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Welcome, School of Education Adjunct Faculty!

Thank you for the important contributions you provide each year to Gonzaga University students and full-time faculty. 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.

As you know, all degree and certification programs in the School of Education are accredited by the National Council for Accreditation of Teacher Education (NCATE, now known as the Council for the Accreditation of Educator Preparation [CAEP]), and are recognized by the Washington Professional Educator Standards Board (PESB) as having approved programs for the preparation of teachers, counselors, and school administrators. Additionally, the programs in counseling are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and the Anesthesiology program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). Graduate degree programs offered in Alberta, Canada have been approved by the Alberta Ministry of Education and Technology and the Campus Alberta Quality Council (CAQC). Degree programs offered in British Columbia, Canada have received consent from the British Columbia Ministry of Advanced Education and the Degree Quality Assessment Board (DQAB).

We are proud of these accomplishments and celebrate them with you. At the same time we must forge forward by engaging in strategic planning for the future. As such, I will be seeking your thoughts regarding how the School of Education should envision itself in the next five years. Main themes include professionalism, scholarship, teaching, partnerships, and service. I look forward to meeting with you throughout the academic year and sharing ideas as we prepare to make our School even better and no longer keeping it the best kept secret!

Have a great year and see you soon.

Sincerely,

Vincent C. Alfonso, PhD
Dean, School of Education
GONZAGA UNIVERSITY
Mission Statement

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.

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.
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.
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.

TEACHING IN THE SCHOOL OF EDUCATION

Background Checks
All Gonzaga employees must have background checks conducted prior to a final contract of employment. Any faculty or adjunct who has not worked for the University within the previous 12 months will require a background check before a contract can be issued. A re-hire background check will only include the criminal search and a new application will not be needed.

Enrollment Levels in Courses
All courses at Gonzaga have a minimal enrollment standard of eight (8) students. Courses with less than 8 registered students are subject to cancellation. If your course has less than 8 students you have the option of continuing to teach the course on an amended contract that remunerates you on a pro-rated, per student stipend based upon the total adjunct stipend for the course. If your course has less than 8 students you also have the option to not sign the contract.

Example: The adjunct faculty stipend is $1000 per credit. For a fully enrolled 3 credit course the stipend is $3000.00. That amount is divided by 8 (the number of students in a fully enrolled course) which results in a $375.00 per student stipend. You will be remunerated at $375.00 per student for those registered in your course.

Textbooks
The Higher Education Opportunity Act prohibits the change of a required course textbook, once registration for that course has opened.
Blackboard Use
Blackboard serves as a vital interface between students and professors at Gonzaga. Every university course is automatically given a Blackboard site. All faculty must be proficient in Blackboard, and online training is available at:


Outlook and Zagweb
Outlook is the university subscribed email system at Gonzaga. Once contracted, you will have access to Outlook through a personal GU employee email address. This email system is used for University communications and updates and should be monitored frequently. Zagweb is the site for several university electronic functions, including class lists, grade submissions, and on-line course evaluations. Please refer to the course evaluation section in the Adjunct Faculty Handbook at

http://www.gonzaga.edu/soe/forms

Gonzaga ID Card
Adjunct instructors who teach on-campus programs must have a Gonzaga picture ID card made for your use during your teaching semester. All new adjunct faculty will receive an authorization form in the hiring packet. This GU ID card will allow you access to classrooms and other university services. The GU ID card must be reactivated each semester through Student Accounts.

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

If you are teaching students in Canada you must have a current passport. In addition, a work permit for Canada is required. Purchase of the permit requires a packet of documentation including:

- A letter of introduction/application (provided by the School of Ed)
- Provincial program authorizations (provided by the School of Ed)
- Current curriculum vita (provided by adjunct)
- Official copy of transcripts from the terminal degree showing the degree conferral (provided by adjunct)

Work permit cost is currently CA$150. This may be paid via check or credit card and submitted (with receipt) for reimbursement with your expense account report to your Department.

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

INDEPENDENT STUDIES COMPENSATION
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.
ADJUNCT FACULTY INFORMATION ON SOE WEBSITE

The department websites include brief background information on adjunct faculty. Please submit to the Dean’s Office a short personal bio with:

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

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

CURRICULUM VITAE

All adjunct faculty members must submit a current vita (electronically) at the beginning of each academic year to their department. Faculty vitae are required documents for external accreditations, approval, and consent agencies. Program Review reports are submitted in 5-7 year cycles, and we report biennially and annually. It is extremely important that you complete your updates by the required deadline.

