<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome from the Dean</td>
<td>5</td>
</tr>
<tr>
<td>About the Zanesville Campus</td>
<td>6</td>
</tr>
<tr>
<td>Reading This Manual</td>
<td>6</td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td>6</td>
</tr>
<tr>
<td>Adding Students to Your Class</td>
<td>7</td>
</tr>
<tr>
<td>Adjunct Teaching</td>
<td>7</td>
</tr>
<tr>
<td>Approvals to Teach Specific Courses</td>
<td>8</td>
</tr>
<tr>
<td>Assignments</td>
<td>8</td>
</tr>
<tr>
<td>Benefits</td>
<td>8</td>
</tr>
<tr>
<td>Blended Courses</td>
<td>9</td>
</tr>
<tr>
<td>Class Cancellation</td>
<td>9</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Class Meeting Times/Breaks</td>
<td>10</td>
</tr>
<tr>
<td>Classification of Faculty</td>
<td>11</td>
</tr>
<tr>
<td>Classroom Assignment</td>
<td>11</td>
</tr>
<tr>
<td>Class Rosters</td>
<td>11</td>
</tr>
<tr>
<td>Classroom Courtesy</td>
<td>11</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>12</td>
</tr>
<tr>
<td>Confidentiality of Student Information/FERPA</td>
<td>12</td>
</tr>
<tr>
<td>Copyrighting</td>
<td>12</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>12</td>
</tr>
<tr>
<td>Disruptive Students</td>
<td>13</td>
</tr>
<tr>
<td>Email</td>
<td>13</td>
</tr>
<tr>
<td>Exam Administration</td>
<td>13</td>
</tr>
<tr>
<td>Faculty Mail</td>
<td>14</td>
</tr>
<tr>
<td>Faculty Portal</td>
<td>14</td>
</tr>
<tr>
<td>Faculty Support Staff</td>
<td>14</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>14</td>
</tr>
<tr>
<td>Appendix</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Commonly Used Extensions/Question Routing</td>
<td>29</td>
</tr>
<tr>
<td>Emergency Quick Reference Guide</td>
<td>31</td>
</tr>
<tr>
<td>Incomplete Grade Contract</td>
<td>33</td>
</tr>
<tr>
<td>Pre-Semester Checklist for New Faculty</td>
<td>34</td>
</tr>
<tr>
<td>Sample Syllabus Guidelines</td>
<td>35</td>
</tr>
</tbody>
</table>
Welcome to Ohio University Zanesville!

You are now part of a vital academic community that serves the Appalachian region of Muskingum and its surrounding counties. Our students, many of whom are first generation college students, impress us regularly with their determination, engagement, inquisitiveness, and resilience. Our staff is committed to placing the needs and the success of our students first. Our faculty are devoted to their disciplines, dedicated to excellence, and willing to go the extra mile on behalf of our students. They have created a learning environment that encourages students to continually strive to challenge themselves, to grow not only intellectually, but also ethically, emotionally, and socially.

You are an important contributor to this learning environment and your service to Ohio University Zanesville and our students is invaluable. We value your expertise, your shared commitment to our students, and the diverse perspectives you bring to the campus.

In support of your efforts, we have developed this manual. It is filled with information that will help you acclimate to the institution and provide you guidance as questions arise. For your convenience, it is arranged by subject in alphabetical order.

This manual is meant to supplement, not to replace, your colleagues as sources of assistance and information. Indeed, we strongly encourage you to meet regularly with departmental faculty to review schedules, course content, etc.

Again, thank you for what you bring to our campus and to our students.

Jeremy W. Webster, Ph.D.  
Dean  

Hannah Nissen, Ph.D.  
Interim Associate Dean
ABOUT THE ZANESVILLE CAMPUS

“Branch Centers” (i.e., the original name for the regional campuses) in the state of Ohio were proposed and created in 1946 as a short-term plan to meet the immediate enrollment surge created by veterans returning home from the second world war who sought to avail themselves of the benefits offered through the G.I. Bill. It was originally intended that these centers would close after two or three years, ostensibly in response to anticipated waning enrollments after the immediate boom.

Ohio University Zanesville first offered courses at Lash High School in September, 1946, enrolling an inaugural class comprising 154 men and 72 women. Of these, 100 came from as far away as Arkansas and North Carolina. These visiting students were housed in private homes while they studied in Zanesville.

Of course, demand did not wane but increased dramatically instead. In 1954, Ohio University Zanesville moved its course offerings into the newly-renovated Zanesville High School. Demand increased still, such that in 1966 classes were relocated to what is now Elson Hall on the 179-acre tract the campus presently occupies. Herrold Hall was built in 1974, followed by Littick Hall (with gymnasium) in 1976.

Ohio University Zanesville is one of five regional campuses of Ohio University, the others of which are located in Chillicothe, Lancaster, Ironton (referred to as Ohio University Southern), and St. Clairsville (referred to as Ohio University Eastern). Ours is a co-located campus with Zane State College with whom such services as security, facilities management, bookstore, and library resources are shared. Some students attend classes at both institutions simultaneously.

The campus is approved to offer baccalaureate degrees in Applied Management, History, Health Services Administration, Nursing, Communications, Criminal Justice, Social Work, Specialized Studies, Technical and Applied Studies, Early Childhood Education, Middle Childhood Education, as well as associate degrees in Nursing, Electronic Media, Art, Science, and Individualized Studies.

READING THIS MANUAL

Topics are presented in alphabetical order. Each topic will provide contact information for each area, identifying a staff member or members who can assist in answering more detailed questions for you. If the subject heading you seek doesn’t appear, find something closely related and contact the individual listed there. S/he should be able to help you. All telephone numbers have a 588 prefix (and a 740 area code) unless presented otherwise. Please direct any concerns or comments regarding this manual to the Academic Division Coordinator.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

ACADEMIC MISCONDUCT

The Ohio University Student Handbook includes the following description of acts considered to be in violation of the Student Code of Conduct:

“Academic misconduct is an A1 violation of the Ohio University Student Code of Conduct and is defined by the student code of conduct as dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to, cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one’s work, or submitting the same assignment in different courses without consent of the instructor.”

http://www.ohio.edu/judiciaries/academic-misconduct.cfm#students
This statement may be included and cited on your syllabus to assist in communicating clear expectations about what constitutes cheating and plagiarism. You are free, of course, to write your own statement, but it is definitely a good idea to include a statement of Academic Integrity (perhaps a more positive heading) in your syllabus.

If you suspect that a student is in violation of the Student Code of Conduct, please immediately notify the Associate Dean, who is authorized by the Office of Judiciaries to serve as the campus agent for Judiciary action. In cases of verified academic dishonesty, at their own discretion, faculty may: (a) require the student to redo the work; (b) fail the student on the tainted assignment; (c) fail the student for the course; and/or (d) pursue any of the aforementioned actions and refer the matter for further discipline to the Associate Dean who will facilitate Judiciary action. For administrative and legal reasons, faculty may fail a student but they may not dismiss students from their classes. If the faculty member believes that the presence of a student poses a disruptive or unsafe threat to normal classroom activity, s/he should notify the Associate Dean.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

ADDING STUDENTS TO YOUR CLASS

All classes have a specified enrollment limit. Instructors have the discretion of allowing additional students to enroll in classes where the limit has been met. These decisions should be based on the availability of seating and other necessary resources (e.g., computers, lab equipment) and should follow consultation with the Academic Division Coordinator. If a student comes to you requesting admission to your class because they do not meet the prerequisites, tell them they will need to email the senior faculty in the specific discipline of your class and ask for permission. The faculty will ascertain their qualifications to enroll in your course and respond in the affirmative or negative regarding the request. This email thread will then need to be forwarded to Sara Brennan to override the exceptions for enrollment. This is critical for classes in Education and Nursing.

Contact: Ms Sara Brennan, Records Mgmt. Specialist (x 81502) brennans@ohio.edu

ADJUNCT TEACHING

Adjunct instructors teach for a wide range of reasons. They may want to share their expertise with others, or they may want to teach at the college level. Perhaps their jobs don’t provide them desirable, comparable experiences, or maybe they make their living this way, etc. Whatever brings them to campus, their efforts on behalf of OUZ and its students are deeply appreciated.

From a technical, legalistic sense, adjunct instructors are temporary, part-time, at-will faculty members of Ohio University. As such, they are contracted for a fixed period to perform specific instructional duties and to attend all mandatory meetings. They neither have nor should they assume any guarantee of future employment. Nor should there be any expectation of extra consideration should a full-time teaching position in their respective disciplines become available. All full-time, benefit-earning positions at Ohio University must be posted internally and/or externally for open competition. They are, of course, free to apply for any position for which they feel qualified.

That said, many adjunct instructors have been serving the University in this capacity for years and find great personal satisfaction, professional growth, and good financial remuneration for doing so.

The immediate supervisor of all adjunct instructors is the Academic Division Coordinator (except in Nursing). Clinical support staff report to the Associate Director of Nursing.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu
Mrs. Pamela Sealover, Assoc. Director of Nursing (x 81473) sealover@ohio.edu
APPROVALS TO TEACH SPECIFIC COURSES

Accreditation requirements mandate that the home campus in Athens maintain oversight of the quality of instruction on the branch campuses. While this is not always the case with some branch campuses in relation to their home campuses at other universities (i.e., their regional campuses are independently accredited), it is so with Ohio University.

Our own campus faculty provide initial review of the credentials of prospective instructors. To ensure that accreditation requirements are met, however, departmental faculty in Athens enjoy rights of final review to approve the credentials and experience for anybody teaching in an adjunct capacity at any of the regional campuses. Some departments grant this approval easily, some less easily. Some require annual re-evaluation and approval, others don’t. Some require a great deal of documentation, others far less. Some require doctorates of adjunct instructors, others are content with masters degrees for 1000- and 2000-level courses but doctorates for anything above that. Some departments require masters degrees to teach anything in the curriculum with appropriate professional experience. Others don’t consider professional experience at all and are solely credential-bound. It is all entirely up to the departments.

Needless to say, the process can be either arduous or extremely simple. In any case, this approval is absolutely essential before you are allowed to teach at OUZ. Approval is extended on a course-by-course basis. There is no “blanket” approval to teach all of the courses in a department’s curriculum. It is the responsibility of the Academic Division Coordinator to ensure that the approval processes are followed as per departmental directives.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

ASSIGNMENTS

Adjunct instructors have full responsibility for and rights to establish the criteria on which they will base the final grades for their students. Quizzes, examinations, projects, research or term papers, journals, participation in classroom or online discussion boards, lab work, homework, attendance, etc., are all at an instructor’s disposal. The University relies on your discretion to assure that students are provided ample and multiple means for demonstrating mastery of course content, both in terms of quality (e.g., level-appropriate intensity/depth of the work, comprehensive/cumulative assignments or exams, etc.) and quantity (i.e., how many exams, quizzes, papers, etc.).

