

GONZAGA UNIVERSITY SCHOOL OF EDUCATION

ADJUNCT FACULTY HANDBOOK - 2011-2012



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**The Adjunct Faculty Handbook
is on the School of Education website
www.gonzaga.edu/soe**

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September 14, 2011

Welcome, School of Education Adjuncts!

I look forward to welcoming adjuncts each year and acknowledging the important contributions you provide to Gonzaga University students. One of Gonzaga's strengths may be found within the teaching faculty, and this is indicated each year by the high scores on our teaching evaluations from students and the feedback we receive from the community. This year, the University has implemented on-line course evaluations. There are multiple reasons for this change, but foremost, an on-line system results in data that provides greater confidentiality for student evaluation, and data is not subject to "overpopulation" which indicates there were more respondents than registered students.

The University's paper responses over the last 3-4 years have hovered around the high 70%, while the on-line response rates have averaged in the low 60%. By going to on-line only, the latter response rate would no doubt rise. Last spring about 17% of the sections offered at GU were evaluated on-line and analysis showed that less than 1% of sections evaluated on line had 0 respondents, compared to 12% evaluated by paper.

The single most important factor in gaining high response rates is the instructor. In the Course Evaluation Section of this *Handbook*, you will find a list of ways instructors can increase their response rates. Most importantly, is including the on-line course evaluation in your syllabus. Please refer to this section, and integrate some or all of the suggested methods. I anticipate that with the strength of our faculty and their commitment to teaching, the School of Education should consistently see an increase in their on-line response rates over the coming years.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Sunderland". The signature is fluid and cursive, with a large initial "J" and "S".

Jon Sunderland, PhD
Dean, School of Education

GONZAGA UNIVERSITY MISSION STATEMENT

Gonzaga University belongs to a long and distinguished tradition of humanistic, Catholic, and Jesuit education. We, the trustees and regents, faculty, administration and staff of Gonzaga, are committed to preserving and developing that tradition and communicating it to our students and alumni.

As humanistic, we recognize the essential role of human creativity, intelligence, and initiative in the construction of society and culture.

As Catholic, we affirm the heritage which has developed through two thousand years of Christian living, theological reflection, and authentic interpretation.

As Jesuit, we are inspired by the vision of Christ at work in the world, transforming it by His love, and calling men and women to work with Him in loving service of the human community.

All these elements of our tradition come together within the sphere of free intellectual inquiry characteristic of a university. At Gonzaga, this inquiry is primarily focused on Western culture, within which our tradition has developed.

We also believe that a knowledge of traditions and cultures different from our own draws us closer to the human family of which we are a part and makes us more aware of both the possibilities and limitations of our own heritage. Therefore, in addition to our primary emphasis on Western culture, we seek to provide for our students some opportunity to become familiar with a variety of human cultures.

In the light of our own tradition and the variety of human societies, we seek to understand the world we live in. It is a world of great technological progress, scientific complexity and competing ideologies. It offers great possibilities for cooperation and interdependence, but at the same time presents us with the fact of widespread poverty, hunger, injustice, and the prospect of degeneration and destruction.

We seek to provide for our students some understanding of contemporary civilization; and we invite them to reflect with us on the problems and possibilities of a scientific age, the ideological differences that separate the peoples of the world, and the rights and responsibilities that come from commitment to a free society. In this way we hope to prepare our students for an enlightened dedication to the Christian ideals of justice and peace.

Our students cannot assimilate the tradition of which Gonzaga is a part nor the variety of human culture, nor can they understand the problems of the world, without the development and discipline of their imagination, intelligence, and moral judgment. Consequently, we are committed at Gonzaga to developing these faculties. And since what is assimilated needs to be communicated if it is to make a difference, we also seek to develop in our students the skills of effective writing and speaking.

We believe that our students, while they are developing general knowledge and skills during their years at Gonzaga, should also attain more specialized competence in at least one discipline or profession.

We hope that the integration of liberal humanistic learning and skills with a specialized competence will enable our graduates to enter creatively, intelligently, and with deep moral conviction into a variety of endeavors, and provide leadership in the arts, the professions, business, and public service.

Through its academic and student life programs, the Gonzaga community encourages its students to develop certain personal qualities: self-knowledge, self-acceptance, a restless curiosity, a desire for truth, a mature concern for others, and a thirst for justice.

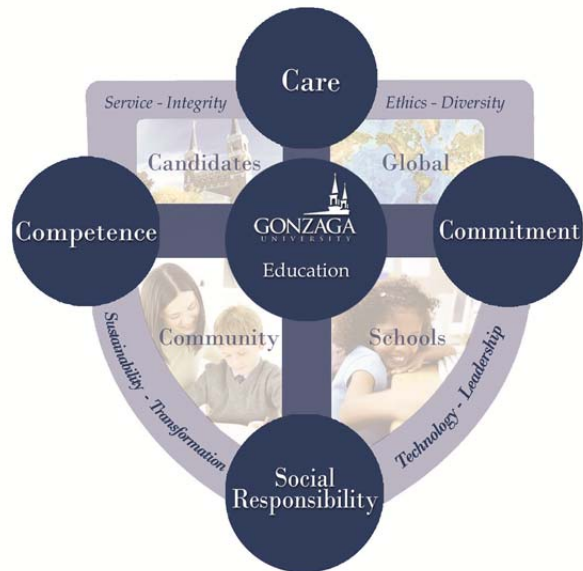
Many of our students will find the basis for these qualities in a dynamic Christian faith. Gonzaga tries to provide opportunities for these students to express their faith in a deepening life of prayer, participation in liturgical worship and fidelity to the teachings of the Gospel. Other students will proceed from a non-Christian religious background or from secular philosophic and moral principles. We hope that all our graduates will live creative, productive, and moral lives, seeking to fulfill their own aspirations and at the same time, actively supporting the aspirations of others by a generous sharing of their gifts.



SCHOOL OF EDUCATION MISSION

The Mission of the School of Education is to prepare socially responsive and discerning practitioners to serve their community and profession.

- We model and promote leadership, scholarship, and professional competence in multiple specializations.
- We support an environment that is challenging, inclusive, reflective, and collegial.
- We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society.
- We provide academic excellence in teaching, advising, service, and scholarship. We promote, support, and respect diversity.



The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education.

SCHOOL OF EDUCATION - CONCEPTUAL FRAMEWORK

The Conceptual Framework represents the core values of the faculty, staff, and students in the School of Education. The framework is comprised of the School of Education Mission, Theme, and Goals.

SCHOOL OF EDUCATION THEME - SUMMARIZED

“SOCIALLY RESPONSIBLE PROFESSIONALS WHO SERVE WITH
CARE, COMPETENCE, AND COMMITMENT”

SCHOOL OF EDUCATION GOALS

1. Develop transformational leaders who serve and influence their communities.
2. Create an environment where diverse individual contributions are valued.
3. Understand and adhere to ethical standards and guidelines of professional practice.
4. Understand the consequences of technology and harness its possibilities to positively impact humanity.
5. Pursue meaningful research.
6. Nurture lifelong commitment to self-assessment and growth.
7. Develop critically-thinking and collaborative problem-solvers with the courage to contribute to society.
8. Provide a strong, working knowledge base from which practice flows.
9. Serve the underserved.

SECTION 1 Adjunct Faculty Teaching in the United States and Canada

CONTRACTS

All adjunct faculty contracts are prepared in the Dean's Office. The departments submit the adjunct faculty names prior to the start of the semester and contracts are prepared and mailed to you for signature. A new contract is prepared every semester based on your teaching assignment. If you have not had an adjunct position for over 12 months you may be required by Human Resources to complete the "new hire" paperwork again. If new hire paperwork is needed, the forms will be included in your contract packet. Adjunct faculty positions are contingent upon successful passage of a background check. Any adjunct faculty member who has not worked for the University within the previous 12 months will require a background check.

Your contract includes:

- The semester and year of your appointment
- Name
- Gonzaga University identification number
- Effective dates of the contract
- Stipend
- Payment schedule (equal payments over the length of the contract, paid semi-monthly)
- Subject, course number, section, course name, and number of credits
- Signature and date

If you have any questions regarding the contract you should contact Cynthia Smutny at (509) 313-3594 or call our toll free number (800) 533-2554. You may also email smutny@gonzaga.edu. See sample contract on following page.

INDEPENDENT STUDIES

Independent Studies files are kept in the Dean's Office by Cynthia Smutny and payment is calculated at the end of the semester, based on the number of credits generated. The payment rate is established by the University and is subject to change.

TRAVEL INFORMATION - ADJUNCT FACULTY TEACHING OUTSIDE OF THE U.S.

If you are teaching students in Canada **you must have** a current passport or enhanced Washington Driver's License to cross the border. In addition, a work permit for Canada is required. Canada recognizes this employment as "Academic Exchanges" and a letter from the School of Education verifying your employment is required (under exemption C22 of Immigration and Refugee Protection Regulation subsection 205b).

