

MEMO

To: Part-time Faculty, Department of Psychology
From: Doug Maynard, Chair, Department of Psychology
Date: January 22nd, 2008
Re: Welcome and Teaching Information

As the chair of the Psychology Department at SUNY New Paltz, I would like to extend a warm welcome to you as you prepare to teach for us for the Spring 2008 semester. As you are aware, **classes begin on Wednesday, January 23rd, 2008** (please accept my apologies for the lateness of this memo!). Here is some general information about teaching for the Psychology Department that I hope you will find helpful. Please contact Barbara Novick, the Psychology Department Secretary, with any questions you might have:

Barbara Novick, Department Secretary:
Phone: (845) 257-3470
Fax: (845) 257-3474
e-mail: novickb@newpaltz.edu

ABSENCES: If you must miss a class, please call Barbara Novick at 257-3470 well ahead of the class so that we can post an announcement in your classroom. It's a good idea to have some predetermined procedure for communicating this information to your students, such as leaving an outgoing voice mail message on your campus phone for your students, posting an announcement on Blackboard, or send students an e-mail message through Blackboard. If you know well ahead of time that you must miss a class, please make arrangements for a replacement or some substitute assignment.

ACADEMIC CALENDAR: The Spring 2008 academic calendar can be found online at <http://www.newpaltz.edu/events/academic.html>. This calendar indicates when school is in session and if there are any changes to the calendar. The final exam schedule can be found at <http://www.newpaltz.edu/events/finalexams.html>. Remember that the final examination time period must be utilized.

ADDRESS, MAILING: The department's address is: Department of Psychology; SUNY New Paltz; 600 Hawk Drive; New Paltz, NY 12561-2440. You can use this address when requesting desk copies of books or for other mail related to your part-time teaching position. You will be assigned a mailbox in JFT 314 (the Psychology main office). Students occasionally leave messages for you here, so if you plan not to check your mailbox regularly, please inform your students of this.

AUDIO/VISUAL EQUIPMENT: If you need audio/visual or electronic equipment in your class (e.g., you want to show a video or a film), you can arrange Instructional Media Services (IMS) to have the necessary equipment placed in your classroom. If you do not have a smart/electronic classroom, they can also bring a computer cart to your classroom if needed (but availability is limited; it's best to reserve computer carts as early as possible). These services are ordered through the following web site: <http://www.newpaltz.edu/ims/request.html>.

BUILDINGS, CAMPUS (KEY): You may find the following helpful:

CSB = Coykendall Science Building (classrooms)
HAB = Haggerty Administration Building (administrative offices)
HUM = Humanities Building (classrooms)
JFT = Jacobsen Faculty Tower (faculty offices)
LC = Lecture Center (classrooms)
VLC = Vandenberg Learning Center (classrooms)
SCB = South Classroom Building (classrooms)
WSB = Wooster Science Building (classrooms and part-time faculty office space)

BLACKBOARD: Blackboard is an online classroom environment that includes space for posting announcements, documents, and your syllabus. In addition, you can hold discussions online through the Discussion Board feature. Each course has a Blackboard site. You can logon to Blackboard through the following web site: <http://blackboard.newpaltz.edu>. Your logon information is the same as your SUNY New Paltz computer username. If you are new to the campus, you must first complete a *LAN/Campus/NPCUID Account Request* form (available in the Psychology main office) and either fax it to 257-6900 or return it to HAB 50.

CLASS ROSTERS: Class rosters are available via your **my.newpaltz.edu** account. You can access this through the newpaltz.edu website with your NPCUID.

COLLEGE I.D.: You will need an ID card to use the library, recreational facilities, and so on. These are available in the ID office (HAB 63, 257-3034). You will need verification that you are employed here. Bring either your contract letter or a memo indicating your employment 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 may not always be possible for one secretary and student help to meet everyone's needs in a shorter timeframe, although we will certainly try to do so. You can use the photocopier for material related to your class only. To use the copier, you will need a 4-digit copy code; please ask Barbara Novick for the part-time faculty copier code. As a guideline, please avoid lengthy handouts for students (more than 2 double-sided pages per students). Longer articles should be electronically scanned (contact Linda Smith at smithl@lan.newpaltz.edu for help with this; our work study students in the main office may also be able to do this for you – ask Barbara) and then added to your course Blackboard page.

DVDs: See “VHS TAPES & DVDs” below

E-MAIL: You can apply for a SUNY New Paltz email account by completing the *LAN/Campus/NPCUID Account Request* form. You can access your SUNY New Paltz mail at <https://npsmail.newpaltz.edu/>. Logon with your New Paltz computer user ID.

FINAL GRADES: The submission of grades is done through the **my.newpaltz.edu** website at SUNY New Paltz, under “Course Rosters and Grades.” After choosing the appropriate semester and class, and selecting final grades as your action, you will be given a screen to input your grades. You then submit them directly to Records and Registration online. It is recommended that you print out a copy for your records. Please note that all students must receive at least one major grade (e.g., paper or exam) by mid-semester.

INCLEMENT WEATHER POLICY: Please include some direction to students on your syllabus on how to handle snow emergencies. Normally, the college does not close except for extreme weather emergencies (more information is here: <http://www.newpaltz.edu/news/snow/>). In case you decide to cancel class due to weather in spite of the college being open, you should have a clear procedure in place for communicating this to your students (see Absences above), and the students should be aware of this procedure. The department usually will not be in a position to inform your students of your decision, as it may be closed as well.

KEYS: See “OFFICE HOURS, SPACE, & KEYS” below.

LIBRARY: You can check out library materials using your SUNY New Paltz ID. You can also search the library’s catalog and other databases (e.g., PsycINFO or PsychARTICLES) through the library’s website <http://lib.newpaltz.edu>. If you have readings that you would like to make available to your students, you can place them on reserve in the library, but uploading a .PDF version of the file to your course Blackboard site is fast becoming the preferred method.

