FTIC, transfer, and readmitted students, including goals based upon ethnic diversity, geographic region, and academic programs.*
- *Develop annual quantitative goals for continuing students.*
- *Develop, quantify, and implement a recruitment plan and annual recruitment strategies for FTIC, transfer, and readmitted students.*
- *Develop, quantify, and implement a retention plan and annual retention strategies for continuing students.*

## **V. Faculty Rights and Responsibilities**

### ***Academic Freedom***

Faculty members are entitled to academic freedom in the classroom in terms of their selection of materials and their method of presentation. Along with such freedom comes the responsibility to have classroom presentations related to course objectives.

### ***Academic/Teaching Responsibilities***

Faculty members are required to be in attendance for scheduled class meeting times except when on an approved leave of absence. Specifically, faculty members are expected to hold classes for 50 minutes for each scheduled lecture or laboratory class hour. The number of class hours shall be consistent with the established 14-week

semester, i.e., lecture classes shall be scheduled for 14 hours per credit hour and faculty contract hour, and laboratory classes shall be scheduled for more than one hour per credit hour, depending on the amount of out-of-class work. Faculty members are expected to meet laboratory classes the number of hours per week specified in the course description and are compensated at the rate of 2/3 contract hour per scheduled laboratory hour. For summer or partial-semester courses, the number of scheduled hours is equivalent to what it would be for a 14-week course. For practicum and internship courses, faculty members are expected to meet classes, or prepare for classes, the number of hours per semester listed in the practicum/internship formula provided in § 11.3.10.1. of the *Agreement*. Faculty members do not meet classes for independent or directed studies courses, but meet with individual students, and are compensated based on the number of students as provided in § 11.9. of the *Agreement*. Faculty members are also expected to meet with their classes during the scheduled two-hour final examination period.

Faculty members are expected to:

1. Follow course outlines approved by the Curriculum Committee and University Catalog course descriptions.
2. Provide a syllabus to all students in each course during the first week of classes and provide a copy to their departmental/academic secretary.
3. Evaluate student performance according to course objectives stated in syllabus.
4. Schedule and maintain office hours as specified in the Faculty Agreement (*Section 11.3.8*).
5. Assist students with subject area study problems.
6. Explain attendance policy to students.
7. Provide students with disability accommodations as required by the *Americans with Disabilities Act* and implemented by the University's Resource Center for Students with Disabilities.
8. Maintain scholastic records of students and submit required reports according to published deadlines when appropriate.
9. Follow departmental procedures and the Faculty Association *Agreement* for faculty evaluation by students.
10. Meet classes at assigned times and designated places.
11. Provide advisement to students regarding their academic program of study.
12. Be sensitive to ethnicity, race and gender in classroom presentations.

*Adjunct Faculty* members are expected to provide office hours and be available to students in a manner proportionate with their teaching load. A good strategy is to schedule office hours either before or after the class time, and provide students with a home telephone number and a preferred e-mail address.

### ***Student Rights and Privacy***

All faculty members should be conscious of the privacy rights of students when dealing with educational records. LSSU has policies and procedures to comply with the state and federal regulations regarding the Student Right to Know, Family Education Rights and Privacy Act and the Higher Education Act. Faculty members should refer to the Lake

Superior State University Catalog pp. 14 – 19 and the University Procedures Manual, Section 2.6.4.

Further, while Lake Superior State University recognizes and supports active research, anyone desiring the use of student data for research purposes must first obtain approval from the Lake Superior State University Institutional Review Board (IRB).

### Posting Grades

The faculty member may at times wish to post student information or grades. At no time may the student's social security number be used, either in whole or in part, or any other information that can be used to identify the student, for the posting of student grades. If posting of student information is needed, a randomly assigned unique identifier should be used to conceal the student's identity.

Another method used to notify students of their final or other grades by faculty members prior to official institutional notification is to have any interested students complete a postcard with their name and mailing address on the address side and the course number/name on the message side. The completed postcard is given to the instructor who writes the student's grade on the message side and mails it to the student when grades have been determined.

The online course management system Blackboard (formerly WebCT) provides a secure method to notify students of their grades throughout the course.

## **VI. Teaching Practices and Procedures**

### ***Course Outline/Syllabus***

Faculty teaching credit-generating courses should receive from their departmental/academic secretary a copy of the course proposal, which sets forth the objectives and topical outline for the course. The course proposal serves as the basis from which the faculty member develops his or her syllabus.

Each faculty member must develop and distribute a syllabus to students during the first week of scheduled classes and should submit a copy of his/her syllabus to the departmental/academic secretary the week prior to the beginning of the semester.

The syllabus should include:

1. Basic course information: number and title of course, prerequisites for course, academic semester, instructor's name, office location, office hours, telephone number, etc.
2. The course objectives as they appear in the approved course outline.
3. A listing of the required textbooks and other required materials.
4. A statement of course requirements, including the number and type of exams, papers, presentations, projects, etc.
5. An explanation of grading procedures and grading scales.

6. Policies on attendance, make-up exams, etc.
7. A course outline of subjects, assignments and tentative dates of exams/tests/quizzes.
8. An Americans with Disabilities Act (ADA) Statement with the following suggested wording: *“In compliance with Lake Superior State University policy and equal access laws, disability-related (learning, medical, physical, etc.) accommodations or services are available. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines. Students who desire such services must register with the Resource Center for Students with Disabilities (RCSD) to enable the RCSD to verify the disability and determine reasonable academic accommodations. RCSD is located in the Library Room 101. The telephone number is (906) 635-2454. Students must also meet with their professors the first week of class, to discuss their disability-related needs.”*

### **Grading**

Grading is the prerogative of the individual faculty member, consistent with departmental policy. Individual departments may have established grading procedures. You are expected to use good judgment and fair methods in grading. Let your students know on the course syllabus the details of your grading procedure. Letter grades currently granted by the University are as follows (see University Catalog for description):

#### Grades and Grade Points

<b>Grade</b>	<b>Points</b>	<b>Grade</b>	<b>Points</b>	<b>Grade</b>	<b>Points</b>
A+	4	C+	2.3	F Failure	0
A Excellent	4	C Average	2	I Incomplete	
A-	3.7	C-	1.7	N No Grade	0
B+	3.3	D+	1.3	W Withdrawal	0
B Good	3	D Inferior	1	CR Credit	0
B-	2.7	D-	0.7	NCR No Credit	0

#### Mid-Term Grades

Student retention is important to Lake Superior State University. Early alert systems that identify students at risk of failure or dropping out are effective strategies to maintain and increase student success and retention. Furthermore, such systems provide students with early and meaningful feedback on academic progress, assisting students in academic planning.

