KENT STATE
UNIVERSITY
STARK

2014-2015

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Welcome to Kent State University at Stark! You have chosen to join a superb community of scholars, who share a passion for teaching and student success.

Kent State Stark has a proud tradition of leadership and service to the people of this community. We look forward to your contributions in our continued growth and development as a leader in higher education. You are joining Stark County's only public university at a time of tremendous opportunity, as we welcome Dr. Beverly Warren as Kent State University's 12th president. This is exciting time for our campus, and we're glad you are here.

All of us at Kent State Stark are committed to your success as an educator and a scholar. You will find among our programs and our people the resources to help you realize your aspirations. You will be oriented to a variety of resources available to you and your students for teaching and learning, research and service. You will be given opportunities to network with other new and experienced faculty who exemplify excellence in all areas. You will be invited to participate in our strong tradition of shared governance. We hope that you will partake of the rich variety of cultural, intellectual, and social events offered to both the campus and the community.

The attached orientation materials will introduce many offices and processes, providing you with critical information, resources, and support for your research, teaching, and outreach efforts. I encourage you to ask questions and seek out additional information that is important to your success here.

You will hear that we combine the best of a small liberal arts college with the resources of a major research university. We believe you will find a place for yourself here. Join us in making Kent State University at Stark an ever stronger leader in teaching, research, and service.

Welcome and get ready!

Sincerely,

Denise A. Seachrist
Interim Dean

I. Introduction to the Stark Campus

History

The history of Kent State University in Stark County began in 1912 and continued intermittently until 1946. In September of that year, regular classes opened at McKinley High School for 681 students. Classes moved to Timken High School in 1959 and to Lehman High School in 1961.

A site for permanent facilities was selected in 1964. Construction began in 1965 and classes opened on our present location in 1967 with an enrollment of over 1800 students.

The Campus now consists of five major buildings. Community ties remain strong; an Advisory Board serves as liaison to make certain we remain responsive to local needs.

Advisory Board 2014-2015

Hortense B. Bobbitt
Jacqueline DeGarmo
Rick Haines, Vice Chair
Robert Hankins
Mayor William J. Healy, II
Dr. John Humphrey, Jr., Chair
Robert Leibensperger
Dick Maggiore
Adrienne O'Neill, Ph.D.
Scott Pollock
Richard Regula
Kirk Schuring
Tracy W. Stevens

Ex Officio

Denise Seachrist, Ph.D.
Bathi Kasturiarachi, Ph.D.
Tina Biasella

Senior Administrators 2014-2015

Biasella, Tina
Director of External Affairs
Ext. 53292

Fettig, Karen
Director of Advancement
Ext. 53225

Folk, Joe
General Manager, University Center
Ext. 53506

Gardner, Brian
Senior Facilities Manager
Ext. 53270

Klco, JoEllen
Manager, Information Technology
Ext. 53492

Kasturiarachi, Bathi
Interim Assistant Dean
Ext. 53220

Reid, Michelle
Human Resources Generalist
Ext. 53272

Sheaffer-Polen, Faith
Director, Corporate University
Ext. 53505

Seachrist, Denise
Interim Dean
Ext. 53210

Southards, **Mary**
Assistant Dean Enrollment
Mgmt. & Student Services
Ext. 53240

INTERFAITH CAMPUS MINISTRY
Gleason, Rev. Michael
Director
Campus Center
Ext. 53282

THE HERBERT W. HOOVER FOUNDATION
COUNSELING CENTER
Ribnik, Emily, PCC-S
Clinical Counselor
Campus Center
Ext. 55048
starkcounseling@kent.edu

ACCESSIBILITY SERVICES
Weyant, Amanda
Student Accessibility Services
Coordinator
Campus Center
Ext. 55047

Resident Faculty 2014-2015

Adams, Lynn, M.S.
Assoc. Lecturer, Mathematics (NTT)
University of Akron

Alexopoulos, John, Ph.D.
Assoc. Prof., Mathematics
Kent State University

Aller, Loretta, M.S.
Lecturer, Nursing (NTT)
Kent State University

Andaloro, Paul J., Ph.D.
Asst. Prof., Mathematics
Ohio State University

Bagavandoss, P., Ph.D.
Assoc. Prof., Biological Sciences
University of Michigan

Baker, Charles, Ph.D.
Asst. Prof., English (NTT)
Indiana University of Pennsylvania

Barb, Cynthia M., Ph.D.
Assoc. Prof., Mathematics
Kent State University

Bauer, Melissa, M.A.
Asst. Prof., Library Science (NTT)
Kent State University

Berardi, Victor L., Ph.D.
Assoc. Prof., Mgmt. /Info Systems
Kent State University

Betz, Brian D., Ph.D.
Assoc. Prof., Psychology
Ohio University

Bhutta, Adeel M.S.
Asst. Prof., Computer Tech (NTT)
University of Central Florida

Birch, Sebastian, Ph.D.
Assoc. Prof., Music
Cleveland Institute of Music

Bloch, Katrina, Ph.D.
Asst. Prof., Sociology
North Carolina State University

Blundell, Greg, M.B.A
Assoc. Lecturer, Mgmt. /Info Systems (NTT)
University of Wales

Brison, Laura, M.A.
Assoc. Lecturer., Nursing (NTT)
Marygrove College

Burns, Andrew, Ph.D.
Assoc. Prof., Chemistry
Brown University

Butler, Beth E., M.A.
Asst. Prof., JMC (NTT)
University of Texas

Cai, Bei, Ph.D.
Assoc. Prof., Communications
Bowling Green State University

Campbell, Beth, LL.M.
Assoc. Lecturer, Justice Studies (NTT)
Case Western Reserve

Carbonell, Joel, Ph.D.
Asst. Prof., Political Science
University of California, Riverside

Castaneda, Daniel, Ph.D.
Assoc. Prof., Spanish
West Virginia University

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Assoc. Prof., Justice Studies
Kent State University

Cremeans-Smith, Julie, Ph.D.
Assoc. Prof., Psychology
Kent State University

Cunningham, Jennifer, Ph.D.
Asst. Prof., English
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Damrow, Amy, Ph.D.
Asst. Prof., Education (FLA) (NTT)
Michigan State University

Daniels, Martha, Ed.D.
Lecturer, US Reading (NTT)
University of Akron

Davis, Roger E., M.S.
Asst. Prof., Periodicals Librarian
Clarion State College

Delaney, Laurie, M.A.
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Youngstown State University

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Drinkard, Allyson, Ph.D.
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University of Illinois

Engelhardt, Lucas, Ph.D.
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Assoc. Prof., Biological Sciences
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Heaphy, Leslie Ann, Ph.D.
Assoc. Prof., History
University of Toledo

Heron, Michele, Ph.D.
Asst. Prof. TLC
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Prof. Library Admin.
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Asst. Prof., LDES.
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Martinez, Ann, Ph.D.
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University of New Mexico

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Asst. Prof., Mathematics
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Sato, Paula, Ph.D.
Asst. Prof., MCLS
University of Virginia

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Seeds, Laurel, M.M.
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Univ. of Novi Sad, Yugoslavia

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Asst. Prof., Justice Studies
Sam Houston State University

Wilfong, Lori G., Ph.D.
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Zaluski, Jean, M.Ed.
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Kent State University

Zwick, Dawn, M.S.N.
Assoc. Lecturer., Nursing (NTT)
Kent State University

Official University Calendar 2014 - 2015

Fall Semester 2014

Smart Start Saturday (New Student Orientation Stark)	August 23 (Saturday)
Classes Begin	August 25 (Monday)
Labor Day*	September 1 (Monday) No Classes, offices closed ***any regularly scheduled Saturday class will meet on the Saturday before Labor Day, August 30.***
Columbus Day	October 13 (Monday), Observed Friday, November 28 as part of the Thanksgiving Holiday
Veterans Day	November 11 (Tuesday) No classes, offices closed
Thanksgiving Holiday	November 26 (Wednesday, Noon through November 30 (Sunday) Offices closed Thursday and Friday
Classes End	December 7
Final Examinations	December 8 – 14
Commencement	December 12 (Friday) Stark (tentative)
Christmas/New Year's Holiday	December *24 & 25 Campus closed January 1 (Thursday), Campus closed

*President's Day (2/16/15) will be observed 12/24/2014

Spring Semester 2015

Classes Begin	January 12 (Monday)
Martin Luther King Day	January 19 (Monday) Offices closed
Spring Recess	March 23- March 29 (Monday through Sunday) No classes, offices open
Classes Resume	March 30 (Monday)
Honors Week	April 12 -April 18 (Sunday through Saturday)
Remembrance Day	May 4 (Monday)
Classes End	May 3 (Sunday)
Final Examinations	May 4 –May 10 (Monday through Sunday)
Commencement	May 8 (Friday evening) Stark (tentative)

Summer Intersession 2015

Classes Begin	May 18 (Monday)
Memorial Day	May 25 (Monday) No classes, Offices closed ***any regularly scheduled Saturday class will meet on the Saturday before Memorial Day, May 23.***
Classes End	June 5 (Friday)

Summer I 2015

Classes Begin	June 8 (Monday)
Independence Day	July 3 (Friday) No classes, offices closed
Classes End	July 11 (Saturday)

Summer II 2015

Classes Begin	June 8 (Monday)
Independence Day	July 4 (Friday) No classes, offices closed
Classes End	August 1 (Saturday)

Summer III 2015

Classes Begin	July 13 (Monday)
Classes End	August 15 (Saturday)

Registration will take place prior to the beginning of each semester and late registration will be conducted during the first two weeks of each semester. Specific dates for registration and late registration will be published in each semester's Schedule of Classes.

The calendar is based on a 5.5 day instructional week ending on Saturday.

II. Terms of Your Teaching Assignment

Terms of Employment

Full-time Faculty should have received and returned a signed copy of the letter of appointment. Adjunct faculty who have been approved by the Kent Campus department and added to the pool of adjunct faculty for the regional campuses will receive and assignment letter stating the course(s) to be taught. Given a positive evaluation of your credentials by the Kent Campus department, your name has been added to the pool of adjunct faculty eligible to receive teaching assignments at a regional campus. An assignment letter will be issued stating the course(s) to be taught, the amount of compensation, and other facts about the classroom teaching position. All assignments are contingent on adequate enrollment. A general orientation session for first-time instructors is held shortly before classes begin. Each adjunct faculty will be paired with a resident faculty mentor during the first semester of teaching to provide orientation to campus policy and procedures.

All tenured faculty at Kent State University are required to submit a summary workload statement and a copy of their curriculum vitae to the Dean's office at the end of the spring semester. A copy of the applicable CBA provision can be found in Appendix 1.

State Teachers Retirement System

See http://www.kent.edu/hr/benefits/retirement.cfm Retirement contributions will be deducted from all faculty paychecks by the Kent State University Treasurer's Office at the rate of 12%. The university will *only* withhold municipal taxes for the employee's *work* location and *not* for the employee's city of residence. Employees will be responsible for any taxes owed to their city of residence and should contact their local tax office for its specific tax information and reporting requirements.

Benefits

For a complete list of benefits and relevant information, see
http://www.kent.edu/hr/benefits/index.cfm

Tuition waiver benefits for full-time faculty are available for the faculty member, the spouse and for children through the age of 25.

Adjunct faculty are eligible for a tuition waiver of 4 credit hours to be used during the semester they teach or the semester immediately following. Credit hours cannot be accumulated or carried over to another period. A tuition waiver must be submitted electronically for each semester the benefit is to be used. This is done through Flashline, under the "my action items" tab, "workflow and utilities"

box, “tuition waiver benefit request”. Applicants must be admitted to the University as a student before the application can be processed. An adjunct faculty member who pays for tuition can have the money refunded if a tuition waiver application is processed within 30 days after the first day of classes. No refunds can be given after the 30 days.

The Bookstore offers a discount to all full and adjunct faculty.

Another category of benefits available to you is the extensive program of cultural events scheduled on the campus each year (Artist/Lecture Series). This program includes an array of science lectures, musical recitals and master classes, dramatic productions, and concerts; all are free or at nominal charge.

You are also welcome at all faculty social functions and we would be pleased to have you participate in the Commencement ceremonies in December and May.

Pay Dates

Semi-monthly pay on the 15th and last working day of the month. If the 15th falls on a holiday or weekend, employees are paid on the Friday before the 15th.

Electronic pay stubs are available for all employees through Banner Self-Service.

All Kent State employees hired after January 1, 2007 are required to enroll in a direct deposit program.

Faculty Mentor

Each new instructor is matched with a resident faculty member who serves as a mentor. This mentor will guide you through the semester’s work in such areas as syllabus design, class attendance policy, test construction, and assignment of grades. The mentor will also visit at least one class session to evaluate the quality of instruction and to share suggestions on classroom management where appropriate.

Syllabus

Every instructor is required to prepare and distribute a syllabus, including the **Learning Outcomes**, to each class being taught, by submitting your syllabi ***through email***, in either a pdf format, or a Word document, to one of the faculty secretaries; Barb Elsass, belsass4@kent.edu (Main Hall), or Denise Evans devans38@kent.edu (Fine Arts). The faculty secretaries will file an electronic copy that can be accessed by the Interim Assistant Dean. The syllabus should include (but is not limited to) such items as course title, department and section number, location, time, name of instructor, office hours and phone number,

required texts, course description, course objectives, class requirements and expectations, attendance policy, class meetings and topics, reading assignments, exam schedule, accommodation for disabled students, academic honesty statement, and grading policy.

