

Adjunct Faculty Guidelines

A Guide for Teaching at MSU School of Criminal Justice



The guidelines are also viewable as a PDF file at: <http://cj.msu.edu/about-us/information-school-criminal-justice-employees/>

Contact the School of Criminal Justice Main Office at 517-355-2197

The guidelines have been prepared by the School of Criminal Justice to provide information to adjunct faculty. The right is reserved to change any of the rules and regulations of the University at any time.

On the cover: MSU Baker Hall houses the School of Criminal Justice at 655 Auditorium Road, East Lansing, MI.

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Welcome to MSU School of Criminal Justice!

The Adjunct Faculty Handbook is designed to provide information about MSU policies and procedures intended to support you during your teaching assignment.

We are excited because you bring a wealth of knowledge and will engage MSU students and enhance their learning. We are committed to supporting your efforts in making your teaching assignment at MSU a rewarding experience.

I encourage you to visit MSU's website (www.msu.edu) for information about professional opportunities and various activities that occur throughout the year. You'll find the campus to be a great place to work, full of energy and opportunity.

If you have any questions or need additional information, my door is always open. I look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Mary A. Finn". The signature is written in a cursive, flowing style.

Mary A. Finn, Ph.D.
Director and Professor
MSU School of Criminal Justice

MISSION

The School of Criminal Justice is committed to academic excellence through research, education, and engagement. We build on the School's legacy of leadership, maintain robust research activity in crime, policing, and formal and informal systems of social control, and continue to explore emerging areas of crime and justice through interdisciplinary research. We embrace the basic research mission of a Tier One American Association of Universities member, while carrying out the land grant university mission of problem-solving through applied and translational research. We remain committed to educational excellence for our undergraduates, for our professionally-oriented Masters degree students, and for our doctoral students representing the next generation of scholars. Our research moves from local focus on neighborhood crime and justice concerns to justice issues across wide areas of the globe and transnational connections.

SUPPORT STAFF

School of Criminal Justice has a variety of support staff to assist you. Please use the following descriptions as a guide:

Terri Bulock—Terri is the Business Manager. She reviews all transactions and oversees the budget, as well as personnel and staff procedures. She handles anything related to personnel, appointments, HR questions, payroll questions and room assignments. Reimbursements and other questions relating to all types of accounts should be directed to her.

bulock@msu.edu

Tresa Beardslee—Tresa is the Administrative Assistant to the Director of Criminal Justice. She schedules all meetings for the Director, handles the conference room reservations and schedules the School Advisory Council (SAC) Meetings. Tresa coordinates the Committee Meetings and is the Awards Facilitator as well as handling the course scheduling. Please also see Tresa with any D2L questions or assistance. beards20@msu.edu

Melissa Christle—Melissa is the Graduate Secretary and is responsible for the graduate programs (Masters and Doctoral), including applications, student files, degree certification and Graduate overrides. Direct all questions regarding Forensic, Masters and Doctoral students and programs to Melissa. burrier@msu.edu

Denise Davenport—Denise is the Office Secretary handling the department calls, walk-ins and general office support. She places orders for office supplies and reserves classroom equipment including laptops and other technology items. Please see Denise for copy codes (copier) and copying assistance with exams and classroom handouts.

davenp87@msu.edu

Peggy Donahue—Peggy is the Undergraduate Secretary and provides assistance to undergraduate students and the professors of undergraduate courses. She assists with grade changes, undergraduate overrides, administrative action forms, textbook orders, syllabus, faculty office hours for updating door signage, keys, effort reports, professional accomplishments, and parking passes. donahu38@msu.edu

Hao Lu—Hao is the Programmer Analyst and handles all website issues and updates as well as any computer issues.

luh@msu.edu

Beth Soules—Beth is the Research Administrator for Contracts and Grants. She serves as the point of contact for all pre and post-award needs. In this capacity, she will assist you with any grant related activity. Beth also serves as a liaison between faculty and the MSU Contracts and Grant Administration office on documentation, problem-solving & compliance. soules@msu.edu

STUDENT ADVISORS/INTERNSHIP COORDINATORS/CAREER COUNSELING

We are very fortunate to have a high skilled advising staff on the first floor of Baker Hall. They are:

Tim Homberg: hombergt@msu.edu

Barbara Kolar: kolarba@msu.edu

Jane Evarian: evarian@msu.edu

Barbara and Jane serve as our academic advisors—they meet with students to help with enrollment and make sure they fulfill all requirements for the degree. Faculty are not required to know degree requirements. As with many other universities, the student requirements at MSU can be quite complicated (some students need 120 credits to graduate; others need 123 depending on whether they've taken remedial math, etc.). It's best to send students to our advisors if there are questions about whether they will graduate or what courses they need to graduate.