LSSU has implemented the use of midterm grades. Faculty members can access midterm grading through *Anchor Access*. The process for completing midterm grades is identical to that for final grading. Faculty members may simply enter “S” (satisfactory), “U” (unsatisfactory) or a letter grade for each student in their classes.

### (I)ncomplete Grades

Use of the incomplete grade should be limited to extraordinary situations involving extenuating circumstances beyond the student's control, not as a routine grade.

If you give a student an incomplete (I) grade, you must submit an incomplete (I) grade form to the Registrar's Office as well. (I)ncomplete grade forms are available on-line and must be completed when grades are entered. The required information includes: grade on completed work, proportion of work completed, what still needs to be completed and date when work must be completed. University policy gives a student two semesters (excluding summer) to complete the necessary work. After two semesters, if the instructor has not submitted a grade change form to the registrar's office, the registrar changes the student's grade to an 'F'. If the instructor wants the work completed prior to the end of two semesters, he/she may assign an earlier date. However, the grade does not change to an 'F' unless the instructor turns in a grade change form requesting the 'F' or the standard two semesters has passed. An instructor may extend the two-semester deadline by notifying the Registrar's Office in writing that an extension is to be given.

### Final Grades

Final grades must be submitted via *Anchor Access* entered through *myLSSU*. A grade must be entered for every student. Grades must be submitted by the required date each semester.

### ***Course Examinations***

All examinations should be administered by the instructor. Major examinations should be announced as early in the semester as possible. Efforts should be made to provide an opportunity for make-up examinations when appropriate. Make-up examinations are always done at the instructor's discretion. The instructor's examination policies should be stated in the syllabus.

### ***Final Examinations***

Final examinations are an integral part of students' learning experiences. They represent an opportunity for students to demonstrate for a last time in a particular semester the mastery of skills and knowledge so essential to personal and professional growth. It follows, then, that finals must be given unless there is an educationally sound reason to do otherwise. Such a reason must be reviewed with the appropriate Dean, who may then confer with the Provost.

Final exams are arranged by the Scheduling Office in an effort to plan the giving of examinations in a way that does not penalize students by forcing them to take too many tests on any given day. Final examinations must be given on the date specified by the Registrar's Office. There may be valid educational reasons why some finals need to be rescheduled; that rescheduling must be approved by the appropriate Dean, who may confer with the Provost.

Upper class students must be challenged by finals as well as freshmen and sophomore students. It is not an educationally acceptable practice to excuse a major part of a class from finals simply because of class rank.

It penalizes students and other faculty colleagues when major tests are given during the week before final exams. Testing students during the week before finals should be avoided unless absolutely necessary. Faculty members who desire to schedule an exam during the week before finals must obtain permission from the appropriate Dean, who may then confer with the Provost.

### ***Class Breaks***

Classes meeting for more than one and one-half hours at a time should have a break built into the class meeting structure. The breaks are recommended according to the following guide:

Up to 1 1/2 hours	no break
1 1/2 to 2 hours	10-minute break
2 or more hours	20-minute break

The instructor should decide what time in the class period is best and most convenient for scheduling a break.

### ***Textbooks***

Textbooks for courses will be available through the University bookstore; the Campus Shoppe. Instructors should complete and submit a Textbook Adoption Form to the Campus Shoppe via their departmental secretary. Textbook adoptions changed after books are ordered will result in penalty to the department.

*Adjunct Faculty* members should consult with their Department Chair or Academic Dean before ordering textbooks.

### ***Desk Copy of Text***

A desk copy of the text for each course is usually furnished by the publisher for the instructor's use. The instructor may contact the departmental/academic secretary to obtain a desk copy. Instructor manuals and computerized test banks and other ancillary items are available for many texts.

*Adjunct Faculty* members should return any desk copies to the appropriate Department Secretary at the end of the semester unless he or she is teaching the same course the following semester or the copy was obtained directly from the publisher.

### ***Faculty Member Absence***

Regular faculty members may be excused from classes for sick leave, funeral leave, jury duty and witness service, military leave, professional conferences, travel on university business and for personal days. Faculty members on 12-month appointments also may use vacation. Section 15.2. of the *Agreement* governs the use of paid leave. Except in unusual circumstances, faculty members should obtain prior approval for a leave by submitting the request for approved leave prior to the leave. When this is not possible, the request for approval should be submitted within a reasonable time upon return from

leave. Prior approval and satisfactory coverage of professional responsibilities is required for use of personal leave days and professional conferences. When faculty members are absent for part of a day's responsibilities and present for part of a day, one-half day is chargeable to leave regardless of the precise fraction of the day's responsibilities absent.

Absence from assigned classes or other professional responsibilities must be documented with approved absence request forms or approval for a leave of absence without pay. Faculty members who are absent from professional responsibilities without approval, or who fail to document leaves of absence, are subject to loss of pay and/or disciplinary action up to and including discharge.

While *Adjunct Faculty* members do not have formal leave from work, in unusual circumstances an adjunct faculty member may be unable to meet his or her assigned class(es). That faculty member should contact the appropriate Dean to make arrangements for the class during the absence. The time frames for notification described above apply in this situation as well.

## **VII. General Personnel Policies**

### ***Faculty Qualifications***

The University shall assign faculty members teaching responsibilities based on the qualifications of the individual. These qualifications shall be established by the individual's major and minor concentrations of study and his/her professional experience or special expertise. Faculty members should work with their supervisors to complete the Faculty Qualifications Form as required in Section 11.2 of the Faculty Agreement.

### ***Emergency Procedures***

Faculty members should become aware of the route from the classroom to the nearest emergency exit and know where the nearest available telephone is located.

### ***Closures/Cancellation of Classes***

If, due to inclement weather conditions, the University is closed by order of the President, employees will not lose time or pay, providing they are in pay status and are scheduled to work. Faculty members who, for whatever reason, are unable to meet their classes should notify their departmental/academic secretary and the appropriate Dean immediately so proper notification to students can be made.