The School of Education Required Format for all Faculty Vitae

The SOE format is designed to satisfy our accreditation vitae requirements for both the United States and Canada. The Standard Vita format is included in this Handbook and is located on our website at [www.gonzaga.edu/soe/infofacstaff](http://www.gonzaga.edu/soe/infofacstaff) (select forms). Your vita should be submitted to the department chair in both electronic and hard copy prior to the first day of class.

NOTE:
1. The order and names of sections should not be changed
2. Delete any sections that are not relevant
3. Add sub-sections if needed

Format:
- **APA Standards** - Required by University
- Font - Times New Roman (11 pt.) or Arial (10 pt.)
- Margins - top/bottom 1” and left/right .75”
- Tabs set at .5” increments
STANDARD VITA FORMAT AND GUIDELINES

Name
Contact Address
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

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
Fall 2008 EDPE 311 Secondary Physical Ed Methods 3 credits
Spring 2009 EDPE 311 Secondary Physical Ed Methods 3 credits

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

The SOE Bylaws and Operations Manual, Section 307.00

All courses and/or practica must have syllabi prepared according to the standard School of Education format, following NCATE protocol. Each Department will post syllabi for all courses being taught each semester in the SOE Global Assessment System (GAS) folders.

The format is included in this Handbook and is located on our website: www.gonzaga.edu/soe/infofacstaff (select forms).

The format is designed to satisfy accreditation syllabus requirements for both the U.S. and Canada. A syllabus in the required format needs to be submitted for courses taught each semester to your department chair in both electronic and hard copy form prior to the first day of class.

Please follow the instructions for document set-up.

Format:

- APA Standards
- Font - Times New Roman (11 pt.) or Arial (10 pt.)
- Margins - top/bottom 1” and left/right .75”
- Tabs set at .5” increments
STANDARD SYLLABUS 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**

<table>
<thead>
<tr>
<th>Socially Responsible Professionals Who Serve with Care, Competence, and Commitment</th>
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<tbody>
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<tr>
<td>- We promote, support, and respect diversity.</td>
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</table>

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/Objectives, Standards, and Assessment:**
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.

<table>
<thead>
<tr>
<th>OUTCOMES/OBJECTIVES</th>
<th>STANDARDS</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the specific outcomes/objectives addressed in this course.</td>
<td>Identify the state, professional association (SPA), NCATE, or program outcome(s) met by course.</td>
<td>Identify the instrument used to measure candidate performance for each outcome or standard addressed in the course.</td>
</tr>
</tbody>
</table>
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
Delivery of Classes in the Event of an Emergency

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.

The University requires that the School of Education 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**. 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](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 or refer to the IRB website at [http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/academic-vice-president/IRBSRPchecklist.pdf](http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/academic-vice-president/IRBSRPchecklist.pdf).
University Confidentiality of Records Policy

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.

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.

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:

Headquarters
Office Location, Washington, DC
Denis Bega, Director, Regional Operations
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
(202) 401-0418
(202) 260-7465

Region X
Office Location: Seattle, WA
States: Alaska, Idaho, Oregon, Washington
Linda Pauley
U.S. Department of Education
Jackson Federal Building
915 2nd Avenue Room 3362
Seattle, WA 98174-1099
(206) 607-1655
(206) 607-1661 (fax)

ferpa@ed.gov

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 is an integral part of our faculty evaluation process. The students are asked to provide their perceptions of the effectiveness of the course and instructor at the end of each semester. The on-line course evaluations are available for students to complete during the “evaluation period” established by the University. Evaluation periods occur during the last 2 weeks of term (fourteen/fifteen week session). It is the responsibility of the faculty to contact their department for the specific dates each semester and inform their students.

The single-most important factor in gaining high response rates is the instructor. The following approach is suggested for instructors to gain a higher response rate.

1. Put on-line evaluation information on your syllabus.
2. Explain to students why they matter and how you make use of the results.
3. Inform students the results are anonymous and instructors cannot view results until after the University’s grade submission deadline.
4. Remind students about the on-line evaluation period in class and post messages on Blackboard.
5. Take class to a computer lab or have your students bring laptops to class to complete evaluations.