Tim is our career counselor and internship advisor. He finds internship opportunities for students and supervises interns every semester. He has created an impressive list of internships, and is a great resource for students seeking internship experience. Tim also serves as our career counselor, and works with criminal justice agencies to get our students into the careers they desire. Tim coordinates our annual career fair, held in mid-February. Faculty are strongly encouraged to attend the career fair—most of the recruiters are MSU alumni, and they love making contact with old (and meeting new!) faculty. In addition, it's great to see our students looking so professional. Faculty are invited to the welcome reception and can stay at the fair as long as they like.

HELPFUL WEBSITES

- Registrar's Office: www.reg.msu.edu
- School of Criminal Justice: <http://cj.msu.edu/>
- MSU HR: <https://www.hr.msu.edu/>
- Academic Calendars: <https://reg.msu.edu/ROInfo/Calendar/academic.aspx>
- Ombudsperson: <https://msu.edu/unit/ombud/>
- MSU Police: <http://police.msu.edu/>
- MSU's Religious Observance policy: <http://www.inclusion.msu.edu/diversityandinclusion/ReligiousObservance.html>

COURSE INFORMATION AND POLICIES

Academic Year (AY): The academic year begins August 16th and ends May 15th. The begin date and end date of the fall semester and spring semester varies each academic year. Please consult the Academic Calendar on the University's website for specifics: <https://reg.msu.edu/roinfo/calendar/academic.aspx>.

FERPA Training: All instructors are required to complete a training module regarding the Family Educational Rights and Privacy Act (FERPA). Please log in to Desire2Learn (d2l.msu.edu) and self-register for the course titled "FERPA for MSU staff and faculty."

Classes: Instructors are expected to meet their classes regularly and at the times scheduled in the Schedule of Courses website www.schedule.msu.edu. Please notify the main office or Director if you must cancel a class, so that arrangements may be taken, if necessary. If you hold class at a site or time other than the scheduled classroom or time, notify the main office: 517-355-2197.

Courses at MSU begin and end at odd times. Our typical start times for classes are: 8:00am, 8:30am, 10:20am, 12:40pm, 3:00pm, 4:10pm, 5:00pm, 6:00pm, 7:00pm. A few exceptions here <https://www.reg.msu.edu/Forms/WorkCopy/KInstruction.asp>.

In criminal justice, we typically schedule our undergraduate classes on M/W; W/F; T/Th. Some instructors like to teach undergraduate courses in one three-hour block (for example, Tuesdays from 9:10am-12:00pm). We try to keep those at a minimum to avoid schedule conflicts for the students.

Most of our on-campus graduate courses are taught in three-hour blocks, one day per week. However, instructors can certainly choose to schedule a graduate course twice a week.

Course Syllabi: MSU instructors are required to distribute a course syllabus to their students at the beginning of the semester. Please view the webpage: <https://msu.edu/unit/ombud/classroom-policies/syllabus-faq.html>, which outlines university requirements as well as other helpful suggestions regarding content and university policies and procedures. **A copy of the completed syllabus and office hours must be given to the main office every semester. Also see Syllabus Recommendations for further information.**

Course Prerequisites: For Undergraduate information, please see the Planning Guide on the SCJ Website: <http://cj.msu.edu/programs/bachelors/>. For Graduate, please see the Planning Guides here: <http://cj.msu.edu/graduate-information/planning-guides/>.