### **Inclement Weather Policy**

During severe inclement weather or in an emergency situation it may be necessary to close the University, cancel classes or change the schedule for University operations. In the event inclement weather or an emergency occurs, public announcements will be made on local radio and television stations (listed below) and on the University website and telephone hotline (906-635-2858).

Every effort will be made to have public announcements about closures or late openings made by 5:30 a.m. and other closure or cancellation decisions made as early as possible throughout the day.

**Please Note:** An announcement about LSSU closures or cancellations is in effect for the hours noted for the Sault Ste. Marie campus. If it is necessary to close or change the operating schedule of a specific activity or facility, the announcement will be specific in that regard. Classes or activities at off-campus or Regional Centers will follow the schedule of the host institution.

**In the event of hazardous weather or other emergencies, the following radio and TV stations will carry University schedule change information:**

Radio Stations		TV Stations
WYSS/WKNW	99.5	TV 9/10
WSOO/WSUE	1230/101.3	TV 29/8
Q104	104.3	TV 7/4
WCMZ	98.3	MCTV
WMKC	102.9	
WNBY	1450	
EasyRock	100.5	
The Bear	97.9	
WLSO	90.1	

### ***Staff Services (Department)***

If you need instructional materials prepared and duplicated, contact the departmental/academic secretary. Time requirements for submission of course materials for typing and/or copying are designated according to departmental policy.

### ***Copying***

The University will not pay for outside duplicating services or personal use of copier. Copier service for course-related materials is available through the departmental office. Users assume all liability for copyright infringement, as provided by law (Title 17 U.S.C. as amended October 19, 1976 by P.L. 94-533).

Large printing jobs over 500 pages should be given to the Graphics Department Print Shop for photocopying. Name badges and business cards are also available through this office. The Graphics Department reserves review and editorial rights over University publications prepared for outside audiences. Assistance with content and layout are provided, as well as consultation services. The normal turn-around time for copy jobs is 24 - 48 hours, depending on the size of the job. The normal turn-around time for design jobs is two weeks. Designing, copying, printing and other such work cannot be done by an outside vendor unless prior approval is obtained.

### **Key Policy**

Faculty members needing keys to buildings, offices and/or classrooms should complete key acquisition cards in their departmental offices. On termination of employment, keys must be turned in according to University policy.

*Adjunct Faculty* members are required to turn in their keys at the end of the semester unless they are scheduled to teach the following semester.

### **Paychecks**

Paychecks are issued every two weeks through the departmental office. Payroll forms must be completed in the Human Resources Office prior to the effective date of employment. An official transcript must be received by the Human Resources Office for all new faculty members before a paycheck will be released. It is IMPORTANT that the employee select the desired retirement plan prior to the first day of work as some options are one-time-only choices. The faculty member should notify the departmental/academic secretary about whether the paycheck is to be picked up, mailed or direct deposit is being used.

### **Address Changes**

Personnel records are based on information given by the instructor at the time of hire. If your address or phone number is changed, notify the departmental/academic secretary and the Human Resources Office.

### **Faculty Parking and Auto Registration**

*Regular and Adjunct Faculty* members must register their vehicles and park in assigned lots. Information and vehicle registration forms are sent around at the beginning of each academic year. Parking is coordinated by the Public Safety Department in the Administration Building (635-2210). Permits for *Adjunct Faculty* members are issued on a semester-by-semester basis.

### **Mail Service**

For information about sending and receiving business mail, contact the appropriate departmental office.

### **Office Space and Furnishings**

As a faculty member at LSSU, you have access to: an office computer, a University email account, standard campus software titles, University HelpDesk and classroom computing laboratories.

*Adjunct Faculty* members will be provided workspace on campus but will generally need to share an office with other adjunct faculty members.

### **Field Trips**

Field trips are excellent learning experiences when supporting or reinforcing regular instructional activities. Permission for field trips must be obtained from the appropriate Dean. Whenever possible the on-line vehicle request form should be used to make

reservations for university vehicles. Enter the name and email of the appropriate Dean on this form. Transportation arrangements will be made according to department/University policy. Early planning is recommended since vehicles must be reserved.

### **Grievances**

The University assures prompt and impartial consideration to complaints which faculty members may have as a result of their relationship with the University. The grievance procedure may be found in the Faculty Association Agreement Section 12.

### **Sexual Harassment**

The University is committed to a policy of non-discrimination on the basis of gender. (See *University Procedures Manual Section 1.5.1. Non-Discrimination/Sexual Harassment Policy*.) Discrimination because of gender includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education or housing.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing environment.

If any individual believes that he/she has been subjected to discrimination/harassment, he/she should contact the affirmative action officer at 635-2697.

## **VIII. Library/Audio-Visual Resources**

The Kenneth J. Shouldice (KJS) Library collection consists of more than 130,000 volumes, 75,000 microforms, 1,000 audio-visual items and a government documents collection of over 200,000 microforms and 50,000 paper titles. The Library is a depository of select U.S. Government Publications. More than 10,000 periodicals and newspapers are on current subscription. Books are on open stacks and catalogued according to the Library of Congress system. Wireless access to the Internet is available throughout the Library. The public services of the Library are located on the main floor.

Library hours are:

Monday – Wednesday	7:30 a.m. – Midnight
Thursday	7:30 a.m. – 11:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.
Saturday	11:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – Midnight

Note: Library hours are subject to change. Check with the Library or the Library's web page at <http://www.lssu.edu/library/> for latest hours each semester.

### ***Audio-Visual***

Located on the main floor of the Library, the Audio-Visual Center maintains a diverse collection of cassettes, filmstrips, games, kits, 16 mm films, CDs, slides and video tapes which can be located through a computerized catalog. Audio-visual equipment and audio-visual materials may be reserved here or by calling extension 2400. Materials and equipment may be picked up by the faculty member or he/she may have it delivered to his/her classroom. Production services and a Scantron machine are also available. Any faculty member who wants to have slides made or needs blank cassettes or other materials must sign for these items at the time of receipt. The amount will be charged back to the appropriate department. Prior approval of the department chair and/or Dean is required. AV also configures Laptop computers for wireless Internet access and to allow networked printing in the Library. Wireless cards are available in AV for use within the Library. The Audio-Visual Center is open Monday - Thursday 7:30 a.m. - 10:00 p.m. and Friday 7:30 a.m. - 5:00 p.m. during the academic year.