Instructors should have genuine and well-considered assignment objectives to anything they assign. To make assignments for the sake of making assignments or because the instructor may have endured similar assignments when s/he took the course, etc., is not an appropriate justification. Assignments should be driven by and measurements of specific course objectives. Further, students in a 1000-level (i.e. freshman-level) course should not be expected to take final examinations based on rigid, long essays, or expected to write in-depth, lengthy research or term papers before they’ve even had their freshman-level writing class.

Note: In some departments, there are uniform, standardized, “common” examinations that must be included in the grading criteria. Inquire of departmental faculty whether this is the case for your classes.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

BENEFITS

As employees of Ohio University, you are entitled to the following:

Employee Assistance Program (IMPACT): this is a program providing 24-hour, seven-day/week confidential, complimentary counseling support for you and your household members, dependents living away, etc. Face-to-face counseling is also available, with up to six sessions included per problem occurrence. Call 800.227.6007 or email www.myimpactsolution.com

Ombudsman: The Organizational Ombudsman plays a proactive role in dispute resolution and also trains, consults and coaches in matters concerning positive organizational development. Services are outlined at http://www.ohio.edu/ombuds/. Call Judith Piercy, Interim University Ombudsperson at 740.593.2627 or email ombuds@ohio.edu.
Retirement: Adjunct faculty are enrolled in State Teachers Retirement System (STRS) and are exempt from social security taxes on salary earned at Ohio University. Currently, STRS members contribute 14% of gross earnings and the University contributes 14%. STRS offers a defined benefit, defined contribution and a combined plan to new members.

Worker’s Compensation and Medicare

Employee Credit Union (Ohio University Credit Union)

Ability to purchase software at reduced rates through Information Technology

Full Library Privileges both here and at any University campus

Contact: Mrs. Angela Richcreek, Mgr-Accounting & Hum. Res. (x 81508) richcrea@ohio.edu

BLEND CED COURSES

Occasionally called “hybrid” courses, these courses “blend” a significant amount of delivery of course content through online and/or other outside work with a significant amount of delivery of course content presented in “live” or traditional classroom instruction. Historically somewhat variable, ideally the relative percentage of “live” to “online” instruction would be close to 50%/50%.

Some departments in Athens specifically prohibit such delivery for certain, if not all, courses. Adjunct instructors are not often approved to teach these types of courses. At present, policy is being developed to create a procedural mechanism for such seeking such approvals. Until then, all such approvals must be cleared by the Associate Dean. Only under the most extraordinary of circumstances would a faculty member be allowed to teach a blended course s/he has not previously taught in a traditional format.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

CLASS CANCELLATION

Campus-wide cancellation and closing announcement procedures can be found at the OUZ homepage (http://ohiou.edu/zanesville). Faculty are not permitted to cancel, suspend or release their classes early without administrative approval. Only the campus Dean or his/her designee has the authority to officially do so. It is understood, though, that emergencies, illnesses, etc. arise which will prevent your holding class. In such instances, please (a) notify students of such by email (readily facilitated through your Blackboard account or Class list at the Faculty & Advising site), even if you have already announced your absence to your class prior to class time; AND (b) call the switchboard to report your absence. Do not rely on emails or voicemails to various campus offices to inform us as the recipients may not be on campus to receive them. Call until you speak to somebody to ensure that the message is received. The switchboard is always staffed during standard business hours (7:30 am to 6:00 pm).

NOTE: There is nothing so frustrating for students, all of whom commute to campus (some from several miles away), than to arrive on campus to find that their instructor is not there. Please, strongly encourage your students in your syllabus to check their email before coming to campus, particularly during winter months.

Contact: Switchboard 740.453.0762 
Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu
CLASS ATTENDANCE

Faculty enjoy full discretion in establishing their own class attendance policies. Indeed, there is no uniform Ohio University attendance policy (so please don’t refer to one on your syllabus), although faculty are asked to be mindful of circumstances beyond the control of their students. We are not a resident campus (i.e., there are no dormitories). All of our students commute to campus, most have jobs, many are parents, many tend to elderly parents. Any of these factors can contribute to why a student is not in class on any given day, and many such factors do not lend themselves to verification by external agents in determining whether an absence is “excused” or “unexcused” (e.g., from whom would a student turn for a note verifying that his/her elderly mother was feeling too poorly to leave by herself but not poorly enough to merit a trip to the doctor’s office?). In dealing with adults, perhaps the distinction between “excused” and “unexcused” is an unnecessarily arbitrary one.

Your attendance policy, however you devise it, must be included in the course syllabus. It should include a statement indicating the impact that poor attendance will have on your students’ final grades. Faculty wishing to penalize students’ final grades for excessive absences should provide in the syllabus a clear description of how this will occur (i.e., how many points will be docked, what percentage of the final grade will be penalized, etc.). Students have the right to appeal any final grade adversely affected by attendance and can do so successfully if you do not follow your policy to the letter and if you cannot support your grade with fastidiously maintained attendance records. It is incumbent upon the faculty member in such cases to be able to present records of all missed classes. Indeed, whether you have an attendance policy that can affect students’ grades or not, you should keep attendance records for all of your classes.

Your class attendance policy should go into effect at the first class session, although students who add your course following the first meeting should not be counted absent for missing the first period. Students can’t be absent from a class for which they aren’t registered, only from one they’ve missed after they’ve registered.

Students who participate in University-sponsored activities (e.g., athletics, academic field trips) may request permission to miss class. It is considered appropriate to extend the permission. You should ask the student for written verification of the absence from the faculty advisor or sponsor. It is not required, but respectful, to allow for class absences for observance of major religious holidays.

If a student registered in class does not attend the first two meetings of the class and has not discussed the absences with the instructor, s/he may not be dropped from the class roster by the instructor. The student is not automatically dropped administratively, either. Withdrawing from the class is the sole responsibility of the student and has strict and often serious consequences for financial aid, benefits, etc., so please let students know this. The last day for students to remove a course from their schedules completely is September 8, 2017 for the fall semester, January 26, 2018 for the spring semester (the course will not show on their transcripts). The last day for a student to withdraw from a class and receive a Withdrawal-Passing or Withdrawal-Failing grade is November 3, 2018, for the fall semester, March 30, 2018 for the spring semester. Please include these withdrawal dates on your syllabus.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

CLASS MEETING TIMES/BREAKS

It is the instructor’s responsibility to start classes on time and to prepare classroom activities that span the time for which the class is scheduled. Instructors are expected to meet classes every scheduled day for the full time allotted. Break time (ten minutes per hour) has been built into every class that meets longer than an hour and a half and is to be facilitated at the instructor’s discretion. Faculty are not permitted to forego breaks to facilitate early class release. Sound instructional practice demands breaks for both the instructor and the students.

In the event of unforeseen circumstances (e.g., power outages, inclement weather, etc.) that may arise during the course of scheduled day or evening classes, the decision to release classes early lies solely with the campus Dean or his/her designee. Faculty should wait to be apprised of the decision before releasing the class.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu
CLASSIFICATION OF FACULTY

The faculty of Ohio University Zanesville are classified as Group I (tenured or tenure-track), Group II (non-tenured, non-tenure track, technically permanent part-time), Group III (adjunct or temporary part-time), or Group IV (visiting assistant professor) faculty as per II.C(3) of the Ohio University Faculty Handbook. Emeritus or Emerita status can be accorded to Group I or Group II faculty in recognition of their retirement after a substantial period of meritorious service.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

CLASSROOM ASSIGNMENT

All classrooms at OUZ are equipped with a computer and projector, most have some other sort of projection devise (e.g., Elmo, document camera, overhead projector, etc.). If you have special instructional requirements of a classroom, please contact Mary Beth Robinson in E168 and she will assist you.

If your needs are such that you require relocation to another classroom, contact Billie Mautz for assistance. Do not switch classrooms without requesting to do so. While it may seem as if a neighboring classroom is empty, there may be something scheduled that does not appear on the schedule by the classroom door.

Contact: Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu

CLASS ROSTERS

Faculty can obtain class rosters online. The roster contains contact information for all students who have registered for your class. If there are students in your class whose names do not appear on the preliminary class roster, ask the student when he or she registered (rosters are updated once each morning – if a student registers after the update they will not appear on the list until the next day). If a student does not appear on the class roster and is seeking the instructor's permission to add the class, procedures for doing so can be located in the section of this manual titled “ADDING STUDENTS TO YOUR CLASS.” You may access your class lists by going to the Registrar's homepage:

- Go to http://www.ohio.edu/registrar
- Faculty Class Lists under Online Services for Faculty & Staff in the left column
- Click the “Faculty and Advising Center” link
- Enter your OHIO ID and Password
- Click on the “Teaching” tab at the top of the page and choose “Class Lists”
- Enter the criteria for your class list at the bottom of the page
- Click on the class list
- Print the class list by choosing either Excel or PDF file

Contact: Ms Sara Brennan, Records Mgmt. Specialist (x 81502) brennans@ohio.edu

CLASSROOM COURTESY

Please try not to teach beyond your allotted class time. Other instructors may need to get into the classrooms to prepare for their classes. If you are administering an examination and your students require more time, it is recommended that you escort them to the library to complete their work (not the Testing Center as doing so would create a disruption to other students taking tests). As a courtesy, if you rearrange seating in a classroom, please return it to its normal configuration and erase the boards. Also, please do not leave supplies and equipment in the classroom in a way that renders the room unusable or partially obstructed. Finally, do not shut the instructor's computer off completely unless yours is the last course of the evening. Simply log off. It is very likely that the next instructor will be using it and starting from scratch creates an avoidable delay. If you continue to run into difficulties created for you by the previous room’s occupant, please take a moment and try to resolve these between the two of you. Otherwise, contact the Academic Division Coordinator.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu
COMPUTER LABS

OUZ has three instructional computer classrooms (Elson 162 with 28 PCs, Elson 163 with 24 PCs, and Elson 191 with 32 PCs). You also have access to two mobile computer labs we can bring to your classroom. Students and faculty may also use our open computer lab in Elson 102 with 27 PCs. There are also 24 open use computers in the library. If you wish to schedule a computer classroom for instruction, please contact Billie Mautz. If a computer classroom is not available, please contact Cindy Oliver to schedule a mobile lab.

Contact:  
Mr. Larry Tumblin, Director of Information Tech.  (x 81512)  tumblin@ohio.edu  
Ms Billie Mautz, Faculty Secretary (x 81505)  mautz@ohio.edu  
Ms Cindy Oliver, Computer Lab Mgr. (x 81400)  oliverc@ohio.edu

CONFIDENTIALITY OF STUDENT INFORMATION/FERPA

Ohio University Zanesville complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Student academic records are confidential and cannot be released to persons outside of the institution without the written consent of the student. As an instructor, you are not permitted to share information regarding the student’s academic performance (e.g., grades, attendance) with family (including spouses and parents) or any other person (including law enforcement officials) without the student’s written consent.