Textbook Ordering: In accordance with the Higher Education Opportunity Act of 2008 (HEOA), faculty are required to enter all textbook information here <https://reg.msu.edu/Forms/DegDef/DegDefMenu.asp> several weeks or months before classes begin. Entering your textbook and supplemental material information into this system will make it available to local bookstores for ordering purposes. If you have materials that are not normally handled by the bookstores, you will need to enter the information into this system and also make appropriate arrangements with a supplier.

Course Packs: If you choose instead to use a **course pack**, this also must be reported on the Textbook Order System. This information is generated by each of our campus bookstores to inform the students which textbooks/course packs/other materials are required for their class. We have several vendors that work with our campus on course packs. Please contact the School for additional information.

Class Lists: Check your class attendance throughout the semester to make sure that it is correct. The list of students enrolled in your course(s) can be found on the Office of the Registrar website <https://reg.msu.edu/>. In order to access the class list, you must first log-in to the Instructor Systems from the Faculty Information tab. Under the Information Systems, you will see several headings including Class Information: Class Lists. Report any discrepancies to a staff person as soon as possible.

The Faculty Information tab on the Office of the Registrar website contains additional links to the following:

- Academic Dishonesty Reports
- Enhancing Academic Success Early (EASE Reports)
- Grades
- Textbook and Supplemental Materials
- Other Links
 - Links to Administrative Action Form (H-Option Report, Late Submission of Grades, Grade Change)
 - Student-Instructor Form System (Completion of (I) Incomplete, Entrepreneurship and Innovation Experiences Option, Independent Study)
 - Agreement for Completion of Incomplete
 - Online Forms menu
 - SIRS (Student Instructional Rating System)

Class Attendance: In compliance with federal regulations governing financial aid and veteran's education benefits, instructors are required to report students who stop attending or who have never attended class. Attendance is defined as physical attendance or participation in an academically-related activity including but not limited to the submission of an assignment, taking an exam, or participation in a study group or an online discussion about academic matters. Instructors who do not take attendance may utilize key assessment points (e.g. projects, papers, mid-term exams, and discussions) as benchmarks for participation. Full attendance policy: <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s494>

Course Work: Instructors are expected to return student work in a timely manner, typically within a week for most assignments. Any un-retrieved student work must be kept for one semester beyond the semester in which it is received. Example: Course work for Fall 2016 must be retained through the end of Spring 2017. All student work is considered confidential and must be discarded in a confidential manner. The School has confidential recycling available. Instructors are responsible for returning assignments to students. Please review FERPA policies on keeping grades confidential <https://reg.msu.edu/roinfo/notices/PrivacyGuidelines.aspx>.

Drop/Add Period: Drops/Add are processed by students on the university computer. Students can access the computer system according to the dates indicated in the Academic Schedule of Courses and Academic Handbook. Students may add courses using the enrollment system through the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Students may drop courses using the enrollment system through the middle of the term of instruction. Click on the section number in Schedule of Courses to view the drop and refund deadlines associated with that specific course.

Final Exam Schedule: Both the Final Exam Policy and schedule for exams can be found at the following link: <http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.asp>. It is assumed that all finals will take place in your regular scheduled classroom. If the University must make a change due to time conflicts, you will be notified prior to finals week. If you prefer a different location for your exam, it must be cleared through the University. Please allow the staff in the main office of CJ to arrange this for you.

Final Course Grades: While you may receive an email each semester as a reminder you should proceed to <https://reg.msu.edu/> to enter course grades for students.

Submitting Grades: From the Office of Registrar, Instructor Systems Menu, select Grade Reporting Form.

To fill out the Grade Reporting Form:

- Select a grade for each student.
- If 0.0 grade is given, indicate if the student completed the course (did they take the final?). If No, enter the last attendance date.
- You have the option to enter some of the grades and "Save for later" for re-accessing at a later time.
- **"Save for later" does not submit the grades** to the Office of the Registrar.
- As with paper grades, double check your grades before moving on.
- To finalize, select "Submit final grades to the Office of the Registrar".
- You will be given the opportunity to correct any errors before grades are sent to the Registrar's Office. This will be indicated with a screen entitled "Grade Reporting Form – Error Report". **This means, if you have left anything blank, a message will appear. It does not mean you can change a grade.**
- **Once grades have been sent to the Office of the Registrar, no other changes are possible electronically.**
- After you have chosen "Submit final grades to Office of the Registrar", you will receive a confirmation email message. "Thank you! Grades for CJ ____ - ____ have been finalized and sent to the Office of the Registrar."
- You can print out your grades as they were submitted by selecting Access the Grade Reporting Form Archive from the Instructor's Menu. Grades can also be viewed in the "Graded Class Lists" section within 1-2 business days.
- **LOG OUT** – Return to the main menu and press the Log Out button.