How students access the on-line evaluation

LOG INTO ZAGWEB

<table>
<thead>
<tr>
<th>CLICK</th>
<th>SELECT</th>
<th>COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student &amp; Financial Aid</td>
<td>• Registered term</td>
<td>• The numerical questions</td>
</tr>
<tr>
<td>• Registration</td>
<td>• Select the course – menu includes only the courses in which they are registered</td>
<td>• Comment questions</td>
</tr>
<tr>
<td>• On-line course evaluations</td>
<td>• The numerical questions</td>
<td>• Save</td>
</tr>
</tbody>
</table>

Faculty may view the results through Zagweb (http://www.zagweb.gonzaga.edu) after the University’s grade submission deadline (if you have difficulties accessing the results call the Help Desk at (509) 313-5550 or (800) 986-9585, or email helpdesk@gonzaga.edu). The Dean and Department Chair receive printed copies of the numerical data. The instructor comment section is confidential and may only be viewed by the instructor.

How faculty access the data results and number of respondents

LOG INTO ZAGWEB

<table>
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<th>CLICK</th>
<th>ENTER</th>
<th>HIT</th>
<th>CLICK</th>
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<tr>
<td>• Faculty and Advisors</td>
<td>The term (semester and year)</td>
<td>• Select term - This is where you will see how many students have responded</td>
<td>• Report - check the data you want to see</td>
</tr>
<tr>
<td>• On-line course evaluations</td>
<td></td>
<td>• Select course</td>
<td>• Identify which standard questions you want included</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Execute Report</td>
</tr>
</tbody>
</table>

- 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 questions, contact the Dean’s Office at (509) 313-3594 or email palomba@gonzaga.edu or bradshawc@gonzaga.edu.
GRADES

ZAGWEB INSTRUCTIONS – ENTERING GRADES VIA WEB - http://zagweb.gonzaga.edu

Refer to the University Catalog for grading policies and the Gonzaga University Academic Calendar for deadlines for submitting grades each semester.

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

1. Select / click on Log into Secure Area. Enter ID number and PIN (Personal Identification Number) and click on Login button.
   If this is your first access to ZAGWEB, you will be asked to enter a security question 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. 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-? until all grades are entered. You must click on “Submit Changes” on each page.

11. Repeat steps 3, 6, 7 and 9 until all grades are entered for all of your courses.

12. Provisional grades are required for all “I” grades. Click on ‘Email Provisional Grades’ from the Faculty & Advisor Menu. Enter into the body of the email course subject and number, student name and ID number, provisional grade and outstanding assignments. Click on Send to submit to the Registrar’s Office.
Grading Policies
This information can be found in the University Catalog. http://www.gonzaga.edu/catalogues/default.asp.

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.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0 (computed in GPA)</td>
</tr>
</tbody>
</table>

Grade awarded to students who complete the term and the course but fail to achieve course objectives.
<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>Failing</td>
<td>0.0 (computed in GPA)</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>S</th>
<th>(Satisfactory) Passing grade of C- or higher</th>
<th>(not computed in GPA)</th>
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<tbody>
<tr>
<td>P</td>
<td>(Pass) Passing grade of C- or higher</td>
<td>(not computed in GPA)</td>
</tr>
<tr>
<td>NS (D or lower)</td>
<td>Failing grade of D or lower</td>
<td>(computed in GPA)</td>
</tr>
<tr>
<td>W</td>
<td>(Withdrawal)</td>
<td>(not computed in GPA)</td>
</tr>
<tr>
<td>RD (Report Delayed)</td>
<td></td>
<td>(not computed in GPA)</td>
</tr>
</tbody>
</table>

**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. Any course failed “F” grade may not be repeated on a Pass/ Fail basis.

9. Last day to change to or from the Pass/Fail grading option is the last day of Registration Period III.

Academic Citizenship
This information can be found in the University Catalog. http://www.gonzaga.edu/catalogues/default.asp

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. A failing grade for the test or assignment in question.
2. A failing grade for the course.
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 an 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 full-time 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 earned 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 his/her 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.
REQUEST FOR CHANGE OF GRADE FORM

Send To Dean: ____________________________ Date: __________________

In view of the circumstances described below, I am requesting a change of grade on behalf of—

Student: ____________________________ ID#: ____________________________

Dept/Number/Section: ____________________________ Course Title: ____________________________

Term (check one): ☐ FALL ☐ SPRING ☐ SUMMER Year: ____________________________

Existing Grade: ____________________________ New Grade: ____________________________

"A grade change request cannot be processed once the degree has been conferred."

