Part Time Instructor Handbook

College of Education
We are thrilled to have you as a part time instructor. We thought it might be helpful to put some information together to make your teaching for the College of Education at UNR easier for you.
Dean, Kenneth Coll
Associate Dean, Melissa Burnham
Director PSS, Diane Barone
Director TEHD, Margaret Ferrara
Counseling and Ed Psych Program Coordinator, Jill Packman
Educational Leadership, Diane Barone
Elementary Education, Teruni Lamberg
Human Development and Family Services, Bill Evans
Language, Literacy, and Diversity, Lynda Wiest
Secondary Education, Jennifer Mahon
Special Education, Shanon Taylor

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Programs

We have numerous programs within the College of Education including undergraduate and graduate (masters and doctoral).

To get an overview of the programs, internships, resources, centers, and faculty, visit the College of Education website (http://www.unr.edu/education).

Undergraduate programs (http://www.unr.edu/education/academic-programs/degrees-and-programs?l=undergrad)

- Human Development and Family Studies
- Integrated Elementary Teacher Education
- Secondary Education
- Nevada Teach

Masters programs (http://www.unr.edu/education/academic-programs/degrees-and-programs?l=masters)

- Counseling and Educational Psychology
  - Counseling, MA
- Educational Leadership
  - Educational Leadership, MEd
  - Higher Education, MA
- Elementary Education
  - Elementary Education, MEd, MS
- Equity and Diversity, MS (online)
- Human Development and Family Studies
  - Human Development and Family Studies, MS
- Literacy Studies, MEd (online)
- Secondary Education
  - Secondary Education, MEd
- Special Education
  - Special Education, MEd

Doctoral (http://www.unr.edu/degrees/education/phd)
There is one doctoral program in the College of Education with 8 emphases

- Development, Learning, and Technology
- Science, Technology, Engineering, and Mathematics (STEM) Education
- Literacy Studies
- Equity and Diversity
- Special Education and Disabilities Studies
- Educational Leadership
- English Language Learners/Emergent Bilinguals
- Counseling Education and Supervision

To find out details about any of the programs go to [http://www.unr.edu/education/all-downloads](http://www.unr.edu/education/all-downloads) where you will find detailed information.
Getting Started

New Letter of Appointment Instructors
University of Nevada, Reno

GOVERNING DOCUMENTS

The University of Nevada, Reno is part of the Nevada System of Higher Education and is governed by its Board of Regents. Both NSHE and UNR procedures and policies govern university practices. In addition, colleges, schools, and departments have bylaws and procedures that govern practices within those units.

For NSHE procedures and policies, see:
- Board of Regents Handbook
- Board of Regents Policies and Procedures Manual

For UNR procedures and policies, see:
- University of Nevada, Reno Bylaws
- University Administrative Manual

For College, School and Department procedures and policies, see their bylaws and additional procedural guidelines.

EMPLOYEE INFORMATION

New Employee Paperwork
This paperwork is critical since many University services and rights cannot commence until you are officially in the HR database as an employee. The New Faculty forms that are typically signed prior to start date—all available at http://www.unr.edu/hr—are:
- Terms of Employment
- OATH
- W4
- SSA Form
- I-9
- New Employee Personal Data
- New Hire Policy

Employee Self-Service (ESS)
All University of Nevada, Reno employees can use the Employee Self-Service (ESS) system. For more information, see http://www.unr.edu/hr/working-at-nevada/new-employee-resources/employee-self-service.

