# Table of Contents

**Lecturer Handbook** ..... 1
***Mission and Vision*** ..... 1
Our Mission ..... 1
Our Vision ..... 1
**Quick Start Guide** ..... 1
***Academic Services*** ..... 2
***Before You Teach*** ..... 2
Hiring Processes, Forms and Payrolls ..... 2
Email ..... 2
Forwarding your UCD Email ..... 2
UCD Access ..... 2
Faculty Development Center ..... 3
New Faculty Orientation ..... 3
Parking ..... 3
Supplies ..... 4
Library Access ..... 4
PREPARATION GUIDANCE ..... 4
Text Books ..... 4
Course Cancellation ..... 4
Required Class Size ..... 5
Two-Course Limit ..... 5
Enrollment and Scheduling Policies ..... 5
Canvas ..... 6
***While You Teach*** ..... 6
LiveText ..... 6
Faculty Course Questionnaires ..... 6
***Academic Programs*** ..... 7
***SEHD Programs, Degrees, Licenses, and Endorsements*** ..... 7
***Academic Services*** ..... 7
Admissions ..... 7
Comprehensive Examination/Graduation ..... 8
Student Records ..... 8
Course Packets ..... 8
Classroom Assignments ..... 8
Classroom Overbookings ..... 8
Class Rosters ..... 9
Copies ..... 9
Assessment and Program Improvement ..... 9
***Guest Speakers/Visiting Lectures*** ..... 10
***Calendar*** ..... 10
***FERPA*** ..... 10
***Diversity and Inclusion in SEHD*** ..... 11
***Office of Recruitment & Outreach*** ..... 12
Recruitment Programs ..... 12
Outreach Programs ..... 12
Customer Service & Communications ..... 12
**Teaching** ..... 12
***Time Commitment to Instruction*** ..... 13

***Advising*** ..... 14
***Course Scheduling*** ..... 14
***Course Contact Hours*** ..... 14
***Office Hours*** ..... 15
***Class Location*** ..... 15
***Syllabus*** ..... 15
PREPARATION GUIDANCE ..... 15
REVIEWING THE SYLLABUS WITH STUDENTS ..... 15
REQUIRED FACULTY AND COURSE INFORMATION ..... 16
***GRADES*** ..... 17
Entering Grades Into UCD Access ..... 17
Frequently Encountered Situations ..... 18
***Campus Closure*** ..... 18
***CU Denver Honor Code*** ..... 19
***SEHD Honor Code*** ..... 19
***Student Handbooks*** ..... 19
***Drop/Add Deadlines*** ..... 19
***Academic Record Confidentiality*** ..... 19
***Returning Student Papers*** ..... 20
***International Students*** ..... 20
***Program Level Assessment*** ..... 20
***Students with Disabilities*** ..... 21
***Dealing with Distressed or Disruptive Students*** ..... 21
***Student Complaints (and How to Avoid Them)*** ..... 21
***Discrimination Complaints*** ..... 23
***Resolving Conflicts/Disputes*** ..... 24
***Policies Relating to Sexual Harassment and Amorous Relationships*** ..... 24
***Personal Safety and Crime Prevention*** ..... 24
***Housekeeping*** ..... 25
***Copyright – Guidelines for Fair Use*** ..... 25
Guidelines For Photocopies: Copyright Law Compliance Guidelines ..... 26
***Course Reserves*** ..... 26
Electronic Reserves Forms ..... 27
***Faxes*** ..... 27
***Scanning Documents*** ..... 28
***Guest Speakers/Visiting Lecturers*** ..... 28
***Scheduling SEHD Rooms*** ..... 28
***Parking*** ..... 28
**Campus and Personal Safety** ..... 29
***Emergency Information*** ..... 29
***Rave*** ..... 29
***Safety Videos*** ..... 30
***Auraria Campus Emergency Procedures*** ..... 30
**Appendix A: Syllabus Template** ..... 30
**Appendix B: Online Faculty Orientation** ..... 30
**Appendix C: SEHD Honor Code** ..... 31

# Lecturer Handbook



While editing the handbook, if you experience any issues or need to roll-back a revision please email sehdhelp@ucdenver.edu

## Mission and Vision

### Our Mission

#### Leadership for Educational Equity

Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

### Our Vision

The vision of the School of Education & Human Development (SEHD) is to be, “A leading school of education providing national expertise on educational issues and socially-just solutions for urban and diverse communities. Through innovative research and partnerships, we strive to be passionate agents of change, inspiring upcoming generations to learn from the past and shape the future”.

The School of Education & Human Development’s research, education and outreach programs are focused on supporting urban communities, alive with diverse cultural and linguistic traditions and influenced by the dynamic interplay of class, race, power and privilege. Through community alliances, SEHD faculty and students collaborate to identify, study, and take action within the social and political complexities of urban practice.

The School of Education & Human Development’s programs graduate highly skilled, culturally responsive practitioners and researchers who lead innovation and renewal in urban schools, districts, mental health agencies, and adult learning settings.

# Quick Start Guide

Welcome to the School of Education & Human Development (SEHD)! The following information has been compiled to assist in your orientation to the School. We look forward to having you join us.

# Academic Services

This office provides support for all students and staff in the school, and it is located on the 7th floor directly off the elevators in Suite 701. Email: ACADEMICSERVICES@UCDENVER.EDU

# Before You Teach

## Hiring Processes, Forms and Payrolls

Before any work begins, all employees must complete HR paperwork. All instructions, paperwork, and offer letters will be sent to you via your personal email address until your CU Denver account has been activated. Your prompt attention to these emails is critical! Although pay schedules will vary (especially with Continuing and Professional Education), the most common lecturer pay schedules are Sep – Dec for fall semester, Feb – May for spring semester, and Jun-Jul or Jun-Aug for summer term. Direct deposit is available to set up in your employee portal (UCD Access) and here you will also be able to view your monthly pay advice. Automatic pay deposits will be made to your designated bank on the last business day of each month.

## Email

To log in to Web Mail at http://www.ucdenver.edu/email/Pages/login.aspx, you will need your university username and password. These will be emailed to you as soon as the account is set up. If you are a new employee, this typically happens during the initial onboarding process. Contact SEHDHR@UCDENVER.EDU if you have difficulty logging into your email. You must use your UCD email for all official university business.

**University E-mail is an official means of communication for students at CU Denver. All official university e-mail will be sent to your assigned a CU Denver e-mail address.**

CU Denver e-mail accounts are available through IT Services. All CU Denver faculty, staff, and students are responsible for reading e-mails received from CU Denver.

**ALL UNIVERSITY RELATED COMMUNICATION SHOULD BE FROM YOUR UNIVERSITY EMAIL ACCOUNT TO THE STUDENT'S UNIVERSITY EMAIL ACCOUNT!**

## Forwarding your UCD Email

We discourage forwarding your CU Denver email to an external account (Gmail, Yahoo, etc.). You are ***strongly*** encouraged to regularly check your CU Denver email to ensure you are receiving all messages sent from the university, the SEHD, and your students.

## UCD Access

Faculty use UCD Access to view class rosters and schedules, advise students, and assign grades to

students. This information is available by logging into the portal with your campus credentials using the same user ID and password that you use to access your University webmail. **Please keep in mind that the University of Colorado System and UC Denver ITS security policies require you to protect your credentials and keep them in your possession only; no employee should use any other faculty or staff member's logon credentials.**

Use the link below to log on, and click on the Faculty Tab in the upper left hand corner of the page, then on Faculty Center in the yellow box. Click on 'My Schedule' and your grade roster(s) will appear on the left side of the page next to your class roster(s).

Link to UCD Access: https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html

If you need assistance with your logon credentials, please contact SEHDHR@UCDENVER.EDU.

## Faculty Development Center

The University of Colorado Denver takes pride in the quality of its faculty and is committed to providing excellent learning opportunities for its students. The Center for Faculty Development (CFD) is the Denver Campus-wide professional development center providing tenured, tenure-track and non-tenure track faculty with the support they need to excel as teachers, scholars, mentors, and leaders. The CFD offers programs and resources to meet the diverse needs of faculty members throughout all stages of their careers, including individual consultation and mentoring, in-person and virtual workshops, grant opportunities, dossier review, academic leadership support, and professional development resources (website, books, journals, and videos). With a focus on enhancing teaching and student learning on the Denver Campus, the CFD has professional teaching consultants available to discuss any aspect of teaching, such as designing courses, enhancing classroom techniques, developing course materials, and documenting teaching effectiveness. For additional resources, visit the Center for Faculty Development website at: http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx.

