Adjunct Faculty Handbook
AY 2018-2019
Effective August 12, 2018

C. Bennett 9/06
August 3, 2018

Dear UAS Adjunct Faculty member:

Welcome to the 2018-19 academic year! All of us at UAS greatly appreciate your contribution as an adjunct faculty member to our mission of student learning and student success. As we enter the new academic year, we want to ensure that you have all the resources necessary for success as a faculty member.

The UAS Adjunct Faculty Handbook provides up-to-date information to help you be successful in your teaching. It provides important contacts for answers to questions about course scheduling, the required course syllabus, instructional technology, and much more. You can access this handbook on the Provost website at http://www.uas.alaska.edu/facultyhandbook/index.html. For additional information beyond that found in this handbook, please contact the administrative professional identified in you appointment letter. I also encourage you to take part in planned adjunct faculty orientation and training activities at each of our three campuses.

I look forward to meeting you if you are new to UAS and to reacquainting myself with the rest of you and hearing about your summer experiences. Feel free to email me at ktcarey@alaska.edu with any comments or suggestions.

Sincerely,

Karen T. Carey, PhD
Provost
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Chapter 1
Organizational Structure

UAS, the University of Alaska Southeast, is one of three universities within the University of Alaska. The northern universities are UAA (University of Alaska Anchorage) and UAF (University of Alaska Fairbanks). UAS is comprised of three campuses: Juneau, Ketchikan, and Sitka. The Chancellor and the Provost (chief academic officer) preside over all of UAS. Juneau campus academic affairs are managed by deans who oversee the schools of Education, Arts & Sciences, and Career Education; in Sitka and Ketchikan, directors manage campus affairs. Faculty in Sitka and Ketchikan work with their departmental colleagues in Juneau.

School of Arts and Sciences—Dean Thomas Thornton
School of Career Education—Executive Dean Pete Traxler
Alaska College of Education—Executive Dean Steve Atwater
1.a: Contacts and Useful Web links

Contacts

**Juneau:**

*Arts & Sciences*

Assistant to Dean, Amy Bannerman, 796-6518, aebannerman@alaska.edu

Business and Public Administration, [http://www.uas.alaska.edu/arts_sciences/bpa/faculty.html](http://www.uas.alaska.edu/arts_sciences/bpa/faculty.html)

Humanities Department Chair, Kevin Maier, 796-6021, kevin.maier@alaska.edu

Natural Sciences Department Chair, Sherry Tamone, 796-6599, sherry.tamone@alaska.edu

Social Sciences Department Chair, Glenn Wright, 796-6115, gdwright@alaska.edu

*Alaska College of Education*

Administrative Assistant to Executive Dean, Kayti Coonjohn, 796-6050

*School of Career Ed*

Administrative Assistant, Linda Carroll, 796-6124, lmcarroll@alaska.edu

*Ketchikan:* Campus Director Priscilla Schulte 907-228-4515, pmschulte@alaska.edu

**Sitka:** Campus Director Leslie Gordon 907-747-9474, llgordon@alaska.edu

School Websites

School of Arts & Sciences - [http://www.uas.alaska.edu/arts_sciences/faculty-staff.html](http://www.uas.alaska.edu/arts_sciences/faculty-staff.html)

School of Career Education - [http://www.uas.alaska.edu/career_ed/faculty.html](http://www.uas.alaska.edu/career_ed/faculty.html)

Alaska College of Education - [http://www.uas.alaska.edu/education/personnel.html](http://www.uas.alaska.edu/education/personnel.html)

Useful Links

United Academics – Adjuncts (Union information): [http://www.alaska.edu/labor/adjuncts-info/](http://www.alaska.edu/labor/adjuncts-info/)

Adjunct Self-Assessment: [http://www.uas.alaska.edu/provost/adjunct/selfassessment.html](http://www.uas.alaska.edu/provost/adjunct/selfassessment.html)

Academic Calendar: [http://www.uas.alaska.edu/calendar/academic/index.html](http://www.uas.alaska.edu/calendar/academic/index.html)

Academic Catalog: [http://catalog.uas.alaska.edu/](http://catalog.uas.alaska.edu/)

Blackboard Learning Management System: [http://classes.alaska.edu](http://classes.alaska.edu)
Center for Excellence in Learning and Teaching: http://uas.alaska.edu/celt/
Children/Pets on Campus: http://www.uas.alaska.edu/policies/pets.html
Directory of Faculty & Staff: http://www.uas.alaska.edu/contacts/
Disability Services: http://uas.alaska.edu/dss/
ELMO (Easy Login Maintenance Option): https://elmo.uas.alaska.edu/
Faculty Resources: http://www.uas.alaska.edu/provost/faculty_resources.html
UAS Forms: http://www.uas.alaska.edu/forms/
Help Desk: http://www.uas.alaska.edu/helpdesk/
Human Resources at Statewide: http://www.alaska.edu/hr/
Human Resources at UAS: http://www.uas.alaska.edu/hr/index.html
IT Services: http://www.uas.alaska.edu/its/
Learning & Testing Center: http://www.uas.alaska.edu/juneau/tlc/index.html
Writing Center: http://www.uas.alaska.edu/juneau/writing-center/index.html
Library: Juneau http://www.uas.alaska.edu/library/
Ketchikan http://www.uas.alaska.edu/ketchikan/library/index.html
Sitka - Egan Library in Juneau http://www.uas.alaska.edu/library/
Student Rights and Responsibilities: http://www.uas.alaska.edu/students/guide/conduct.html
UA Online: http://uaonline.alaska.edu/
UAS Online!: https://uascentral.uas.alaska.edu/online
Board of Regents: http://www.alaska.edu/bor/
1.b: Organizational Chart -
1.c: Faculty and Academic Calendars

Faculty Contract Calendar—The Provost’s office website is a good source of information for adjunct faculty.
http://www.uas.alaska.edu/provost/faculty_resources.html

Fall 2018-2019 Academic Calendar

This calendar represents the framework of the academic year. Specific courses or programs may start or end on different dates. Please consult a current UAS class schedule for more specific information.

The academic calendar below is for the academic year that starts with Fall Semester 2018 and ends with Summer Semester 2019.

Aug. 15, 2018 Wednesday All Day Deadline for Fall Admissions Application

Aug. 17, 2018 Friday All Day Financial Aid Disbursement on Student Accounts

Aug. 23, 2018 Thursday All Day Housing Move-in (new and returning students)

Aug. 24, 2018 Friday All Day New & Transfer Student Orientation

Aug. 25, 2018 Saturday All Day New & Transfer Student Orientation

Aug. 27, 2018 Monday All Day First Day of Instruction

Aug. 31, 2018 Friday All Day Web Registration Ends at Midnight for Short-Term Classes

Sept. 02, 2018 Sunday All Day Web Registration Ends at Midnight for Full-Term Classes

Sept. 03, 2018 Monday All Day Labor Day Holiday

Sept. 07, 2018 Friday All Day Deadline for 100% Tuition & Fees Refund for Full-Term Classes

Sept. 07, 2018 Friday All Day Deadline to Change Credit or Audit Status for Full-Term Classes

Sept. 08, 2018 Saturday All Day Withdraw Period Begins for Full-Term Classes

Sept. 10, 2018 Monday All Day Tuition & Fees due for Fall Semester

Oct. 01, 2018 Monday All Day Deadline for Fall Graduation Application

Oct. 29, 2018 Monday 8:00 AM Spring 2019 Class Schedule Web Search Available at UAOnline

Oct. 30, 2018 Tuesday 8:00 AM Spring 2019 Class Schedule Search Available on UAS Website

Oct. 31, 2018 Wednesday All Day Deadline for Late Fall Graduation Application
Nov. 02, 2018 Friday All Day  [Deadline to Withdraw from Full-Term Classes]

