

POINT PARK **U N I V E R S I T Y**

Adjunct Faculty Handbook

Edited by the Office of Academic and Student Affairs

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POINT PARK UNIVERSITY MISSION STATEMENT

Point Park University educates students in a diverse environment and prepares graduates to apply knowledge to achieve their goals, advance their professions and serve their communities.

HISTORY

Point Park Junior College was chartered by the Commonwealth of Pennsylvania on November 2, 1960, upon examination and recommendation by the State Council of Education. On April 15, 1966, authority was granted to award the Bachelor of Arts and Bachelor of Science degrees, in addition to the Associate in Arts and Associate in Science degrees, and the name of the College was changed to Point Park College.

Point Park was granted full accreditation as a four-year institution by the Middle States Association on December 5, 1968. In 1977, the College was authorized to offer the Bachelor of Fine Arts degree. Approval was granted for a Master of Arts in Journalism and Mass Communications in 1981 and for an International Master of Business Management in 1984.

Point Park was granted university status by the Pennsylvania Department of Education in October 2003.

In addition, Point Park University has approval from the Pennsylvania Department of Education to offer the following graduate programs: Master of Business Administration, Master of Arts in Organizational Leadership, Master of Arts in Curriculum and Instruction, Master of Arts in Educational Administration, Master of Education in Teaching and Leadership, Master of Education Program Leading to Secondary Certification, Master of Fine Arts in Theater Arts, Master of Science in Criminal Justice Administration, Master of Science in Engineering Management, and Master of Science in Environmental Studies.

REGIONAL AND PROFESSIONAL ACCREDITATION AND APPROVAL

Point Park University is an independent, four-year, coeducational university accredited by the Commission on Higher Education of the Middle States Association of Universities and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. Point Park is also approved by the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, 717-787-7572.

Point Park University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas.

The following business programs are accredited by the IACBE: Associate of Science degree in Accounting, Business Management, Information Technology; Bachelor of Science degree in Accounting, Business (Accelerated – Saturday Fast program), Business Management, Information Technology and Management Services, and Master of Business Administration degree (MBA).

The programs in the School of Arts & Sciences leading to the Bachelor of Arts and Bachelor of Sciences in Early Childhood, Elementary, and Secondary Education, as well as the programs leading to the Master of Arts in Curriculum and Instruction, Master of Arts in Educational Administration, Master of Education in Teaching and Leadership, and Master of Education Program Leading to Secondary Certification are approved by the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, 717-787-7572.

Programs in the Conservatory leading to the Bachelor of Arts and Bachelor of Fine Arts in Dance, and to the Bachelor of Arts and Post-Baccalaureate Bachelor of Arts in Dance Pedagogy, are accredited by the National Association of Schools of Dance, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703-437-0700.

The programs in the School of Arts & Sciences leading to the Bachelor of Science in Civil, Electrical, and Mechanical Engineering Technology are accredited by ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. In addition, the School of Arts and Sciences offers a Master of Arts in Curriculum and Instruction, Master of Arts in Educational Administration, Master of Education in Teaching and Leadership, Master of Education Program Leading to Secondary Certification, Master of Science in Engineering Management, and Master of Science in Environmental Studies.

1. INTRODUCTION

Welcome to Point Park University. Your professional experience and academic training make you vital members of our academic community.

To help make your teaching more enjoyable and productive, this handbook contains information on practical details of teaching and University policies. If you have further questions, your department chair, School Dean or other officers of the University will assist you.

Most information about academic programs, courses, personnel, and procedures can be found in the Undergraduate Catalog. Graduate programs and policies are outlined in the Graduate Catalog. Student regulations may be found in the Student Handbook.

2. FACULTY-RELATED DETAILS

2.1 ID Card

All staff members are required to have a Point Park ID. You will need an ID card in order to borrow library materials, use the recreation center, and have access to all University buildings, especially during off-hours. In addition the ID card numbers is required to access the University's public web portal page, <http://pointweb.pointpark.edu>, in order to enter student grades online. After you turn in all forms to Human Resources, you may go to the Physical Plant Office, 700 Bank Tower (412-392-3490) to obtain an ID. The card must be returned to Human Resources upon termination of employment. A lost card should be reported to the Student Service Center for replacement.

2.2 University Center

The University Center, a 60,000 square foot renovated turn-of-the-century building, is located on Wood Street, one block from the other buildings that comprise the campus. The restored site includes the Point Park University Library, GRW Theatre for Point Park University and public venue programs, a television studio, the Cinema and Digital Arts Department, classrooms, and faculty offices.

The Library Center, located on the first floor and lower level of the University Center, houses academic services, including networked computers reserved for members of the Point Park University community, study tables, and the University's special collections. Members of the community who have a valid Point Park University ID may borrow from the special collections. The University's reserve room collection is housed on the first floor. In addition, the library is a wireless zone, and faculty can access the Internet with their own laptops.

The Library Center's hours of operation vary during the year. For more information about the Library, including its policies, staff, and hours of operation, please go to www.pointpark.edu and click on the library link. Faculty will also have access to the online library catalog and databases on the website.

In addition to the downtown campus, Point Park also schedules classes at different off-site locations. Textbooks may be purchased online at <http://pointpark.bncollage.com>.

2.3 Mail

The University Mail Room, located on the first floor of Lawrence Hall, sells stamps and provides mailing services. Each School and academic department has made specific arrangements for the delivery of inter-office, messages and other materials to adjunct faculty members. Please avoid using the guard station or administrative offices for this purpose.

2.4 Regularity of Class Sessions

All faculty members must adhere to the published schedules of class meetings during an academic term. The courses as developed have particular instructional goals, created by the School and department's faculty members, and require the full duration of time allotted in order to be realized. The published calendar of the University is regarded by accrediting bodies as a commitment by the University that a certain number of instructional hours are being delivered. Many students, particularly non-traditional students (and corporate personnel officers who sponsor the education of many part-time students) consider regularity of classroom sessions as a significant factor in evaluating the instructional program of the University.

The University requires that you adhere to the following procedures:

- The first class session must be a full session. This is valuable time that can be devoted to explanations of the course, review, diagnosis, and in setting the tone for the course. Faculty are expected to provide and review a course syllabus and a course schedule at the first class meeting.
- Classes must begin and conclude at the times stated in the Course book. (The number and duration of breaks during longer class sessions is at the instructor's discretion and is largely a matter of common sense.)
- Examinations for evening, Saturday, and summer courses are to be held during the *final class session*. Day course examinations during the regular academic year are held according to the published schedules.

2.5 Special Format Classes

Many courses meet in special formats, such as Online, Hybrid, Saturday Fast, Special Delivery, Stacked Classes, and Saturday Seminars. These classes all require fewer classroom hours than conventional university classes, but there must be no decrease in academic quality for the special format classes. Students must be told that they will do more work outside of class than in a normal course, and this must be stated in the course syllabus.

A 3-credit course is expected to meet for 42 hours (1 credit = 14 hours). The Pennsylvania Department of Education requires that all of this learning time must be accounted for, whether in the classroom or as equivalent instructional activities that occur external to the classroom.

All Equivalent Instruction Activities (EIA) must be included on the syllabus and should indicate the expected number of hours of class meeting time provided through this alternative instructional methodology. The syllabus should also include a specific description of each EIA.

For example, if a course meets for 28 hours of “seat time” but earns 3 credits, there must be 14 additional hours of instructional activities to bring the total time of instruction to 42 hours. The use of the University Blackboard website, group conferences for collaboration and certain field experiences all constitute “equivalent instructional activities,” provided that each can be documented and evaluated by the instructor. (See Appendix A, Equivalent Instructional Activities).

2.6 Supplies for Classes

In the event your classroom is without chalk, white board markers, and/or erasers, contact the Housekeeping department. During weekdays, call x3871 and ask for the materials you need. On weekends and in the evenings, dial “0,” wait for Security to answer, and ask the security person to page Housekeeping. School of Business adjunct faculty is expected to use supplies provided to them at the beginning of the semester.

For other supplies, such as grade books, pens, pencils, and photocopies, contact your department secretary or administrative assistant.

2.7 Textbooks

In today's publishing world, the receipt of books often requires a lengthy waiting period. It is advisable that you place an order for textbooks well before the deadline as advised by your School Dean or department chairperson. Some texts are selected by department faculty and are not subject to substitution by individual faculty members. The School Dean or department chairperson will be able to advise you in this matter.

2.8 Multimedia Equipment

Multimedia equipment for the classroom is available from the Media Resource Center on the 5th floor of Academic Hall (x6160). Please make your request at least two days in advance by completing the electronic *Classroom Equipment Request Form* on the faculty/staff intranet: http://intranet.pointpark.edu/equip_classroom_request.aspx.

In addition, Point Park has numerous Smart Rooms and other classrooms with multimedia equipment. For a complete list of these classrooms, see Appendix E. You can email the Media Services Office at mediaservices@pointpark.edu with any questions.