The Dean's Office will prepare the authorization letter for the Canadian Border Official. You should pay the \$150 permit fee by check or credit card and submit the receipt for reimbursement with your expense account report to your Department. **The work permit is valid for 1 year.**

EXPENSE REPORTS

All Expense Reports and requests for reimbursements should be submitted to your Department Office.

CURRICULUM VITAE

The School of Education requires that all faculty members have a current vita (electronic) on file with the School of Education. The required format is included in the *Gonzaga University, School of Education Bylaws, Guidelines, and Procedures Manual*. The format is designed to satisfy our accreditation vitae requirements for both the United States and Canada.

You must use the required format

The form is located on our website at www.gonzaga.edu/soe on the “Information for Faculty and Staff” web pages under forms.

Format: APA Standards

Font: Times New Roman (11 pt.) or Arial (10 pt.)

Margins: Top/bottom 1"

Left/right .75

Tabs: If using tabs – set at .5 increments

- order and section names should not be changed
- delete sections that are not relevant
- add “sub-sections” if needed

The vitae are used for annual reports and accreditation and **MUST be updated each year**. Please make sure you complete your updates by the SOE required deadline and forward to your Department.

The School of Education maintains a website with information on all faculty and adjunct faculty, which includes a picture and short bio.

Please send a head/shoulder photo to your department (electronic, if possible). If you teach on-campus, you may stop by the Rosauer Computer Lab and ask to have your picture taken.

The bio should include:

- Name
- address (contact information that is on the syllabus)
- your department and program
- Degrees (degree awarded, University, major, and year awarded)
- Short paragraph on your background, special areas of study, and other interests.

If you have questions, contact the Department Office.

See format on following page.

STANDARD VITA FORMAT AND GUIDELINES - **EXAMPLES**

Name	Information Date
Contact Address	Phone

Current Position (Title, Department, University, year of appointment)

Example:

Associate Professor	Department name	2005-present
Director, Program Name,	Department Name,	2006-present

Note: Adjuncts would also list their full-time employer, i.e., School District 81 and title

Academic Degrees (Year granted- *list most recent first*, degree, field of specialty, University)

Example:

1968	Ph.D.	Social Science	Gonzaga University
1965	M.A.	Counseling	Oregon State University
1960	B.S.	Counseling	Oklahoma State University

Certification or Licensing

Year	License	State
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Internships, in-service training, or specialized training

Professional Experience (list most recent first – including elementary and secondary teaching and school support service)

Example:

2000-present	Associate Professor	Gonzaga University
1999-2000	Adjunct Faculty	Gonzaga University
1994-1997	Elementary Teacher, Grade 3	School Name / location

Faculty and Administrative Load (last full year, Summer, Fall, Spring, by semester and sessions)

Example:

Summer 2008

EDPE 311	Secondary Physical Ed Methods	3 credits
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Fall 2008

EDPE 311	Secondary Physical Ed Methods	3 credits
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Spring 2009

EDPE 311	Secondary Physical Ed Methods	3 credits
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Other Collegiate Assignments – Current (last 2-3 years, member/officer, committee, years)

Example:

Member, Academic Senate, 2004-present

Professional and Academic Associate Memberships – Outside of University (indicate offices held and asterisk those whose meetings you attend)

Example:

President	Washington State Teachers Association*	2006-present
Member	State of Washington...	2004-present

Current Professional Assignments and Activities (non-teaching such as consulting, reviewing, etc.)

Publications – Refereed

Refereed materials are publications reviewed by “expert readers” or referees prior to the publication of the material. After reading and evaluating the material, the referee informs the publisher/editor if the document should be published or if any changes should be made prior to publication.

Publications – Non Refereed

Submissions for Publication - Recent

Professional Papers Presented (List most recent first)

Other Conference Participation (last 3 years)

Research Interests or Specialties

Funded Grants, Contracts, and Research

Other Projects or Products

Community Service (include volunteer activities with schools or other organizations)

Past University Committees

SYLLABI

According to the *Gonzaga University, School of Education, Bylaws, Guidelines and Procedures Manual*, Section 307.00, there is a specific format that must be followed for Syllabi. The format is designed to satisfy our accreditation syllabus requirements for both the U.S. and Canada. Please follow the instructions for document set-up so we do not have to reformat when reports are due.

The form is located on our website at www.gonzaga.edu/soe on the Information for Faculty and Staff web pages, select forms.

Format: APA Standards
Font: Times New Roman or Arial (11 pt.)
Margins: Top/bottom 1"
 Left/right .75
Tabs: If using tabs – set at .5 increments

An electronic copy of the course syllabus must be submitted to your Department.

See format on following page

STANDARD SYLLABI FORMAT - NCATE PROTOCOL

The following information represents the minimum criteria for all SOE syllabi. Individual departments may choose to add additional information.

General Heading

GONZAGA UNIVERSITY - SCHOOL OF EDUCATION
NAME OF PROGRAM

General Information

Course name, number, credits, semester, and year
Time/Location of class, instructor, office location, contact phone, email, office hours

Key Assessment(s) Identified – NCATE Standard number is assessed in course:

If a Key Assessment is administered in a course, there must be an identification of: a) the Key Assessment Instrument; b) which NCATE assessment category it addresses; c) the program outcome it addresses; and d) the rubric used to score candidate performance.

School of Education Theme Statement

Socially Responsible Professionals Who Serve with Care, Competence, and Commitment

The **Mission of the School of Education** is to prepare socially responsive and discerning practitioners to serve their communities and professions. The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education.

- ◆ We model and promote leadership, scholarship, and professional competence in multiple specializations.
- ◆ We support an environment that is challenging, inclusive, reflective, and collegial.
- ◆ We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society.
- ◆ We provide academic excellence in teaching, advising, service, and scholarship.
- ◆ We promote, support, and respect diversity.

The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education.

- I. **Course Description:** This is the information that is written in the University Catalogue.
- II. **Overview of Course:** Usually a complete description of the course
- III. **Goals:** What is to be accomplished in general terms during the course (list or narrative form)
If you list them, how are you going to assess them?
- IV. **OUTCOMES/STANDARDS/ASSESSMENTS**
A table format with three columns similar to the example below outlining the program objectives met in the course, what state, SPA, NCATE, etc. standards are met through this course, and the method(s) of assessing the outcome/objective

OUTCOMES/OBJECTIVES	STANDARDS	ASSESSMENT
Identify the specific outcomes/objectives addressed in this course.	Identify the state, professional association (SPA), NCATE, or program outcome(s) met by course	Identify the instrument used to measure candidate performance for each outcome or standard addressed in the course.

Grading Scale: Align with goals & objectives and other requirements listed as part of grade determination.

Rubric: student expectations = Grade or level (fails, meets, exceeds)

Example: Participation: graded = how?

V. **Learning Activities/Teaching Strategies** - How the outcomes are going to be accomplished

VI. **Technology Literacy**

This section addresses how technology is incorporated within the course. In some courses this may not be applicable, in which case a simple statement to that effect is sufficient.

Example: This course is a physical skills laboratory course where students are learning and refining specific motor skills. It is conducted in an open field environment, therefore the use of technology will not be emphasized.

VII. **Text(s)**

VIII. **Bibliography** – (Updated and current references – references should cover complete content, especially as identified in goals & objectives)

- A. Contemporary
- B. Classical
- C. Key Journals
- D. Internet resources

IX. **Course Schedule and Policies**

This section of the course outlines specific policies, (which are not in conflict with university policy), that may be agreed upon by the School, Department, or individual faculty information concerning absences, tardies, late assignments, dress code, academic honesty, etc. are usually included.

X. **Additional Information that needs to be included**

A. Accommodations for student with disabilities

Sample: Any student with a documented disability needing academic adjustments or accommodations is requested to speak with the professor within the first week of the course. All discussions will remain confidential. If you have not yet contacted Disabilities Resources Education & Access Management (DREAM) (AD 324, extension 4134), you are encouraged you to do so.

B. FERPA Statement

Sample: * This course complies with the Family Educational Rights and Privacy Act (FERPA)

C. Fair Process Policy

Sample: * This class is being conducted in accordance to Gonzaga University's School of Education Fair Process policies.

* If you would like to discuss either of these guidelines with the instructor, please make an appointment at your earliest convenience

D. Class Calendar, assignments and tests

BLACKBOARD

Blackboard serves as a vital interface between students and professors at Gonzaga. Gonzaga University's Blackboard 9.1 System is an e-Education platform designed to transform the Internet into a powerful environment for the educational experience. Professors may post readings, assignments, tests, grades, and discussion sessions on Blackboard.

It is required by Gonzaga University that we have a plan for continued operations in case of an emergency, (campus closed due to snow, faculty cannot travel to site-based locations due to road conditions, pandemic, etc.). It is important for all faculty members, including our adjunct faculty to anticipate and plan for this possibility. The University has determined that we must be prepared to continue to deliver our academic programs even if we are unable to hold class sessions.

