

**Southern Illinois University Carbondale
College of Applied Sciences and Arts
Off-Campus Academic Programs**

FACULTY GUIDE

ACADEMIC YEAR 2009-10

REVISED 07/30/09

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Administrative Directory

OFFICE	ADMINISTRATOR	INFORMATION NEEDED	ROOM	PHONE #	E-MAIL
Director	Judy Rawls, Ph.D.	Class Cancellation and other emergencies.	123	(618)453-7275	jrawls@siu.edu
Assistant Director	Ha-Yee Teska	Class Cancellation and other emergencies. Teaching assignments Textbook for faculty Travel Information	121	(618)453-7275	hteska@siu.edu
School Directors	Thomas Shaw Acting Director (School of Allied Health) (for Fall 2009 only)		18	(618)453-7211	saja@siu.edu
	David NewMyer, Ph.D. Chair (Aviation Management)		126C	(618)453-8898	newmyer@siu.edu
	Stephen Shih Interim Director (School of Information Systems and Applied Technologies and Fire Service Management)		106A	(618)453-7270	shihcs@siu.edu
	Jack Greer, Chair Automotive Technology			(618) 453-4024	jgreer@siu.edu
FSM Program Coordinator	Gary Kistner		122	(618)453-7277	siufire@siu.edu
Admissions and Records Officers	Michelle Parker-Clark	Reporting Grades	125	(618)453-8897	mpclark@siu.edu
	Gaila Neathery		125	(618)453-7276	gailan@siu.edu
Office Manager	Pat Phillips	Contract Request Vitae	122	(618)453-7275	patp@siu.edu
Accountant I	Steven Hutchins	Travel Voucher Information	120A	(618)453-8893	steve56@siu.edu
Microcomputer Support Specialist I	Christopher Hawkins	Tech Support and Webmaster	120A	(618)453-8895	chawk83@siu.edu

ON-CAMPUS OFFICE

Address	OCAP – MC 6613 College of Applied Sciences and Arts 1365 Douglas Drive Southern Illinois University Carbondale Carbondale, IL 62901
Telephones	(618) 536-6609 Voicemail can be left on this phone number (618) 453-7275
Hours	Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. (Central Time)

INFORMATION NEEDED/CONTACT PERSON GUIDE

Information Needed/Type of Problem	Contact Person or Office
Class cancellation and other emergencies	Judy Rawls, Director Office of Off-Campus Academic Programs Day: (618) 453-7275 (618) 534-2480 (Cell) Or Ha-Yee Teska, Assistant Director Day: (618) 453-7275 Night/Weekend: See Instructor Welcome Letter Or Site Program Advisor
Textbook for faculty Travel information Contracts	Ha-Yee Teska
Reporting Grades	*Michelle Parker-Clark or Gaila Neathery Admissions and Records Officers
Vitae Master syllabus Duplication of materials	Pat Phillips, Secretary
Lodging arrangements Class list Class profile	Site Office
Payroll information Dislocation payments	Steve Hutchins

***FAX #: (618) 453-8894**

Emergency Home Phone Numbers

BASE LOCATION	CONTACT PERSON	PHONE NUMBER
Bethesda NNMC, MD	Deirdre Jefferson Nettie Briscoe	See Instructor Welcome Letter
Camp Lejeune, NC	Jo Wills Martha Woodward	See Instructor Welcome Letter
Cherry Point, NC	Lauren Tysh Brenda Halpin	See Instructor Welcome Letter
East St. Louis	Kathleen Richey	See Instructor Welcome Letter
Goodfellow AFB, TX	Homer Stewart (part-time)	See Instructor Welcome Letter
Great Lakes, IL	Mirella Gamino Kristin Hanscom	See Instructor Welcome Letter
Harry S Truman College	Christina Matuschka	See Instructor Welcome Letter
Jacksonville, FL	Kris Garrick Amy Smith	See Instructor Welcome Letter
Mt. San Antonio College Walnut, CA	Emily Rosati	See Instructor Welcome Letter
Naval Hospital Pensacola, FL	Connie Hines	See Instructor Welcome Letter
NMC San Diego, CA	Diane Dameron	See Instructor Welcome Letter
New River, NC	Susan Langham Martha Woodward	See Instructor Welcome Letter
North Island, CA	Mikel Siphaxay	See Instructor Welcome Letter
Palomar College, CA	Mary Brauer	See Instructor Welcome Letter
Triton College River Grove, IL	Sarah Widegren	See Instructor Welcome Letter

THE NUMBERS LISTED ABOVE ARE TO BE USED FOR EMERGENCY SITUATIONS ONLY.

The Degree Programs

Section 1. The Program Features

The College of Applied Sciences and Arts offers several Bachelor of Science Degree programs through their Off-Campus Academic Programs. Four of these programs, Aviation Management, Electronic Systems Technologies, Fire Service Management, and Health Care Management, consist of 48 semester hours of upper division level course work in the major discipline leading to a Bachelor of Science Degree. Each of these majors is offered at various off-campus locations in the United States, but not all majors are offered at every location. These programs can normally be completed in a 16 month cycle should an individual elect to register for 12 semester hours each term. Classes are held on weekends, Saturday and Sunday, to facilitate the working adult's schedule. In addition to the four programs mentioned, the College also offers an Automotive Technology program leading to a Bachelor of Science Degree that consists of 36 semester hours of upper division course work in that discipline. This program can generally be completed in a 12 month cycle.

Section 2. The Programs of Study

- A. **Bachelor of Science in Automotive Technology:** The Bachelor of Science in Automotive Technology (AUT) is designed to provide in-depth automotive technical expertise, written and oral communication skills, and management and supervisory procedures. The program builds on previous technical training received from technical institutes, community colleges, proprietary institutions, industry-related training programs, and the military. The program requires 125-semester hours of course work, including 41 hours of general education. Courses consist of 36-semester hours of core courses in automotive technology, retail management, fiscal management, customer relations personnel management, marketing, computing, technical writing, business communications, and finance. The curriculum requirements for this program are the same as the on-campus requirements. Completing this curriculum will familiarize the student with the latest technology and management issues encountered in the automotive service industry.
- B. **Bachelor of Science in Aviation Management:** The Aviation Management (AVM) degree is designed to build upon technical training in aviation maintenance flight, avionics technology, air traffic control, aircraft operations support or other aviation-related fields. The technical training may be gained through Southern Illinois University Carbondale, other post-secondary institutions, proprietary schools, military, government agencies (international and domestic), or through government certified flight or maintenance training schools. Students entering the Aviation Management major are encouraged to complete the requirements of an aviation-related associate degree. As an alternative to an associate degree in aviation, students in aviation management should have aviation-related work experience, internship experience, or technical training. Graduates of the Aviation Management program obtain professional, technical, and management positions in aviation manufacturing, the airlines, general aviation, military aviation, and government agencies related to aviation.
- C. **Bachelor of Science in Electronic Systems Technologies:** The Electronic Systems Technologies (EST) major provides an essential foundation in basic electronics and offers a blend of advanced technical and managerial course work for students pursuing careers in the electronics industry. The EST program is well suited for individuals possessing an AS or AAS degree, electronics training through the military or civilian agencies, or work experience in the electronics industry. Credit for post-secondary course work, military training and work experience is evaluated on an individual basis.

Students with an approved AAS degree in Electronics Technology or its equivalent may be able to transfer up to 36 hours of approved career electives. In addition, transfer credit for University Core Curriculum requirements varies depending on previous course work.

D. **Bachelor of Science in Fire Service Management:** The Bachelor of Science in Fire Service Management (FSM) is offered at off-campus locations only. It is designed to provide a two-year upper-division program of study with advanced practical course work in the areas of fire service-related management and supervision. It is designed primarily for fire service professionals who possess or are near completion of the Associate in Applied Science degree, or its equivalent, in a fire service-related field from a technical institution or community college; or who have extensive work experience in the fire service industry. Admission to the program is either completion of at least 26 semester hours of college work and/or a background in the fire service field, or an Associate of Applied Science or Associate of Arts or Associate of Science in a fire service-related field.

E. **Bachelor of Science in Health Care Management:** The Health Care Management (HCM) major provides course work and experience across the spectrum of health care supervision and management. Many Health Care Management graduates obtain supervisory and administrative positions in various health and medical facilities such as hospitals, nursing homes, public health departments, health care training institutions, or HMOs. The Bachelor of Science degree in Health Care Management accommodates the beginning student as well as students who have training in health-oriented fields from colleges and universities, technical institutes, community colleges, proprietary institutions or military technical schools. Graduates from diploma programs also may be eligible for admission. Students with health care education build upon that background through a combination of major core courses, electives within HCM, approved electives and the SIUC University Core.

Section 3. Financial Assistance and Award

Off-Campus Academic Programs Scholarship

Once each semester, a \$500.00 scholarship is awarded to one off-campus student who is enrolled at one of the off-campus sites in Automotive Technology, Aviation Management, Electronic Systems Technologies, Fire Service Management, or Health Care Management. Scholarship application forms and announcements are available to students from their Program Advisor and from the Off-Campus Academic Programs website.

Expectations of the Faculty

Section 1. Rationale

In contrast to normal on-campus teaching responsibilities, there are a number of unique requirements and restrictions involved in the delivery of off-campus academic instruction that also must be carried out and/or enforced by teaching faculty. Various governmental, state, and military agencies that approve off-campus programs and require compliance as a condition of that approval impose many of these requirements and restrictions. Other requirements, determined by the University and the College of Applied Sciences and Arts, are necessary due to the cost-recovery nature of the program, logistical support of faculty, the academic support of students, and the administrative control of University resources located at distant off-campus sites. Therefore, it is appropriate that guidelines be established concerning the selection and retention of faculty to teach courses for Off-Campus Academic Programs to ensure compliance with the directives of approving agencies and to maintain the integrity and cost effectiveness of off-campus programs.

Section 2. Guidelines

The appropriate Department Chair or School Director determines the eligibility of faculty for assignments to teach off-campus. Each Chair/Director provides the Office of Off-Campus Academic Programs (OCAP) with the names of approved faculty by program and course. OCAP then offers individual off-campus teaching assignments to eligible faculty in accordance with the following criteria:

- A. **Cost:** Full program cost recovery must be maintained. In addition, total salary and travel dollars are limited by University expenditure appropriations in those budget lines. **Consequently, travel, lodging, and per diem costs based upon distance to be traveled are considered prior to assignment of faculty.**
- B. **Availability of Courses:** Due to the cyclical nature of the courses in each program and the deliberate scheduling among program locations so that a large number of sections of the same course do not occur during the same time period, a particular course may not be scheduled during the time desired or required by an individual faculty member. Occasionally, several qualified faculty have requested an assignment for the same courses at the same location. When this occurs, the OCAP office will make the faculty selection with cost being a factor.
- C. **Ability to Commit Time:** Because of the advance time required to take advantage of super-saver airfares and motel room reservations, and to provide for the duplication and mailing of syllabi and other teaching materials to the program location, individuals may be required to make a commitment two or more months in advance (to teach a specific course at a specific location at times and dates specified by the approved yearly teaching calendar). Individuals must indicate that they can obtain released time from other positions of responsibilities during the scheduled class meeting dates. College personnel are required to provide written approval from their Department Chairperson/School Director/Dean (as applicable). Individuals assigned for the first time should provide evidence of previous satisfactory teaching experiences and express a willingness to comply with all requirements and restrictions concerning the assignment. Subsequent consideration for OCAP assignment will include a review of previous performance with OCAP concerning instruction and compliance with the

administrative requirements of external agencies, the University, the College, and OCAP. Sources for performance documentation include the following:

- Course/Faculty evaluations
- On-site program advisors
- Campus OCAP staff who provide and monitor instructional support, travel and travel reimbursement, processing of student records and grades, and other functions in support of the teaching assignment

Efforts should be made to point out and help correct any deficiencies in faculty performance. However, final approval of initial and subsequent assignment lies with the Director, Off-Campus Academic Programs in conjunction with the appropriate Department Chair/Director and *will be based upon the best interest of the program, College and University.*

Section 3. Class Schedule

Class meeting times are on Saturdays and Sundays as follows:

8:00 a.m. - 8:50 a.m.	11:50 a.m. - 1:00 p.m. Lunch	1:00 p.m. - 1:50 p.m.
9:00 a.m. - 9:50 a.m.		2:00 p.m. - 2:50 p.m.
10:00 a.m. - 10:50 a.m.		3:00 p.m. - 3:50 p.m.
11:00 a.m. - 11:50 a.m.		4:00 p.m. - 4:50 p.m.