2.9 Course Syllabus

Each instructor should distribute a course syllabus each term during the first class meeting of the semester. Two copies must be submitted to the department chairperson one week before the beginning of each term. One copy is maintained in the Dean's office. Your particular School may specify a syllabus template and/or specific syllabus content. All syllabi must contain the following information, in accordance with Appendix B, Syllabus Template:

- course time (day/hour)
- name and course number/section
- instructor name

- class room number and building
- academic department telephone number, and office hours
(*Students must be able to reach faculty outside of class.*)
- e-mail address: Point Park email address is required. /Adjuncts who do not have email account should contact the Help Desk at x3494.
- textbooks used
- brief description of the course (*See online version of the Course Descriptions in University Catalog*)
- itemized list of measurable course objectives/ learning outcomes for students; department chairs will have the approved master list of course objectives for each course. These master lists are also available on Point Web under Course Schedules.
- absence policy, in accordance with University regulations: see Sec. 5.5 of this handbook.
- method of evaluating student's work and computing the final grade
- method of assessing course learning outcomes
- Point Park Policies: "I" grade policy, Smoking Policy, Fire drill, Students with Disabilities, Point Alert System, etc.
- proposed schedule of topics (by week)
- proposed schedule of assignments and tests
- specific material that the student must supply

All faculty members are encouraged to include course assignments that require research in the library or via databases supported by the library (i.e. ERIC, etc.). The integration of information literacy is an established goal of courses in the core curriculum as well as a goal for most courses offered by Point Park.

In addition, faculty members must include the following policy statement in their syllabus and review it with their students on the first day of class:

Students having a certifiable disability, as defined under the American with Disabilities Act (ADA) of 1990, and needing reasonable accommodations, should notify the Program for Academic Success (PAS), 701 LH, x 3870, as early in the semester as possible, preferably during the first week of class.

The PAS Office will provide specific information on the Point Park University ADA policy and application procedures to the student. PAS will contact individual instructors to verify a student's eligibility and to make arrangements for reasonable accommodations.

2.10 Emergency Procedures

Point ALERT is an emergency notification system that will alert students, faculty and staff during, and only during, a campus emergency or weather alert. Powered by e2Campus, this system is a mass notification system that can alert you with a text message on your mobile phone, e-mail, wireless PDA, as well as RSS feeds on the Point Park University Homepage. Sign up for this service at www.pointpark.edu.

Faculty members may need to assist students in emergencies. Every semester, each student with a disability is asked to select a classmate to assist in emergencies, but if those assistants are not

in class, the instructor must guide the student with a disability to the nearest red telephone, located on most floors near elevators, and call the Security Desk at x2222. Faculty members must give their location, name of the student, and his or her disability and ask for further instructions.

In emergencies, faculty members must also assist students who have suffered injuries that temporarily limit their mobility (e.g., a broken leg). In the event the fire alarm sounds, all faculty and students must evacuate the building immediately. Follow posted directions for this procedure. Please note that some students may require special assistance during the evacuation.

2.11 Inclement Weather

When Point Park University is closed due to inclement weather—usually snow—the Point ALERT system will be activated for notification to those who subscribe to that service. In addition, the University’s website, www.pointpark.edu will post an announcement citing times and the duration of emergency closings. Moreover, the office of public relations will provide the news to the Point Park community through the Pittsburgh media. Students, faculty, and staff should also watch or listen to the following radio and television stations for information:

KDKA-TV and RADIO; WPXI-TV; WTAE-TV; WPGH-TV; and KQV RADIO

Also, the University community can call the main switchboard number (412-391-4100) for recorded updates of the status of closing due to inclement weather. University faculty and staff should also check their office voice mail for information provided from the switchboard.

2.12 Salary Payments

Paychecks are distributed on the last working day of each *month*. The number and relative proportion of payments for a given term varies with the length of that term. If you have questions on this matter, contact the payroll office at 412-392-4710.

Your proper receipt of compensation is contingent upon the submission of payroll forms to the payroll office prior to the 15th day of the month of payment. You may pick up your paycheck from your department, ask that it be mailed to you, or have it directly deposited (form available in the Human Resource Office, 7th floor, Frontier Hall. ***Payment will not be made until all documentation including vita and transcripts are received by the Human Resources Office.***

2.13 Tuition Remission

Part-time faculty members, their spouses, and dependent children may receive partial remission of tuition for undergraduate courses. The amount of remission for a part-time faculty member and his/her family members in any term will not exceed the number of credits taught by the faculty member during that term; e.g., should the faculty member teach two three-credit courses, a family member could be entitled to remission of the cost of two three-credit courses at the part-time rate or two family members could each be eligible for one three-credit course at the part-time rate.

Part-time faculty members may elect to “bank” the number of credits taught during a term to be used for tuition remission during the following 2 semesters, which may include summer term

(i.e., fall and spring, spring and summer, or summer and fall). Banking is available on a first-requested basis, up to a limit of five part-time faculty members who may apply to bank their credits each academic year. Spouses and dependent children are not eligible to use banked credits for tuition remission.

Tuition remission does not include fees, classes through Community Classes, Pittsburgh Filmmakers, experiential learning credits or study abroad programs.

Note for full-time students who may be eligible for this benefit—The University’s institutional financial aid awarding policy states that the student will retain the higher of the two awards: institutional merit and need based aid or part-time tuition remission benefit. Please contact the financial aid office for details of your financial aid awards.

Adjunct faculty and their dependents are not eligible for Tuition Remission for graduate courses.

A new tuition remission form must be completed by the faculty member and signed by the School Dean or department chairperson in order to verify the number of credits being taught by the faculty member during the term and returned to the Human Resources Office for each term in which a faculty member or dependent is applying for tuition remission. Tuition Remission forms are available in the Human Resources Office, 7th floor, Frontier Hall.

3. STUDENT-RELATED DETAILS

3.1 Class Rosters

An important objective of the registration system is to ensure that only those students who have paid their required charges are allowed to attend class. Currently, the University relies upon a system within which students who are not registered properly 1) do not receive grades, and 2) assume certain penalty fees.

During the first few class meetings of the term, you will need to print rosters from Point Web. Should you have problems printing, contact the Computer Help Desk, Room 406 Academic Hall. Help Desk Staff can be reached at 412-392-3494 or 412-392-3180. Inform those students not properly recorded on the roster that they should contact the Registrar as soon as possible.

In addition, faculty may access Point Web, at <http://pointweb.pointpark.edu>, in order to get up-to-date rosters, as well as to submit grades electronically.

You will receive two copies of your final roster. If any students are attending your class but their names do not appear on the roster, send them immediately to the Office of the Registrar, 9th floor of Thayer Hall, in order to prevent difficulties at the end of the semester. Students whose names are not on the final roster are not registered, are not permitted to attend the class, and will not receive a grade for the course. When you turn in your grades at the end of the semester, please sign the bottom of the roster and send the original to the Registrar and the copy to your school/department.

You should retain a copy of the grade roster, along with supporting documentation of student work, in your personal records for 5 years.

If a registered student stops attending class or is otherwise at risk for failure, please notify your School's Student Success Center.

3.2 Student-Faculty Contact

The University expects instructors of day, evening, or Saturday classes who do not have an office at the University, to maintain a means of emergency or needed contact information for students. It is the responsibility of such instructors to submit to the office of the Dean of their respective schools and their departmental office a telephone number (with specified times if desired) where they may be reached during the day and/or evening, or a valid email address. During the first week of classes, students must be informed of where to call within and/or outside of the University to make contact with instructors.

In order to improve communication among students, faculty, and staff, Point Park University will **require all faculty members to use the university email address**. Both full-time and adjunct faculty members are required to use the @pointpark.edu email address for all academic correspondence. This will enable you to receive important information such as new academic policies and school closings in a timely manner.

If you do not have a Point Park email account or have questions regarding how to access your email, then contact the Computer Help Desk at 412-392-3494. E-mail can be accessed via the Internet from the University's homepage at <http://www.pointpark.edu/>

3.3 Instructor Absence from Class

Instructors are expected to meet all regularly scheduled classes, but in the event of the instructor's unavoidable absence from a class session, students should be notified well in advance, and provisions should be made for either a substitute instructor, a makeup session, or some other means for covering the material. Please inform your School Dean, department chair and department secretary of these arrangements in advance.

The responsibility of conveying out-of-the-ordinary circumstances to students rests with the instructor and the academic school. Such circumstances might include permanent or temporary room changes, makeup sessions, unusual exam arrangements, and class cancellations. Should alternative means of covering a class prove impossible and a cancellation is unavoidable, the responsibility for notifying students lies with the instructor, who must obtain the telephone numbers or email addresses of all students. There are several alternative systems for such emergency notification, and instructors should use whatever system they consider most suitable, including an e-mail correspondence. *The system must be understood by all parties at the beginning of the course.* The University's Blackboard website provides a means for communicating the same message to all class members via email or by posting a notice.

3.4 Evaluation of Student Work: Assignments and Tests

Testing is not merely a means of evaluating learning, but is also an important teaching tool. Thus, a good test will not merely provide a valid measurement of achievement; it will also be well integrated with the progression of the course, provide an opportunity for comprehensive reflection on course content, and serve as a means for both review and productive correction. The last objective is impossible to attain unless tests are corrected and returned promptly, and clear evaluative comments are included whenever feasible.

Modes of testing, naturally, vary from course to course. The University is committed to the development of literate expression and assumes that any student receiving a passing grade should demonstrate at least minimal competency in expressing the concepts of each course. With very few exceptions (e.g. math courses), the University expects that major examinations will entail at least some degree of essay composition.

Make-up exams should be handled by the instructor and respective department.