The chosen method for that delivery is **Blackboard**. All faculty should be proficient in Blackboard. Technology Services offers training sessions for on-campus faculty needing general introduction and overview of Blackboard. To access Blackboard you must have a Gonzaga University email account. You may sign-up for a training session by going to the GU Training & Professional Development web site and entering your GU User name and password to enroll. Off-campus faculty should visit the Blackboard Resources website <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Training/BB9-Old.asp> for tutorials, guides, and videos. If you need assistance in Blackboard, contact the University Help Desk at (509) 313-5550 or (800) 986-9585, or email helpdesk@gonzaga.edu.

RESEARCH

Gonzaga's Institutional Review Board (IRB) oversees all research using human subjects. If you have a student doing research that falls into this category, please contact the Department Chair of your program for the Gonzaga University policy.

University Confidentiality of Records Policy

Information on pages 11-12 of this Handbook is taken from the 2011-2012 *University Catalog*.

Gonzaga University's policy concerning the confidentiality of student educational records reflects a reasonable balance between the obligation of the institution for the instruction and welfare of its students and its responsibility to society.

The Family Educational Rights and Privacy Act of 1974 (FERPA), including the Buckley Amendment and regulations thereunder (collectively the "Act"), controls access to student education records. Gonzaga University will make a reasonable effort to extend to eligible students and their parents the rights granted by the federal act. The provisions of this policy are not intended to create contractual rights; enforcement provisions are as provided under the Act.

Copies of the complete Gonzaga University's Confidentiality of Records Policy on a student's right to inspect his or her education records and the University's responsibility to maintain the confidentiality of such records are available at the offices of the University Registrar, Law School Registrar, Corporation Counsel, School/College Dean, and the Academic Vice President.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to the education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the Associate Registrar, a written request that identifies the record(s) the student wishes to inspect. The Associate Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office to which the request was submitted, the Associate Registrar shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the students wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to provide written consent before the university discloses personally identifiable information from the students education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

4. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the university.

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Release of Student Directory Information Policy: Certain categories of student information are considered “open” or Directory Information. Directory Information may be published in a student directory or event program and released to the media and to the public for enrolled students. Directory Information includes the following: student name, local address & telephone, permanent address & telephone, e-mail address, place of birth, major field of study, dates of attendance, full or part-time enrollment status, year in school (class), degree(s) received, scholastic honors and awards received, other educational institutions attended, visual image (photo, video), weight, height of athletic team members. A student may request that Directory Information not be released by so indicating at any time in the Registrar’s Office. In that case, this information will not be disclosed except with the consent of the student or as otherwise allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

COURSE EVALUATIONS

The student evaluation of classes at the end of each semester has been a tradition at the University for many years and is an integral part of our overall faculty evaluation process. The students are asked to provide their perceptions of the effectiveness of the course and instructor.

This year, the University has implemented on-line course evaluations. The Academic Vice-President reported that based on studies of other universities, the single-most important factor in gaining high response rates is the instructor. The following approach was suggested for instructors to gain a higher response rate.

1. Put on-line evaluations on your syllabus.
2. Explain to students why they matter and how you make use of the results.
3. Remind them about the on-line evaluation in class and by posting messages on Blackboard.
4. Take your class to a computer lab or have your students bring laptops to class and complete the evaluations on a specific date.

Students will complete the on-line evaluation the last two weeks of each part of term (six, eight, ten, or fourteen/fifteen week sessions). Faculty may view the results through Zagweb after the University's grade submission deadline. The Dean and Department Chair will receive printed copies of the numerical data. *The instructor comment section is confidential and may only be viewed by the instructor.*

How students access the on-line evaluation:

LOG INTO ZAGWEB		
CLICK	SELECT	COMPLETE
<ul style="list-style-type: none"> • Student & Financial Aid • Registration • On-line course evaluations 	<ul style="list-style-type: none"> • Registered term • Select the course – Students will see a menu that includes only the courses in which they are registered 	<ul style="list-style-type: none"> • The numerical questions • Comment questions
		SAVE

How faculty access information about how many of their students have filled out on-line evaluations, or on the data once it is available:

LOG INTO ZAGWEB			
CLICK	ENTER	HIT	CLICK
<ul style="list-style-type: none"> • Faculty and Advisors • On-line course evaluations 	The term (semester and year)	<ul style="list-style-type: none"> • Select term - This is where you will see how many students have responded 	<ul style="list-style-type: none"> • Report - check the data you want to see • Execute Report

- Students registered for a cross-numbered course with three or fewer enrollees will be able to evaluate on line, along with the students enrolled in the larger of the two cross-numbered courses. Faculty will not be able to distinguish between the cross numbered enrollees.
- Stand-alone courses with fewer than four students will not be available for on-line evaluation, just as they are currently not eligible for paper evaluation.
- Courses taught by multiple instructors will have an on-line evaluation for each faculty member.

If you have any questions, please contact the Office of the Dean at 313-3594 or email Carol Bradshaw and Shannan Palomba, bradshawc@gonzaga.edu and palomba@gonzaga.edu.

GRADES

Refer to the Gonzaga University Academic Calendar for deadlines for submitting grades each semester.
Web Address <http://zagweb.gonzaga.edu>

Note: Use the most current version of Netscape or any browser that can accept Java applets and cookies.

1. Select / click on Login into Secure Area. Enter ID number and PIN (Personal Identification Number) and click on Login button.

** New as of Fall 2003. If you haven't already done so, you will be asked to enter a security questions and answer to assist you in accessing ZAGWEB in the future should you forget your PIN. If you need to access Zagweb at a later time and you do not know your PIN, simply enter your ID number and select/click on Forgot your PIN? Give the answer to your security question and Zagweb will open the secure area to you. Please remember, your answer is case sensitive so you must enter it exactly the same.
2. Select/click on Faculty & Advisor Menu.
3. Select and submit term.
4. Select and submit desired CRN.
5. Select/ click on Midterm Grades Input or Final Grades Input.
6. Enter appropriate grades. Please ignore the Last Attend Date and the Attend Hours fields.
Note: Instructors are not required to enter all grades in the same web session.
7. You must click on Submit Changes button. If there are more than 90 students in your class, you must submit each page. Changes may be entered by the instructor until grades are rolled into academic history by the Registrar's office.
8. Note: The "**Rolled**" column flagged as "**Yes**" means changes must be submitted to the Registrar's Office through the grade change process. The faculty final grade input does not reflect grade changes past the grade submission period. Use the **Grade List w/Academic History** to view grades that include grade changes past the grade submission period.
9. ****TIP**** to select the next CRN, hit **Control End** to skip to the bottom of the page. Click on **CRN Selection**.
10. *For classes with more than 90 students, enter and submit the first 90 grades. At the bottom of the page, click 90-?*

The Gonzaga University grading policies from the University Catalog is included on the following pages.

Grading Policies

Information on pages 15 – 21 of this Handbook is taken from the 2011-2012 *University Catalog*.

A. Grading Procedures

A student's scholastic standing is based on the GPA earned each semester. This is determined by the combined results of examinations, assignments, class attendance, and general evidence of regular and consistent participation. Due weight will be given to mastery of the subject and the ability to communicate clearly, effectively, and accurately in both oral and written form. There are several GPA's including the semester GPA, the cumulative GPA, and the upper division major GPA.

It is the responsibility of instructors to explain in each course how final grades are calculated through the accumulation of points or percentages assigned in the evaluation of graded work. To indicate a student's quality of achievement in a given subject, final grades in the form of letters and plus/minus indicators are used by all instructors in the University's undergraduate programs. The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, F, V, and NS are assigned a "quality point value" for purposes of cumulative grade point average calculations, certification, and convenience in reporting.

The GPA is calculated by dividing the total quality points earned by the total credits graded.

The letter grades AU, I, IP, P, RD, S, and W do not count as credits graded and quality points are not awarded. Grades of "S" and "P" do not calculate into the GPA but count as credits earned.

A minimum cumulative and upper division major grade point average of 2.00 is required for completion of an undergraduate degree. Transfer credits accepted by Gonzaga may count toward degree completion; however, grades associated with transfer credits are not used in the calculation of the cumulative GPA at Gonzaga.

Letter Grades	Description	Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		Poor
D	1.0	
F	Failing	

Grade awarded to students who complete the term and the course but fail to achieve course objectives.

Letter Grades	Description	Quality Points
V	Failing	0.0 (computed in GPA)
	Grade awarded to students who have not officially dropped or withdrawn from a course and consequently have not met class attendance requirements or participation in the course through the end of a semester. The grade is given at the discretion of the professor. Students should not assume that professors will automatically initiate course drops/withdrawals for non-attendance.	
S (Satisfactory)	Passing grade of C- or higher	(not computed in GPA)
P (Pass)	Passing grade of C- or higher	(not computed in GPA)
NS (D or lower)	Failing grade of D or lower	(computed in GPA)
W (Withdrawal)		(not computed in GPA)
RD (Report Delayed)		(not computed in GPA)

AU - Audit grading option: The “AU” grade is assigned by the Registrar’s Office and is not an option of the instructor. Students must register for this grade mode no later than the close of Registration Period III which runs through the drop/add period. A complete description of this option is given earlier in the Academic Policies section of the catalogue under the heading of “Auditing a Course.”