## New Faculty Orientation

The New Faculty Orientation (a three-course orientation program) is an online training required for all new UCD faculty (please see Appendix B).

Please contact the Center for Faculty Development at 303-556-6075 or visit their website at the following link if you have any questions: http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx

You can access the courses by signing into the UCD Portal, clicking on CU Resources and then select the NavBar at the top right of the page, CU Resources>Training>Start SkillSoft and then enter the names of the courses in the search bar.

## Parking

Overview of parking and transportation options on the Denver Campus are available at AHEC Maps.

## Supplies

Each floor has basic office supplies available.

6th Floor: In the mailroom (605) – the three cabinets underneath the mailboxes; also in the 6th floor meeting/work space across from the windows of classroom 648 (the three cabinets underneath the printer station)

7th Floor: The cabinets in the work/color copier area near faculty mailboxes (across from 717)

11th Floor: Storage closet 1144 (next to JáNet's office)

If you cannot find what you are looking for, submit a ticket request to SEHDHelp@ucdenver.edu.

## Library Access

To use the library, present a valid photo ID and provide the librarian with your employee ID to check out books and materials. The library can also be accessed online: https://library.auraria.edu/.

## PREPARATION GUIDANCE

Many program areas have copies of course syllabi that can assist new professors in course preparations. Contact the program representative if you need guidance in selecting course topics, texts, and reading materials. The campus syllabus policy statement is available on the Center for Faculty Development website here. The SEHD syllabus template is available in Appendix E.

## Text Books

Book orders are placed directly through the bookstore via their online adoption tool. To begin the process, you'll need to register with the bookstore using a valid e-mail address. We recommend that you use your UCD email. Automatic order confirmations will be sent to the address used.

**Email orders to or request a personalized link to our online ordering site from:**

Bailey Brack, 303-556-3706, BAILEY.BRACK@AHEC.EDU.

**Faculty should contact the publisher directly for exam or desk copies.**

## Course Cancellation

While we have offered you the opportunity in good faith to teach a course, there are occasions when a course is cancelled. We make every effort to notify lecturers as soon as possible, however, a cancellation may happen shortly before the term begins. Cancellations may be necessary due to low enrollment or if we have to reassign your course to a full-time faculty member. Teaching assignments may fluctuate and are contingent upon the schedule of courses offered each term, the required number of student enrollments in course(s), and the Dean's decision regarding effective use of School

resources. Thus, we cannot guarantee that you will teach a course or that you will teach in a given term. We will notify you as soon as possible if your course will be cancelled or taught by a full-time faculty member. We appreciate your understanding.

## Required Class Size

The minimum class size requirement for courses is generally 15 students. The Dean's Team will monitor each semester's enrollments, starting eight weeks prior to the semester start date. Two weeks before classes start, you will be notified if your course is on low-enrollment watch. Cancellation decisions are made by the Dean's Office no less than one week before classes start. You ***may*** be offered the opportunity to teach at a pro-rated amount, rather than cancelling the course. Once you accept a pro-rated pay amount, it may be increased based on census date enrollment numbers, but will not be decreased, even if enrollment drops below the enrollment number used to calculate the pro-rate.

## Two-Course Limit

Lecturers are limited to teaching two courses per semester, including any continuing and professional education courses. While we monitor how many courses our lecturers teach, on occasion an individual may exceed their course limit for a term. If you've been asked to teach more than two courses in a semester, please notify us at SEHDHR@UCDENVER.EDU immediately.

## Enrollment and Scheduling Policies

*Face-to-Face and Hybrid Classes:*

- Set caps at 35, start a waitlist
- At 40, consider split into two sections of 20—sections must be same time and format
- 32 enrolled becomes eligible for TA
- No blanket minimum enrollment but courses with enrollments of 8-14 require approval to run
- Lecturer Pay (per 3 fully-enrolled credit hour course): 15-35 students = $4,750, < 15 = Pro-rate = # of students/15 x $4,750, minimum of $2,700

*Online Classes:*

- Set caps at 30, start a waitlist
- At 35, consider split into two sections. New section must be on-line.
- 25 enrolled becomes eligible for TA
- No blanket minimum enrollment but courses with enrollments of 8-14 require approval to run
- Lecturer Pay (per 3 fully-enrolled credit hour course): 15-35 students = $4,750, < 15 = Pro-rate = # of students/15 x $4,750, minimum of $2,700

*Doctoral-Level Classes (7000s):*

- Set caps at 30, start a waitlist
- At 35 split into two sections, new section must be same time and format
- 25 enrolled becomes eligible for TA
- No blanket minimum enrollment but courses with enrollments of 8-14 require approval to run

- Lecturer Pay (per 3 fully-enrolled credit hour course): 15-35 students = $4,750, < 15 = Pro-rate = # of students/15 x $4,750, minimum of $2,700

//Type O (Practicum & Internship Courses)**:** //

Under 30 SCH, course will be pro-rated based off 30 SCH.

If you do not yet have access to SIS, you may check your course enrollment numbers here.** If you are concerned about the status of your class, you may contact our SEHD Scheduling & Curriculum Manager, Shakira Anderson (** **SHAKIRA.ANDERSON@UCDENVER.EDU****or 303-315-6369).**

### Canvas

All courses will receive a Canvas shell. Your Program Representative will discuss how the course is delivered when you are hired to teach. To learn more about Canvas, please visit https://www1.ucdenver.edu/offices/office-of-information-technology.

To facilitate your development efforts if you will be teaching online or a hybrid course, you can visit the Canvas Tutorials website at https://guides.instructure.com/m/4152.

If you have any questions or need assistance with your Canvas course please contact Brad Hinson, BRAD.HINSON@UCDENVER.EDU.

## While You Teach

### LiveText

LiveText is an assessment management tool that is used to assist faculty and staff in the process of assessment, program improvement, state authorization, and accreditation (including HLC, CACREP, etc.). If your course has a program-level assessment you will be required to use it.

Please see https://sehd.ucdenver.edu/assessment/faculty-resources/ for more complete instructions.

Contact Tony Romero at TONY.ROMERO@UCDENVER.EDU if you need help registering.

### Faculty Course Questionnaires

FCQs are completed online. Please remind your students to complete the FCQ. Click here for strategies to ensure robust response rates.

FCQs are administered for majority of courses. The following courses are not eligible for FCQs:

- Enrollment with less than three (3) students
- Class ends too late - the course does not fit within the standard administration window
- Dissertation, internship, independent study, practicum and thesis courses

Link to FCQ information: http://www.colorado.edu/fcq/

# Academic Programs

The School of Education & Human Development offers a BA, BS, Master's degrees in multiple areas of emphasis, one Educational Specialist degree, a PhD, PsyD and EdD. The School has approximately 2000 degree-seeking students, admits over 400 students each semester, and graduates approximately 500 students annually.

# SEHD Programs, Degrees, Licenses, and Endorsements

Areas of study include programs for new teachers, experienced teachers, school administrators, counselors, school psychologists, technology, and research. The SEHD offers BA, Master's, Educational Specialist, and Doctoral degrees as well several licenses, endorsements and certificates, and professional development opportunities. The SEHD also offers, in collaboration with the College of Liberal Arts and Sciences (CLAS), several secondary and elementary teaching licenses offered in conjunction with CLAS BAs.

We are committed to developing forward-thinking educators and counselors who have a deep sense of critical inquiry, a great desire to live their lives purposefully, a passion for giving back to the community, and the cultural competence needed to serve urban, diverse populations. See the following page for a list of SEHD Programs, Degrees, Licenses and Special Endorsements.

For a full listing of our program offerings, please see WIKI LIST OF SEHD DEGREES, LICENSES, ETC.

# Academic Services

The mission of Academic Services (AS) is to provide support and assist students and faculty to promote the highest standard of learning, teaching, research, and service in the School of Education and Human Development.

Academic Services forms a critical link between current, prospective, and former students in the School of Education and Human Development and the administrative units of the School, the Graduate School, the University, and the Colorado Department of Education. This office provides, among other services, information about degree programs and related processes, admissions, maintains records, and ensures that students meet requirements to graduate. Academic Services supports students at all levels, including undergraduate, graduate, and certificate, endorsement, and licensure students.