### ***Interactive Television***

Lake Superior State University provides for long distance learning via two-way interactive TV (IATV). LSSU has three interactive television rooms varying in size from a small conference room to a lecture hall. All of the rooms are located in the Library building. IATV allows two remote locations to simultaneously send and receive voice and video. Each classroom is equipped with cameras, microphones, speakers, monitors, an instructor station and a telephone. A fax machine is available in the IATV control room and a technician is always available for monitoring the connection during IATV sessions. The seating capacity varies from 40 for the largest classroom, to 20 for the smaller classroom, and 8 people for the conference room. The IATV classrooms can be used to deliver instruction to a remote site or receive a class taught at a remote site. It may also be used for a conference, professional development activities, interviews, guest lectures or whatever might be appropriate via this medium. Arrangements must be made well in advance and processed through the Dean of Academic Services. IATV classroom use does require prior training. These rooms are also available for producing CDs which can be duplicated for instructional purposes. Check with the Dean of Academic Services for more information.

### ***Circulation Desk***

The Circulation Desk is the service point for a number of activities, including checking out library and class reserve materials, picking up interlibrary loan orders and obtaining printouts from printing requests sent from library computers. Faculty members may check out materials upon presentation of their LSSU ID card. LSSU ID card forms are available through the Human Resources Office. LSSU faculty members (full-time) may retain checked out materials for the duration of the semester before renewal is required. Adjunct faculty members may check out materials for a period of five weeks, after which they may

request a renewal. Librarians and staff are available to answer questions about library services and direct faculty members to locations of books and journals.

### ***Reserves***

Instructors may place required course readings, answer keys and old course tests on reserve in the Library. The loan period ranges from two hours to seven days. For further information, ask the circulation desk personnel.

### ***Reference Desk***

Reference Librarians are available to answer questions about library services and resources, help you find information and direct you to locations of books and journals. Reference questions may also be requested online from the Library's web page. Click on "Ask a Librarian."

### ***Interlibrary Loan***

Materials not owned by the LSSU Library may be borrowed or requested as a photocopy from other libraries. A charge may be assessed for this service. Orders can be placed using interlibrary loan (ILL) order forms available in the Library or online. There are two different ways to request an item online. One online method is available using the OCLC First Search databases, and the second is a service available from the Library's web page. Ask a Reference Librarian for details.

### ***Computerized Databases***

LSSU Library provides access to a variety of databases that support the programs offered at LSSU. The Library retains the paper copies of many subject indexes on the main reference floor, the majority of these paper indexes are current through the early 1990s. Access to current subject indexes or databases is available in the main reference area of the Library using Internet connections. While all the databases provide access to citations, some databases also provide abstracts and full-text articles. All of these databases are available in the Library from its web site, <http://www.lssu.edu/library>. Off campus access is available for some databases using a password. Please consult a Reference Librarian for further information.

### ***Reference Collection***

Materials available on the main floor of the Library are indexes to journals (paper and computerized), encyclopedias, dictionaries, handbooks and bibliographies. Several collections are grouped here — among them are current newspapers and materials available in microfilm or microfiche.

### ***Periodical List***

The periodical list indicates which journals and newspapers are owned by the Library and what volumes of these journals and newspapers are in the collection. Copies of the periodical list are located on the top of index shelves and at the Reference Desk. Users may also identify titles and holdings of paper and microform periodicals by searching the Journal Title search of the on-line catalog. Information about full-text journal holdings may

be found on the Library's web site, <http://www.lssu.edu/library>. Please consult a Reference Librarian for further information.

### ***Current Journals***

Current, unbound issues of journals and bound issues are shelved in title order on the third floor.

### ***Newspapers***

The Library receives a representative selection of local, regional and national newspapers. Papers are kept for two weeks or, in some cases, until the microfilm copy is received.

## **IX. Information Technology**

The Information Technology (IT) Department provides computer support services for the faculty members, students and staff of the university. For more information, see the IT web site, <http://it.lssu.edu>

### ***Your Computer***

All faculty members should be provided with a computer for work use. If you do not have a computer, ask the appropriate Dean to request one for you through the IT Department.

### ***The HelpDesk***

The HelpDesk provides front-line help for the campus. Service is provided in three ways.

- Walk-in service. Visit Room107 in the Administration Building.
- HelpDesk Life Line. Call 635-6677 during business hours.
- Email support. Send your questions to: [helpdesk@lssu.edu](mailto:helpdesk@lssu.edu).

### ***E-Mail***

All employees should have a university e-mail account. If you do not have one, it can be requested by going to the IT web page at <http://it.lssu.edu> and clicking on the New Staff/Faculty Accounts link and filling out the related request form.

### ***Online information***

Browse through our online database. Also, web pages for each department are posted on our main web site at <http://www.lssu.edu>.

### ***Blackboard***

Blackboard (formerly WebCT) is the web-based course management system subscribed to by LSSU. On this site, professors can post lecture notes, grades and quizzes. There are also various tools such as chat rooms, discussion board, calendar and grade books that could be added to the Blackboard course. To get started on Blackboard, please contact Beth Hronek, [bhronek@lssu.edu](mailto:bhronek@lssu.edu) or Sara Devaprasad, [sdevaprasad@lssu.edu](mailto:sdevaprasad@lssu.edu) for assistance.

## **X. Native American Center**

LSSU is located in an area imbued with Native American culture. The University has a long history of assisting the regional Native American communities not only as a provider of degree programs but also by sponsoring conferences, workshops and specialized educational programs.

In 1986, the University established a Native American Center with full-time staff. In 1987, LSSU organized a student center complete with computers for student use. In 1994, the Native American Center was relocated to a house on Officers' Row and renamed Anishinabe Eskoonwid Endaad, which means "student house."

The Native American Center provides the following services:

1. Assistance in the application process to Lake Superior State University.
2. Personal and academic counseling services.
3. Resources for support and mentor services.
4. Liaison with Native organizations throughout Michigan and Ontario.

The Director of the Native American Center may be reached at 635-6664.

## **XI. Advising and Retention Services**

Lake Superior State University has a long-term commitment to the academic and personal success of all our students. The Office of Advising and Retention exists to ensure quality support programs and services for specific student populations and the academic community in general.