I - Incomplete: Given when a student with a legitimate reason as determined by the instructor, does not complete all the work of the course within the semester that he/she is registered for the course. The faculty member notifies the Registrar’s Office with the reason for the “I” (Incomplete) grade, lists the missing material, and assigns a provisional grade that will be assigned thirty (30) calendar days into the following semester (summer sessions are not included). A provisional grade should be what the student would earn if no additional work is submitted. Requests for a date extension beyond the published date for removing incompletes must be approved through the appropriate Deans’ Office and sent to the Registrar’s Office for processing. Forms for this action can be obtained from the Registrar’s Office. If the instructor does not submit an extension or a new grade before the published date or time extension lapses, the provisional grade will be recorded on the student’s transcript. If a provisional grade has not been provided, the “I” grade becomes an “F” grade and is recorded on the transcript as an “I/F.” Whenever an “I” grade has been assigned, the “I” grade becomes part of the permanent record. i.e. “I/B,” etc.

IP- In Progress: Assigned only for courses in Internships, Research, and Comprehensive Exams as well as courses that Deans recognize as eligible due to the nature of the course and the need for more than a semester to complete the work. An “IP” may remain for one calendar year. If a grade is not submitted within one year an “IP” automatically becomes a “W” (official withdrawal). Requests for an extension beyond the deadline must be submitted by the instructor to the Registrar’s Office by completing the Extension form and obtaining signatures from the Dean of the school the course falls under as well as the Academic Vice President. Once the course is complete and graded, the Change of Grade form needs to be processed and the grade will be entered on the student academic record by the Registrar’s Office.

P- Pass: Designated elective courses may be taken on the Pass/Fail grading option by student request, not that of the instructor. Instructors do not know that students have chosen the Pass/Fail grading option for their courses. Students select this option before the drop/add registration period closes by completing the appropriate paperwork in the Registrar's Office. Letter grades assigned by instructors that are "C-" or higher are converted to "P" grades at the end of the semester and grades below "C-" are converted to "F" grades. The "P" grade does not calculate into the grade point average and the credits earned count toward the minimum number of credits required to graduate. The "F" (fail) grade affects the cumulative GPA as a standard "F" grade. **Courses taken under the Pass/Fail grading option do not satisfy any university core, major, minor, or concentration requirement and can only be used as elective credit toward the overall credit total required for graduation.** A complete description of this option is given later in this section of the catalogue under the heading of "Pass/Fail Option."

RD - Report of Grade Delayed: If an instructor fails to assign a grade for a course and the grade entry is left blank, the Registrar's Office will assign an "RD" and the "RD" will remain a part of the student record until the earned grade has been received by the Registrar's Office. To submit the grade, a Change of Grade form is required along with the Dean's signature.

S/NS - Satisfactory/Non-Satisfactory: Some courses are designated by academic departments for Satisfactory (S)/Non-Satisfactory (NS) grading only. This is not a grading option that students can choose. This grading option can only be determined by a department/school. The NS grade indicates an equivalent grade lower than a "C-" and has the same effect as an "F" (Fail) on the grade point average. An "S" grade is equivalent to a "C-" grade or higher, does not affect the GPA, and the credits earned are counted toward total credits needed to graduate. Courses graded using this grade mode will not be converted to a standard letter grade.

V - Unofficial Withdrawal: This grade has the same effect as "F" (Fail) on the grade point average (GPA) and is awarded by the instructor for excessive absences or failure to withdraw officially from a course.

W - Official Withdrawal: No penalties incurred. Not included in the attempted or earned GPA.

B. Grade Reports

Students receive their mid-semester grade reports from their advisors. Final grades are obtained by the student over ZAGWEB or through the Registrar's Office.

C. Grade Point Averages

The GPA is calculated by dividing the total quality points earned by the total graded credits. The letter grades AU, I, IP, P, RD, S, and W do not count as credits graded and quality points are not awarded. There are several GPA's including the semester GPA, cumulative GPA, major GPA, and graduation GPA. A minimum cumulative and major grade point average of 2.00 is required for an undergraduate degree. Transfer credits are not used in calculating the grade point average at Gonzaga University.

D. Removal of Incompletes

When an incomplete grade (I) has been officially awarded and a provisional grade has been recorded by the instructor, the provisional grade will become final after thirty days have elapsed in the subsequent semester, unless the student fulfills the missing requirements and the instructor informs the Registrar on an official Change of Grade form that the course requirements have been fulfilled. Students must observe

this thirty-day grace period. If no provisional grade was submitted, the “I” grade becomes an “F” grade and is recorded on the transcript at this time. The “I” (Incomplete) grade remains on the transcript along with the earned grade.

E. Extension of Incomplete Grades

Students who are unable to meet the deadline for the removal of an incomplete grade for a serious and legitimate reason may petition the Dean of their school for an extension of the deadline. If the Dean approves the petition, he or she will forward it to the Academic Vice President for approval.

F. Change of Grade

A change of grade requires a Change of Grade form signed by both the instructor and the Dean of the school in which the course was offered. Grades are normally changed only because of calculation error or failure to take into account a significant amount of student work.

G. Repeating Courses for Improved Grade

An undergraduate student can repeat any course with another course of the same designation, in an effort to improve the GPA. The original course and grade will remain recorded on the student’s transcript but will not be counted into the student’s GPA. The cumulative credits and GPA will be adjusted to reflect the last credits and grade earned. Courses for which a student received a grade carrying no quality point value, such as W, (X prior to Fall 1996), and AU, may be re-taken in subsequent semesters; these grades are not included in the repeat course policy jurisdiction. **Courses retaken as an independent study or directed reading do not qualify under this policy. Only courses re-taken at Gonzaga University qualify to improve the GPA.**

H. Pass/Fail Grading Option (selected by undergraduate students)

Designated elective courses may be taken on a pass or fail basis at the option of the student, not of the instructor. The Pass/Fail option by a student should not be confused with the Satisfactory/Non Satisfactory option offered and graded for courses predetermined by academic departments. Refer to “Grading Procedures” section under “Grading Policies” earlier in this section.

1. 1) A course with a “P” grade earned at the option of the student does not fulfill any course requirement for core, major, minor, or concentration requirement.
2. 2) The credits earned for a “P” grade count toward the 128 minimum credits necessary for a degree but do not count in a GPA.
3. 3) A “P” grade (pass) will not affect the grade-point average; a fail will have the same effect as any “F” grade.
4. 4) A student’s level of performance for a “P” grade must correspond to the letter grade of “C-“ or better.
5. 5) Undergraduate students wishing to exercise the Pass/Fail option must fill out the Pass/Fail Grade Option form in the Registrar’s Office prior to the last published date for “adding or dropping courses” and may not revoke their decision after this date.
6. 6) No more than five Pass/Fail courses may count toward a degree, and no more than two may be taken in any one department.
7. 7) Students are allowed to take two courses on Pass/Fail during the four semesters as first year and second year undergraduates, provided that no more than one such course is taken

in any given semester. A total of three Pass/Fail courses may be taken during the undergraduate third year and fourth year with no more than one in any given semester.

8. 8) Any course failed "F" grade may not be repeated on a Pass/ Fail basis.
9. 9) Last day to change to or from the Pass/Fail grading option is the last day of Registration Period III.

Academic Citizenship

Academic Freedom of Students

Freedom of Expression: Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly the particulars set out by the instructor, but are free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the norms by which students are graded.

Academic Honesty

Academic honesty is expected of all Gonzaga University students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action. Disciplinary action against a student found guilty of academic dishonesty may include, but is not limited to:

1. 1) A failing grade for the test or assignment in question.
2. 2) A failing grade for the course.
3. 3) A recommendation for dismissal from the University.

A student may appeal the disciplinary action taken. The appeal shall be made in writing to the Chair of the department, or Dean if there is no Chair, of the appropriate school within 14 days of receipt of written notification of the disciplinary action taken.

Following an appeal, a final report shall be submitted to the Academic Vice President for review and possible further disciplinary action taken by the University. The Academic Vice President may direct in intermediate appeal to the Chair's Dean. Final appeal by the student may be made to the Academic Vice President.

A complete copy of the policy can be obtained from the Academic Vice President's Office.

Grade Appeal

Students must maintain standards of academic performance set forth by the University if they are to receive the certificate of competence implied by course credits and degrees. The instructor is the usual and competent judge of these matters. But students must be protected against the rare case of unjust grading and evaluation. Allegations of unfair or prejudiced grading may be brought to the attention of and reviewed by the department Chair, by the Dean of the appropriate school and, if necessary, by the Academic Vice President, whose decision is final.

Minimum/Maximum Course Loads

Full-Time Status: The normal course load of a regular fulltime undergraduate student is sixteen semester credits. For academic purposes, the minimum full-time course load is twelve credits. The maximum load in one semester is 18 credits.