Early Warning System: Upon detecting a student's academic weaknesses, please advise him/her to seek help at the Program for Academic Success (PAS) office where counseling and tutorial services are available. The university has implemented an "early warning system" for those students who have been identified by their instructors as being at-risk for failure due to a lack of attendance or poor performances on assignments and/or examinations. If the student is in need of assistance, please contact the PAS office; this office will contact the student and offer appropriate support (e.g., tutoring, counseling, referrals, etc.).

3.5 Student Opinion of Teaching Surveys (Course Evaluations)

The University distributes course evaluations, "Student Opinion of Teaching Surveys," between mid-term and the end of the next to the last week of classes. Faculty must make time for students to evaluate their courses since the surveys provide valuable student feedback concerning teaching methodologies that can lead to the improvement of student learning.

3.6 Grades—Undergraduate

The academic achievement of undergraduate students at Point Park University is measured as follows:

A = 4.0	C = 2.00	P = Passing
A- = 3.75	C- = 1.75	W = Withdrawal
B+ = 3.25	D = 1.00	AU = Audit
B = 3.00	F = Failure	X = Non-attendance,
B- = 2.75	I = Incomplete	no official
C+ = 2.25	N = No Credit	withdrawal

Grades given under special circumstances and the grade change policy are described in the following sections.

3.6.1 The "I" Grade

An Incomplete grade, “I” grade, is awarded in cases where unusual circumstances (e.g., serious illness) prevent students from completing course work on schedule. To be eligible for this grade, the student must have completed almost all of the work. For instance, an “I” grade might be appropriate for a student who attended regularly and submitted all assignments but missed the final examination because of illness. The “I” grade might also be appropriate for an adult student who has to leave town on an assignment for his or her employer and needs additional time to make up missed work.

A student who does not complete a course by the end of the term may request and may be granted, at the instructor’s discretion, an “I.” The “I” in a given course must be completed within a period of time set by the instructor. **This time period may not exceed one year from the end of the semester in which the course was taken. The “I” grade reverts to an “F” at end of one year if “I” is not completed and if the grade is not changed by the instructor.**

Both the student and the instructor must sign an *Incomplete Grade Request Form*, (available in the Student Services Center, 9th floor Thayer Hall, which details the conditions under which the “I” grade is permitted. If the agreed-upon conditions are not fulfilled, the “I” grade will be changed to the grade stipulated in Section V of the *Incomplete Grade Request Form*. ***Paperwork must be completed before the grades are entered online.***

In accelerated programs, “I” grades are usually not advisable.

3.6.2 The “N” Grade

The grade “N” (No Credit) in a course taken under the Pass-No Credit Option indicates that no credits are earned and that quality points are not computed.

3.6.3 The “P” Grade

The grade “P” (Passing) indicates that credits are earned but quality points are not computed.

3.6.4 The “W” Grade

The grade of “W” (Withdrawal) is awarded in cases where unusual circumstances render the successful completion of course work impossible for an indefinite period. Students are permitted to request and receive a “W” up to and including the 49th day of each fifteen-week term, the 42nd day of each 12-week summer session, and the 21st day of each six-week summer session. After the period specified, the instructor has the option to give a grade of “W” or “F” up to and including the Monday of the last day of classes. After this Monday, a “W” grade is not possible. A “W” grade requires the completion of a *Course Withdrawal Form*, supplied by the student (available in the Student Services Center) and signed by the instructor. In 7-week classes, a “W” may be given until the end of the fifth week of the quarter. However, in accelerated programs, “W” grades are usually not advisable.

Should a “W” be placed on a student’s record, it remains a permanent part of that record.

International students must contact the University’s Director of International Students before initiating a course withdrawal.

3.6.5 The “AU” Grade

The grade “AU” (Audit) indicates that no credits have been given in a course. In any semester, a student may change his or her status to audit until the end of the add-drop period, but the student may not change from audit status to credit enrollment.

3.6.6 The “X” Grade

The grade “X” (No Attendance) indicates that the student has not attended and has not filed an official withdrawal form.

3.6.7 Grade Changes

All grade changes must be processed within one calendar year. Changes of the recorded grade will be considered *only* under exceptional circumstances, upon the recommendation of the instructor, the approval of the School Dean, and the Registrar. The instructor must provide supporting documentation with the *Change of Grade Form* (forms are available in the Office of the Registrar). Changes of the recorded grade resulting from a student grade appeal must follow the established grievance procedure in the University Catalog.

3.7 Grades—Graduate Courses

The grading system for graduate students provides for plus and minus grades to be used at the discretion of the instructor. The grading system is as follows, showing the conversion to QPA:

A = 4.00	B- = 2.75	P = Pass
A- = 3.75	C+ = 2.25	I = Incomplete
B+ = 3.25	C = 2.00	F = Fail
B = 3.00	C- = 1.75	W = Withdrawal

The grade of “I” in a given course can be removed by the student completing the unfinished portion of the course within a maximum of one year or, at the discretion of the instructor, within a lesser period of time. A student should NOT re-register for the course; rather, the student submits the completed coursework to the instructor and the instructor will complete a change of grade form.

Should a student earn an “F,” the student must repeat a required course or take an additional course to complete the required number of elective credits.

3.8 Grades: Final Reports

All final grades are submitted electronically via Point Web, <http://pointweb.pointpark.edu>. If you have problems with the log in, contact the Help Desk at x3494.

Grades must be submitted by the deadline. For 7-week classes, first quarter grades are due on the 10th day after the last class. Grades for subsequent quarters are due on the Monday after the last class.

Prompt processing of grades is essential for several reasons. Not the least of these is the fact that a large majority of our adult students depend upon employer-paid tuition reimbursements for the continuation of their studies. These reimbursements are contingent upon the students'

receipt of official grade reports. Final paychecks of adjunct instructors may be held until grades are submitted to the Registrar.

4. FACULTY-RELATED POLICIES

4.1 Orientation of New Faculty Members

Adjunct Faculty Orientations will be held at the beginning of each academic year and will be hosted by each of the Schools (Business, Arts and Sciences, Communications, and the Conservatory for Performing Arts,). University and School policies and support services for faculty and students will be clarified and discussed. Additional orientation sessions will be held based on demand. The school dean or department chair holds a conference with each new adjunct faculty member to discuss the program, use of syllabi, textbooks, and audio-visual materials, supplies (photocopies, etc.), grading and examination procedures, assessment of student learning, faculty responsibilities, classroom regulations, library resources and services, scheduling of office hours, and evaluation procedures. See Appendix F for a copy of the Adjunct Faculty Job Description.

4.2 University Governance

If you are asked by your School Dean or department chair to attend a department meeting, you are strongly encouraged to do so.

4.3 Credentials

Human Resources will coordinate the collection of application materials. A qualified candidate's application will be kept for one year. Department chairs must interview candidates for adjunct positions. Hiring the candidate is subject to the School Dean's approval. Contracts issued to adjunct faculty members are kept in the appropriate School. New adjunct faculty must provide official transcripts and resumes indicating teaching experience (partly for the purpose of deciding compensation) prior to issuance of appointment documents. Credentials not provided will result in the loss of future teaching opportunities.

4.4 Employment and Termination

The University disclaims, does not honor, and is not bound by any and all oral promises of employment. Although offers of employment are normally preceded by telephone and/or oral conversations, formal employment depends entirely upon written and executed bilateral contracts.

Executed contracts are legally binding upon the University and the faculty member. Failure of either party to comply is a breach of contract, actionable, and subject to legal remedy. In the case of a documented failure of a faculty member to fulfill contractual obligations, employment is terminated and the University has no further obligations to the party.

Adjunct faculty members are hired as needed on a per course basis. Hiring an adjunct faculty member for one semester does not imply any commitment by the University to hire that instructor for any subsequent semester.

Re-employment is dependent on the needs of the University and department and by the instructor's timely submission of syllabi, course rosters and grade rosters; meeting classes as scheduled for the full amount of time; and by complying with all directions and policies in this Handbook.

Human Resources will conduct initial and periodic background checks at no cost to you. Adjunct Faculty shall notify Human Resources as soon as the employee becomes aware that he or she is being charged with a felony and/or misdemeanor criminal offense.

4.5 Grievance Procedure

Report to your department chairperson any dissatisfaction with your conditions of employment. Should the conditions continue, inform the dean of your school in writing. Any decision or arrangement made by the dean is final.

4.6 Non-discrimination

Point Park University does not discriminate on the basis of race, color, national origin, gender, age, religion, ancestry, disability, sexual orientation or veteran, marital or familial status in the administration of any of its educational programs, activities, or with respect to admissions or employment. This policy is in accord with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

Inquiries regarding these policies or complaints of discrimination should be referred to the Human Resources Officer, 7th floor, Frontier Hall, 412-392-3952.

4.7 Drug Free Workplace

The University abides by the provisions of the Drug Free Workplace Act. Point Park University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC. 812) on all properties of Point Park University. Violations of such prohibitions on University premises or off-campus while conducting University business may result in disciplinary action up to and including termination.

The University also prohibits employees and others working at the University facilities from reporting to work with detectable levels of drugs or alcohol in their system. Employees who come to work under the influence may be subject to disciplinary action up to and including termination.

Sanctions that will be imposed by Point Park University for employees and students found to be in violation of Point Park's policy on the unlawful possession, use, or distribution of illicit drugs and alcohol may include immediate termination of employment and referral for prosecution.