Information from your department, the advice of your mentor, and the copies of past syllabi will be helpful in preparing your syllabus.

By providing your syllabi in electronic format to students, you will save both paper and secretarial time. Help with posting a syllabus on Blackboard Learn is available from Katie Baer, Educational Technology Designer. Katie is located in Main Hall 447. Her email is kbaer5@kent.edu and her extension is 53447. You may also request that the faculty secretaries photocopy your syllabi, however, please provide the materials to them as soon as possible to avoid a crunch of last-minute requests. You may wish to consider an abbreviated syllabus, highlighting main points of the semester, such as grading scale, assignments and dates, while providing a more complete form with your teaching philosophy, descriptions of assignments, and so on, in an electronic version. Faculty may submit documents for copying at http://www.stark.kent.edu/about/offices/faculty/copying-request.cfm

As you craft your syllabi, please refer to the syllabi section in ***Appendix 1, Academic Affairs Documents*** (page listed in the table of contents).

Office Assignments/Hours

Faculty members should set aside time for student appointments in addition to classroom hours. Full-time faculty are expected to provide 10 hours per week of office hours; five hours should be time where you can be expected to be in your office; the other five hours may be hours by appointment. If you don't have appointments, you may be in the workroom or elsewhere if you make it clear how students may reach you. Adjunct faculty should have an hour of office hours for every class hour.

An office will be assigned for the part-timers' use while on campus so that student appointments and other functions can be carried out in the proper atmosphere. Upon completion of a Key Request form, a key to that office will be issued. This key must be returned to the Office of Business Affairs at the conclusion of the semester.

Textbooks

The Stark Bookstore supplies faculty with textbook order forms for books for the following semester. Completed textbook order forms are to be returned to the Stark Bookstore via email or information can be submitted through the webstore at https://stark.kent.campuswebstore.com.

- Spring Semester book orders are due the second Friday of October.
- Summer Semester book orders are due the second Friday in March.
- Fall Semester book orders are due the second Friday in April.

Check with your department about policies governing textbook selection.

The bookstore is truly committed to reducing the cost of course materials and textbooks for students. Through a multitude of methods, including scholarships and used text, rental, and ebook programs, the bookstore is committed daily to reducing the cost of higher education. You can support this Affordability Initiative by:

- Submitting text adoptions on-time. Sufficient lead-time allows the bookstore to seek out affordable text options for each title.
- Ask how you can contribute to the rental program. Your required text might be a good candidate.
- Discuss affordability with publisher reps. What are they doing to make texts more affordable?
- Faculty are responsible for ordering their own desk copies directly from the publisher or publisher rep.

See Appendix 3, Bookstore Documents for further information.

Good Advice

(1) It's best to use Kent email for non-private correspondence with students. Please list your Kent email address on your syllabus. Be cautious that your email signature for students does not include private contact info.

(2) Blackboard Learn's Messages feature can be used for private correspondence with students.

(3) Please use your Blackboard Learn Grade Center for secure listings of on-going class scores/grades that you choose to provide. Don't give out grades or other private information over the phone or other non-secure interfaces.

(4) It's best not to include your home or cell phone number on the syllabus. This regrettably implies 24-7 access to some students. Please list your office number and office hours.

(5) You may also wish to encourage students to include the Stark security number in their cell phone list. The Stark security number is 330-705-0430. Program the number in your own cell phone as well. When on campus, you can use the 53123 campus extension number or, of course, 911.

(6) If you need help logging into FlashLine, please contact the Kent helpdesk at 672-HELP. If you have difficulties logging into the Stark Campus network, contact helpdesk-stark@kent or (330) 244-3490. Finally, if you need help learning how to use Blackboard Learn or other instructional technologies, please contact Educational Technology Designer, Katie Baer at extension 53447 or by email, kbaer5@kent.edu

III. Teaching Your Class

Faculty Teaching Performance

The Faculty Senate of Kent State University has endorsed the Report on Faculty Teaching Performance and has recommended that this material be included in the Faculty Handbook.

The list below does not address those subtle and complex qualities that go toward making an outstanding course or an outstanding professor. Rather it addresses those items that lie within the power of all faculty to follow, exhibit, or adopt.

1. **Class Management**

   The following items are seen as minimal expectations of any college instructor. For the most part they involve actions and procedures easily undertaken and readily assessable.

   - Regular and reasonable office hours consistent with departmental policy and the needs of students.
   - Provision of syllabus (see p. 16 syllabus).
   - Punctuality in starting/ending classes.
   - Reasonable notification of and provision for faculty absence.
   - All faculty absences have to be reported to the Interim Assistant Dean's office and faculty have to report the appropriate leave on Flashline.
   - Adequate notification of assignments, examinations, changes in syllabus.
   - Provision of reasonable make-up procedures for legitimately missed exams or other graded work.
   - Evaluation of work with adequate and constructive comments written on the students' papers or orally to the whole class as is appropriate to the character of the test or assignment.
   - Evaluation of work within a reasonable time frame allowing the student to benefit from the instructions prior to the next assignment.
   - Accurate and timely reporting of mid-term and final grades

2. **Basic Pedagogy**

While the intellectual and judgmental skills essential for acceptable teaching are more open to interpretation than class management techniques, the following items are presented as constructive suggestions for the improvement of teaching on our campus.

- Content, assignments, and approach reasonable to the level, aims, and nature of the course.
- Concern for appropriate teaching technique.
- Effective use of class time.
- Adequate class and course preparation.
- Testing and grading practices that relate directly to course content and assignments.
- Communication skills appropriate to the level of students and subject matter in the course.
- Knowledge and currency regarding subject matter.

3. Student-Faculty Relations

Interpersonal relations inevitably are difficult to prescribe and evaluate, and yet they set the tone and environment for the learning experience. In this regard, the Committee views the following as essential.

- Courtesy/civility/respect.
- Establishing a climate wherein questions, relevant comments, and intellectual interaction are encouraged.
- Nondiscriminatory treatment of students based on their personal or social backgrounds, preferences, or characteristics.

4. Maintaining Competence

It is the responsibility of faculty members to remain current in the material covered in their own course and to be knowledgeable about development in their disciplines, especially as it regards changes in cognate courses within the department or school curriculum. The administration shares this responsibility, first in providing time and encouragement for professional development, and second in responsibly managing class assignments appropriate to the knowledge and background of the individual faculty member.

Student Survey of Instruction

The campus is interested in providing our faculty members with feedback about their performance in the classroom. At the close of each semester, we will make available the University's student evaluation instrument. This instrument asks the students to rate the course and the instructor with the assurance that the instructor will not have access to the ratings until after final grades have been awarded. Part of the evaluation data is optically scanned with the results being amassed at the Computer Center on the Kent Campus. Another section invites the students to write comments about strengths and weaknesses of the course/instructor.

The faculty member must provide an opportunity for the students to take part in this activity. A student volunteer from the class is to be identified to administer the evaluation while the faculty member absents her/himself to insure anonymity. The student volunteer is instructed to return the completed evaluations to the faculty secretary office in their respective building for processing. Faculty members will receive the results of the evaluations the following semester.

SEE APPENDIX 1 FOR SAMPLE OF EVALUATION FORM

Peer Evaluations of Instruction

In addition to having student evaluation, the first-time adjunct Stark instructor will receive, on separate occasions, classroom visits from both the assigned mentor and the Interim Assistant Dean. These visits are designed to ensure that students at the Stark Campus are provided with superior instruction. The mentor and Interim Assistant Dean are available to assist the new instructor in solving specific classroom-related problems as identified.

Tenure-track and term appointment faculty should arrange for peer evaluations during the academic year. The faculty mentor, the Interim Assistant Dean, or other faculty may be asked to do an evaluation of the instructor's teaching performance. Tenure-track faculty should seek evaluations from colleagues in their department at other regional campuses or the Kent campus. Two peer evaluations per year would be helpful.

Awards of Recognition

Each semester, the campus community is invited to nominate both part-time and full-time instructors for awards in recognition of teaching excellence. The recipients, selected by the Distinguished Teaching Awards (DTA) committee consisting of faculty and students, are honored at the Spring Commencement ceremony, and are noted on the plaque which hangs in the lobby of Main Hall. Full-time faculty are eligible for the Distinguished Teaching Award and adjunct

faculty for the Award of The finalists and the recipients will be announced by the Dean shortly after the DTA committee completes its task.

Class Rosters

Class rosters are available for faculty through Flashline:

Flashline>Faculty & Advisor Tools>Faculty Advisor Toolbox
These rosters reflect the real time enrollment in each class.

Grade Rosters

Midterm and final grade rosters are available through Flashline and all grades are reported online through Flashline:

Flashline>Faculty & Advisor Tools>Faculty Advisor Toolbox

Midterm Grades

Kent State University issues midterm grades for all freshmen (students with fewer than 30 earned hours). Midterm grades reflect academic performance through the 7th week of the semester and are an important retention tool. Faculty must plan some form of graded activity prior to midterm so that an appropriate and meaningful grade can be reported. Midterm grades are submitted using the on-line grading system. You will receive additional information by e-mail at least one week in advance to remind you to report your midterm grades. For your convenience, you can also check each of your course's grading period deadlines through the Grades Processing Deadlines link in the Faculty Advisor Toolbox.

Final Grades

Final Grades must be reported upon course completion. Final grades for flexibly scheduled courses (any course beginning and ending on dates other than those of the standard 15 week term) can be submitted as soon as the course is completed. Final grading for regularly scheduled courses begins the Friday before final exam week and closes at 12:00 midnight the Tuesday after final exam week. You will receive additional information by e-mail at least one week in advance to remind you to report your final grades. For your convenience, you can also check each of your course's grading period deadlines through the Grades Processing Deadlines link in the Faculty Advisor Tool Box in Flashline.

Grade Changes

In the rare event it becomes necessary to change a student's grade after the on-line grading window is closed, you must submit electronically, through the grade

change workflow. You access the workflow through Flashline and the My Action Items tab. An explanation must be provided for the grade change.

Final Examinations

While the nature and content of exams may be specified by some departments, it is generally the instructor's responsibility to create, administer, and evaluate exams which allow students to demonstrate the kind and quality of progress made in the class.

The University expects that students be given a fair and adequate basis for their evaluation. University policy 3342-3-01.4 requires that all courses have a "substantial final exam" and that the "final exam must be given at the officially scheduled time, day and place as published in the Schedule of Classes."

No final examination date/and or time may be changed without prior approval of the campus Interim Dean. Further if an approved change creates a problem for student(s), i.e., the student(s) cannot meet the new time, the faculty must make an examination available for those students at the time the examination was originally scheduled. Any student who has more than three (3) exams scheduled on the same day, may submit a petition to the Interim Assistant Dean for an adjustment in his/her final exam schedule.

The period of exams is two full hours

Academic Grades and Administrative Marks

Student proficiency in coursework is reported by letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F). The following additional administrative marks may be awarded:

IN – The administrative mark of IN (Incomplete) may be given to students (undergraduates who are currently passing and graduate students who are currently earning a C or better grade) and are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances. The time line shall be adjusted appropriate for summer sessions and flexibly scheduled courses. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the Incomplete mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work. Incomplete grades must be made up within one semester (not including summer sessions) for undergraduate students and one calendar year for graduate students. Instructors are required to complete and submit an Incomplete Mark Form to the Stark Campus Student Services at the time grades are assigned. This form includes justification for awarding the Incomplete, describes the work to be completed for the course and

specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Form is provided to the student. Incomplete grades will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incomplete grades will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one semester for undergraduate students and at the end of one year for graduate students.

NF– The NF (Never Attended Failed) denotes that the student never attended one class session nor did the student formally withdraw from the course. The NF computes in the grade point average as zero quality points.

SF – The SF (Stopped Attending Failed) denotes that the student stopped attending at some point during the semester and did not formally withdraw from the course. The SF mark may be reported at any time during the course of the semester. The SF computes in the grade point average as zero quality points.

The on-line Undergraduate Catalog has more detailed information regarding the grading system. See http://www.kent.edu/catalog/2011/index.cfm.

Faculty Absence/Substitutes

As part of their contract, instructors are expected to meet all their class sessions. Should an emergency require that you miss a class meeting, your absence must be reported promptly to the Interim Assistant Dean's office by calling 330-244-3221, and by emailing hhentosz@kent.edu, jspotts@kent.edu, dschnei1@kent. edu, rfranks7@kent.edu and akasturi@kent.edu, preferably in time that alternate plans can be made for the class session. You should not unilaterally arrange for a substitute to take over any class meeting. Arrangements for alternate instructors (who require approval) will be made by the Interim Assistant Dean when appropriate. The Regional Campus Office has established a scale for use in paying substitute instructors. You are also required to report your absence electronically, by using the following information ***FlashLine*** > ***My HR*** *tab* > ***Employee Menu*** *(Employment Details channel)* > ***Time Report***.