Student Instructional Rating System (SIRS): All instructors, regardless of rank, including graduate assistants, shall use unit-approved SIRS in all classes (every course, every section, every term). Refer to <https://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/instructionalrating.htm> . They are administered and returned confidentially and the instructor may review them only after final grades have been submitted.

ISS Courses: Integrative Social Science (ISS) courses are designed to provide an interdisciplinary introduction to social issues to a general student audience.

Generally, you will have a few social science majors in your ISS classes because these students fulfill social science requirements in home departments. Students receive 4 credit hours for these courses, meaning the class meets twice per week for one hour and 40 minutes. The final exam schedule is also different from the general university schedule. It is available on the website posted below. ISS does not allow instructors to hold final exams on the last day of class, even if the final is not cumulative. ISS will request your syllabus, a copy of each exam and access to your D2L course page. Providing the syllabus has been sufficient in the past. For more information:

<http://cis-ss.msu.edu/>

Tier II Writing Guidelines: The University requires that all students graduating with a baccalaureate degree complete a Tier 2 writing course in the major. Such courses are designated with a (W). In order to accommodate the wide variety of undergraduate majors in the College of Social Science, the college guidelines for the Tier II writing courses have been broadly defined. See link for details: <https://reg.msu.edu/Read/UCC/ssc.pdf>

Honors Option: The Honors Option is one way in which an Honors College student who is enrolled in non-Honors course can earn an Honors experience. Here is the link to the Honors Option website: <http://honorscollege.msu.edu/h-options> as well as a link to the School of Criminal Justice Honors-Option Policy: http://cj.msu.edu/assets/AboutUs-SCJ_Honors_Option_Policy_032116.pdf.

Managing Student Questions/Issues: Please contact the Director to discuss any issues or questions you may have with classroom management.

ONLINE INSTRUCTORS

The online Masters programs at the School of Criminal Justice at Michigan State University cater to professional students seeking a terminal degree, that is, those students not looking to pursue a doctorate degree. The School of Criminal Justice is committed to these students and to providing them a high quality learning experience. These students are inherently different from on campus Masters and PhD level students first in their learning goals and second in that they are most often not full-time students and are balancing full-time careers and families in addition to their studies.

Recognizing that the online teaching environment presents a unique set of issues for instructors, the Online Programs Committee feels it would be beneficial to provide online instructors with recommended practices gathered from online instructors, advisors and staff who work with online students.

For additional information, please see the **New Instructor Orientation** power point presentation on the Criminal Justice Website or contact Michelle Emerson at emerso71@msu.edu.

Recommendations for Online Instructors

The Online Programs Committee has some recommendations for online Masters Programs instructors based on experience and student feedback:

- Consider opening your course before the first day of classes.

- If you have your syllabus completed, consider opening your course the week prior with allowing students to have access to your syllabus via Resources → Course Syllabus.
- Students seem to have a difficult time locating textbook information and often feel they have to wait to see the syllabus to find out textbook requirements.
- Consider emailing your students prior to the first day of class and attaching your syllabus if it is completed. Or, consider sending an older version so students can see the course format.
 - This can be done via the Instructor Systems located on Registrar's website <https://www.reg.msu.edu/default.asp>
 - Click on the Faculty & Staff and select Instructor Systems Menu
 - Login
 - Under Class Information → Email Students in a Class
- It is recommended that instructors include both weekday and weekend time allotment for completing assignments/lessons/modules
 - This will provide all "types" of students adequate time to complete assignments.
 - Additionally this recognizes the professional students enrolling in the online program and how they are different from on campus students.
- Consider advising students to change their settings in D2L so that messages generated in D2L are automatically forwarded out of D2L to their preferred email account.
 - Many students do not check D2L email as regularly as they should. However, most are on regular email several times a day.
- Instructors should consider setting email forwarding up as well.
 - Be sure and check your Spam folder as some email platforms send D2L emails directly to Spam.