Good Academic Standing, Unsatisfactory Academic Progress, Probation, and Academic Dismissal

Students are on **Academic Probation** whenever the *term and/or cumulative GPA* falls below a 2.00. To be in **Good Academic Standing** with the University, students must maintain a *cumulative GPA* of 2.00 as determined at the end of every semester, beginning with the completion of the student's second regular (non-summer) semester at Gonzaga University. Good Academic Standing is required for all graduating students, and it may impact a student's ability to receive financial aid, scholarships, or to represent Gonzaga in extra-curricular activities.

Any student on academic probation will have their student status reviewed by the committee on Academic Standing. The Conditions of academic probation are specified in a letter to the student from the committee. Students are expected to comply with all stipulations made in the letter and any additional requirements placed upon them as a result of academic probation.

Students on academic probation, regardless of their academic standing, may be subject to academic dismissal from the University. A notation of "Academic Dismissal" will appear on grade reports and transcripts. Dismissed students have an opportunity for appeal. Directions for this process are indicated in the dismissal letter sent to the student.

Those receiving financial aid also may be subject to Financial Aid Satisfactory Academic Progress Probation and/or Suspension, which may result in additional financial consequences. Further information can be found in the Financial Aid section of this catalogue.

Satisfactory Academic Progress for Veterans

Veterans failing to achieve minimum standards of academic progress are placed on probation for the following semester and notified via email by the University's Veterans' Advisor. The Department of Veteran Administration will be notified should a veteran fail to achieve satisfactory academic progress subsequent to the initial probationary period and benefits will be suspended until satisfactory progress standing is attained.

Class Attendance Policy

Students are presumed to have sufficient maturity to recognize their responsibility for regular class attendance. Since illness or other good reasons may prevent attendance, Gonzaga University has a standard policy on absences. However, students should check the syllabus for each course to confirm the instructor's specific attendance policy, which should be clearly delineated within each syllabus, and which cannot be more restrictive than the GU policy.

Gonzaga's policy on absences stipulates that the maximum allowable absence is two class hours (100 minutes) for each class credit. For three credit classes the maximum absence is, therefore, six class hours (300 minutes). Classes scheduled to meet for more than 50 minutes have more than one class hour for each meeting; for example, a class which meets for 75 minutes has one and one-half class hours for each scheduled meeting. Instructors may report absences to the Registrar's Office which will in turn notify the students. The grade given for excessive absences is a "V", which has the same effect as "F" (Fail) and is counted in the GPA. This outcome can be appealed to the Dean of the College/School in which the course is offered. Faculty are encouraged to work with individual students to ensure academic success.

Participation in school activities or athletics does not exempt students from this standard policy on absences. The fact that a student has met the other course requirements (such as papers) is not sufficient to change a "V" to a passing grade. The University Class Attendance Policy may be modified for qualified students with documented short or long term disabilities. For more information or case consultation, contact Disability Resources, Education, and Access Management (DREAM).

Faculty Initiated Drop Policy

If a student misses the first day of class without notifying the instructor prior to the second class meeting, the student may be dropped from the course, provided that the course is closed and there are wait listed students. Professors will report absences to the Dean, who, upon approval, will notify the Registrar's Office to drop students from course sections.

Students should contact professors or academic departments if they plan to be absent the first class day. Students who register for courses they do not attend are themselves responsible for officially dropping the courses through the Registrar's Office. The consequence of not officially dropping courses is a "V" (unofficial withdrawal) grade which is calculated as a failing grade and is counted in the grade point average (GPA). Students should not assume that professors will automatically initiate course drops for non attendance. This may affect financial aid awards, scholarship eligibility, athletic eligibility, VA benefits, and numerous other areas related to minimum credit requirements.

Final Examinations

Final examinations are held at the end of each semester, and, at the option of the instructor, examinations are held at mid-semester. Final examination times are listed for each semester on the [Registrar's Office web pages](#). Students making their travel arrangements for the end of each semester must take into account these final examination times.

Final examinations or their equivalent can be administered by instructors only on the day and at the time indicated in the Final Exam Schedule; any exceptions to this procedure must have the explicit approval of the appropriate Dean.

Enrollment Verifications

On average six times each semester (not including summer sessions) the Registrar's Office transmits enrollment data to the National Student Clearinghouse for enrollment verification of students with federal and state loans. The Registrar's Office, upon timely notice, will also provide to any student a letter verifying his/her enrollment status to any agency. Students may print out their verification for insurance providers by accessing the National Student Loan Clearinghouse link through [ZAGWEB](#).

This form is available through your department or the Dean's Office.

REQUEST FOR CHANGE OF GRADE

GONZAGA UNIVERSITY
REGISTRAR'S OFFICE

TO: Dean _____ Date: _____
In view of the circumstances described below, I am requesting a change of grade on behalf of:

Student: _____ ID# _____
(required)

Dept/Number/Section: _____ Course Title: _____

Term: (circle one): FA SP Sum I Sum II Full Summer Year: _____

Existing Grade: _____ New Grade: _____

Instructor Name and **phone number** (please print) Instructor Signature

* * * * *

Reason for grade change request (REQUIRED):

Dept. Chair's Approval _____ Date _____
(required)

Dean's Approval _____ Date _____
(required)

Registrar's Office
Date Changed: _____

SCHOOL OF EDUCATION ADMINISTRATIVE DIRECTORY		LOCATION	EMAIL	(509) AREA CODE
SOE TOLL FREE FOR FACULTY USE: 1-800-986-9585		SOE TOLL FREE FOR STUDENT USE: 1-800-533-2554		
OFFICE OF THE DEAN				Fax 313-5821
Jon D. Sunderland, Ph.D., Dean	RC 203	sunderland@gonzaga.edu	313-3594	
Cynthia Smutny, Director of Budget & Grad Admissions	RC 203C	smutny@gonzaga.edu	313-3489	
Carol Bradshaw, Assistant to the Dean	RC 203D	bradshawc@gonzaga.edu	313-3444	
Karde'e Wilkinson, Secretary, Dean's Office	RC 203	wilkinsonk@gonzaga.edu	313-3594	
Sharon Straub, Director of Professional Certification	RC 202D	straub@gonzaga.edu	313-3662	
Cathy Dieter, Director of Certification	RC 202C	dieter@gonzaga.edu	313-3504	
Kaye Kamp, Director of Field Experience	RC 208	kampk@gonzaga.edu	313-3516	
Tonya, Program Assistant, Field Experience	RC2 06	dubonnetl@gonzaga.edu	313-3513	
Janice Huston, Graduate Admissions – Program Specialist	RC 244	hustonj@gonzaga.edu	313-3821	
Dan Marx	RC 100	marx@gonzaga.edu	313-3593	
Jason Gilman	RC 100	gilman@gonzaga.edu	313-3660	
DEPARTMENT OF COUNSELOR EDUCATION				Fax 313-5964
Elisabeth Bennett, Ph.D., Chair	RC 264	bennette@gonzaga.edu	313-3512	
Cari Johnson, Program Assistant – DEPARTMENT OFFICE	RC 262	johnsonc3@gonzaga.edu	313-3501	
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND ADMINISTRATION				Fax 313-3482
Al Fein, Ph.D., Chair	RC 140	fein@gonzaga.edu	313-3654	
Allison Sather, Program Assistant – DEPARTMENT OFFICE	RC 142	sather@gonzaga.edu	313-3640	
DEPARTMENT OF SPORT AND PHYSICAL EDUCATION				Fax 313-3482
Diane Tunnell, Ed.D., Chair	RC 158	tunnell@gonzaga.edu	313-3479	
Sue Butterfield, Secretary – DEPARTMENT OFFICE	RC146	butterfield@gonzaga.edu	313-3499	
Kristen Kavon, Activities Coordinator	MC315	kavonk@gonzaga.edu	313-5715	
DEPARTMENT OF SPECIAL EDUCATION				Fax 313-3661
Kimberly Weber, Ph.D., Chair	RC104	weberk@gonzaga.edu	313-3661	
Shannan Palomba, Program Assistant and Assessment Coordinator – DEPARTMENT OFFICE	RC100	palomba@gonzaga.edu	313-3470	
DEPARTMENT OF TEACHER EDUCATION				Fax 313-3472
Cathy Dieter, CDC Representative to CDC	RC224	dieter@gonzaga.edu	313-3505	
Gale Snyder, Program Assistant – DEPARTMENT OFFICE	RC204	snyderg@gonzaga.edu	313-3514	