Nov. 06, 2018 Tuesday 8:15AM to 8:00 PM  [UAS Power & Privilege Symposium]

Nov. 12, 2018 Monday All Day  [Spring 2019 Registration Begins (UAS program students)]

Nov. 22, 2018 Thursday All Day  [Thanksgiving Closure]

Nov. 23, 2018 Friday All Day  [Thanksgiving Closure]

Nov. 24, 2018 Saturday All Day  [Thanksgiving Closure]

Nov. 25, 2018 Sunday All Day  [Thanksgiving Closure]

Nov. 26, 2018 Monday All Day  [Spring 2019 Open Registration Begins (all students)]

Dec. 10, 2018 Monday All Day  [Final Exam Week (Dec. 10-15)]

Dec. 11, 2018 Tuesday All Day  [Final Exam Week (Dec. 10-15)]

Dec. 12, 2018 Wednesday All Day  [Final Exam Week (Dec. 10-15)]

Dec. 13, 2018 Thursday All Day  [Final Exam Week (Dec. 10-15)]

Dec. 14, 2018 Friday All Day  [Final Exam Week (Dec. 10-15)]

Dec. 15, 2018 Saturday All Day  [Final Exam Week (Dec. 11-16)]

Dec. 15, 2018 Saturday All Day  [Deadline for Spring Admissions Application]

Dec. 19, 2018 Wednesday All Day  [Grades Due by Noon]

Dec. 22, 2018 Saturday All Day  [Winter Break (Dec 22-Jan. 1)]

Spring 2018-2019 Academic Calendar

Jan. 02, 2019 Wednesday All Day  [Campus Open]

Jan. 04, 2019 Monday All Day  [Financial Aid Disbursement on Student Accounts]

Jan. 10, 2019 Thursday All Day  [Spring Housing Move-in (new and returning students)]

Jan. 11, 2019 Friday All Day  [New & Transfer Student Orientation]

Jan. 12, 2019 Saturday All Day  [New & Transfer Student Orientation]

Jan. 14, 2019 Tuesday All Day  [First Day of Spring Instruction]
Jan. 18, 2019 Friday All Day [Web Registration Ends at Midnight for Short-Term Classes]

Jan. 20, 2019 Monday All Day [Web Registration Ends at Midnight for Full-Term Classes]

Jan. 21, 2019 Monday All Day [Alaska Civil Rights Day]

Jan. 25, 2019 Friday All Day [Deadline for 100% Tuition & Fees Refund for Full-Term Classes]

Jan. 25, 2019 Friday All Day [Deadline to change credit or audit]

Jan. 26, 2019 Saturday All Day [Withdraw Period Begins for Full-term Classes]

Jan. 28, 2019 Monday All Day [Tuition & Fees Due-Spring Semester]

Feb. 01, 2019 Thursday All Day [Deadline for Spring Graduation Application]

Feb. 04, 2019 Monday 8:00 AM [Summer 2019 Class Schedule Search Available on UAOntine]

Feb. 05, 2019 Tuesday 8:00 AM [Summer 2019 Class Schedule Search Available on UAS Website]

Feb. 11, 2019 Monday All Day [Summer 2019 Registration Open (program students)]

Feb. 15, 2019 Tuesday All Day [UA Foundation Scholarship Deadline]

Feb. 25, 2019 Monday All Day [Summer 2019 Registration Open for All Students]

Mar. 01, 2019 Friday All Day [Deadline for Late Applications for Spring Graduation]

Mar. 11, 2019 Monday All Day [Spring Break]

Mar. 12, 2019 Tuesday All Day [Spring Break]

Mar. 13, 2019 Wednesday All Day [Spring Break]

Mar. 14, 2019 Thursday All Day [Spring Break]

Mar. 15, 2019 Friday All Day [Spring Break]

Mar. 15, 2019 Friday All Day [Campus Closed]

Mar. 18, 2019 Monday 8:00 AM [Fall 2019 Class Schedule Search Available on UAOntine]

Mar. 19, 2019 Tuesday 8:00 AM [Fall 2019 Class Schedule Search Available On UAS Website]

Mar. 29, 2019 Friday All Day [Deadline to Withdraw from Full-Term Classes]

Apr. 01, 2019 Monday All Day [Fall 2019 Registration Begins for Program Students]
Apr. 15, 2019 Monday All Day Fall 2019 Registration Opens for All Students

Apr. 30, 2019 Tuesday All Day Final Exam Week (Apr 30-May 4)

May 01, 2019 Wednesday All Day Final Exam Week (Apr 30-May 4)

May 02, 2019 Thursday All Day Final Exam Week (Apr 30-May 4)

May 03, 2019 Friday All Day Final Exam Week (Apr 30-May 4)

May 03, 2019 Friday All Day Commencement: Sitka

May 04, 2019 Saturday All Day Commencement: Ketchikan

May 05, 2019 Sunday All Day Commencement: Juneau

May 08, 2019 Wednesday All Day Grades Due by Noon

Summer 2018-2019 Academic Calendar

May 01, 2019 Wednesday All Day Deadline for Summer Admissions Application

May 13, 2019 Monday All Day Financial Aid Disbursement on Student Accounts

May 13, 2019 Monday All Day Summer Session I (May 13 - June 22)

May 13, 2019 Monday All Day Full Summer Session (May 13 - Aug. 3)

May 17, 2019 Friday All Day Web Registration Ends

May 27, 2019 Monday All Day Memorial Day Holiday

May 27, 2019 Monday All Day Tuition & Fees Due for Summer Sessions

June 24, 2019 Monday All Day Summer Session II (June 24 - Aug 3)

July 01, 2019 Monday All Day Deadline for Summer Graduation Application

July 04, 2019 Thursday All Day Independence Day Holiday

July 05, 2019 Friday All Day Independence Day Holiday

July 19, 2019 Friday All Day Deadline for Late Summer Graduation Application

Aug. 07, 2019 Wednesday All Day Summer Grades Due

Aug. 15, 2019 Wednesday All Day Deadline for Fall Admissions Application
Finals Schedule
Finals week is scheduled during the last week of the semester. A two-hour block is scheduled for each local course. Distance courses continue to meet at regularly scheduled times throughout finals week. Dates and times are published online at www.uas.alaska.edu/schedule/fall.html
You must meet your class during Finals week even if you do not give an exam.
Chapter 2

Instructional Responsibilities

In this section you will find information related to the duties of adjunct faculty within the UAS system. As an adjunct, you play a very important role in our students’ acquisition and demonstration of knowledge. Every academic division within UAS hires and relies on adjunct faculty. In general, adjuncts work with full time faculty who serve as mentors to those in their department. You are encouraged to identify whom that mentor is, and this person will help you get accustomed to the procedures and policies at UAS.
2.a: Syllabus

The syllabus serves as a contract between the instructor and student. It should reflect the competencies that the student can expect to master in that class. The UAS competencies include communication, quantitative skills, critical thinking, information literacy, professional behavior, and information technology. Every course must explain how the content, knowledge, and skills build upon one or more of the UAS competencies.

A course syllabus must be provided to each student at the first class session of a course, with a copy also being filed with the appropriate Dean’s office. UAS Online provides each course with a website where a course syllabus must be posted either by faculty or their department. A course syllabus is required to contain the following:
(1) clearly defined student outcomes;
(2) scope of the material to be covered in the course;
(3) required texts and readings;
(4) grading method to be used (pass/fail or letter grade, including whether “+ or -” will be employed);
(5) explanation of the basis for awarding student grades: exams, papers, quizzes, projects, or other along with due dates and weighting towards calculation of the final grade;
(6) notification that student ratings of instruction will occur at some point during the last three weeks of class including specifics on the purpose of the student rating questionnaire;
(7) information on locating and using UAS Online; and
(8) other pertinent information concerning course management and instructor expectations of students.