Instructor Name and Phone Number (please print)

Instructor Signature

Reason for grade change request (REQUIRED):

Dept. Chair Approval: ____________________________ Date: __________________

Dean’s Approval: ____________________________ Date: __________________

REGISTRAR’S OFFICE USE ONLY

Processed by (initials): ____________________________ Date Changed: ____________________________
## SCHOOL OF EDUCATION ADMINISTRATIVE DIRECTORY

<table>
<thead>
<tr>
<th>OFFICE OF THE DEAN</th>
<th>LOCATION</th>
<th>EMAIL</th>
<th>(509) AREA CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vincent C. Alfonso, Ph.D., Dean</td>
<td>RC 203</td>
<td><a href="mailto:alfonso@gonzaga.edu">alfonso@gonzaga.edu</a></td>
<td>313-3594</td>
</tr>
<tr>
<td>Diane C. Tunnell, Ed.D., Associate Dean</td>
<td>RC 203E</td>
<td><a href="mailto:tunnell@gonzaga.edu">tunnell@gonzaga.edu</a></td>
<td>313-3479</td>
</tr>
<tr>
<td>Cynthia Smutny, Director: Budget &amp; Grad Ops.</td>
<td>RC 203F</td>
<td><a href="mailto:smutny@gonzaga.edu">smutny@gonzaga.edu</a></td>
<td>313-3489</td>
</tr>
<tr>
<td>Carol Bradshaw, Assistant to the Dean/Accreditation</td>
<td>RC 203C</td>
<td><a href="mailto:bradshawc@gonzaga.edu">bradshawc@gonzaga.edu</a></td>
<td>313-3444</td>
</tr>
<tr>
<td>Shannan Palomba, Assessment Coordinator</td>
<td>RC 203D</td>
<td><a href="mailto:palomba@gonzaga.edu">palomba@gonzaga.edu</a></td>
<td>313-5912</td>
</tr>
<tr>
<td>Lane Lewis, Office Assistant, Dean’s Office</td>
<td>RC 203</td>
<td><a href="mailto:lewis@gonzaga.edu">lewis@gonzaga.edu</a></td>
<td>313-3594</td>
</tr>
<tr>
<td>Sharon Straub, Director, Professional Development Programs</td>
<td>RC 248</td>
<td><a href="mailto:straub@gonzaga.edu">straub@gonzaga.edu</a></td>
<td>313-3662</td>
</tr>
<tr>
<td>Amanda Coulter, Director of Certification</td>
<td>RC 208</td>
<td><a href="mailto:coulter@gonzaga.edu">coulter@gonzaga.edu</a></td>
<td>313-3504</td>
</tr>
<tr>
<td>Debbie Vogel, Program Assistant, Field Experience &amp; Cert.</td>
<td>RC 206</td>
<td><a href="mailto:vogel@gonzaga.edu">vogel@gonzaga.edu</a></td>
<td>313-3513</td>
</tr>
<tr>
<td>Janice Huston, Graduate Admissions – Program Specialist</td>
<td>RC 244</td>
<td><a href="mailto:hustonj@gonzaga.edu">hustonj@gonzaga.edu</a></td>
<td>313-3821</td>
</tr>
<tr>
<td>Dan Marx, Computer Lab, Web, and Distance Educ. Specialist</td>
<td>RC 100</td>
<td><a href="mailto:marx@gonzaga.edu">marx@gonzaga.edu</a></td>
<td>313-3593</td>
</tr>
<tr>
<td>Rebecca Chesterman, Tech Support Specialist, Educ.–Admin.</td>
<td>RC 101B</td>
<td><a href="mailto:chesterman@gonzaga.edu">chesterman@gonzaga.edu</a></td>
<td>313-3660</td>
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## DEPARTMENT OF COUNSELOR EDUCATION

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<tr>
<td>Mark Young, Ph.D., Chair</td>
<td>RC 264</td>
<td><a href="mailto:young@gonzaga.edu">young@gonzaga.edu</a></td>
<td>313-3658</td>
</tr>
<tr>
<td>Cari Johnson, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 262</td>
<td><a href="mailto:johnsonc3@gonzaga.edu">johnsonc3@gonzaga.edu</a></td>
<td>313-2160</td>
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## DEPARTMENT OF EDUCATIONAL LEADERSHIP AND ADMINISTRATION

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<tr>
<td>Chuck Salina, Ph.D., Chair</td>
<td>RC 140</td>
<td><a href="mailto:salina@gonzaga.edu">salina@gonzaga.edu</a></td>
<td>313-3643</td>
</tr>
<tr>
<td>Allison Lynn, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC 142</td>
<td><a href="mailto:lynn@gonzaga.edu">lynn@gonzaga.edu</a></td>
<td>313-3640</td>
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## DEPARTMENT OF SPORT AND PHYSICAL EDUCATION