REMEMBER: Take care and protect the student’s right to privacy when asked for information via phone or email! Others may have access to information sent to e-mail addresses other than a student’s OHIO email account. Take a moment and ensure that you are communicating with the student before releasing any information. Social networking sites have become ripe territory for inadvertently identifying a student, too. Please be aware that from anything you write about a student or students on Facebook, etc. their identities could easily be ascertained.

Contact:  
Dr. Hannah Nissen, Interim Associate Dean (x 81525)  nissen@ohio.edu

COPYING

If you need paperwork copied for your courses, you may use either of the two copy machines in the (wait for it) “copy room”. There is no passcode to use these machines. Alternately, you may leave your paperwork in the metal bin on the table across from Elson #137 with instructions (slips are provided to fill in the information). Billie Mautz is responsible for all copying. Please do NOT leave tests in the metal bin as this is a potential security issue. Give them directly to Billie Mautz. She will copy them and leave them locked in her office drawer for you to pick up at your convenience.

Contact:  
Ms Billie Mautz, Administrative Specialist (x 81505)  mautz@ohio.edu

COPYRIGHTING

Copying for OUZ related classes, events and activities is permitted. Any reproducing of copyrighted materials must follow US Federal guidelines and copyright laws designated for higher education. Please refer to OU’s Copyright Policy & Procedures at http://www.ohio.edu/policy/15-015.html and Copyright Guidelines for Faculty at http://www.library.ohiou.edu/find/reserves-copyright.html for further information.

Contact:  
Ms Janelle Hubble, Library Services and Information Common Coordinator (x 81408)  hubble@ohio.edu

COURSE EVALUATIONS

At OUZ, we take student evaluation of instruction very seriously. Every student has an expectation of an opportunity to provide feedback about his/her courses, and has a right to do so.

Adjunct Faculty evaluations are delivered paper/pencil. They will be placed in your faculty mailbox in the same time frame as the online evaluations.
You will receive the results of your evaluations two or three weeks after the deadline for the submission of final grades for the respective academic term. There will be an email sent to you from Class Climate that will have your results. OULN results will be placed in your faculty mailbox.

Contact:  
Ms. Sara Brennan, Records Mgmt. Specialist  
(x 81502)  
brennans@ohio.edu

Dr. Hannah Nissen, Interim Associate Dean  
(x 81525)  
nissen@ohio.edu

DISRUPTIVE STUDENTS

Students are expected to conduct themselves in a respectful and courteous manner toward the instructor, toward one another, and toward any invited guests to the OUZ campus. Violations of these standards can take on any manifestation, ranging from nonverbal rudeness to argument to open aggression. Accordingly, instructor response to these disruptive situations will and should vary.

If a student exhibits behaviors that even slightly intimates an escalation to violence or aggressiveness, the faculty member should: (a) ask (not demand!) the student to leave the classroom; (b) call campus security at #1111 immediately, whether the student leaves the room or not; and (c) notify the Academic Division Coordinator of the conduct violation as soon as is practicable. The faculty member should NOT: (a) physically confront the student, or touch him/her in any way; (b) engage in verbal confrontation; (c) place another student in a dangerous or compromising position (e.g., “Bob, escort him to security!”); (d) allow a student to “take up the fight” on your behalf; or (e) ignore the situation.

If a student exhibits rude or discourteous behaviors, faculty are strongly encouraged to: (a) meet with the student out of the classroom (either during or immediately after class as the situation demands) to discuss the behavior and its repercussions (i.e., a report to the Academic Division Coordinator as a violation of the Student Code of Conduct); (b) report the incident to the Academic Division Coordinator as soon as is practicable. The student will be called in as soon as possible to account for the misbehaviors.

If a student exhibits harassing, rude, or otherwise inappropriate behaviors through electronic means (e.g., through emails), save the correspondence and report the student to the Academic Division Coordinator. The Academic Division Coordinator is charged to deal with all such incidents and keeps records of their occurrence. If a student behaves this way in your class, s/he may have behaved similarly in others and the Academic Division Coordinator would have record of it if it was reported.

Contact:  
Dr. Hannah Nissen, Interim Associate Dean  
(x 81525)  
nissen@ohio.edu

Mr. Todd Thacker, Director of Operations  
(x 81546)  
thacker@ohio.edu

Security  
(x 81555)

EMAIL

Upon hire, you will be issued an Ohio University email address. All of your correspondence with OU personnel and with your students should utilize this email address. Please do not ask our staff or your students to use your personal email (or worse, your email from another job!). We work hard to encourage our students to utilize their OU email accounts in all of their correspondences. It doesn’t help if their instructors don’t similarly comply.

Further, please do not forward your email from your OU account into your personal account. This doesn’t always work as smoothly as it might. Attachments are often lost, and occasionally the entire correspondence is identified as spam and lost. Also, again, we are discouraging students from doing this very thing.

As an OUZ faculty member, our expectation is that you check your Ohio.edu account at least every other day when classes are in session and regularly when they aren’t, and that you respond to email messages from your students or OUZ staff in a prompt manner. In short, an inordinate amount of student complaints about faculty begin with the observation that “s/he doesn’t respond to emails.” No matter what the underlying issue, it places the instructor in an unseemly position.

Contact:  
Ms Cindy Oliver, Computer Lab Mgr.  
(x 81400)  
oliverc@ohio.edu
EXAM ADMINISTRATION

Faculty are expected to administer their own examinations, quizzes, etc. In what should be the very rare instance in which you are not able to administer an exam in person, you may:

a. Ask a faculty colleague to do it for you, or;
b. Request a proctor from Mrs. Kim Border in the Student Success Center. She will ask you to complete a form to begin the process that requires a 48-hour notice. In case of an extraordinary emergency, please contact her and arrangements may be made if possible.
c. Please do not ask Faculty Support Staff to administer the exam. That isn’t their job.
d. **The Testing Center (located in the Student Success Center) is available to administer an exam on an individual - but not on a full - class basis. Please do not direct your entire class to the Testing Center to complete all or part of any exam without first reviewing your needs with Testing Center personnel.**

Contact: Mrs. Kim Border, Administrative Associate (x 81431) border@ohio.edu
     Mrs. Rhonda Moore, Administrative Specialist (x 81494) moorer4@ohio.edu
     Student Success Center (x 81510)

FACULTY MAIL

Mailboxes for staff and full-time and adjunct faculty in Zanesville are located in Elson 154 (Student Services) and faculty should check their mailboxes each time they are on campus. If you have need to mail something related to University business, please ask for assistance from Student Services. There is a U.S. Mail slot at the mailboxes for your use. Student Services does not sell postage but the Campus Bookstore sells stamps.

Contact: Ms Michelle Pendergast, Administrative Specialist (x 81440) pendergm@ohio.edu

FACULTY PORTAL

The faculty portal is an electronic information bank providing immediate, often “one-click” access to a wide variety of items ranging from Academics (e.g., Academic Calendar, Blackboard Access, Library resources, etc.) to Technology Resources (e.g., Ohio ID passwords, Software Downloads, Computer Training, etc.) to Finance/HR functions (e.g., Payroll Office, Facilities Work Order forms, etc.). Some are invaluable to you, some you’ll not likely use at all.

You can access the Faculty Portal by going to the website (i.e., [http://www.ohio.edu/zanesville/](http://www.ohio.edu/zanesville/)), clicking on “Faculty/Staff” across the top banner, and you’re in. In some sites, you’ll be asked to provide your identification, username, password, etc., but not for all. For questions about the portal itself, direct your inquiries to our IT staff. Otherwise, you may want to refer to the “Routing Questions” link.

Contact: Mr. Larry Tumblin, Director of IT (x 81512) tumblin@ohio.edu

FACULTY SUPPORT STAFF

Faculty at OUZ are served by a full-time faculty secretary, available from 8:30 a.m. to 5:30 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and by student employees. Should you find need of typing, the Faculty Secretary can assist you but we ask that a minimum of 24-hour notice is given for the work to be completed.

In the interests of security and efficiency, faculty are encouraged to do their own photocopying. Faculty may use the copy machines located in Elson 151 (behind the Student Services desk and past the mailboxes). If you have need of assistance, request it at the adjacent half-door to Student Services.

Contact: Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu
FINANCIAL AID

No subject is so sensitive for most students than that of financial aid, disbursement of funds, etc. It is a highly complex area that varies from student to student, situation to situation, and you are not expected to know all of the nuances and vagaries involved. Please do not attempt to answer financial aid questions. Refer all such inquiries to our Financial Aid Office (located in Student Services, Elson 141).

Contact:  Mrs. Vicki DeLucas, Financial Aid Coordinator  (x 81441)  delucas@ohio.edu

FINAL EXAMS

The last week of each semester (except summer) is followed by a final exam period. **Faculty must administer final exams during the OUZ scheduled exam time, not in an earlier class session.** Please do not hold regular classes or labs during exam week. Non-written final evaluation projects such as reports or presentations can certainly be scheduled during the time set aside for exams. The Academic Division Coordinator must approve any rescheduling of undergraduate exams. Please seek approval for rescheduling at least two weeks prior to the exam date.

Students cannot be required to take more than two finals on one day. If the schedule creates such a situation for a student, it is the student's responsibility to discuss the situation with instructors in an attempt to reschedule one of the exams. If no allowances can be made, the instructor with the exam scheduled latest in the day is required to make alternate accommodations for the student. If necessary, the Academic Division Coordinator will work with the student and all faculty involved to solve the problem.

The final exam schedule can be viewed at [https://www.ohio.edu/zanesville/facultystaff/](https://www.ohio.edu/zanesville/facultystaff/) and click on the appropriate semester link under “Academics”.

*Faculty should not schedule comprehensive or final tests during the last week of class unless there are other activities (e.g., presentations) scheduled to fill the allotted final exam period. Doing so disrupts student work in other classes, creates room conflicts, and may mean that class contact time falls below the minimum required by our accrediting agency.*

Contact:  Dr. Hannah Nissen, Interim Associate Dean  (x 81525)  nissen@ohio.edu

FINAL GRADES

Faculty are required to submit final grades for their students on their own. It is inappropriate for a University faculty member to request support staff to submit final grades for his/her classes.

Final grades must be submitted online through a very straightforward process presented at the Ohio University Registrar’s website at [http://www.ohio.edu/registrar](http://www.ohio.edu/registrar). Go to “Online Services for Faculty and Staff” on the left side of the page. Select “Online Grading,” and log into the Faculty and Advising Center ([https://webapps.ohio.edu/oasis/](https://webapps.ohio.edu/oasis/)) using your OHIO identification and password. Follow the instructions that accompany your Faculty Grade Report.

A description of all eligible grades to which an instructor may assign a student can be found at [http://www.catalogs.ohio.edu/content.php?catoid=19&navoid=943#grad_info](http://www.catalogs.ohio.edu/content.php?catoid=19&navoid=943#grad_info). There are some unique eligible grades offered by the University which consistently create difficulties for our students and sometimes for faculty.