### ***Academic Advising Resources***

Academic advising and advisor development resources for faculty members and academic staff are coordinated and maintained by the director and are available online at [www.lssu.edu/advising](http://www.lssu.edu/advising). Materials and resources include the academic advising handbook, "In the Know: LSSU's Advising Newsletter," the *Anchor Access* site guide, advising committee information and more. Advisor development programs are offered at the beginning of the fall semester and on an as-needed basis. Individual faculty members and advisors are encouraged to contact the director of Advising and Retention with any questions, concerns or issues at 635-2874.

**Anchor Access** is a student information and course management tool that allows faculty members and advisors to effectively locate information on their students and manage their class enrollment. This tool is accessed via the LSSU portal *myLSSU.edu*

### ***Liberal Arts/Undecided Students***

The Liberal Arts Program for students who are undecided about their field of study at Lake Superior State University is designed to guide students' exploration of academic and

personal interests and potential majors and careers. Through personalized advising and career counseling, self-guided research and assessment, development of a career planning portfolio, and conversations with faculty members, staff, students and employers in fields of interest, students will gain a better understanding of the decision-making process and academic and career planning. For more information, visit the website at [www.lssu.edu/asc/LiberalArtsUndecided.php](http://www.lssu.edu/asc/LiberalArtsUndecided.php) or contact the director at x2874.

### ***University Seminars (UN100, UN101, SA100)***

LSSU offers three freshmen seminar courses aimed at acclimating the student to LSSU and higher education. These courses address a variety of issues including, but not limited to, the following: academic and career planning, time management and organizational skills, the role of higher education, LSSU policies and procedures, study skills and note-taking techniques, test preparation and test-taking techniques, health and wellness, campus resources, getting involved in out-of-class activities and cultural diversity. The UN courses are geared toward first-semester freshmen, while SA100 is geared toward adult learners and students with previous LSSU experience.

For more information or if you are interested in teaching a section of the freshmen seminars, contact the director at 635-2874.

### ***PLATO (computer-based, self-paced instruction)***

LSSU provides self-paced, computer-based learning options via the PLATO Web Learning Network for motivated students who: 1) place into preparatory coursework in English, or mathematics; 2) need a refresher in various content areas; or 3) are preparing for national educational and certification tests.

PLATO is a web-accessible, computer-based instruction system that allows students to review or learn new material at their own pace, on their own schedules, at any location where they have Internet access. It provides customizable modules for learning in reading, mathematics, writing, science and technology, and other areas.

The PLATO Math programs offer students a low-cost instructional alternative to LSSU's preparatory math courses. Students who enroll pay \$50 for two semesters of unlimited access to the content which is equivalent to LSSU's preparatory math courses. Once enrolled, the students work independently at mastering the PLATO content to prepare for the departmental exams they must pass to be eligible for freshmen-level and math courses, as well as other content area courses that require MA086 as a prerequisite. Students also have access to free math tutoring available through the Learning Center.

For more information on the PLATO programs, contact the PLATO Coordinator at 635-2355

## **XII. Testing Services**

Testing Services (Rooms 128 and 144 KJS Library, 635-2452) provides national testing services, employment and civil service testing, LSSU placement testing, and LSSU make-

up testing for students and accommodated testing for students with disabilities. For the most up-to-date information on testing requirements and procedures, visit the website at [www.lssu.edu/asc/TestingServices.php](http://www.lssu.edu/asc/TestingServices.php).

### ***Placement Testing***

Students needing to take placement tests in reading, English or math must contact Testing Services to set up an appointment for testing. Placement exams are scored immediately following test completion and results are posted in the Student Information Menu of *Anchor Access*. For information on course placement, visit [www.lssu.edu/asc/placement.php](http://www.lssu.edu/asc/placement.php). **For information on interpreting testing scores, visit [www.lssu.edu/advising/handbook/AAH\\_6-2-1.php](http://www.lssu.edu/advising/handbook/AAH_6-2-1.php).**

### ***Make-Up Testing***

Faculty members must submit all testing materials to the Testing Coordinator at least 48 hours (2 working days) in advance of the preferred testing period. Students must contact the Testing Coordinator at least 24 hours (1 working day) in advance of the desired test date and time to set an appointment.

### ***Accommodated Testing for Students with Disabilities***

Accommodated testing for students with disabilities who are registered with Resource Center for Students with Disabilities (635-2454) will be provided by Testing Services. Faculty members must submit test materials at least 48 hours in advance of the desired test date. Students must contact Testing Services at least 24 hours in advance to set up their appointments.

### ***Graduate Testing***

Testing Services also administers on campus a variety of graduate admission, certification, and employment tests. See [www.lssu.edu/asc/TestingServices.php](http://www.lssu.edu/asc/TestingServices.php) for details and current availability.

For more information on Testing Services, please contact the Testing Coordinator at 635-2452 or the Test Scheduler at 635-2027.

## **XIII. The Learning Center**

The Learning Center (Room 113 KJS Library, 635-2859) provides academic support services for all enrolled students at LSSU, at all levels of learning (freshman through senior). Services are free and provided on a first-come, first-served basis. More than half the student population utilizes these services each year, proof that academic support is not just for students in jeopardy of academic failure. Students who want to make the most of their university experience take advantage of academic support programs. Faculty are encouraged to recommend particularly strong students to be future tutors for their courses by contacting the Director of the Learning Center.

### ***Peer Tutoring***

One-on-one and small group peer tutoring is available via appointment on a first-come, first-served basis. We target freshman- and sophomore-level courses but do provide tutoring for upper-level courses on an “as needed” basis. For a complete list of courses tutored, visit the website at <http://www.lssu.edu/lc>. Students can make tutoring appointments at any time during the semester with the exception of the last two weeks of school. Students must stop by the Learning Center to set up their appointments.

### ***Supplemental Instruction (SI) and On-Line Course Assistance (OCA)***

Supplemental instruction (SI) sessions and on-line course assistance (OCA) sessions are peer-led study group sessions held in conjunction with larger, more rigorous courses on campus. The SI and OCA leaders are students who have successfully completed the courses they are working with, work well with the professors of those courses, and organize study sessions with study materials on a weekly basis. SI and OCA sessions assist students in preparing for exams, in learning difficult material, and in practicing problem-solving and effective study and note-taking techniques. If SI and/or OCA is/are available for a particular course, the SI or OCA leader or professor will make an announcement during the first week of class. OCA also includes a website that students can access 24/7, complete with study guides, chat rooms, guided discussions, question/answer postings, and other course materials. For more information on supplemental instruction (SI), or on-line course assistance, contact the Director of the Learning Center at 635-2294, located in Library 106.