Academic Services is also a resource for faculty advisers who need information regarding the procedures their students must follow in the process of pursuing a degree in the School. Academic Services also supports faculty in their research, teaching, and service.

## Admissions

Deadlines for admissions are by program area. Please refer to the SEHD website Program Admissions page using the following link for deadline dates.

http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Apply/Pages/ApplyNow.aspx

Application instructions and access to the online application are available on the SEHD website or by contacting SEHD Admissions at SEHD.ADMISSIONS@UCDENVER.EDU or 303-315-6300.

Applications are forwarded to program faculty for review. Interview and official admission notifications are processed by SEHD Admissions (Academic Services.)

## Comprehensive Examination/Graduation

Instructions for Master's/EdS students registering for a comprehensive exam/culminating experience are found at:
http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/COMPSandGraduation.aspxhttp://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/COMPSandGraduation.aspx] ;

Students apply for graduation via their student portal. Deadlines are found at
http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx

## Student Records

Student records are electronic. If you need information about a student, please contact the staff academic advisor for the program. Records are retained per University policy found at
https://www.cu.edu/sites/default/files/RecordRetentionUCD.pdf

## Course Packets

If you need course reading packets, the Auraria Book Center can assist you. Use the following link for more information: http://auraria.academicpub.com/clientSite/

For more information, contact the Tivoli Station Book Office at 303-556-3703 or BOOKOFFICE@AHEC.EDU.

## Classroom Assignments

Classroom assignments are coordinated by the SEHD Scheduling and Curriculum Manager, Shakira Anderson, in conjunction with the Campus Community and Classroom Scheduling Professional. Email SHAKIRA.ANDERSON@UCDENVER.EDU for questions about room equipment, capacity, availability, or to request a room change. Efforts will be made to honor all rooming requests; however, due to a campus-wide shortage of space, this is not always possible.

## Classroom Overbookings

Please contact AHEC classroom scheduling immediately at 303-556-2116 for any room conflicts. Have

your course number and the conflicting course number available so AHEC can determine where each course is roomed. For rooming conflicts in Lawrence Street Center, call Academic Services at 303-315-6300 during normal business hours. You can come to Suite 701 for additional assistance. Please report all rooming conflicts to the Scheduling and Curriculum Manager.

## Class Rosters

To minimize problems with student registration and end of semester grades, faculty are required to check the official class roster at the beginning and complete final grading through the UCD Access portal. Faculty should not rely on student attendance and participation (class list generated by passing around a sheet of paper) as an indication of official registration. For instructions on viewing class rosters, please see instructions in UCD Access portal.

## Copies

There are SEHD copy machines on the 6th, 7th, and 11th floors for small copying jobs. Your program's copy code will be needed to make copies. To prevent undue wear and tear on the machines, the following rules have been established:

For SEHD copiers, no single copy job should total more than 100 pages.

### Large Copy Jobs

A large copy job is considered more than 250 copies. For large copy jobs, send them to the printing services at Anschutz. You will need to contact them by phone at: **303-724-6414.** The link to their website is: http://www.ucdenver.edu/about/departments/printing/Pages/PrintingServices.aspx

They will discuss the project – how many, color, and other specifics. They will need the document to be PDF to their location and will request a speed type. The speed type is generally your department speed type or your PD speed type. The service is very fast and they deliver.

### Scanning Documents

All SEHD copiers are equipped with scanning functions.

## Assessment and Program Improvement

The SEHD Office of Assessment and Program Improvement is responsible for supporting and facilitating high quality assessment practice and program improvement efforts within the SEHD. The Assessment Office also serves as a liaison between the SEHD and other University offices and between the SEHD, CDE, and CDHE. The Office is also responsible for supporting activities related to the accreditation and reauthorization of SEHD programs. For assistance related to the responsibilities of this office visit the web site at: www.sehd.ucdenver.edu/Assessment; or contact the Executive Director of Assessment and Program Improvement, Julie Oxenford-O'Brian, julie.obrian@ucdenver.edu 303-315-6352, LSC 723 or the Senior Data Analyst and Assessment System Manager, Tony Romero, tony.romero@ucdenver.edu, 303-315-6246, LSC 724.

ASSESSMENT

All SEHD programs have identified key assessments (sometimes called performance-based assessments, PBAs) and scoring rubrics that provide evidence of valued student learning objectives as part of course offerings and clinical experiences. Program faculty members are responsible for using their programs' key assessments and ensuring that adjunct faculty members do as well. Key program assessments are managed through the SEHD Assessment management system, LiveText by Waternark. Faculty can link the assessment tasks and scoring rubrics for their key assessments to their Canvas course shells so that student results are automatically entered into the SEHD Assessment management system. The Office of Assessment and Program Improvement provides training, support videos and job aides to assist faculty with the development, scoring and administration of key program assessments as needed and upon request. The Assessment Office also administers LiveText by Watermark accounts for faculty and students.

Assessment Office staff members participate in the campus Assessment Committee; staff serve as the SEHD liaison to the University Assessment Office, providing a communication mechanism for faculty and staff to this group.

DATA COLLECTION

The Assessment Office manages SEHD accounts for the Qualtrics on-line survey tool that is available to faculty, staff and students. Please email sehdhelp@ucdenver.edu if you require access.

# Guest Speakers/Visiting Lectures

The School of Education & Human Development does NOT offer guest speaker fees. Any compensation offered for class speakers is the responsibility of the professor. It is possible to obtain a free parking permit for guest speakers. Academic Services can assist you in ordering a parking pass at least 7 days in advance, given your speaker's name and date of attendance.

Contact the Tech Team if you would like to coordinate a remote guest speaker with online video conferencing at SEHDHELP@UCDENVER.EDU.

# Calendar

Academic Calendars can be accessed here:
http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx.

# FERPA

The Federal Educational Rights and Privacy Act dictates that student information be treated as privileged information, it cannot be released to others without permission. As part of the hiring process you will be required to review FERPA guidelines, but here are a few rules that are overlooked.

**Instructors should NOT:**

-Use their personal email accounts to communicate with students. Please use your @UCDENVER.EDU email account.

-Publicly display student scores or grades with any personal identifiers such as student IDs, Social Security numbers, or computer user identifiers.

-Leave graded or scored papers out for public perusal, if a student identifier is on them.

-Share student information (includes student information recorded in any medium: handwriting, print, tapes, film, or electronic media) with colleagues, the student's parents, or academic officers without student written permission. If a faculty member or academic officer has a legitimate educational interest (“legitimate educational interest” is an educationally related purpose which has a directly identifiable educational relationship to the student and underlies the request) in that info, however, you can share that portion they need to use.

# Diversity and Inclusion in SEHD

The majority of faculty members in the School of Education & Human Development (SEHD) have K-12 teaching or counseling experience, often in settings with members from diverse racial, language, gender, and socioeconomic backgrounds. Those experiences have drawn them to this urban university and have shaped our organizational and moral commitment to respecting diversity and pursuing equity. SEHD faculty believes that lives are forever changed with access to excellent education and quality mental health services. As a public university, we are committed to increasing educational opportunities among underserved populations.

The Denver metro area population, indeed the population in the state and nation, is rapidly becoming more racially, culturally and ethnically diverse. It is our responsibility and commitment to prepare educators and counselors who represent diverse groups. It is also our responsibility to prepare all educators and counselors to provide culturally responsive educational and mental health services for the increasing diversity of our society.

Finally, diversity of action, research and viewpoints (ways of knowing and expressing knowledge) is fundamental in universities. It is that diversity that keeps our democracy alive. Diversity gives rise to new knowledge and new ways of thinking, a key function of a university. Thus, we believe that diversity is fundamental to the university and to our School.

While the SEHD has had a focus on equity and diversity for a number of years, a majority of our former efforts focused on integration of related content into our programs, faculty recruitment and development, and to a lesser extent student recruitment but without a clear plan for retention. As a part of the SEHD school-wide plan to encourage attention to diversity and equity, the Office of Diversity and Inclusion was established in September 2012.