**NR (No Report):** Assigned by the University to indicate that the instructor has not submitted grades on time or has submitted an ineligible grade for a class. Please submit your grades in a timely fashion.

**W (Withdrawal):** This is no longer an eligible grade. Please do not try to enter a grade of W, or leave a grade as a W (see below).
WP (Withdrawn Passing): If a student withdraws from the course or the University after September 8, 2017 in the Fall semester or after January 26, 2018 in the Spring semester, the faculty member is required to ascertain whether the student was passing the course at the time of withdrawal (i.e., D- or better). If so, a WP should be submitted, along with the last date of participation. If not, a WF (Withdrawn Failing) should be entered, also along with the last date of participation. If the student withdrew and never attended, you will enter a WN (Withdrawn Never Attended). You need do nothing special to submit these grades. The grade report will provide this option to you if the student withdrew. If the student did not follow appropriate withdrawal procedures, these are not eligible grades. Note: the student’s performance up to the point of withdrawal should be the basis for determining whether s/he was passing or failing. Occasionally, a faculty member will simply take a look at total points and assume failure even though the student had passed all work before the withdrawal. Naturally the student is not accountable for work required after s/he has withdrawn from the course. Sometimes a faculty member will forget to calculate some of the criteria for the grade to which s/he assigns points, as with attendance, participation, etc. Sometimes a faculty member will summarily enter an F when a student stops coming, normally in the later stages of the term. This is not an appropriate grade. The following are more appropriate:

FS (Failure, Stopped Attending): This is self-explanatory. Be apprised that you will be asked for a date of last attendance. If you keep such records (and you should! See “CLASS ATTENDANCE” above), this will be easy. If you do not, you should enter your best guess at when the student was last in attendance. This alone is sufficient justification to take role even if you don’t have an attendance policy that penalizes for absences.

FN (Failure, Never Attended): If a student’s name still appears on your course list and s/he has never attended, this grade (NOT AN F!) is the most appropriate.

These two variations of the F (Failing) grade are usually more accurate. An F suggests that the student attempted the work for the course and failed to meet minimal course criteria. That is the only time an F should be given (or if a student has cheated or engaged in an academically deceitful manner). The difference between an F, an FS, and an FN, while all calculated as failing grades in the students’ GPAs, is enormous in every academic sense, and occasionally in administrative circumstances.

I (Incomplete): This grade easily causes the most difficulty for the student for several administrative reasons (e.g., students must complete coursework in order to receive their next round of financial aid, sometimes scholarships are based on course completion, etc.). More often than not, well-intended faculty attempt to proactively and generously help students but inadvertently create more problems for them. As a general rule of thumb please (a) do not submit a grade of Incomplete for a student who has not specifically requested one (in writing is best); (b) document in writing and share with the requesting student a detailed account of the work required to complete the course and a date for completing it (see Appendices for the proper form); and (c) do not feel as if you are required to give a student an Incomplete. The option is entirely at the instructor’s discretion.

REMEMBER: It is poor professional practice to allow one or some students in a class to do “extra work” to bring up a low grade if that opportunity is not extended to all students. Remember that one student might be just as eager to raise a B+ to an A- as another is to go from an F to a D-. Doing so presents the very real likelihood of a successful grade appeal.

If a student does not appear on your grade report, fill out a Special Grade Report. These are available from Sara Brennan, Records Mgmt Specialist in Elson 137.

Deadlines for grade reports are very important. Faculty should observe them with the same rigor as they expect students to observe due dates for assignments. Students’ financial aid, their ability to register for courses in some cases, their graduation dates, etc., all impinge on the faculty member’s commitment to complete the final grade submission in a timely manner. **Deadline for Fall grades is at 12:00 p.m. (noon) on Wednesday, December 20, 2017. Deadline for Spring grades is at 12:00 p.m. on Wednesday, May 9, 2018.**
NOTE: Please check your email regularly after posting final grades. Students who have questions or concerns will try to contact you through your email. It is understood that every student has a right to have a numeric breakdown of how his/her grade for a class was determined. In many cases, students aren’t interested in arguing their grades. They simply want to know what happened to account for why they didn’t get the grade they were expecting.

Contact:  Ms Sara Brennan, Records Mgmt. Specialist  (x 81502) brennans@ohio.edu
Dr. Hannah Nissen, Interim Associate Dean  (x 81525) nissen@ohio.edu

FIRST CLASS MEETING

At your first class meeting, you should:

(a) hand out and thoroughly review your course syllabus for the class;
(b) administer the Syllabus Acknowledgement Form (see Appendices) if you are utilizing one (see “SYLLABUS GUIDELINES” below);
(c) take attendance from the most recent class roster you can get (see “CLASS ROSTERS” above);
(d) refer students who do not appear on the roster to the Information Center (Elson 154) to verify enrollment;
(e) either take the time to get to know your students through a “get acquainted activity” or begin the delivery of course content. Please do not release students early on the first day/evening (see “CLASS MEETING TIMES/BREAKS” above). Too often we see students released after ten or fifteen minutes only to have faculty rush to get all of the information they need to cover in on the last day. This is not good teaching. Do not devalue your own class time while expecting students to value it! Nor do students who drove 45 minutes to come to class appreciate it.

Contact:  Dr. Hannah Nissen, Interim Associate Dean  (x 81525) nissen@ohio.edu

GRADE APPEALS

The instructor assigned to a class has full responsibility for and rights to establish the criteria for grading student performance. Should a student choose to appeal her/his grade for a course, the complete cooperation of the faculty member in this process is expected.

A student would begin the appeals process by discussing the issues and concerns with the Academic Division Coordinator. The burden of proof for effecting a grade change falls on the student. Before an appeals process can start, the student must evince to the Academic Division Coordinator that s/he made every good faith effort to resolve the issue with the instructor. Whenever appropriate, the Academic Division Coordinator refers the student back to the instructor to discuss the matter.

While the bases for appealing a grade are as varied as the classes and the instructors in each class, the following serves as a general overview of three categories under which most appeals are based:

a. The student was graded on criteria that was not listed in the syllabus (e.g., the student was deducted 10% of her grade for lack of participation when participation was not listed as a criterion on which the grade would be based);
b. The student was graded on criteria different than that expected of other students in the class (e.g., the student was required to write a six-page paper when other students were expected to write a four-page paper). See “REMEMBER” under “FINAL GRADES” above;
c. The student was graded on unreasonable, inappropriate criteria that any reasonable student or instructor would agree fell out of the norm for that particular class (e.g., student in a Biology class was graded based on how many pull-ups he could do or how fast he could stack cups). This, of course would be extremely rare.

If the Academic Division Coordinator concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. If the Academic Division Coordinator concludes that sufficient grounds do exist for an appeal, s/he shall appoint a faculty committee of five members to consider the case, and will preside over the hearing. If a majority of the committee members decide that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal. Note: Students will be expected to provide
written documentation that supports their claim of the incorrect grade as well as written documentation of their efforts to have the grade issue resolved prior to the appeal process. Faculty will be expected to provide all written documentation justifying the grade, including the gradebook and the syllabus for the course in question.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

GRADES AND GRADING

A description of all eligible grades to which an instructor may assign a student can be found at http://www.catalogs.ohio.edu/content.php?catoid=19&navoid=943#grad_info. Ohio University utilizes a minus/plus grading scale which all faculty are required to utilize.

The faculty member enjoys the prerogative of establishing the final criteria on which grades are based. The following is a traditionally accepted grading range:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92 – 90%</td>
</tr>
<tr>
<td>B</td>
<td>89 – 87%</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 87%</td>
</tr>
<tr>
<td>B-</td>
<td>86 – 83%</td>
</tr>
<tr>
<td>C</td>
<td>79 – 77%</td>
</tr>
<tr>
<td>C+</td>
<td>76 – 73%</td>
</tr>
<tr>
<td>C-</td>
<td>72 – 70%</td>
</tr>
<tr>
<td>D</td>
<td>69 – 67%</td>
</tr>
<tr>
<td>D+</td>
<td>69 – 67%</td>
</tr>
<tr>
<td>D-</td>
<td>62 – 60%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

However, instructors may modify this distribution. In some cases, instructors choose to create a larger or smaller letter grade range (e.g., the C range is not based on a 10% range but, instead on a 15% range, or the A range is abbreviated to anything from 100 to 95%, or stretched to 100 to 80%). While instructors have this prerogative, they should be prepared to justify any unusual distributions to the Academic Division Coordinator and/or their departmental colleagues. Grade inflation is a serious trend across higher education, but no less an issue than that of establishing inappropriately rigid standards.

Grading the work of undergraduate students is no simple task. The instructor must be mindful of the expectations of the quality and the quantity of the work, and attentive to the level (i.e., 1000-level, 2000-level, 3000-level, 4000-level) of the course. Instructors should, also, remain vigilant to guard against allowing previous impressions of previous student performance to color the grading of the performance of present students. The comparative tendency is very natural, but it is inherently unfair.

Instructors may wish to explore developing or borrowing rubrics (standardized grading and performance tools) for grading written work. Their colleagues would be happy to discuss this with them.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

HARASSMENT POLICIES

Ohio University policy prohibits harassment

Ohio University recognizes the human dignity of each member of the Ohio University community and believes each member has a responsibility to promote respect and dignity for others. The University strives to foster an academic, work, and living environment that is free from harassment. The University’s goal is to provide an environment where students, faculty, and staff can thrive, and that is welcoming, and free of fear.

Ohio University will make its educational programs and employment opportunities equitably available to students and employees without discrimination on the basis of race, religion, color, sex, sexual orientation, national origin, mental or physical disability, ancestry, military or veteran status, gender identity or expression, or age. Harassment is a form of discrimination and, therefore, harassment directed toward an individual or group, or experienced by an individual or group, violates this policy.

This policy applies to all Ohio University operations and programs, including regional campuses. It applies to all university students and employees, including faculty, administrators, classified non-bargaining staff, bargaining unit staff, and student employees. It also applies to all vendors, contractors, subcontractors, and others who do business with the University. It applies to all visitors or guests on campus to the extent that there is an allegation of harassment made by them against university students or employees.
Ohio University policy prohibits sexual harassment

Sexual harassment is a form of discrimination and may include any unwelcome sexual advance or request for sexual favors made by an employee, student, or agent of the University to a student or employee of the University that substantially interferes with the person’s educational or work performance, or creates an intimidating, hostile, or offensive environment. You will find Ohio University’s Harassment Policy at: www.ohiou.edu/ppolicy/03-004.html

Ohio University policy prohibits retaliation

No member of the University community may retaliate against a whistle-blower. Whistle-blowers who believe that they have been retaliated against by a university employee should contact the Office of Legal Affairs. To find out more about the Ohio University Whistle-blowing and Retaliation Policy go to www.ohiou.edu/ppolicy/03-006.html

Ohio University Notice of Non-Discrimination: How to submit a complaint

If you believe you have been discriminated against or harassed at Ohio University Zanesville on the basis of race, color, religion, national origin, sex, mental or physical disability, military or veteran status, sexual orientation, gender identity or expression, or age; there is help available. While the Associate Dean of the campus is the designated Harassment Officer for Ohio University Zanesville and serves as the point of first contact, the following person has been designated to handle inquiries regarding the University’s non-discrimination policies, to receive discrimination/harassment complaints from members of the university community, and to monitor the institution’s compliance with state and federal non-discrimination laws and regulations: http://www.ohio.edu/equity/

The Harassment Officer for the OUZ campus is the Associate Dean. For more information about Ohio University’s policies prohibiting discrimination and sexual harassment, and for a description of Ohio University’s grievance procedures, please visit the webpage for the Office for Institutional Equity at http://www.ohio.edu/equity/. Ohio University is an equal access/equal opportunity affirmative action university.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

HELPING STUDENTS EXPERIENCING PROBLEMS

All too often, students will begin to falter during the course of a class. You may notice either physical or emotional changes that seem to be affecting their performance.