Student Attendance

It is the instructor's responsibility to manage students' regular attendance. This should be communicated to the students in the first week of class. In cases of legitimate absences (illness etc.) makeup work will be given without prejudice. Academic field trips are legitimate absences and makeup work will be provided. See http://www.kent.edu/policyreg/policydetails.cfm?customeldatapageid1976529

=2037744 for university policy on attendance. Any conflicts regarding this absence will be resolved by Administrative channels.

It is the student's responsibility to inform the instructor of upcoming absences when possible, and to arrange for makeup work. In no case is an excuse from class to be interpreted as an excuse from class requirements.

Grievance Procedure

This Procedure, described in detail in the Digest of Rules & Regulations, formalizes the process which a Regional Campus student may use to resolve a grievance after all attempts at informal resolution have been unsuccessful. The Stark Campus Complaint Advisor is Rob Kairis and the Conduct Coordinator is Tim Gray.

Specific procedures are also detailed for complaints about Sexual Harassment and Discrimination. The Affirmative Action Liaison is Michelle Reid.

Although it is the purview of the Office of Affirmative Action to administer the University's discrimination policy, the Affirmative Action Liaison for the Stark Campus, will internally investigate the allegations of discrimination/ harassment.

If a student shares with you that they are being harassed or discriminated against by anyone associated with the university (another student, a faculty member or staff member) direct the student to HR Generalist and Affirmative Action Liaison, Michelle Reid to determine the most appropriate complaint and resolution process. The affirmative action liaison will investigate alleged incidents that are reported in the appropriate manner. While no two discrimination/harassment complaints are the same, there are procedures that are followed to ascertain that a full and fair investigation has occurred.

If for some reason Michelle is not available the student can be referred to Assistant Dean of Students, Mary Southards.

Anyone who feels physically threatened or has been physically harmed should immediately contact security or the police.

The University policy can be viewed on the University website at http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2038391

Student Conduct Code

This Code, at http://www2.kent.edu/emsa/studentconduct/-code-of-student-conduct.cfm delineates the parameters of individual behavior expected of a

University student and methods for addressing violations of these standards. Specific procedures are also outlined for Nonstudent Visitors, Cheating and Plagiarism, and Class Disruption. The Stark Campus Conduct Coordinator is Tim Gray.

Emergency Procedures

The campus website, www.stark.kent.edu contains the most accurate up-to date information regarding any Stark Campus closing. Furthermore, faculty will receive an email notification of any campus closing as well as a Flash ALERT. Flash ALERTS is Kent State's official emergency test notification system to alert students, faculty and staff of critical information no matter what time it is or where they are in the world. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies. Sign up at: http://www.kent.edu/studentlife/safety/flashalerts. Please note that you will receive all alerts when you sign up for this service.

Please do not telephone the campus switchboard during emergencies; instead, see the Campus website for information.

1. Incoming Severe Weather Warnings

On-Campus instructors should accompany the classroom students to a low, protected building area when a severe weather warning is issued. Lie face down, draw your knees under you, and cover your head with your hands.

2. Accidents

a. **DO NOT** ADMINISTER FIRST AID OR TRANSPORT A VICTIM. You are at risk.
b. **DO NOT** move the injured person.
c. If it is a serious accident or injury (e.g., bleeding, unconsciousness, suspected heart attack, etc.) call **911**, and then call Campus Security at 330-705-0430.
d. WHEN IN DOUBT CALL!!
e. Notify an Administrator.
f. Complete an Accident Report Form in the Business Office.
g. For automobile accidents, report the accident to the switchboard.

3. Fire

a. Clear the building by pulling the building alarm. (This alarm will call the Fire Dept.)

b. Notify Campus Security as soon as possible by calling 330-705-0430.
c. Give the name of the building, address and location of the fire in the building.
d. Attempt to put out small fires by using fire extinguisher in the vicinity of the fire.
e. All occupants not fighting the fire MUST leave the building immediately by the nearest exit when the alarm is sounded. DO NOT USE THE ELEVATORS.
f. Arrange for someone to meet the Fire Department.

Faculty members holding classes shall advise their students to evacuate the building and MOVE A SAFE DISTANCE AWAY FROM THE BUILDING when the alarm signal is heard. The faculty member must make sure that the room is empty and close the door when leaving. No person shall return to the building until the "ALL CLEAR" signal is given by authorized safety department personnel. Students should be instructed to pick up their books and belongings, if at hand, when the fire signal is sounded and leave the building by the nearest exit. STUDENTS SHOULD BE INSTRUCTED TO WALK, NOT RUN, AND MAINTAIN SILENCE.

Faculty personnel are responsible for seeing that disabled students are escorted to the nearest/safest stairwell and immediately notify Fire/Emergency Personnel of student's location upon exiting.

Smoking Regulations

Smoking is **prohibited** in the following places on all Kent State University campuses:

- Any exterior structure which is considered an enclosed area by law. This means an area with a roof or other overhead coverings of any kind, including walls or side coverings. Such structures include but are not limited to bus shelters, concession stands or tents.
- All university buildings and vehicles.
- All outdoor events with seating, such as but not limited to, athletic events, concerts or other performances, award ceremonies and public speakers.
- Designated "Smoke Free" areas – signs are posted in outside areas designating "no smoking" areas.

Smoking is **permitted** in the following areas:

- Outdoor areas at least 20 feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure.

Violations of the state law will be investigated by local public health authorities. If the university is cited for a violation, the institution is subject to a maximum fine of $2,500 per violation.

Faculty Computers/Mail System

Each faculty office has available a computer for use by all full and part time faculty. Any questions can be directed to the faculty secretary.

While on campus, faculty members may login to computer terminals using their Flashline username and password. Faculty who wish to access the Flashline Portal, should visit http://stark.kent.edu and login to Flashline. Flashline provides access to Banner, Faculty & Advisor Tools, Blackboard Learn, My HR and other essential university systems.

Faculty Parking

Reserved parking for faculty and staff is available in designated lots. Faculty parking permits are issued in the Business Office. Vehicles without proper parking permits will be given violation stickers. Clearly marked disability parking spaces have been established at various locations around the campus. A state-issued disability parking placard or plate is required and must be properly displayed in order to park in these areas. Upon application, the State of Ohio Bureau of Motor Vehicles issues permits for both temporary (lasting six months or less) and permanent disabilities. Ask a personal physician or other health care provider for assistance with the application process.

Faculty Mailboxes

Faculty mailboxes are located on the 3rd and 4th floor of Main Hall and on the first floor of the Fine Arts Building. Mailboxes should be checked frequently for notices and mail.

Outgoing mail may be left with the Faculty Secretary.

Telephones

Telephone service is available throughout the campus to faculty and staff members. Local calls are placed by dialing “8” and the number. Calls to the Kent and Akron areas are placed by dialing “8” and the number. All long distance calls are to be placed through the switchboard (dial “0”), and the switchboard operator is to be supplied with information about the call for billing purposes.

Voice Mail is also a part of our telephone system. Every full and part time faculty member will receive a voice mailbox number. This number along with your individual password will allow you to retrieve your messages anytime of the day or night from your office or from your home.

I.D. Cards

Faculty will be issued an I.D., valid for the term of instruction. Your I.D. card is required for discounts on bookstore purchases and to check out materials from the Library. Cards are produced in the Student Services Office during regular office hours posted on the website.

Fire Retardant Upholstery

Faculty may have upholstered furniture (i.e. brought in from home) in his/her office provided that proof of the fire retardancy is documented. A copy of such proof must be on file in the Business Office for review by the Fire Marshall.

Fire retardant documentation may be accomplished in one of two ways:

1.) If the upholstered furniture was made fire retardant as part of the manufacturing process, it will come with such documentation; or

2.) The upholstered furniture may be sprayed with a fire retardant chemical application after purchase. This can be applied by you or by a reputable, local re-upholstery business. In either case, acceptable documentation certifying that the piece is fire retardant must be file in the Business Office.

If you have an upholstered piece of furniture in your office that has not been provided to you by the university, then you must comply with this fire retardancy requirement.

IV. Offices, People, and Services

The Office of Academic Affairs (The Deans' Office)

The Office of Academic Affairs is located in Room 112 Main Hall.

Office Hours: 8:00 am - 5:00 pm - Monday thru Friday during the calendar year.

This office works in conjunction with the faculty in planning and delivering academic services.

Interim Dean of the Stark Campus is Denise Seachrist; Interim Assistant Dean is Bathi Kasturiarachi.

PLEASE SEE APPENDIX 1 FOR ADDITIONAL DOCUMENTS FROM ACADEMIC AFFAIRS

Student Services

The Office of Student Services, Room 134 Main Hall, is designed to be a one stop operation in meeting the needs of the students. Office personnel provide assistance for Admission, Registration, Academic Advising, Financial Aid, Fee Payment and Record Maintenance.

Office Hours: 8:00 am - 7:00 pm - Monday thru Thursday
8:00 am - 5:00 pm - Friday

The Administrator in charge of these activities is Mary Southards, Assistant Dean.

Business Office

The Stark Campus Business Affairs Office is located in Room 128 Main Hall. Room assignments for credit and non-credit course offerings as well as for meetings are scheduled by this office. Requests for special services from the maintenance staff or the security force are to be submitted to this office. Maintenance Work Requests can also be filled out on line at www.kent.edu/campuses/stark/about/forms/maintenance-work-request.cfm The Business Office also maintains a Lost and Found department.

Office Hours: 8:00 am - 5:00 pm – Monday thru Friday, with extended hours during peak registration times.

Faculty Secretaries

The faculty secretaries, Barbara Elsass, Denise Evans, Madonna Gay and Jeanne Winafeld, handle routine typing and reproduction of tests, class handouts, etc. Please allow at least 48 hours prior to the date the material is needed for processing. Please supply adequate details for accurate preparation of the materials including the number of copies and date needed on the appropriate work form. Requests for copies can be made at http://www.stark.kent.edu/about/offices/faculty/copying-request.cfm. The secretaries also provide necessary office supplies, grade books, etc.

Office Hours - Main Hall, fourth floor

Monday - Thursday	7:30 am - 8:00 pm
Friday	7:30 am - 4:30 pm
Saturday	Closed

Office Hours - Fine Arts, Secretary's Office

Monday - Thursday	7:30 am - 8:00 pm
Friday	7:30 am – 4:30 pm
Saturday	Closed

Hours are abbreviated during semester breaks and summer sessions. Check with the secretary for specific hours during those times.

Academic Success Center

The Academic Success Center, under the supervision of Lisa Hart, is located in the lower level of the Campus Center. Tutoring services are available at no charge to the students. Faculty members are encouraged to refer students to the center if they are experiencing difficulty in their course work. Interfaith Campus Ministry, Career Services, Student Accessibility Services, Student Life, and The Herbert W. Hoover Foundation Counseling Center are located in this area as well. Academic Success Center hours are posted each semester.

PLEASE SEE APPENDIX 2 FOR ADDITIONAL INFORMATION FROM THE ACADEMIC SUCCESS CENTER

Testing Center

The Testing Center administers placement testing, CLEP testing, make-up testing, and testing for students with accommodations, allowing for extended test time, scribes, and readers as needed.

Director of the Testing Center is Lisa Hart. Hours are posted each semester; the Center is located in the Academic Success Center in the lower level of the Campus Center. The email address is starktesting@kent.edu. Further information can be found at http://www.stark.kent.edu/about/offices/faculty/makeup-exams.cfm

Kent State Stark Office of Career Services

The mission of the Office of Career Services is to support students in achieving their academic and career goals by assisting them in developing self-awareness, making informed decisions, acquiring experience, and obtaining meaningful employment.

Our vision is to empower student success through personalized services and resources, forging valued partnerships through effective communication and collaboration, and embracing innovation and technology for continuous quality improvement and a commitment to excellence.

Student Learning Outcomes

By utilizing the Office of Career Services in-person and online services and resources,

Students will gain a better understanding of their:

Personal values and interests
Skills and abilities
Preferred work environments

Students will learn how to:

Select a rewarding career and major
Research careers and employers
Prepare a competitive resume and cover letter
Interview successfully
Gain experience through part-time employment
Obtain and maximize an internship to build professional skills
Conduct an effective job search
Convey proper business etiquette
Utilize effective networking strategies including use of social media
Critically evaluate a job and salary offer
Pursue admission to graduate school

Contact: Chris Paveloi, Assistant Director, Career Services

The Writing Center

Writing Center Mission Statement:

The function of the Kent-Stark Writing Center is to provide a free collaborative space in which all members of the Kent State University-at Stark community (students, faculty, staff, and alumni) can find support for their efforts to become more effective writers. Utilizing one-to-one conferences—available both in person and online—our staff of highly trained undergraduate tutors seeks to promote thoughtful engagement and ongoing reflection throughout the entire writing process. Our goal is not to supply directions, give answers, or "fix" papers for clients, but rather to empower them to discover their own solutions to the challenges in their writing. In addition to helping clients brainstorm, problem-solve, and revise, we also offer them a wide range of print and online resources (pamphlets, manuals, handbooks, etc.) in further support of their efforts. Beyond their one-to-one work with clients, Writing Center tutors also conduct writing workshops in classrooms, help foster the recognition and celebration of student academic writing by annually publishing *The Writing Center Review*, and help foster connections with the outside community by publishing *Common Ground*, an annual sold-for-donations volume of creative writing which benefits local charities. Tutors also pursue their own research interests in the tutoring of writing, research which they frequently present at local, regional, and national academic conferences, and occasionally publish in scholarly venues.