To establish your ESS account, go to https://mustang.nevada.edu/hrip/unrlog.htm with your employee ID number. (The department assistant can supply you with your ID number if you do not know it, or you can contact Human Resources at 784-6082.) After gaining access to the self-service system, you can obtain basic Human Resources information on your current employment (including status, hire date, and tax withholding information.) You can also edit and update contact information, sign up for direct deposit, and elect to receive paycheck advice notices and download your W-2 tax form through ESS.
ACCESS

NetID
Your NetID allows access to essential university resources such as email, Internet, library resources, MyNevada, and WebCampus. This ID is generated automatically within 24 hours of Human Resources receiving paperwork for a new faculty member but must be activated. To activate it, follow the process at https://netid.unr.edu/. You must change your NetID password annually. For additional questions or assistance, contact:

NetID
Research and Computing Help Desk
Main Atrium, Mathewson-IGT Knowledge Center 775-784-3534
775-682-5000 or help@unr.edu

Email
Instructors should use a University email account for business purposes. UNR and UNSOM both provide Exchange email services. Once you have your UNR NetID and password, contact the appropriate help desk to establish an email account. Email addresses within the UNR domain typically end in “@unr.edu”.

- **On campus:** UNR IT recommends use of Microsoft Outlook (Windows and Mac) or Mac OS X Email or Entourage for email. However, any secure email client may be used.
- **Off-campus:** Exchange mail is available in multiple ways:
  - Web access via Outlook Web Access (OWA)
    - UNR Exchange webmail: https://owa.unr.edu/
  - Full MS Outlook client configuration using RPC over HTTP
  - Mobile devices

WolfCard
The WolfCard is the university ID card. It may also be used as a debit card on campus and may be coded to allow access to restricted areas on campus. To obtain a WolfCard visit the WolfCard office on the second floor of the Joe Crowley Student Union, and bring a valid U.S. state or federally issued photo ID or a passport. An employee’s first WolfCard is free; replacements are not.

The WolfCard can be used to:
- Check out materials from the Mathewson-IGT Knowledge Center and other University Libraries locations
- Access the faculty/graduate student reading room in MIKC
- Obtain faculty/staff tickets for Intercollegiate Athletic events
- Serve as a prox (key) card for some campus buildings
- Enter Lombardi Recreation Fitness Center (membership required)
- Borrow equipment from Lombardi Recreation

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- Make purchases with WolfBucks
  WolfBucks is a debit account attached to the WolfCard that can be used in most campus locations. BonusBucks is a 5% bonus credited to the account attached to the WolfCard whenever a single deposit of $200 or more is made to WolfBucks.

Keys and Prox (Key) Cards
Each department is responsible for keys issued to its faculty. The department assistant should issue you the necessary, building, office, and classroom keys. Some buildings on campus use electronic door access. To obtain this access, provide an approved security form to the WolfCard Office in the Joe Crowley Student Union. The security form will then go to the University Police so your card can be activated. See http://www.unr.edu/wolfcard/forms.

Canvas
Canvas is the web-based program we use for courses and other purposes including committees and organizations. If you are a University of Nevada, Reno faculty member, your Canvas username is your NetID and your password is your NetID Password. See https://wcl.unr.edu/.

MyNevada
MyNevada is the registration/enrollment system. This is where to find university course schedules and class rosters. It is also where faculty submit final grades. General information is available without login; information regarding your specific courses requires login with your NetID. https://my.nevada.unr.edu/psp/rnpord/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Campus Parking
The campus parking system is a self-supporting enterprise. State policy prohibits the use of tax dollars to support the system. All expenses—including constructing, operating, and repairing parking lots—are funded through the fees paid by faculty, administrators, staff, students and others for parking.

A campus parking area map can be found at http://www.unr.edu/parking/parking-maps. A free shuttle service provides transportation between parking lots at the north end of campus and the campus center. Parking permit fees may be paid through payroll deduction. Citations are issued for failure to display a valid permit, expiration of meter time, or parking in a zone for which you do not have a permit. Towing or booting can occur after three unpaid violations.

For more information see http://www.unr.edu/parking.
Other Details

The first thing you should do is activate your NedID

Activate your NetID (http://www.unr.edu/it/facstaff)

Once you have your NetID you can access and create an

E-mail account

Critical for communication

My Nevada Access

Where you can see classes, rosters, grade book, and so on.