If a student appears to be experiencing academic problems, you may refer them directly to the Student Success Center for tutoring help. We ask, however, that you further avail yourselves of the university-wide academic intervention program we have in place. Your cooperation allows us to assess the student’s individual needs and helps to identify specific, course-related measures to address them.

Simply go to the OUZ website, click on “Faculty/Staff” tab at the top of the page. On the left hand side of the Faculty/Staff page, you will see a button that says MyOhio Success Network. Click on the button and log into the program by using your Ohio ID and password. By clinking on the student tab your courses should automatically fill with the students in your class. Pay attention to the connection you have identified on the screen. You can sort by specific class. "Flag a student by selecting the student and then the flag button on the left of the screen. Please complete a very short form identifying the concerns. This also provides a resource for you to alert us to any non-academic issues you may be observing with the student in question.

Academic advisors are checking these flags regularly and will reach out to each student to see how we can assist the student in their academic success. Additional information about using the program is available at this link: https://www.ohio.edu/success-network/.
**Progress Survey:** During the sixth week of each semester, an email will be sent to each instructor with a link to a progress survey. All instructors should complete this survey to identify students that are at-risk of not successfully completing the class. Student Success Center advisors and academic advisors will contact students that are identified as at-risk of failing the course.

Contact: Mrs. Jennifer Redrup, SSC Coordinator (x 82554) redrup@ohio.edu

**IMPORTANT DATES – 2017-2018 ACADEMIC YEAR**

Important administrative dates for the 2017-2018 academic year can be found at [http://www.ohio.edu/registrar/info/calendars/cal17-18.html](http://www.ohio.edu/registrar/info/calendars/cal17-18.html)

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

**INSTITUTIONAL VALUES**

Several of your colleagues have elected to include the following diversity statement in their course syllabi. You are encouraged to do so at your own discretion.

*Ohio University is bound morally, emotionally and intellectually to pursue the realization of a vision of true and genuine community. We are committed to equal opportunity for all people and are pledged to take direct and affirmative action to achieve this goal. In upholding its commitment, Ohio University will not tolerate in any form violations of human rights and affronts to human dignity, including but not limited to racism, sexism or bigotry of any kind based on sexual orientation, gender identification, regional or national affiliation, or socioeconomic status. Such actions are inconsistent with and detrimental to the values that we hold essential as an institution of higher learning. All students, faculty and staff of Ohio University are expected to uphold the University’s commitment to a just and diverse community and to contribute positively to creating and maintaining an atmosphere of equality and mutual respect.*

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

**INSTRUCTIONAL TECHNOLOGY/BLACKBOARD**

Most classrooms are equipped with overhead projectors, computers, DVD players and VCR players. In Zanesville, if remote controls, markers or erasers are missing please contact the Help Desk (x 81526). If you need assistance or training, contact Information Technology (x 81413).

Blackboard is a computer program used by Ohio University to enable instructors to create, manage, and deliver course materials electronically. All instructors can create a Blackboard site for their classes, if so desired. Available features of Blackboard include:

- Course Announcements
- Course Documents
- Discussion Boards
- Online Assignment Submission (via the Digital Dropbox)
- Online Quizzes and Exams
- Online Gradebook

Faculty can easily customize their Blackboard sites. No knowledge of HTML is required. Easy tools are available to assist instructors in uploading information (e.g., Word documents). Training is available by contacting Information Technology at ext. 81413. In addition, online training is available at [https://blackboard.ohio.edu](https://blackboard.ohio.edu) and the OUZ web page under Faculty/Staff online services.

Contact: Ms Cindy Oliver, Computer Lab Mgr. (x 81400) oliverc@ohio.edu
Ms Mary Beth Robinson, Acad. Tech Sup. (x 81413) robinsom@ohio.edu
Mr. Larry Tumblin, Director of IT (x 81512) tumblin@ohio.edu
JUDICIAL ISSUES

All Ohio University students are expected to adhere to the Student Code of Conduct which can be found at: http://www.ohio.edu/judiciaries. The code includes policies and procedures which address issues such as academic misconduct, discrimination, classroom disruptions, destruction of property, and harm to self or others. If an instructor encounters any student issue of a judicial nature, please contact the Associate Dean.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81553) nissen@ohio.edu

LIBRARY RESOURCES

Zanesville Campus Library (or ZCL) owns over 63,000 volumes, provides over 120 research databases many specializing in specific subject areas, and subscribes to over 18,000 periodicals, most of which are available full text over the Internet.

Accessing our online collection. The library provides access to thousands of full text articles, videos and eBooks. The library home page will provide access to most of our resources: http://www.zanesville.ohiou.edu/zcl/. You will need your Ohio ID and Password in order to access these materials from off-campus. Please contact the library if you encounter any problems, or if you would like training for any of our services.

Contact: Zanesville Campus Library (x 81404)

Checking Out Materials Faculty are allowed to keep items for six months, with unlimited renewals. Books borrowed through OhioLink are checked-out for six weeks and they have a limit of six renewals. Non-print items like Videos and CDs circulate for one week with one renewal.

Contact: Tracey Humphrey, Library Associate (x 81405) humphret@ohio.edu

Library Instruction If you would like a librarian to teach your students how to do research, contact Tracey Humphrey and she will schedule a class for you. Our sessions can be tailored to your class, so please let us know what your needs are and one of our librarians will meet with you to design the session.

Contact: Tracey Humphrey, Library Associate (x 81405) humphret@ohio.edu
Janelle Hubble, Library Services and Information Commons Coordinator (x 81408) hubble@ohio.edu

Reserves Material can be put on Reserve for your students to use. We have two types of reserve limits: closed for library use only or seven-day check out. Please indicate your preference. To place materials on reserve submit requests at least 48 hours before your students need the material. You will need to complete a form that will be attached to the item. If you are using a personal item, please remember to return at the end of the semester to pick-up your material.

Contact: Tracey Humphrey, Library Associate (x 81405) humphret@ohio.edu

Requesting A New Item for the Collection We welcome faculty requests for books, videos, or CD’s for addition to our collection. Please contact Amy Underwood if you would like to suggest an item for the collection.

Contact: Amy Underwood, Senior Library Associate (x 81406) underwoa@ohio.edu
MANDATORY TRAINING

Throughout the course of your employment with Ohio University, you may be asked to participate in mandatory training, including but not limited to safety training, fire extinguisher training, hazardous material training, duty to report, FERPA training, etc. As employees of the University, you will be expected to comply with all such requests.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

OFFICE HOURS

Adjunct faculty are required to hold a minimum of one (1) office hour per week during the semester. Given the limited office space and other constraints, it is acceptable to meet this requirement by arriving at class a little early and/or staying after class to make yourself available to students with questions or who need help. It is your responsibility to provide students with a variety of ways to contact you between class meetings should they have questions, and is incumbent upon you to respond promptly to communications from your students. NOTE: while the decision is ultimately yours to make, it is inadvisable to provide students with your personal or home telephone numbers, addresses, etc. That makes your use of your Ohio.edu email account even more important.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

OFFICE SPACE

Communal office space is available for adjunct faculty in Elson 226. The office remains unlocked to allow for access to all adjunct faculty, so be apprised of security concerns and plan accordingly. While you may consistently utilize specific desks, files, etc., there are no assignments and no recognition of assigned facilities for any instructor. This is an entirely shared space. There are two telephones (i.e., 740.588.5713 and 740.588.5719) available for your use. You should be available at scheduled times outside of class to assist students. A faculty and staff lounge (equipped with a microwave and refrigerator) is available just down the hall on the second floor of Elson Hall in 206. It is unlocked, despite signage to the contrary.

Contact: Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu

ONLINE COURSES

This type of course is taught entirely online. The course must meet the same course objectives as the same course taught in a traditional "live" format. It is important to understand that these are not correspondence courses. These courses require more than assigning chapters, posting online quizzes, having students submit a paper, take a few tests. These require interaction between the student and the instructor, same as in a traditional classroom. That interaction is simply completed electronically.

Some departments in Athens specifically prohibit courses to be taught through online delivery. Adjunct instructors are not often approved to teach these types of courses. At present, policy is being developed to create a procedural mechanism for such seeking such approvals. Until then, all approvals must be cleared by the Associate Dean. Only under the most extraordinary of circumstances would a faculty member be allowed to teach an online course s/he has not previously taught in a traditional format.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

OULN

The Ohio University Learning Network (OULN) is a system that allows for distance delivery of courses through videoconferencing. Faculty will be teaching a group of students at the site of delivery, and televising their lecture through interactive technology to other receiving sites across the Ohio University system. Teaching in this format requires extra training for which instructors receive $500 per video-receiving site. It is understood that instructors would make every effort to visit each receiving site and transmit their lectures from there at least one time/semester (based on the number of receiving sites, rarely more than three or four, and usually only one). You will be reimbursed for this travel at the rate of $.535 per the official mileage to each campus.
By inter-campus agreement, each site, whether sending or receiving, is staffed with technology personnel for the duration of the teaching period to assist the instructor with any technical difficulties that may arise.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

PARKING

Two rows in the east parking lot and a line of spaces in the south lot are designated as Faculty/Staff parking. If your teaching assignment is a daytime course, you should obtain a temporary parking permit. After 5:00 p.m., the parking lots are monitored by security, but tickets/warnings are not issued. To get your permit, contact the Faculty Secretary.

Contact: Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu

PAYROLL

Paperwork for new employees is completed through the Academic Division office by Ms Billie Mautz (Elson 136). All contracts for adjunct faculty are also initiated by Ms Mautz.

If enrollment in a course is insufficient to warrant full payment, faculty will have the option of teaching the class at an incremental pay rate in accordance with campus policy. Rarely can exceptions be made to this policy. You can check up-to-date enrollments for your class at http://www.ohio.edu/zanesville/courseschedules.cfm (click on “Search all course offerings” if the specific semester is not available, then click on the green “New Search” tab in the upper right hand corner to refine your search further).