Writing Center Paragraph for Syllabi:

The Writing Center is a free service to help students become stronger writers. It is a place for students to talk with outside readers about their work, both early on when they are still generating and considering ideas, as well as later during the drafting and revising stages. The Writing Center's staff of peer tutors is specially trained to help students identify their writing needs and to offer insight, feedback, and support. We also offer a wide range of informational writing pamphlets, both online and in print. The Writing Center is located in Main Hall, Rm. #202, and is open for both walk-ins and appointments. See our website for details,

http://www.stark.kent.edu/student/resources/writing/index.cfm, or call us at 330-244-3299.

Writing Center Policy on Proofreading:

While students often ask tutors to proofread (or "correct") their papers, it is Writing Center policy that tutors can not proofread work for students. To do so would 1) ensure that students remain perpetually dependent upon others to proofread their work for them, rather than learning to do it

themselves, and 2) would be unethical, essentially encouraging students to engage in plagiarism, i.e. passing off someone else's work as their own. Instead, Writing Center tutors help students learn to catch their own errors by utilizing a method called Error Analysis (see back of handout for details). Students should understand that proofreading is a skill that requires both time and effort to learn, and that it cannot be successfully completed in a single, last-minute Writing Center visit, especially when larger issues are paramount.

Error Analysis

When dealing with "late-order" concerns of grammar and mechanics, tutors utilize a teaching method called "Error Analysis." Error Analysis offers a way of methodically testing a student's awareness of, and ability to self-correct, his/her own errors. The role of the tutor is to act as a guide, not a proofreader. Tutors try to supply just enough support and information so that the student can learn to spot and correct errors on his/her own.

Usually the process goes something like this:

1. The tutor sits beside the student and looks on while he/she reads through the paper.
2. When the tutor notices an error that the student doesn't detect, the tutor stops him or her at the end of the sentence.
3. The tutor says, "Would you reread that last sentence for me?" Then the tutor waits to see if the writer spots the problem.
4. If not, the tutor asks, "Do you see a problem with the sentence?" And again the tutor waits to see if the student can find and correct it.
5. If not, the tutor supplies an appropriate prompt: i.e., "The problem is with the verb." Once again the tutor waits to see if the student can then self-correct.
6. If not, the tutor asks a leading question: i.e., "Why did you put that ending on the verb?" Many students will then be able to spot and correct the problem.
7. If not, the tutor then supplies the relevant grammatical or mechanical rule. At this point the tutor might give the student a copy of the relevant Writing Center pamphlet, or get a manual or handbook off the bookshelf, and go over the rule with the student. The tutor then lets the student correct the error himself/herself.
8. As the tutor continues listening to the paper, he/she looks for similar errors elsewhere. If it surfaces again, the tutor says something like, "Now look at this sentence. Do you see the same problem here that you had in that last paragraph?" Hopefully the student will be able to identify the problem, remember the rule, and self-correct.

At each step in Error Analysis, the point is to give students the opportunity to articulate their own understanding of the error and to find their own way to correct

it. Only when it's clear that the student can't see the problem, or has mislearned or misapplied rules, should the tutor try to explain the issue directly and/or offer options for correcting it. Research indicates that Error Analysis is the most effective way of helping students resolve error issues in their writing. However, it is labor- and time-intensive. For students with multiple error issues, it is doubly important that tutors prioritize and focus on only a few major errors per session so as not to overwhelm the client. Such students will be encouraged to return for additional work on both current and future papers.

NOTE: Because Error Analysis relies to a great extent on a student's residual and "felt sense" knowledge of language rules, it may be less effective with developmental writers and ESL writers for whom such knowledge is spotty or even non-existent. Such writers will likely need more extensive language instruction than Writing Center tutors can offer and should be referred to Dr. Jennifer Cunningham – Coordinator of Stark English Writing Program Committee (SEWPC) for ongoing develop.

Science Research Lab, Main Hall 302 Policy:

The Science Research Lab located in room 302 of Main Hall is for use by all Kent State Stark science faculty for the purpose of scientific research. Use of the lab shall be in compliance with all KSU-Stark procedures and governmental regulations to ensure the safety and well-being of all the buildings' occupants. Access is controlled due to potential liabilities resulting from accidents and in response to recommendations published by NIH and APHIS regarding the use and storage of class II pathogens and genetically modified organisms.

Procedure:

1. This research lab is designed for use by Kent Stark science faculty.
2. Generally, Kent Stark faculty should direct the research conducted in the lab. Collaborative student/faculty projects are encouraged provided that students are adequately supervised by a designated Kent Stark faculty member(s).
3. Access to the lab is deliberately limited; exceptions must comply with business office guidelines.
4. Contact the Science laboratory Coordinator (x53498) to review the Kent Stark Chemical Hygiene Plan and conduct any safety training as needed for all users.
5. Should the faculty supervisor be off campus for an extended period of time, an interim science faculty supervisor must be assigned.
6. Guests are not permitted in the lab.

Library

In addition to traditional library services (the lending of books and videos, interlibrary borrowing, etc.) the Stark Campus Library provides the following services to faculty:

- Customized library instruction (information literacy instruction) that addresses the needs of students in classes with research assignments or general orientation to library services
- Occasional use of the library's various learning spaces to teach classes
- Print and electronic course reserves to supplement required course materials (Faculty can place their own materials on reserve or request the library place KSU-owned materials on reserve for their courses.)
- Acquisition of materials to meet the needs of campus academic programs. (Faculty may request the purchase of books and other media to enhance the library's collection in the faculty member's area of expertise.)
- Various equipment loans (laptops, digital camcorders, etc.). Extended loans (typically beyond 2 weeks) need approval from the dean's office

The library's hours of operation, staff contact information, and other valuable resources can be found on the library's website www.stark.kent.edu/academics/library. Faculty are encouraged to drop by the library to discuss any teaching or research needs.

Computer Resources

Over 1000 computers on campus are networked with file sharing/storage capabilities, networked printing options, e-mail capabilities and internet access.

KSU @ Stark Computer Labs

Please check out the campus web site for up-to-date specifics on the software installed in each computer lab. Microsoft Office 2011 suite (MS-WORD, EXCEL, POWERPOINT, and ACCESS) is installed on all campus lab machines.

http://www.stark.kent.edu/about/offices/networkservices/technology.cfm

Each lab is equipped with at least one laser printer. The Main Hall East Wing lab provides color printing options.

All lab machines have DVD+/-RW Drives and USB ports. Students may use CDs/DVDs, USB storage devices, and Stark campus students may use their personal network drive (H:) to save their work. Students should NOT store files on hard drives of lab computers (C:). These files WILL BE ERASED when the computers are rebooted. All Kent State students may login to lab machines using their Flashline username and password.

The chart below shows the location of the available labs as well as the number of computers within each lab.

KSU Stark Lab Computers					
			# PCs	Lab Type	Notes
21	**Conference Center**	RCC 232	21	Reservable	
		RCF 014	7	Nursing	
		RCF 030	29	Teaching Open	
		RCF 034A **MAC**	21	Teaching Open	Scanner Available
		RCF 034D	1	ASL Lab	
		RCF 118H	1	Audio/Mac	
		RCF 121	8	Music	
84	**Fine Arts**	RCF 123	17	Music	
		Netbooks	24	Lib. Use	
		RCL 002	34	Math	
		RCL 008	34	Math	
		RCL 009	37	Math	
		RCL 100 **4 MACs**	28	Open	
		RCL 101	13	Grant Minis	
		RCL 101	25	Loaner Laptops	
216	**Library**	RCL 200	21	Open	
		RCM 208	40	Teaching/ Open	Scanner Available
		RCM 306	30	Teaching Laptops	
		RCM E101	60	Open	Helpdesk Scanner Available
134	**Main Hall**	RCM E201	4	Biology	Mobile
		RCW 048	11	Testing	Compass, CLEP, Language, Vista, Pamela, OPAC
		RCW 049	15	Testing	
31	**Campus Center**	RCW 141	5	Kiosks/Open	
486			**486**		

For more information concerning network resources, please browse all the Stark Campus Network Services web pages beginning at http://stark.kent.edu/NetworkServices/index.cfm. To reserve any computer lab, please contact the Business Office.

Requests for new hardware or software (*i.e. Laptops, new software not currently owned by the University -- anything requiring a purchase order*) must be approved by the Stark Campus Interim Dean. Software requests must **FIRST** get a recommendation from the **Faculty Technology Committee** and then be approved by the **Interim Assistant Dean** before a request can be made with Network Services. See http://stark.kent.edu/about/offices/faculty/council/committees/technology.cfm for the Technology Request Form.

Main Hall Classroom 306 – Laptop Computer Check-Out

Policy and Procedure

Effective: May 17, 2004

POLICY: To provide a wireless laptop computer learning environment in a unique classroom setting. Imperative to this learning environment is the tracking and safekeeping of university-owned laptops distributed for *in-class use only*.

PROCEDURE:

1. Prior to the first day of each semester, Network Services shall provide and catalog all computer laptops required for instruction. Each laptop will be assigned a number which will correspond with the laptop's specific battery charging station located in storage room MH306A.

2. On or before the first day of the semester, the instructor shall assign and record a computer laptop number to each student. Once assigned, each student is to use the same numbered laptop for each class session.

3. Storeroom MH306A shall remain secured at all times. Prior to the start of each class session, the instructor shall unlock the storeroom and verify all laptops are in their assigned charging stations and accounted for (*The Business Office is to be notified immediately if a laptop is discovered missing*).

4. Once verified, students may retrieve his/her assigned laptop from the storeroom.

5. If a laptop(s) is not fully charged, the instructor may switch out the battery for a secondary one located in the storeroom. If the secondary battery is not fully charged, *then the laptop(s) must be plugged into the electrical*

power strip located underneath each classroom table. Each table's power strip must then be plugged into the nearest wall outlet.

6. At the end of each class session, students are to return his/her laptop to the correct charging station location in the storeroom. **Students may not remove laptops from the classroom for any reason.**

7. Prior to leaving the classroom, the instructor is to again verify that all laptops are accounted for and located in the correct charging station. Once verified, the instructor must lock the storeroom for security purposes. If a laptop is missing, the instructor must *immediately notify the Business Office*. In cooperation with the Business Office, *the instructor shall make every effort to first contact the student and ensure its immediate return*.

8. If the student-assigned laptop is not returned within 72 hours, the replacement cost of the laptop shall be billed to the offending student.

Evening Services

When evening classes are in session at the campus, some support services are normally available to make provision for faculty and student needs, including personnel working in the Student Services Office, Academic Success Center, Faculty Secretary's Offices, and Communications Office (telephone switchboard). Campus Security is on duty whenever classes are in session and can be reached at 330-705-0430.

Faculty Work Rooms

For faculty word processing and other computer functions, there are two computers, one letter-quality printer, and one typewriter located in the Faculty work room on the 4th floor adjacent to the Faculty Secretary's office. There is also a faculty work room located in the Fine Arts building adjacent to the Faculty Secretary's office. These are reserved for faculty use. To ensure confidentiality with student documents, no students are permitted in the faculty work rooms.

Audio Visual Services

Audio visual services at Kent State at Stark include video projection capabilities in every classroom for laptop or desktop computer. With advance notice, a variety of equipment is available including video cameras and document cameras. For assistance with audio visual related technology or questions about equipment availability and scheduling, please contact Susan Markovich at ext. 53572.

Message Center

A message center is maintained at the Switchboard. Messages about temporary changes in campus operations, class cancellations, etc. will be posted electronically on T.V. monitors located strategically in each building of the campus.

Food Emporium

Located in the Campus Center next to the bookstore, the Emporium is the place to go for a great cup of coffee, a meal or quick snack while on campus. The Emporium offers a full grill menu, salad bar, house made soups, grab and go items and a selection of coffee house quality beverages. Check the Emporium web site www.stark.kent.edu/student/resources/emporium for full menus, and a catering menu for meetings and other campus events. Breakfast is from 7:30 – 10:00 a.m. each morning with all other menus available beginning at 10 a.m.

Hours of operation:

While classes are in session:
Monday - Thursday: 7:30 a.m. - 6 p.m.
(grill closes at 5:30 p.m.)
Friday: 7:30 a.m. - 2:30 p.m.
(grill closes at 1:30 p.m.)

During intersession, summer school and while classes are not in session:
Monday - Friday: 7:30 a.m. - 1:30 p.m. (grill closes at 1:30 p.m.)

The Emporium accepts cash, Flashcard (with prior deposit) and Visa, MasterCard or Discover cards

Vehicle Usage

All campus vehicle usage must be coordinated through the Business Office. Campus vehicles are to be used for university business only. Only university employees are permitted to drive motor vehicles owned or leased by the university. Students are not permitted to drive a university owned vehicle unless the department head grants specific authorization. Student employees must be at least 18 years of age or older.