Finally, Point Park University is concerned about the well-being of its employees and encourages any employee with a drug or alcohol problem to seek prompt treatment. Point Park offers a free Employee Assistance Program (EAP), a service that assists with a wide variety of life challenges.

To consult with an EAP counselor or to make an appointment, call 412-647-3698 or visit the website at www.eapsolutions.com.

4.8 Non-Smoking Policy

Effective August 1, 2008, smoking of any materials is prohibited in all University facilities, at all locations, including all enclosed locations in buildings. All sidewalks adjacent to all University buildings are smoke-free except in the designated smoking area located behind the West Penn Building (corner of First Avenue and Wood Street).

4.9 Academic Freedom

4.9.1 Academic Research and Publication

The primary purpose of education is the search for truth and its free exposition. Every faculty member has the right and the duty to participate freely in searching after and communicating truth. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. The faculty member is entitled to freedom in the classroom in discussing his/her subject.

4.9.2 Boundaries to Academic Freedom

Every faculty member must be free to adapt individual methods to the conditions under which he/she works, to the faculty member's personality, and the talents and characters of the students. His/her choice of doctrine must be determined for him/her by its truth and not by public opinion or political policy, nor by the personal whims of university founders, administrators, or benefactors, nor by tyranny of any group. Truth and intellectual progress demand freedom for original research and the communication of its results.

However, academic freedom, as with all freedom, implies order, and order implies boundaries or limits. Among these limits are, first, the impassable barrier of positive fact and, second, a recognition that personal sincerity or even subjective conviction is not a guarantee against error. The faculty member can and should present to the students newly discovered facts and laws, new developments or new application of old knowledge, new theories that may be advanced in explanation of known physical, political, or social data. But he/she cannot and should not teach as true what he/she knows to be false or teach as a fact or as a universal law what is yet but hypothesis or theory. If the faculty member wishes to communicate personal opinions, he/she has an obligation to label them as opinions and not as facts.

4.9.3 Academic Freedom and Adjunct Faculty

Academic freedom will be accorded not only to faculty members with tenure but also, during the terms of their appointments, to others with probationary or temporary status who are engaged in teaching. Moreover, reappointment will not be denied, nor any other adverse action taken, for reasons that violate academic freedom.

4.9.4 University Copyright Policy

Publications by faculty member may be classified under the following headings:

1. Publication of the results of independent research.

2. Publication of instructional materials related to University duties, such as text books, manuals, and bibliographies.
3. Publication of material resulting from a specific assignment by the University as part of regular University duties.

The rights and obligations of the faculty member under each of these categories respectively will be as follows:

1. The results of original research are the full property of the writer, unless an agreement stating otherwise has been entered upon with the University. Publications which have been subsidized through the University, however, either by released time from regular duties or by grants to or from the University, must have such subsidy acknowledged in a preface, footnote, or other appropriate location.
2. The use of textbooks and other instructional materials in the University that have been written or developed by members of the faculty is proper within the appropriate curricular areas. However, no royalties or other financial profit derived from use at Point Park may accrue to faculty members. Any royalties or profit must be assigned to the University. Royalties or other financial profit as a result of use outside the Point Park may accrue to the faculty member.
3. Unless there is written agreement to the contrary, the University will have full possession and rights of all publications resulting from a specific assignment to a faculty member. All royalties and other revenue will accrue to the University.

4.9.5 Faculty Members as Citizens

The university faculty member is a citizen, a member of a learned profession and an educational institution. When a faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline. A faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's lack of fitness for his/her position.

However, his/her special position in the university community imposes special obligations. As a man/woman of learning, he/she should remember that the public may judge a faculty member's profession and institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not an institutional spokesperson.

4.9.6 Confidentiality for Adjunct Faculty

All faculty members should be protected from unprofessional and unethical personal and professional internal and external disclosures. For example, faculty personnel files and any information in them are considered confidential.

5. STUDENT-RELATED POLICIES

5.1 Students with Disabilities Requesting Accommodation

It is the intention of Point Park University to provide appropriate, reasonable accommodations for students, faculty, staff, alumni, and invited guests with a disability, in accord with the Americans with Disabilities Act (ADA) of 1990. Students with disabilities should be referred to the Program for Academic Success (PAS) office, 701 LH, x 3870, as all campus accommodations will be coordinated through the PAS office. Students should contact PAS for specific information on the University's ADA policy and the procedures for verifying disabilities and requesting reasonable accommodations.

Reasonable accommodations are determined on a case-by-case basis after reviewing the appropriate documentation and speaking with the student. Examples of reasonable accommodations that the University has provided include: extended time for tests, isolated exam administration, permission to tape lectures, free photocopying of notes, note takers, magnification of written material, special seating arrangements, and flexibility with exam dates and other due dates. Accommodations requiring the expenditure of University funds must be approved by the Dean for Student Affairs.

All full-time and part-time faculty members are asked to place the following statement in their syllabi and to announce it in their classes:

“Students having a certifiable disability, as defined under the Americans with Disabilities Act (ADA) of 1990 and needing reasonable accommodations should notify the PAS office (701 LH, x3870) as early in the semester as possible, preferably during the first week of class. The PAS office will provide specific information on the Point Park University ADA policy and application procedures to the student. PAS will contact individual instructors to verify a student's eligibility and to make arrangements for reasonable accommodations.”

Furthermore, faculty members should be prepared to work with the PAS office in order to provide reasonable accommodations for students.

For information on issues not addressed above, please call PAS at 412-392-3870.

5.2 Disruptive Students

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the instructor to leave the class for the remainder of the class period. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a disciplinary proceeding, through the Office of Judicial Affairs, located in 716 Lawrence Hall, x 8029.

No instructor should tolerate disruptive classroom behavior, which includes talking out of turn, use of cell phones, whispering, passing notes, or in any way interfering with teaching and learning. If such behavior occurs, the instructor must tell the offender to stop. If the offender continues, the instructor may ask him or her to leave, and the instructor should report the incident to the department chair and the Director of Judicial Affairs. The chair and/or the director will meet with the disruptive student and may

point out that if the behavior continues, it could result in expulsion from the class and ultimately from the University.

Faculty members are strongly advised to keep written notes about disruptions and copies of all correspondences related to the disruptions. For incidents needing immediate attention or to file a judicial incident report, faculty members should contact Point Park University Security at x3960.

5.3 Plagiarism and Cheating

Any student found guilty of a breach of ethics will be subject to dismissal from the University. *Breach of ethics* includes, but is not limited to plagiarism (the copying of other's ideas and passing them off as one's own); copying or other forms of cheating on examinations, papers, and reports; the sale, purchase, or distribution of term papers. It is within an instructor's discretion to impose a lesser penalty, e.g., "zero" grade on a given assignment. Instructors should take care to document incidents precisely and notify their department chairperson without delay. Please review the University's Plagiarism Policy in Appendix D.

5.4 Student Appeal of Grade

The procedure for student appeal of grade is described in the University Catalog under "Academic Policies." Most grievances, however, are settled in the initial phase: the personal conference with the instructor. If the student is dissatisfied, refer the student to your department chairperson. You must outline grading procedures and requirements clearly in your syllabus and keep clear records of the student's performance in class.

5.5 Student Attendance Policy

The University's general policy is stated in the "Academic Policies" section of the University Catalog. Notice that the policy for each course section is at the discretion of the instructor, and that it is the instructor's responsibility to inform students explicitly about this matter, both orally and in your syllabus. In any case, you must keep records of attendance.

If an instructor's policy is to subtract points for non-attendance, he or she should not reduce a course grade for absences caused by active participation in the following events:

- scheduled varsity athletic competition
- scheduled make-up season and post-season varsity athletic competition
- classroom field trips approved by an academic department
- sanctioned performing arts off-campus appearances
- specifically sanctioned events approved by the Vice President for Academic and Student Affairs
- "Prolonged Medical Leave of Absence" form validated by Point Park's Health Office

Students are to be held responsible for missed academic work and classroom instructions. It is the student's responsibility to complete missed assignments, obtain classroom materials, notes, and instructions, and schedule with the instructor to make up quizzes and examinations *before the end of term*. It is also the student's responsibility to re-arrange, with the instructor's approval, deadlines for written assignments.

5.6 Restrictions on Relations between Faculty and Students

5.6.1 Harassment

Point Park University is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work and matriculate in an atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment of any kind. Point Park University requires that all relationships be professional and free of bias, prejudice, and harassment.

Point Park University encourages the reporting of all perceived incidents of discrimination or harassment. It is the policy of Point Park to investigate all such reports. Point Park prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Harassment may take the form of, but not be limited to, sexual harassment or harassment on the basis of protected characteristics. Harassment based on protected characteristics is verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law or that of his/her relatives, friends or associates. Harassment 1) has the purpose or effect of creating a hostile or offensive work environment, 2) has the purpose or effect of unreasonably interfering with an individual's work performance, 3) otherwise adversely affects an individual's employment or educational opportunities, or 4) is it against the law?

Under Pennsylvania law, an individual may sue in federal court and allege both a federal Title VII violation and a Pennsylvania human relations violation and pursue liability against *both the employer and the individual faculty member*. Any individual in a supervisory capacity, which would include any faculty member, is considered to share the employer's intent and may be held liable for "aiding and abetting" the employer in an unlawful action. Additionally, if a faculty member fails to take action to prevent discrimination on the part of another, he/she may also be held personally liable.