Criticality of schedule enforcement. It is vital that we adhere to the class schedule as we have made a firm commitment to, not only our students, but also the military service that provides tuition assistance and to the Veterans Administration that provides program approval for our students who receive VA benefits. In order to remain at a site or on a base, retain the state license, and VA approval, we must afford our off-campus students the same educational opportunities that are provided on-campus. Because our students meet in a very accelerated format, it is imperative that they obtain the most from the meeting time they have. Therefore, faculty will be asked to agree in writing when they accept the assignment that the above contact hours will be met.

The class meeting dates and times, which have been certified to the State Approving Agency will be followed. Variations may be authorized but must be requested in writing. Variations will only be authorized if every student in the class will be available and can reschedule their time to meet the requested variation. Unauthorized variation in the class meeting dates or times may result in denial of (or recovery of) salary or compensation for off-campus teaching and disciplinary action to include non-reappointment in the program.

Section 4. Dress Code

SIUC expects all employees to present themselves in a professional manner whenever they are engaged in official activities. Faculty will **NOT** appear in the classroom dressed in shorts, t-shirts, jeans, or sportswear. Men should be attired in business casual and women should be comparably attired.

Section 5. Equipment Security

Each Program Advisor will make arrangements for the security of equipment and materials used by faculty. Faculty are central to the security of this equipment and must coordinate and cooperate with the Program Advisor to ensure that all equipment and all materials are properly secured both during and at the conclusion of each teaching day.

Section 6. Faculty Absence/Cancellation

- A. Should illness, emergency, or severe weather conditions require cancellation of a course weekend, **it is the faculty member's responsibility to follow the procedures outlined below:**
1. Should an emergency situation occur:
 - a. **Prior to Friday before a teaching weekend** contact the Off-Campus Academic Programs Director or Assistant Director and discuss the situation with them. They will in-turn notify the site program advisor.
 - b. **On the Friday of a teaching weekend** contact the site program advisor as soon as possible to inform them of the situation and arrange for an alternate weekend of instruction. The program advisor will in-turn notify the Director or Assistant Director of the situation. If you cannot reach the program advisor, call the OCAP Director or Assistant Director. It is important that you get in touch with someone so that we can inform the students of the situation as early as possible.
 - c. If you get the OCAP Director's voicemail, please leave your **name, the teaching site,** and a **phone number** where you can be reached. If you do not hear from someone within an hour or two, please try to call again.
 - d. If necessary, contact the travel agent to modify travel bookings.
 2. Should unforeseen conditions such as flight delays or flight cancellations prohibit you from arriving at a site at your scheduled time, follow the procedures outlined below:
 - a. **Contact the site Program Advisor** immediately to inform them of the delay and advise them as to when you might be arriving.
 - b. Should the Program Advisor not be available, call the OCAP Director/Assistant Director to advise them of the delay and have available a phone number where you can be contacted. Should the Director not be available and you get voicemail, please leave your name, where you are scheduled to teach and a phone number where you can be reached. The Director will contact the Program Advisor and have them get in contact with you. Please ensure that you always tell the OCAP Director/Assistant Director where you are scheduled to teach.
 3. Continue to update the Program Advisor of your status.

Section 7. Vita

A copy of your most current VITA, in the approved College format, must be included in your on-campus personnel file. Program review such as North Central Accreditation review and Military Installation Voluntary Education Review (MIVER) require us to maintain a current VITA on all faculty. Therefore, we ask that you submit a corrected copy of your VITA each time it is updated. The College's approved VITA format is available in Appendix A.

You are responsible for providing an updated copy of your VITA a minimum of six weeks in advance of the first teaching weekend class date. (You need not provide a copy if the VITA on-file on campus is current and in the proper format). Send your VITA to OCAP along with your syllabus and handouts and a copy will be forwarded to the teaching location.

Section 8. Personnel Files

SIUC is required by the statutes of the State of California to maintain faculty personnel files at each California teaching location. If you are assigned to teach a course in California, a copy of your personnel file, to include your position description, vita, transcript, contract, and course evaluations, will be placed on-file by OCAP at the designated California site.

Section 9. Personnel Data Inventory

A Personnel Data Inventory form must be on file with each faculty member's vita. A copy of the form and instructions are available in Appendix B.

Section 10. Firearms/Weapons

University employees are strictly forbidden to have firearms or weapons of any type or size in their possession while performing official university duties. Federal law specifically prohibits the possession of firearms and/or weapons while on federal property. Similar state and local laws, as well as University policy, prohibit the possession of firearms and/or weapons.

Teaching Assignment Logistics

Section 1. Assignment Requests

Eligible faculty who wish to teach off-campus must submit their request for a teaching assignment to Office of Off-Campus Academic Programs (OCAP) prior to the appropriate deadline date. Each request should be for a specific course, on specific dates, at a specific location. It is helpful if each request includes a first, second, and third choice. Course schedules and dates are included with this guide. OCAP will attempt to assign faculty as requested but due to the many variables involved cannot guarantee any one faculty an assignment. Teaching assignment deadline dates are as follows:

(Refer to Attachment 2 for specific course dates for future semesters.)

Semester During Which Course Will Be Taught	Deadline to Request Assignment
Fall	May 15
Spring	September 15
Summer	February 15

Section 2. Contracted Time

Faculty who accept off-campus teaching assignments are contracting to provide direct instructional contact with students, at the assigned classroom, during all scheduled course hours. Normal course hours are 8:00 AM to 4:50 PM each and every class date including the final day of each course. Faculty who fail to provide the contracted hours of classroom instruction may have their salary reduced on a per rata hourly basis.

Section 3. Contractual Arrangements

Upon mutual agreement by the faculty member, Department Chair or School Director, and the OCAP Director concerning the terms of the teaching assignment, a contract will be prepared and forwarded to you for signature. Before signing, examine the contract carefully to ensure that:

1. The dates of your appointment period are consistent with those previously agreed to.
2. You are not under contract with any other SIUC unit for the same appointment period.

Report Discrepancies

Immediately report any discrepancy in your contract to Steven Hutchins (618) 453-8893 for correction.

Upon receipt of your signed contract, it will be processed for final approval only if the following (required) documents are on file in the OCAP office:

1. Current vita or resume.
2. Personnel Data Inventory.
3. Official transcripts are required indicating highest degree granted.
4. I-9 (Employment Eligibility Verification).
5. Oral Proficiency.
6. P & P Sheets (Personal & Professional Data Sheets).
7. W-4 and Check Authorization for deposit of recurring payments.

It is your responsibility to return these documents to OCAP when sent with your contract.

It is also your responsibility to send a current copy of your vita or resume to OCAP.

Upon your appointment, Worker's Compensation and liability insurance will cover you for the appointment period on the same basis as all other faculty. In addition, this coverage will extend to periods of travel to and from the assigned teaching location that may occur prior or subsequent to the appointment period, under the condition that such travel is a necessary function of the conditions of the appointment and not of a personal nature.

Should you encounter circumstances that would make it impossible for you to meet the terms of the contract, contact the Director of Off-Campus Academic Programs by phone immediately and follow up the resignation in writing.

It is vitally important that as much time as possible be allowed for OCAP to locate and contract with a replacement faculty member in the event that you cannot meet the terms of your contract.

Section 4. Travel Arrangements

Teaching faculty for Off-Campus Academic Programs are required to make their own travel arrangements at the earliest possible opportunity to take advantage of lower fares that require advance booking.

Travel arrangements will be made at the most economical rate available. If a faculty member, without prior approval from the OCAP Director or Assistant Director, changes travel arrangements that result in additional travel costs, the faculty member will absorb the extra costs out of their own pocket. In order to be eligible for lower rates, travel arrangements must be made as soon as you know your teaching assignment location.

Faculty who book travel for times that conflict with the faculty's ability to be in the classroom during scheduled course hours (normally 8:00 AM to 4:50 PM) may be required to change their travel arrangements. Costs associated with such changes shall be borne by the individual faculty member.

Travel to and from a teaching location must be to and from that faculty member's home-of-record. The cost of travel to and from other than the faculty member's home-of-record cannot be charged to the University.

Faculty residing within 100 miles of campus who wish to drive to their teaching location **must** complete a travel request and submit it to the OCAP office at least one week prior to the first weekend of their teaching assignment. Use of personal vehicle **is not authorized and will not be reimbursed** unless previously approved, **in writing**, by the OCAP Director or Assistant Director.

Travel arrangements can be made with any travel agent as long as the requirement of best available rate is met. Local travel agencies listed below have indicated contact people in their organizations assigned to work with teaching faculty for Off-Campus Academic Programs.

Travel Agent	Contact	Phone Number
Somerset Travel	Dirk Borgsmiller	Collect (618) 529-5511
Thunderbird Travel Incorporated	Cindy Snyder	800-437-8747

Once travel arrangements have been made, it will be your responsibility to notify the program advisor of your arrival time. Arrangements concerning lodging, audiovisual aids, etc. should also be discussed. (Mt. San Antonio is the only location with an SIUC vehicle available for faculty use.)

Section 5. Lodging Arrangements

(Must be made a minimum of three weeks prior to the first class meeting date.)

The Program Advisor at each off-campus site has often identified suitable lodging for faculty at the most economical rate available. Unfortunately, in some areas of the country, such as San Diego and Bethesda, it has become more difficult to negotiate with local hotels. In these cases, it is the responsibility of the faculty member to make and confirm their reservations. Faculty are asked to coordinate their lodging arrangements with the Program Advisor at the assigned teaching site as soon as possible after being notified of a teaching assignment.

Reimbursement for lodging for faculty who choose to use lodging facilities other than those designated by the Program Advisor, where preferred rates have been negotiated, will be limited to the rate available at the preferred lodging facility.

Section 6. Rental Cars

Rental cars should be used at all locations except Mt. SAC where an SIUC vehicle is assigned. The use of SIUC vehicle should be coordinated with the program advisor. Reservations for rental cars should be made online when making flight reservations. Rentals should always be compact unless otherwise approved by the OCAP Director/Assistant Director. **Do not accept the Fuel Service Option when renting a car. The University will not reimburse this cost because the per gallon charge is much higher than local gas stations. Premium fuel is not an option – ensure that you secure a vehicle that uses Regular.**

The State of Illinois provides liability and collision insurance coverage on rental cars used for official business by SIUC faculty and staff. Reimbursement will not be made for additional insurance coverage.

If you are involved in a traffic accident collision, you must report the accident within 48 hours. Failure to do so may (could) result in personal financial consequences to you. You may also forfeit liability coverage. Should a claim arise, contact:

Travel Service
Kim Bernardoni
or
Kelly Ferguson
(618) 453-3357

Section 7. Liability Insurance

Employees using privately owned vehicles on University business must have insurance coverage and prior OCAP approval. Current statutory requirement is coverage of:

- * \$15,000 coverage for bodily injury or death to any one person in any one accident
- * \$30,000 coverage for bodily injury or death to two or more persons in any one accident
- * \$10,000 for injury to or destruction of property to others in any one accident.

Employees who use their vehicles must certify on the Travel Expense Voucher that they are duly licensed and also that they carry at least the minimum required insurance that is specified in the above paragraph. The University recommends that insurance coverage on private vehicles should be higher than the minimum requirements.

Section 8. Reimbursement Process

After each teaching weekend, you are required to complete a travel reimbursement request. This must be done within **one week after each trip is completed**. Due to state regulations, travel reimbursement requests that are not received and signed by the fiscal officer within ten (10) business days following each teaching weekend may not be honored. If there is any reason why you cannot forward your travel reimbursement request within one week of each weekend, notify Steven Hutchins (618/453-8893).

Go to <http://eforms.siu.edu/siuforms/info/acp0300-fy10.html>, go through the process to download the travel voucher, fill out the form online, print pages one and two, sign page two and send the original forms with your receipts to Steven Hutchins. You will have to download Adobe Acrobat Reader. You can find this at http://www.adobe.com/products/acrobat/readstep2_allversions.html

When you do this, be sure to use the AP Travel Voucher (on or after July 1, 2009) form. Also, you must know your AIS Employee number to fill out the form. You can find this number on your SIU check stub or contact Steven Hutchins for the number.