### ***The Writing Center***

The Writing Center assists students with all types of writing assignments for all disciplines. Our writing coaches (peer tutors) are available on a first-come, first-served basis, so students are encouraged to schedule an appointment days in advance of an assignment's due date to reserve a time with a coach. Tutorial software and videos can help students refresh their grammar skills while our up-to-date word processing programs allow them flexibility and ease in creating their documents. The writing center also provides mini-lectures/workshops on MLA or APA style documentation for LSSU courses (per request of the faculty member) or student groups.

### ***PLATO***

The PLATO provides self-paced, computer-based instruction and tutorials for students interested in skill development in various areas, including mathematics (through Calculus), English, reading, and more.

LSSU has developed a program that gives students a low-cost instructional alternative to taking preparatory coursework in mathematics. The PLATO math program provides student with the course content equivalent to our MATH081 through MATH086 math modules, preparing them for the departmental math modules tests.

Faculty members may wish to require students to complete specific modules or recommend that students use PLATO to enhance their knowledge and practice their skill in more general terms (as a tutorial, so-to-speak).

### ***Computer, Video, and Audio Resources***

For a complete listing of the resources available to students, visit our website at <http://www.lssu.edu/lc/resources>. We have an impressive selection of text and audio-visual materials to assist students in any discipline. From anatomy to criminal justice, art to engineering, the Learning Center provides supplemental, tutorial, utility and reference software and other resources to give students numerous opportunities for learning. The LC provides student access to more than 60 computers, 6 laser printers, and special needs equipment.

### ***Student Success Workshops***

Each semester, the Learning Center offers a variety of workshops and seminars with such topics as time management, test anxiety, note-taking techniques, study strategies, etc. Workshops are open to all students and attendance is strictly voluntary. Student groups and faculty members may also request that specific workshops be held for their organization or class.

### ***Study Space***

We provide study space for students looking for easy access to assistance and computers while studying.

For more information on Learning Center services or to schedule a class visit or Learning Center tour, please contact the Director of the Learning Center at 635-2294, located in Library 106.

### **IPASS (Individual Plan for Academic Support and Success)**

The IPASS program (Individual Plan for Academic Support and Success) is designed to help you gain control over your learning through pro-active communication and goal-setting, the development intentional learning skills and study habits, and personal accountability.

When you enroll, an IPASS Learning Coach will work with you to develop a plan for success that may include tutoring, SI, finding the time management studying and test taking strategies that work best for you, and working with a peer mentor to “learn the ropes” in your field of study.

The IPASS program is free to all students at Lake Superior State University. For more information, call 906-635-2887 or visit our website at: [www.lssu.edu/ipass](http://www.lssu.edu/ipass).

## **XIV. Counseling**

Educational, vocational, and personal counseling are available at no charge to both full- and part-time students in the Student Counseling Center. Professional counselors help students make decisions on a broad range of education, career and personal/social concerns.

The Counseling Center is located in the Library and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students may make appointments by calling 635-2752 or by stopping by the Library. The Counseling Center maintains a complete file of individual folders, which includes ACT and orientation test results for LSSU students.

## **XV. Career Services**

Career Services (Room 119A KJS Library, 635-2733), a division of Academic Services, provides academic and career services for all enrolled students. We encourage students to use our services beginning their freshman year, and have created a 4-year Career Success Checklist online for guidance. Services and programs are available to assist with career planning, development and job search preparation. Career Services is also the home of the Liberal Arts/Undecided program for students who have not yet declared a major or have decided to change their current major. Career Services provides the following services:

### ***Career Counseling***

A Licensed Professional Counselor is available to discuss the career counseling needs of all currently enrolled students. Students may set up an individual appointment to discuss choosing a major or career, deciding on graduate school, and other career concerns.

### ***Vocational Assessments***

Vocational assessments are available to all students at no charge. The purpose of the assessments is to expand the awareness of individual personal strengths and career options and to help students make realistic decisions relating to planning and implementation of academic and life career goals. Students complete a full complement of interest surveys, aptitude and ability tests, work value assessments, and personality test measures. A career counselor then interprets the battery of assessments, creates a written report, and reviews the results with each student.

### ***Career Exploration***

We offer DiSCOVER, a web-based career exploration tool available for all students. This program includes online assessments, information on occupations, job outlooks, salaries and college majors.

### ***Career Fairs***

Our Fall Career Fair provides an excellent opportunity for your students to meet representatives from the companies in their industries of choice and establish a network of contacts. We encourage all faculty to attend, and every student, whether they are researching career options, searching for an internship or about to graduate and are seeking a full-time position. Career Services is also involved with several state, regional and virtual job fairs throughout the year. See our website for upcoming events.

### ***On-Campus Recruiting***

Many companies conduct on-campus interviews throughout the school year. Interview dates and times are posted online and emails are sent to graduating students to inform them of these opportunities.

### ***Online Job Listings***

Thousands of online announcements for full-time and internship positions are earmarked annually for LSSU students and alumni through e-Recruiting, our online recruiting system. Students may create an account, upload their resume and search jobs specifically posted for LSSU grads or look at all postings available in the e-Recruiting system.

### ***Resume and Job Search Assistance***

We assist students with the creation of their first resume and proofread, edit, and offer suggestions for improvement on current resumes. Students may also use Career Services to discuss job search strategies, to find out where to look for opportunities, and to research job outlook, salary and employment trend information.

### ***Interview Preparation***

Career Services will be implementing Perfect Interview this year to assist students in their preparation for interviews. Perfect Interview is an innovative learning tool used to enhance job interviewing skills by creating a realistic “simulated interview” experience where challenging questions are asked. There is a built-in Interview Coach to offer help on how to answer. A video capture feature records and plays back answers so students can see how they would appear in a real interview.

### ***Workshops/Events***

Workshops are offered throughout the year to assist students in preparing for their job search including choosing a career, resume writing and interviewing tips. Other special events may include business etiquette seminars, etiquette dinner, employer panels and corporate presenters. Visit our website for dates and times of seminars and events.