See example on following pages.
Sample Syllabus

*** Begin Sample Syllabus***

SSCI S200 KD1: Orientation to the Social Sciences

Fall 2015 Asynchronous/Seminar Course, UAS Online Blackboard

Instructor: William Urquhart, Ph.D.
URQUHART@alaska.edu  (907) 228-4527
Office hours: 9:15-10:15 am Tuesday through Thursday in Paul Building room 505

Course Description

Catalog description: Includes the methods and analytical approaches of six social sciences (anthropology, economics, history, psychology, political science, sociology) through exploration of a particular topic, theme, or phenomenon. 3 credits.

Course Scope

The theme we will explore through the social sciences this semester will be “Protest and Social Movements,” with special attention given to recent collective action related to race, gender, policing, and violence in America and globally. Given the increased prominence of social media and increasing political participation among diverse cross-sections of society, protest has become an even more regular part of American social life than it has been in the past. In this class, we will address topics such as who participates in protests and why, who drops out of social movements, and governmental responses to protest; how protest is situated in historical and cultural contexts, how protest is related to power, inequality, and exploitation, and the interaction between protest and public policy, law, and government. These topics will be explored in both online forums and bi-weekly seminars, where you will have the opportunity to learn about and explore the issues with student peers and visiting faculty experts representing each social science discipline. Another important part of this course will be learning to apply interdisciplinary approaches to a single topic, reflecting on your goals for your interdisciplinary degree, and mapping out a path to graduation; and planning for post-graduate life.

Course Objectives

Social science disciplines represented at UAS include anthropology, economics, government/political science, and history; and psychology and sociology. Students will become familiar with the basic subject matter and perspectives of each discipline. Students will gain experience applying theory and knowledge accumulated by each discipline to new examples and contexts, and will have a general understanding of the social nature of human behavior. Students will be exposed to a variety of social science research methods used in each discipline through readings in scholarly journals and through research experience activities. Students will create an
outline for an electronic portfolio that showcases and organizes work from courses in different social science disciplines into a single, coherent body of literature around the theme of the student’s concentration areas. Students will also clarify goals for their degrees, map out degree completion plans, and meet with Faculty Advisors for guidance in their program.

**Student Learning Outcomes**

UAS Student Learning Outcomes for SSCI 200: Upon successful completion of this course, students will be able to:

1. Analyze topics from multiple social science disciplinary perspectives (anthropology, economics, history, political science, psychology, sociology)
2. Conduct seminar sessions according to rules of professional conduct
3. Assemble a professional portfolio based upon personal and academic goals.

Additionally, students successfully completing this fall 2015 section of SSCI 200 will be able to demonstrate UAS competencies in communication, critical thinking, and writing for the social sciences that may be required in upper-division social science courses. They will also be able to demonstrate social science competency in understanding of cultural diversity.

**Course Structure**

This eLearning course will be taught between two formats. First, on most weeks you will post a two-page written paper in response to assigned readings. You will then read the response papers posted by your classmates, post responses to at least two of your classmates, and post follow-ups to responses your classmates or instructor may have left to you. As you will all depend on each other having response papers posted in order to fulfill your required discussion forum time each week, papers will need to be posted each Tuesday. On some other weeks, you will be assigned additional online activities, including clarifying your goals for your degree, mapping out a degree plan, and preparing a Social Science Portfolio to create in this class, which you’ll continue to develop on your own after the end of the semester until it is reviewed by a faculty committee in your graduating term.

Second, we will have Blackboard Collaborate seminars approximately every other week. This will include one optional-attendance informational meeting (be sure to watch the recording of the session if you cannot attend) and six required-attendance seminar discussions about the course material with guest professors representing different social science disciplines. The instructor will contact students in the first week of the semester to inquire about availability for meeting times. The lowest seminar participation score (out of six total) will be dropped at the end of the semester.

Collaborate and the Blackboard Discussion Forum can be found on the Course Homesite at UAS Online at https://uascentral.uas.alaska.edu/online

Please note that, as with other three credit courses, you will need to allot yourself additional time beyond the three weekly hours of class activities to complete assigned readings,
write papers, and provide yourself adequate study time. Overall, you should expect to spend about 6-8 hours per week on this class over the fifteen-week semester

**Required Text and Readings**

Students are responsible for purchasing the following required book for this course:


Additional assigned readings will be available for download on the Blackboard site or freely available online; these will be posted with each available assignment. You will also be required to locate additional readings to support certain assignments; in some cases, you will be given the citation and allotted one week to locate it on your own, and in other cases, you will be responsible for determining an appropriate reading on your own and asked to locate it with the online electronic resources available through the university library. This exercise will help you to develop and hone your research, literature review, and electronic resource skills.

**Grading Method**

This course uses letter grading with pluses and minuses. Final letter grade percentages are as follows:

- 100-93 = A
- 92-90 = A-
- 89-87 = B+
- 86-83 = B
- 82-80 = B-
- 79-77 = C+
- 76-73 = C
- 72-70 = C-
- 69-67 = D+
- 66-63 = D
- 62-60 = D-
- 59 and below = F

**Basis for Awarding Grades**

The weights for computing the final grades scores are listed below:
Response Papers: 30%
Discussion Forum Participation: 30%
Participation in Seminar Sessions: 30%
Activity Assignments: 10% (and all activity assignments must be completed to earn a passing final course grade)

There will be no exams, quizzes, or final term paper for this course.

Response Papers
Response papers will be approximately two pages in length (double-spaced, 12-point Times New Roman, 1 inch page margins on all sides) and written in response to the readings and assignment activities. They should demonstrate to the instructor and your classmates that you have carefully read the material (including a very brief summary of major ideas or points you are choosing to address), that you have analyzed and evaluated the material, and that you have provided your classmates with something further to discuss. It should be expressed as a formal paper with a distinct introduction, body, and conclusion. DO NOT waste weekly paper space summarizing the actual chapters or articles you read as you would if you were writing a book review (e.g. “first the author wrote this, then went on to discuss that…”). Instead, pick out what you believe are one or two of the most important or central ideas in the readings that you want to write about, and use the readings as sources for you to write about your chosen topic. Again, you should think of the papers as your own original writings on a topic, using assigned readings only as sources of information for your topic. Additional instructions will be provided in class.

Note that the TWO lowest scores on Weekly Papers will be dropped at the end of the semester (except that Response Paper #1 will not be dropped, no matter the score). You can think of these as opportunities to have two low scores not count toward your final grade, or as skip weeks, or as sick days. There is no need to e-mail me to ask to use a skip week, or to let me know that you couldn’t submit it because you were sick, etc; if no paper is submitted, it will automatically be one of the two skip weeks. I strongly recommend you save them for weeks you are sick, have family issues, or are overloaded by other coursework or your job. When citations and other references are used, you are asked to use APA (American Psychological Association) ASA (American Sociological Association) or Chicago style, provided you are consistent across papers. Other styles may be requested and used with instructor approval depending on the student’s disciplinary interests.

Paper Scoring
I use a progressive scoring rubric that I call “graduated assessment.” This means that the expectations for the quality of your work increase throughout the semester based upon individualized feedback that I may leave for you on some weeks. These comments can be accessed through the My Grades link on Blackboard. I expect that you will incorporate my feedback in subsequent papers, and points will be deducted for failing to do so (particularly when
the same recommendation has been left for two or more weeks in a row). Thus, comments I leave for your paper become part of your individualized scoring criteria. Points for weekly papers are otherwise awarded as follows, with scores ranging from zero (0) to five (5):

3 point paper: A paper that probably has good description/summary of readings or activity, but lacks the student’s own interpretation of what s/he has read; and/or the student has not made recommended improvements from feedback on past papers. Student may not have cited sources appropriately or used an incorrect reference format.