MAILBOXES: You have been assigned a mailbox in JFT 314. You should check this mailbox for campus-wide notices and for notes from your students.

MY.NEWPALTZ.EDU: This website (<http://my.newpaltz.edu>) has many important links including links to your teaching schedule, your class rosters, the academic calendar and the schedule of classes. Submission of course grades (midterm and final) will be through this website. You will need your New Paltz computer ID (NPCUID) to access this site.

OFFICE HOURS, SPACE, & KEYS: You should hold at least one scheduled hour of office hours each week per course that you are teaching. You do not have to hold office hours in your assigned space (see next paragraph), but please make your choice clear to your students in your syllabus and make sure to share this information with the Department Secretary, Barbara Novick. It’s usually best to hold office hours close in time to when your classes meet – 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.

Unless you have made other arrangements with us, you will have access to a shared space in Wooster Science Building (WSB) 212 for office hours. Please contact Barbara Novick if you need a key to WSB 212. When your key is ready for pickup, you will be notified and can pick them up at the Maintenance Service Building (behind the campus Police Station) with a picture ID.

OFFICE SPACE: See “OFFICE HOURS, SPACE, & KEYS” above.

PARKING: Parking hang-tags are issued for \$10 in the Parking Office, located in HAB 35. You can access information about parking at <http://www.newpaltz.edu/parking/>. Bring your ID card or verification of your employment (e.g., copy of your contract) when purchasing a parking permit. Please be aware that parking can be a challenge on campus mid-day and around the time when classes begin; therefore, allowing extra time to find a spot is important.

STUDENT EVALUATION OF INSTRUCTION (SEI): The college requires that all part-time instructors have their courses evaluated with the SEI form. Part-time faculty cannot be re-appointed without this evaluation. Only the aggregate of the electronically scored items is available to administrators. The written comments are for you only, and you can share them if you wish. The SEI process happens during the last two weeks of the regular class schedule (before finals). You will receive more information about the SEI process as that time approaches.

If this is your first year teaching with us, a classroom observation by a senior faculty member is also required. On occasion, we may also visit the classes of part-time faculty who have taught for us in the past. Peer evaluation is an opportunity to receive feedback from an experienced instructor to be used for self-development purposes. It is something that full-time faculty receive as well, and should be considered an opportunity for feedback and reflection rather than as a punishment.

SYLLABUS: You must prepare a syllabus (course outline) for each class you teach. This is your contract with your students, and the more detailed and thorough it is with regard to grading, reading lists, contact information, instructor policies (e.g., for inclement weather, cheating, make-up examinations), the better. A detailed description of your grading policy including the breakdown of the final grade (e.g., 30% term paper, 25% final exam) and what scores constitute As, Bs, etc., (e.g., 90-93 = A-) is particularly important and is your best defense against grade appeals later on. **The college is now all but requiring that syllabi include statements on academic integrity and ADA accommodations so for your benefit, at the end of this memo, I am including statements you can cut and paste into your syllabus.** Complaints by students after the semester can often be avoided when the requirements are clear. If you need to change these policies for some reason, it's a good idea to update your syllabus too and make your students aware of the change. Make sure that the semester/year of the course is indicated on the syllabus. **Once your syllabus is complete, please provide Barbara with a copy for our files.**

TELEPHONES: The phone number in JFT 316 is 257-2374. The telephone number(s) for the shared space in WSB 212 are not yet determined – we will inform you when this information becomes available. If you will be giving out this telephone number to your students (as opposed to another method of contact), you will need to set up and activate a voice mail box by calling William White in Telecommunications (257-3002). The college policy is that only work-related calls can be made from your office phone. In any event, Personal Billing Numbers (PBNs) are available from the telecommunications office if you want to use the phone for personal use.

VHS TAPES & DVDs: There are a number of VHS tapes available in the department that you might find useful in teaching, including the entire *Discovering Psychology* series and the PBS special *The Secret Life of the Brain*. These have recently been backed up on DVD, which may be preferable to you. You can stop by the Psychology Office and check these out. You should know that VHS as a medium is on its way out at SUNY New Paltz (It is already difficult to secure a VHS player for classrooms in Vandenberg Hall). Two other places on campus may have videos of interest to you: Instructional Media Services (IMS; the catalog is searchable via <http://www.newpaltz.edu/ims/index.html>) and the Sojourner Truth Library.

If you have additional questions or questions come up during the semester, please ask Barbara (257-3470) or myself (257-3426). My email is maynardd@newpaltz.edu. Finally, the Department FAX number is 257-3474.

Best wishes for a successful semester!

Statements for inclusion in your Syllabi

STATEMENT OF ACADEMIC INTEGRITY:

As outlined in the SUNY New Paltz Faculty Handbook, “Students are expected to maintain the highest standards of honesty in their academic work. Cheating, forgery, and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action” (p. 14). Students caught violating academic policy in this way will be penalized according to the severity of the offense. Possible penalties range from grade reduction on the particular paper or examination to failure for the entire course. You may wish to examine the Sojourner Truth Library’s website dedicated to understanding and avoiding plagiarism: <http://lib.newpaltz.edu/assistance/plag.html>.

SUNY NEW PALTZ ADA POLICY STATEMENT:

Students with documented physical, learning, psychological and other disabilities are entitled to receive reasonable accommodations. If you need classroom or testing accommodations, please contact the Disability Resource Center (Student Union Building 205, 257-3020). The DISABILITY RESOURCE CENTER will provide forms verifying the need for accommodation. As soon as the instructor receives the form, you will be provided with the appropriate accommodations. Students are encouraged to request accommodations as close to the beginning of the semester as possible.