Adjunct faculty are paid on the fifteenth and the last day of each month, beginning August 31st for the Fall semester and January 15th for the Spring semester (May 31st, June 15th, and 30th for the first summer session; July 15th and 31st, and August 15th for the second summer session). Faculty can visit the My Personal Information website (http://www.ohio.edu/hr/current/) to view amount of paystub, W2 Wage and Tax Statements, etc.

Contact: Mrs. Angela Richcreek, Mgr-Accounting & Hum. Res. (x 81508) richcrea@ohio.edu
Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu

PROCTORED AND MAKE-UP TESTING

The Testing Center, located in Elson 116 in the Student Success Center, can assist with proctoring tests for online classes and make-up tests. Please see the following policies and processes to request to have students tested in the Testing Center. The process for proctored tests for in-class courses is also below. Please be aware that entire in-class courses classes cannot test in the testing center and will need to follow the procedures to request a proctor to administer the test during the regularly schedule class time. Students are required to make an appointment to take tests in the Testing Center, but will be unable to do so until the Student Success Center has received the testing parameters and instruction and/or the test.

Online Classes: Faculty of online classes can arrange to have tests proctored in the Testing Center by contacting Dorinda Hoyd, Testing Coordinator on the Athens Campus, by calling (740) 593-2902 or by email at hoydd@ohio.edu. She coordinates proctored testing for all campus testing centers.

Make-up tests: Faculty can coordinate with SSC staff to arrange for individual students to make up missed exams. In order to allow a student to test in the Testing Center, the faculty member will need to complete the Testing Services – Instructor Form. Information needed on this form includes time allowed for testing, permitted items, name of student(s) and deadlines. This form is available just outside the Student Success Center door after hours. There is also a drop-box located by the door. Testing Services – Instructor Forms can be left in the drop-box along with testing materials.
Faculty of blended-classes may stop in the SSC to arrange for testing.

**Accessibility Accommodations for tests:** Students that need extra time for testing can make arrangements with their faculty to test in the testing lab. Students receiving these accommodations must be registered with Ohio University Accessibility Services.

**Independent Study tests:** Faculty who are overseeing independent studies with students can arrange to have the student test in the testing lab.

**Placement tests:** Ohio University Zanesville offers a placement test for appropriate placement of students into their Mathematics and English courses. Students need to make an appointment to take this exam due to the length of the test. An average time to take the exam is three hours.

It may be helpful to include in your syllabus the following information about processes associated with exams to be completed in the Student Success Center:

The Student Success Center’s Testing Center (Elson Room 116) offers a location for make-up tests and proctored online tests. Students that are eligible for taking a make-up test or that need to take a proctored online test are required to call or stop in the Testing Center to make an appointment. The phone number to make an appointment is (740) 588-1510. Students should be prepared to know the instructor’s name, the course number, and how long they have to complete the exam when making the appointment. Students are required to show picture ID whenever taking a test in the Testing Center.

**REFERENCING/CITING**

As you would expect your students to cite references in their papers, so should you serve as a positive model for doing so yourself. Please remember to cite the source of any works you present to your class either in class or on your Blackboard site. For example, if you have placed an article on your site, be sure that the source is clearly evident or is referenced; if you present charts from *Time* on PowerPoint slides, they should be cited.

**STUDENT COMPLAINTS**

A student may take exception to other matters not involving grade appeals (as described above), such as concerns over course content, pace, and/or instructor behavior or provocative, controversial commentary. Comments may be protected by academic freedom, and students may be directed to explore this as defined in the *Student Handbook*, at [http://www.ohio.edu/students/handbook/policies/](http://www.ohio.edu/students/handbook/policies/).

Before pursuing a complaint, the student should first seek resolution of the matter with the instructor, although the nature of the complaint may be such that doing so would be improper (e.g., if the faculty member is making suggestive personal remarks to the student, it would be inappropriate to direct the student to have a private meeting with the instructor). If resolution is not reached, the student should take his/her complaint to the Associate Dean. The student may also contact the Ombuds Office for advice and counsel at any time to express her/his concerns.

Faculty are not expected to report all complaints voiced to them directly by a student or students, but it may be prudent to apprise the Associate Dean if it appears as if the issue will be ongoing or is not approaching resolution.

**STUDENT SERVICES**

Located in Elson Hall (154), this is really the nerve center of the OUZ campus. It is open from 7:30 a.m. until 6:00 p.m. Fall and Spring semesters when classes are in session, and Summer from 7:30 a.m. until 5:00 p.m. Please take a few minutes and introduce yourselves to the staff who work there, usually comprising any one of three full-time staff members and student worker.
They can answer almost all questions you may have or refer you to those who can help further. They handle the mail, any faxing you need to do, office supplies you may need, some instructional supplies, forms you may need. You will find that most of the needs you may have can be met right there.

Contact: Ms Michelle Pendergast, Administrative Specialist (x 81431) pendergm@ohio.edu

STUDENT SUCCESS CENTER

Located in Elson 116, the Student Success Center (or the SSC) houses several important University functions on the Zanesville campus. Please stop by to become acquainted with the wide array of services available there, including:

- Testing Lab: (See Make-up and Proctored Testing for more specific information)

  Online Classes: Faculty of online and blended classes can arrange to have tests proctored in the Testing Center. Students should make their own appointments for online tests.

  Make-up tests: Faculty can coordinate with SSC staff to arrange for individual students to make-up missed exams.

It may be helpful to include in your syllabus the following information about processes associated with exams to be completed in the Student Success Center:

The Student Success Center’s Testing Center (Elson Room 116) offers a location for make-up tests and proctored online tests. Students that are eligible for taking a make-up test or that need to take a proctored online test are required to call or stop in the Testing Center to make an appointment. The phone number to make an appointment is (740) 588-1510. Students should be prepared to know the instructor’s name, the course number, and how long they have to complete the exam when making the appointment. Students are required to show picture ID whenever taking a test in the Testing Center.

Accessibility Accommodations for tests: Students that need extra time for testing can make arrangements with their faculty to test in the testing lab. Students receiving these accommodations must be registered with Ohio University Accessibility Services.

Independent Study tests: Faculty who are overseeing independent studies with students can arrange to have the student test in the testing lab.

Placement tests: Ohio University Zanesville offers a placement test for appropriate placement of students into their Mathematics and English courses. Students need to make an appointment to take this exam due to the length of the test. An average time to take the exam is three hours.

- Advising students on academic probation:

  Students who are struggling with coursework are often placed on academic probation. Students who have less than a 2.0 cumulative GPA are placed on academic probation. Students on academic probation must earn a 2.0 term GPA they are academically dismissed. Usually students whose grade point averages have fallen below 2.0 on a 4.0 scale.

- Academic Intervention

  Faculty are asked to become familiar with the online tool for reporting struggling students. The program used is called Starfish and Ohio University is calling it the MyOhio Success Network. All instructors are asked to complete the progress survey that is emailed to them. For more information on Starfish, please refer to the Academic Intervention section of this manual.
The information faculty input is used to initiate academic interventions. Those students that choose to take advantage of extra academic support may be referred to the Tutoring Center for additional tutoring or study skills assistance. Please email Jennifer at redrup@ohio.edu in the event you need assistance in using Starfish.

- **Tutoring Center**

Ohio University Zanesville students can receive academic support at the Tutoring Center (SSC). Students can avail themselves of tutoring for any 1000- or 2000-level class, walk-in math tutoring, and walk-in writing tutoring for all writing assignments, not just for English classes. Students are encouraged to review the drop-in tutoring schedule, or make appointments to ensure tutor availability. Tutors are current students that have demonstrated a proficiency in the topic and have a recommendation from a faculty member.

Other helpful **resources include:**

- Instructional software, including PLATO Learning Network
- Reference Books
- Trained peer tutors for assistance with study skills
- PLATO Learning Environment
  - Online Tutorials for:
    - Math
    - Reading
    - Writing
    - ACT, ACCUPLACER Test Prep
    - PRAXIS Core Test Prep
    - HESI Test Prep

To contact the Student Success Center please call or stop by and ask for Rhonda Moore or Jennifer

Contact:  
Student Success Center (SSC) (x 81510) moorer4@ohio.edu  
Rhonda Moore, Administrative Specialist (x 81494) border@ohio.edu  
Kim Border, Administrative Assistant (x 81431) border@ohio.edu  
Jennifer Redrup, Coordinator of the Student Success Center redrup@ohio.edu

**SUPPLIES**

Basic instruction/office supplies can be found in the copy room next to Student Services (Elson 154). You may help yourself to whatever you need, but we ask that you notify us via the clipboard in the copy room of items that you take the last of, or we are low on. This helps to facilitate inventory oversight and to ensure that items get reordered once depleted. Whiteboard markers and erasers are stocked in each classroom weekly. If you have need of supplies not stocked in the copy room, please notify the Faculty Secretary.

Contact:  
Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu  
Ms Michelle Pendergast, Administrative Specialist (x 81431) pendergm@ohio.edu

**SYLLABUS GUIDELINES**

Your syllabus is a “contract” between you and your students. If you wish to establish policies that may impact student grades, be sure to specify them clearly on your course syllabus. As per IV A(3) of the Ohio University Faculty Handbook, (http://www.ohiou.edu/facultysenate/handbook), the following information is required on all syllabi:

- Instructor’s Name
- Course Class Number (e.g., #10852)
- Course Descriptive Title (e.g., Introduction to Human Communication)
- Course Subject and Catalog Number (e.g., COMS 101)
• List of intended outcomes or objectives upon successful completion of the class
• The basis for grading in the course
• A statement of the Instructor’s attendance policy (see Section IV.B.3)
• Penalties that will be imposed for academic dishonesty (see Section VIII.F)
• An explanation of policy relative to absences consistent with the student regulations as given in the Undergraduate Catalog (Section VIII.C)

ADDITIONAL ITEMS TO INCLUDE:
• Instructor’s contact information (e.g., phone number and/or email address) and times when it is best to contact you.
Calendar of assignments, due dates, reading assignments, labs, final exam, etc. (The final exam schedule can be viewed at https://www.ohio.edu/zanesville/facultystaff/ and click on the appropriate semester link under “Academics”.
• University calendar information (e.g., the last day to withdraw without special permission.)
• Required course resources (e.g., textbook title & author; outside readings; manuals).
• Any additional policies the instructor wishes to address (e.g., cell phone policy, eating/drinking in class, policies for make-up assignments).
• Any deviations from the normal meeting time and place. (Required deviations need to be submitted into the class registration system before course enrollment begins.)
• Cheating/Plagiarism policy.

You are strongly encouraged to personalize and to individualize your course syllabus. See the appended Sample Syllabus Guidelines for ideas in how to do this. You may also wish to utilize a Syllabus Acknowledgement form, also appended to this manual. While it doesn’t entirely absolve an instructor from discrepancies from the course syllabus, it certainly presents evidence that information has been received and understood by the students in your class. In many instances, this could be very helpful.

If you have any questions regarding your syllabus, you can either share them with a faculty member from your discipline, or you can ask for input from the Associate Dean.