All persons driving motor vehicles owned or leased by the university must hold a valid driver's license in the state of Ohio or in the state in which the operator resides. Supervisor authorizing the assignment of a motor vehicle shall require verification of a driver's license.

Drivers are liable for all violations issued while the vehicles are assigned to them. Transportation Services offers a Vehicle Awareness training program for full size passenger and cargo style vans. Classes are available upon request by contacting Transportation Services' training department at (330) 672-1947

Governance

Faculty are encouraged to participate in the governance of the campus through service on Faculty Council (18 elected faculty) or through other designated committees such as:

Academic Planning Committee
AURCO
Black History Committee
Cabinet
Campus Activities Budget Committee
Colloquium Committee
Committee II
Student Scholarship Committee
Distinguished Teaching Award Committee
Diversity Committee
Faculty Technology Committee
Handbook Committee
LGBT Faculty Committee
Professional Activities Advisory Committee
Social Committee
Speaker Series Committee
Student Complaint Review Committee
Student Research Travel Committee
Technology Committee
Undergraduate Research Committee
Women's History Committee

The Council meets regularly to act on agenda items and make recommendations to the Interim Dean. Although membership is limited to full-time resident faculty, adjunct faculty are welcome to attend the open sessions and participate in the discussions. All faculty are encouraged to bring academic concerns before the Council for consideration. The current Chair is Thomas Norton-Smith.

Other Resources

In addition to this manual, you will also be provided, and should become familiar with,

The KSU Undergraduate Catalog
http://www.kent.edu/catalog/2011/index.cfm
The Current Schedule of Classes
http://stark.kent.edu/academics/class-schedules.cfm

Student Resources – Code of Conduct
http://www2.kent.edu/emsa/studentconduct/-code-of-student-conduct.cfm
Business Affairs & Operations at Stark
http://www.stark.kent.edu/about/offices/businessoffice/index.cfm
Emergency Management Plan
http://www.stark.kent.edu/about/offices/businessoffice/security.cfm
Recycling Program
http://www.stark.kent.edu/about/offices/businessoffice/recycling.cfm

APPENDIX 1
Academic Affairs Documents

Employee Code of Conduct

Kent State's employee code of conduct expects each employee to:

1. Maintain a professional demeanor,
2. Respect the dignity and well-being of others,
3. Respect and safeguard the rights and properties of others,
4. Prohibit discrimination, while respecting the differences in people, ideas, and opinions, and
5. Practice personal and professional integrity, and to discourage all forms of dishonesty, deceit, and noncompliance to the code of conduct.

http://www.kent.edu/hr/handbook/conduct.cfm.

Faculty Code of Ethics

Policy Register

3342-6-17 **University policy regarding faculty code of professional ethics.**

(A) The faculty of the university subscribes to the principle of the 1940 "Statement of Principles on Academic Freedom and Tenure" adopted by the American Association of University professors. Within the rationale in the AAUP statement, it is emphasized that academic freedom is necessary to the mission of the faculty of a university, since it is eminently in the interest of society that, without fear of retribution, the professor should be free to conduct research and make public its results and to teach his/her subject in the classroom. Professional responsibility is a logical correlative of this freedom.

(B) This code of ethics sets forth those responsibilities which as the correlatives of academic freedom are incumbent every facet of university life, but attempts to treat those that are most important and common, The spirit of this document as a whole should be easily applied to any specific situation not considered.

(C) Responsibility to students.

(1) The faculty members' central responsibility to their students is to attempt to impart a knowledge and understanding of a field of study to develop in students appropriate and relevant skills, and to do so in accordance with the best standards of scholarship and pedagogy in the discipline.

(2) Faculty members have a responsibility to their students to entertain all questions relevant to the subject matter being taught and to discuss such questions, even if controversial, objectively.

(3) Faculty members are responsible for providing instruction in the announced subject matter of the course, although they are free to inter-relate the subject matter of the course to those contemporary issues that are relevant to the purposes and the subject matter of the course.

(4) Faculty members should guard the classroom against external pressures, including the student's fear that what they do or say in the honest pursuit of intellectual inquiries will affect rating within a course, future chances of employment, or later standing in the community.

(5) Faculty members shall not exploit students for personal purposes either in or out of the classroom.

(6) Faculty members should deal with students justly and impartially, regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics or participation in extracurricular activities.

(7) Faculty members should not do, with or without pay, such academic work as is properly to be done by the student.

(8) Faculty members are expected to accept and carry out faithfully those duties central to the instructional commitment they have with their students including prompt and regular meeting of classes and student advising and consultation.

(9) Faculty members should strive for a timely, just, and unprejudiced appraisal of all student work. Faculty members owe students the right of review of their work and grades given, and in case of serious grievance or dispute, the right of appeal.

(10) Faculty members should secure permission and give credit for the use of original student contributions in their lectures or publications, in the same manner and degree as for materials from other sources.

(11) Faculty members should encourage and protect honest performance by the student. They should pursue suspected cases of cheating and plagiarism by students.

(12) Faculty members should not disclose confidential information about their students except as required by law or provided for by university regulations and procedures.

(D) Responsibility to university.

(1) In activities in which faculty members engage outside the university, it is plainly their responsibility to make it clear, when circumstances

require, that they are acting as individuals and not as representatives of the university.

(2) Faculty members should maintain in strict confidence all departmental or university matters agreed to be confidential. If any issue or matter is of such a nature that a faculty member, as a matter of conscience must speak out, this intention should be stated beforehand to all concerned.

(3) Faculty members who seek modification or alteration of policy shall make every reasonable effort to carry their cases through governance channels.

(E) Responsibility to profession.

(1) Faculty members should seek and state the truth in their discipline as they see it. To this end they shall continue such studies and research as are necessary to remain current in their field.

(2) It is the faculty members' responsibility to guard their freedom to inquire and to state the results of inquiry in lectures, publications, or other appropriate modes of expression.

(3) Faculty members shall comment in candor and fairness on the work of colleagues when properly requested through duly constituted academic and faculty agencies and when in accordance with established policy.

(4) Faculty members shall avoid personal attacks on colleagues and disparagement of other disciplines or programs, although reasoned criticism is recognized as legitimate.

(5) Faculty members shall neither practice nor condone plagiarism in lectures, publications, or other public presentations, nor attach their name for credit to a paper or publication toward which they have made no professional contribution.

Effective: June 1, 2007
Prior Effective Dates: Prior to November 4, 1977; October 5, 1979; June 3, 1981

Key Resources and Information for New Faculty & Faculty Mentors

Welcome to the Kent Stark Campus. This document is intended to be a resource guide for you, providing a quick source of information and suggestions about areas that you may wish to discuss with your mentor or other faculty.

The role of the mentor. You can look to your mentor as a source for specific information about the campus. This person is a peer with whom you can discuss teaching ideas, a potential reader for drafts of research, and sometimes just a friendly face on the campus. You may wish to check in with your mentor from time

to time as questions occur to you. You may wish to ask your mentor to sit in on a class or you may want to sit in on a class or so of the mentor's.

Syllabus construction. Faculty should be encouraged to make their policies on grading, attendance, etc. clear on their syllabi. They should also include statements on Students with Disabilities and on Academic Honesty (see appendix). Look at sample syllabi by other faculty in your department. These are available from Academic Affairs and also from individual other faculty. **Note**: Faculty need to have an appropriate basis for arriving at midterm grades for freshman, so sufficient evaluations of student performance need to have been completed before the seventh week of the semester.

Office Hours. Full-time faculty are expected to provide 10 hours per week of office hours; five hours should be time where you can be expected to be in your office; the other five hours may be hours by appointment. If you do not have appointments, you may be in the workroom or elsewhere if you make it clear how students may reach you. Adjunct faculty should have an hour of office hours for every class hour.

Grading issues. You should develop a clear grading policy before the semester begins and determine how you will handle class participation, absenteeism, requests for make-up work, and so on. The policy of Kent State University is to provide make-up work for excused absences.

Faculty absence. Any expected absence from class should be reported to the Office of Academic Affairs so that appropriate coverage of the class may be ensured. You must email the following people: Heather Hentosz hhentosz@kent.edu, Debbie Schneider dschnei1@kent.edu, Rae Ann Franks rfranks7@kent.edu, and Julie Spotts jspotts@kent.edu. Sick leave hours need to be reported electronically through **FlashLine**. Go to ***FlashLine*** > ***My HR*** *tab* > ***Employee Menu*** *(Employment Details channel)* > ***Time Report***. Please contact Katie Baer, Educational Technology Designer, kbaer5@kent.edu if you need more information.

Library and Research sources. We enjoy many resources for interlibrary loan through the computers in our offices, including loan of books and online requests for articles or interlibrary loan. We encourage you to review the library holdings in your discipline and to consider ordering new materials for purchase. Orders should be forwarded to a member of the professional library staff.

Students Accessibility Services. Amanda Weyant is the Student Accessibility Services Coordinator. Her office is in the Campus Center, and her extension is 55047. Students are encouraged to discuss accommodation implementation directly with their instructors. Faculty members should feel free to consult with Amanda about appropriate ways to work with students who have accommodation letters or who may have questions about requesting or receiving accommodations.

Counseling Services (Herbert W. Hoover Foundation Counseling Center – Campus Center) Emily Ribnik, PCC-S, is a licensed Professional Clinical Counselor. She is available to provide brief therapy and crisis support/intervention

to students experiencing mental health or emotional difficulties that interfere with optimal functioning at school, home, or work. Services offered for students include individual counseling, educational workshops and events, referrals to other off-campus resources, coordination with on-campus services as needed, and interviews or class presentation materials by request. Services for faculty/staff members include class visits and presentations by request, workshops, educational trainings and linkage to referrals, community resources and the EAP (Employee Assistance Program). Workshop and educational training topics include Identifying Students in Distress, De-Escalation of Intense Interactions with Students, communication, suicide awareness and prevention, and mental health issues for students. All topics can also be done in one-on-one training sessions. Emily is also available for faculty and staff to contact and consult with about concerns about students or student behavior in the classroom. Emily is also a certified A.L.i.C.E. Instructor (Alert Lockdown Inform Counter Evacuate) and coordinates the A.L.i.C.E. training sessions for students, faculty and staff at the Kent State University at Stark campus.
Students can schedule an appointment by submitting an online form (http://stark.kent.edu/student/resources/counseling.cfm), emailing starkcounseling@kent.edu , or by calling the office directly at 330-244-5048.

If at any time, you have a student in your class or who comes to you in an emotional crisis or high level of emotional distress, he or she can be escorted to Counseling Services for immediate assistance. Staff there will assist with contacting Emily to immediately respond to the student.

Please consult the Appendix titled "Mental Health Emergency Protocol for Faculty" for step by step instructions and expectations of what to do when a student is in crisis.

Student and Faculty Conduct Issues. Tim Gray is the Student Conduct Officer and should be consulted if faculty have a concern about behavioral issues involving students on campus. His office is in Student Services, ext. 53288. If you have a concern about class management or relations with an individual student, consider a meeting with Tim before the problem has a chance to develop. Dean Wagor and Interim Assistant Dean Kasturiarachi are also resources. For further information read the relevant sections of the Student Conduct Code and our campus Emergency guidelines.

Students with academic difficulties. If students have difficulties in aspects of their course work, the faculty member can refer them to the Writing Center or the Academic Success Center. Lisa Hart, Director of Academic Services, can be a resource for faculty who are uncertain how to help struggling students. Her office is in the lower level of the Campus Center, ext. 55042.

Professional Travel. Any questions about travel for conferences can be answered by Interim Assistant Dean's office or by the current chair of the Professional Activities Advisory Committee (PAAC), Keith Lloyd. Additional information is available online at http://www.stark.kent.edu/about/offices/faculty/faculty-travel.cfm .

Campus Life. Please take the time to participate in the many social and cultural events on the campus. Encourage your students to attend events listed in the Kiosk (the campus calendar of extra-curricular events). See http://stark.kent.edu/about/events/index.cfm .

Coordination with the Academic Department. New faculty should be encouraged to keep in touch with their department by attendance at appropriate meetings. A class visit from a member of the department is encouraged as tenure-track faculty members build reappointment files. You should be aware of who the regional campus representative to your departmental FAC is, so that you can keep abreast of departmental policies and developments.

Syllabi Examples/Discussion

A syllabus can be one of your best ways to set the tone for your course, communicate your expectations, and anticipate student concerns. It should prepare students for the pace of work, list expected dates for tests and assignments, and provide direction in case of absence or missed work. Your best bet is to be thorough and clear at the outset and to avoid altering the syllabus unless it is absolutely necessary.

Please plan some graded activity by the seventh week so that you can provide an appropriate mid-term grade to any freshmen in the course. Even if you anticipate no freshmen, they may be present, and, in any case, it is sound pedagogical practice to provide students some measure of their progress early in the semester.

Please note that University policy requires a final examination or a comparable experience during the scheduled examination period for each course. The only exceptions are laboratory sections.