### ***Individual Appointments***

Students may meet one-on-one with staff members to discuss any aspect of their career planning or job search, including career concerns, resume and cover letter writing, networking and interview strategies, general academic advising, and much more.

### ***Career Resource Library***

The Career Resource Library located in Career Services contains company literature, career journals and handouts, career publications, resume books, job search technique books, interviewing skills books, along with many publications on specific careers. Career Services has wireless internet service and also has computers available for student use.

### ***Career Newsletter***

FUTURES, our monthly career newsletter, highlights a different major or career each month. It is emailed to all undecided students and also available online.

### ***Annual Salaries and Employment Report***

A yearly survey of LSSU graduates is conducted by Career Services to gather information regarding employment status, enrollment in graduate or professional school and starting salary. An Annual Report of Salaries and Employment is published and is available online. Hard copies are available in our center. If you conduct senior surveys or other surveys of recent graduates, please send a copy to Career Services so we may incorporate information you have obtained.

### ***Liberal Arts/Undecided Students***

The Liberal Arts Program for students who are undecided about their field of study at Lake Superior State University is designed to guide students' exploration of academic and personal interests and potential majors and careers. Through personalized advising and career counseling, interest/personality/ability assessments, self-guided research and conversations with faculty members, staff, students and employers in fields of interest, students will gain a better understanding of the decision-making process and academic and career planning.

### ***University Seminars (USEM100, USEM101 and SA100)***

LSSU offers three freshmen seminar courses aimed at acclimating the student to LSSU and higher education. Several departments have their own section of USEM101 catered to the specific issues of those majors. These courses address a variety of topics including, but not limited to, the following: academic and career planning, time management and organizational skills, the role of higher education, LSSU policies and procedures, study skills and note-taking techniques, test preparation and test-taking techniques, health and wellness, campus resources, getting involved in out-of-class activities and cultural diversity. The USEM courses are geared toward first-semester freshmen, while SA100 is geared toward adult learners and students with previous LSSU experience.

We value your involvement and hope that you will encourage our students to participate in the many services that we offer. Please contact Career Services to determine how, together, we can achieve student success. We look forward to working with you. For more information, contact: Theresa Weaver, Director ([tweaver@lssu.edu](mailto:tweaver@lssu.edu)) or Mary Jo Meehan, LPC, Associate Professor/Counselor ([mmeehan@lssu.edu](mailto:mmeehan@lssu.edu)).

## **XVI. Continuing Education**

Continuing Education facilitates and develops educational opportunities to meet the needs of non-traditional students through degree programs, professional development, personal enrichment, and community outreach. Continuing Education is always interested in talking with faculty members who are interested in teaching non-credit workshops, SB-CEU's, seminars, and professional development training activities. Interested faculty members should contact the Continuing Education Office directly at 635-2802 or visit them in the KJS Library Office 108. For more information on Continuing Education activities, view the website at [www.lssu.edu/extlearning](http://www.lssu.edu/extlearning).

## **XVII. Regional Centers**

LSSU operates two regional centers located in Escanaba (at Bay de Noc Community College) and Petoskey (at North Central Michigan College). Degree completion programs are offered in business administration- management, accounting, BSN completion, criminal justice, engineering management, individualized studies and liberal studies. Staffing at each regional center consists of a full-time director who coordinates and facilitates regional center activities.

Additional compensation is provided for faculty members teaching at one of the regional centers. Additional compensation is also provided for faculty members teaching via distance education (interactive television, tape delay, or web-based courses). For specific details, please refer to the current copy of the Faculty Association contract.

There is a regional center handbook available to faculty members at each of the regional sites that provides specific teaching information related to the individual centers. Contact the regional center director at each site to receive a copy: Kristen Kendrick, Escanaba (906) 786-5802, ext. 1261 ([kkendrick@lssu.edu](mailto:kkendrick@lssu.edu)) or Becky Scheelk, Petoskey (231) 348-6623 ([rscheelk@lssu.edu](mailto:rscheelk@lssu.edu))

## **XVIII. Summer Semester**

The Office of the Provost coordinates summer semester offerings with the academic chairs. Summer compensation is determined by a formula that may be found in the current Faculty Association contract.

## **XIX. Student Information and Responsibilities**

### ***Attendance***

Students are expected to attend all class meetings. Financial aid regulations require that a student must make satisfactory progress to remain eligible for financial aid. Class attendance often affects a student's ability to attain satisfactory progress. If the University is aware that a student on financial aid is not attending class, the University is obligated per federal financial aid guidelines to investigate. Thus, if a student has never attended your class (and is on your class list) or has not attended class for an extended period of time, please notify the Provost's Office.

It is the prerogative of each instructor to state in his/her syllabi what will be the professor's expectation for class attendance and the professor's excused absence policy (as well as associated grading policies). It is the instructor's responsibility to inform students of attendance and grading practices.

Dealing with student absences is the responsibility of the professor. The student's responsibility is to explain the situation and circumstances to the professor. If documentation from the student is desired, it should come directly from the student to the professor. Fair evaluation of the student's absences is expected.

In the event that a student's absence is due to an unforeseen emergency, such as a sudden illness, injury, hospitalization, unscheduled surgery, family emergency or death in the family, the Provost's Office will serve as the central contact as a service to our students. Once notified, the Provost's Office will inform the student's professors of the situation, usually by email. Whenever possible, the student will be instructed to speak to the faculty member directly to arrange for make-up accommodations upon the student's return.

Referencing LSSU's policy on class attendance (*2004-2006 University Catalog, page 11*), **official** excused student absences by the Provost pertain to those absences due to a student's participation in a sanctioned University function, ex. intercollegiate athletics, professional student conference, school-sanctioned field trip, etc. For such functions, all faculty members receive email notification from the Provost's Office with an excused absence memorandum of explanation attached.

### ***Registration***

Students often ask instructors questions about registration. The following will help you answer the most frequently asked questions. If you have additional questions, contact the Student Service Counter in the Fletcher Center at 635-2232.

### **Class Lists**

Class lists by class are available to faculty members via *Anchor Access*. Faculty members will want to print off their class on the first day of class and after the sixth (6<sup>th</sup>) day of the semester to reflect both student drops and student adds. Any student whose name does not appear on the final class list should be notified and should, in turn, be asked to fill out an add form, obtain the instructor's signature and process the form at the Student Service Center.