There are also many resources available to assist faculty with teaching online and using D2L. These are courses under the Self-Registration Tab within D2L.

- **Accessibility for Course Content:** The content in this self-guided resource is designed to help instructors make effective decisions when considering the impact their instruction and instructional material has on students with a variety of disabilities. This site was developed by the Accessibility Through Creative Innovation Faculty Learning Community to increase the knowledge and understanding of accessibility and disability in higher education.
- **Best Practices for using D2L to Deliver Quality Instruction:** The course covers four main topics: (1) Best Practices for Content and Course Delivery, (2) Best Practices for Communication, (3) Best Practices for Assessment, and (4) Best Practices for Multimedia.
- **Instructor - D2L Self-directed Training:** By the end of this training, participants will have solid experience in and knowledge of the Desire2Learn essential course development and management tools used to develop content and to communicate with, assess, and manage users. You will be able to: (1) Effectively use course development tools located on the My Home and Course Home. (2) Incorporate key communication tools into your course design and delivery. (3) Edit existing content using D2L's editing features, including the HTML editor. (4) Optimize your course design for learner interaction. (5) Leverage the course management console to effectively manage your course. (6) Apply best practices to course development and delivery.
- **Teaching Online (Epigeum):** Teaching Online will provide you with a basic understanding of online pedagogy, online course design, online teaching, and the common technologies used to implement online learning. The program is designed to cater for all levels of teaching staff, from newly qualified faculty through to established instructors: if you have never taught online, the program will prepare you for designing and/or teaching a course; if you already teach online, it will enhance your skills. The Teaching Online program also contains a course entitled 'Studying Online: A guide for students', aimed at students taking their first course online or at faculty who wish to gain a deeper understanding of the online learning experience from the participant's point of view.
- For your students (perhaps include on your syllabus): **Students - Getting Started with D2L:** The Getting Started Course will give you an overview of how to use the Desire2Learn system by participating in a course and performing tasks - just like you will do in the actual courses that you will be enrolled in over the coming semesters.

SYLLABUS RECOMMENDATIONS

There are minimum course syllabi content requirements set by Academic Advancement Network (AAN) Formerly F&OD. <http://fod.msu.edu/>

MSU Minimum Course Syllabi Content Required: Please see the full document/checklist here: <http://fod.msu.edu/oir/syllabus-design>

Below is some suggested language about **policies** you may wish to include in your syllabus:

Academic Honesty: Article 2.3.3 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the School of Criminal Justice adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: <http://www.msu.edu>.)

Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including assignments, quizzes, and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the <http://www.allmsu.com> Web site to complete any course work in CJ887. Students who violate MSU rules may receive a penalty grade, including—but not limited to—a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work (see also <https://msu.edu/unit/ombud/academic-integrity/student-faq.html>)

Accommodations for Students with Disabilities: Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a disability specialist, call 353-9642 (voice), 355-1293 (TTY), or visit <http://MyProfile.rcpd.msu.edu>.

Drops and Adds: The last day to add this course is Month, XX, 20XX. The last day to drop this course with a 100 percent refund and no grade reported is Month, XX, 20XX (DOW). The last day to drop this course with no refund and no grade reported is Month, XX, 20XX (DOW).

Attendance: Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course.

SIRS: Michigan State University takes seriously the opinion of students in the evaluation of the effectiveness of instruction, and has implemented the SIRS (Student Instructional Rating System) process to gather student feedback. This course utilizes the "online SIRS" system. You will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS online form at your convenience. Please note the final grade for this course will not be accessible on STUINFO during the week following the submission of grades for this course unless the SIRS online form has been filled out. You will have the option on the online SIRS form to decline to participate in the evaluation of the course – we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future.

Disruptive Behavior: Article 2.3.5 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

Emergency Preparedness: Include the following as a syllabus insert or provide it to your students. Review it with them during your first class period of the semester.