Check out WebCampus.

You will find your courses there and you can build each course site.

(https://wcl.unr.edu/webapps/login/)

Practicum Experiences

Faculty, GAs, LOAs and anyone else supervising students completing any assignment or
practicum in Washoe County School District:

STEP 1: INSTRUCTOR PLACEMENT FORM
Please complete and submit the attached online form by August 29th:
https://www.formstack.com/forms/71530690-RnceEhHmeE2 This online form auto-
populates a database in our office for COE and WCSD-HR.

1. WCSD encourages you to continue prior partnerships you may have with specific
   schools so just list those on the placements form, saying that “the course
   instructor has confirmed this placement with the principal at ---- school.

2. There is a spot on the form to indicate special requests or if you want WCSD to
   make the placements for you.

3. WCSD does not want you or your students to contact schools or school personnel
   for placements.

4. Once placements have been arranged, please submit each student's schedule and
   placement to our office (example: You may write this next to their name on a copy
   of your class roster and drop it off or email it to us). This information was
   extremely important last fall during a school emergency.
STEP 2: STUDENT ID SCANNING
It is not necessary to have a placement first! ID scanning is a separate process and needs to be completed within the first two weeks of each semester. All applicable students must complete ID scanning in fall 2014. ID scanning is done one time per academic school year. This means that spring 2015 students not scanned this fall will need to be scanned in January. So here’s what needs to be done by September 5th:

1. Students must scan their government ID. The government ID may be a driver’s license, passport, or military ID. Please share the attached handout with your students: Tips for Scanning ID.
2. Students complete the ID scanning form online, including attaching the ID image, using this link: https://www.formstack.com/forms/?1531852-6LkERep40C This online form auto-populates a database in our office for WCSD school police.
3. Upon submission, students will be instructed to print a copy of their form, sign the copy and bring it to you.
4. You must complete the visual check of the student against their embedded ID picture on the form. Then you need to sign the form in the verification box at the top of page 1.
5. Print a copy of your class roster and attach forms from each student. Please make sure you have a form from each student in time to meet the deadline.
6. Deliver this packet (class roster and student forms) to the Office of Assessment and Clinical Experiences, room 2004 by September 5th. If the office is closed, please drop your packet off next door or email me to make special arrangements. This packet contains sensitive information and is protected by FERPA.
7. If you are going to be in a WCSD school too, then complete the online form and we will verify it when you drop your packet off. UNR staff only need to be scanned one time – period.
8. Please note: WCSD reserves the right to refuse school access to late submissions.
9. That’s it! As soon as these steps are completed, your students may begin their field experiences. You will be notified if there is an issue with one of your students.

Course Requirements from the Provost

Syllabi: Please remember that an up-to-date course syllabus must be prepared for each course. The syllabus must be distributed and reviewed with students by the end of the first week of class. The syllabus is your first opportunity to describe the role and responsibilities that students will have in your course and can actively support their learning and success. Faculty members are encouraged to discuss their course syllabi and especially the required student learning outcomes with faculty colleagues and their program coordinator or director. There are many excellent books and guides on preparing an effective course syllabus. In addition, the following links document the University’s syllabus requirements:

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http://www.unr.edu/provost/curriculum-central/student-learning-outcomes

You may also want to consult a syllabus template:

**Student Absences:** NSHE and University policy state that there are no official absences from any university class:
http://www.unr.edu/administrative-manual/3000-3999-students/3010-policies-relating-to-student-activities


It is the personal responsibility of the student to consult with the instructor regarding absence from class. It is the expectation of the instructor to accommodate absences of students participating in official University functions and to be sensitive to the needs of students who face serious personal issues. In the event that a student misses a class because of a serious personal issue, the Office of the Vice President for Student Services may, at its discretion, send an explanation to affected faculty. The instructor shall make the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period. It is the policy of the NSHE to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in advance in writing according to the policy of the institution offering the class, if the student intends to participate in a religious holiday that does not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution that could not reasonably have been avoided.