*I*n partnership with the SEHD Diversity Committee, the overall focus of the School of Education & Human Development (SEHD) has been creating and building partnerships within the SEHD community to promote a climate of equity and enhance diversity and inclusiveness initiatives internally. Your support as a faculty member informs our strategic direction through formal and informal means (e.g. student surveys, student forums, and faculty feedback /input opportunities). By collaboratively addressing student access and success challenges, we are certain we can improve our chances of effectively addressing access and persistence barriers impacting all members of our SEHD community.

# Office of Recruitment & Outreach

The mission of the Office of Recruitment & Outreach (ORO) is to nurture positive relationships with prospective students, schools, organizations and the local and rural communities to attract diverse, highly-qualified applicants that best fit the pedagogy and mission of programs available within the School of Education & Human Development. We use the following activities to accomplish our goal:

### Recruitment Programs

ORO offers a variety of small and large events where staff, faculty, students and alumni can engage with prospective students. Events include all-school open houses, program information sessions, prospective student walk-in hours, online webinars, undergraduate/graduate fairs, and conferences. Specific dates are shared at the beginning of each school year at the fall staff/faculty retreat and will be posted on the SEHD Impact thereafter.

### Outreach Programs

SEHD hosts and participate in outreach events to stimulate general interest in higher education and encourage high school and community college students to consider education and human development careers. ORO also sponsors many campus visits programing for SEHD partner schools and pipeline programs (i.e. PTeach, Pre-collegiate, etc.). Specific dates are shared at the beginning of each school year at the fall staff/faculty retreat and will be posted on the SEHD Impact thereafter.

### Customer Service & Communications

Our admissions team provides reactive and proactive communication to individuals from inquiry to application. Student recruitment ambassadors provide individualized responses to prospective students in a timely manner. In many instances, ORO partners with faculty and current students to support these efforts (i.e. admitted student call-a-thon). Faculty members should forward any prospective student contacts to EDUCATION@UCDENVER.EDU or 303-315-6300 and ORO team members would be happy to follow up and support each individual.

If you have any questions, suggestions or feedback, feel free to email the Manager of *Recruitment and Outreach***,** Marlinda Hines at MARLINDA.HINES@UCDENVER.EDU.

# Teaching

The School of Education & Human Development expects all faculty members to demonstrate excellence in teaching and exemplify the best pedagogical practices.

Faculty members have responsibilities that extend beyond the 16-week semester. The calendar ***below*** is a summary of faculty responsibilities for instruction based on a generic semester/term calendar.

| Time Frame | Faculty Responsibilities |
|---|---|
| 3 to 8 weeks before a semester begins | Work with program leader to verify course(s) meeting patterns, enrollment limits, and special classroom requirements (location, technology, blackboards, etc.); order texts and course packets. Canvas faculty, ensure you have attended appropriate Canvas training. |
| 1 to 4 weeks before the semester begins | Work with program leader to maximize enrollments and minimize wait lists. Canvas faculty, ensure your course content is up-to-date. |
| 1 week before the semester begins | Monitor enrollment, download class roster, and finalize syllabus. Canvas faculty ensure your course is published so students can see it. |
| Week 1 | Hand out syllabus, review course policies, check attendance against class roster, review wait list procedures (exists for one week and faculty lack authority to override wait list priority) |
| Week 1 | Download prioritized wait list at end of first week. Submit first week abscences via Early Action reports via Navigate: https://www.ucdenver.edu/offices/provost/student-success-initiatives/early-action |
| Week 2 | Download class roster again, identify students dropped from wait list, verify that all attending students are officially registered, and notify non-registered students of their status, use Schedule Adjustment Form to add students when space and pedagogy permit |
| Week 3 | Download *official* class roster after 'census date' (12th day of fall/spring or 8th day of summer), verify attending students are officially registered, and use Schedule Adjustment Form to add students when course policies allow |
| Week 3 to 15 | Meet course schedule, follow course policies, maintain office hours, return graded assignments in timely fashion, regularly communicate performance (including attendance and participation) and class standing to students. Submit course progress reports via Navigate for students referrals for additional support. |
| Week 7 to 9 | Complete and return mid-semester grade report for new students |
| Week 9 | Communicate performance to students before 10th week drop deadline |
| Week 10 | Review FCQ request for additional course or department questions |
| Week 12 | Reiterate end of semester policies and format/time of final examination (optional) |
| Week 15 | Administer FCQ course and instructor evaluation (required). Instructor signature required for any late withdraw petition forms due by Wednesday before finals week. |
| Week 16 | Administer final examination (optional) or meet class during scheduled final |
| Week 17 | Complete grading, determine student performance, enter final grades in faculty portal by deadline, Complete/sign incomplete grade application form for any incomplete grades and send copy of signed incomplete form to academicservices@ucdenver.edu |
| Weeks 20 to 23 | Review FCQ evaluations |

# Time Commitment to Instruction

Faculty in the School of Education & Human Development are expected to allocate an appropriate

amount of time in order to create the best possible learning environment for students. Time commitments extend beyond the scheduled classroom period to include office hours, appointments, class preparation, grading, one-on-one mentoring and tutoring, and clinical and field supervision. Faculty are also expected to follow all School and University policies in the classroom.

# Advising

Students are assigned faculty advisors upon admission to the program. The student's letter of admission identifies both the faculty and staff advisor. Students are instructed to contact their Academic Services staff advisor for information related to program plans of study, registration and degree information and to contact their faculty advisor for questions related to course curriculum and content. Please see Appendix D for Graduate Program Procedures.|Students are assigned faculty advisors upon admission to the program. The student's letter of admission identifies both the faculty and staff advisor. Students are instructed to contact their Academic Services staff advisor for information related to program plans of study, registration and degree information and to contact their faculty advisor for questions related to course curriculum and content. Please see Appendix D for Graduate Program Procedures.

Staff advisors are available between 8am to 5:00pm Monday-Friday, faculty advisors by appointment only.

# Course Scheduling

Classes should promptly begin and end according to the meeting pattern established in the Schedule of Courses. University holidays are observed as stated in the Academic Calendar. Final examinations (optional) are to be administered according to the AHEC schedule posted in the Schedule of Courses. Faculty who must miss scheduled classes because of professional obligations (meetings, presentations, etc.) should note dates on syllabus and make arrangements in advance to cover the missed instruction. Faculty who must miss class due to illness or unplanned circumstances must notify Academic Services prior to class and, if at all possible, make arrangements to cover the scheduled class(es). In the event that arrangements cannot be made to cover a class, students are notified by e-mail and posted signs of class cancellation. Academic Services can assist you with these tasks.

# Course Contact Hours

50 minutes = I hour.

A "contact hour" is measured by the amount of instructional time (direct contact) you spend with students during a semester. Contact time may be spent (for example) lecturing, supervising group activities, administering tests, or managing online discussions.|A "contact hour" is measured by the amount of instructional time (direct contact) you spend with students during a semester. Contact time may be spent (for example) lecturing, supervising group activities, administering tests, or managing online discussions.

You must spend a minimum of one contact hour (50 minutes) a week in instruction for every semester

credit hour you teach, or 15 contact hours (750 minutes) per course credit hour. For example, you must spend 3 contact hours (150 minutes) per week for a three hour course, or 45 hours (15 weeks x 3 contact hours) per semester.|You must spend a minimum of one contact hour (50 minutes) a week in instruction for every semester credit hour you teach, or 15 contact hours (750 minutes) per course credit hour. For example, you must spend 3 contact hours (150 minutes) per week for a three hour course, or 45 hours (15 weeks x 3 contact hours) per semester.

# Office Hours

There is no system-wide office hour policy for lecturers, only for full-time instructors. That said, student learning is improved via regular contact with their instructor. You are encouraged to regularly meet with your students, face-to-face or online as appropriate.

If you need an “office” to hold your office hours, you can use the Auraria Library's Faculty Reading and Research Room for student conferences, as well as for reading, computer services, and photocopying. It's on the 1st Floor of the library. You can also reserve a private study room by calling Library Reservations at 303-556-2805.

The SEHD also has space for use by lecturers. Send an email to SEHDHELP@UCDENVER.EDU to book a room. Please include your name, the day, time, expected duration, expected number of attendees, and the name of the meeting in your request. If you require specific technology, please include that as well.