Please understand that University policy recognizes certain activities as “legitimate reasons for absence from class.” These include “illness, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings.” Instructors are expected to “provide a reasonable opportunity for a makeup examination if a legitimate absence occurs on an examination day. In the extraordinary circumstance where it is not feasible to offer a makeup examination, some acceptable alternative must be provided.” (Policy 3342-3-06)

Be aware that the Stark Campus Faculty Council voted to discourage the use of extra credit in all classes.

Information to include on syllabi

- Course title, number, section number and call number
- Meeting times
- Instructor name, office number, office hours, contact information (office phone & email)
- Blackboard Learn or faculty web pages (if used for course delivery)
- Texts (note if any are optional)

- Prerequisites
- Course objectives and/or description
- Attendance policy
- Grading policy
- Grading scale (will you use +/- grades?)

We ask that you consider adding two phone contacts that anyone on campus can use to reach security. The first is the extension to use from any campus phone: 53123. The second is the cell phone for security (330) 705-0430. We recommend that you program this into your cell phone and advise students to do the same.

Statements to include on syllabi

Academic Honesty: The use of the intellectual property of others without attributing it to them is considered a serious academic offense. Cheating or plagiarism will result in receiving a failing grade for the work or for the entire course. Repeat offenses will result in dismissal from the University. University guidelines require that all infractions be reported to the Student Conduct Officer on our campus.

Students with Disabilities: University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-244-5047 or visit ***http://stark.kent.edu/student/resources/accessibility.cfm*** for more information on registration procedures).

Classes Canceled – Campus Closings:
Announcements of class cancellations and/or campus closings will be made on the campus home page. In the case of an emergency, weather-related or otherwise, please check the web page at stark.kent.edu for information on the buildings and times of the closing. While information may be broadcast by radio and television, this should be confirmed by the web page, which is the official announcement of the campus and which will be the information used to determine issues related to student attendance, rescheduling of tests, and other concerns.

(optional but requested by Student Services):

> If you are considering withdrawing from this course, please consult with a staff member in the Student Services Office, 134 Main Hall. Withdrawal from a course can affect financial aid, student status, or progress within your major. For withdrawal deadlines, please refer to http://www2.kent.edu/registrar/calendars/index.cfm.

(optional but requested by Academic Success Center):

Tutoring: Free, walk-in math tutoring is available 8 a.m. – 7 p.m. Monday through Thursday and 8 a.m. – 3 p.m. Friday in the Academic Success Center in the lower level of Campus Center. Subject-area tutoring is available by appointment and can be arranged in person in the Academic Success Center or by completing a form online located at http://www.stark.kent.edu/student/resources/tutoring.cfm. Online tutoring in math, statistics, chemistry, and accounting can also be accessed from this page.

(optional but requested by URCC for Kent Core courses):

Kent Core: This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

(optional but requested by URCC for WIC courses):

Writing Intensive: This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of the discipline.

(optional but requested by URCC for Diversity courses):

Diversity: This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.

(optional)

Registration Policy: It is the Kent State University policy that students are not permitted to attend classes for which they are not officially enrolled. It is the student's responsibility to ensure proper enrollment in classes. If you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester.

(optional)

Honors Program: Students who are looking for another opportunity to enhance their college experience should look into the Honors Program on

campus. Students can enter the Honors Program throughout their academic career and not just as entering freshmen. Students find educational enrichment in small, interactive Honors courses, independent Honors investigations or a Senior Project/Thesis. Because classes are kept small (maximum 15 students), an Honors education is personalized, allowing interaction among students and the professor. The close-knit, cohesive community of Honors students promotes academic and social exchange both on and off campus. If you would like to know more about the program and how this might work for you, please contact Dr. Leslie Heaphy at lheaphy@kent.edu or stop by her office – 310D Main Hall. http://stark.kent.edu/academics/honors/index.cfm

(optional)

Recycling: Stark Campus works hard every day to help protect our environment, increase awareness of resource use, reduce the use of resources and educate and involve faculty, staff, and students in adapting sustainable practices in their daily lives.

The campus recycling program is an example of one long established program meeting many aspects of this overall goal. On average, the campus recycles 31% of its waste which equates to more than 60 tons each year! Annually, among Stark County's educational institutions, KSU at Stark leads the way in the amount of materials that are recycled. Blue containers have been placed throughout campus buildings for the recycling of glass, aluminum and plastic with additional containers provided for the recycling of paper. The campus participates in the nationwide college campus *Recyclemania* competition each January and strives during a 10-week period to reduce overall waste as a part of its Waste Minimization program. Recycling is good; overall reduction in what we send to the landfill is even better!

A recently completed campus-wide energy conservation management project will reduce total campus energy consumption by at least 37% annually and will help to reduce the overall carbon footprint of the campus by an equal amount. The $182,000 annual savings reaped by various components of this project will help make the campus more energy efficient with this savings first helping to finance the improvements made and then continuing to payback for years to come by minimizing the campus operating costs.

Speaking of our campus carbon footprint, a large segment of our campus carbon footprint can be contributed by those who drive to and from our homes each day to attend classes and work here. You can help by carpooling with others and/or by utilizing our local public transportation system, SARTA. SARTA offers discounted ride passes to KSU students that are available for purchase in the Campus Bookstore. Carpooling and using public transportation improves our air quality, decreases the need to pave over our green spaces to make more parking lots, and decreases competition for parking spaces

The campus has been annually recognized as a "Tree Campus USA" recipient by the *National Arbor Day Foundation* since 2009 for its management and care of the urban forest that makes up a part of our campus environment. The pond

and wetlands area provides solitude and a quiet getaway from hustle and bustle of central campus activities and has been nominated for recognition as a *National Wildlife Federation* "Certified Wildlife Habitat" for providing for the four essential wildlife elements: food, water, cover and places to raise young.

http://www.stark.kent.edu/about/sustainability.

Sample syllabi statements to consider

The following examples may help you address class management. When multiple examples are given, they are intended to show you a variety of the ways that seasoned instructors have worked with these issues.

Contact

You are responsible for checking your "kent.edu" email throughout the course.

Class conduct

You are expected to arrive on time and not to disturb those around you by doing work for other classes, answering cell phones, or text messaging.

Please turn off all pagers, phones and personal listening devices (Ipods, MP3 players).

Cell phones must be put away during a test.

Attendance and missed work

Students are expected to be on time for classes and to remain in class the full time unless excused.

Students who arrive late to class after attendance has been taken must make their presence known to the instructor after class to avoid being marked absent.

If you miss a class, you are responsible for finding out what you missed and making up any missed material or acquiring missed information.

A documented excuse is required to make up an exam (an in-class project, etc.).

If you have more than four unexcused absences your final grade will reflect a reduction of one letter grade. (Instructors, the number of absences in this and other examples will, of course, vary based on your expectations and the number of class meetings. Absence from a one-day per week class is much more significant than from a class that meets four times weekly.)

Students who miss two classes or less will receive _____ points. Each unexcused absence in excess of two will result in a _____ point reduction.

Late work

If an absence is excused, late work handed in within one week will be accepted for full credit. If the absence is not excused, late work will be accepted up to one week late but will be devalued one letter grade. Late work after an unexcused absence will not be accepted after one week past the due date.

Work accepted via email

For all coursework submitted by email, the instructor will try to acknowledge the receipt within 24 hours via email. The time of your email will be compared against the work deadline. The instructor's reply serves as your receipt that the work has been turned in. If such receipt is not received, it is your responsibility to confirm delivery of the assignment. (Instructors, this prevents claims of submitted work which you never received.)

Questions on student work

Keep all of your exams and other graded materials in a safe place until you have received the final grade for the class. If there are questions about your grade, these materials will be your evidence. You should do this for all of your classes.

Statements that may be problematic (possibly challengeable through the grievance process):

Attendance and missed tests

Please keep absences to a minimum. (This is polite but leaves open the question: what is a minimum number of absences and what happens if a student exceeds that limit?)

Class attendance and participation will be considered in establishing your final grade. (How? Be prepared to explain.)

Any student who is late to class more than ten minutes will be considered absent. (A student who has struggled to get to class after a flat tire will consider this unnecessarily punitive. If, for example, you give a quiz in the first ten minutes, that should be mentioned, because it is a stronger incentive for promptness.)

On occasion, attendance is taken. (Again, this is vague. How will it impact grades?)

Students with x or more absences will be dropped from the class. (This is an empty threat; as an instructor you cannot deregister someone.)

Only one make-up quiz will be allowed. (Because a student may have a legitimate, excused absence that still results in missing more than one quiz, it would be advisable to moderate this with phrases such as "barring extraordinary circumstances" and "if circumstances cause you to miss more than one quiz, please see me to discuss your options, including withdrawal from the course.")

If a make-up test is given, the student will receive only 80% of the actual exam grade. (Why? This is clearly meant as a deterrent, but it turns the test into a disciplinary tool rather than a measure of student learning.)

The make-up exam will be more difficult. (Again, this is a deterrent but it goes against University policy in that it penalizes someone who has a legitimate, excused absence. Faculty are, "without prejudice," to provide students returning after legitimate absence with opportunities to make up work. You can, however, say that it will be in a different form, such as an essay rather than a scanned multiple-choice test, with the understanding that the different format may be easier or more difficult for some.)

Late work

All assignments turned in late will have points deducted. (Students may ask how many points and how this will impact their grades. How late will you accept the work?)

A penalty may be imposed at the instructor's discretion. (This is vague and opens the way to questions about how and when you impose penalties and what they will be. If you wait until you hear the situation to decide, you may find yourself criticized for treating people unequally.)

Class conduct

Use of a cell phone during class is grounds for dismissal from this course with a grade of F. (Unless this is a case of cheating during a test, this action will be extremely difficult to defend.)

Miscellaneous

Exam dates are subject to change at the instructor's discretion. (It is important to keep to your syllabus whenever possible. Obviously, changes may occur in response to unavoidable occurrences such as campus closings for severe weather. However, if you do wish to provide such a statement, please consider adding language that assures the student that changes will only be made when absolutely necessary, will be kept to an absolute minimum, and will be announced to students as early as possible through class announcement, Blackboard Learn course, email, etc.)

According to university policy, B is for "average" performance. (This is not so; B is for "good" performance, while C indicates "fair" or "average." Too many students already feel that B is average and C is a kind of failure, so please help us prevent an inflated sense of grade expectations.)

Final Exam Schedule

Click below to view Final Exam Schedules, which are listed on the last page of

each schedule booklet **http://www.stark.kent.edu/academics/class-schedules.cfm**

Educational Technology

Services

The following list details the services provided to faculty and staff as they relate to Educational Technology Training

- Regular and ongoing training on a variety of topics (examples include Blackboard Learn, MS Office software, basic computer usage, etc)
- One-on-one training on software, hardware, and related technology
- One-on-one consultations on projects, research related to educational learning technologies, distance learning issues and web projects
- Web design and development
- Information and resources about the role of technology in the teaching and learning process

For more information on Educational Technology services available on campus, please contact Katie Baer, 447 Main Hall; 330-244-3447 or x53447; kbaer5@kent.edu

Faculty Technology Requests

Faculty with needs for technology beyond a standard desktop or laptop computer are asked to submit a technology request via a single web form. This form will incorporate "branching" so that a request is sent to the appropriate individual(s).

Before requesting technology, faculty are strongly encouraged to consult with the campus Educational Technology Designer (Katie Baer, kbaer5@kent.edu, x53447) to help them determine what technology is best to meet their needs, what is available, and for tips to make their efforts a success.

Requests for standard items and software which have already been approved for distribution will be handled by the appropriate department.

Requests for new purchases will go through the Faculty Technology Committee.
The Faculty Technology Committee's focus is on the academic soundness of the request, while the Network Services liaison and Educational Technology Designer will look at the technical, licensing, and training/support aspects. The Faculty Technology Committee Chair will summarize the discussion of the committee members, Network Services, and the Educational Technology Designer and give the recommendation of the committee to the Dean's Office. Faculty should be aware that the committee chair may contact the faculty member for more information regarding their request before submitting the Faculty Technology Committee's recommendation.

The full Stark Campus Faculty Technology Request Protocols are located here:

http://www.stark.kent.edu/about/offices/faculty/upload/faculty-technology-request-protocols.pdf

The Stark Campus Faculty Technology Request Form is located here: https://kent.qualtrics.com/SE/?SID=SV_87X2bVkvLb1bOPW.

If you know that your request is a new purchase, you can send a request directly to the Faculty Technology Committee (thus bypassing some of the steps in the general request form) via this form: https://jfe.qualtrics.com/form/SV_87X2bVkvLb1bOPW

Please note: Do NOT use these forms to report technical problems or request standard updates. Email helpdesk-stark@kent.edu or call 330-244-3490 (53490 on campus).

Early Alert System

The Early Alert System is designed to give faculty the opportunity to provide Academic Advisors with information about students who may be having difficulty in courses, may need referrals for other services, may not be turning in assignments or doing well on exams, or may not be attending on a regular basis. Once the Early Alert is completed, an Academic Advisor makes contact with the student to discuss options for improving their performance or possibility of withdrawing from the course. The more information that is provided, the better Advisors can assist students.

The Early Alert System can be accessed via Flashline.