All faculty are required to submit a copy of their course syllabi electronically to Billie Mautz, Faculty Secretary (mautz@ohio.edu) by the end of the first week of class.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu
Ms Billie Mautz, Faculty Secretary (x 81505) mautz@ohio.edu

TEACHING LOADS

Adjunct instructors are eligible to teach up to 29 credit hours in any period spanning two academic years (excepting summer instruction) in any manner agreed upon between you and the Academic Division Coordinator. Accordingly, if it suits you and meets campus needs, for example, to teach nine credit hours one term, three the next, six the next, three the next, that totals 21 and is entirely acceptable.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

TEXTBOOK SELECTION/ORDERS

In some cases, adjunct faculty are committed to utilizing the textbook(s) as determined by the department. In other cases, adjunct faculty are charged to identify their own textbook(s) for the course. In either case, you are ultimately responsible for making sure that the textbook required of the students in your class is available at the Campus Bookstore

NOTE: In the selection of your textbook, you receive complimentary copies of examination texts from several publishers. Ohio University expressly discourages the selling of these examination texts to book buyers. Also note: University and campus policy both forbid faculty involvement in the direct sale of books or other materials to students in his/her classes.
As a matter of law, all courses placed on the schedule must present in easily accessible format all of the information for the required texts so students can make informed decisions regarding whether to take the course or how to purchase the textbook through cheaper venues. If you go on the course schedule and click on the name of the course, a drop-down box will appear which will show the student which texts are required for the course (as well as other course-related information).

You are responsible for entering this information into the system. It is actually quite simple. Dr. Frank LoSchiavo, our own Professor of Psychology, has created an excellent video tutorial on how to add textbook information in for your class(es) available at http://youtu.be/tNTRexqO330. He takes you from our home page through the entire process.

Or faculty can add their textbook information at http://www.ohio.edu/registrar/textbook.cfm. At the site, click on “Click here for the textbook system.” This will take you to a login page, so log in; in a minute, your classes will come up. Select the appropriate class (click on the green dot). To the right, a box appears labeled “Selected Class.” Click on “Manage” and you are taken to the page that allows you to enter the material. If you enter the ISBN number, it will populate the other boxes. Click on “Add Resource,” then on “Save” under the Selected Class box. And you’re done!

We need to be in complete compliance with this requirement, meaning that every class on the schedule needs to present this information. If there is no text, that information needs to be entered. The earlier the better.

Contact: Dr. Hannah Nissen, Interim Associate Dean (x 81525) nissen@ohio.edu

VENDING/FOOD

Drink and snack vending machines are available off the Atrium outside of the Computer Lab (102) in Elson Hall. There are also machines available in the Campus Center and Littick Hall, as well.

WORKSHOPS

Ohio University Zanesville offers both traditionally-graded and pass-fail graded, one-credit workshops covering special topics that may be of particular interest to students. Workshops are highly flexible with respect to their offering and with respect to registration. Indeed, students may sign up for these workshops at any point during the semester, and workshops may be added to the schedule in mid-semester if necessary.

In order to offer a workshop, faculty work with Sara Brennan to develop these special topics and to present them for approval to the appropriate department on the Athens campus. A one-credit workshop requires 15 hours of class meeting time, although the Associate Dean may approve these for blended presentation (see “BLENDED COURSES” above). Subsequently, these will be scheduled across two meeting dates to be determined by Continuing Education staff.

Contact: Ms Sara Brennan, Records Mgmt Specialist (x 81502) brennans@ohio.edu
Dr. Hannah Nissen, Interim Associate Dean (x 81553) nissen@ohio.edu
APPENDICES
### COMMONLY USED EXTENSIONS/ROUTING

**Academic Program Information**

#### Associate Degrees

<table>
<thead>
<tr>
<th>Arts</th>
<th>Dr. Ken Collins</th>
<th>740-588-1475</th>
<th><a href="mailto:collinsk@ohio.edu">collinsk@ohio.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Media</td>
<td>Ray Rotella, Cindy Linn</td>
<td>740-588-1528</td>
<td><a href="mailto:rotella@ohio.edu">rotella@ohio.edu</a>, <a href="mailto:linnc@ohio.edu">linnc@ohio.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Pam Sealover</td>
<td>740-588-1514</td>
<td><a href="mailto:sealover@ohio.edu">sealover@ohio.edu</a></td>
</tr>
<tr>
<td>Science</td>
<td>Dr. Mohannad Al-Saghir</td>
<td>740-588-1531</td>
<td><a href="mailto:al-sagli@ohio.edu">al-sagli@ohio.edu</a></td>
</tr>
</tbody>
</table>

#### Baccalaureate Degrees

<table>
<thead>
<tr>
<th>Applied Management</th>
<th>Mr. Michael Schor</th>
<th>740-699-2488</th>
<th><a href="mailto:schor@ohio.edu">schor@ohio.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Dr. Sheida Shirvani</td>
<td>740-588-1449</td>
<td><a href="mailto:shirvani@ohio.edu">shirvani@ohio.edu</a></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Dr. Jimmy Taylor</td>
<td>740-588-1468</td>
<td><a href="mailto:taylorj2@ohio.edu">taylorj2@ohio.edu</a></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Dr. Hannah Nissen</td>
<td>740-588-1525</td>
<td><a href="mailto:nissen@ohio.edu">nissen@ohio.edu</a></td>
</tr>
<tr>
<td>History</td>
<td>Dr. Korcaighe Hale</td>
<td>740-588-1545</td>
<td><a href="mailto:halek@ohio.edu">halek@ohio.edu</a></td>
</tr>
<tr>
<td>Health Services Admin</td>
<td>Dr. Thomas Kamau</td>
<td>740-588-1536</td>
<td><a href="mailto:kamau@ohio.edu">kamau@ohio.edu</a></td>
</tr>
<tr>
<td>Middle Child. Education</td>
<td>Dr. Beverly Bell</td>
<td>740-588-1481</td>
<td><a href="mailto:bellb@ohio.edu">bellb@ohio.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Pam Sealover</td>
<td>740-588-1514</td>
<td><a href="mailto:sealover@ohio.edu">sealover@ohio.edu</a></td>
</tr>
<tr>
<td>Social Work</td>
<td>Tracy Pritchard</td>
<td>740-588-1530</td>
<td><a href="mailto:pritchar@ohio.edu">pritchar@ohio.edu</a></td>
</tr>
<tr>
<td>Tech and Applied Studies</td>
<td>Larry Tumblin</td>
<td>740-588-1512</td>
<td><a href="mailto:tumblin@ohio.edu">tumblin@ohio.edu</a></td>
</tr>
</tbody>
</table>
**General Information**

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Concerns</td>
<td>Dr. Hannah Nissen</td>
<td>740-588-1525</td>
<td><a href="mailto:nissen@ohio.edu">nissen@ohio.edu</a></td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>Nina Henderson</td>
<td>740-588-1410</td>
<td><a href="mailto:hendersn@ohio.edu">hendersn@ohio.edu</a></td>
</tr>
<tr>
<td>Business Operations/HR</td>
<td>Angela Richcreek</td>
<td>740-588-1508</td>
<td><a href="mailto:richcrea@ohio.edu">richcrea@ohio.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>Student Service Desk</td>
<td>740-588-1439</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Doug Pollock</td>
<td>740-588-1459</td>
<td><a href="mailto:pollock@ohio.edu">pollock@ohio.edu</a></td>
</tr>
<tr>
<td>Campus Information</td>
<td>Kim Border</td>
<td>740-588-1431</td>
<td><a href="mailto:border@ohio.edu">border@ohio.edu</a></td>
</tr>
<tr>
<td>Classroom Assignments</td>
<td>Sara Brennan</td>
<td>740-588-1502</td>
<td><a href="mailto:brennans@ohio.edu">brennans@ohio.edu</a></td>
</tr>
<tr>
<td>Counseling</td>
<td>Heather Merry</td>
<td>740-588-1293</td>
<td><a href="mailto:hmerry@zanestate.edu">hmerry@zanestate.edu</a></td>
</tr>
<tr>
<td>Dean's Office</td>
<td>Gail Hayes</td>
<td>740-588-1434</td>
<td><a href="mailto:hayesg@ohio.edu">hayesg@ohio.edu</a></td>
</tr>
<tr>
<td>Event Scheduling</td>
<td>Linda Sinift</td>
<td>740-588-1393</td>
<td><a href="mailto:sinift@ohio.edu">sinift@ohio.edu</a></td>
</tr>
<tr>
<td>External Relations</td>
<td>Jarod Anderson</td>
<td>740-588-1547</td>
<td><a href="mailto:andersj6@ohio.edu">andersj6@ohio.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Vicki DeLucas</td>
<td>740-588-1441</td>
<td><a href="mailto:delucas@ohio.edu">delucas@ohio.edu</a></td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Linda Sinift</td>
<td>740-588-1393</td>
<td><a href="mailto:sinift@ohio.edu">sinift@ohio.edu</a></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Help Desk</td>
<td>740-588-1526</td>
<td><a href="mailto:robinsom@ohio.edu">robinsom@ohio.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>Main Number</td>
<td>740-588-1404</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>Main Number</td>
<td>740-588-1514</td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td>Chris Shaw</td>
<td>740-588-1565</td>
<td><a href="mailto:shaw@ohio.edu">shaw@ohio.edu</a></td>
</tr>
<tr>
<td>Registration</td>
<td>Sara Brennan</td>
<td>740-588-1502</td>
<td><a href="mailto:brennans@ohio.edu">brennans@ohio.edu</a></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>740-588-1555</td>
<td></td>
</tr>
<tr>
<td>Student Success Center</td>
<td>Jennifer Redrup</td>
<td>740-588-2554</td>
<td><a href="mailto:redrup@ohio.edu">redrup@ohio.edu</a></td>
</tr>
<tr>
<td>Testing Center</td>
<td>Rhonda Moore</td>
<td>740-588-1510</td>
<td><a href="mailto:moorer4@ohio.edu">moorer4@ohio.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kim Border</td>
<td>740-588-1431</td>
<td><a href="mailto:border@ohio.edu">border@ohio.edu</a></td>
</tr>
<tr>
<td>Workshops</td>
<td>Sara Brennan</td>
<td>740-588-1502</td>
<td><a href="mailto:brennans@ohio.edu">brennans@ohio.edu</a></td>
</tr>
</tbody>
</table>
EMERGENCY QUICK REFERENCE GUIDE

Emergency Telephone Numbers:

- **Emergency Calls**: 911 from campus phone
- **Campus Security**: 81555 from campus phone, otherwise (740) 683-3584
- **Security Director**: 81396 from campus phone, otherwise (740) 588-1396, or cell (740) 683-0468
- **Facilities Management**: 81398 from campus phone, otherwise (740) 588-1398
- **Facilities Director**: 81396 from campus phone, otherwise (740) 588-1396, or cell (740) 683-1296

**ACCIDENT/INJURY:**

- Call 911, relay exact location and type of emergency, and then call Security (81555), with same information.
- Security will contact Facilities Management. Facilities will dispatch personnel to assist.
- Stay with and comfort any person needing medical assistance and be available for recording of information for accident report. Security will be responsible for the completion of the appropriate accident report.
- If work related injury, the employee must contact OUZ Deans Office within 24 hours, and complete accident report form.