# Class Location

The location of your course is available in the Faculty Center in UCD Access. On-campus courses are courses offered through the regular SEHD registration process, and meet in classrooms on the Auraria campus. Off-campus courses are Continuing and Professional Education (CPE) courses that are held off campus in places typically arranged by those who set up the courses. If you wish to hold a class in a different location or take a field trip, you **MUST** notify Academic Services. Click here for a list of building abbreviations.

# Syllabus

### PREPARATION GUIDANCE

Many program areas have copies of course syllabi that can assist new professors in course preparations. Contact the program representative if you need guidance in selecting course topics, texts, and reading materials. The campus syllabus policy statement is available on the Center for Faculty Development website here. The SEHD syllabus template is available here.

### REVIEWING THE SYLLABUS WITH STUDENTS

The SEHD requires instructors to provide detailed course information on or prior to the first day of

class through a course syllabus. Syllabi with detailed policies, procedures, and expectations provided at the beginning of the semester reduce ad hoc faculty decisions and promote good student-faculty communication.

Faculty are encouraged to use a portion of the first class meeting to ensure students are familiar with the course objectives, content, grading and classroom policies. For online or remote courses, it is recommended that instructors provide online content that ensure students are familiar with the syllabus.

## REQUIRED FACULTY AND COURSE INFORMATION

A course syllabus in the School of Education & Human Development should contain the following information:

- Course Overview and Course Information

1. Campus location (Denver, Anschutz Medical Campus or other location) and Academic School/College
2. Course title (official ISIS title), number, prefix, and section designation. Indicate if the course is part of the undergraduate core. See here for a listing of all core courses.
3. Semester/term and year
4. Class meeting day(s) and time(s)
5. Catalog description and any additional information including requisites.

- Basic Instructor Information

1. Instructor’s name (including co-instructors and/or teaching assistants)
2. Instructor's office location (building and room #)
3. Instructor’s contact information (phone number(s) and email address(es))
4. Instructor's office hours and statement of availability (for face-to-face, hybrid and online courses)

- Course Goals/Outcomes

1. Overall learning objectives
2. Major topics
3. Rationale (instructor's statement relating course content to student's academic or professional growth, etc.)
4. Evaluation
    1. Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.), including points, deliverables, and due dates
    2. Instructor's grading policy – The course grading policies must be detailed so that students can derive their grade at any point during or after the semester. The following information about grading policies should be included in your syllabus:
    3. Points (preferred) or assigned percentage for graded assignments
    4. Attendance and participation – The impact of attendance on evaluation and grades must be consistent with CU Denver policy and SEHD policies set by the Student Academic Appeals Committee (See Appendix F). If participation is part of students’ grades, we recommend establishing explicit, objective standards for assigning participation grades.
    5. Plus/minus grading – or lack thereof
    6. Individual vs. group efforts on projects – Assessments involving group efforts must set

clear expectations as to how individual students will be assigned grades on group projects.
7. Late assignments – specify penalty, if any, imposed for late assignments
8. If the course is offered to both undergraduate and graduate students, differing outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated to distinguish them from undergraduate outcomes, assignments, requirements, and metrics.

- Syllabus Revisions – In general, syllabi should not be changed once the semester begins, though unforeseen circumstances may lead to changes. Students should be notified in a timely manner in writing (via email/Canvas, etc.) of any changes to the syllabus.

- Course Procedures

1. Materials (required as well as recommended texts, equipment, software, and supplies)
2. Course calendar/schedule (may include appropriate links to CU Denver academic calendar)
3. Course-related (and/or School/College-related) policies and procedures, (with appropriate links) such as attendance, late work, incompletes, communication, participation, notification of changes
4. Research/library-related skills needed for successful completion of course.
5. SEHD Incomplete Policy – See syllabus template in Appendix E for text
6. University wide policies that are relevant to the syllabus:
    1. Student Code of Conduct
    2. Accommodations
    3. Academic Freedom
    4. Family Educational Rights and Privacy Act (FERPA)
    5. Attendance
    6. Discrimination and Harassment Policy and Procedures

Grade Appeal Policy http://www.ucdenver.edu/policy/Documents/Process-for-Grade-Issues.pdf

# GRADES

## Entering Grades Into UCD Access

Click here for a step-by-step guide on how to enter grades.

POSTING GRADES

The posting of grades by name or student number (even with name obscured) violates federal law under the Family Educational Rights and Privacy Act (FERPA) and is **strictly prohibited**. No grade may be posted in a manner that would allow a student to learn another student's grade. Graded papers may not be placed in a box or file cabinet for students to look through to find their own, unless those papers are sealed inside individual envelopes. It is acceptable -and encouraged- for students to supply the faculty member with a stamped, self-addressed envelope to return papers or other assignments. The best way is to post grades in our CANVAS online course system. Students can log in with their ID to see their grades. Call the CU Online Help Desk at 303-724-4357 for assistance/questions.

Grading is done online through the Faculty Center in UCD Access. Complete your grading online

through UCD Access. If there is more than one instructor on record, only the Primary Instructor will be able to approve and submit the final grades. If you have questions, please contact the help line at 303-724-4357.

GRADE CHANGES

Grades are entered once the term is complete (or session, for reduced session classes). Once a grade roster has been approved and posted, the grade roster as a whole, cannot be changed. However, instructors will have access to change grades for individual students through the faculty portal in UCD Access. From the portal, instructors can navigate to the grade roster for the class they wish to change.

### Frequently Encountered Situations

//1.**Student asks for an incomplete grade to satisfy financial aid requirements.** //

Financial aid requires students to successfully complete a certain number of semester hours by the end of the semester. Grades of 'I', 'W', 'NC', and 'F' do not satisfy financial aid requirements. An Incomplete grade will not satisfy Financial Aid requirements.

2.***Student asks for Incomplete to complete a course assignment*.**

In the absence of special circumstances, extending the semester for a student is a form of extra credit not allowed by School policies.

3.***Student inquires as to what it will take to earn a grade of 'X' in course*.**

Students are responsible for knowing the passing grade, typically B- in their courses. Faculty should not encourage poorly performing students to stay in the course past the 10-week drop deadline as student performance rarely improves at the end of the semester. Regular communication of student performance during the semester is the best way to avoid this situation.

//4.**Student complains about grade after the semester is completed.** //

Faculty are encouraged to regularly communicate grade information to students during the semester to minimize student complaints. Faculty should meet with students to evaluate the nature of the complaint. Faculty grading mistakes are easily handled with the Change of Record Form. Otherwise, the student should be referred to the Academic Services for the Academic Appeal Process procedure.

## Campus Closure

Faculty cannot insist that students make up a class when the campus is closed due to inclement weather. An additional class session may be scheduled ''only ''if all students in the class agree without coercion to meet. No students can be penalized in any way for failure to attend an additional class meeting.

Information on campus closures can be found at:

-1-877-INFO-070 (or 1-877-463-6070)

-Recorded updates on the Auraria line 303-556-2401

-Website: http://www.ucdenver.edu/alerts/Pages/default.aspx

-E-mail sent to all @ucdenver e-mail addresses from “Emergency”

-Info provided to local radio and television stations

-Students, faculty and staff can participate in the Emergency Notification System text and voice messaging service provided through Rave. Register NOW at http://www.ucdenver.edu/anschutz/about/location/Police/Emergency_Management/Pages/EmergencyAlert.aspx.

## CU Denver Honor Code

As members of the CU Denver community, students are expected to uphold University standards, which include abiding by state, civil, and criminal laws and all University policies and standards of conduct. These standards assist in promoting a safe and welcoming community. The full UCD Student Code of Conduct can be found at: http://www.ucdenver.edu/life/services/standards/students/Pages/default.aspx.

## SEHD Honor Code

*See Appendix C.*

## Student Handbooks

Each program has a student handbook describing policies and procedures. Specific information regarding grading, course requirements, academic performance, etc., is detailed in the handbook. Please become familiar with the policies and procedures that relate to your program area so that you are sharing correct information with students. Program handbooks are available online.

## Drop/Add Deadlines

Students must follow the academic calendar found at: http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx.