If you have trouble retrieving the travel voucher form, go to the faculty page on the OCAP website for the pdf version or contact Steven Hutchins.

Due to fiscal year requirements, all travel and expense reimbursement requests for items incurred prior to June 30 must be received in the Office of Off-Campus Academic Programs no later than July 1.

Note: All original receipts must be attached (including taxi fares over \$10 and receipts for items direct billed to the University). No credit card receipts will be accepted. Send your completed form to Steven Hutchins. The reimbursement process takes approximately six (6) weeks after the materials have been received on campus.

PROMPT SUBMISSION (WITHIN 60 DAYS): Effective for all travel that commences after December 31, 2006.

A. In compliance with (**Internal Revenue Service (IRS) Publication 535, Chapter 13**) and (**Illinois State Comptroller's Accounting Bulletin #134**).

B. If AP Travel Expense Voucher is not submitted within 60 days of the completion of travel, the amount being reimbursed is considered taxable income to the traveler, unless a reasonable written justification for an exception is presented and approved. If a reasonable justification for an exception is not submitted or not approved, the reimbursement amount will be submitted to the Payroll office to be included on the employee's Form W-2 as supplemental wages.

C. **The 60 day calculation begins on the ending date of service – Single Trip:** the ending date of service is the date that the trip ends.

Multiple Trips: the ending date of service is **the date that the last trip ends**, not the end of the month, on the travel expense voucher. For efficiency purposes, you can continue to combine multiple trips on one travel voucher, as long as all the trips on the travel voucher have ending dates within the same calendar month. If an individual trip crosses over a month end, that trip must be reported on the travel voucher for the subsequent month.

D. The 60 day calculation stops –

Single Budget Purpose: the date the fiscal officer signs the AP Travel Expense Voucher.

Multiple Budget Purposes: the date the last fiscal officer signs the AP Travel Expense Voucher.

Please note: The AP Travel Expense Voucher must be submitted to Accounts Payable immediately after the last fiscal officer signs the voucher.

Teaching Assignment Procedures

Section 1. Course Syllabus, Vita, Handouts and Exams

Syllabus, Vita and Exams

Please provide OCAP's on-campus office with a current copy of your vita each time you update it.

Provide OCAP with a copy of the current syllabus for each course you teach **8 weeks prior to teaching the course**.

If you wish copies of exams to be duplicated those need to be submitted along with your syllabus. Syllabus and exams can be sent as an email attachment to Pat Phillips (patp@siu.edu) or they can be mailed to Pat for reproduction. Documents should be in Microsoft Word format (any version) or in Rich Text Format (.rtf). If sent in Rich Text Format, it will be converted to MS Word, which may affect the document's format. The vita, syllabus, and exams will be copied on campus and shipped to the off-campus location to arrive no later than three weeks prior to the first teaching weekend.

Handouts and PowerPoint Presentations

Due to the increase in duplicating costs, OCAP will be limiting the amount of duplicating done for students. PowerPoint presentations **will not** be copied. PowerPoint presentations can be emailed to the program advisor who will in turn email them to students or placed on the site's website or Blackboard. If you have created an extensive study guide for your students or have quite a few handouts and believe that the students need a hard copy of this information, OCAP will have the information duplicated, bound and sold to students at cost. You will need to send the information to campus **no later than 8 weeks prior to the course** to ensure timely delivery of the guide. Or, you can send the information as an email attachment to the program advisor, who will in turn, email to the students or post it on the website.

NOTE: YOU WILL NOT BE REIMBURSED FOR COPYING EXPENSES RELATED TO YOUR TEACHING ASSIGNMENT UNLESS YOU OBTAIN PRIOR APPROVAL FROM THE OCAP DIRECTOR OR ASSISTANT DIRECTOR. (THESE REQUESTS ARE RARELY APPROVED).

IT IS IMPERATIVE that we have your course syllabus well in advance of your scheduled course; otherwise it could affect the **VA educational payment to our VA students**. Students using their VA benefits must show continuous enrollment during a semester, otherwise their benefits are affected. Because our classes are held consecutively rather than concurrently, the distribution of the syllabus during the last weekend of the class prior to yours qualifies our courses to be considered continuous in accordance with the VA. This allows for our students to receive their **full VA benefit** rather than a partial payment. Therefore, we ask you to please send a copy of your syllabus to campus not later than **eight weeks prior** to the first day of your class. (Emailing the syllabus directly to the students does not guarantee they will receive it nor does it document receipt; consequently, syllabi will continue to be distributed in hard copy.)

A. **Scheduled Class Time:** Faculty who accept off-campus teaching assignments contract to provide in class instruction to all students during all scheduled class hours. The scheduled class hours of each teaching day are:

8:00 – 8:50 AM	1:00 – 1:50 PM
9:00 – 9:50 AM	2:00 – 2:50 PM
10:00 – 10:50 AM	3:00 – 3:50 PM
11:00 – 11:50 AM	4:00 – 4:50 PM

Although individual faculty may choose to adjust the hourly 10-minute break times, class shall meet from 8:00 AM to 11:50 AM and 1:00 PM to 4:50 PM, each and every scheduled class date, including the final day of each course.

The only exceptions to the stated meeting times are (1) those specifically approved by the Director, Office of Off-Campus Academic Programs prior to acceptance of the teaching contract and (2) those due to circumstances beyond the instructor’s control, such as flight delays. In the instance of “beyond control” faculty will do everything they can such as adding an hour to each subsequent class; coming early or staying late; to make up lost time.

B. **Master Course Syllabus:** A master syllabus is provided to you for the course you are teaching. This syllabus is intended to provide an overview of the coverage of the course. It includes the course description, objectives, course topics, and textbook for the course. The master syllabi's main purposes are:

- to establish individual course content
- to avoid overlap with other courses in the curriculum
- to assist the faculty member in preparing detailed course outlines

C. **Standardized Course Syllabus:** Faculty are required to produce a course syllabus that complies with and includes all items indicated on the Standardized Course Syllabus outline that appears as Appendix B. Each faculty’s course syllabus is due to Pat Phillips a minimum of eight weeks in advance of the first teaching weekend. Program review, such as North Central Accreditation and MIVER’s, require that we maintain a copy of a current syllabus for each course an instructor teaches; therefore, it is important that you supply OCAP and the site a copy of your current syllabus.

D. **APA Format:** The College of Applied Sciences and Arts has adopted the *Publications Manual of the American Psychological Association (APA Manual) 5th Edition* as the standard for written academic work. When it is appropriate to do so, faculty are expected to require that students adhere to the standards and procedures of the APA Manual when completing written assignments. They should also ensure that their syllabus reflect use of APA formatting when documenting required text and/or reference books.

E. **Textbooks**: Text materials used for all off-campus courses are specified on the official "Textbook List" for each program. The required textbook must be used as the primary textbook for the course. There will be no changes in the primary text material by individual faculty members. If you have a concern about text materials, contact the appropriate Department Chair or the Director, Office of Off-Campus Academic Programs to discuss your concerns.

F. **University-Approved Writing Handbook**: In an attempt to enhance student writing skills, the Southern Illinois University Carbondale (SIUC) Faculty Senate adopted *The Little, Brown Compact Handbook* (6th ed.) as a University-wide resource. This writing handbook does not replace or take the place of the *Publication Manual of the American Psychological Association* (5th ed.). The APA is the prescribed standard for academic works completed by SIUC students and faculty. *The Little, Brown Compact Handbook* is supplementary to the APA and all other written work instructions. All students are expected to use *The Little, Brown Compact Handbook* as a guide to proper grammar, punctuation, spelling, etc. for all written assignments.

G. **Library Resources**: The SIUC Morris Library online is available to all registered students and teaching faculty, and can provide most of the research tools students require. To learn more about the library, go to the OCAP web site http://www.siu.edu/~asaocap/gen_info.htm and click on 'Morris Library's Resources' or go to the library website and browse.

Section 2. Class Equipment and Supplies

A. **Audio-Visual Equipment**: Each off-campus location has access to audio-visual equipment to support faculty teaching to include a multimedia projector and laptop computer.

B. **Supplemental Instructional Material**: It is often possible to obtain supplemental teaching materials geared to the approved textbook by writing to the publisher of the text. When requested by the faculty member, the publishing company will often furnish these materials free of charge.

C. **Computer Applications**: Faculty are encouraged to require student use of computer applications in completing assignments. This includes use of email and email attachments, word processing, and spreadsheets. Most students have personal computers, others, when encouraged to do so, find the needed access at available computer laboratories, libraries, their work place, or through a friend. Some have been known to purchase a personal computer, when encouraged to do so by a faculty member.

SIUC does not provide access to computers for off-campus students. Therefore, in spite of the above, faculty must have alternate means available for completion of assignments for those students who do not have computer access.

D. **Field Trips**: For liability reasons, at off-campus locations, field trips **will** not be required of the students. If you wish to have a field trip, it must be an optional activity for the class. If a field trip is taken, the students must drive themselves. You may say to the students that you will meet them at the location at a specific time and place.

Section 3. Expectations of Students

A. Standards of Conduct: All faculty, class guests, students, and SIUC staff are subject to the rules and regulations of the sponsoring entity for each off-campus location. Military personnel are subject to the Uniform Code of Military Justice 24 hours per day, 7 days per week. **Non-commissioned and commissioned officers of the Armed Forces are responsible for enforcing military rules and regulations 24 hours per day, 7 days per week, and in all situations they may find themselves.**

SIUC faculty shall not interfere with military personnel in the conduct of their assigned duties and responsibilities. Except in extreme situations, SIUC faculty shall not request nor require any other person, military or civilian, to exercise authority over students, class guests, or other persons. In an emergency the Class Liaison, or in the absence of the Class Liaison, a student or other person may be requested to summon the assistance of security personnel.

When required, all faculty have the authority of the Southern Illinois University, Carbondale Student Conduct Code to assist them in maintaining classroom control, control of individual students, and control of student social and academic conduct. **All faculty shall read and be familiar with the provisions of the Southern Illinois University Carbondale Student Conduct Code.** The current SIU Student Conduct Code is available at:

<http://www.siu.edu/~docedit/policies/conduct.html>

B. Course Attendance/Participation

ATTENDANCE

While it is each faculty's responsibility to establish and enforce their own attendance policy, please remember that the policy must be defensible should a grievance be filed based on class attendance or lack thereof. The following guidelines are provided to assist you in creating your policy.

1. The faculty of Southern Illinois University Carbondale affirm the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active participation in the classroom or its equivalent learning environment. This concept is further expounded upon in the *Southern Illinois University Carbondale Undergraduate Catalog*.
2. Students who are absent from more than one-third (1/3) of a course's instructional hours will seriously jeopardize their grade for the course. Each faculty member will include a required attendance policy and the effect of absences on final course grades in their course syllabus so that students will know and understand the consequences of their being absent from class.
3. Students who stop attending or never attend a class without officially dropping that class will be awarded a grade of WF for the class. The WF grade is designed for students who enroll in a course but don't attend or quit attending and do not drop the course. When awarding the WF grade the last date of attendance or nonattendance must be reported along with the grade.

Each ASA/OCAP off-campus class-meeting day is scheduled to meet from 8:00 AM to 4:50 PM. The class day is divided into an AM and a PM session by a lunch hour. Each AM and each PM session includes four (4) fifty-minute instructional periods followed by a ten minute break. Faculty

may elect to combine instructional periods and breaks to accommodate their instructional style and delivery mode. Faculty are expected to provide no less than 400 minutes of instruction each class meeting day including the final day of each course. Students should expect to be required to attend all instructional hours of each course including those that may be in addition to the minimum 400 minutes of instruction per day.

An *INC* (incomplete) is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments.

A *WF* is assigned to students who stop attending a class without officially dropping. Faculty are required to note the last day of attendance/participation on the grade sheet when assigning a *WF*.

An *F* is assigned for failure of a course. Final course grades of *A*, *B*, *C*, *D*, or *F* are based upon grading criteria (including the influence of attendance upon the final course grade) that is clearly stated in the faculty produced course syllabus.

(2) **DISCUSSION:**

Faculty are in charge of the classroom. Therefore, only faculty, as stated in the faculty policy and procedure guide, can control student attendance during instructional hours. Faculty must design their course and graded participation such that absences from instructional hours will be reflected in each student's final grade for the course.