4 point paper: The paper summarizes ideas in the readings and also uses social science vocabulary to analyze them in terms of underlying theoretical assumptions they make and the kind of questions the theories are supposed to address, but may lack elements of critical analysis, illustration with examples, or the student’s own evaluation; and/or the student has not made recommended improvements from feedback on past papers.

5 point paper: A well-written paper that summarizes the readings, analyzes them, and applies examples appropriate to the ideas presented; and critiques or evaluates the theories or perspectives. Critique and evaluation may be in terms of the explanatory strengths and weaknesses of a theory, comparisons with other approaches, or providing alternative approaches that the student argues could be taken to better understand the substantive issues. Five-point papers nearly always include the student’s own application of the theories to a real-world phenomenon, and the student has taken into account all feedback left by the instructor on previous papers.

Writing Tutoring Referrals

During the second through fourth weeks of class, the instructor will refer some students to the UAS Ketchikan Learning Center to meet with a writing tutor. This course has no prerequisites, but college-level English composition skills are essential to Response Paper participation. The Learning Center tutors are familiar with the instructor’s writing guidelines and can add effective tutoring to improve course performance. If the instructor refers a student to writing tutoring, the student is required to schedule a meeting with a Learning Center tutor (in person or online) before the next paper is due; otherwise, the instructor will begin marking zero points for assignments until the student schedules the meeting.

Academic Honesty Policy

Plagiarism is strictly prohibited and will be strictly dealt with. Most fundamentally, this means you may not present someone else’s work as your own, be it ideas, phrases, or information, without giving credit to the source. If you fail to cite a source, you are tacitly stating that it is your own creation, idea, or quote.

Please review the student handbook at http://www.uas.alaska.edu/student_services/handbook/index.html for guidelines on professional and ethical behavior related to plagiarism, cheating, and other unethical behaviors.
possible formal disciplinary action described in the handbook, academic dishonesty in this course may result in loss of credit for assignments, reduction of course grade, or course failure.

**Classroom Behavior**

Students are expected to respect the rights of others to learn. Students who engage in disruptive or disrespectful behavior (including written comments in the webmeeting chat box and in Forum discussion with classmates) will be asked to leave the class for the day (and may be manually ejected from webmeeting) and/or have offensive Forum responses deleted by the instructor. If disruptive behavior continues to be a problem, the student will be withdrawn from the course (if within the Withdrawal Period of the semester) or receive a failing grade (if after the Withdrawal Period of the semester). Extremely disruptive behavior will result in immediate withdrawal and/or a failing grade for the course.

**Access and Ability**

The Americans with Disabilities Act of 1990 requires that universities provide reasonable accommodations to students with disabilities in order to ensure equal access to all academic and co-curricular programs and services. To request accommodations contact Gail Klein (228-4508 or grklein@alaska.edu) at Student Services in Ketchikan. Please note that students must request services each semester and at each campus in which the student is enrolled in coursework, even if accommodations were provided in previous semesters. Also note that students are responsible for disclosing their disabilities themselves if they wish to request accommodations, as it is a policy violation for instructors to initiate disability referrals without the student directly informing the instructor with a disclosure of a disability.

**Title IX**

Members of UAS and visitors have the right to be free from all forms of gender and sex-based misconduct including sexual violence, sexual harassment, domestic violence, dating violence and stalking. UAS expects all members of the community to conduct themselves in a manner that does not infringe upon the rights of others. Gender-based and sexual misconduct has a negative impact on members of our community, and therefore UAS has a zero tolerance policy for gender-based and sexual misconduct. If you are aware of any student, faculty, or staff who has been discriminated against, immediately contact Lori Klein, Title IX Coordinator, at 796-6529 or laklein@alaska.edu. The following individuals can further assist in exploring options and support:

*Counseling Services: 907-796-6000 • mwthomson@uas.alaska.edu orbaiverson@alaska.edu*

Lori Klein, Juneau Title IX Coordinator: 907-796-6529 • laklein@alaska.edu

Eric Scott, Student Conduct Administrator, Juneau: 907-796-6389 • ewscott@alaska.edu

Gail Klein, Student Services Manager, Ketchikan: 907-228-4508 • grklein@alaska.edu

Nicole Rogers, Sitka Human Resources: 907-747-7706 • nrogers@alaska.edu
Sample Syllabus

Please note that with the exception of asterisked (*) Counseling Services employees, UAS employees are considered “responsible employees” and must report any disclosure of sexual abuse to a Title IX Response Team member. If you disclose any instances of sexual abuse, your instructor is required to report the incident to the Ketchikan Campus Title IX investigator.

Course Evaluations

Students have the opportunity to rate the course on Blackboard in the last two weeks of class.

Tentative Course Schedule

This syllabus, including the course schedule below, is meant to be tentative, and is intended be changed by the instructor during the semester after student availability for seminars is clarified, and as additional reading selections are added based on student interests. The syllabus will be updated during the semester via e-mail or announcement on Blackboard.

After the Response Papers are due each Tuesday, you are required to leave replies to two of your classmates’ papers by midnight the following Thursday, and follow up on all replies your classmates or instructor have left for your own paper by midnight the following Monday.

8/31/2015  First day of fall courses.  Begin Response Paper #1 and Activity Assignment #1 (Instructions for both are posted on Blackboard).
Watch Youtube video https://www.youtube.com/watch?v=DSIdaTSG2Gg
Readings for this week are “Editor’s Introduction” from *The Social Movements Reader* and a recent news article of your choice on protests or social movements

9/3/2015  Optional Attendance Webmeeting (2:00-3:15pm):  Course Introduction, locating materials, assignment instructions/guidelines

9/8/2015  DUE DATE for:
Response Paper #1: Relating your understanding of “Editor’s Introduction” from *The Social Movements Reader* to your chosen news article
Activity Assignment #1:  Self-Reflection and Goals Essay

9/15/2015  DUE DATE for:
Response Paper #2 based on Article 2 “The Women’s Movement” in *The Social Movements Reader*, a scholarly anthropology article, with your applied examples
Activity Assignment #2:  Resume or CV

9/22/2015  DUE DATE for Response Paper #3 based on Article 4 “Occupy Wall Street” in *The Social Movements Reader* and an assigned anthropology article

9/29/2015  DUE DATE for Lesson #4:
Response Paper #4: Mini-ethnography write-up incorporating previous articles
Activity Assignment #3: Building your BASS Portfolio
10/6/2015  DUE DATE for Lesson #5:
Response Paper #5 based on a topic from Article 15 “Classic Protest Songs: A List” in *The Social Movements Reader* and assigned history article
Activity Assignment #4: Transcript, Program, and Advisor Verification

10/9/2015  Seminar Discussion #1: Anthropology with Dr. Brandon Chapman noon-1:15pm

10/13/2015  DUE DATE for:
Response Paper #6 based on Article 23 “Everyday Life, Routine Politics, and Protest” *The Social Movements Reader* and assigned economics article
Activity Assignment #5: Document Preparation and Peer Copyediting

10/15/2015  Seminar Discussion #2: Geography/History with Dr. John Radzilowski at 2:00pm

10/22/2015  Seminar Discussion #3: Economics with Dr. Brian Vander Naald 2:00-3:15pm

10/27/2015  DUE DATE for Response Paper #7 based on Articles 22 and 25 of *The Social Movements Reader*, and Peter Berger’s “Invitation to Sociology”

11/3/2015  DUE DATE for:
Response Paper #8: Interviews mini-study with assigned sociology article
Activity Assignment #6: Degree Checklist: Chart, Update, Plan