## Academic Record Confidentiality

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Title 34 of the Code of Federal Regulations, Part 99) is referred to as FERPA, or the Buckley Amendment, and grants to students rights, privileges and protections with respect to their educational records maintained by the faculty,

division, School and campus. Please refer to the following link for more information: http://www.ucdenver.edu/policy/Pages/PrivacyPolicy.aspx

# Returning Student Papers

It is preferred that faculty return papers to students directly. It is acceptable to ask students for an addressed, stamped envelope to return papers after the end of the semester and/or course. Any student papers that are left in Academic Services for student pick-up must be in a sealed envelope with the student name clearly marked.

# International Students

The number of international students in classes at CU Denver is small but growing. International students come to CU Denver from all over the world. Resources for international students and faculty can be found at: http://www.ucdenver.edu/academics/InternationalPrograms/OIA/Pages/default.aspx

***FREQUENTLY ENCOUNTERED SITUATIONS ****

*1.Student claims to be an international student, but faculty are not sure.*The Admissions Office typically assigns student numbers beginning with an 800 (800, 801, or 802) to international students. However, international students may have a real social security number for a student number, and an 800 student number does not guarantee international student status. International student status (Y/N), visa type, and citizenship can be verified by Academic Services.

*2.International student asks for special accommodations based on limited English skills.*The language of instruction at CU Denver is English. International students must meet English proficiency standards to gain admission to the School. Some international students may have limited classroom English skills. Faculty should contact the Office of International Affairs (OIA) at (303) 315-2230 for international students with severely limited English skills. At the discretion of faculty, the following accommodations are acceptable in SEHD: use of dictionary at all times (including examinations) and extra time for in-class examinations.

*3.International students work in groups for all assignments.*International students seek academic support and often work together. Through course syllabus and discussion of class policies, faculty should emphasize when an individual effort is required. Faculty should establish written guidelines for all students for group and individual efforts on graded assignments.

# Program Level Assessment

Anyone teaching a course that has a key, program-level assessment is responsible for entering student performance data for the associated rubrics in LiveText.com or using in a “LiveText by Watermark” rubric that has been embedded in the Canvas assignment. If you are unsure if your course has a program-level assessment please contact your program.

Your assessment and the associated rubric should already be available for your course in LiveText.com. LiveText is an assessment management tool that is used to assist faculty and staff in

the process of assessment. Please login into LiveText.com to review the assessment and rubric after the first few weeks of classes and contact Tony Romero at TONY.ROMERO@UCDENVER.EDUTONY.ROMERO@UCDENVER.EDUif you have any questions.

## Students with Disabilities

The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to students with disabilities. CU Denver strives to comply with the portions of the Americans for Disabilities Act (ADA) dealing with students.

The Disability Resources and Services Office (DRSO) serve the needs of the diverse community of students with disabilities attending UCD. For information, please contact the DRSO by phone at (303) 315-3510, email DISABILITYRESOURCES@UCDENVER.EDU or go to 1201 Larimer Street (Student Commons Building, Suite 2116).

You may also visit their website at: http://www.ucdenver.edu/student-services/resources/disability-resources-services/about-office/Pages/about-the-office.aspx

## Dealing with Distressed or Disruptive Students

For faculty resources and assistance, please visit the following link: http://www.ucdenver.edu/life/services/standards/faculty-and-staff/Pages/default.aspx

## Student Complaints (and How to Avoid Them)

Based on experiences from associate deans, chairs, faculty, members of the Student

Academic Appeals Committee, and Academic Services staff, following is a prioritized list of student complaints involving faculty and suggestions on how to avoid them.

The first five complaints happen with some frequency. While student complaints at the end of the list happen less frequently, those that do occur are often difficult to resolve.

***Faculty Won't Communicate Grade Information and Course Standing to Student* **

-Establish detailed grading policies on course syllabus

-Routinely communicate grades and class standing on all graded assignments – include attendance and class participation if part of course grade

-Regularly provide student grades in compliance with FERPA policies

-Assign approximate grade or class standing after mid-term and before 10th week drop deadline

-Do not encourage students to continue course past 10th week deadline if performance is poor

**_Faculty Won’t Communicate with Student_ **

-Provide information to students for scheduling an appointment

-Give students your e-mail address and encourage electronic communication

-Return phone calls and e-mail messages promptly - preferably within 24 hours

-Avoid giving students your home phone

-Avoid calling students at their home unless they have left their home phone number on a message, and avoid calling a student after 10pm

**_Student Complains about Course Grade_ **

-Detail grading policies on syllabus

-State grading policies clearly

-Establish consistent grading policies across sections in a multi-section classKeep defensible attendance and class participation records

-Return graded materials in a timely fashionRegularly provide grades in compliance with FERPA

-Meet and listen to students who inquire about their grades

-If necessary, refer student to division Chair or Associate Dean

-If necessary, refer student to SEHD Academic Services for formal grade appeal procedures.

**_Faculty Won’t Award Incomplete grade (I)_ **

-State SEHD incomplete policy on syllabus

-Do not award incomplete grade without verified special circumstances

-Never award an incomplete for low grades or for a student who must retake the entire class

-Refer upset student to Associate Dean for academic options

**_Faculty Didn’t Inform Student They Were Dropped from Wait List or Not Registered_ **

-Realize students and faculty share responsibility for accurate registration. Students who are attending your class MUST be registered.

-Review class rosters from UCD Access and check them against students in the class

-At 1st, 3rd and 5th weeks of semester, notify students when they are participating but not registered

**_Faculty Don’t Adhere to FCQ Guidelines (end of semester course/instructor evaluation)_ **

-Follow directions supplied with Faculty Course Questionnaires

-Avoid any possible faculty connection to administration or collection of FCQs

-Seek a student volunteer to administer, collect, and deliver FCQs to Academic Services

**_Faculty Ignore Wait Lists When Adding Students to Class_ **

-Review wait list in UCD Access at end of first week of classes

-Do not tell students on the wait list they will be automatically added to the class –responsibility for registration rests with the student

-Recognize that students high on the wait list priority (low priority number) will be upset/concerned if other students are allowed in the class ahead of them

**_Faculty Humiliate Students in Class_ **

-Never resort to faculty misconduct in response to student misconduct

-Avoid using power of instructor to intimidate students

-State UCD campus policy on behavior and conduct on syllabus

-Never harass, threaten, demean, humiliate, or talk down to students

-Keep conversations about individual student performance private

-Immediately inform your Program Representative and the SEHD Associate Dean of student misconduct

**_Faculty Miss Class (no substitute) or are Late to Class/Examination_ **

-Honor commitment to meet every class

-Start examinations on time

-Arrange, if possible, for another instructor to take over class in case of absence

-If faculty absence is unavoidable, be flexible on required attendance policies for Students

-Contact Academic Services for assistance in notifying students – sign on door, email

**_Faculty Are Charged With Sexual Harassment_ **

-Familiarize yourself with UCD policies on sexual harassment - Ombuds Office
http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/

-Keep all faculty-student relationships at the highest professional level

-Avoid suggestive language/jokes that can be considered sexual harassment

-Refer all cases of alleged sexual harassment to Ombuds Office in CU 107P, 303-556-4493

# Discrimination Complaints

The University Non-discrimination Policy can be found at the following link:

https://www.cu.edu/regents/Policies/Policy10A.htm.

If you wish to report discrimination or need additional information, contact EEO/AA Compliance Officer Karey Duarte at 303.724.9694 or email her at KAREY.DUARTE@UCDENVER.EDU.

## Resolving Conflicts/Disputes

The Ombuds Office is a resource available to all members of the University community. It is an independent source that will provide informal, confidential and neutral services to members of the university community in resolving conflicts, complaints, and disputes.

***Downtown Denver Campus - 303.315.0046* ***

Melissa Connell: MELISSA.CONNELL@UCDENVER.EDU **or**

Lisa Neale: LISA.NEALE@UCDENVER.EDU

Location: Lawrence Street Center, Suite 1003

Phone: 303.315.0046

Visit the website:
http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/

## Policies Relating to Sexual Harassment and Amorous Relationships

Sexual Harassment Policy and Procedures:

http://www.cu.edu/ope/aps/5014

Amorous Relationships:

http://www.cu.edu/ope/aps/5015

## Personal Safety and Crime Prevention

In case of an on-campus emergency or immediate safety hazard, call 911 from any campus phone. For non-emergency police assistance, call Auraria Public Safety at 303-724-4444.

Personal safety and crime prevention are the responsibility of everyone on campus. The more information you have about these subjects, the less likely that you will become a victim of crime. Help the University Police Department keep you safe. Take advantage of the many training and crime prevention resources that are available.