It is not unusual, in the off-campus environment, for students to miss some of a course's instructional hours due to reasons beyond their control. This usually occurs when a student, who enrolled in the course and planned to attend all instructional hours, is assigned to work during those hours. Absences may also occur due to other circumstances beyond the student's control (i.e. a death in the family, personal illness, etc). Legitimate reasons (those that are beyond the student's control) for being absent from instructional hours are varied in nature and too numerous to list. Therefore, faculty must use their best judgment in determining the legitimacy of a student's absence. Such legitimacy is usually determined by asking the question, "Was the absence due to circumstances that were beyond the student's control".

No matter what the reason for being absent from instructional hours might be, students who are absent from more than one-third (1/3) of a course's instructional hours should not be able to successfully complete the course. However, **successful completion of a course is indicated by the grade awarded for the course.** Unless attendance is in some way considered when awarding final course grades, students who earn passing grades on all graded course assignments, class participation exercises, and examinations will have earned a passing grade for the course regardless as to their attendance record. **Absences from instructional hours will be reflected in a student's final course grade only if a portion of the grade to be earned is based on attendance and/or if in class participation in graded activities cannot be made-up by those who did not take part in the activity during instructional hours.** Therefore, because faculty are charged with controlling student attendance at instructional hours, faculty are required to design their course delivery, class participations, examinations, other graded activities, and course grading policies such that lack of attendance at instructional hours will be reflected in the final course grade assigned each student.

(3) **PROCEDURE:**

The OCAP *Standardized Attendance Roster* in Appendix E, which is provided to faculty by the Program Advisor for each scheduled morning and afternoon class session includes a block labeled **FACULTY USE ONLY**. Faculty are required to control each attendance roster such that only those students who are present in the classroom during a session sign the roster and such that the **FACULTY USE ONLY** block accurately reflects a student's absences from that session's instructional hours. Each *Standardized Attendance Roster* becomes an official University document on which student attendance at instructional hours is accurately recorded by the faculty member.

Faculty are required to develop attendance, participation, and grading policies for each assigned course and to include these policies in the course syllabus. Such policies must be firm, flexible, fair, and applied equally across the board to all students in all situations. They must be designed such that a student's attendance and participation will influence that student's final course grade and such that the final course grade influence is clearly indicated in the course syllabus. Faculty should include one or more of the below listed *Acceptable Best Practices* in their stated attendance, participation, and grading policies: (Faculty can review the CASA Best Teaching Practices Report at http://www.siu.edu/~asaocap/gen_info.htm and click on the report title.)

- Base 20% of the final course grade on attendance and/or participation in activities conducted during instructional hours. For example, attendance might count for 10% of the final course grade and another 10% of the final course grade might be earned through participation in certain graded class activities that cannot be “made-up” no matter what the reason for not participating.
- Conduct quizzes and/or in-class activities during each morning and each afternoon session (including the final afternoon of the class) that are graded, count for a portion of the final course grade (usually no more than 20%), and which cannot be “made-up” by those who are absent when the quizzes or activities are conducted.
- Require prior notification and faculty acknowledgement of unplanned absences that are due to circumstances beyond the student's control and are known in advance of the absence. Reserve the right to strongly suggest that, due to the absence, the student should seriously consider dropping the class. For example, some course topics are such that attendance at the first day or two of class is essential to successful completion of the course objectives and students who are absent from these instructional hours should discontinue their enrollment.
- Deduct grade points for all absences from instructional hours but allow students to regain these points through completion of appropriate, graded make-up work. If used, this procedure must be applied equally to all absences no matter what the reason for the absence.
- Other means of designing grading criteria such that attendance will influence individual student's final course grades that have been discussed with and approved by the Department Chair.

C. **Make-up Examinations**: Make-up examinations for those students who are unable to be present at regularly scheduled examination times (due to circumstances beyond their control) may be arranged at the convenience of the faculty member, the student, and the local office personnel; if the student's absence was a legitimate one and if the faculty member considers the excuse given by the student one which warrants the giving of a make-up examination. Faculty are required to include make-up examination procedures in their course syllabus.

The faculty member should provide a copy of the required exam to the local office along with the following information:

- Student's name
- Deadline for exam completion
- Special instructions to be given students (timed exam, etc.)
- Address for completed exam to be mailed

It is the responsibility of the local representative to monitor the completion of the exam by the student. However, the local staff is not expected to provide the same quiet classroom atmosphere provided for regularly scheduled examinations.

D. **Class Liaisons**: The Program Advisor at each site employs a volunteer Class Liaison who assists them with certain administrative functions. The Class Liaison is a student in your class who has volunteered for this service and who has limited responsibilities. Depending upon the needs and the location, the Class Liaison will assist with such things as locking and unlocking classrooms and buildings; securing equipment; passing certain administrative paperwork and messages between students, the faculty, and the Program Advisor; and with assisting faculty who may not be familiar with the local site.

Faculty shall not ask or require the Class Liaison to assist with or take responsibility for control of the class or an individual student; to take charge of or handle any graded materials or student grades; or to take charge of or handle quiz or examination materials.

Section 4. Student Evaluation of Faculty

Student evaluations of faculty are conducted at the completion of each off-campus course. The evaluation covers aspects of instruction and course content. At some point during the last class meeting session, the student liaison must be provided time in which to conduct the evaluations. Faculty are asked to leave the classroom while the students complete the evaluations. The student liaison will collect the completed evaluations, place them in a sealed envelope, and will mail them directly to campus. Faculty are asked to respect the privacy of the students and not interfere with the process. A copy of the Faculty Evaluation questionnaire is at Appendix E.

The Director, Office of Off-Campus Academic Programs and the Department Chair/School Director review all faculty evaluations. Copies of the evaluations will be mailed to the faculty member with appropriate comments.

Section 5. End-of-Course Survey

To provide us with important information concerning each course, its students, and other course-related areas, an End-of-Course Survey form at Appendix F, is available on-line at the OCAP website under Faculty Forms. Please complete this form and submit it to the Office of Off-Campus Academic Programs upon completion of your teaching assignment.

Section 6. Sexual Harassment Policy

The SIUC Policy on Sexual Harassment is at Appendix G. Policy changes are available at:

<http://intranet.siu.edu/~docedit/policies/sexual.html>

Section 7. Best Teaching Practices

Faculty are encouraged to review and make use of “The Best Teaching Practices” and other tips that are available in various publications and the internet. A link to the College of Applied Sciences and Arts “Best Teaching Practices” can be found on the OCAP website, Faculty page.

<http://www.hcc.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm>

Section 8. Library

The primary library for all off-campus students and faculty is SIUC’s Morris Library. Faculty and students have on-line access to all services provided by Morris Library at:

<http://www.lib.siu.edu/hp>

Faculty who experience problems accessing Morris Library through the Library’s home page should contact Pat Phillips (patp@siu.edu).

University Grading System

1. SIUC's grading system is included in the Undergraduate Catalog and is reproduced in part below:

<u>Symbol</u>	<u>Definition</u>
A	Excellent
B	Good
C	Satisfactory
D	Poor
F	Failure
P	Pass. Used only in the Pass/Fail Grading System
W	Authorized withdrawal
WF	Failure. For student who did not officially withdraw from class, ceased attending and failed to complete requirements for the course. See Grading System, Section 3.
INC	Incomplete. See Grading System, Sections 4 and 5.

2. **Academic Progress Report:** All faculty teaching in off-campus academic programs shall ensure, through their syllabus and graded assignments returned to students, that each student is provided grade information, no later than the add/drop date of the course. This will allow them to make an informed decision about their academic endeavors; assist them in monitoring their financial aid eligibility; and motivate them to achieve higher levels of knowledge and competency necessary for completion of the course and their degree program.

The SIUC Faculty Senate passed a resolution on February 9, 1999, which was endorsed by the Provost, regarding Academic Progress Reports. The resolution states:

The Faculty Senate urges all SIUC instructors to:

- assess student academic progress early enough in the semester to allow students to make informed decisions about their academic programs; and
- provide in each course syllabus an explanation of the grading system to be used, steps in grade calculation, and process for determining one's current grade in enough detail that students can self-monitor academic progress at any given time during the course; or

- communicate to students, on an individual basis, either their current grade or their class rank (in situations where grading curves are utilized) at a date no later than mid-course and, in addition, indicate on the course syllabus the date on which students will be informed of these facts.

The intent of this resolution is for students to be informed of their academic progress in sufficient time for them to elect to drop a course no later than the official add/drop date if they feel doing so would be in their best interest. The add/drop date for off-campus courses taught in a three-weekend format is prior to the second Saturday of the course; for five-week courses it is the student's second meeting day of the course (second weekend). For independent study courses the add/drop date is published as a date approximately halfway through the semester.

3. **WF Grades**: The intent of the WF grade is to preclude a student from receiving financial aid for a course the student does not fully participate in or attend. Faculty are required to maintain attendance and participation records for all students enrolled in each course they teach. Students who cease attending or participating in a course and who fail to complete the course requirements are assigned a grade of WF. When faculty assign a WF grade the student's last date of attendance or participation must be reported.

WF grades assigned to students who have partially attended or participated in a course (last date of attendance or participation is other than the first day of the course) may count as an "F" in the student's GPA. Anytime a WF grade is assigned it may impact the student's eligibility for, or amount of financial aid for the semester.

4. **Incomplete Grade Policy**: The *Southern Illinois University, Carbondale Bulletin* states the following under the section titled Grading and Scholastic Regulations:

A copy of the "Conditions for Removing a Grade of Incomplete" form is included in Attachment 4 of this guide.

A grade of incomplete (INC) is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. If you anticipate that you will meet these conditions you are urged to notify the instructor and apply in writing to the instructor of the incomplete BEFORE the last day of class. If, due to circumstances beyond your control, you are unable to notify the instructor in advance, you will have three days after the last class to inform the instructor that you wish to take an incomplete and two weeks to apply for the incomplete in writing. Students who fail to inform the instructor within 3 days following the last class date, and fail to request an incomplete in writing within the two weeks time frame will receive the grade earned for the course or a WF, whichever is the most appropriate. Notification to the program advisor will not excuse a student from contacting the instructor nor putting their request in writing. An INC must be changed to a completed grade within a time period designated by the instructor, but not to exceed one year from the close of the term in which the course was taken, or graduation, whichever occurs first

Grades given at the end of a course are final and may not be changed by additional work or submitting additional materials.

An Incomplete is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An incomplete must be changed to a completed grade within a time period designated by the faculty member but not to exceed one year from the close of the semester in which the course was taken, or graduation, whichever comes first. It is imperative that the

time allowed to complete the course work be understood by the faculty member and the student. Grades can also be changed due to faculty error in submitting the original grade.

Certain State Approving Agency policies have resulted in a requirement that the College take a more formalized approach to the assignment of incomplete grades. The University policy governing the assignment of incomplete grades, as stated in the *Southern Illinois University Carbondale Bulletin* is not affected by this action. This policy affects only the documentation and the procedure to be followed when faculty assigns incomplete grades.

NOTE: DO NOT withhold the assignment of an incomplete grade solely on the basis of not having completed the required request for incomplete grade form. The form may be completed after the fact.

A basic assumption of this policy is that the student must request the incomplete grade. For this to be a valid assumption, students must first be informed of the University policy governing the assignment of incomplete grades and the College's procedure for doing so. Therefore, Faculty shall ensure all of the following:

- Include the Request for Incomplete Grade form and policy as an attachment to the course syllabus.
- Include a reference to the attached policy and form in the course syllabus (i.e., "Incomplete grades will be considered in accordance with the attached policy.") and any other information that describes the conditions under which you will consider assigning an incomplete grade.
- Verbally brief all students as to the details of the incomplete grade policy and procedure at the beginning of each course.

Keep in mind that the governing date for the student to request an incomplete grade is the date that grades are due for the course. The student, due to varying circumstances, has the option of delivering the request to either the Program Advisor or to you prior to this date. Please be flexible in considering requests that may be forwarded to you after you have assigned grades. Due to the distances involved some of the communications delays are beyond the control of the student, Program Advisors, and you.

