Guidelines and Procedures for Faculty Teaching in the Master of Arts in Teaching and Credential Programs

2015-16
GUIDELINES AND PROCEDURES FOR CREDENTIAL AND MAT
FACULTY
IN SCHOOL OF EDUCATION COURSES

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COURSE MANAGEMENT

Academic Calendar - The UCI academic calendar lists quarterly information about course enrollment periods, beginning and end dates for instruction and finals week, and university holidays. See this website: http://www.reg.uci.edu/navigation/calendars.

Classroom Information and Technology in the Education building, MPAA building, and other buildings on campus -- Information about the classroom set up and available technology and how-to videos on using the technology can be found at this website: http://www.classroom.uci.edu/GAC/. Additional assistance with using the classroom technology is available from the UCI Office of Information Technology phone help line at (949) 824-2222.

Wireless Access in Classrooms – You can access the UCI wireless network for your laptop computer in a classroom or elsewhere on campus by following the instructions on this webpage: http://www.oit.uci.edu/mobile/.

The EEE Online Course Management System -- The UCI Electronic Educational Environment ("EEE") is designed for instructors to manage their courses: view enrollment rosters with information about, and pictures of, the students, send emails to enrolled students, submit grades at the end of the quarter, create dropboxes where students can upload assignments, create a course webpage, and much more. The URL for this is https://eee.uci.edu/. After browsing the EEE website and its various tools and tutorials, if you have questions about how to use it, help information is available at https://eee.uci.edu/contact/ and at 949-824-2222. A tutorial for instructors is also available at http://youtu.be/pU1L7QTd9rI

Ordering Textbooks – For book orders at the UCI bookstore, course packs, or placing books on reserve at Langston Library, Sarah McDougall (see contact information chart at the end of this document), the School of Education Office Assistant in suite 3200, is the staff person who helps faculty with these tasks. If you don't have a copy of the textbook, you can ask Sarah to get you and your TA (if applicable) a free desk copy from the publisher.

Books on Reserve – There are two ways to reserve textbooks and other materials:
1) Langston Library offers a book reserve service. See http://www.lib.uci.edu/services/reserves/course-reserves.html. With this option, the instructor supplies a copy of any textbooks that will be available to students through a reserve system.
2) If you want to offer the book in the Education building for the convenience of your students, Student Affairs is willing to keep a copy of your course text for two-hour loan increments. Books will be returned after the quarter to keep our collection manageable.

UCI Replay – You can record all the screen shots, including videos, and sound of any or all of your class sessions by using a UCI service called UCI Replay. See http://replay.uci.edu/ for a complete explanation of the process. The program Camtasia is already loaded on all the computers in rooms that we use. You just need to check out a Snowflake microphone from tech services to amplify the sound record.

**Student Adds, Drops, and Grade Changes** – Instructor or student questions about policy and procedures for course adds, drops, and grade changes should be directed to Denise Earley, the Assistant Director of Student Affairs.

For grade changes due to an error or changing an incomplete to a grade, see: http://www.reg.uci.edu/request/change grade.html. If you have questions, see Denise Earley.

For information about the calendar governing adds, drops, and grading options (e.g., grade, pass/no pass), see http://www.reg.uci.edu/calendars/quarterly/2014-2015/quarterly14-15.html

**Course Evaluations** – EEE will notify students about the web address and timeline for completing an evaluation of your course and your teaching. The School of Education will send you a summary of your course evaluations after the end of the quarter. The School asks that you strongly encourage students in your courses to complete end-of-quarter course evaluations. In fact, it is a good idea to mention this in the syllabus.

**Academic Dishonesty Statement in Course Syllabi** – UCI has a strict policy about academic dishonesty and a system for keeping track of previous infractions. If you want to consult with someone regarding an issue of academic dishonesty, the first point of contact would be the Director of Student Affairs. All instructors will have access to TurnItIn software to check student work for plagiarism. The Director can check to see whether the offense is the student’s second offense, in which case the consequences will be different. The School asks that you include a statement about academic dishonesty in your course syllabus. Here is some suggested text:

> Academic dishonesty will not be tolerated in this course. Students who engage in dishonest behavior will face significant consequences, including a record of the infraction in a central campus data system and the possibility of campus-wide sanctions. Students have responsibility to: (1) refrain from cheating and plagiarism; (2) refuse to aid or abet any form of academic dishonesty; and (3) notify professors and/or appropriate administrative officials about observed incidents of academic misconduct. The anonymity of a student reporting an incident of academic dishonesty will be protected. For further information, please consult the UCI Academic Senate Policies on Academic Honesty in the UCI General Catalogue: http://catalogue.uci.edu/appendix/#academichonestytext.
Copies for instructional purposes – There are copy machines in room 2039 on the second floor, and 3220 and the lobby of Suite 3400 on the third floor. See Sarah McDougall in the Student Affairs Office (2000) for a quick tutorial and the copy code for the credential program. If your course has a TA, you can ask the TA to make copies for you. If the course does not have a TA, you can submit your request to Sarah McDougall at least 48 hours in advance. Alternatively, to conserve on our use of paper, please post documents on your course website and/or send them out to students to print and bring to class. This practice has had a significant impact on instructional expenses.