**Absence due to university approved extracurricular activity:** The University of Nevada, Reno deeply values and supports the participation of undergraduate students in university-approved extracurricular activities. It is the spirit and intent of this policy to offer fair and equitable opportunities to all students, including those who must miss class due to participation in university approved extracurricular activities. University-approved extracurricular activities are defined as those sanctioned by the college dean and/or the provost, and may include, but are not limited to, intercollegiate athletics, band, drama,
forensics and recruitment. Students who represent the University at such events shall be provided with alternate, timely accommodations for exams, quizzes, or other course assignments missed as a result of their participation. The alternate accommodations should in no way penalize or disadvantage the student. It is the responsibility of the student to provide written notice to their instructor of their participation in official University activities as soon as the student is aware of the potential need to miss class.

**Medical Excuse Policy:** Effective Fall 2014, the Student Health Center will no longer provide medical excuses for missed classes, exams, or assignments. This policy is based on their limited resources, which are better dedicated to providing health care; the inability for us to make valid determinations about illnesses or injuries students may have effectively managed through self care; and our commitment to student privacy. Exceptions to this policy may occur if, in the judgment of a health care provider at the Student Health Center, the student will be out of class for an extended period of time due to a serious illness or medical condition. Examples of serious illnesses or medical conditions may include but are not limited to:

- Mononucleosis, which may require bed rest and/or removal from campus
- Hospitalization and/or surgery
- Severe injury or illness requiring prolonged bed rest
- Highly contagious diseases (chicken pox, measles)

This policy is consistent with the recommendations of the American College Health Association and is similar to other colleges and universities. Reference: Policy adapted from Nazareth College and Drexel University

**Final Class Meeting Week:** Finals Week begins Thursday, December 11, 2014.
- All classes are required to meet during the final week at the appropriate times and dates indicated in the Final Week Class Schedule:
  
  http://www.unr.edu/Documents/academic-central/forms/Fall%202014%20Finals%20Schedule.pdf

- Wednesday, December 10, 2014, is this semester’s designated prep day. Please remember that the intent of prep day is to allow students a day of preparation for final exams. Therefore, do not schedule exams or any required classes or activities on that day. Conducting optional activities like review sessions or specifying prep day as a due date for papers and projects are allowed activities.

**Student Academic Records:** Please remember that student academic records are confidential. We recommend that faculty and instructors do not place student records of any kind on portable electronic devices, which are easily lost.

**Academic Calendar:** [http://catalog.unr.edu/content.php?catoid=8&navoid=2059](http://catalog.unr.edu/content.php?catoid=8&navoid=2059)

**University Mission:** The start of a new semester is an opportune time to reflect upon the University’s mission:

Please take a moment to review our mission and how it is addressed by your plans for teaching, scholarship, and service this semester.

Teaching

If you are teaching a new course, please request a syllabus from the program. It will serve as a guide for you. Check with program area as there are often specific expectations for each class and sometimes student assessment requirements. Your program coordinator will be able to help here.

Syllabus

There are several parts that must be included in your syllabus. You can also take a class (http://teaching.unr.edu/wcltutorials.html)

1. Title of class and number
2. Your name and how to reach you
3. Course description (from catalogue)
4. Course texts
5. Course goals related to College goals (an example)

This course addresses the four major goals of the College of Education.

To possess a love of learning

Your participation, enthusiasm, and time spent in preparation for class and during class show that you are dedicated to investigating new ideas.

To develop a strong fund of knowledge

There will be theoretical and practical information shared in this course. We will explore the history of qualitative research, qualitative research traditions, ethical issues, and the design of qualitative studies. You will also gain practical experience as a qualitative researcher as you engage in your own study.