QUICK CAMPUS DIRECTORY

CAMPUS OFFICES – QUICK CAMPUS DIRECTORY	LOCATION	FAX (509)	(509) AREA CODE
Academic Vice President	CH 218	313-5860	313-6504
Benefits Office	102 E. Boone	313-5815	313-6852
Bookstore	COG	313-5825	313-6390
Disability Resources	CH 324	313-5523	313-4134
Emergency Info Hot Line	----	----	313-5666
Faculty Services	CH 011	313-5718	313-6881
Foley Library	Foley Center	313-5904	313-6532
Foley Library – (site-based) Theresa Kappus-kappus@gonzaga.edu	Foley Center	313-5806	313-5926
Help Desk	---	---	313-5550
Human Resources	102 E. Boone	313-5813	313-5996
Payroll	102 E. Boone	313-6983	313-6980
Registrar's Office	CH 229	313-5828	313-6592
Registrar – (grad site based) Carol Huston – huston@gonzaga.edu	---	313-5828	313-6594
Security / Parking	Welch Lwr Level	313-4151	313-3222
Student Accounts	CH 024	313-6399	313-6812
Travel Arrangements – Carlson Wagonlit	---	327-9647	327-9585 or 800-848-3488
University Operator	CH 103	---	0 or 313-4200

SECTION 1

Adjunct Faculty Teaching in the United States and Canada

ACADEMIC CALENDAR - Fall Semester 2011 –	
New Student Orientation	Friday, August 26 - Monday, August 29
Classes Begin	Tuesday, August 30
Labor Day Observed	Monday, September 5
Last Day to Add	Wednesday, September 7
Last Day to Drop	Friday, September 9
Mass of the Holy Spirit (11:00am & Noon classes canceled)	Wednesday, September 14
Incompletes Revert to Provisional Grades	Friday, September 30
Student Learning Outcomes Day (Morning classes cancelled)	Thursday, October 6
Founder's Day Holiday	Monday, October 17
Mid-semester Grades Due in Registrar's Office	Wednesday, October 19 (Noon)
Fall Family Weekend	Friday, October 21 – Sunday, October 23
Last Day to Withdraw	Friday, November 11
Thanksgiving Holiday	Wednesday, November 23 - Friday, November 25
Prep Week	Monday, December 5 - Friday, December 9
Semester Examinations	Monday, December 12 - Thursday, December 15
Christmas Holiday Begins	Friday, December 16
GRADES DUE IN REGISTRAR'S OFFICE	Tuesday, December 20

ACADEMIC CALENDAR - Spring Semester 2012 -	
Classes Begin	Wednesday, January 18
Martin Luther King Holiday	Monday, January 16
Last Day to Add	Wednesday, January 25
Last Day to Drop	Friday, January 27
Incompletes Revert to Provisional Grades	Friday, February 17
President's Day Holiday	Monday, February 20
Spring Vacation	Monday, March 12 - Friday, March 16
Mid-semester Grades Due in Registrar's Office	Tuesday, March 13 (Noon)
Last Day to Withdraw	Friday, March 30
Good Friday Holiday	Friday, April 6
Easter Holiday	Monday, April 9
Academic Honors Convocation (classes canceled 3:15-4:45 pm)	Tuesday, April 24
Prep Week	Monday, April 30 - Friday, May 4
Semester Examinations (100/200 classes)	Monday, May 7 - Friday, May 11
Semester Examinations (300/400 classes)	Monday, May 7 - Wednesday, May 9
Senior Week Activities	Wednesday, May 9 - Friday, May 11
Graduate School Commencement	Saturday, May 12
Baccalaureate Mass (undergraduate and graduate)	Saturday, May 12
Undergraduate Commencement	Sunday, May 13
GRADES DUE IN REGISTRAR'S OFFICE	Tuesday, May 15

ACADEMIC CALENDAR - Summer Semester 2012	
Session I Begins	Monday, May 21
Session I Ends	Friday, June 29
Session II Begins	Monday, July 2
Session II Ends	Friday, August 10
Full Summer Begins	Monday, May 21
Full Summer Ends	Friday, August 10

FOLEY LIBRARY SERVICES FOR FACULTY

The following information on Foley Library Services can be viewed with direct links on their website. <http://www.gonzaga.edu/Academics/Libraries/Foley-Library> (Services for faculty)

The Foley Library is committed to providing the highest possible service to our faculty, our goal is to partner with you in your personal research and teaching as well the research and reference needs of your students. This page will provide basic information about our services as well as links to more detailed information available on our website.

Circulation and Reserves

Library materials in our general stacks check out to faculty for a semester at a time. Materials can be renewed either **online**, over the phone (x5803) or in person. Faculty may renew items for up to eight times. After the eighth renewal material must be returned to Foley. Faculty are not charge fines for material from the general circulating collection. They are charged for lost books and late fees for our popular collection of books and videos as well as overdue Interlibrary loan materials. Holds for Foley materials can be placed online through the library catalog and materials will be delivered to departmental offices via Bulldog Express.

Course related materials can be placed on reserve for use by students. Both library materials as well as personal materials can be placed on reserve. If you would like us to pull library materials fill out the “Course Reserve Form” and materials will be pulled and put on Reserve. Reserve materials must be in compliance with current copyright laws which prohibit unauthorized course packs as well as private off air tapings of programs or films. Interlibrary loan materials are also not eligible for Reserve.

Library Instruction

The Foley Library faculty have a strong commitment to ensuring that all our students are aware of and able to effectively use library resources. Information literacy is a necessary component of the college educational experience and we are excited about working with individual faculty in providing students the training in library resources needed to do their coursework. Library instruction sessions are available and can range from a one class session to extended instruction over the course of the semester. Instruction can focus on general library concepts or on help for specific assignments. Check out the Library Instruction webpages or **contact Kelly Jenks x3829**.

The instruction staff also provides training in RefWorks. RefWorks is a web-based citation manager available to the Gonzaga community. Faculty is encouraged to sign up for RefWorks and to utilize it for personal research as well as classroom work. Students who have library instruction are routinely introduced to RefWorks as an excellent way to manage their bibliographic information. RefWorks training sessions are held weekly. Class times are posted on the RefWorks training pages.

Distance/Online Education

Students taking classes online or at a distance have access to services and materials at Foley. The Distance Education staff is committed to helping those students use online resources and instruction. Distance students should review the information provided for them on the Distance Services web pages. To assist faculty teaching in these environments there is also a Distance Education faculty page. Also feel free to **contact Theresa Kappus x3820 for any additional questions**.

Interlibrary Loan/ILLiad/Document delivery

Foley Library provides interlibrary loan services through our ILLiad software. Interlibrary loan services are provided free of charge to all faculty, staff and students at Gonzaga. Interlibrary loan requests can be made directly from your ILLiad account or via an ILLiad link in any of our databases. Articles requested through ILLiad are usually delivered via email within 72 hours. Book requests will take longer due to mailing time. When books are received they are delivered to departmental offices via Bulldog Express unless indicated otherwise in the request. There is no limit on ILL requests but remember fines will be charged for late ILL materials.

The ILL department will also scan article from the Foley periodical collection for faculty. If you need an article in paper copy at Foley submit the article as an ILLiad request and our staff will scan and send it to you as a PDF. Foley is no longer able to provide copies of articles, only electronic copies of our holdings.

Collection Development

Faculty are an integral part of the book purchasing process at Foley. Each department has a library faculty member who works with the department to ensure that the materials purchased meet the needs of the students and the faculty in the department. Foley Library has a comprehensive collection development policy and also is working on specific policies for each department. Book orders can be placed online or go through the departmental library liaisons. **Contact Linda Pierce x3834** for additional information about collection development practices and policies.

LIBRARY SERVICES FOR FACULTY OF DISTANCE EDUCATION

The following information on Foley Library Services is on their website. Gonzaga's Adjunct Faculty are entitled to library privileges similar to those enjoyed by our full-time, on-campus faculty.

<http://www.gonzaga.edu/Academics/Libraries/Foley-Library> (Services for distance education)

Library Support Services

The library staff at Foley Library is dedicated to helping you and your students make full use of the many academic resources available to them. We encourage you and your students to think of the library as an essential partner in all research endeavors.

- **Getting books from Foley** - General Collection books are checked out to faculty for a semester and may be requested online from the library catalog using the "Make a Request" link. If you are 35+ miles from campus, we will also mail books to you as we do for our distant students. You would be responsible for return postage (and for returning books on time, of course!)
- **Your library account** - If you are a new adjunct or if it's been awhile since you last taught for Gonzaga, we may not have an active library account for you. To activate your account contact Valerie Kitt kitt@gonzaga.edu.
- **Suggest items to add to the Foley Library Collection** - Gonzaga faculty are encouraged to recommend titles for inclusion in the collection. To request that the library consider a book, DVD or other materials for purchase, you may submit a Faculty Request Form, located on the website. For additional information on this process, review our Collection Development Policies.
- **Interlibrary Loan (ILL)** - ILL services are available to current members of the Gonzaga community through ILLiad. Click [here](#) to register for an ILLiad account. For more information, review our interlibrary loan FAQ or email the interlibrary loan office ill@gonzaga.edu.
- **Problems logging in to our databases** - If you have difficulty logging into our online databases, contact the IT Support Center for assistance: helpdesk@gonzaga.edu / Phone: 509-313-5550.
- **Technology Education Services** TES is the primary resource for audiovisual, media and technology support for the Gonzaga University community. TES also offers a variety of **technology training** opportunities to Gonzaga faculty and staff, including online software courses available through **SkillPort**. **If you are interested and would like to request a special SkillPort account, please email, Erik Blackerby**.