11/5/2015  Seminar Discussion #4: Sociology with Dr. Kasia Polanska 2:00-3:15pm

11/10/2015  DUE DATE for:
Response Paper #9: Article 32 “The Dilemmas of Identity Politics” in *The Social Movements Reader* and assigned psychology article
Activity Assignment #7: DegreeWorks and Faculty Advisor Meeting

11/12/2015  Seminar Discussion #5: Psychology with Dr. Ali Ziegler 2pm-3:15pm

11/17/2015  DUE DATE for Response Paper #10: Article of your choice from *The Social Movements Reader* and an assigned political science article

11/24/2015  DUE DATE for:
Response Paper #11: Article of your choice from *The Social Movements Reader* and a scholarly article of your choice from discipline of anthropology, history, economics, political science, psychology, or sociology

12/1/2015  DUE DATE for:
Final response paper of the semester on protest, incorporating citations to at least two articles from *The Social Movements Reader* and addressing recent news article of your choice related to protest/social movements
Sample Syllabus

12/3/2015  Seminar Discussion #6: Gov/Political Science with Glenn Wright 2:00pm
12/9/2015  Deadline for submitting final revisions based on instructor portfolio review meeting (required in order to earn a passing grade in this course)

*** End of Sample Syllabus***
2.b: Secondary School / Dual Enrollment

UAS welcomes enrollment of secondary school students who are prepared for college-level work, subject to the policies described below. These policies are designed to allow access to courses in a manner that supports student success. The University of Alaska system has an open enrollment policy allowing students to register for courses for which they have an adequate background (UA Regents policy P10.05.010). Registering in courses establishes a permanent academic record that reflects academic performance in all courses attempted.

Types of Secondary School Student Enrollment:

Dual Enrollment Students

A dual enrollment student is one who is simultaneously enrolled in a high school curriculum and also is taking courses at UAS. Courses the student takes at UAS will be used to fulfill high school graduation requirements. The purpose of dual enrollment is to provide high school students with access to coursework that is not available in Alaska high schools. Examples include academic courses that are more advanced than those offered in high schools and various career and technical programs that high schools are not equipped to teach.

Tech Prep Students

Tech Prep courses are offered by agreement between UAS and identified high schools as a means of promoting career and technical education pathways. Under such an agreement, high school instructors approved by UAS teach college-level classes that are taught in local high schools. Tech prep students should register for Tech Prep courses at their high schools. For more details, please visit the Tech Prep site.

Other Secondary School Students

These may be students who are enrolled in high school and are taking UAS classes, but do not intend to use the UAS classes for academic credit at their high school. This may also include home school students or those who have withdrawn from high school prior to graduation and have not completed a GED.

2.c: Copyright

There are no general guidelines when it comes to the use of copyrighted material. The University Egan library website reviews what is reasonable when making decisions to provide copyrighted material in print form and provides a link to tools to determine fair use. Other things to consider: Are the articles already available to students through the University databases? Can your class be structured around students checking out the information at the library reserve desk?

http://www.uas.alaska.edu/library/faculty/copyright-faq.html
2.d: Textbooks

The administrative assistant for your respective department will alert you when textbook orders are due. Be sure to respond promptly. To assist in processing the textbook order, please use the form that can be found at http://www.uas.alaska.edu/forms/.

2.e: Student Rating of Faculty and Courses

Students’ rating of a faculty members’ teaching effectiveness is an important element in the faculty evaluation process. Students’ rating of instruction is managed by the Office of the Provost in coordination with various administrative units.

**Online Student Ratings of Courses**—The process of evaluating an instructor’s scholarship of teaching and learning includes students’ ratings of instruction. UAS Information Technology Services, under the direction of the Provost’s office and in coordination with various administrative units, manage student rating questionnaires.

**Anonymity**—The online student ratings system will keep students’ individual names separate from their responses, so students can be assured of anonymity in submitting the questionnaires. Students have the right to submit a blank questionnaire or opt out of submitting one at all.

**Courses evaluated**—All courses taught at UAS will be evaluated using this system. In team-taught courses, a single evaluation form will be used with instructor specific questions naming the individual instructors where appropriate.

**Access to results through course web sites**—The rating system automatically generates a summary report for each course. This report includes frequency distribution, mode, standard deviation, bar chart, mean, and median scores along with a compilation of any comments. Access to these results is blocked until two weeks after the ending date for the specific course. Once the report is available, anyone with instructor-level access to the course web site may view or download the full summary information. In addition, these individuals may download the raw-data in Excel format. Before the start date for administration of the questionnaire, the instructor may choose who else may access the numerical results through the course web site. Options include students enrolled in the course (the default), individuals with active UA computer accounts, or anyone visiting the course web site. If the instructor makes the rating results available to a wider audience, only the statistical summaries will be provided through the course web site. Access to student comments is restricted to those with instructor-level access only.

2.f: Grades and Grading

Course Completion Contracts- Any student who receives an “incomplete” as a grade must have a Course Completion Contract on file with the department. The Course Completion Contract can
be obtained from the administrative assistant in your area and should contain those assignments necessary for satisfactory completion of the course. There is a copy of the contract at the back of this handbook.

**Recording Grades**—Grades are due within 5 business days after the last day of instruction. Grades may be posted online at uaonline.alaska.edu or on a paper roster. All students must have a grade listed. Grades will either be A through F, Pass (P) or Fail (F), Incomplete (I) or No Basis (NB). If assigning an F or NB, the last date the student attended the class will need to be entered. Once grades are submitted online, a grade cannot be changed online, to do so will require a Grade Change Form. If you have any problems with the UA Online system call your local campus for assistance.

**Change of Grades**—If a student's grade needs to be changed (e.g., completion of an Incomplete), a Change of Grade Form must be completed by you. Within one year, if a grade change is needed, only your signature is required. If the grade change is after one year, a rationale must be provided as well as signature approval of the dean and the registrar (or provost). A Change of Grade form is available from the administrative assistant in your area or online. See additional information on grading from the UAS Academic Catalog.

*If you are teaching a class that is wholly or in part designated E-Learning, you will want to communicate early with your faculty or staff contact person, so that he or she can guide you to those on your campus who provide training in the use of smart classroom, instructional technology, and other electronic course delivery resources.*
New UAOnline Grading Option

Step 1
Login to UAOnline at https://uaonline.alaska.edu/. Please login using your username and password. This is the username and password associated with your university email account and Blackboard.

Step 2
Click on Faculty Services tab

Step 3
Select “Enter Grades New!”

Step 4
You will be routed to the Faculty Grade Entry page. You will see courses for which you are the primary instructor listed at the top. Click anywhere on the first course you wish to grade. The class roster will appear below.

If you have a small monitor or are using an iPad, vertical and horizontal scroll bars enable you to view all row and column information.

Step 5
Students who withdrew from or audited your course will already have the appropriate grade entered. You will skip over those students.

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Rolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>✓</td>
</tr>
<tr>
<td>W</td>
<td>✓</td>
</tr>
</tbody>
</table>

Step 6
You have two options for entering grades.
Option 1 – Use Dropdown Boxes

1. Enter a grade for each student in the Final Grade column using the drop down menu that appears when you click in the cell.

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB</td>
<td></td>
<td>05/19/2014</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>06/25/2014</td>
</tr>
</tbody>
</table>

2. Due to compliance requirements for institutions receiving federal money, any grades of F or NB require a date of last attendance in the following format: MM/DD/YYYY. You can hand type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell. A best guess is fine.

Please note: Instructors teaching in centrally scheduled classrooms will not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Attend Hours column to indicate the student took the final, if appropriate.