- PROGRAM ADVISORS at all College of Applied Sciences and Arts' Off-Campus Academic Programs' locations shall ensure that all students have received a copy of this policy, that students have the Request for Incomplete Grade readily available to them, and that all faculty assigned to teach at their location have ready access to this policy and form. Program Advisors shall ensure that completed Request for Incomplete Grade forms are distributed as stated on the bottom of the form.
- STUDENTS who believe that they are engaged in passing work and are unable to complete all class assignments, *for reasons beyond their control*, may request an incomplete grade. The request must be presented to the assigned faculty member, in writing, using the Request for Incomplete Grade form. The request must be completed, signed by the student, and delivered to either the faculty member or the Program Advisor *prior to the date that grades are due for that course*. (Program Advisors can inform students and faculty of these due dates.) Students must understand that Faculty will not automatically assign incomplete grades. Faculty cannot be expected to be aware of each student's circumstances.

Faculty are expected to assign due dates for completion of all required course work when assigning an incomplete grade. The due dates shall be assigned in accordance with University policy. Incomplete grades shall be converted to a grade of F in accordance with University policy.

Students receiving tuition assistance may be subject to regulations governing incomplete grades that are a function of the agency funding the tuition assistance. Knowledge of and compliance with such regulations is the student's responsibility. SIUC faculty and administrators shall not be governed by other than University policy.

- **FACULTY** assigned to teach courses for the College of Applied Sciences and Arts at off-campus locations shall use the Request for Incomplete Grade form to document the assignment of incomplete grades. Completion of the form is required regardless of any other means of communication between faculty and student. Faculty shall forward the original Request for Incomplete Grade form to the Program Advisor assigned to the location where the course was taught. Subsequent Grade Change Cards should also be forwarded to the Program Advisor.

Changing Grades of Incomplete Grade changes must be submitted to OCAP as soon as the student's work is completed.

5. **Reporting Grades to the University:** A copy of the students' grades, recorded on the class list, is to be forwarded to the Office of Off-Campus Academic Programs by the dates in the "Grade Turn-in Schedule":

Grade reports must be validated by the faculty's signature and sent to:

Michelle Parker-Clark
ASA/Off-Campus Academic Programs
Mail Code 6613
Southern Illinois University Carbondale
Carbondale, IL 62901
FAX: (618) 453-8894
Email: mpclark@siu.edu

6. **Reporting Grades to Students:** Students will no longer receive a printout of their grades at the end of the semester. They may view their final grades by using Salukinet, which can be accessed through the SIUC website.

7. **Filing Grade Change Cards:** Completed grade change cards, with the faculty member's signature, should be submitted to the Program Advisor at the location where the course was taught. If for some reason you are unable to submit a grade change card, written documentation should be submitted to:

Michelle Parker-Clark
ASA/Off-Campus Academic Programs
Mail Code 6613
Southern Illinois University Carbondale
Carbondale, IL 62901
FAX: (618) 453-8894

Contact the local programs office or an Admission and Records Officer for grade change cards.

Appendix A
Approved Vita Format

CURRICULUM VITAE OF (NAME)

I. PROFESSIONAL AFFILIATION AND CONTACT INFORMATION

A. Present university Department or Unit :

Program Name
Department Name

B. Office Address : [Include e-mail address]

College of Applied Sciences and Arts
1365 Douglas Drive, Room
Southern Illinois University
Carbondale, Il 62901
Email:

II. EDUCATION [Degrees; College or university; dates] (List most current degree first)

Can be broken down into Formal, Continuing, Certificates and/or Licenses

III. PROFESSIONAL EXPERIENCE [List in chronological order the professional positions which you have held in academic, research, industrial, business, or governmental institutions. Give dates of employment, promotions in rank (with dates), and major changes in assignment (e.g., from teaching to administration).]

IV. RESEARCH AND CREATIVE ACTIVITY

A. Interests and Specialties :

A brief listing of areas of interests and/or specialties

B. Current Projects : don't duplicate items listed under B, C, and D

List

C. Grants Applied for : (don't list those received)

Grant Title, Funded/Sponsor, Dates Funded

D. Grants Received :

Grant Title, Funded/Sponsored by? , Dates Funded

E. Honors and Awards :

Honor/Award, Dates Received

F. Papers and Presentations at Professional Meetings :

G. Other :

List

**V. PUBLICATIONS AND CREATIVE WORKS [Give complete bibliographical information]
–APA format (5th edition)**

A. Books :

Author, P.C., Jr., & White E. B. (1988). *Capitalize first word only of book title: And of subtitle, if any, no period if ed. Or vol. follow (3rd ed. Or Vol. #).*
City Published, ST: Name of Publisher. (APA page 201)

B. Articles in Professional Journals :

Author, P.C., Author, S.G., & Author, L. T. (1981). Capitalize first word only of title: And of subtitle, if any. *Journal Title in Upper and Lower Case Letters*, 37, 575-585. (Use pp. before page numbers and magazines, but not journals) (APA page 195)

Author, P. C. (in press). Article title. *Journal Title in Upper and Lower Case Letters*. (APA page 196)

C. Creative Contributions :

D. Chapters in Professional Books :

Chapter Author, T. P. (1982). Chapter title: Initial caps only. In J. T. Woodward, & A. Pimm (Eds.), *book title first word cap only* (pp. 197-218). City Published, ST: Name of Publisher. (APA page 204)

E. Popular and Creative Writing :

Use APA format

F. Book Reviews :

Author, T. P. (1982). A new look at the medicine from the social perspective [Review of the book *Social context of health, illness, and patient care*]. *Contemporary Psychology*, 27, 208-209. (APA page 215)

G. Other

Use APA format

VI. TEACHING EXPERIENCE

A. Teaching Interests and Specialties :

A brief listing of areas of interest and/or specialties.

B. Teaching and Training Grants :

Grant Title, Funded/Sponsored by?, Dates Funded

C. Teaching Awards and Honors :

Award/Honor, Date Received

D. Current Graduate Faculty Status :

List Status

E. Number of Master's and Ph.D. Committees on which you have served:

Number, and/or may list names

F. Names of Students who have completed Master's Theses and Doctoral Dissertations under your Direction:

List

G. Other :

List

VII. UNIVERSITY EXPERIENCE

1. Department Committees: list more current committee first

Name of Committee, Department, Dates Served

Ex. Chairman, ATS Graduate Followup Committee, 1985-present

2. College and University Committees and Councils : list most current committee first

Name of Committee, College/University, Dates Served
Ex. Chairman, ASA Scholarship Committee, 1988-present

3. Other :

List

VIII. PROFESSIONAL SERVICE

A. Membership in Professional Associations :

Name of Association, Dates Served

B. Offices Held and honors Awarded in Professional Associations :

Office Held or Honor Awarded, Name of Association, Date(s) Served or Awarded

C. Consultantships :

List

D. Evaluation of Manuscripts for Journals and Book Publishers and of Grant Proposals for Agencies:

List in APA format (5th edition)

E. Papers and Presentations at Professional Meetings: [Other than those listed under “Research and Creative Activity”] List most Current paper/presentation first. Use APA APA (5th edition, page 211)

Author, Year/Month, Name of Paper, Presented to?, City, State.

F. Other :

List

IX. COMMUNITY SERVICE

List

Appendix B
Standardized Course Syllabus

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS
OFFICE OF OFF-CAMPUS ACADEMIC PROGRAMS

COURSE SYLLABUS

(course number and title)

Instructions To Faculty: This syllabus template will become available soon on the Faculty webpage at the OCAP website. The url is: http://www.siu.edu/~asaocap/gen_info.htm *Delete all items that are in a box (and the box) such as these instructions. Enter the required information where indicated. Do not alter any of the other information.*

If your syllabus is available to students online enter the URL here

FACULTY:

Enter your full name, mailing address, telephone number, and e-mail address here

FACULTY CONTACT:

Enter information concerning how, when, and where students may contact you

MISSION STATEMENT:

(mission statement as per Master Syllabus)

COURSE DESCRIPTION:

(course description as per Master Syllabus)

PREREQUISITES:

(as per Master Syllabus, otherwise enter NONE)

PREREQUISITE TO:

(as per Master Syllabus, otherwise enter NONE)

REQUIRED TEXTBOOK:

Enter full information for each required textbook in accordance with APA 5th ed. format

Author's Last Name, First Initial, Middle Initial. (Date of publication). *Title is italicized (ed.)*. Where published:

Publisher. [see Appendix 3-A, Publications Manual of the American Psychological Association, 5th ed.]

REFERENCES:

Aaron, J.E. (2006). *The Little, Brown compact handbook*, (6th ed.). New York: Addison-Wesley.

American Psychological Association. (2001). *Publications manual of the American Psychological Association*, (5th ed.). Washington, D.C.: Author.

Both of the above required references for all the courses. Together, they represent the University's and the College's standards for written academic works. Faculty may add additional references by listing them with the above in alphabetical order (as per APA format).

COURSE OBJECTIVES:

Course Outcomes/Objectives and Topical Outline & Percentages as per Master Syllabus will be included as part of syllabus.

ATTENDANCE:

Please insert your attendance policy here, keeping in mind that the faculty of Southern Illinois University Carbondale affirm the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom or its equivalent learning environment. This concept is further expounded upon in the *Southern Illinois Carbondale Catalog*.

An attendance policy, determined by each faculty member, is required. The policy must be specific, faculty must keep attendance records, and the policy must be applied equally to all students. If make-up work is to be made available to students who are absent from instructional hours, describe the make-up work and conditions for being awarded credit that will substitute for attendance. As a general guideline, the ASA/OCAP published Attendance Policy states "Students who are absent from more than one-third (1/3) of a course's instructional hours will seriously jeopardize their grade for the course". Enter your Attendance Policy here. (following the above two paragraphs) and clearly state the effect of the policy on a student's final course grade.

Students who officially register for a session may not withdraw merely by discontinuing attendance. Students who wish to withdraw from all courses must notify their local program advisor, in writing, that they wish to withdraw from the University. The process of withdrawal starts with the student. Students who stop attending and do not officially withdraw will be assigned a grade of "WF" (failure) and will be liable for the cost of the course or courses not attended.

STUDENT ASSIGNMENTS AND EXAMINATIONS:

List each required assignment, the date/time the assignment is due, and the effect of the assignment on the student's final course grade. List each required examination and scheduled quiz, date/time the examination/quiz will be administered, and the effect of each on the student's final course grade.

GRADING:

Clearly indicate the grading criteria and what is required of each student to be awarded each grade (i.e. 450-500 Points = A; 400-449 Points = B; etc.) Also indicate how absences, excused or unexcused, will affect a student's grade.

Incomplete (INC): An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. Students are required to apply, in writing, to the faculty member for an INC. Applications for an Incomplete grade are available from the SIUC office. If the application is approved by the faculty member and should the student fail to complete the course within the time period designated by the faculty member, not to exceed one year, or graduation, whichever occurs first, the Incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average.

WF: Failure. A grade of WF will be awarded to students who do not officially withdraw from class, cease attending the class, and fail to complete requirements for the course. When awarding a WF, the faculty member will note the date/time of the student's last date of attendance/participation.

Course Drops: Students officially drop courses through the program change process. This process is done with the Program Advisor. Unless a student has processed an authorized drop from the course by the published Add/Drop Date, the student will not be allowed to drop the course. It is the student's responsibility to ensure that the drop process is officially completed. It is probable that a student who does not drop by the Add/Drop Date, but stops attending/participating during the second half of the course, will be awarded a grade of WF.

Evaluation:

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

Faculty are highly encouraged to add additional sections and information to the course syllabus that will assist students in achieving the desired academic goals of the course. One source of advice and guidance in developing a course syllabus is available at:

www.hcc.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm

Instructors are to place the following statement at the end of their syllabus.

Safety Instructions:

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. If you are located on a military installation, and depending on the type emergency, a senior military member may take control of the situation and direct you on the action to take. Please follow their instructions and do as asked. Similarly, if you are at a community college, their security personnel may arrive and take control of a situation, please follow their instructions as well.

Academic Dishonesty Policy:

Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion.

ADA Statement for Students Requiring Special Accommodations: (Standard on all Instructor syllabi)

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform your instructor as soon as possible.

Appendix C

Standardized Attendance Roster

Appendix D

Faculty Evaluation Questionnaire

Independent Study Courses: red evaluation form

Classroom Courses: blue evaluation form

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS
OFFICE OF OFF-CAMPUS ACADEMIC PROGRAMS
FACULTY EVALUATION

INSTRUCTIONS

- **PLEASE** use **PENCIL ONLY** to darken the circles on the score sheet. If you wish to make comments on the back of the answer sheet, pen is preferred so that it does not smear and remains legible.
- Enter faculty member's last name on the answer sheet (in the Name block) if the information is not already provided on the answer sheet.
- Using the scale provided below, darken the circle on the answer sheet that corresponds to your response.