In summary, a faculty member may be personally held liable if he/she discriminates, contributes to discrimination, or fails to take immediate action when aware or when there is an implied knowledge of discrimination. Information and training are available through the Human Resource office, 7th floor, Frontier Hall.

5.6.2 University Policy Prohibiting Sexual Harassment

Policy Statement

Point Park University is committed to an academic and work place environment in which its students, faculty, and staff have a right to be free from sexual harassment by any member of the University community. Sexual harassment undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment.

It is the intention of the University to take whatever action may be necessary to prevent, correct, and, if necessary, discipline any member of the community whose behavior violates this policy. Annual training and brochures providing pertinent information on the meaning of sexual harassment and the University's rules against it are provided through the Human Resources Office. Any University employee, including faculty members, who is found to be guilty of sexual harassment after thorough investigation and an informal and formal hearing, will be subject to disciplinary action for violation of University policy. This policy also applies to students. The discipline will be appropriate for the nature and severity of the offense, up to and including termination of employment or expulsion from the University's academic program.

Legal Authority

Sexual harassment is prohibited by Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972, as amended.

Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when the following occur:

- A. Submission to such conduct is an explicit or implicit condition of academic success or employment; (*quid pro quo* violation), or
- B. Submission to or rejection of such conduct is used as the basis for an academic or employment decision; or (*quid pro quo* violation), or
- C. Such conduct has the purpose or effect of the following:
 1. Unreasonably interfering with an individual's academic or work performance;
or
 2. Creating an intimidating, hostile, or offensive academic or work place environment.

Sexual harassment may also include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes of a sexual nature or inference, jokes about gender or specific physical attributes, offensive language or gestures of an offensive sexual nature or inference, displays of printed or visual material of an offensive sexual nature or inference, and unwanted, uninvited, and unprivileged physical contact such as patting, rubbing, pinching, or brushing against another person's body. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Abusive language or hazing that is directed only toward a specific gender is harassment whether it is sexually explicit or not.

Employees who experience or witness sexual harassment in the workplace must report it immediately to the Director of Human Resources or any Executive Officer. All allegations will be investigated. To the extent possible, the employee's confidentiality and that of the witness and the alleged harasser will be protected against unnecessary disclosure.

Point Park University is committed to providing an educational and work environment free from sexual harassment. Therefore, Point Park University has instituted an online training program, "Preventing Sexual Harassment." This interactive online session may be found at <http://training.newmedialearning.com/psh/pointparku>. The training and mastery tests may be completed in approximately 45 minutes.

Complaint Process:

When employees feel that they are being harassed, they should let the harassing person know of their objections. If they find it difficult to do so or if their first objections did not correct the situation, they should report the problem to the Human Resources Director. If the results of the informal action do not meet the needs of the complainant or the person processing the complaint, the following steps should be taken:

1. The complainant shall file a written statement of the complaint as soon as possible following the occurrence, preferably within 15 days to either the Director of Human Resources or an appropriate University Officer.
2. The Director of Human Resources or Executive Officer, as appropriate, shall investigate and respond to the complaint within 15 days after it is received unless additional time is needed to conduct a more thorough investigation.
3. The complainant has the right to appeal to the University President within 15 calendar days after all procedural remedies have been completed and a final report issued.
4. The University President shall normally respond to the appeal within 15 calendar days unless additional time is needed. The President may elect to meet with the complainant or may elect to concur with previous findings. Decisions resulting from any such appeal are final.

5.6.3 Written Communication between Faculty and Students

Instructors must use good judgment in their written communication with students. Communication must be restricted only to relevant professional matters; anything else, unfortunately, can be misunderstood. Copies of important written communication to students should be retained for your records. Adjunct faculty should retain student records for one year.

5.7 Confidentiality of Student Records (*Point Park University FERPA Policy*)

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

1. **The right to inspect and review their education records within 45 days of the day an appropriate University official receives a written request for access.** Students shall submit to the Registrar, Dean, Academic Department Chair, or other appropriate official written requests that identify the record(s) they wish to inspect.
2. **The right to request the amendment of education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They shall write the University official

responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University or acting in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); an administrator or faculty member from an institution with which Point Park University has an academic or clinical affiliation who has legitimate educational interest; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student is, seeks, or intends to enroll.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Some information may be released without student consent, such as dates of enrollment and attendance, degrees and honors awarded, and academic major: See Point Park University's Student Handbook for a complete explanation of permissible disclosures.

5.8 Underage Children on Campus Children under the age of 16 are not permitted on campus at any time. This policy applies to children of faculty, staff, students, and other visitors to the campus. Exceptions to this general policy apply to children enrolled in specific programs such as the Playhouse activities, dance programs, etc. Those children must be accompanied by an adult to and from such programs

6. Adjunct Credentials and Rank

Adjunct Faculty members are those professionals (academic or otherwise) on the teaching staff with a maximum of three-fourths course load. Typically, this means 9 credits for undergraduate courses and 6 credits for graduate courses. Please see each School for specifics regarding promotion.

- Adjunct Faculty without terminal credentials in their teaching discipline are appointed at the rank of *Instructor*.
- Adjunct Faculty with terminal degrees (e.g., Ph.D., Ed.D. etc.), or equivalent credentials that are in accordance with accreditation guidelines, are appointed at the rank of *Assistant Professor*.
- Adjunct Faculty with terminal credentials and extensive teaching experience are appointed as *Associate Professors* by the Vice President of Academic and Student Affairs upon the recommendation of the School Dean.
- Adjunct Faculty may be awarded the rank of *Professor* only by the President of the University.

7. Other University Contacts

Graduate and Adult Enrollment

1st floor Thayer Hall, 412-392-6164

Assessment of Student Learning

Office of Academic and Student Affairs, 412-392-4773

Blackboard Access and Management

Center for Teaching Excellence, 2nd floor, Thayer Hall, 412-392-6178

Opening a new location mid-September 2011

Career Development Office

706 Lawrence Hall, 412-392-3950

Honors Program

405 Lawrence Hall, 412-392-3982

International Student Services

101 Wood Street, 412-392-4775

Library

University Center, 414 Wood St. Faculty Librarian: 412-392-3161

Mailroom

1st floor Lawrence Hall, 412-392-3820

Playhouse

222 Craft Avenue, Oakland, 412-621-4445

Point Café (Snack Bar)

2nd floor Lawrence Hall, 412-392-3990

Program for Academic Success (PAS)

701 Lawrence Hall, 412-392-3870

Security

Emergency Line 412-392-2222

Public Safety Dispatch Center 412-392-3960

All other calls should be directed to the dispatch center and not to individual security desks.

Student Affairs

715 Student Center, 412-392-3840

Registrar

9th floor Thayer Hall

Financial Aid Office, 1st floor, Thayer Hall 412-392-3930

Registration 412-392-3962

Student Accounts, 1st floor, Thayer Hall 412-392-3424

Student Behavior Issues

Office of Judicial Affairs, 716 Lawrence Hall, 412-392-8029

Student Tutoring and Remedial work

Director of the Program for Academic Success, 701 Lawrence Hall, 412-392-3870

Students with Disabilities

Director of the Program for Academic Success, 701 Lawrence Hall, 412-392-3870

University General Telephone Number

412-391-4100

Please bring any corrections to the attention of the Vice President of the Office of Academic and Student Affairs, Room 803, Academic Hall

Equivalent Instructional Activities (EIA)

(rev. 1.02.07)

Equivalent instructional activities (EIA) must be part of the course design when the format for instructional meeting hours are less than the Pennsylvania Department of Education requirement of 42 hours plus 2 hours of final examination time.

All Equivalent Instructional Activities must be included on the syllabus and should indicate the expected number of hours of class meeting time provided through this alternative instructional methodology. The syllabus should also include a specific description of each EIA.

Because Equivalent Instruction Activities are intended to supplement face-to-face classroom interaction, the activities should be **designed to ensure that each student benefits from the collective exchange of information among the instructor and all students.**

Guidelines are available to faculty for the use in designing Equivalent Instructional Activities that meet the requirements of providing interaction with the student and the sharing of that interaction to the benefit of the entire class.

Guidance for Developing Equivalent Instructional Activities (EIA)

(rev. 1.02.07)

With the advent of distance learning, the Pennsylvania Department of Education (PDE) recognizes that alternative formats for instruction are possible and likely, and as such, has determined that “equivalent” instructional modes may substitute for what was traditionally face-to-face instruction.

Credit hour equivalencies must be stated for the amount of time that classes do not meet over the course of the term, e.g., for any special format 3-credit class which is expected to meet for 42 seat hours (face-to-face instruction), that actually meets for fewer hours than the 42, alternative instructional modes must be stated or demonstrated in the syllabus that make up the “lost” time.

It is highly recommended that your syllabus include a Class Meeting Schedule and that you state your instructional objectives based on the number of weeks to be covered, even if the class meets twice a week. For example,

Week 1:	Learning Objectives 1-3, Reading: pp., discussion
Week 2:	up to...
Week 14:	Class review, presentations, papers due, etc.
Week 15:	Examination

Think of instructional mode equivalencies as those learning activities that substitute for class or instructor time. You may **not** count homework or examination time as equivalent to instructional time.