3. There is an additional requirement for students who never attended your course, regardless of whether you assign an F or NB.
   a. Enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column and enter a zero in the Attend Hours column.

4. You do not enter anything in the Midterm Grade or Rolled columns.
5. Be sure to click the Save button in the lower right hand corner after you have submitted grades and dates of last attendance/attend hours, if appropriate. If you do not click save, your grades will not be submitted.

![Save button](image)

6. If there is an issue with any information you entered, you will be notified immediately with a pop up message in the upper right hand corner. It will identify the error(s) and look something like this:

```
⚠️ A last attend date is required for grade.
```

A red exclamation point also appears to the left of each student’s name to help you easily identify where corrections are needed.

7. Please correct the error(s) and then click Save again until you receive only the green ‘Save Successful’ notification.

```
✔️ Save Successful
```

8. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.

9. When finished, click Sign Out in the upper right hand corner.

**Option 2 – Import Grades Using Excel**

1. Click Tools in the upper right hand corner and then Export Grade Template.

![Tools button](image)

2. Choose to export the roster as an .xls or .xlsx file. If you are running Microsoft Excel 2007 or later, select .xlsx. Then click Export.

3. Enter the final grades and dates of last attendance (for NB and F grades) in the Final Grades column of the Excel spreadsheet. Remember to use the correct format for the last date of
attendance (MM/DD/YYYY) and to enter a zero in the Attend Hours column for those students who never attended your course. Save the Excel file to a secure location. Note: The Incomplete Final Grade, Extension Date and Extension Date Constraints fields are null. Please ignore them.

4. Back in UAOnline, select Import from the Tools menu.

5. Browse to the location in which you saved the file, select it and click next.
6. Next you have an opportunity to preview the file. Click next.
7. You can ignore the Map Columns step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click next.
8. The next screen will summarize the anticipated results of this import. Click Import (even if you see that records containing errors will not be imported).
9. The final screen will summarize the results of the import and might look something like this:

10. If any records contained errors and were not imported, click on the orange notification icon to minimize the above summary. Click the validation report link before finishing.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

The validation report will open in Excel. An Error column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click Finished in the Import Grades dialog box. Import your spreadsheet again until all records import and save successfully.

11. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.
12. When finished, click Sign Out in the upper right hand corner.
Additional information:

- The Reset button pictured above only resets columns that have not been previously saved.
- Rolled grades (green checkmark in the Rolled column) cannot be changed online. They have already rolled to the student’s permanent academic record. Grades roll to students’ records every night.

Please contact the local records office with questions about this new grading option.
Chapter 3
Academic Support/Services

This section of the handbook familiarizes you with the network of support services available, so your experience teaching at UAS is smooth and successful. Library resources and tutorial & learning/student services are covered here, as well as a basic primer on instructional technology – with essential information about how you can put technology to work for you and your students.
3a: Information Technology Services

Mission Statement
The mission of UAS Information Technology Services is to make the University of Alaska Southeast an exceptional place to learn by providing computing technology and services responsive to the needs of the University community.

UAS has incorporated a number of strategies related to use of technology in the UAS Strategic & Assessment Plan:

- Provide technology and services which support and enhance learning
- Expand access to written and electronic information resources
- Provide coordinated information technology instruction based on computing resources used for UA administrative and academic support.
- Assist and encourage all staff to integrate technology improvement into campus best business practices.
- Design of systems to maximize student interactivity and program and faculty control.

Electronic Portfolios
In conjunction with course management, UAS provides a Web portfolio system. An ePortfolio is automatically created for every faculty member and student. As a part of this portfolio, a unique "page" is created for every class an individual takes or teaches. Faculty and students are encouraged to use this resource to support both summative and formative evaluation of learning outcomes, and to create a community of scholars through Weblogs, podcasts and other social networking strategies.

Course Provisioning

1. Course sites are created for every UAS course section within the UA Blackboard Learn system.
2. Course sites are created as soon as the Registrar's office releases the term and are updated daily.
3. Course sites are maintained indefinitely for institutional users, accrediting bodies and the general public.
4. Faculty may choose to link multiple class sections together for ease of management or to create a single larger cohort for student collaboration. Linked courses retain their unique titles and web addresses, but share a single pool of resources and activities and can be managed from a single class site.
5. In addition to Banner courses, a non-Banner course site can be created by contacting the Helpdesk.

Course Access

1. All course sites are visible to the general Internet.
2. Faculty may restrict course resources and activities.
3. Faculty may add individuals to the class roster/gradebook.
4. The official UAS student course rating system is entirely online and is integrated into UAS Online. Only officially registered students may submit course rating forms.
5. All faculty designated in Banner as "instructors of record" are automatically added to the associated course. UAS does not enforce storage limits on course sites or ePortfolios.
6. Faculty may import resources from other course sites and across terms, provided the faculty has management access to the course materials. When this access does not already exist, faculty may request access from the original faculty member or from the academic department.

**Technology Help**
The UAS ITS Technology Helpdesk is available to provide initial assistance with any technology needs of both faculty and students. For hours of operation, contact details, and technical support guides, please visit the website. [http://www.uas.alaska.edu/helpdesk/index.html](http://www.uas.alaska.edu/helpdesk/index.html)

### 3.b: Classrooms and Regional Equipment

All students, faculty, and staff have network storage, Web hosting space and ePortfolios. The campuses have wireless Internet for the convenience of all users. Mobile classrooms consisting of laptops utilizing the wireless network are available to faculty. Video conferencing is available for faculty for classes and meetings with staff or students at other campuses. Computing labs are available in Juneau, Sitka, and Ketchikan for students to complete homework assignments. Contact local support to see what is available on your campus.

- **Juneau Information**: 796-6400 877-465-6400
- **Sitka Information**: 747-7700 800-478-6653
- **Ketchikan Information**: 228-4511 888-550-6177

### 3.c: Media Services

Media Services in Juneau provides support for all campuses with its many services. Contact 796-6374 or 877-465-6400.

*To report broken University equipment:*
- Juneau Campus, computers & phones - ITS Helpdesk - 796-6400
- Ketchikan Campus, computers & phones - Campus Technician - 228-4532 day 228-4570 eve
- Sitka Campus, computers - Campus Technician - 747-7744
- Sitka Campus, phones - Facilities Services - 747-7724
3.d: Center for Excellence in Learning and Teaching

The Center for Excellence in Learning and Teaching (CELT) provides regional peer to peer and professional support for UAS faculty in both instructional design and the scholarship of teaching and learning. CELT is physically located on the lower level of Egan Library, room 103, on the Juneau campus.

The newly designed CELT website is a one-stop shopping portal for a variety of professional development opportunities available to UAS faculty, including faculty-developed programming around pedagogy and instructional practice, on-site workshops provided through the Provost’s office, and online opportunities provided by external networks, such as the Online Learning Consortium. It also serves to highlight innovative faculty teaching at UAS. For more information, please visit http://www.uas.alaska.edu/celt

Instructional Design Network (IDN)

The Instructional Design Network (IDN), a program area within CELT, supports faculty in the design and development of e-Learning courses as well as the integration of technology into face-to-face courses as needed. Instructional designers provide training and consultation in the use of all UAS technologies.

For more information, contact Maureen O'Halloran, Regional Instructional Design Coordinator, at 907-796-6557 or visit the IDN website http://uas.alaska.edu/celt/idn. Additional assistance is available from John Ingman (Sitka - 907-747-7725) and Kimberly Matsuura (Ketchikan - 907-228-4507). See http://uas.alaska.edu/celt/idn/staff/ for additional contact information.