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<thead>
<tr>
<th>DEPARTMENT OF SPORT AND PHYSICAL EDUCATION</th>
<th>LOCATION</th>
<th>EMAIL</th>
<th>(509) AREA CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Rickel, Ph.D., Chair</td>
<td>RC 144</td>
<td><a href="mailto:tunnell@gonzaga.edu">tunnell@gonzaga.edu</a></td>
<td>313-3502</td>
</tr>
<tr>
<td>Mindy Smith, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC146</td>
<td><a href="mailto:smithm4@gonzaga.edu">smithm4@gonzaga.edu</a></td>
<td>313-3499</td>
</tr>
<tr>
<td>Kristen Kavon, Service Activities Coordinator</td>
<td>MC202A</td>
<td><a href="mailto:kavonk@gonzaga.edu">kavonk@gonzaga.edu</a></td>
<td>313-5715</td>
</tr>
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</table>

## DEPARTMENT OF SPECIAL EDUCATION

<table>
<thead>
<tr>
<th>DEPARTMENT OF SPECIAL EDUCATION</th>
<th>LOCATION</th>
<th>EMAIL</th>
<th>(509) AREA CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly Weber, Ph.D., Chair</td>
<td>RC104</td>
<td><a href="mailto:weberk@gonzaga.edu">weberk@gonzaga.edu</a></td>
<td>313-3661</td>
</tr>
<tr>
<td>Bryanna Petrie, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC100</td>
<td><a href="mailto:petrie@gonzaga.edu">petrie@gonzaga.edu</a></td>
<td>313-3470</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF TEACHER EDUCATION

<table>
<thead>
<tr>
<th>DEPARTMENT OF TEACHER EDUCATION</th>
<th>LOCATION</th>
<th>EMAIL</th>
<th>(509) AREA CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Nieding Ph.D., Chair</td>
<td>RC212</td>
<td><a href="mailto:nieding@gonzaga.edu">nieding@gonzaga.edu</a></td>
<td>313-3663</td>
</tr>
<tr>
<td>Gale Snyder, Program Assistant – DEPARTMENT OFFICE</td>
<td>RC204</td>
<td><a href="mailto:snyderg@gonzaga.edu">snyderg@gonzaga.edu</a></td>
<td>313-2161</td>
</tr>
<tr>
<td>Cathy Dieter, Dir. of Field Experience, Lecturer</td>
<td>RC202C</td>
<td><a href="mailto:dieter@gonzaga.edu">dieter@gonzaga.edu</a></td>
<td>313-3516</td>
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</table>

## QUICK CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>QUICK CAMPUS DIRECTORY</th>
<th>LOCATION</th>
<th>FAX (509)</th>
<th>(509) AREA CODE</th>
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</thead>
<tbody>
<tr>
<td>Academic Vice President</td>
<td>CH 218</td>
<td>313-5860</td>
<td>313-6504</td>
</tr>
<tr>
<td>Benefits Office</td>
<td>102 E. Boone</td>
<td>313-5815</td>
<td>313-6852</td>
</tr>
<tr>
<td>Bookstore (Zag Shop)</td>
<td>801 E. Desmet</td>
<td>313-5825</td>
<td>313-6390</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>Foley – 2nd Floor</td>
<td>313-5523</td>
<td>313-4134</td>
</tr>
<tr>
<td>Emergency Info Hot Line</td>
<td>-----</td>
<td>-----</td>
<td>313-5666</td>
</tr>
<tr>
<td>Faculty Services</td>
<td>CH 011</td>
<td>313-5718</td>
<td>313-6881</td>
</tr>
<tr>
<td>Foley Library</td>
<td>Foley Center</td>
<td>313-5904</td>
<td>313-6532</td>
</tr>
<tr>
<td>Foley Library – (site-based) Theresa <a href="mailto:Kappus-kappus@gonzaga.edu">Kappus-kappus@gonzaga.edu</a></td>
<td>Foley Center</td>
<td>313-5806</td>
<td>313-5926</td>
</tr>
<tr>
<td>Help Desk</td>
<td>-----</td>
<td>-----</td>
<td>313-5550</td>
</tr>
<tr>
<td>Human Resources</td>
<td>102 E. Boone</td>
<td>313-5813</td>
<td>313-5996</td>
</tr>
<tr>
<td>Payroll</td>
<td>102 E. Boone</td>
<td>313-6983</td>
<td>313-6831</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>CH 229</td>
<td>313-5828</td>
<td>313-6592</td>
</tr>
<tr>
<td>Registrar – (grad site based) Carol Huston – <a href="mailto:huston@gonzaga.edu">huston@gonzaga.edu</a></td>
<td>-----</td>
<td>313-5828</td>
<td>313-6594</td>
</tr>
<tr>
<td>Security / Parking</td>
<td>Welch Lwr Level</td>
<td>313-4151</td>
<td>313-3222</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>CH 024</td>
<td>313-6399</td>
<td>313-6812</td>
</tr>
<tr>
<td>University Operator</td>
<td>CH 103</td>
<td>-----</td>
<td>0 or 313-4200</td>
</tr>
</tbody>
</table>
### Academic Calendar (2014 - 2015)