Instructional mode equivalencies include but are not limited to the following activities:

- Pre-course preparation (experiments, visits, interviews, case studies)
- Laboratory preparation time, including reading and set-up with a technician
- Practicum experiences and other types of field work
- Telecommunication instruction, including the use or reliance upon Blackboard software, including lectures, web-links, discussion boards, virtual classrooms, surveys, quizzes, pre-tests, email correspondence
- Collaborative group assignments (e.g., may require 2 hour group meetings each week)
- Demonstrations (external to class time but required of all students, e.g., use of photographic equipment in a crime lab, instructed by a guest lecturer)
- Observations (e.g., weekly participation in classroom activities in a public or private school by Education majors in addition to class time) with reports that will be shared with the class.

Sample Alternative Instructional Equivalencies (Provided by PDE)

Method of Instruction	Description	Rate of Equivalency
Discussion Board	Instructor-guided or mediated threaded discussion that directly relates to course objectives and which has specified timeframes, expectations for participation, and thoughtful analysis.	1 posting (requires all postings) = 1/2 hour instruction 1 posting (requires reading all postings and reply to a minimum of 5) = 1 hour instruction
Chat rooms for class or group projects	Instructor led opportunities for collaborative, synchronous learning with specific expectations for participation & feedback. (Chats are posted for review).	1 hour chat = 1 hour instruction
Case studies & problem solving scenarios*	In-depth analysis requiring utilization of higher order analytical skills which relate to course objectives and s shared with instructor and/or classmates for feedback and assessment.	1 case study analysis & posting = 1-3 hours instruction
Blogs, Journals, Logs	Students' opportunity to apply learned enough concepts or for reflection on learning experiences; to be shared with instructor and/or classmates for thoughtful analysis, feedback and assessment.	1 private posting = 1/2 hour instruction 1 shared posting (required to read all classmates' postings) = 1 hour instruction
Web-Quest* (Internet Research)	Instructor guided opportunity for students to research information on the Internet that enhances student learning and address specific course outcomes; findings shared with the instructor and classmates.	1 in-depth posting = 1 hour instruction
Library Research* (Instructor led)	In-depth instructor led opportunity for students to research scholarly articles or professional journals that relate to course objectives; to be shared with class in a designated manner.	1 five page project = 1 hour instruction 1 3-5 page paper = 1-2 hours instruction
Lecture activity – written or audio	Opportunity for students to develop questions, comments, or observations, to be shared with classmates & instructor through discussion board postings or participation in chat rooms.	Reviews 1 lecture & posts response = 1 hour instruction

Sample Alternative Instructional Equivalencies (Provided by PDE)

Instructional CDs, Powerpoints, Videos* Field trips or tours (to include virtual tours)	Instructor-mediated to expand upon and clarify course concepts and objectives. Students participate as individuals or in groups in analyzing an activity & preparing a paper or presentation, to be shared in whole or in part with instructor and/or classmates.	Reviews & posts response to 1 unit = 1 hour instruction (Facilitator or Instructor-Led) - 1 hour tour = 1 hour instruction (Student(s) alone without instructor or facilitator) – 1 hour tour plus reflection paper = 1 hour instruction
Group projects	An instructor mediated culminating activity with specific learning objectives; students collaborate via e-mail, chat rooms, discussion boards, and/or face-to-face contact to research, analyze, synthesize, & prepare project with instructor receiving periodic updates & providing guidance to group.	1 hour per week for duration of project
Conference calls	Instructor led opportunities for collaborative, synchronous learning with specific expectations for participation & feedback. (When possible, calls to be recorded for review.)	1 hour per week for duration of project
Online Quizzes	Opportunity for instructor to assess students' subject knowledge and provide feedback on students' progress.	1 hour test = 1 hour instruction
Reflection Paper or Article Review*	Instructor guided activity for students to apply learned concepts and relate practices to personal experiences or apply higher order analytical skills in assessing scholarly articles or professional journals	1 private posting = ½ hour instruction 1 shared posting (required to read all classmates' postings) = 1 hour instruction
In-Class Instruction, Presentation, & Tests	Instruction, presentations, and tests provided in person in live classroom setting.	1 hour = 1 hour instruction

*Researching, PowerPoint/video reviews, webquest activities, reading articles, etc. are considered “homework” assignments. The Rate of Equivalency denoted pertains to posting, reviewing, sharing, and providing student-to-student and/or instructor-to-student feedback. Please note 14 hours per credit of instruction must be provided (42 hours for a 3 credit course). Please include this in all alternate-learning syllabi.

APPENDIX B

**POINT PARK UNIVERSITY
PITTSBURGH, PA 15222
SYLLABUS for (INSERT COURSE PREFIX AND ###)
Semester and Year**

A. GENERAL COURSE INFORMATION

1. (Insert course title here) – (# of) Credits
Prerequisite:
2. Course Description
(Insert Course Description from University Catalog here – these are available to copy and paste from the University web site under your respective school)
3. Instructor: (Name)
Department or School: (Name)
Office: (Office Location)
Phone: 412 - 392 - xxxx or other
E-mail: First Initial Last Name@pointpark.edu (no space between first initial and last name)
Office Hours: Insert office hours
Phone number for Department Secretary: 412 - 392 - xxxx
4. Meeting days, times, classroom and building for course
5. Course Objectives: (Insert both approved master list of course learning objectives and relevant PDE General Standards in courses required for certification)

B. REQUIRED TEXTBOOKS:

Title:

Author:

Publisher, Edition, Year of publication, ISBN

SUPPLEMENTARY TEXTBOOKS AND OR MATERIALS:

C. TEACHING METHODS:

Give students an idea of the teaching methods they can expect in the course. (Lectures, demonstrations, lab work, field work, group projects, exercises, etc.)

POLICY ON ATTENDANCE AND LATENESS: (Inform students of the attendance policy and consequences for missing classes and for arriving late)

(EXAMPLE) Because the course is structured in such a way as to emphasize class interaction, attendance is required. Students will have their final grade lowered by one letter grade for each week that is missed after one week of classes is missed. Half credit will be given for the class session when a student is late or leaves early, unless special arrangements have been made with the instructor to make up the missed time/work.

D. DATES OF ASSIGNMENTS, EXAMS, QUIZZES, OR OTHER MEANS OF ASSESSMENT

E. LABS, SAFETY, HEALTH ISSUES, CLEARANCES REQUIRED

F. FIELD WORK / OBSERVATIONS REQUIRED

G. EQUIVALENT INSTRUCTIONAL ACTIVITIES (special delivery courses)

H. GRADING PROCEDURES: (inform students how their grades will be calculated)

(EXAMPLE) Points will be translated to letter grades in the following manner:

93 to 100 points = A	78 to 79 points = C+
90 to 92 points = A-	73 to 77 points = C
88 to 89 points = B+	70 to 72 points = C-
83 to 87 points = B	60 to 69 points = D
80 to 82 points = B-	below 60 points = F

I. WITHDRAWAL POLICY (*it is optional to include this policy in your syllabus*)

The grade of “W” (Withdrawal) is awarded in cases where unusual circumstances render the successful completion of course work an impossibility for an indefinite period. Students are permitted to request and receive a “W” up to and including the 49th day of each fifteen-week term, the 42nd day of each 12-week summer session, and the 21st day of each six-week summer session. After the period specified, the instructor has the option to give a grade of “W” or “F” up to and including the Monday of the last week of classes. After this Monday, a “W” grade is not possible. A “W” grade requires the completion of a *Course Withdrawal Form*, supplied by the student (available in the Student Services Center).

In 7-week classes, a “W” may be given until the end of the fifth week of the quarter. However, in accelerated programs, “W” grades are usually not advisable.

J. “I” GRADE POLICY (*it is optional to include this policy in your syllabus*)

A student who does not complete a course by the end of the term may request and may be granted, at the instructor’s discretion, an “I” (Incomplete). The “I” in a given course must be completed within a period of time set by the instructor. This time period should not exceed one year from the end of the semester in which the course was taken. Certain conditions may dictate exceptions to this policy.

An Incomplete Grade Request Form detailing the conditions under which the "I" is permitted must be signed by both the student and the instructor. If the agreed upon conditions are not fulfilled, the "I" grade will be changed to the grade stipulated in section V of the Incomplete Grade Request Form. The student is responsible for contacting the instructor and ensuring that all expectations in regard to removal of an "I" grade and the completion of a change of grade form are met. The instructor will complete the change of grade form when all expectations are met. The "I" grade will revert to an F grade if conditions are not fulfilled.

K. GUIDELINES FOR FORMAT OF ASSIGNMENTS (*RECOMMENDED FOR INCLUSION BUT NOT REQUIRED.* Be specific about expectations.)

1. Papers should always be typed and **stapled**.
2. Papers should always have title pages listing assignment, date, course and instructor.
3. All pages should be numbered correctly.
4. Spell words correctly (use spell check, proofread papers!)
5. Assignments should be **TURNED IN ON TIME**. Papers may not be accepted late, and in the case when they are accepted, one letter grade per day late will be deducted.
6. Double space when appropriate
7. As necessary: Include Table of Contents
8. As necessary: Label different sections of the paper
9. (Indicate other expectations or guidelines)

These guidelines will help your work become more professional. These skills are expected in the work environment for reports, projects, etc. Unprofessional appearance of work will be graded accordingly.