**BOMB THREAT:**

- Do not use cell phones or two-way radios and inform others not to use same due to potential of triggering device.
- Write down the phone number using caller I.D., what the caller says and any notes about background noise or clues to caller’s location.
- Keep the caller on the phone as long as possible and have someone else call 911, from a landline, giving number of the phone receiving the threat, then call Security (81555). Security will contact Facilities Management.
- Evacuation procedures will be determined by Emergency Personnel.

**EXPLOSIVE DEVICE:**

- Do not use cell phones or two-way radios and inform others not to use same due to potential of triggering device.
- Evacuation procedures will be determined by Emergency Personnel.

**CHEMICAL/TOXIC:**

- Assess general threat and/or condition of victim, then call 911 and Security (81555)
- Security will contact Facilities Management.
- Security will assess evacuating building; Facilities will check restrooms, study areas and assist physically disabled persons.
- Meet emergency personnel and relay pertinent information about the incident.

**FIRE:**

- Activate fire alarm pull station and evacuate building, checking restrooms and study areas.
• Insure that any physically disabled person is given assistance in evacuating building.
• If you hear the alarm while in a room, feel the door before you open it. **If hot, leave it closed.** Break a window with a chair and evacuate if possible.
• On Elson second floor, evacuate through the stairwell. **Do not use the elevator and discourage others from using the elevator.** Assist any physically disabled people to the stairwell behind the fire door, inform Emergency Personnel of any people in the stairwell.

**INTRUDER WITH WEAPON OR SHOWING HARMFUL INTENT:**

• Call 911, giving exact location and description of intruder.
• Call Security (81555). They will contact Emergency Personnel, to insure they received first call. Then Security will call Facilities Management.
• Security will page entire campus by dialing 71, and give live message “**an emergency situation has developed on campus; please initiate lockdown/evacuation procedures**”.
• The Security Office or Facilities Management will activate the Campus Intruder Warning Siren and Bells.
• **Lockdown procedures** for classrooms and offices: Lock door, block door with chairs, desks, etc, direct people away from entry door and instruct them to get on the floor, turn off lights.
• Library will announce through their internal intercom, by dialing #70 and giving message.
• A computer pop up message will be sent to all campus computers indicating “**an emergency situation has developed on campus; please initiate lockdown/evacuation procedures**”.
• Do not engage the intruder either physically or verbally. Direct everyone away from the area. If shooting occurs, take cover and encourage others to do so.
• No one should leave locked office or classroom until visible Police, Security, or Facilities Personnel give an all clear, or an all clear is announced on the intercom system.

**POWER OUTAGE:**

• Contact Facilities (81398), after 5:00 p.m. contact (81397) or cell (740) 319-6079. Facilities will contact provider and assess situation and duration.
• **Keep students in classroom and buildings until situation is assessed.** Emergency lights in halls and stairwells will come on.

**TORNADOES:**

• The county wide and campus tornado warning siren will sound. Direct students and staff into hallways and away from glass.
• Do not attempt to evacuate building and discourage others from doing so.

**MEDIA RELATIONS:**

The Dean of OU Zanesville or the Public Relations Officer will serve as the only spokesperson.

**COMMAND HIERARCHY:**

• Dean
• Associate Dean
• Academic Division Coordinator

**CAMPUS WIDE**

Director of Operations/Facilities Management

Once emergency personnel arrive, they are in charge! Be available to give pertinent information.
INCOMPLETE GRADE CONTRACT

Please submit to the Associate Dean’s Office at the end of the academic term

STUDENT’S NAME ____________________________________________

PID # _______________________________________________________________________

COURSE (dept)________________(catalog #)_________________(section*)_______________

CALL # _______________________________________________________________________

SEMESTER  o  Fall  o  Spring  o  Summer  ACADEMIC YEAR __________

INSTRUCTOR’S NAME ____________________________________________________________

PHONE (____________) ________________________________

EMAIL ________________________________________________________________

GRADE EARNED AS OF NOW ________________________________________________

ASSIGNMENTS DUE _______________________________________________________________________

.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

DEADLINE FOR ASSIGNMENTS _______________________________________________________________________

STUDENT’S SIGNATURE ______________________________________________________________

DATE __________

FACULTY SIGNATURE ________________________________________________________________

DATE __________

Please attach a copy of the course syllabus to this form.
PRE-SEMESTER CHECKLIST FOR NEW FACULTY

- Enter textbooks through [http://www.ohio.edu/registrar/textbook.cfm](http://www.ohio.edu/registrar/textbook.cfm)
- Activate OHIO account
- Create syllabi that include all necessary elements
- Place any reading materials on reserve in the library
- Obtain parking permit
- Submit copy of syllabus electronically to Billie Mautz, Faculty Secretary ([mautz@ohio.edu](mailto:mautz@ohio.edu))
- If you plan to use instructional technology in your class, confirm that it is available.
- Confirm the location of your faculty mailbox
- Set up a gradebook for each of your classes on Blackboard
SAMPLE SYLLABUS GUIDELINES

Course Number: Official Course Number (e.g., PSY 1010) -- Required
Course Title: Official Course Title (e.g., General Psychology) -- Required
Term, Year: (e.g., Fall, 2012) -- Required

Contact Information: Must provide OUZ e-mail address AND one other means of contacting you

Textbook and/or other required resources: List any resources that are required for the course
(e.g, textbook, articles, supplies, etc.) -- Required

Catalog Description of Course: Verbatim course description from the catalog – Optional

Course Rationale: Explanation of why students should take the course, benefits, etc. -- Optional

Course Format: What format will the course utilize? (e.g., lecture, discussion, group work)—Optional

Credit Hours: How many credits is the course worth?—Optional

Prerequisites: Prerequisites for the course as described in the catalog – Strongly recommended

Introduction: Welcoming statement (e.g., “Welcome to PSY 1010. . . . ) – Optional

Course Objectives: MUST be exactly the same on all syllabi for that class. Get these from a full-time faculty member or department chair – Required

Course Requirements: How will the grade be determined? Quizzes? Exams? Homework? Presentations? These should be specified! – Required

Grading Policy and Distribution (p. 34 of the College Catalog): % or points necessary to earn what grades (note: grading by points is preferable to grading by %) -- Required

Makeup Policy: It is strongly recommended that you write out a makeup policy for missed exams, homework assignments, etc. If you don’t have one, say so in writing. This is a frequently appealed point!

Attendance Policy: Entirely at your discretion. Be sensitive. If you have a policy, be VERY specific about the consequences for missing class.–Required

ADA Accommodation: Required on all syllabi. “Any student who feels that s/he may need an accommodation to address the challenges of a disability should contact Nina Henderson, Accessibility Coordinator for Disability Services, by phone at 588.1410, by email at hendersn@ohio.edu, or see her at her office in Elson Hall 114.

Academic Integrity: Spell out your policy on cheating. Mine says “Students are expected to do their own work. The submission of work completed by any other party misrepresented by the student as his/her own, or the receiving of assistance in any manner on quizzes or examinations will be dealt with as cheating, and will be handled accordingly. The presence of electronic devices during any testing period is strictly prohibited.”—Strongly recommended

Course Outline: At least a weekly breakdown of the subject matter you will be covering—Required

Other Supplements
Syllabus Acknowledgment

The syllabus for **COURSE NAME AND NUMBER** has been reviewed for me by the instructor. I understand the course objectives, course requirements, attendance policy, and makeup policy for this course, as well as the standards for deportment with respect to acceptable classroom demeanor and academic integrity. I know, further, how my grade will be determined, and I know how to contact my instructor for academic help, advice, or guidance if the need should arise. I understand it is my obligation to check my e-mail regularly throughout the semester.

________________________  __________________________
name of student                        date

NOTE: You may want to add language like the following if you're teaching a blended or online course:

Further, I have been apprised of the unique challenges of taking a course through blended (or online) delivery and feel comfortable enough with my computer skills to complete the requisite tasks of the course.
Purpose

The purpose of this policy is to provide uniform guidelines for the use of University resources.
Policy

The use of University monies or resources (such as vehicles and equipment) must have a business purpose. This includes (but is not limited to) computers, internet, and phone usage, and the use of intangibles such as software and employee time.

Abuse of University resources may result in the need to make restitution to the University and in disciplinary action, up to and including termination. Use of University resources is considered abuse when either of the following occurs:

- The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her job. For example, drinking water may be provided to employees for everyday use, but filling up jugs of drinking water from a University source, to take home for personal use, is abuse.

- The use conflicts with federal, state, or local laws or regulations, or with any other existing University policies. Other University policies that deal with resource use include:
  1. Policy 01.025, "Use of Ohio University Facilities"
  2. Policy 17.900, "Consulting"
  3. Policy 19.054, "Equipment Inventory Control"
  4. Policy 47.001, "Use of University Vehicles"
  5. Policy 55.003, "Purchasing Authority: Vendor Selection, Personal Purchases, Land and Building Acquisition, Conflict-of-Interest," see especially the Procedures Section, subsection III, "Personal Purchases"
  6. Policy 55.071, "Disposition of Surplus or Excess Equipment"
  7. Policy 55.072, "Sale of University Property"
  8. Policy 55.075, "Cell Phones"
  9. Policy 91.003, "Computer and Network Use"

Long distance telephone charges for personal calls should never be incurred by the University; they should instead be charged directly to your personal Bobcat Account Code (see the "Long Distance" section of http://technology.ohio.edu/telephone/) or to some other personal calling card.

Brief personal use of the University's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or e-mail) is allowable during the work day. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and e-mail services is permitted, subject to Policy 91.003, "Computer and Network Use."

Procedures

1. When using a University resource, always check with your supervisor if you are in any way uncertain of the business purpose or appropriate nature of that use.
2. Be aware that all capital equipment must be tagged by the Equipment Inventory (EI) Office, as described in Policy 19.054, "Equipment Inventory Control."
3. If an employee will be taking University equipment or items off University property for business use, such activity should be documented, as described in Policy 19.054, "Equipment Inventory Control."
4. Supervisors should always be aware of the resources designated to them, and should track the use of those resources. This includes timely response to the Equipment Inventory Office's reporting requests, and proper oversight of common supply areas, phone bills, and the like.
Reviewers

Proposed revisions of this policy should be reviewed by:

1. Policy and Procedure Review Committee
2. Equipment Inventory Office Manager
3. Director of Communication Network Services

Forms

There are no forms that are specific to this policy.

Copyright © 2005 Ohio University. All Rights Reserved.


Please E-mail any comments or suggestions to "policy@ohio.edu".