

M E M O

June 7, 2007

TO: NEW FACULTY

FROM: PATRICIA SULLIVAN, CHAIR
COMMUNICATION AND MEDIA DEPT.

SUBJECT: TEACHING RELATED QUESTIONS

ABSENCES: If you must miss a class (and of course this is to be avoided), please go into Blackboard and e-mail your students, also call the office well ahead of the class so that we can post an announcement in your classroom.

It's better if you can also leave a voice mail message for your students—let them know on the syllabus this might happen, particularly when there is bad weather. You can also send them an E-mail message through Blackboard. If you know ahead of time that you must miss a class, make arrangements for a replacement or some substitute assignment.

BOOKS: By now you have likely ordered books for your class. If not, do so quickly, from the College bookstore (257-3050; 3052 for the textbook manager, Martin Patmos). Textbook Request forms and Course Adoption Forms are in the dept. office top blue filing cabinet drawer under "Textbook Requests." You can also E-mail him at newpaltzbookstore@hotmail.com. You can fax in your order at 257-3059. You may order your textbooks online using either www.newpaltz.bkstr.com or efollet.com. Publishers will give you a desk copy of the books you order, but you must write to them on SUNY stationery. Indicate the course and your enrollment and ask for a copy for yourself. Or you can use the "Desk Copy Request Form" available in the dept. top blue filing cabinet drawer, under "Desk Copy Request Form."

CALENDAR: For your convenience, a copy of the semester calendar is enclosed. Remember that the final examination time period must be utilized.

COLLEGE I.D. : You will need an ID card to use the library, recreational facilities, and so on. These are available in the I.D.Plus office, H.A.B. 63. You will need verification that you are employed here. Bring either your contract letter or a signed appointment request form available from the department office.

COPYING: If you have copying or typing to be done for your class, you must give the office staff a week to complete the material. The department is large and it is difficult for one secretary and student help to meet everyone's needs. You can use the photocopier only for material related to your class. Unfortunately, budget constraints make it impossible for the department to copy articles of more than two pages for each student in

class. Longer articles must be placed on reserve at the library and they can now be electronically scanned for access via the Internet. Articles can be posted on Blackboard.

INCLEMENT WEATHER POLICY: Please include some direction to students on your syllabus on how to handle snow emergencies. Normally, the college does not close, no matter how bad the weather. This means it's up to us to figure out how to get messages to our students about whether or not we will hold classes. You cannot count on the office to do this. In bad weather, usually the office is closed. But e-mail and voice mail give us a technological fix. You can send one e-mail to all the students listed on your class roster at mynewpaltz.edu. Or, just simply call your voice mail on bad-weather days and adjust your message to tell students if you will conduct class. Tell them in class that a message will be posted one hour before class begins on snow days. This should be sufficient time for students who commute to decide if they are coming to campus. The key is to make sure your students know about the policy and that you are diligent about keeping it.

LIBRARY: The library's revised reserve policy will be coming out around 7/5/07. (You can also leave articles in the CSB 54 lounge).

LOUNGE: The department has a comfortable and useful lounge in CSB 54. It is open to all students to congregate in and perhaps make use of the magazines and books that are there. Feel free to leave articles on reserve there for students to use. Also, the room seats about 20 but chairs from across the hall can sometimes be brought in for a slightly larger class if you wish to meet with a guest for a special discussion. The department has a large coffee urn and feel free to use this also if you wish to "entertain." You need to reserve the room ahead of time by blocking out times in the white Reservation Book on Deanna's desk in the dept. office.

OFFICE HOURS, SPACE, & KEYS: Please give the department secretary Deanna Lorenzo your office hours. Adjuncts should keep at least one office hour for every three credits they teach. It's usually best to be in your office around the time of your classes – for your convenience and for the students' sake since this is often when they will want to see you. I hope you'll encourage your students to see you in your office and that you will list your telephone number and office hours on your syllabus. You will also be given desk space and a mailbox. See Deanna Lorenzo about this. Additional note: when picking up your keys, remember to bring picture I.D. such as a driver's license.

PARKING: Parking hangtags are issued in the Telecommunications Office located in H.A.B. 40. Bring your I.D. card or verification of your employment (copy of your contract) Incidentally, parking is difficult on campus and you may wish to arrive early enough to hunt for a parking spot. The college now charges \$10 for a parking decal.

SYLLABUS: Give great care to your course syllabus. You must prepare a syllabus (course outline) for each class you teach. This is your contract with your students. Carefully spell out all requirements and try not to deviate from this list. If you need to, please put it in writing for your students. Complaints by students after the semester can often be avoided when the requirements are clear. Beyond that, courses are improved

when students know what to expect, what they will read, and what their exams will cover. They often refer to this syllabus as their guide. For those who teach production classes, when planning your syllabus you need to know that students will not be able to get into the labs for rehearsal hours until the second week of classes. A description of how grades will be compiled is also important. All students must receive at least one major grade by mid-semester (see the academic calendar enclosed). Make sure the semester and year are in the heading. You might also want to include a request for your students to submit a self-addressed, stamped envelope to return marked papers to them at the end of the semester. They cannot be left in the department office for pickup. **WE NEED TWO COPIES OF THE SYLLABUS FOR DEPARTMENT FILES.** The department has sample syllabi available.

S.E.I.'s: Some of you have been with the college for many years, for some this is your first semester. Either way, **THE COLLEGE REQUIRES THAT ALL PART-TIME INSTRUCTORS HAVE THEIR COURSES EVALUATED WITH THE STUDENT EVALUATION OF INSTRUCTION (SEI).** Part-time faculty cannot be re-appointed without this evaluation. If this is your first year, a classroom observation by a senior faculty member is required. If you wish to have a classroom visit by the Chair, or another instructor, this can also be arranged. But some form of evaluation is necessary for re-appointment, at least once a year. I believe that an evaluation each semester is a good thing, and that students' comments are helpful in evaluating performance. Only the computer portion of the SEI is available to administrators. The written comments are for you only, and you can share them if you wish

TAPES: There are a number of tapes available in the department that you might find useful in teaching. You will find a list of those tapes in this packet.

TELEPHONES: All faculty offices have a telephone for your use. You will need to activate your voice mail. This is important since students often call with questions and voice mail enables them to reach you. The voice mail can also be used when snow falls and we need to alert our students if we will not be in class. The college policy is that only business calls can be made from your office. Calling home, for example, can only be done, in theory, if you need to alert your household to a change in plans forced by your work schedule. Personal Billing Numbers (PBN) are available from the Telecommunications office if you want to use the phone for personal use.

Perhaps questions will come up during the semester. Please ask me or other department faculty for help. My number is 257-3456 or 255-0911 at home. The department number is 257-3450, our FAX number is 257-3461.