"In the event of an emergency arising within the [*classroom/lab*], the [*Professor, Teaching Assistant (TA), graduate student, instructor, Facilitator*] will notify you of what actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation, "shelter-in-place," and "secure-in-place" guidelines posted in each facility and to act in a safe manner. You are allowed to maintain cellular devices in a silent mode during this course, in order to receive emergency SMS text, phone or email messages distributed by the university. When anyone receives such a notification or observes an emergency situation, they should immediately bring it to the attention of the [*Professor, Teaching Assistant (TA), graduate student, instructor, Facilitator*] in a way that causes the least disruption. If an evacuation is ordered, please ensure that you do it in a safe manner and facilitate those around you that may not otherwise be able to safely leave. When these orders are given, you do have the right as a member of this community to follow that order. Also, if a shelter-in-place or secure-in-place is ordered, please seek areas of refuge that are safe depending on the emergency encountered and provide assistance if it is advisable to do so."

Spartan Code of Honor: The Spartan Code of Honor academic pledge symbolizes the principles of integrity that every Spartan is required to uphold in their time as a student at MSU. You are encouraged to visit the website at honorcode.msu.edu and include the Spartan Code of Honor academic pledge in your syllabi.

"As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do."

Criminal Justice Student Listserv: The CJ-student listserv is an electronic forum just for criminal justice students. If you subscribe, you will receive information about scholarships, graduate assistantships, job opportunities, classroom and scheduling changes, upcoming school events, and more. You will also be able to distribute information related to your educational experiences at MSU. Faculty and staff will frequently distribute important information via Listserv, so all CJ students are strongly encouraged to sign up. To subscribe, send an email to: listserv@h-net.msu.edu. Leave the subject line blank, and write this message in the text:

SUB(space) cj-student (space) your name
Example: Sub cj-student John Doe

Once you subscribe, you will receive a welcome e-mail. You will also receive additional information about the list and instructions for receiving and posting messages. If you have any questions regarding your subscription, send them to Tim Homberg at Tim.Homberg@ssc.msu.edu

Facebook Group: The School of Criminal Justice also has a Facebook group if you are interested. It is open

for anyone to join <https://www.facebook.com/msucj/?fref=ts>.

FREQUENTLY ASKED QUESTIONS

- **I am scheduled to teach an online class for the next academic year, what now?**
 - The SCJ will process your appointment. Your contact for this is Ms. Terri Bulock (bulock@msu.edu). If you have not taught for the school for over one year, then you will have to be processed like a new employee (i.e. I-9 form, background check, appointment paperwork). **Once the appointment paperwork is submitted, it goes through an approval process that can sometimes take a while depending on the appointment.**
 - You will need to select your textbook. Your contact for this is Ms. Peggy Donahue (donahu38@msu.edu). Due to federal law, textbooks selections are due six months ahead of time or if that deadline has already passed, as soon as you can make your selection. Once your syllabus is finished, you will need to send a copy to Ms. Peggy Donahue. The Director requires that the School keep a copy on file.
- **Where will my textbook information be located once I select it?**
 - Textbook information is available to anyone at <http://www.schedule.msu.edu>. Select the semester, subject, and course number, and then click on Search for Courses. Once you have found the course, click on the **section number** (usually 730 or 731) to view the textbook information. Once students have the ISBNs, they can order their books at a number of different websites: <http://www.spartanbook.com>, www.amazon.com,
- **How do I get an instructor copy of my textbook?**
 - Contact Ms. Peggy Donahue (donahu38@msu.edu) and she will assist you in getting an instructor copy of your textbook.
- **When will I have access to D2L to set up my class?**
 - You will be granted D2L access once your appointment has been completely processed. Unfortunately, the School does not control this process once the paperwork is submitted.
- **Is there a way I can start working on my class in D2L before I get formal access to my class?**
 - If you already have access to D2L, you can create a “Development” course within your D2L account. Once your semester course appears on your D2L home page, you can copy the Development course to the actual course.
 - If you do not currently have access to D2L, please contact the Coordinator of Online Programs Michelle Emerson (emerso71@msu.edu) and she will create a guest D2L account for you with access to a Development course. Once you have D2L access and your course appears, you will be able to copy the Development course to the actual course.
- **Where can I get help with D2L?**
 - Online help and tutorials are available at: <http://help.d2l.msu.edu/>. For specific questions, contact the Help Desk. Support is available 24/7.
 - Local Help Line: (517) 432-6200
 - Toll Free Help Line: (844) 678-6200
- **What is a MSU NetID?**
 - MSU NetIDs provide access to the official MSU e-mail system and many other online services. You will use your NetID to check your MSU email, and log into D2L (the online classroom platform), and library services among other services.
- **How do I activate my class in D2L?**
 - By default, all D2L courses are disabled. You will need to enable your course for students to have access to it.
 - **Just changing the access dates does not enable the course.**
 - In D2L, go to your course then Edit Course→Course Offering Information→Under Active, click on box for Course is active