To engage in reflective practice

During this course, you will routinely be asked to reflect on your learning. We will take time in class and out-of-class to synthesize and analyze what we have read or experiences relative to qualitative research.
To value democracy and diversity

Through the exploration of qualitative research, we will discuss the stance of the researcher and participants. Power relations will be explored as well for they pertain to research and its interpretation.

6. Course objectives
7. Student learning outcomes (see http://www.unr.edu/provost/curriculum-central/student-learning-outcomes)
8. Assignments and grading
9. Tentative schedule
10. These statements must be in your syllabus

✓ Each student who qualifies with a disability is to provide me with a letter from the Disability Resource Center stating appropriate accommodations for this class. If you have a documented disability and wish to discuss how these academic accommodations will be implemented for this course, please contact me as soon as possible. Name and Email

✓ Cases of academic dishonesty are viewed as a serious violation of the student code of conduct. Examples of academic dishonesty include, but are not limited to:
  • Copying homework assignments from another student.
  • Cheating on quizzes or exams.
  • Including information in written assignments without proper citations.
  • All copied text from other sources must be placed in quotation marks with proper citations.

Any incidents of any type of academic dishonesty will result in a student receiving an F for the course. See the “Student Conduct Information” section of the UNR General Catalog for specific University policies and procedures regarding academic dishonesty.

✓ As is true for all of the work you do for all of your classes, your instructor and others may review your work while evaluating the quality of courses and programs. However, your work cannot be used for any research projects without written approval from the UNR Office of Human Research Protection.

✓ Statement on Audio and Video Recording: Surreptitious or covert videotaping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only
with the written permission of the instructor. In order to accommodate students with disabilities, some students may be given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

✓ Academic Success Services: Your student fees cover usage of the Math Center (784-4433 or www.unr.edu/mathcenter/), Tutoring Center (784-6801 or www.unr.edu/tutoring/), and University Writing Center (784-6030 or http://www.unr.edu/writing_center/). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.

11. An electronic copy of your syllabus must be sent to your administrative assistant.
12. At the end of the semester, students will evaluate your course. The administrative assistant will let you know when students can go online to evaluate. Once grades are posted, you will get electronic copies of your evaluations. This is a good time to enter this information into Digital Measures.

Helpful Resources to Support Teaching

1. Visit MyNevada

You can go to class search and find your course. Here you can see how many students are enrolled, their names, and photos. This is where you post grades.

2. Visit the Knowledge Center (http://campusguides.unr.edu/for-faculty)

You can find directions for library tours, putting materials on reserve, and if you click image and video resources, you will find material that may be pertinent to your class.

3. LRC

On the first floor in the COE, there is a joint (Washoe County School District/UNR) curriculum materials library. You and your students can check out journals, children’s books, and other materials. You can also check out an iPad cart or a computer cart to use with your students. Maureen Morton is in charge of the LRC and she would be happy to show you around.

4. Ordering Textbooks

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You will need to quickly order textbooks. Check with Program Coordinator first as books may have already been ordered for your class. (We order books early; sometimes a faculty member who is teaching another section will order the books for both sections. If this has happened, it is best that you use these books for one semester and then the next time you teach the class you will make this decision.) Visit http://nevadawolfshop.com/site_faculty.asp.

5. Office Hours

Make sure in your syllabus you let students know how they may contact you. Often, because of email response, we meet most often with students with an appointment. The issue here is to be available to students.

6. Grade Appeals

Here are the reasons for grade appeals

- There was a clerical/administrative error in the calculation and/or assignment of the grade;
- The grade assignment was based on factors other than the student’s performance in the course and/or completion of course requirements; or
- The grade assignment meant that the student was held to more demanding standards than other students in the same section of the course.

For more details, visit http://www.unr.edu/administrative-manual/3000-3999-students/3510-grade-appeal-policy-and-procedures

7. Plagiarism

Students can receive an F in the class, have their grade reduced, or be granted a failing grade on an assignment. Visit http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/academic-standards/policy for more details.

We want you to be successful. If you have questions ask your program coordinator or director.