Scholarship of Teaching and Learning (STL)

CELT’s Scholarship of Teaching and Learning (STL) program provides peer-to-peer opportunities for faculty professional development through exploring and sharing effective, evidence-based teaching and learning methods. Faculty are encouraged to participate in STL workshops and collegial learning spaces and to get involved by designing and leading sessions in their areas of interest. For more information, contact Kaia Henrickson, Assistant Professor of Library and Information Science, at 907-796-6515 or visit the STL website to explore ways to get involved: http://uas.alaska.edu/celt/stl.

3.e: Learning/Student Centers

Juneau Campus

The Learning Center, an integral part of the UAS learning community, provides tutoring and testing services empowering students to achieve their educational and professional goals while supporting student engagement within the UAS community and beyond. The Learning Center also contributes to local and regional community workforce development by providing testing services for business, industry, and government agencies.
Services: Math tutoring, hosting tutors in subject areas, testing (local, distance, placement, and standardized), computer use, study space and more. For further information, please visit us at http://www.uas.alaska.edu/juneau/tlc/index.html give us a call at 907-796-6348, or stop by.

The Writing Center, located downstairs in the Egan Library, Room 105, advises students from all disciplines on writing projects. The Writing Center team’s aim is to help your students master the writing process through attentive, supportive assistance and a genuine interest in what they have to say. For further information including hours, please visit us at: http://www.uas.alaska.edu/juneau/writing-center/, contact us at 796-6187 or 796-6188 or email uas.writingcenter@alaska.edu. We look forward to seeing you in the Learning Center and Writing Center!

Ketchikan Campus
The mission of the Ketchikan Learning Center is to support student learning and to help students achieve their academic goals, whether that means completing a course, an entire degree, or a certification exam.

The Learning Center provides writing consultations, math tutoring, computer use, distance education support, proctoring, state and national testing, and placement testing. For more information, please contact us at 907-228-4545 or visit our website at http://www.uas.alaska.edu/ketchikan/studentservices/TutoringServices/index.html.

The Ketchikan campus Computer Lab has computers available to students for on campus courses, distance education courses, with printing and scanning capabilities. The lab is open morning and evening hours. Kimberly Matsuura is available to support students in the computer lab. 907-228-4507 or kcschulte@alaska.edu

Sitka Campus
The Sitka Campus Learning Center is an integral part of not only the campus community, but the larger Sitka community as well. The Center provides:
• tutoring • testing • quiet and group studying spaces • computer lab • small library
• Disability services • Adult Basic Education Program • GED tutoring and testing
• Writing Improvement Program • English as a Second Language Program
Please visit us at http://www.uas.alaska.edu/sitka/support/index.html or give us a call at 907-747-7717.

3.f: Library Services

William A. Egan Library – Juneau Campus
http://www.uas.alaska.edu/library

Mission Statement
Egan Library supports scholarship, research, and creative activities at the University of Alaska Southeast by providing relevant, diverse, and well-maintained collections, by helping individuals evaluate and efficiently use those resources, and creating a welcoming environment for all.

**Egan Library Contacts**
- Elise Tomlinson - Regional Library Director - 796-6467  
  emtomlinson@alaska.edu
- David Cox II – Associate Professor of Library Science, Technical Services Librarian – 796-6522  
  dbcoxii@alaska.edu
- Jonas Lamb—Assistant Professor of Library Science, Public Services Librarian - 796-6440  
  Jlamb13@alaska.edu  Liaison Areas – School of Career Education and Natural Sciences Department
- Jennifer Ward – Associate Professor of Library Science, Outreach Services Librarian - 796-6285.  
  jdbrown@alaska.edu  Liaison Area - Schools of Education and Management
- Kaia Henrickson – Assistant Professor of Library and Information Science, Information Literacy Librarian - 796-6515  
  mjwatson4@alaska.edu

**Your Librarian Liaison can help you:**
- Place course materials on reserve for your students
- Borrow materials from a network of libraries nationwide as well as abroad
- Request the purchase of new library materials (books, journals, DVDs, etc.)
- Develop assignments focusing on the information literacy core competency by visiting your class to show students how to find credible research sources
- Discover new research collections and tools in your area of expertise

**Faculty FAQ:** [http://www.uas.alaska.edu/library/faculty/faculty-faq.html](http://www.uas.alaska.edu/library/faculty/faculty-faq.html)

**Department Phone Numbers**
- Circulation Desk - 796-6300
- Reference Desk - 796-6502
- Reserves - 796-6264
- Interlibrary Loan - 796-6470
- Acquisitions - 796-6345
- Toll Free - 877-796-6502

**Egan Library Hours**
- Egan Library is open seven days a week, including evenings and weekends, during Fall and Spring Semesters. Hours vary during Intersession, Spring Break, and Summer Session; check the library website for details.
- Mon. - Thurs. 8:00 a.m - 10:00 p.m  
  Saturday 11:00 a.m. - 5:00 p.m.
- Friday 8:00 a.m. - 5:00 p.m  
  Sunday 11:00 a.m. - 8:00 p.m.

**Library Catalog**
- The Egan Library is part of the Alaska Library Catalog (ALC), a consortium of 40 public, academic, special, and K-12 libraries throughout the state of Alaska. Egan Library users may borrow materials from any of the ALC member libraries. There over 2 million items in our combined library catalog which currently covers more than 90% of Alaska. Library cards issued at any participating **JLC Library** can be used at the Egan Library.

**UAS Ketchikan Campus Library**
Mission Statement
The primary mission of the UAS Ketchikan Library is to provide UAS students and faculty, without regard to their geographic location, with a full range of library services and resources. The library supports the instructional programs of the University and strives to meet the information and research needs of the Ketchikan community. The library offers access to high quality resources, services, and gateways to information.

UAS Ketchikan Campus Library Contacts
Kathleen Wiechelman - Librarian - 228-4517 kwiechelman@alaska.edu
Shellie Tabb - Library Assistant - 228-4567 astabb@alaska.edu
To contact the Campus Library to place items on reserve, to request interlibrary loan materials, to schedule a library instruction session, or to ask a question, call 228-4567 or 228-4517.

Ketchikan Campus Library Hours
The UAS Ketchikan Campus Library is open five days a week during Fall and Spring semesters. Hours vary during Intersession, Spring Break, and Summer Session; check the UAS Ketchikan campus library website for details.
Mon. - Thurs. 9:00 a.m. - 6:00 p.m. Friday 9:00 a.m. - 5:00 p.m.
Saturday/Sunday Closed

Library Catalog
The UAS Ketchikan Campus Library is part of the First City Libraries consortium, a group of Ketchikan Libraries, including the Ketchikan Public Library, the libraries at the Ketchikan Gateway Borough Schools, and the Campus Library. You may find the library catalog at http://www.firstcitylibraries.org

UAS Sitka Campus
Sitka campus students, staff, and faculty are encouraged to use the services and resources of Egan Library. To meet your needs, please go to the Egan Library web site http://www.uas.alaska.edu/library and take advantage of services (interlibrary loan, instruction, consultation, reference assistance) or gain access to bibliographic databases, full-text journal articles, and e-books. The Outreach Services Librarian, Jennifer Ward 907-796-6285 jdbrown@alaska.edu is your liaison to the Egan Library.

3.g: Personnel Matters (CBA & Required Training)

Collective Bargaining Agreement—United Academics – Adjuncts AAUP-AT/AFL-CIO
For the complete Collective Bargaining Agreement, please visit the UA Statewide Labor & Employee relations website at: http://www.alaska.edu/labor/adjuncts-info/

REQUIRED TRAINING
UA is committed to making our campuses safe and positive work environments for our faculty, staff, and students. The Employee Learning Library (MyUA Dashboard link [select employee services dashboard]: https://myua.pageuppeople.com) contains the four required training courses all UA employees must complete:

1. Illness and Injury Prevention (One time)
2. Hazard Communication (One time)
3. Anti-bullying in the Workplace (One time)
4. Title IX Training (Annually by October 1st)*

These training requirements are for all faculty, staff, adjunct, temporary staff, and student employees.