### ***Drop and Add Policies***

A period of time is provided at the beginning of each semester for students to add or drop courses. Courses dropped during this period will not appear on the student's permanent record (transcript). The add/drop period for a full-semester course begins on the first day of the semester and ends on the sixth University business day. (The summer semester add/drop period is four days long.) For courses that span less than a full semester, a shorter add/drop period will be established. A student's addition to or withdrawal from a course is not officially completed unless the appropriate form is filed with the Student Service Counter or the Registrar's Office.

### **Add Policies**

#### **Within the first 6 days of the semester:**

Students can add classes within the first 6 days of the semester without the permission of the instructor as long as space is available in the course and as long as the student has the necessary prerequisite classes.

If the student is missing a prerequisite for a course, the *Approval to Override Prerequisites Form* needs to be completed and signed by the instructor. If a course is “by permission only,” the *Instructor Permission Required Form* needs to be completed and signed. Permission is also required from the instructor to add a student into a course that is “full.” Permission is given by signing the *Schedule Adjustment Form* next to the course and indicating “okay to override class max (or pre-requisite).” Alternately, instructors may give registration permission without using these forms via Anchor Access.

**After the first 6 days of the semester:**

Students can add a class after the first 6 days of the semester. The student must obtain the instructor’s permission by signature on the *Schedule Adjustment Form*. Student will be required to pay any additional tuition at the time of the registration.

**Drop Policies**

**Within the first 6 days of the semester:**

Students can drop classes within the first 6 days of the semester without the permission of the instructor. During this period the student’s tuition charges will change accordingly (charges will be removed).

Students scheduled for a course, but not attending the first class meeting, may be deleted by the instructor during the delete period. In this case, the instructor shall submit a delete form and notify the student.

**After the first 6 days of the semester (but within the first 8 weeks):**

Students can drop a class after the first 6 days of the semester after obtaining the instructor’s signature on the *Schedule Adjustment Form*. The drop period runs through the first 8 weeks of the semester. Students receive an “N” grade for the course. (Courses less than a full semester in length will have a shorter drop period.) If the student is not dropping all of his/her classes, no refund will be given. If a student is dropping all of his/her classes (withdrawing from the University), a refund may be given (depending on when the student drops and his/her financial aid package). Students dropping all of their courses (withdrawing from the University) must complete a *Withdrawal Form* and get the required signature. This form is then submitted to the Registrar’s Office for completion.

*PLEASE NOTE: If a student is registered in 16 credits for the semester and drops a course (after the first 6 days), the credits will remain at 16 credits but the transcript will indicate that the student received an “N” grade for the course. If the student, then, wants to add a 3-credit course, the three (3) credits will be added to the 16 credits, thus putting the student at 19 credits whereby additional tuition will be required.*

**After the first 8 weeks of the semester:**

Drops should not be allowed after the first 8 weeks of the semester. However, some exceptions may be allowed, such as for medical reasons (with a written recommendation from a physician or health care provider). Failing the course should not be considered an acceptable reason for a late drop.

Students allowed to drop after the first 8 weeks will receive a 'W' grade for the course. Students must complete a *Withdrawal Form: After Eight-Week Drop Period*, get the instructor's written recommendation and signature; and then request a meeting with the appropriate Dean. The Dean has the final say as to whether the student will be allowed to drop the course. The Dean will check the "Approved for W Grade" or "Not Approved for W grade" line on the form. The form must then be submitted to the Registrar's Office for processing. Students wanting to drop all their courses (withdrawing from the University) after the first 8 weeks must see the Registrar.

### ***Cheating and Plagiarism***

The assumption of the academic contract is that the student does his or her own work; any breach of this contract is considered cheating. The faculty member who detects a student cheating may take appropriate action, such as assigning a failing grade for the entire course.

A student who cheats is subject to dismissal from the University. If, in the opinion of the faculty member involved, such action is warranted, he or she will notify the chairperson of the Scholastic Standards Committee and the student in writing. The Scholastic Standards Committee will then conduct a hearing in such a manner that the student is given due process. If the Committee decides that dismissal is warranted, the student shall have five school days to appeal that decision to the Provost of the University.

### ***Student-Faculty Relations Committee***

The Student-Faculty Relations Committee provides a forum for resolving conflicts between students and faculty members which may arise with classroom or course-related activities, policies or procedures. The Committee will not consider cases involving ADA compliance or any other matter it deems inappropriate. The Committee is strictly an informal mediation body which will forward recommendations for resolution to the parties involved (with a copy to the Provost).

### ***Book Sales***

The University bookstore, The Campus Shoppe, is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

If a class is cancelled, the bookstore will buy back the book. Books cannot be returned without a sales receipt.

## **XX. Scheduling of Classes**

To optimize the use of Lake Superior State University's resources and to serve our students well in the scheduling of courses, Academic Affairs and the Office of the Registrar have adopted the following scheduling policies:

Standard patterns for scheduling three hour lecture and seminar courses at Lake Superior State University are MWF on the hour and TR 8:00-9:20, 9:30-10:50, 11:00-12:20, 12:30-1:50, 2:00-3:20 and 3:30-4:50. Standard patterns are not prescribed for classes scheduled before 8:00 a.m. or after 5:00 p.m.

Courses are scheduled within one of these patterns, with the following limits:

- a) Courses meeting for one or two hours per week are scheduled within any standard pattern at 12:00 p.m. or later.
- b) Courses for 3 credit hours are scheduled in any standard pattern.
- c) Courses for 4 or 5 credit hours are scheduled in meetings of 50 minutes duration on any 4 days of the week or on 5 days, respectively, beginning at 8:00, 10:00, 11:00, 1:00, 2:00, 3:00 or 4:00. These courses may also be scheduled two or more days per week at 1:30 or later provided the course is paired with another course to utilize 4 or 5 days in the same classroom for the same time period.
- d) Evening classes are scheduled at 5:00 or later. One, two and three-hour classes may be scheduled one or two evenings per week. Four and five hour classes must be scheduled two or more evenings per week.

Laboratory, practicum and clinical courses may deviate from the standard patterns, subject to the availability of classrooms. Requests for schedules not in accordance with the standard patterns for lecture and seminar courses may be made to the appropriate Dean.

All full-time faculty members must have scheduled assignments at least four days per week. Exceptions must be justified.