- Enter Start and End dates
- Click Save
- **When do I get paid?**
 - Adjunct instructors are paid monthly (at the end of the month). More information can be found on the Controller's website <http://www.ctrl.msu.edu/Default.aspx>.
- **How do I view my student evaluations?**
 - Go to <https://sirsonline.msu.edu/> and use your MSU NetID and Password to login.
 - Select the semester and the course.
 - Evaluation reports are downloadable.
- **To whom do I refer disgruntled students?**
 - Please refer students to the Graduate Director, Dr. Chris Melde (melde@msu.edu).
- **Who should I contact about a possible case of academic dishonesty?**
 - Please contact the Graduate Director, Dr. Chris Melde (melde@msu.edu).
- **Who do I talk to if equipment in my classroom isn't working?**
 - Let Ms. Peggy Donahue in the main office know. Her email is donahu38@msu.edu or phone number 517-432-5574.
- **If students have three finals scheduled on the same day and they say they aren't required to take three in the same day, is this true?**
 - Yes. The University policy regarding finals is that students are not required to take more than two finals on the same day. When this occurs, it is the student's responsibility to speak to each of the three professors to ask if at least one of them is willing to give them a final at an alternate date. If none of the three offer to change, the student should contact the Academic Student Affairs Office in their college for assistance. **NOTE:** The professor DOES NOT have permission to change the exam day/time for the entire class; just for the student(s) with three or more exams.

ADDITIONAL RESOURCES

- <https://www.rcpd.msu.edu/facultyandstaff> - Resource Center for Persons with Disabilities (RCPD)
- <http://acadgov.msu.edu/> - MSU Academic Governance
- <https://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm> - Faculty Handbook Index
- <https://reg.msu.edu/AcademicPrograms/Print.asp?Section=514> - Code of Teaching Responsibility
- <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s499> - Final Exam Policy
- <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s548> - Religious Observance Policy
- <https://reg.msu.edu/ROInfo/Notices/ReligiousPolicy.aspx> - Religious Observance Statements
- <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s13216> - Grief Absence Policy
- <https://www.rcpd.msu.edu/services/visa> - VISA (Verified Individualized Services & Accommodations) Policy
- <https://www.rcpd.msu.edu/awareness> - RCPD (Resource Center for Persons with Disabilities) Information
- <https://msu.edu/unit/ombud/classroom-policies/index.html> - The Ombudsperson web page on classroom policies
- <https://msu.edu/unit/ombud/classroom-policies/syllabus-faq.html> - The Ombudsperson web page on Syllabus FAQ:
- <https://reg.msu.edu/Forms/StuInstr/Menu.aspx> - Independent Study, Incomplete, and E-Option Applications and Policies

Resources on Best Practices and Instruction

- <https://tech.msu.edu/teaching/course-guidelines/online-structure/> - Online Course Structure Recommendations
- <https://tech.msu.edu/teaching/instructional-design-development/> - Instructional Design & Course Development
- <https://tech.msu.edu/teaching/tools/quality-matters/> - Quality Matters – Teaching Tools
- <http://fod.msu.edu/oir/online-teaching> - Academic Advancement Network
- <http://hub.msu.edu/> - HUB for Innovation in Learning and Technology
- <https://tech.msu.edu/teaching/course-guidelines/> - Course Best Practices and Guidelines