Help Us Help Your Students

- Many adult students are not aware of the rich *online* resources available to them through the library website. You can help by directing your students to the library for help with research.
- Include a link to the library in your online courses
- Invite a librarian to a *Blackboard* discussion session with your students
- Direct your students to library **tutorials** or **Practice Guides** (PDF format)
- Library instruction visits can be arranged for many of our Canadian cohorts, contact the Distance Services Librarian distant@gonzaga.edu for more information.

Useful Links

Contact the Library:	http://www.foley.gonzaga.edu/contact-us
Faculty/staff email:	http://gem.gonzaga.edu
GU Blackboard:	http://blackboard.gonzaga.edu
JesuitNET Blackboard:	http://jesuitnet.blackboard.com

SECTION 2
Additional Information for Adjunct Faculty Teaching on-campus

IDENTIFICATION CARD REQUIRED FOR ACCESS TO ROSAUER MEDIA CLASSROOMS

The Gonzaga University ID allows access to many University-sponsored services and events and also serves as the University library card. This identification card is required to access the media classrooms in Rosauer. If you do not have an ID card and you have classes scheduled in a media room (112, 114, 130, 141, 153, 159, 216, 218, and 240), please complete the form and take to the Human Resources Offices. If you need the card immediately, a representative from Human Resources can sign the form while you are there and you may take directly to Student Accounts (College Hall 024) for your picture ID. The Human Resources Office has moved to 102 E. Boone. The ID card for adjunct faculty are valid for the academic year. You should renew your card each year.

Before the first day of your class, bring your ID card to the SOE Dean's Office and it will be programmed into the system to give you access to your classroom.



IDENTIFICATION CARD AUTHORIZATION FORM

HUMAN RESOURCES

NAME: _____

IDENTIFICATION NUMBER: _____

JOB TITLE: _____

DEPARTMENT: _____

STATUS: Professional Administrative Staff Adjunct Faculty
 Regular Temporary Full-time Part-time

EXPIRATION DATE: _____ N/A

EMPLOYEE SIGNATURE

HUMAN RESOURCE REPRESENTATIVE SIGNATURE & DATE

TECHNOLOGY RESOURCES AT THE SCHOOL OF EDUCATION

THE LAB

The computer lab in Rosauer Center, Room 101 contains 32 student workstations (24" iMac computers running OS X Snow Leopard and Windows 7) and two instructor consoles (Mac minis running OS X Snow Leopard and Windows 7). A retractable wall can divide the room into two separate rooms, 101C and D. A campus phone is available in RC 101 at the computer consultant station (313-3474) and at both instructor consoles in the lab. Faculty and staff do not have a print quota but should not use the printer for anything a copy machine is meant to do (printer toner is limited). Dan Marx is the current lab supervisor.

Each side of the lab contains one:

- ACTIVboard interactive white board
- Regular white board
- CD/DVD/VCR combo unit w/cable TV
- Document Camera
- Mac mini (Intel-based) running OS X and Windows 7
- Ceiling-mount Digital Projector
 - The projector can display the computer image, the document camera image or the DVD/VCR/cable TV image.
 - Both projectors can be used to display the same output (dual output mode) for larger presentations or classes. For more information about this feature, contact a lab consultant or Dan Marx for training and assistance.

- 101C contains 2 printers (1 color printer, 1 black & white printer) and a scanner

- 101C contains an ACTIVote System for creating group statistics on surveys and quizzes

For a more detailed explanation of the equipment in the lab and the capabilities of each component, speak with either the present lab consultant or Dan Marx.

Fall/Spring Lab Hours (subject to change):

M – F 8am – 9pm
Sat 10am – 6pm
Sun 10am – 6pm

Summer Lab Hours

M – F 8am – 4:30pm
Sat - CLOSED -
Sun - CLOSED -

Access to the lab after the posted hours is restricted. Temporary access to the Omnilocks on the lab doors can be requested through Megan Drew (313-3594 | drewm@gonzaga.edu). For more information contact Dan Marx in RC 101.

To Reserve the Lab:

Please contact Katie Burrow (313-6854 | burrow@gonzaga.edu).

MULTIMEDIA CLASSROOMS

The School of Education building houses 9 multimedia classrooms (rooms 112, 114, 130, 141, 153, 159, 216, 218, 240). These rooms contain teaching consoles with a variety of multimedia equipment to further enhance the teaching experience.

The multimedia classrooms are secured by the Omnilock system. Contact the Dean's Office at 313-3594 or go to RC203 to activate your card for access to the room(s) in which you will be teaching. You must have a Gonzaga University ID card to be programmed for access to the multimedia classrooms. When

you use your card to open the classroom the omnilock system stores your name as the responsible party for the room. At the end of your class you must shut the door for the Omnilock system to end your session so you are no longer responsible for the room's contents in case of theft. Each instructor should use their own ID card for security purposes.

The consoles in each room contain a Mac-Mini with Windows 7 and OS X, a DVD player, a VCR (or a DVD/VCR combo unit) and a document camera. The Mac/PC can be used for a variety of reasons, from running specific software or playing an audio CD to showing a PowerPoint presentation. The DVD player will play movies or audio CDs, the VCR will play video tapes and display cable TV and the document camera will make note taking and the display of your documents easier for students to read when displayed on the projector screen. The projector will display all video sources (Mac/PC, DVD, VCR, doc cam) on the screen. In rooms 141 and 153, a large flat screen TV serves as the display unit for all video sources instead of a ceiling mounted projector. For more information about the rooms, technical questions, or information regarding multimedia classroom training, feel free to contact Jason Gilman (313-3660 | gilman@gonzaga.edu) or Dan Marx (313-3593 | marx@gonzaga.edu).

EQUIPMENT FOR RESERVATION

- Mac laptops running OS X Snow Leopard and Windows 7
- Digital Projector
- 4' and 6' SMART Boards
- Overhead Projector
- Portable video cameras for student teaching and field experience

To make a reservation for any of this equipment, contact a lab consultant, the lab supervisor Dan Marx, or Jason Gilman. Providing **at least** 1 week of notice regarding the equipment to be checked out is recommended to ensure availability of all items. Training is available for all checkout equipment. Please schedule training with the lab supervisor or a consultant as far in advance as possible.

FILE STORAGE

GU and the School of Education provide multiple options for file storage. The Barney server is available to all students for personal file storage. The Aquinas server contains faculty and staff personal shared folders. If you already have an Active Directory user name and password, please contact Jason Gilman (313-3660 | gilman@gonzaga.edu) for instructions on how to use these storage resources.

NEW & UPCOMING TECHNOLOGY

- All lab and multimedia classroom computers are now running OS X Snow Leopard and Windows 7.

TECH SUPPORT

Instructors having any problems or questions regarding the School of Education technology resources should contact the Help Desk (313-5550). In an emergency situation, contact Jason Gilman, the technology specialist for the School of Education. If the situation occurs within the computer lab, contact one of the lab consultants. If none of the above resources are available for contact, feel free to contact Dan Marx for assistance.

The Help Desk hours are: Monday – Thursday 8:00 a.m. – 9:00 p.m.
 Saturday – 8:00 a.m. – 5:00 p.m.
 Sunday – 8:00 a.m. – 9:00 p.m,

CONTACT INFORMATION AND USEFUL WEBSITES

Help Desk/Desktop Support: 313-5550 – <http://www.gonzaga.edu/itsupport>

Lab consultant on duty: 313-3474

Jason Gilman: 313-3660 | gilman@gonzaga.edu

Dan Marx: 313-3593 | marx@gonzaga.edu

Karde'e Wilkinson: 313-3594 | wilkinsonk@gonzaga.edu

Katie Burrow: 313-6854 | burrow@gonzaga.edu

School of Education website: <http://www.gonzaga.edu/soe>

GU training website: <http://www.gonzaga.edu/gutrainig>

Blackboard website: <http://blackboard.gonzaga.edu>

ROSAUER CENTER HOURS OF OPERATION AND ACCESS

Room	Hours of Operation	Access and restrictions
Rosauer Building	6:00 a.m. – 10:00 p.m.	Opened and locked each day by the Security Office. <u>After hours contact Security 313-6147.</u>
Media Rooms 112 114 130 141 153 159 216 218 240	Omnilock Secured rooms	<p>Must have Gonzaga University ID card.</p> <ul style="list-style-type: none"> • Dean's Office will activate card • Do not ask faculty to open doors. <p>For your protection - be sure to close door after your class to cancel your ID#'s link to the room.</p> <p>Access only given to assigned faculty. No admittance for students prior to class</p> <p>For access after regular business hours - contact Security at 313-6147</p>

CLASSROOMS

The Rosauer Center has scheduled classes for other courses offered at GU that are not part of the School of Education curriculum. Please make sure the classroom is ready for the next faculty member.