L. POINT PARK UNIVERSITY POLICY ON PLAGIARISM

Any student found guilty of a breach of ethics will be subject to dismissal from the University. *Breach of ethics* includes, but is not limited to plagiarism (the copying of other's ideas and passing them off as one's own); copying or other forms of cheating on examinations, papers, and reports; the sale, purchase, or distribution of term papers. It is within an instructor's discretion to impose a lesser penalty, e.g., "zero" grade on a given assignment. Instructors should take care to document incidents precisely and notify their department chairperson without delay.

M. POINT PARK UNIVERSITY LIBRARY RESOURCES AND COMPUTER LABS

Faculty is encouraged to incorporate library resources into course assignments.

N. NO SMOKING POLICY

According to the Smoking Pollution Control Ordinance passed by the Pittsburgh City Council in November 1987, no smoking is permitted in the classrooms, hallways, or lobbies, or any other public area at Point Park University.

O. FIRE DRILLS

Should a fire alarm occur during the class hours, please leave the classroom in an orderly manner and evacuate the building through the appropriate exit.

P. STUDENTS WITH DISABILITIES

It is the intention of Point Park University to provide appropriate, reasonable accommodations for students who are disabled in accordance with the Americans with Disabilities Act (ADA) of 1990. All campus accommodations are coordinated through the Program for Academic Success (PAS), located on the 7th floor of Lawrence Hall. Students are responsible for contacting PAS for specific information on the University's ADA policy and the procedures for verifying disabilities and requesting reasonable accommodations.

[This language should also be spoken to students on the first day of class during the review of the syllabus.]

DETAILED COURSE SCHEDULE AND ASSIGNMENTS (*sample*)

Date	Topic / Work in Class	Reading or Homework Assignment	State Standards Being Addressed

Date	Work in Class	Assignment	State Standards Being Addressed

THE INSTRUCTOR RESERVES THE RIGHT TO MODIFY THIS SCHEDULE AS DEEMED APPROPRIATE AND NECESSARY DURING THE SEMESTER *

This is always a good note to consider adding to your syllabus.

Academic Integrity Hearing Board

The Student will have the right:

- To be considered innocent until found responsible by a preponderance of evidence of a violation of the student obligations of academic integrity (i.e., a serious "breach of ethics;" see current Student Handbook)
- To have a timely and fair disposition of all matters given the circumstances;
- To be informed of the general nature of the charge(s);
- To question all parties and witnesses except when extraordinary circumstances make this impossible;
- To present a factual defense through witnesses, personal testimony, and other relevant evidence;
- To decline to make statements;
- To present relevant evidence to the Hearing Board;
- To have a non-attorney representative from within the university community present if requested
- To have witnesses from the university community appear upon demonstration of their relevance and necessity as determined by the Hearing Board (though recorded or written testimony may be used in the proceeding)
- To appeal the decision of the Academic Integrity Hearing Board

The Academic Integrity Hearing Board will be comprised of the following members:

- President, Faculty Assembly
- President, United Student Government
- Tenured Faculty Member appointed by the Associate Vice President for Academic Affairs
- Ex Officio, Associate Vice President for Academic Affairs, who will preside over the hearing

Hearing Procedure I

- Reasonable rules of relevancy will guide the Chair of the Hearing Board, including imposing reasonable limits on the number of witnesses and the amount of cumulative evidence to be introduced. (Legal rules will not be applied.)
- The Chair of the Hearing Board will read the alleged violation(s).
- The charging party will offer evidence in support of his/her case.
- The accused student (hereafter referred to as the Respondent) is entitled to question the charging party.
- The charging party may call witnesses.
- The Respondent is entitled to question the witnesses after their testimony.
- Members of the Hearing Board will be permitted to question any or all persons participating in the hearing after the charging party has indicated that he/she has completed the presentation of evidence.
- The Hearing Board will call a recess at which time the Chair will determine whether the charging party has presented sufficient evidence to support a finding against the Respondent and if such evidence is uncontroverted.
- Upon the Hearing Board's determination, the matter will be dismissed or the Respondent will be called upon to present his/her case.

Hearing Procedure II

- The Respondent may present a statement.
- The charging party is entitled to question the Respondent after he/she testifies.
- The Respondent may call witnesses.
- The charging party is entitled to question the witnesses after their testimony.
- The Respondent will inform the Chair when his/her presentation is complete.

- Members of the Hearing Board will be permitted to question the Respondent and his or her witnesses after the Respondent has indicated that he/she has completed the presentation of evidence.
- The Chair of the Hearing Board will address those present on the University's regulations or procedures but will offer no other comments; the Hearing Board will deliberate in private until a decision is reached and recorded.

Hearing Procedure III

- The decision, which must be written, will include a determination as to whether the student is found responsible based on a preponderance of evidence. If the student is found responsible, specific sanctions to be imposed will be included in the written decision. Prior violations will be considered only during the deliberations regarding choice of sanctions, not in determining whether a student is responsible or not.
- The Chair of the Hearing Board will provide a copy of the actions taken by the Board, including any sanctions, to the student.

Appeal

- The student will have the right to an appeal process. Appeals are to a Disciplinary Appellate Officer (a full-time, tenured faculty member), appointed by the Vice President of Students and Academic Affairs. The student must make a written request to the Vice President of Students and Academic Affairs for the record of the hearing to be reviewed. Only the written record will be considered. The Appellate Officer's decision is final and constitutes an exhaustion of all required institutional remedies.

Plagiarism Policy

Note: The following general principles about plagiarism apply primarily to writing but may apply as well to other kinds of academic work in disciplines such as mathematics, science, technology, business, computer science, and performing arts. For specific conventions and ways of avoiding plagiarism in these disciplines, check with your instructor.

The faculty of Point Park University is committed to each student's intellectual development and welcomes every student into a community that values learning. Writing is a crucial aspect of that learning, and the faculty at Point Park University strives to help students become confident, ethical, proficient writers.

Plagiarism, however, destroys any hope of intellectual growth or progress in writing. Therefore, to help students, the following policies define plagiarism, spell out ways to avoid it altogether, and indicate sanctions for plagiarism.

I. Definition of Plagiarism

Plagiarism, according to Annette T. Rottenberg in *Elements of Argument*, is “the use of someone else's words or ideas without adequate acknowledgement—that is, presenting such words or ideas as your own . . . Deliberate plagiarism is nothing less than cheating and theft . . . “ (375).

II. Avoidance of Plagiarism

Document all sources of words, paraphrases, and ideas that derive from someone else's work. Acknowledge help you received in completing your work. Also:

- Enclose in quotation marks words copied from a source and identify that source
- Identify a source which you have summarized or paraphrased
- Note the source of an idea you have taken from someone else's work
- Acknowledge sources in all formats, including web pages, television, sound recordings, as well as traditional hard copy.

Instructors and appropriate handbooks will provide information on correct documentation format in academic disciplines (MLA style in English courses). For instance, in English classes, students should consult Joseph Gibaldi's *MLA Handbook for Writers of Research Papers*, 6th edition. Instructors reserve the right to check the originality of students' writing by various means, including submission to electronic search engines.

III. Sanctions for Plagiarism

Punishment for plagiarism may include failure in an assignment, failure in a course, or expulsion from the University. For more information on plagiarism, check with your instructor and the following Web Sites:

- turnitin.com, < <http://turnitin.com> >
- Purdue University Online Writing Lab , < <http://owl.english.purdue.edu> >

Works Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Society of America, 2003.

Rottenberg, Annette T. *Elements of Argument: A Text and Reader*. 10th ed. New York: Bedford/St. Martin's, 2003.

II. For instructors only: suggestions for discouraging plagiarism

- Include the plagiarism section on your syllabus and discuss plagiarism in class; define “plagiarism” orally and in writing
- Discuss proper use of sources
- Take action against plagiarism when you discover it
- Give assignments that are difficult to plagiarize, such as in-class writing; annotated bibliographies; discussions of local issues
- Require students to provide photocopies of sources that are cited
- Assign longer papers in stages—require submission of topics, outlines, summaries, etc., before the paper is due
- Establish assignment deadlines so that you have time before the end of the semester to talk with students suspected of plagiarism
- Require personal responses to writing assignments

III. For instructors only: suggested sanctions for plagiarism

The term “plagiarism” includes a multitude of sins, some more serious or intentional than others. Freshmen, for example, might be less likely to understand documentation rules correctly. Thus the Writing Program proposes the following levels of plagiarism:

A. Blatant Plagiarism

1. unambiguous cheating in a writing assignment; examples:

- buying a paper
- having someone write a paper, for money or not
- “borrowing” a paper from someone and submitting it

2. presenting a source’s words, phrases, or ideas as one’s own, without

acknowledgement in a standard format; examples:

- Copying and pasting sections of articles without attribution
- Using quotation and paraphrase without documentation

Note: offense A.2. could be accidental or intentional, but the fact of it remains the same. Part of making this charge against the student goes back to the assignment. Was the paper supposed to incorporate secondary sources? Was it clear that in doing so, the materials must be documented? If the assignment was designed to rely only on the student's own information, inclusion of secondary, non-cited information is more problematic than in an assignment that is at the outset intended to be research-based.