(This calendar does not pertain to the Law School or the **Online Graduate Courses Calendar**)

<table>
<thead>
<tr>
<th>Fall Semester 2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Faculty Orientation</td>
<td>Thursday, August 21 and Friday, August 22</td>
</tr>
<tr>
<td>Fall Faculty Conference</td>
<td>Thursday, August 28 and Friday, August 29</td>
</tr>
<tr>
<td>Residence Halls Open (New Students)</td>
<td>Friday, August 29 and Saturday, August 30</td>
</tr>
<tr>
<td>Residence Halls Open (Returning Students)</td>
<td>Sunday, August 31</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Friday, August 29 – Monday, September 1</td>
</tr>
<tr>
<td>President’s Reception and Welcome Mass</td>
<td>Sunday, August 31</td>
</tr>
<tr>
<td>Academic Convocation</td>
<td>Monday, September 1 (Note: Federal Labor Day)</td>
</tr>
<tr>
<td>New Students Meet with Assigned Advisors</td>
<td>Monday, September 1</td>
</tr>
<tr>
<td>Monday ONLY Classes Begin</td>
<td>Monday, September 1</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, September 2</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Wednesday, September 10</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Friday, September 12</td>
</tr>
<tr>
<td>Mass of the Holy Spirit (11:00am and Noon Classes Canceled)</td>
<td>Wednesday, September 17 at 11:15 a.m.</td>
</tr>
<tr>
<td>Labor Day Observed (Labor Day is Sept. 1)</td>
<td>Friday, September 26</td>
</tr>
<tr>
<td>Incompletes Revert to Provisional Grades</td>
<td>Friday, October 3</td>
</tr>
<tr>
<td>Learning Outcomes Assessment Day (Morning classes canceled)</td>
<td>Tuesday, October 7</td>
</tr>
<tr>
<td>Founder’s Day Holiday</td>
<td>Monday, October 20</td>
</tr>
<tr>
<td>Fall Family Weekend</td>
<td>Friday, October 24 – Sunday, October 26</td>
</tr>
<tr>
<td>Mid-Semester Grades Due in Registrar’s Office</td>
<td>Tuesday, October 28</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Friday, November 14</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Wednesday, November 26 - Friday, November 28</td>
</tr>
<tr>
<td>Reading/Study Days</td>
<td>Saturday, December 13 through Monday, December 15</td>
</tr>
<tr>
<td>Last Week of the Semester</td>
<td>Tuesday, December 16 - Friday, December 19</td>
</tr>
<tr>
<td>Christmas Holiday Begins</td>
<td>Monday, December 22</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office</td>
<td>Monday, December 29</td>
</tr>
</tbody>
</table>
### Spring Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls Open</td>
<td>Sunday, January 11</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Monday, January 12</td>
</tr>
<tr>
<td>Spring Faculty Conference</td>
<td>Monday, January 12</td>
</tr>
<tr>
<td>Monday ONLY Classes Begin</td>
<td>Monday, January 12</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, January 13</td>
</tr>
<tr>
<td>Martin Luther King, Jr., Holiday</td>
<td>Monday, January 19</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Wednesday, January 21</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Friday, January 23</td>
</tr>
<tr>
<td>Incompletes Revert to Provisional Grades</td>
<td>Friday, February 13</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>Monday, February 16</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Monday, March 9 - Friday, March 13</td>
</tr>
<tr>
<td>Mid-semester Grades Due in Registrar’s Office</td>
<td>Tuesday, March 10</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Friday, March 27</td>
</tr>
<tr>
<td>Good Friday Holiday</td>
<td>Friday, April 3</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>Monday, April 6</td>
</tr>
<tr>
<td>Academic Honors Convocation</td>
<td>Tuesday, April 21 (Process 3:15 p.m., Ceremony 3:30 p.m.)</td>
</tr>
<tr>
<td>Reading/Study Days</td>
<td>Saturday, May 2 – Monday, May 4</td>
</tr>
<tr>
<td>Last Week of Semester</td>
<td>Tuesday, May 5 - Friday, May 8</td>
</tr>
<tr>
<td>Baccalaureate Mass</td>
<td>Saturday, May 9</td>
</tr>
<tr>
<td>Graduate School Commencement</td>
<td>Saturday, May 9</td>
</tr>
<tr>
<td>Undergraduate Commencement</td>
<td>Sunday, May 10</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office</td>
<td>Wednesday, May 13</td>
</tr>
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</table>