A
STRONGLY
AGREE

B
AGREE

C
NEITHER AGREE
NOR DISAGREE

D
DISAGREE

E
STRONGLY
DISAGREE

1. The course assignments were clearly specified.
2. The course was well organized.
3. I understood what was expected of me in this course.
4. The grading system was adequately explained.
5. The grading procedure was fair.
6. The course objectives were reflected in the class lectures, presentations and other activities.
7. The course objectives were reflected in the examinations and quizzes.
8. The instructor was well prepared for each class.
9. The instructor was well organized.
10. The instructor presented the material in a clear manner.
11. The instructor demonstrated confidence when teaching this course.
12. The instructor encouraged open discussion.
13. The instructor stressed important points during the lecture.
14. The assigned readings were well integrated into the course.
15. I felt free to ask for extra help from the instructor.
16. The instructor was readily available for assistance outside of class.
17. The instructor used the textbook assigned for the course.
18. Overall, the textbook was appropriate for this course.
19. Should this textbook be continued to be used with this course? If not, please comment.
20. Overall, the course was taught well.

ADDITIONAL WRITTEN COMMENTS

Please include any written comments you may have on the reverse of the score sheet. Your remarks should be specific to the course itself; the text book; the instructors teaching style; attitude toward students; use of class time; organization and preparation and your perception as the fairness and equity of the instructor's grading system. You may consider putting your comments by: The instructor's strengths; The instructor's weaknesses; How the instructor can work toward improvement.

The most helpful evaluative remarks are in the form of recommendations or suggestions for improvement. These evaluations are reviewed and read by the Director of Off-Campus Academic Programs and by the appropriate Department Chair. Your recommendations and suggestions for improvement provide insights that are then used to enhance the quality of the program. Remember however, comments made regarding classroom space and environmental issues on military installations are not within our control. If you have a complaint regarding these areas please bring it to the attention of the education services office.

Appendix E

EST 343 Faculty Evaluation Questionnaire

College of Applied Sciences and Arts
Southern Illinois University Carbondale
EST 343-Microcontroller Application Laboratory Evaluation

Student evaluations of SIUC faculty and courses are a vitally important tool in maintaining quality educational programs. Please take the time to complete this evaluation in an accurate, conscientious manner. The faculty will have no knowledge as to who specifically filled out this form.

The EST 343-Microcontroller Application Laboratory is an independent study course. You were provided with a course syllabus and directed to a website containing information on obtaining the text and equipment. You were also directed in how to join and utilize WebCT. The EST 340 instructor should have provided a short overview of material and resources. In execution of this course, text material should have been read, experiments performed, and on-line 'lab quizzes' taken to test your understanding on each of the chapters. During this time, the EST 343 instructor was responsible for ensuring course progress and being available to assist you on-line.

An individual project was required in the execution of this course. Your EST 342 instructor was responsible for specifying specific project requirements, providing assistance and grading your project. The EST 341 instructor had no specific responsibilities in the delivery of this course, but may have provided assistance as required.

Please evaluate the faculty in relation to the EST 343 course delivery and the EST 343 course itself in an objective manner. Please describe the EST 343 faculty and course fairly and accurately. Thank you for completing this evaluation and have a good day!

Please enter faculty member's names below:

EST 340-Applications of Solid State Devices

EST 341-Digital Circuits Application

EST 342-Microcontroller Applications Lecture

EST 343-Microcontroller Applications Laboratory

Location Name

Semester

Spring 2006

Summer 2006

Please use the following scale to answer the questions below:

A=Strongly Agree, B=Agree, C=Neither Agree or Disagree, D=Disagree, F=Strongly Disagree

The syllabus was clear and explained execution of the course.

A B C D F

The information contained on the web pages were sufficient in obtaining course materials and accessing WebCT.

A B C D F

I was able to obtain the course materials quickly.

A B C D F

The text was clear and easy to follow.

A B C D F

I was able to begin programming the device with little difficulty.

A B C D F

The online lab questions were clear and understandable.

A B C D F

The independent lab instructor was available and helpful.

A B C D F

Responses to my questions in the discussion area were prompt and clear.

A B C D F

Responses to my questions via email were prompt and clear.

A B C D F

The level of material was appropriate for an independent study course.

A B C D F

The final project was clear in the requirements.

A B C D F

I found material on WebCT beneficial and easy to use.

A B C D F

The EST 340 instructor was available to assist with areas I had problems in.

A B C D F

The EST 341 instructor was available to assist with areas I had problems in.

A B C D F

The EST 342 instructor was available for assistance on project development.

A B C D F

The grading system was fair.

A B C D F

I gained an appreciation of the subject material during this course.

A B C D F

Overall, the course was well administered.

A B C D F

Thank you for completing this evaluation and have a good day!

Appendix F

End of Course Survey Form

- | | | | |
|--|-----|----|---|
| 5. Were you provided information regarding the number of students to expect in your class? | Yes | No | |
| 6. Did you ask for student profile sheets from the site? | Yes | No | |
| 7. Did you receive the student profile sheets? | Yes | No | |
| 8. How would you rate the support from the campus staff? | 1 | 2 | 3 |

Miscellaneous

1. Did your travel adversely affect your teaching schedule?
 - Yes (explain) _____
 - No

2. Did you have sufficient time in class to thoroughly cover the course material?
 - Yes
 - No (explain) _____

3. Do you think the accelerated format adversely affects the student's ability to learn and comprehend the subject matter?
 - Yes (explain) _____
 - No

4. Were the classroom facilities adequate?
 - Yes
 - No

Additional Comments

Please feel free to elaborate on any of the preceding items or make additional comments related to this course.

Appendix G

Sexual Harassment Policy

[The following policy was approved by the SIU Board of Trustees on September 14, 2000 and the procedures were approved by the President of Southern Illinois University on May 16, 2001 in accordance with provisions set forth in SIU Board of Trustees *2 Policies C.*]

Southern Illinois University

I. Policy on Sexual Harassment

A. General Policy Statement

Southern Illinois University^[1] is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Such actions violate the dignity of the individual and the integrity of the university as an institution of learning. The university will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, or dismissal for cause. It is the policy of this university that sexual harassment in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the university community are encouraged to report promptly any conduct that could be in violation of this policy. Sexual harassment is a violation of [Title VII of the Civil Rights Act of 1964](#) and [Title IX of the Educational Amendments of 1972](#) and a violation of the [Illinois Human Rights Act \(IHRA\)](#).

B. Procedures

Each chancellor is authorized to develop procedures for his or her respective campuses dealing with sexual harassment.

C. Prevention

The university will take measures to educate and train employees periodically regarding conduct that could constitute a violation of this policy. All management and supervisory personnel are expected to participate in such education and training and to be knowledgeable concerning the university's policy.

D. Definition and Examples

1. Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex. Sexual harassment can occur on or off campus, The harasser may be a member of the university community, or an outside individual involved in university business. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature, when:

a. submission to or toleration of such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other university activities;

b. submission to or rejection of such conduct is used as a basis for employment or for academic decisions or assessments affecting the individual's status as an employee or student; or

- c. such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile, or offensive work or educational environment.
2. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge any individual's rights under the first amendment, academic freedom, or the university's educational mission.
3. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases it is the characteristics of the behavior and how that behavior is perceived that determine whether sexual harassment occurred.
4. Examples of behavior that may be considered sexual harassment include, but are not limited to, the following:
 - a. physical/sexual assault;
 - b. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
 - c. a pattern of conduct, annoying or humiliating in a sexual way, that includes comments of a sexual nature and/or sexually explicit statements, questions, jokes, or anecdotes; a pattern of conduct that would annoy or humiliate a reasonable person at whom the conduct was obviously directed. Such conduct includes, but is not limited to gestures, facial expressions, speech, or physical contact understood to be sexual in nature or which is repeated after the individual signifies that the conduct is perceived to be sexually offensive. However, the determination of whether sexual harassment occurred will not depend solely on whether the individual being harassed told the harasser to stop the behavior;
5. For conduct to be considered sexual harassment, it need not be direct or explicit. Sexual harassment can be implied from the conduct, circumstances, and the relationship of the individuals involved.

E. Prohibitions

The following are strictly prohibited by this policy:

1. Sexual harassment in any form
2. Retaliation for seeking information on sexual harassment, making a charge, filing a sexual harassment complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing involving a complaint of sexual harassment.
3. Malicious and/or false accusations.

F. Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The university will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

G. Complaint Procedures

Individuals may report acts of sexual harassment through procedures developed by each campus and/or may file a complaint with an external agency. A complaint filed with an external agency does not initiate the university's internal complaint procedures.

H. Dissemination of Policy

The policy will be made available to all employees and students. Periodic notices sent to students and employees, about the university's policy against sexual harassment will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

Legal Citations

42 U.S. C. §2000 et. Seq. Title VII of the 1964 Civil Rights Act (Title VII)

20 U.S.C. §1681 et. Seq. Title IX of the Civil Rights Act of 1972 (Title IX)

775 I.C.L.S. 5/1-101, Illinois Human Rights Act (IHRA)

II. Compliance Procedures

A. Introduction

Southern Illinois University Carbondale has adopted the following procedures to ensure that the university policy against sexual harassment is adhered to by its employees and agents.

B. Role of Affirmative Action Office

The Chancellor has assigned responsibility for the administration of this policy to the Associate Chancellor (Diversity)^{2[2]} who will oversee the dissemination of the policy to the university community, devise education and training programs, maintain centralized records of sexual harassment complaints, oversee the grievance process, coordinate the resolution of complaints, and evaluate the effectiveness of compliance procedures and related educational programs.

C. Responsibility of Supervisors

Supervisory personnel shall maintain an atmosphere that discourages sexual harassment and shall ensure that the university policy is enforced in their areas. Supervisors shall discourage all behavior that might be considered sexual harassment and shall respond promptly to sexual harassment complaints. University officials who condone acts of sexual harassment or instances of related retaliation shall be subject to disciplinary action.

D. Sexual Harassment Information Advisers

The university has designated a number of individuals to serve as information advisers on the subject of sexual harassment. Sexual harassment information advisers are individuals familiar with university policy against sexual harassment who can assist those who are parties to sexual harassment complaints. Complainants, respondents (the individuals being complained about), witnesses, or supervisors of parties to a complaint may consult sexual harassment information advisers. Such consultation, which is treated in the strictest possible confidence, does not constitute a formal complaint or grievance. Sexual harassment information advisers can provide information about

- a. informal actions that might remedy the situation;
- b. university policy on sexual harassment and procedures for resolving complaints;
- c. applicable state and federal laws (providing copies of same when requested).

Individuals who believe they may have been victims of sexual harassment should seek assistance or advice as soon as possible. Individuals will not be required to reveal their identity in seeking such consultation. Other members of the university community who have knowledge of such incidents should encourage victims of sexual harassment to consult with sexual harassment information advisers. The names of designated information advisers are published in the *University Directory*, periodically in *Southern Windows*, and the [Affirmative Action Office web page](#), and are also available from [Human Resources](#), the Affirmative Action Office, and the [Office of the University Ombudsman](#).

E. The University Ombudsman

The Office of the University Ombudsman is available to assist students, staff, and faculty in the resolution of complaints. Services available include mediation and assistance with filing formal complaints. This office employs a broad informational network to answer questions pertaining to university policy, practice, and procedure. Whenever possible, informal conciliation is attempted. Consultations with this office will be kept confidential to extent possible.

F. Complaints

Complaints may be lodged with either the supervisor of the respondent or with the Affirmative Action Office. A complaint handled by a supervisor cannot subsequently be reinitiated through the Affirmative Action Office or vice versa. Complaints must be submitted not later than 120 calendar days following the most recent alleged incident of harassment. The Associate Chancellor (Diversity) may waive the deadline where circumstances warrant.