For resources and information on crime statistics, personal safety and crime prevention, emergency

preparedness, and other services provided, please visit the Police Department website at http://www.ucdenver.edu/anschutz/about/location/Police/Pages/default.aspx.

**_Lock up your valuables_ **!** Every office should have a locking cabinet or drawer for valuables.

If you are on campus late and would like to be escorted to your car, call Auraria Public Safety at 303-556-3271. An officer will meet you at the building entrance and escort you.

# Housekeeping

### KITCHENS

The kitchens are for the use of all School of Education & Human Development faculty and staff. All efforts to keep this area clean are appreciated. Please do not leave dirty dishes in the kitchens, if you need to soak your dishes, please keep them in your office while doing so. The refrigerator is emptied of all unlabeled food on a regular basis. Anyone who uses the refrigerator is requested to take an occasional turn cleaning the kitchen. Please do not encourage students to use the kitchens. There is a café as well as vending machines and a microwave, located on the first floor of the Lawrence Street Center for student use. Each SEHD kitchen on the 6th, 7th and 11th floors have a carpet sweeper for use between vacuuming. Please make sure to return the sweeper to the kitchen when you are finished.

### SHARED SPACES

Because our space is extremely limited, it is important that we respect shared classroom/meeting areas and our colleagues who may have meetings directly following our own. In all SEHD spaces, the meeting facilitator is responsible for leaving rooms as they were found. Food and drink may not be left in a room and tables should be wiped down. Housekeeping will only empty the trash receptacles. If a caterer is contracted, the meeting coordinator is to ensure timely pick up of leftovers and dishes. Clean-up is **NOT** a staff responsibility. |Because our space is extremely limited, it is important that we respect shared classroom/meeting areas and our colleagues who may have meetings directly following our own. In all SEHD spaces, the meeting facilitator is responsible for leaving rooms as they were found. Food and drink may not be left in a room and tables should be wiped down. Housekeeping will only empty the trash receptacles. If a caterer is contracted, the meeting coordinator is to ensure timely pick up of leftovers and dishes. Clean-up is **NOT** a staff responsibility.

If during an event the carpet is soiled to the point that cleaning is necessary, charges for the cleaning will be transferred to the account of the program/area that reserved the space.

# Copyright – Guidelines for Fair Use

Staff and student workers in Academic Services must follow University copyright guidelines. At no time will a staff or student worker violate copyright. Please see the guidelines below and please refrain from asking staff or student workers to violate copyright. The best way to avoid copyright infringement is to use E-Reserves through the Auraria Library. Academic Services will be happy to assist you in finding alternative avenues for making materials available to your students.

### Guidelines For Photocopies: Copyright Law Compliance Guidelines

Affects both Electronic Reserve AND traditional paper reserves AND copies made by Academic Services:

-We cannot accept more than **one chapter** from any one book (or 10% of the entire book, whichever is less), or more than one article from any one issue of a journal.

-All photocopies must have complete bibliographic citations typed or legibly printed on the top page or on a cover page preceding the article. Journal articles often have this information already printed on them. If they do not, please add the citation.

-Bibliographic citations must be included on Reserve Request form. A typed reading list or bibliography with complete citation information will be accepted in lieu of filling out the form.

-For book chapters, please provide a complete citation for the source or include a photocopy of the title page of the book from which the chapter is copied.

## Course Reserves

The Reserves/Audio-Video Media Services Desk at Auraria Library provides convenient access to required reading materials selected by the faculty. Reserves allow many students to equally share class assigned readings. The Reserve collection includes books, articles, audio and video tapes, educational kits and other items which are required for class assignments.

Electronic Reserves is a service available at the Auraria Library that allows students to access course materials via the Internet. Readings selected by faculty are scanned and stored online, usually as PDF files, and can be viewed and printed by registered students who attend any of the three institutions on campus. All materials, print and electronic, in the Reserve collection are accessible on the Reserves/Audio-Video Media Web pages via the Docutek E-Res software. Electronic reserves are available 24/7, but hard copy items can only be checked out usually for only 2 hours, although some may be designated for 1 day and 3 day checkout. Also, video materials may only be checked out for 4 hours in library use.

Reserves/Audio-Video Media Services also provides regular and reserve circulation services for the Library’s non-print collections, which include videotapes, audiotapes, film, DVD, and related material. While faculty may borrow A/V materials for in-class use, generally these materials, if needed by students, are expected to be used in Reserves/Audio-Video Media Services with the equipment made available for this purpose.

***Electronic Reserve must meet the following conditions:* ****

-High quality originals are required for best scanning results.

-8.5 x 11 paper (no books or pamphlets).

-Paper clipped (No staples, please!)

-A limit of 15 items will be accepted for placement on E-reserve per course, per semester. If you submit more than 15 items, please prioritize in date needed order. Staff will process first 15 items and

then will process the rest of the request based on date needed by order.

-A limit of 50 pages per item will be enforced.

-Limits on staff time and scanner capability require us to make this restriction in order to be fair to all faculty requesting items to be scanned for E-reserve.

**_Questions?_ **

Contact Mozhdeh Safari-Parizi, Rick Simons or Cindy Martinez; or send an email to Reserves@ucdenver.edu.

### Electronic Reserves Forms

All request forms are available in electronic format (fillable PDFs) and in print at the Reserves/Audio-Video Media Services Desk at the library.

**_Choose the form that's right for you: _ **

-Reserves Request form

The library has a new online form for requesting items to be placed on Course Reserves. Please feel free to submit feedback on this new form by sending an email to Reserves@ucdenver.edu. Paper forms may still be used and are available at the Ask Us Desk in the library.

-Video Booking Request form

Advanced booking of videos/DVD's for classroom presentation. Twenty four (24) hours advanced notice is required.

-Video Guide

Contains information on who can check out videos.

**ABOUT AURARIA'S FILLABLE PDFs**

You will not be able to file this form via the Internet. Rather, the fillable form will enable you to fill out the form, and print it out - all on your local computer. You must print out the form, sign it, when required, and bring it to the Reserves/Audio-Video Media Service Desk at the Auraria Library.

To make use of all of the features of this fillable form, you should use version 5 or above of the free Adobe Acrobat Reader. Download a copy of Acrobat Reader from Adobe.

## Faxes

There are fax machines in the workrooms on the 6th (605) and 11th (1132) floors, and in Academic Services in LSC 701. Dialing out on the fax machine is the same as using any other campus phone line. For on-campus faxes, dial only the campus extension (last 5 digits of the phone number); for off-campus faxes, dial "9" and the ten digit number. When sending a fax long-distance, a long-distance code is also required.

If you do not know your long-distance code, contact Timothy.Halliday@ucdenver.edu.

## Scanning Documents

All SEHD copiers are equipped with scanning functions.

## Guest Speakers/Visiting Lecturers

The School of Education & Human Development does NOT offer guest speaker fees. Any compensation offered for class speakers is the responsibility of the professor. It is possible to obtain a free parking permit for guest speakers. Academic Services can assist you in ordering a parking pass at least 7 days in advance, given your speaker's name and date of attendance.

Contact the Tech Team if you would like to coordinate a remote guest speaker with online video conferencing at SEHDhelp@ucdenver.edu.

## Scheduling SEHD Rooms

Send an email to SEHDhelp@ucdenver.edu to book a room. Please include your name, the day, time, expected duration, expected number of attendees, and the name of the meeting in your request. If you require specific technology, please include that as well.

## Parking

#### Parking Lots

* There are also parking lots on campus (not limited to staff/faculty) where you can park for a daily fee. The daily fee lot closest to the Lawrence Street Center is the Tivoli Parking Garage located at the corner of 9th Street and Auraria Parkway where parking is offered for an hourly rate or $6.25 max daily fee. Auraria campus also offers the Parking Passport program which is a pre-paid parking option that allows daily parking in most campus lots at 10 a discounted rate and provides in and out privileges. The Parking Passport is available for a semester purchase or on an annual basis and options begin at $170. For more details please contact the Parking & Transportation Services office at (303) 556-2000 or visit their website. To view a campus parking map with all available lots and parking rates, visit: http://www.ahec.edu/about-auraria-campus/maps/.