### Summer Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Session Begins</td>
<td>Monday, May 18</td>
</tr>
<tr>
<td>First Session Ends</td>
<td>Friday, June 26</td>
</tr>
</tbody>
</table>
### Summer Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Session Begins</td>
<td>Monday, June 29</td>
</tr>
<tr>
<td>Second Session Ends</td>
<td>Friday, August 7</td>
</tr>
<tr>
<td>Full Term Begins</td>
<td>Monday, May 18</td>
</tr>
<tr>
<td>Full Term Ends</td>
<td>Friday, August 7</td>
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</table>
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](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.

Gonzaga University – School of Education

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 (27” iMac computers running OS X Mavericks and Windows 7) and two instructor consoles (Mac minis running OS X Mavericks 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:
- Regular white board
- Blu-ray/DVD player
- Document Camera
- Mac mini running OS X Mavericks and Windows 7
- 70” 1080p HDTV display
  - The HDTV can display the computer image, the document camera image or the Blu-ray/DVD image.
  - Both displays can be used simultaneously in 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

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**: 7:45am – 9pm
- **Sat**: 9am – 6pm
- **Sun**: 9am – 6pm

### Summer Lab Hours

- **M – F**: 8am – 5:00pm
- **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 Lane Lewis (313-3594 | lewisl@gonzaga.edu). For more information contact Dan Marx in RC 101 (313-3593 | marx@gonzaga.edu).

**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 Mavericks, a DVD player, and a document camera. The Mac/PC can be used for a variety of purposes, from running specific software or playing an audio CD to showing a PowerPoint presentation. The DVD player will play movies or audio CDs, 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, doc cam) on the screen. In rooms 141, 153, and 216 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 Dan Marx (313-3593 | marx@gonzaga.edu) or Rebecca Chesterman (313-3660 | chesterman@gonzaga.edu).

EQUIPMENT FOR RESERVATION
- Mac laptops running OS X Mavericks
- Digital Projector
- 4’ and 6’ SMART Boards
- Overhead Projector

To make a reservation for any of this equipment, contact a lab consultant, the lab supervisor Dan Marx, or Rebecca Chesterman. 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 the Help Desk (313-5550) for instructions on how to use these storage resources.

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 Rebecca Chesterman, the technology specialist for the School of Education or Dan Marx for assistance.

The Help Desk hours are:
- Monday – Thursday 7:00 a.m. – 8:00 p.m.
- Friday – 8:00 a.m. – 5:00 p.m.
- Saturday – 1:00 p.m. – 5:00 p.m.
- Sunday – 1:00 a.m. – 5:00 p.m.
CONTACT INFORMATION AND USEFUL WEBSITES
Lab consultant on duty: 313-3474
Rebecca Chesterman: 313-3660 | [chesterman@gonzaga.edu](mailto:chesterman@gonzaga.edu)
Dan Marx: 313-3593 | [marx@gonzaga.edu](mailto:marx@gonzaga.edu)
Lane Lewis: 313-3594 | [lewisl@gonzaga.edu](mailto:lewisl@gonzaga.edu)
Katie Burrow: 313-6854 | [burrow@gonzaga.edu](mailto:burrow@gonzaga.edu)

School of Education website: [http://www.gonzaga.edu/soe](http://www.gonzaga.edu/soe)
GU training website: [http://www.gonzaga.edu/gutraining](http://www.gonzaga.edu/gutraining)
Blackboard website: [http://blackboard.gonzaga.edu](http://blackboard.gonzaga.edu)