The following are MyUA Learning Library troubleshooting tips from Statewide:

1. Use the browser Google Chrome
2. Ensure that 'block cookies' or any setting that prevents cookies and/or pop-ups from functioning normally is not active in your browser settings.
3. Clear your cache, cookies, and any other temporary files saved locally in your browser.
4. Log out of MyUA and restart your browser
5. Access the training once again through MyUA

3.h: Self-Assessment

Adjunct self-assessment is part of UAS’ overall effort to provide constructive and timely feedback to adjuncts, focusing on continuous improvement of instruction. It is an important part of improving the quality of UAS’ teaching and learning—key to accreditation and student success. Adjunct instructors are asked to complete an annual adjunct faculty self-assessment form prior to the end of their current teaching year. The completed self-assessments are subsequently reviewed by the appropriate program coordinator or department chair that then provides a response to the adjunct instructor. Adjunct Self-Assessment: http://www.uas.alaska.edu/provost/adjunct/selfassessment.html
Instructional Technology
UAS Online and Blackboard!

UAS Online (www.uas.alaska.edu/online) is the portal to our Learning Management System (LMS). Students and faculty access their course sites by logging into UAS Online. After you or your student’s login, you will see a list of links to your courses.

An online Blackboard course site is created for every UAS class. This site can be used to list your assignments, lecture notes, exams, notices, syllabi, power point presentations and to record grades, as well as provide other resources utilized in your instruction. You can access your Blackboard course site(s) through the UAS Online portal http://uas.alaska.edu/online/ For more information and support visit the online Instructional Design Network at http://www.uas.alaska.edu/celt/idn/

Contact: For information or one-on-one assistance and personalized training with instructional technology, please contact the regional instructional design coordinator at maohalloran@alaska.edu or 907-796-6557 or your local administrative assistant. Additional assistance is available from John Ingman (Sitka - jfingmanjr@alaska.edu or 907-747-7725) and Kimberly Matsuura (Ketchikan - kcschulte@alaska.edu or 907-228-4507). See http://uas.alaska.edu/celt/idn/staff/ for additional contact information.

For assistance with technology troubleshooting and general technology training, please contact the IT Helpdesk: uas.helpdesk@alaska.edu or 796-6400, 1-800-465-6400.

UAS Online and Blackboard - http://www.uas.alaska.edu/celt/idn/blackboard/

Use the menu located in the left sidebar on the IDN’s Blackboard information site to explore features and learn how to use them. Begin with these links:

**Uploading Your Syllabus:** UAS requires that every course site have a syllabus posted to Blackboard by the first day of class. Even if you’re not planning to use Blackboard for assignments and other teaching materials, you’ll want to upload your syllabus using these instructions.

**Understanding Your Blackboard Course Site:** Describes the basic layout of a Blackboard course site and defines some of the terminology.

Online training for the Blackboard Learning Management System is also available at http://uas.alaska.edu/pub/bb201 .
FAQ: Frequently Asked Questions
Includes instructions for using Blackboard’s “Student Preview” feature, adding additional users (such as Teaching Assistants) to a course, and more.

1. How do I get an I.D./swipe card and/or a key to campus if I need one?
Contact the administrative assistant in your area to obtain the paperwork to gain an UAS ID/swipe card and/or keys. Your administrative assistant can assist you in initializing your ID/swipe card for gaining access to buildings or classrooms.

2. Am I able to sponsor an independent study project if a student approaches me?
Adjunct faculty may not supervise student independent study projects or internships. Only full-time faculty members may supervise student independent study projects and internships.

3. Do I have to purchase my own classroom supplies?
Any one of the department’s administrative staff can provide you with instructional supplies such as pen, pencil, grade book, white board markers, folders, etc.

4. Do I have a box where I can receive mail and campus communications?
Check with the appropriate campus / department administrative contact as to the location of your mailbox, if any.

5. When do I get paid, and is direct deposit available?
Per Article 13.1.1 of the CBA, United Academics-Adjuncts unit members will participate in direct deposit of net pay. Using electronic means the University will deposit net pay and other reimbursements into employee designed financial accounts. The form for automatic deposit is located online or from your H.R. office. Once completed, please return the form to the H.R. department. Remember to attach backup from your financial institution that has your name, routing number, and account number preprinted on it. If you had automatic deposit before, you need not reapply unless your employment was terminated at UAS and you were rehired. To receive your pay information you will need to go to http://uaonline.alaska.edu/. For more information about the UAS auto deposit system contact UAS Payroll at 796-6273.

6. Do I have an active personnel file?
Yes, when you applied for this position, you completed an application with the 1-9, W2, Demographic data, etc. You will also need to provide a current resume/vitae, official educational transcripts to be mailed to the department office, copy of your current driver’s license and copy of your social security card. Please bring appropriate documentation, such as your driver’s license or passport for the H.R. office to copy. A Banner ID will be provided to you and this will be your university identification number. (If returning as an adjunct, please check with your department to see if the most current information is on file.)

7. What if I need to purchase something for my class?
All purchases must go through the authorization process and be authorized prior to actual purchase. Please contact your administrative assistant for any purchasing needs. Commitments, or obligations to purchase, made by faculty members or others without approval are unauthorized expenditures and are the personal responsibility of the individual making the commitment.
Binding purchase commitments may be made only by purchasing personnel. Talk to the appropriate campus contact for more information and details on purchasing.

8. How do I get reimbursed?
Reimbursements for minor purchases (up to $100.00) are handled by one of the campus petty cash custodians (cashiers also do petty cash) under the following conditions: the transaction is approved by an authorized person and the reimbursement is requested without excessive delay within five working days. Because there are restrictions regarding what can be approved, based on what type of purchases are or are not reimbursable, it is best to check with a person authorized to approve petty cash reimbursements before making purchases. The costs of travel, entertainment, personal use items, or food are not reimbursable through petty cash.

9. What if I get sick on a day I have class?
If you know you will be missing a class in advance, work with your faculty mentor to arrange for a substitute or other appropriate class activity. If you have a last minute emergency or event that prevents you from teaching please contact the appropriate administrative assistant to post a sign on the door. If the class is an e-Learning class, post a notice on your class web site. You may also want to send a bulk email to the students notifying them of the cancelled class.

10. I've heard that adjunct faculty can take classes at UAS for free. What's the deal?
A three credit tuition waiver is earned for each semester of teaching and may be used by you, your spouse/domestic partner and your dependent child under the age of 24. You must apply for and document eligibility for the waiver prior to fee payment, and no refund of paid tuition will result from the application of this provision. Payment of fees is the student's responsibility and is due at the time of registration. An adjunct may accrue tuition waivers earned in accordance with this provision up to a maximum of 21 credits. Banked waivers shall expire 24 months after the last assignment in the bargaining unit represented by United Academic – Adjuncts or upon employment in another class of employment eligible for tuition waiver. Once expired, a tuition waiver is not reinstated by subsequent employment.

Appendix - Web Links to Forms
- Change of Grade
  http://www.uas.alaska.edu/facultyhandbook/docs/forms/ChangeOfGrade.pdf
- Course Completion Contract
  http://www.uas.alaska.edu/facultyhandbook/docs/forms/CourseCompletionContract.pdf
- UAS Petition
  http://www.uas.alaska.edu/forms/documents/petition.pdf
- Tuition Waiver
  http://www.alaska.edu/files/benefits/tuition_waiver_employee_enterable.pdf
- Self-Assessment
  http://www.uas.alaska.edu/provost/adjunct/selfassessment.html