Other parking options include 2 hr. parking meters on Lawrence Street and 14th Street. Keep your sense of humor and give yourself plenty of time to search for an open spot.

Parking and Transportation Services is located on the first floor of the 7th Street Parking Garage. Office hours are 7:30 a.m. to 5:30 p.m. Monday through Friday while classes are in session. Phone calls are taken from 7:30 a.m. to 5:30 p.m. Please call (303) 556-2000 for hours during break periods.

***Campus Accessible Shuttles:*** Is an accessible escort service available to those is the campus

community with a disability. The service is available (during semesters) from 7:00 a.m. to 10:00 p.m. Monday through Thursday and from 7:00 a.m. to 6:00 p.m. on Fridays. Call 303-556-2001 to schedule a ride.

***Motorist Assistance Program:*** Parking personnel will jump-start dead batteries and assist in fixing flat tires. Jumper cables, tire tools, water and gasoline cans are also available at no cost to Parking customers. Call (303) 556-2000.

***NightRider:*** For your safety, Auraria Parking and Campus Police Division offer an evening escort service to take students, faculty and staff from any campus building to any Auraria parking lot. The service is available year around from dusk to 10:00 p.m., Monday through Thursday. Call (303) 556-2001 to schedule a ride. Escort service is available at other times from Campus Police at (303) 556-5000.

***Shuttle Bus Service:*** This service provides the Downtown Denver Campus with shuttle service to and from the Anschutz Medical Campus. The designated bus stops for pick up and drop off are: In front of Building 500 on the Anschutz Medical Campus (south side) and in front of the main entrance to the Lawrence Street Center Building. The buses leave hourly from each campus. There is no charge for this bus service; just show the driver your campus ID. If you have questions with regard to the bus service, please contact the manager of Parking and Transportation at (303) 724-0049.

# Campus and Personal Safety

**TO REPORT EMERGENCIES: DIAL 9-1-1 FROM A CAMPUS PHONE OR**

**DIAL 303-556-5000**

The University of Colorado Denver Campus is committed to the safety and security of our students, faculty, staff and visitors.

## Emergency Information

The university provides emergency-related information, as appropriate, on a toll-free phone line, 1-877-INFO-070 (or 1-877-463-6070); online at www.ucdenver.edu/alert; and via the Rave emergency notification tool. Students, faculty and staff can register for this free text and voice messaging service at http://www.ucdenver.edu/anschutz/about/location/Police/Emergency_Management/Pages/EmergencyAlert.aspx.

## Rave

Communication plays a critical role before, during and after any emergency or disaster. The university has partnered with Rave Wireless to provide an emergency notification text and voice-message system capable of delivering messages directly to you should conditions develop on or near our locations that pose a threat of imminent danger.

'To Login or Register for the University of Colorado Denver Emergency Notification System, '"visit "
http://www.ucdenver.edu/anschutz/about/location/Police/Emergency_Management/Pages/EmergencyAlert.aspx

*Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your cell phone*. Therefore, we encourage you to log into your Rave account to confirm your contact information and choose your notification preferences. Within Rave you may add additional e-mail addresses, pager numbers, mobile numbers and landline numbers for text and/or voice alerting.

## Safety Videos

Safety videos found at the link below offer a description of each video, its running time and the target audience. They are available for viewing at https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/safety-resources/.

## Auraria Campus Emergency Procedures

For information on campus emergency procedures please visit:
http://www.ucdenver.edu/life/Pages/Safety.aspx

# Appendix A: Syllabus Template

http://sehd.ucdenver.edu/impact/files/Syllabus-Template-2017-SEHD-Wiki.pdf

# Appendix B: Online Faculty Orientation

You can access courses by signing into the UCD Portal, clicking on CU Resources and then select the NavBar icon at the top right of the page. Afterwards, you will click on CU Resources>Training>Start SkillSoft and then enter the names of the courses in the search bar.

The following courses will enhance your teaching and provide an overview of the resources and policies of CU Denver. Topices covered include technical support for computing; instructional support; student and faculty resources and policies, an in-depth look at assessment, and Disabilities Services and Resources and ADA.

* CU: New Faculty Orientation-CU Denver
* CU: Assessment and Instructional Alignment
* CU: Americans with Disabilities Act (ADA)

# Appendix C: SEHD Honor Code

### School of Education & Human Development Student Honor Code

The School of Education & Human Development is committed to the Honor Code of the University of Colorado Denver. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the CU Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work and internships associated with the University.

### SEHD Student Honor Code

Education at CU Denver is conducted under the honor system. All students entering an academic program should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected to achieve a level of maturity which is reflected by appropriate conduct at all times. The type of conduct which violates the School of Education & Human Developments Student Honor Code may include but is not limited to the following:

**Academic Dishonesty**< >Plagiarism CheatingFabrication, falsification and deceptionMultiple submissionsMisuse of academic materialsComplicityIntoxicationUnprofessionalism Disruptive or disorderly conduct or any violation of the Student Code of Conduct1.Word-for-word copying of another person's ideas or words.

2.The mosaic (the interspersing of one’s own words here and there while, in essence, copying another's work).

3.The paraphrase (the rewriting of another’s work, yet still using their fundamental idea or theory).

4.Fabrication of references (inventing or counterfeiting sources).

5.Submission of another’s work as one's own.

6.Neglecting quotation marks on material that is otherwise acknowledged.

Acknowledgment is not necessary when the material used is common knowledge.

### Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Some examples of cheating include:

1.Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material;

2.Using any electronic, or digital, or technological or other device when its use has been disallowed;

3.Collaborating with another student or students during an academic exercise without the consent of the instructor.

### Fabrication, Falsification and Deception

Fabrication involves inventing or counterfeiting information, e.g., creating results not obtained in a study or research. Falsification, on the other hand, involves deliberately altering or changing results to suit one's needs in an experiment or other academic exercise. Deception is providing false information or knowingly withholding information.

### Multiple Submissions

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

### Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to, the following:

Stealing or destroying library or reference materials or computer programs; Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission;Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor;Illegitimate possession, disposition, or use of examinations or answer keys to examinations.Unauthorized alteration, forgery, or falsification;Unauthorized sale or purchase of examinations, papers, or assignments.

www.ucdenver.edu/life/services/standards.

All proceedings concerned with academic dishonesty are confidential to the extent permitted by law.

A student accused of academic dishonesty has the right to: admit to the charges and accept the penalty imposed by the instructor. If the student admits to the charges, the faculty member will invoke an appropriate penalty, which could include the issuance of a failing grade in the course. If the faculty member believes further action is warranted, then the faculty member may request a hearing of the Academic Ethics Committee, which will determine if further action is necessary;dispute the charges or the penalty by following the Student Academic Appeal process.

A faculty member who suspects that a student may be guilty of academic dishonesty should react quickly. S/he should gather as much evidence as possible as rapidly as possible: e.g. gathering names of and impressions from potential witnesses, listing potential references that may have been plagiarized, or retaining any hard copies of evidence, such as "cheat sheets" or tests that might have been copied and/or copied from. S/he should commit as many details of the incident to writing as quickly as possible as details regarding an incident can be quickly forgotten. When a faculty member has evidence suggesting that a student is guilty of academic dishonesty, the student should be confronted with the evidence at a meeting, preferably held in the faculty member's office within five (5) working days of the discovery of the alleged incident. After the meeting described above, the faculty member should determine the appropriate penalty for the act of dishonesty. This penalty, as determined by the faculty member, may be a failing or zero grade for the assignment in question or a failing grade in the course. The penalty should be consistent with any information published in the faculty member's syllabus. If the faculty member feels that issuance of a failing grade is an insufficient penalty, then the faculty member may request a formal meeting the Associate Dean over

SEHD academic program.After determining the appropriate penalty, the faculty member should present the student with a written letter describing the alleged violation. Copies of this letter should be given to the student’s faculty advisor, the Associate Dean of academic programs and a copy should be place in the student’s file housed within the Student Services Center.This letter must include: a detailed description of the incident that resulted in the allegation of academic dishonesty; a statement of the penalty that will be imposed on the student; attachment: The SEHD Student Academic Appeal Process

From:
https://wiki.cu.studio/ - **SEHD Wiki**

Permanent link:
**https://wiki.cu.studio/handbooks/lecturer_handbook?rev=1660143503**

Last update: **2022/08/10 14:58**