ROSAUER CENTER HOURS OF OPERATION AND ACCESS

<table>
<thead>
<tr>
<th>Room</th>
<th>Hours of Operation</th>
<th>Access and restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosauer Building</td>
<td>6:00 a.m. – 10:00 p.m.</td>
<td>Opened and locked each day by the Security Office. After hours contact Security 313-6147.</td>
</tr>
<tr>
<td>Media Rooms</td>
<td></td>
<td>Must have Gonzaga University ID card:</td>
</tr>
<tr>
<td>112</td>
<td></td>
<td>• <strong>Dean’s Office will activate card.</strong></td>
</tr>
<tr>
<td>114</td>
<td></td>
<td>• <strong>Do not ask faculty to open doors.</strong></td>
</tr>
<tr>
<td>130</td>
<td></td>
<td>• For your protection - be sure to close door after your class to cancel your ID#'s link to the room.</td>
</tr>
<tr>
<td>141</td>
<td></td>
<td>• Access only given to assigned faculty. No admittance for students prior to class.</td>
</tr>
<tr>
<td>153</td>
<td></td>
<td>• For access after regular business hours - contact Security at 313-6147.</td>
</tr>
<tr>
<td>159</td>
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<td>216</td>
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<tr>
<td>218</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secured rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Omnilynlock</td>
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</tr>
</tbody>
</table>

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 GUIDELINES
The emergency guidelines are posted in all classrooms and throughout the Rosauer Center.

Life Threatening Emergencies: 911
All Emergencies/Campus Security: 509-313-2222

POTENTIAL SITUATIONS

Dangerous Person/Intruder
- Dial 911; then contact Campus Security.
- Do not approach the person. Remove yourself from danger.
- Lock and barricade room door, turn off lights and equipment.
- Remain in secure area until ‘all clear’ has been given by law enforcement.
- Do not confront suspicious persons, or block their exit. Call Campus Security

Medical Emergency
- Dial 911; then contact Campus Security. Remain Calm.
- Do not move injured person unless it is absolutely necessary; reassure that help is on the way.
- If you are certified in First Aid, provide care.
- Follow all instructions of public safety responders and campus security.

Fire
- If the alarm sounds, remain calm and IMMEDIATELY evacuate the building by the nearest safe exit.
- If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at a pull station on your way out.
- Dial 911; then contact Campus Security.

Power Outage
- Contact Campus Security. Remain Calm; carefully move to a lighted area.
- Assist individuals with special needs.
- Unplug computers, appliances and other voltage-sensitive equipment.
- DO NOT tamper with or test fuses or switches. DO NOT light candles.

Suspicious Item – out-of-place/unattended backpack, bag, box
- Do not touch it. Immediately leave area; warn others of the possible danger.
- Do not use a cell phone near the area.
- Contact Campus Security; provide all details you can.
- Follow instructions of public safety responders and Campus Security.

Hazardous Spill
- Immediately leave area; go to safe location. Remain calm.
- Dial 911; then contact Campus Security. Provide as much information as possible.
- Follow instructions of public safety responders and Campus Security.

RESPONSE ACTIONS - IF SAFE TO DO SO

Building Evacuation – May be ordered in specific circumstances via building fire alarm, ZagAlert or other communication
- Leave area IMMEDIATELY. Close doors; do not lock.
- Shut down any hazardous operations quickly. Do not use elevators. Assist disabled persons. Go to assigned meeting area.
- Notify Fire Department and Campus Security if you know people may be trapped inside.
- DO NOT RETURN TO BUILDING unless instructed by public safety responders or Campus Security.
**Lockdown/Modified Lockdown** – *May be ordered in specific circumstances via ZagAlert or other communication*

- Remain calm. Lock doors; close and lock windows; shut blinds.
- Inform others in immediate area of lockdown; assist others as possible.
- Use all available items including desks, tables, chairs to barricade doors.
- Stay low on the floor away from windows, doors; hide under desks if possible.
- Turn off all lights. Turn off devices that emit sound; silence cell phones.
- If YOU or others are in immediate danger, call 911.
- Do not leave the area unless you are in imminent danger or told to do so by public safety responders or Campus Security.
- In the case of Modified Lockdown, movement is allowed within a building ONLY. Follow instructions.

**Shelter in Place** – *May be ordered by ZagAlert or other communication if buildings or areas around buildings become unstable; or the outdoors become dangerous.*

- If you are indoors, stay where you are.
- If you are outdoors, proceed quickly to the closest building or follow instructions from emergency personnel.
- Inside buildings: seek interior room, above ground level, without windows or with few windows.
- Close and lock all windows and close exterior doors; turn off air conditioners, heaters, fans; cover or close vents if able.
- Stay inside until you are told it is safe to come out by public safety responders or Campus Security.
SECTION 2
Additional Information for Adjunct Faculty Teaching On-Campus
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/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/CTA/](http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/CTA/) for upcoming events.