The procedures are as follows:

1. **Complaints filed with supervisors.** Complainants are encouraged to seek assistance at the level of the lowest ranking supervisor not related to the harassment. If a complaint, whether written or verbal, is brought to the attention of a respondent's supervisor, department head, director, or dean, or to any of the vice chancellors or the chancellor, that officer shall take necessary action to resolve the complaint promptly. The Affirmative Action Office should be consulted to determine the appropriate course of action. The supervisor shall submit his/her response to a complaint in a written report to the Associate Chancellor (Diversity). The report shall include the name of the respondent and the corrective action(s) taken to investigate and resolve the complaint. If the supervisor believes that the university policy against sexual harassment has been violated, the report shall also include a recommendation for formal disciplinary action. The supervisor of the area in which a complaint is raised is responsible for taking reasonable action to prevent retaliation against complainants and other individuals interviewed in the process, as the result of their participation in this procedure.
2. **Complaints filed with the Affirmative Action Office.** Alternatively, an individual who believes she/he has been subjected to sexual harassment, as defined by university policy, may initiate a complaint with the Affirmative Action Office. The complaint may be submitted orally or in writing. However, any complaint initially submitted orally must be put in writing. The complaint should include the name of the complainant, the name of the respondent, a factual description of the incident(s) (including dates, times, places, and the names of any witnesses), and the remedy sought.

Any complaint submitted to the Affirmative Action Office will be investigated to determine whether a violation of the university's sexual harassment policy has occurred. In the interest of the parties concerned, all matters will be handled as expeditiously as possible. If, at any point in the processing of a complaint, it appears the complaint could be resolved to the mutual satisfaction of the parties involved, the designated official will attempt to negotiate such an agreement with the parties.

The Associate Chancellor (Diversity) may consult with the appropriate administrative officer (chancellor, vice chancellor, dean or director, as applicable) responsible for the area in which the complaint arises, to determine the method by which an investigation will be conducted. Normally the investigation will be conducted by a team of two individuals, one selected by the Associate Chancellor (Diversity) and one selected

by the administrative officer. The purpose of having more than one individual investigate a complaint is to minimize charges of bias. The investigatory team will interview the complainant, the respondent, and other persons believed to have pertinent factual knowledge. The investigation will afford the respondent a full opportunity to respond to the allegations. At all times, the investigators will take steps to protect privacy.

A confidential report of findings will be prepared by the investigatory team and submitted to the administrative officer and the Associate Chancellor (Diversity). The report will include a summary record of the information gathered and a recommendation noting whether the complaint does or does not constitute a probable violation of the university's sexual harassment policy.

After reviewing the report of findings, the administrative officer, in consultation with the Associate Chancellor (Diversity), may conclude that a) the evidence is sufficient to support a finding that the sexual harassment policy was violated, or b) the evidence is insufficient to support a finding that the sexual harassment policy was violated. In the former instance, the administrator will recommend appropriate disciplinary action, which may include oral or written warnings, demotion, transfer, suspension, or discharge. [See SIUC Online Employee Handbook / Rights and Obligations of Employment / Faculty & AP Staff / Disciplinary Action and Termination for Cause.] The level of disciplinary action taken will be dependent on the severity of the violation. The parties to the complaint will be notified in writing of the results of the investigation and the nature of the sanctions to be imposed. The respondent may appeal the decision and/or disciplinary action through the appropriate grievance procedure. If the recommended sanction is discharge, the respondent may be suspended while applicable required hearing procedures are conducted.

If it is determined that there is insufficient evidence to support the allegation, the complaint will be dismissed. The parties to the complaint will be so notified in writing. The complainant will be advised that if she/he is dissatisfied with the decision, she/he may request review of the decision by the next level administrative officer (vice chancellor or chancellor), who may, if circumstances justify, call for a hearing. The complainant may at the same time exercise the option to file a complaint with an external agency.

All parties involved in the complaint, investigation and appeal processes are obligated to protect the privacy of all persons involved. The university will take reasonable steps to ensure confidentiality. However, confidentiality cannot be guaranteed.

A confidential record of the complaint and any reports shall be maintained by the Associate Chancellor (Diversity). The record will contain all documentation on the sexual harassment complaint, actions taken, and the nature of the resolution. The file may be reviewed by General Counsel and/or [Human Resources](#) to ensure full compliance with legal requirements and observance of the rights of all parties involved.

Substantial compliance with all of these procedures shall be deemed in full compliance if the party challenging the procedures has suffered no substantial harm caused by the actual procedures used.

The right of a person to prompt resolution of a complaint filed under this procedure shall not be impaired by the person's pursuit of other remedies. Use of this procedure is not a prerequisite to the pursuit of other remedies. Individuals should be aware that the deadlines for filing a charge with the Illinois Department of Human Rights and with the federal Equal Employment Opportunity Commission are no later than 180 and 300 days, respectively, following the alleged act of sexual harassment.

G. Retaliation

Retaliation against a student or employee who complains of sexual harassment or who participates in an investigation of a complaint is prohibited by university policy and by state and federal law. Acts of retaliation can lead to disciplinary action independent of such action taken as a result of a violation of the sexual harassment policy.

H. Reporting of Complaints Processed through other Grievance Procedures.

The university has a number of grievance procedures. Any grievance finding which may include a violation of the university's sexual harassment policy must be reported to the Associate Chancellor (Diversity).

III. Educational Program

A. Goals

Educational efforts are essential to establishing a campus environment as free as possible of sexual harassment. There are at least five goals to be achieved through education:

1. educating university personnel and students about prohibited conduct;
2. educating administrators about the proper way to address complaints of violations of this policy or instances of sexual harassment that come to their attention through other channels;
3. educating all victims (and potential victims) to be aware of their rights;
4. educating potential harassers about acts that constitute sexual harassment;
5. educating students, faculty and staff about the cost to the university community -- in emotional stress, poor working conditions, lost time, and dilution of effort -- of an atmosphere in which sexual harassment is openly or tacitly accepted.

B. Information

1. Associate Chancellor (Diversity) is responsible for distributing copies of this policy to all current members of the university community and to all those who join the community in the future. The sexual harassment policy will be published in appropriate publications such as student and employee handbooks and student orientation materials. In addition, copies of the policy will be continuously available from the sexual harassment information advisers. Statistics about resolved complaints will also be published on a periodic basis, making every reasonable effort to assure that no information is published which will invade the privacy of any party involved.
2. The Associate Chancellor (Diversity), in cooperation with the information advisers, will develop educational pamphlets for individuals and for periodic distribution to the campus community.
3. The university will try to ensure that agreements entered into by the university with state and outside contractors performing work on university property will incorporate the university's policy statement on sexual harassment. Academic units that initiate internship programs for students with various employers will also be responsible for providing those employers with a copy of the university's policy statement.

C. Training

1. The Associate Chancellor (Diversity) will coordinate with Human Resources series of training sessions for persons who are likely to receive complaints that this policy has been violated. The intended audience for training will include, but will not necessarily be limited to, such persons as residence hall advisers, academic advisers, and supervisors. Academic departments are required to provide training sessions for faculty, graduate assistants and other instructional personnel.
2. In an effort to help the campus community recognize what constitutes sexual harassment and how to prevent it, a campus-wide educational program will be offered to students, faculty, and staff as resources permit.

IV. Evaluation

The Associate Chancellor (Diversity) is responsible for ongoing evaluation of the effectiveness of the sexual harassment policy and procedures. The Associate Chancellor (Diversity) will coordinate quarterly meetings with the sexual harassment information advisers to review complaints and to discuss the effectiveness of the procedures. Recommendations to improve the procedures will be proposed to the chancellor as needed.

Appendix A

Legal Definitions

Section 5/2-101(E) of the Illinois Human Rights Act (775 Ill. Comp. Stat. 5/2-101.E) defines sexual harassment as follows:

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Section 5/5A-101(E) of the Illinois Human Rights Act (775 Ill. Comp. Stat. 5/5A-101.E) defines sexual harassment in higher education as follows:

"Sexual harassment in higher education" means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the higher education representative either explicitly or implicitly makes the student's submission to such conduct

++++
++++ **Evaluation:**

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

Evaluation:

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

Evaluation:

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

Evaluation:

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

Evaluation:

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

Evaluation:

How are you going to evaluate the students to insure they meet the exit competencies. What percentage is assigned to each part of the grade (i.e. quizzes = 20% of the grade).

conduct as a basis for determining:

1. Whether the student will be admitted to an institution of higher education;
2. The educational performance required or expected of the student;
3. The attendance or assignment requirements applicable to the student;
4. To what courses, fields of study or programs, including honors and graduate programs, the student will be admitted;
5. What placement or course proficiency requirements are applicable to the student;
6. The quality of instruction the student will receive;
7. What tuition or fee requirements are applicable to the student;
8. What scholarship opportunities are available to the student;
9. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
10. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;

11. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
12. What degree, if any, the student will receive.

Appendix B

External Agency Complaint Procedures

The Illinois Human Rights Act prohibits sexual harassment as defined in Appendix A and establishes the Department of Human Rights and the Human Rights Commission to handle charges of sexual harassment. The federal government's Civil Rights Act prohibits sexual harassment by an employer and assigns the complaint process to the Equal Employment Opportunity Commission (EEOC).

While the university encourages use of its internal policy and procedures, the university's policy does not preclude a person who feels she/he has been the victim of sexual harassment from seeking redress through these external agencies. Filing with the external agencies can be done in lieu of or simultaneously with the university's complaint process. Filing a complaint with the university does not result in the waiver or extension of any time limits required by any external agency.

The initial document filed with the Illinois Department of Human Rights is called a charge and must be filed with the Department of Human Rights within 180 days of the alleged violation. The Department of Human Rights is responsible for investigating the charge, for determining whether substantial evidence of sexual harassment exists, and for attempting settlement. If necessary the Department of Human Rights will prepare and file a complaint with the Illinois Human Rights Commission. If the Department of Human Rights decides to take no action on the charge or fails to act promptly on a charge, the person who filed the charge can file a complaint directly with the Human Rights Commission.

The Human Rights Commission will schedule a hearing on the complaint before an administrative law judge who can recommend certain sanctions and penalties to the Commission in the event a violation is found. The Commission provides a process for appeals.

Under federal law, employees believing they have been subjected to sexual harassment affecting their employment may file a charge with the Equal Employment Opportunity Commission (EEOC). A charge filed with the EEOC must be filed within 300 days of the occurrence of the alleged incident. A charge filed with the EEOC must also be filed with the Illinois Department of Human Rights.

Where to Get Information Regarding SIUC's Sexual Harassment Policy

Complaint Resolution Officer: Linda McCabe Smith, Interim Associate Chancellor (Diversity)
Affirmative Action Office: Linda McCabe Smith, 453-1186, or Phyllis Khaalig,
Assistant Equal Opportunity Office (AA/EEO), 536-6618
Informal Mediation: Office of the University Ombudsman, 453-2411

Information Advisers:

Counseling Center	Rosemary Simmons	453-5371
English	Lisa McClure	453-6837
Human Resources	Barbara Anderson	453-6682
International Students and Scholars	Carla Coppi	453-5774
Office of Diversity and Equity	Linda McCabe Smith	453-1186
Psychology	David Dilalla	453-3559
School of Law	Jill Adams	453-8740
University Ombudsman	Lynn Connley	453-2411
University Women's Professional Advancement	Michelle Miller	453-1366
Women's Studies	Joan McDermott	453-5141

In an emergency situation that involves possible criminal sexual misconduct or in the event of criminal sexual assault please notify [Campus Police](#) at 453-2381 or dial 911 (both lines are TTY/TDD accessible.)

Southern Illinois University includes campuses at Carbondale; Edwardsville; School of Medicine, Springfield; School of Dental Medicine, Alton; Nakajo, Japan and any other programs affiliated with the University.

Whenever the term Associate Chancellor (Diversity) is used, it shall also mean his/her designee.