B. Inadvertent Plagiarism: citing correctly but using ellipsis points or other means to misrepresent ideas; presenting a source's words, phrases, or ideas with incorrect or confusing acknowledgment; examples:

- Documenting some but not all source material
- Formatting documentation incorrectly
- Inadvertently miscopying a source

IV. Examples of plagiarism

The following examples of plagiarism include one of "Blatant Plagiarism" and one of "Inadvertent Plagiarism." Instructors can detect plagiarism by means of the Web Site <turnitin.com>.

A. Blatant Plagiarism

The following section of a paper gives no reference and is obviously plagiarized.

Plato lived from 428-347 B.C., and was apart of an aristocratic family, said to be, Athenian. Plato was the finest student of Socrates, and took his work very seriously. Plato's works were mostly analytical essays, but his work wasn't recognized or even valued until much later.

Plato and Socrates lived in very tumultuous times. In 404 B.C., Sparta defeated Athens, and the government was soon taken over by tyrants. During that time, political life became very precarious. Plato's teacher, Socrates, was sentenced to death in 399 B.C., after being tried unreasonably for influencing the young in Athens. After the horrible death of Plato's teacher, Plato escaped from society into an olive grove where he founded his Academy, which ran for almost a thousand years.

SOURCE

Plato. "The Allegory of the Cave." *A World of Ideas: Essential Readings for College Writers*. Ed. Lee A. Jacobus. 6th ed. Boston: Bedford/St. Martin's, 2002. 313-25.

Plato (428-347 B.C.) was born into an aristocratic, probably Athenian, family and educated according to the best precepts available. He eventually became a student of Socrates and later involved himself closely with Socrates' work and teaching. Plato was not only Socrates' finest student but also the one who immortalized Socrates in his works. Most of Plato's works are philosophical essays in which Socrates speaks as a character in a dialogue with one or more students or listeners.

Both Socrates and Plato lived in turbulent times. In 404 B.C. Athens was defeated by Sparta and its government was taken over by tyrants. Political life in Athens became dangerous. Plato felt, however, that he could effect positive change in Athenian politics until Socrates was tried unjustly for corrupting the youth of Athens and sentenced to death in 399 B.C. After that, Plato withdrew from public life and devoted himself to writing and to the Academy he founded in an olive grove in Athens. The Academy endured for almost a thousand years, which tells us how greatly Plato's thought was valued (313).

B. Inadvertent Plagiarism

In the following hypothetical example, the source is distorted.

According to Robert Reich, "Never before in history has opulence on such a scale been gained by people who have earned it illegally" (299). I think the Enron scandal would be an example of this illegal opulence.

SOURCE

Reich, Robert. "Why the Rich are Getting Richer, and the Poor, Poorer."

A World of Ideas: Essential Readings for College Writers. Ed. Lee

A. Jacobus. 6th ed. Boston: Bedford/St. Martin's, 2002. 286-305.

Never before in history has opulence on such a scale been gained by people who have earned it, and done so legally (299).

Portable A/V Equipment

With adequate advanced notice (48 hours) the following equipment can be reserved by instructors or staff for on-campus use.

Item

Digital Camcorder (mini DV)
 Digital still camera
 TV cart with DVD/VHS combo
 Portable DVD player (monitor not included)
 Tripod (use for cameras)
 LCD projector (power and VGA cables included)
 Laptop computer (PC compatible, MS Office, includes DVD-ROM and power supply)*
 Overhead projector (transparency)
 Screen (self-standing)
 Portable tape recorder
 Document camera

Mobile PC lab (Academic Hall only)
 Computer speakers
 Video conferencing
 Conference phone
 Portable stereo unit (Boombox)
 Portable public address system (Venues only)
 Wired microphones (Venues only)
 Hand Held Wireless microphone (Venues only)
 Wireless lavalier (Select Venues only)

XLR(male)-XLR(female)
 1/8" (male)-1/8"(male)
 XLR(female)-1/4"(male)
 1/4"(male)-1/4"(male)

* Please contact Media Services for details concerning software and hardware capabilities as well as internet access

Event Venues – Media Equipment Available

George R. White Theater (GRW), University Center

- VHS / DVD player (stage & booth)
- DV Cam deck (stage)
- Rear screen projection (projector behind screen)
- Wireless AMX control pad (stage) wired control pad (booth)
- Laptop connection with audio (stage right wall & booth)
- 3 Wireless hand-held microphones
- 6 XLR microphone inputs (stage wall)
- Stage lighting
- Sectional Fluorescent house lighting
- 2 Lavalier microphones
- Audio playback from CD
- Point Park WIFI internet

JVH Theater, Thayer Hall

- VHS, DVD, DV Cam
- LCD Projector
- Projection from laptop computers (e.g. PowerPoint)
- 2 Wireless hand-held microphones
- 1 Lavalier microphone
- Screen
- Ethernet connection
- Stage lighting
- Point Park WIFI

Ballroom, 3rd Floor Lawrence Hall

- Public Address system
- CD player (5 disc changer)
- LCD Projector
- DVD/ VHS player
- Podium microphone
- Screen
- Hand held wireless microphone
- Wireless Lavalier microphone
- Point Park WIFI

Boardroom, 409 Lawrence Hall

- Screen
- Point Park WIFI

Portable public address (PA) set up

- Up to 2 speakers on stands
- Up to 2 wired or wireless hand held microphones

Lawrence Hall Lobbies 1 & 3

- Built in speakers
- CD player
- 3 Wireless Microphones
- 1 Lavalier Microphone
- Point Park WIFI

Classroom A/V Equipment - Built in Media

I. Classrooms with wall-mounted TV/DVD/VHS player

Academic Hall: 312, 402, 506, 509, 603, 611(cabinet with TV/DVD/VHS), 706, 718

Lawrence Hall: 410, 505, 506, 507r, 617, 622(DVD/VHS), 624, 807

Thayer Hall: 220 & 221 (cabinet with TV/DVD/VHS)

II. Computer Lab Classrooms with a ceiling mounted LCD Projector and screen

Academic Hall: 406, 407, 408, 409, 608 & 716 (All are computer labs)

Thayer Hall: 212

University Center: 220 Mac Computer Lab

West Penn: 601, 701, & 801

III. Classrooms with wall-mounted screens⁽³⁾

Academic Hall: 301, 302, 303, 304, 306, 307, 308, 309, 311, 312, 402, 407, 408, 409, 506, 509, 511, 512, 603, 606, 608, 611, 611a, 706, 716, 718, & 719

Thayer Hall: 220, 221

Lawrence Hall: 409, 504, 505, 506, 507r, 617, 807, 808

Patterson Building: 508, 514, 516, 517

University Center: 212, 219, 220, 303, 304, 307, 308

IV. Classrooms with Smart Podiums (DVD/VHS, PC, laptop connection, audio mixer & AMX touch screen housed within podium, mounted speakers & screens on walls, ceiling mounted LCD projector) Training is offered the beginning of each semester.

Academic Hall: 301, 302, 306, 307, 308, 309, 512(no touch pad) & 606, 719AH (Smart Board)

Patterson Hall: 508 & 516

University Center: 212 (screening room), 303, 304, 307 & 308

West Penn: 601, 603, 604, 605, 701, 703, 704, 705, 801, 803, 804, 901, 903, 904, 905, 1001, 1003, 1004, & 1005

V. Seminar rooms (DVD/VHS connection/laptop with audio connection/volume adjustment/ mounted LCD projector): **Patterson Hall 517**

Adjunct Faculty Job Description

1. Sign and return Adjunct Teaching Contract in a timely manner (within 10 business days)
2. Teach courses assigned via the Adjunct Teaching Contract
3. Prepare course syllabi in accordance with University policy in adjunct faculty handbook and submit by established deadline in the Administrative Calendar to department chair and/or designate
4. Maintain class rosters and submit by established deadline to department chair and/or designate
5. Arrive for class promptly and continue the class for the full duration of the scheduled class period, (Occasional early dismissal are permitted but should be kept to a minimum and not for more than 30 minutes before the end of the scheduled class period.)
6. Submit final grades by established deadline in the Administrative Calendar (check with Registrar)
7. Maintain clear up-to-date records of students' work
8. Follow student evaluation procedures (Distribute end of course surveys and follow evaluation procedures)
9. Maintain current contact information including address, phone number, and email address
10. Answer calls and email messages promptly
11. Contact your department for administrative support such as book orders, class rosters, and course evaluations
12. The University expects instructors of day, evening, or Saturday classes who do not have an office at the University to maintain a means of emergency or needed contact information for students.
 - a. It is the responsibility of such instructors to submit to the office of the Dean of their respective schools and their departmental office a telephone number (with specified times if desired) where they may be reached during the day and/or evening, or a valid email address.
 - b. During the first week of classes, students must be informed of where to call within and/or outside of the University to make contact with instructors.
13. In order to improve communication among students, faculty, and staff, Point Park University will require all faculty to use the University email.
 - a. Both full-time and adjunct faculty members are required to use the @pointpark.edu email address for all academic correspondence. This will enable you to receive important information such as new academic policies and school closings in a timely manner.
 - b. If you do not have a Point Park email account or have questions regarding how to use your email, contact the Help Desk at 412-392-3494. E-mail can be accessed via the Internet from the University's homepage at www.pointpark.edu