- Click on the Faculty and Advisor Tools tab
- Click on link to the Early Alert System, in the upper left hand corner
- Select the term and the course to report on and then complete the information for as many students as necessary for that course.

If you have any questions regarding the Early Alert System, please contact Heather Guarnieri at hguarnie@kent.edu or 330-244-3287.

Travel Guidelines

http://www.stark.kent.edu/about/offices/faculty/faculty-travel.cfm

Sample-Student Survey of Instruction

KENT STATE UNIVERSITY

Call No: ___ ___ ___ ___ ___

Student Survey of Instruction

Instructions: The results of this survey will be used by the instructor to improve the class and by department, college, and university committees to evaluate the instructor, curriculum, equipment, and facilities for this class. As you answer the following questions, please note that some questions are about the instruct*or* and some questions are about the instruct*ion*. Do not fill in a mark for any item that is not applicable to this class or for which you have no opinion or information. Mark your response to each question with a No. 2 pencil by completely filling only one circle.

1 I am taking this course for:	○ Major	○ Minor	○ LER	○ Elective	○ Other
2 How many classes did you miss?	○ 0	○ 1-2	○ 3-5	○ 6-8	○ 9+
3 The grade I expect to receive in this course is:	○ A	○ B	○ C	○ D	○ F
4 What is your current KSU grade point average?	○ 0.0-1.9	○ 2.0-2.5	○ 2.6-3.0	○ 3.1-3.6	○ 3.7-4.0

Student Commitment and Learning	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
5 I did the required preparations for each class.	○	○	○	○	○
6 I learned valuable information/skills from this course.	○	○	○	○	○

In the space below please write any comments on these or other aspects of your commitment and learning such as your interest, desire to learn, or motivation.

Course Organization	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
7 Expectations were clear to me throughout the course.	○	○	○	○	○
8 The structure/organization of the course helped me learn.	○	○	○	○	○
9 The course materials/activities helped me learn.	○	○	○	○	○

In the space below please write any comments on these or other aspects of organization, such as syllabus, textbook, websites, discussion, participation in small group projects, or workload.

Evaluation Practices	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
10 The assignments and tests allowed me to demonstrate what I learned.	○	○	○	○	○
11 I received feedback about my progress throughout the course.	○	○	○	○	○

In the space below please write any comments on these or other aspects of course evaluation such as assignments, exams, juries, papers, peer evaluations, portfolios.

Mark Reflex® forms by Pearson NCS MM247211-3 8 ED06 Printed in U.S.A.

Please continue on back

Instructor Characteristics

	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
12 The instructor gave clear written/oral explanations.	○	○	○	○	○
13 The instructor motivated me to think about the subject.	○	○	○	○	○
14 The instructor demonstrated knowledge of the subject matter.	○	○	○	○	○
15 The instructor showed respect for students.	○	○	○	○	○
16 The instructor was available for individual consultation.	○	○	○	○	○

In the space below please write any comments on these or other aspects of the instructor, such as preparedness, delivery, communication or professionalism.

Physical Facilities, Equipment and Technology

	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
17 The classroom and physical facilities supported the learning activities in this course.	○	○	○	○	○
18 Equipment and technology used supported the learning activities in this course.	○	○	○	○	○

In the space below please write any comments about physical facilities or use of equipment and technology.

Summary Question

	Excellent	Very Good	Good	Fair	Poor
19 Overall, how would you rate your learning experience in this course?	○	○	○	○	○

In the space below please write any overall comments about this course or instructor not covered above.

Additional Questions (if separate sheet is provided)

20	①②③④⑤	23	①②③④⑤	26	①②③④⑤	29	①②③④⑤	32	①②③④⑤
21	①②③④⑤	24	①②③④⑤	27	①②③④⑤	30	①②③④⑤	33	①②③④⑤
22	①②③④⑤	25	①②③④⑤	28	①②③④⑤	31	①②③④⑤	34	①②③④⑤

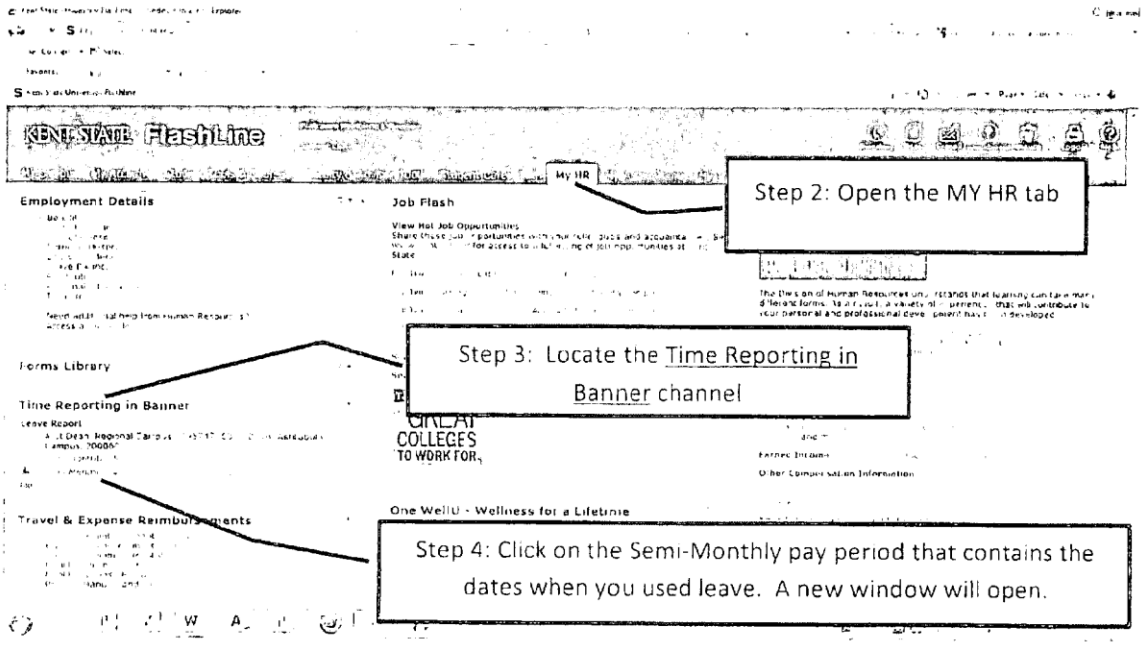
Nine E-Z steps to reporting sick time usage in Banner:

1. Log in to **Flashline**

2. Open the **"MY HR"** Tab

3. Locate the area within the **"My HR"** tab labeled **"Time Reporting in Banner"**

4. Select the **Semi-Monthly** pay period that contains the date ranges when you used leave. If you do not see the appropriate semi-monthly pay period, click the **"More"** link in the bottom corner of the **Time Reporting in Banner** area to access more dates.



5. Locate the date(s) for the day(s) you used leave.

6. Enter the number of hours you used for each date.

   Important Reminder:

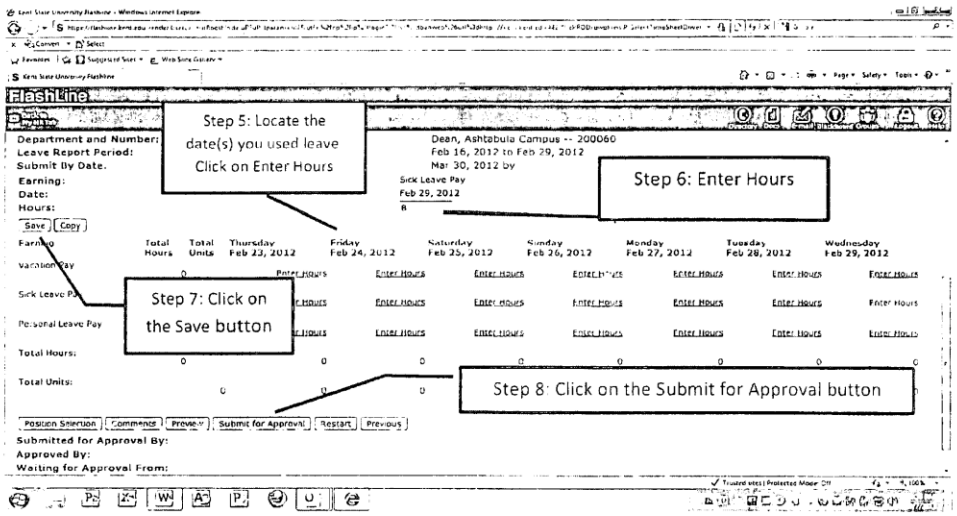
   - Regardless of the number of classes you were scheduled to teach on a day you were absent, submit four hours if you used half day of leave or eight hours if you were gone the entire day.

   - Even if you have made arrangements for someone to teach your classes, you must still submit your time away as leave.

7. Click on **"Save"** button

8. Once you have submitted all hours of leave for the time period, then click on the **"Submit for Approval"** button.

9. You will need to type in your **Flashline** password to complete the process.



10. After you have used this workflow once, drink plenty of fluids and get rest so you never have to use sick time again!

ARTICLE IX
Faculty Workload

D. Each continuing tenured Faculty member is to prepare and submit an annual workload summary report for the academic year by the end of the Spring semester. Kent campus Faculty members shall submit the annual workload summary report to their academic unit administrator; Regional Campus Faculty shall submit the report to the Regional Campus dean. This report is to identify and update the Faculty member's efforts, accomplishments, scholarly contributions, ongoing professional activities, service and interests during that academic year. These reports will become an ongoing record of each Faculty member's professional activities providing information related to grant activities, collaborative scholarship and teaching activities. The purpose of this report is to document the workload, including utilization of the specified workload equivalencies, for the academic year. This report may be used in planning future workload equivalencies. Any other use of the report requires the consent of the Faculty member. To assist the appropriate administrator in this annual workload planning, each academic unit's or regional campus' section of the Faculty Handbook also will include criteria, developed by the FAC and the Chair, or the Regional Campus Dean and the FC as appropriate, for evaluating the use of and productivity resulting from previous workload equivalencies related to release time from instructional assignments.

The annual workload summary report submitted by the Faculty member shall be submitted electronically, in Word format, and will include a brief summary of the previous year's professional activities, the course syllabi for each course or section of course taught by the Faculty member during the previous academic year and a link to the Faculty member's current curriculum vitae as described in Section 3 below. The academic unit administrator or Regional Campus Dean shall add to the report copies of the summaries of course evaluations for each course section taught during the previous academic year. If necessary, the academic unit administrator or Regional Campus Dean may request additional information from the Faculty member to clarify summary information and the Faculty member shall respond in a timely fashion.

APPENDIX 2
Student Accessibility Services Documents

Testing Center Documents

Student Accessibility Services
Accommodation Information for Faculty

Additional information about accommodations may be found on accommodation letters you receive from students registered with Student Accessibility Services (SAS). Accommodations are provided to accommodate a student's disability and are not permitted to alter the fundamentals of the course. These accommodation letters will be delivered via email after the student's request is complete. Faculty members are required by law to provide the accommodations listed on a student's letter and to treat all information from SAS as confidential. If you have questions about how to implement accommodations in your classroom or if you feel that an accommodation will alter the fundamentals of your course, please contact Student Accessibility Services as soon as possible.

(http://www.stark.kent.edu/student/resources/accessibility.cfm)

Cover Sheet for makeup exams

(Also available for online submissions at
www.stark.kent.edu/about/offices/faculty/makeup-exams.cfm)

COVER SHEET FOR MAKE-UP EXAMS

Kent State University at Stark
Academic Success Center, Campus Center – Room 40
Ext. 55040 / Ext. 55050 / Ext. 55060
Email: starktesting@kent.edu

TO: Lisa Hart / Testing Center

FROM: _____ **OFFICE/BUILDING:** _____ **EXTENSION:** _____

DATE TEST SENT: _____ **COURSE:** _____

MAKE-UP TEST DATE:

_____ Student must take the exam _____ (time/date).

_____ Student may take the exam any time the Testing Center is open on a walk-in basis not to exceed: _____ (time/date).

PLEASE NOTE:

a. **The Testing Center will firmly honor your deadline unless we hear from you by email or phone. Please do not send word with a student regarding deadline changes.**
b. **Exams with out-of-date testing windows will be held at the Testing Center for two weeks and then returned to the professor.**

NAME OF STUDENT(S): _____

REGULAR CLASS TIME allowed for test: (check one) ☐ 50 min. ☐ 75 min. ☐ Other _____

SAS will determine the total testing time based on the individual student's accommodations.

AIDS PERMITTED: Please check all aids allowed for this exam:

_____ calculator (circle type) basic/scientific/graphing _____ scrap paper (provided, not provided)

_____ textbook _____ notes

_____ charts, graphs, tables _____ other (please explain)

EXTRA TESTS: I have included _____ extra tests for any student not listed by name.

COMPLETED TEST INSTRUCTIONS:

_____ **HOLD** completed exam for my pickup at the Academic Success Center.

_____ **RETURN** completed exam by campus mail.

OTHER SPECIAL INSTRUCTIONS: _____

TESTING CENTER HOURS
Fall 2014 & Spring 2015

Aug. 25 – Dec.12 & Jan. 5 – May 8	Mon.-Thurs.	8:00 a.m. – 7:00 p.m.
	Fri.	8:00 a.m. – 5:00 p.m.
Nov. 26	Weds.	8:00 a.m. – 5:00 p.m.
December 15 - 23 & Mar. 23 - 27	Mon.-Fri.	8:00 a.m. – 5:00 p.m.