<http://intranet.siu.edu/~docedit/policies/sexual.html>

Attachment 1

Course Schedule (AUT, AVM, EST, FSM, HCM)

Automotive Technology Course Schedule

Shown is the normal schedule for the Automotive Management program. It may be subject to change. Please check with the Program Advisor for any last minute changes that have not been posted here. Courses are listed in order of delivery. See schedule of class meeting dates for the exact class dates. The following courses are offered every semester at Truman as Independent Study: AUT 320/430

Location	Spring
Harry S Truman College	TRM 316
	AUT 330
	AUT 325
	AUT 320/430
	Summer
	AUT 340
	AUT 435
	AUT 320/430
	Fall
	AUT 480
	AUT 390
	AUT 485
	AUT 320/430

Aviation Management Course Schedule

Shown is the normal schedule for course by location. It is subject to change. Check with the Program Advisor at that location for any last minute changes that haven't been posted here. Courses are listed in the order in the semester. See schedule of class meeting dates for the exact class dates

Location	Spring 08 Summer 09 Fall 2010	Summer 08 Fall 09 Spring 2011	Fall 08 Spring 2010 Summer 2011	Spring 09 Summer 2010 Fall 2011
Mt. SAC	AVM 374 AVM 370 AVM 373 AVMIS	AVM 375 AVM 386 AVM 377 AVMIS	AVM 402 AVM 372 AVM 385 AVMIS	AVM 301 AVM 371 AVM 376 AVMIS
Cherry Point and New River (Updated on 17 August 2009)	AVM 301 AVM 402 AVM 376 AVMIS	Starting Fall 09, Cherry Point and New River are on the same course schedule AVM 371 AVM 374 AVM 373 AVMIS	AVM 385 AVM 370 AVM 386 AVMIS	AVM 372 AVM 377 AVM 375 AVMIS
Palomar (Spring 2010 updated on 9/18/09)	AVM 386 AVM 402 AVM 377 AVMIS	AVM 373 AVM 376 AVM 374 AVMIS	AVM 301 AVM 372 AVM 370 AVMIS	AVM 375 AVM 371 AVM 385 AVMIS

Electronic Systems Technologies Course Schedule

Shown is the normal schedule for course by location. It is subject to change. Check with the Program Advisor at that location for any last minute changes that haven't been posted here. Courses are listed in the order in the semester. See schedule of class meeting dates for the exact class dates.

Location	Spring 08 Summer 09 Fall 2010	Summer 08 Fall 09 Spring 2011	Fall 08 Spring 2010 Summer 2011	Spring 09 Summer 2010 Fall 2011
Great Lakes	EST 441 EST 388 EST 365 ESTIS	EST 340 EST 341 EST 342 EST 343	EST 387 ISAT 366 EST 404 ESTIS	EST 385 EST 451 EST 302 ESTIS
Jacksonville	ISAT 366 EST 387 EST 404 ESTIS	EST 340 EST 341 EST 342 EST 343	EST 365 EST 441 EST 302 ESTIS	EST 451 EST 388 EST 385 ESTIS
Cherry Point and New River (Updated on 17 August 2009)	EST 385 EST 388 EST 451 ESTIS	Starting Fall 09, Cherry Point and New River are on the same course schedule EST 404 ISAT 366 EST 387 ESTIS	EST 302 EST 365 EST 441 ESTIS	EST 340 EST 341 EST 342 EST 343
North Island	EST 404 ISAT 366 EST 385 ESTIS	EST 441 EST 388 EST 302 ESTIS	EST 340 EST 341 EST 342 EST 343	EST 387 EST 365 EST 451 ESTIS

Fire Service Management Course Schedule

Shown is the normal schedule for course by location. It is subject to change. Check with the Program Advisor at that location for any last minute changes that haven't been posted here. Courses are listed in the order in the semester. See Schedule of Class Meeting Dates for the exact class dates.

Location	Summer 09 Fall 2010 Spring 2012	Fall 09 Spring 2011 Summer 2012	Spring 2010 Summer 2011 Fall 2012	Summer 2010 Fall 2011 Spring 2013
East St. Louis	FSM 425 FSM 423 FSM 390 FSMIS	FSM 360 FSM 388 FSM 332 FSMIS	FSM 383 FSM 387 FSM 398 FSMIS	TRM 316 FSM 402 FSM 421 FSMIS
Goodfellow	FSM 383 *FSM 398 FSM 387 FSMIS	FSM 421 *FSM 423 FSM 402 FSMIS	TRM 316 *FSM 390 FSM 360 FSMIS	FSM 425 *FSM 388 FSM 332 FSMIS
Lake County	FSM 421 FSM 402 FSM 423 FSMIS	FSM 398 FSM 383 FSM 387 FSMIS	FSM 425 FSM 388 FSM 332 FSMIS	TRM 316 FSM 390 FSM 360 FSMIS
Triton	FSM 425 FSM 388 FSM 332 FSMIS	TRM 316 FSM 360 FSM 390 FSMIS	FSM 421 FSM 423 FSM 402 FSMIS	FSM 383 FSM 387 FSM 398 FSMIS

***The Goodfellow courses bolded will be taught fully in the online format.**

Revised 16 Jan 2009

Health Care Management Course Schedule

Shown is the normal schedule for course by location. It is subject to change. Check with the Program Advisor at that location for any last minute changes that haven't been posted here. Courses are listed in the order in the semester. See Schedule of Class Meeting Dates for the exact class dates.

Location	Spring 08 Summer 09 Fall 2010	Summer 08 Fall 09 Spring 2011	Fall 08 Spring 2010 Summer 2011	Spring 09 Summer 2010 Fall 2011
Bethesda	HCM 340 HCM 413 HCM 360 HCMIS	HCM 384 HCM 420 HCM 364 HCMIS	HCM 388 HCM 381 HCM 375 HCMIS	HCM 390 HCM 320 HCM 385 HCMIS
Camp Lejeune (Spring 2010 updated on 9/18/09)	HCM 390 HCM 388 HCM 381 HCMIS	HCM 413 HCM 364	HCM 360 HCM 340 HCM 320 HCMIS	HCM 420 HCM 384 HCM 375 HCMIS
Great Lakes	HCM 388 HCM 381 HCM 375 HCMIS	HCM 384 HCM 364 HCM 420 HCMIS	HCM 340 HCM 413 HCM 390 HCMIS	HCM 360 HCM 320 style="background-color: #ffff00;">HCM 385 HCMIS
Jacksonville	HCM 384 HCM 420 style="background-color: #ffff00;">HCM 385 HCMIS After Summer 2009, HCM 385 will be the 3rd course of the semester.	HCM 364 HCM 381 HCM 375 HCMIS	HCM 413 HCM 320 HCM 360 HCMIS	HCM 340 HCM 390 HCM 388 HCMIS
NMC San Diego	HCM 420 HCM 320 HCM 390 HCMIS	HCM 360 HCM 340 style="background-color: #ffff00;">HCM 375 HCMIS	HCM 381 HCM 364 HCM 384 HCMIS	HCM 388 HCM 413 style="background-color: #ffff00;">HCM 385 HCMIS
Pensacola	HCM 340 HCM 390 HCM 388 HCMIS	HCM 384 HCM 420 HCM 385 HCMIS	HCM 364 HCM 381 HCM 375 HCMIS	HCM 413 HCM 320 HCM 360 HCMIS

Highlight

Highlight

Revised 18 Sept 2009

Attachment 2

Exact Course Dates

(All Except East St. Louis/Triton/UCLC)

EXACT COURSE MEETING DATES

Fall 2009/Spring 2010/Summer 2010

ALL LOCATIONS EXCEPT TRITON COLLEGE/UNIVERSITY CENTER OF LAKE COUNTY/
and EAST ST. LOUIS
(FSM)

		Fall 2009	Spring 2010	Summer 2010
	Registration Date	August 24, 2009	January 4, 2010	May 3, 2010
Course 1	Class Start Date	August 29, 2009	January 9, 2010	May 8, 2010
	First Weekend of Classes	August 29 – 30, 2009	January 9 - 10, 2010	May 8 – 9, 2010
	Second Weekend of Classes	September 12 – 13, 2009	January 23 - 24, 2010	May 22 – 23, 2010
	Third Weekend of Classes	September 26 – 27, 2009	February 6 - 7, 2010	June 5 – June 6, 2010
	Class Ending Date	September 27, 2009	February 7, 2010	June 6, 2010
Course 2	Class Start Date	September 27, 2009	February 7, 2010	June 6, 2010
	First Weekend of Classes	October 3 – 4, 2009	February 20 – 21, 2010	June 12 – 13, 2010
	Second Weekend of Classes	October 17 – 18, 2009	March 6 – 7, 2010	June 26 – 27, 2010
	Third Weekend of Classes	Oct 31 – Nov. 1, 2009	March 20 – 21, 2010	July 10 – 11, 2010
	Class Ending Date	November 1, 2009	March 21, 2010	July 11, 2010
Course 3	Class Start Date	November 1, 2009	March 21, 2010	July 11, 2010
	First Weekend of Classes	November 7 – 8, 2009	March 27 - 28, 2010	July 24 – 25, 2010
	Second Weekend of Classes	November 21 – 22, 2009	April 10 – 11, 2010	August 7 – 8, 2010
	Third Weekend of Classes	December 5 – 6, 2009	April 24 - 25, 2010	August 21 – 22, 2010
	Class Ending Date	December 6, 2009	April 25, 2010	August 22, 2010
Course 4 (Independent Study or Internship)	Class Start Date	August 29, 2009	January 9, 2010	May 8, 2010
	Class Ending Date	December 6, 2009	April 25, 2010	August 22, 2010

EXACT COURSE MEETING DATES
Fall 2009/Spring 2010/Summer 2010

TRITON COLLEGE /UNIVERSITY CENTER OF LAKE COUNTY/EAST ST. LOUIS

		Fall 2009	Spring 2010	Summer 2010
	Registration Date	August 17, 2009	January 4, 2010	April 19, 2010
Course 1	First Class Start Date	August 22, 2009	January 9, 2010	April 24, 2010
	First Class Meeting	August 22 - 23, 2009	January 9 – 10, 2010	April 24 - 25, 2010
	Second Class Meeting	August 29 - 30, 2009	January 16 – 17, 2010	May 1 – 2, 2010
	Third Class Meeting	September 12 - 13, 2009	January 23 – 24, 2010	May 8 – 9, 2010
	Fourth Class Meeting	September 19 - 20, 2009	January 30 - 31, 2010	May 15 – 16, 2010
	Fifth Class Meeting	September 26 - 27, 2009	February 6 – 7, 2010	May 22 - 23, 2010
Course 2	First Class Start Date	September 26, 2009	February 6, 2010	May 29, 2010
	First Class Meeting	October 3 - 4, 2009	February 13 – 14, 2010	June 5 – 6, 2010
	Second Class Meeting	October 10 – 11, 2009	February 20 – 21, 2010	June 12 – 13, 2010
	Third Class Meeting	October 17 – 18, 2009	February 27 - 28, 2010	June 19 – 20, 2010
	Fourth Class Meeting	October 24 – 25, 2009	March 6 – 7 , 2010	June 26 – 27, 2010
	Fifth Class Meeting	Oct. 31 – Nov. 1, 2009	March 13 – 14, 2010	July 10 – 11, 2010
Course 3	First Class Start Date	October 31, 2009	March 13, 2010	July 10, 2010
	First Class Meeting	November 7 – 8, 2009	March 20 – 21, 2010	July 17 – 18, 2010
	Second Class Meeting	November 14 – 15, 2009	March 27 – 28, 2010	July 24 – 25, 2010
	Third Class Meeting	November 21 – 22, 2009	April 3 – 4, 2010	July 31 – Aug. 1, 2010
	Fourth Class Meeting	December 5 – 6, 2009	April 10 – 11, 2010	August 7 – 8, 2010
	Fifth Class Meeting	December 12 – 13, 2009	April 17 – 18, 2010	August 14 – 15, 2010
Course 4 (Independent Study or Internship)	Beginning Date	August 22, 2009	January 9, 2010	April 24, 2010
	Ending Date	December 13, 2009	April 18, 2010	August 15, 2010

Attachment 3

Grade Submission Schedule

FALL 2009 Grade Submission Schedule

These are the dates grades for the course indicated must arrive at the main campus office.

1st Course	October 5, 2009
2nd Course	November 9, 2009
3rd Course	December 10, 2009
East St. Louis Education Center, Triton College, UCLC 1st Course	October 5, 2009
East St. Louis Education Center, Triton College, UCLC 2nd Course	November 9, 2009
East St. Louis Education Center, Triton College, UCLC 3rd Course	December 17, 2009
Truman –1st Course (AUT 480)	November 30, 2009
Truman –2nd Course (AUT 390)	December 14, 2009
Truman – 3 rd Course (AUT 485)	November 2, 2009
AUT & FSM (non-military) Independent Study/Occupational Internship Grades Due	December 17, 2009
ALL Other Independent Study/Occupational Internship Grades	December 10, 2009

FAX GRADES TO: (618) 453-8894

Attachment 4

Conditions for Removing a Grade of Incomplete (INC) Form

Available at:

http://www.siu.edu/~asaocap/documents/faculty/INC_Form.pdf