- After your class, make sure the room is in its original configuration. A layout of the classroom is posted on the back of the door.
- Clean the white boards
- Ask students to pick up their trash

If you teach in a classroom that is not in order when you arrive, please let the Dean's Office know so we can contact the faculty member from the previous class.

EMERGENCY PROCEDURES

Please take a minute to review the emergency procedures included in this Handbook and posted in each classroom. It provides specific steps to take for all emergency incidents. If the fire alarm activates in the building, do not assume it is a false alarm, **LEAVE THE BUILDING**. We will be allowed to re-enter the building after we have received the okay from Campus Security.

The following pages include Rosauer Center building layouts and emergency procedures.

Pandemic Planning

Gonzaga University has a pandemic plan in response to the Center of Disease Control's recommendation. This Plan includes course delivery instructions through Blackboard in the event an outbreak causes extensive absences by students and faculty. The SOE Pandemic Response Plan can be found at <http://www.gonzaga.edu/soe>.



EMERGENCY PROCEDURES

Gonzaga University

EVACUATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked)
- Do not use elevators!
- Take personal belonging (keys, purses, wallets, etc).
- Secure any hazardous materials or equipment before leaving.
- Follow directions of the posted evacuation maps.
- Go to the Evacuation Assembly Point near the front exit away from the building.
- Assist persons with disabilities.

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 and Security 313-2222 or 2222 if possible.
- Evacuate the building.
- Do not enter the building until authorized by emergency personnel.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 313-2222 or 2222 Provide as much information as possible about the person and their direction of travel.

MEDICAL EMERGENCY

- ASSESS the scene for safety. Assess the victim.
- ALERT EMS call 9-1-1 and Security 313-2222 or 2222.
- ATTEND to the victim's airway, breathing and circulation.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 313-2222 or 2222
- Notify your supervisor, instructor, RD, or RA.
- Be prepared to evacuate.

CRIME IN PROGRESS

- Be safe do not confront the perpetrator.
- Be a good witness
- Leave the area if your safety is threatened.
- If an active shooter is in the building or on campus follow the active shooter guide line.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-1-1 and Security 313-2222 or 2222.
- Move away from the site to an up wind to a safe location.
- Follow the instructions of the emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall-not in a doorway-until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate route.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to supervisor, instructor, RD, or RA.

8/6/07

GONZAGA UNIVERSITY
Community Response Checklist Active Shooter Incident

1. SECURE IMMEDIATE AREA

- Lock and barricade doors if possible
- If the area cannot be secured, and if you can safely do so, move to an area that can be secured
- Turn off lights
- Close blinds/Block windows
- Turn off radios/Silence cell phones
- Get on the floor and away from windows and doors
- Keep yourself and others calm, quiet, and out of sight. Take adequate cover or protection; i.e., concrete walls, thick desks, filing cabinets (cover may protect you from bullets)

2. CONTACT AUTHORITIES

- Call 911
- Only after calling 911, and if possible, call Campus Security at 313.2222 or ext. 2222
- Use campus Bluelight phones as a direct line to campus switchboard

3. REPORT TO AUTHORITIES

- Your specific location: building and office or room number, including the floor you are on
- Number and location of assailants, shooters' identification (if known), including gender, physical features, clothing description, and other information such as weapon type, separate gunfire, explosions, etc.
- Number and type of injuries; number of people at your specific location

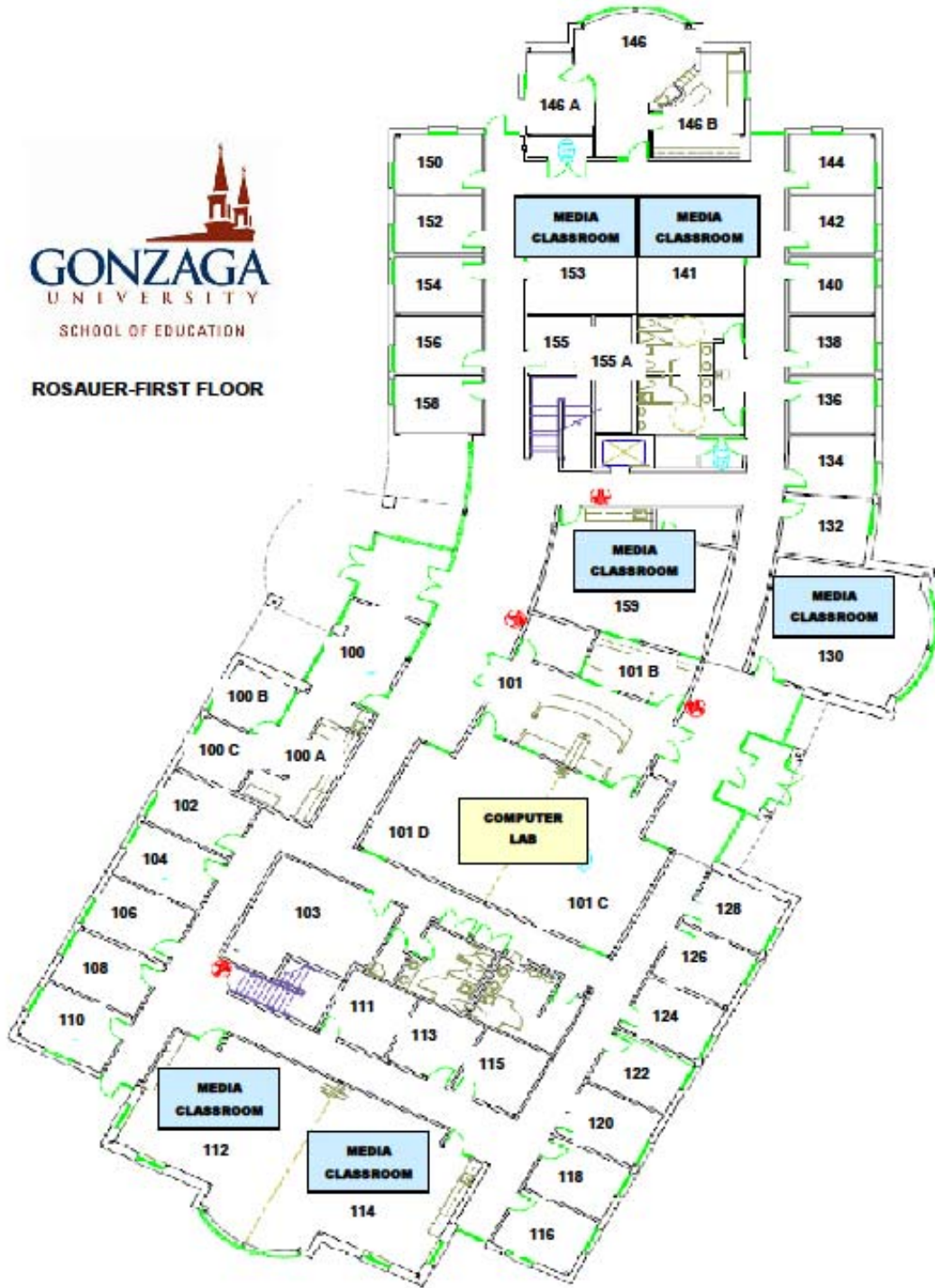
Points to Consider

- The shooter will not stop until engaged by law enforcement
- Attempt to rescue people only if it can be accomplished without further endangering self or others
- The safety of the masses is more important than the safety of the few
- Be cautious when evacuating due to a fire alarm ~ it may draw people into the line of fire
- If you decide to flee because you are in the open and cannot find a safe place or because you decide it is safer to flee:
 - Have an escape route and plan in mind
 - Do not carry anything with you
 - Keep your hands visible to the police

Police Response

- Police will first engage the shooter(s) before rescuing people
 - As police move into the area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat
- If you are wounded or with someone who is wounded, wait for rescue teams to aid you and others
 - Police will bypass you to search for the shooter and stop the killing
- Remain calm, Follow instructions.
 - Wait for an "all clear" signal or message to emerge from a secure area

Remember: This is a crime scene. Do not disturb possible evidence. Expect that the police will want to question you.





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ROSAUER—SECOND FLOOR



CENTER FOR TEACHING AND ADVISING

For those of you new to campus, the CTA is a faculty-run resource for faculty. Its purpose is to support faculty in ongoing development as teachers and advisors, and to foster discussion and inquiry on topics related to your work.

Each year the CTA offers a series of workshops that are open to everyone, and you can participate in as many or as few as you desire. They also offer several *ad hoc* workshops or discussions throughout the year on topics such as technological tools, working with particular groups of students (e.g., first-generation college, undecided majors, students with disabilities), and achieving work-life balance.

The Center is located in Room 106 of the Foley Library, across from the Teleconference Center. Announcements for upcoming events are announced in the Morning Mail or by calling 313-6953. Please check their website at <http://www.gonzaga.edu> for fall 2010 events.