Holiday schedule TBA

Closed September 1, November 11, November 27-28, December 24-25, January 1 & 19

2014-2015 Makeup Exam Hours

Dates	Days	Testing Times	Must sign in by:
August 25 - Dec. 12	Mon. - Thurs.	9 a.m. – 6:45 p.m.	5:30 p.m.
*Closed Sept.1, Nov. 11, 27 & 28 *Nov. 26, closed at 4:45pm*	Fri.	9 a.m. - 3 p.m.	1:30 p.m.
Dec. 8 – 12	Mon. - Thurs.	8 a.m. – 6:45 p.m.	5:30 p.m.
	Fri.	8 a.m. - 3 p.m.	3:30 p.m.
Dec. 15 - 23	Mon. – Thurs.	8 a.m. – 6:45 p.m.	5:30 p.m.
Christmas Holiday TBA	Fri.	8 a.m. – 3 p.m.	1:30 p.m.
Jan. 5 - March 21	Mon. - Thurs.	9 a.m. – 6:45 p.m.	5:30 p.m.
Closed Jan. 1 &19	Fri.	9 a.m. - 3 p.m.	1:30 p.m.
March 23 - 27	Mon. - Thurs.	9 a.m. – 4:45 p.m.	3:30 p.m.
	Fri.	9 a.m. - 3 p.m.	1:30 p.m.
March 30 – May 1	Mon. - Thurs.	9 a.m. – 6:45 p.m.	5:30 p.m.
	Fri.	9 a.m. - 3 p.m.	1:30 p.m.
May 4 – May 8	Mon. - Thurs.	8 a.m. – 6:45 p.m.	5:30 p.m.
	Fri.	8 a.m. – 4:45 p.m.	3:30 p.m.
May 12 – May 16	Mon. – Thur.	9 a.m. - 5 p.m.	3:30 p.m.
	Fri.	9 a.m. - 3 p.m.	1:30 p.m.
May 19 – August 1	Mon. - Tues.	9 a.m. - 7 p.m.	5:30 p.m.
Closed May 26 and July 4	Wed. - Thurs.	9 a.m. - 5 p.m.	3:30 p.m.
	Fri.	9 a.m. - 3 p.m.	1:30 p.m.

A.L.i.C.E.

"Public Safety, in partnership with the division of Human Resources, is conducting ALICE workshops. The 90 minute long A.L.I.C.E. sessions are designed to give participants insight and response options when encountering an active shooter. A.L.I.C.E. -- Alert, Lockdown, Information, Counter and Evacuation -- is crisis training created by two Texas law enforcement officers.
This highly effective and "common sense" training has been readily adopted by many educational law enforcement institutions in Ohio and throughout the United States. The training is open to everyone but we are encouraging faculty and staff to take the time to attend one of the sessions. Hopefully you will never have to use the information you will learn, but if a situation does arise in a classroom or in an office, you will have an idea of what you can do to increase your survivability."

- Kent State University Office of Public Safety

- Per Provost Diacon, all students enrolled in FYE will be required to complete this training. Training sessions will be held in the FYE classes, and also offered and additional times throughout the semester.
- It has also been recommended that faculty and staff go through this training, and consider going for a "refresher" every few years.

Benefits of attending A.L.i.C.E. Training:

- Increased awareness of types of violence and threats of violence
- Gain skills to assess and respond to threatening behavior and events (both in the classroom but also in every day like at home and in the community)
- Teach options of response, and how to make decisions in high stress situation such as a shooting or other violent incident
- Begin mental preparation to recognize, assess and respond to incidents
- Gain abilities to help lead students during a crisis
- Provides options for maximal survival
- Provides knowledge so persons under attack can make informed decisions
- Provides transferable skills for both on and off campus situations
- **Empowers faculty, staff and students to take action as situation warrants**

Kent State University at Stark Instructor: Emily Ribnik

APPENDIX 3
Mental Health Emergency Protocol for Faculty

Mental Health Emergency Protocol

1. Ask the student if he/she has done anything to harm him/herself.
(self-injured, consumed extra medications, overdosed on drugs, intoxicated, etc.)

YES

2. Call 911 immediately.
3. Notify Security at x53123 or 330-705-0430.
4. Remain with the student until the 911 response arrives.

NO

2. Call the Counseling Center Office at x55048.
3. If you do not get an answer at the Counseling Center, call Security at x53123 or 330-705-0430.
4. You must tell Security the student's name and explain the situation.
5. Remain with the student until Security arrives.

KENT STATE UNIVERSITY
STARK
HERBERT W. HOOVER FOUNDATION
COUNSELING CENTER
STARKCOUNSELING@KENT.EDU · 330-244-5048

APPENDIX 4
Bookstore Documents

Stark Campus Bookstore (SCB) Information

(330) 244-3202
starkbookstore@kent.edu
Upper level, Campus Center
Kevin Leitner, Bookstore Manager, 53203
Cynthia Howard, Asst. Bookstore Manager, choward6@kent.edu 53204
Jean Reisdorf, Sales Clerk, jreisdor@kent.edu, 53202

Why do we need adoptions so early?

1) It takes a considerable amount of time to process the large volume of textbook adoptions for every course that this campus offers. Variables in the process include;

    a) verifying correct text information: author, title, edition and isbn
    b) checking for availability, including new editions, packages, and used books
    c) confirming prices and enrollment figures

2) Additional time is needed when we get conflicting or revised information from the publishers concerning the titles that you have requested or if you need to revise your order.

3) If you submit your order by the deadline, the SCB can buy back those same used books and save our students up to 50% on the cost of the book. Secondly, you put the SCB in a first mover position to acquire additional used books from booksellers before our competitors do, adding further saving for our students.

4) Per the 2008 Higher Education Opportunity Act (HEOA), campuses, to the best of their abilities, need to be able to provide book requirements when the course schedule is available. Knowing the cost of the book(s) helps students budget their finances. The sooner you put your book order in the better we can work towards meeting this mandate.

Textbook Requisition Forms

A few weeks before textbook submissions are due, all faculty receive text book requisition forms via email.

- Are you using a course packet for any of your classes? If so, make a notation on your text requisition that you will be submitting the packet at a later date. Please provide a master copy of the packet 6 weeks before the start of classes. We will get it printed per your specifications and have it on the shelves for your students when classes begin.

- Need other types of supplies for your courses? Just add them to your requisitions and we will do our best to have the items on hand for your students.
- Don't need a text for a class. That's ok, just send back the form with that notation. This way we can reassure the students that there is indeed no required textbook.

Keeping tabs on your text book requisitions

- Book information is provided online for summer courses on April 2, for fall courses on May 31, and for spring courses on December 1. Go to http://stark.kent.campuswebstore.com/booksearch.aspx to see which books have been ordered for your course, new and used prices, and if the books are in stock. This site is updated daily. Orders that are received after the deadline date will take longer to get into the system.

- If you would like to know the actual number of books currently in stock please stop by the SBC and chat with the very helpful employees or call them at 53202.

- The Bookstore is in direct contact with Student Services and updates enrollment figures frequently. We do our best to maintain adequate stock of all titles and address any out of stock issues as soon as possible.

Things you can do to help the SCB run more smoothly and better serve our students:

- The bookstore bases the number of books ordered on past semester sales for that course and instructor. Textbook sales have been decreasing drastically over the past few years. The Stark Bookstore only stocks a percentage of the books for the actual enrollment. If they see a different need with a certain instructor and/or class it is altered as appropriate. Custom published books that can't readily be found online are ordered at 100%. If you ask your students (on the first day or week of class or prior to that via email), how many of them plan to purchase the book at the store, please share that number with the bookstore. This number will help them to know how many more to order if the need exceeds the estimated order. Any feedback from the students is helpful. Without knowing the need of your current class, they can only estimate given past trends. Regular liaison with the Stark Bookstore improves the process all around.

- Please encourage students to buy books from the Stark Bookstore. Supporting the Stark Bookstore allows for us to have a needed support structure that is critically important for students who need to use financial aid, scholarships and agency accounts to purchase books. It also provides a local venue for those who don't have credit or debit cards. Further, while certain books may be cheaper online, students will need to pay for shipping and may incur credit card interest on those purchases.

The Stark Bookstore also contributes to our campus funds. After operating expenses are paid, all remaining funds (usually 8-10% of the total sales for the year) are used for various projects and activities at the Dean's discretion.

Faculty Center Network

The Faculty Center Network at http://www.facultycenter.net/ is a one-stop resource for faculty to find college textbooks.

To log in use the following:
User Name 70802
Password wsx825

You are invited to register individually and use this site for any of your textbook needs. There is a notebook area that allows you to create adoption lists and e-mail them to the bookstore. You can also save textbook information in your notebook for future reference.

What can you do on this site?

- search or browse a database of over 300,000 titles
- research books for new courses that you might be teaching
- see how popular a particular title is and where it has been used in the past
- obtain publisher contact information and links to their web sites
- generate adoption lists for all the courses that you are teaching and e-mail them to the Stark Campus Bookstore
- save all text information in your personal 'notebook' and have it available for future adoptions, review or research

Textbook Options

Consider your textbook requirements carefully. The Bookstore would like to partner with you to keep textbook expenses as manageable as possible for our students. It is important that we justify the expense and value of the textbooks that are required for their classes.

Options available – New, Used, Older Editions, E-Books, Rental, Required or Optional

When completing your textbook requisition, consider the following:

- Is the textbook a critical tool for teaching your course? Will you be conducting quizzes and tests based on the textbook assignments? If so, it should probably be listed as a **required** book.
- Is this a textbook that you will continue to use for future classes? **If so, would you consider committing to a two-year adoption for select titles?** A two year adoption would eliminate the need for you to submit text requisitions for those classes and would allow us to keep the text on all upcoming buyback lists ensuring that we have sufficient used copies

available for students each semester. If you do commit the SCB will remind you when they send out future requests for orders that you don't need to resubmit.

- If the text is additional support for your main textbook, you might want to list it as an **optional** book. This designation allows the student to decide if they need or want to purchase the book. Optional books are usually stocked at 20-25% of the total enrollment for the course, and are available for purchase later in the semester as well as when classes start.
- Would you be willing to allow your students to also use an **older edition** of the text you have selected? If you agree to this, we can put both on the shelves and let your students decide. Older editions are a less expensive option for them until the supply is depleted.
- **E-books** are now available for many of the titles that are adopted on this campus. Students must have a device to manage their e-book and need to recognize that access is usually limited to 180 to 360 days and there is no buyback value. Students usually save about 50% of the new book price by choosing this option.
- **Rental books** are offered for many titles and courses. Rental prices vary by title but can provide saving sup to 60% or more. Students are required to sign a rental contract and books need to be returned to the Bookstore during Finals Week. If you are interested in offering any of the textbooks you use as rentals, contact the store.
- Are you ordering a text 'bundle', package or custom edition because the **'value added'** materials enhance your course or because a publisher rep suggested it? Consider these options carefully and be aware that new HEA required publishers to provide pricing and isbn information for all items that are included in bundles or packages. Even if the extra materials are considered **'free'** by the publisher, students can perceive those extra items as costing them unnecessarily.

Refunds on Textbooks

All textbook refunds require that the students provide their current cash register receipt and verification of add/drops. Each semester has a published refund deadline date and refunds must be done within that time frame.

Sample Refund Policy for students returning books

Kent State Stark Bookstore Receipt is required for all returns.

The Bookstore will follow the University's Tuition Credit Deadline schedule:

100% refund thru 08/30/14	*class drop proof **not** required
80% refund thru 09/06/14	*class drop proof required
65% refund thru 09/12/14	*class drop proof required
60% refund thru 09/19/14	*class drop proof required

NOTE: A 100% refund (rather than diminishing refund schedule above) is available when refund is applied onto a Kent State Stark gift card. Class drop proof still required. Available thru 09/19/14.

Books must be in original purchase condition (new/used) and in resalable condition.

Ebooks are refundable if they have not been activated. Subject to timing conditions above.

Kent State Stark Bookstore - Your Campus Owned and Operated Bookstore

Desk & Complimentary Copies

What is a desk copy?

A desk copy is a textbook sent to a faculty member after it has been adopted for classroom use. The publisher sends this to the instructor and there is no charge to the instructor or campus.

What is a complimentary copy?

A complimentary, or examination copy is a textbook sent to a faculty member who may be considering adopting the text for a course. Complimentary copies can be requested by the instructor or sent to the instructor by the publisher sales rep. If there are charges for a comp copy they are usually waived if the text is adopted.

How to obtain a desk copy?

Your publisher sales rep can arrange to send you a copy of the text and also can advise you of additional teaching materials that may be available for the text. See your publisher's website for more information. Faculty are responsible for contacting publishers for desk copies.

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- Give them to a colleague who may be teaching the course.
- Offer them to a student that cannot afford to purchase the text
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