Instructional Supplies – Thank you in advance for your flexibility and cost consciousness. General office supplies are in room 3220, but if you need other instructional supplies for the credential or MAT program, contact Credential Program Assistant Maria Takacs. Items that Maria will generally have on hand:

- 2 x 3’ newsprint paper to be used for group work and presentations (We will use this for classroom presentation charting instead of the white tablet paper, which costs 50¢ a page.)
- Markers for posters for group work.
- Special tape for posting charts on walls during discussion
- White board markers

Checking out Equipment – The procedure for checking out equipment from the Tech Support group, located on the second floor at 2043, is at http://education.uci.edu/intranet2/TS.php

Teaching Assistants – Instructors are notified near the start of each new quarter about whether they will have a Teaching Assistants and asked to provide a TA Job Description and complete a TA Evaluation. They also receive guidelines for work hours and work expectations. Also please let your students know what your TA will be doing so students will understand the basis of their evaluation; otherwise, they may critique the TA for issues outside his or her control. The TA assignment process is overseen by the Associate Dean in consultation with academic program leaders and directors. For information about TA assignments or TA-related issues, contact Leora Fellus.

NORMS FOR CLASSROOMS AND OTHER SHARED SPACES

Classrooms – There is a default arrangement of tables and chairs for each classroom. If you move furniture to conduct your class, the expectation is that you will restore the room to its default arrangement. Also, please make sure you leave the room clean for the next occupants; this includes taking out the trash if you allow students to eat in the classroom. If you need paper and cleaner for cleanup, you can obtain them in Student Affairs in suite 2000.

Classroom walls – Use only blue masking tape or special wall mount tape to post group work on the walls during sharing and discussion. Other kinds of tape remove paint from the wall. Do not leave posters up beyond any one class meeting. Rooms will be randomly cleared of any refuse.
**Staff and Faculty Lounge** – There is a small break room on the second floor for staff and faculty use only with a refrigerator, microwaves, and a sink. Please inform your students that during their breaks or group work, they have access to the Student Resource Center (ED 2008), tables downstairs in the courtyard, or the lobby outside of Student Affairs.

**Office Space for Adjunct Lecturers and TAs** -- The School of Education has created a space for part-time lecturers and TAs with some desks, chairs, and computers with Internet access and a scantron machine for grading tests. This space is just inside hallway door 3300 on the Education Building third floor. If you want to use one of the computers in this space, the School’s Tech Support group can set up a user login and password for you (gse-tech-help@uci.edu or 949-824-5537). The door is open from 8:00-5:00. Those who want access after hours can contact Facilities Manager Luther Tolbert to obtain a hallway key. If you need a more private room on occasion to meet with students, see Denise Earley to schedule an available room.

**Hallways and walls** – If you want to post something, see Sarah McDougall in Suite 2000. If you host an activity that involves the hallway, please maintain hallway access for emergencies and regular traffic.

**Rolling carts** – We have four supply carts for those times when you have abundant materials to take to class. For short-term cart checkout, see either Maria Takacs in room 2086 or Student Affairs, suite 2000.

**STUDENT AFFAIRS**

**Student Resource Center** – Room 2008 is the room designated for credential and MAT students. In mild weather, the courtyard is a popular place for students and faculty to meet or work.

**Student Support and Academic Advisement**

We encourage you to share your concerns about the mental health or academic performance of our students.

**Credential Programs**

If you have a concern about a credential or MAT student, the first point of contact would be the program coordinator. They will bring the counselor into the situation if need be.

Multiple Subject Program – Susan Toma
Single Subject Program – Sue Vaughn

In Student Affairs, Denise Earley and Sarah McDougall are the primary contacts for matters regarding the MAT and Credential Program.

For the credential and MAT programs, counselors provide academic advisement, assistance with university procedures, and personal consultation. See Sarah Singh (on leave) or Denise Earley as a first contact.
If you teach an undergraduate course and students express an interest in any of our credential programs, please refer them to the Student Affairs Office, suite 2000.
# CONTACT INFORMATION

Contact information for people who were mentioned in this guide is listed below, and you can search for an employee by using the search tool on the School of Education website: [http://www.education.uci.edu](http://www.education.uci.edu).

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone (begin with 949 824)</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Lim</td>
<td>Student Affairs Counselor</td>
<td><a href="mailto:dklim@uci.edu">dklim@uci.edu</a></td>
<td>3348</td>
</tr>
<tr>
<td>Denise Earley</td>
<td>Student Affairs, Assistant Director</td>
<td><a href="mailto:denise.earley@uci.edu">denise.earley@uci.edu</a></td>
<td>4022</td>
</tr>
<tr>
<td>Kevin Reimer</td>
<td>Director of Undergraduate Programs &amp; Student Affairs</td>
<td><a href="mailto:kreimer@uci.edu">kreimer@uci.edu</a></td>
<td>7465</td>
</tr>
<tr>
<td>Leora Fellus</td>
<td>Ph.D. Program Coordinator</td>
<td><a href="mailto:lfellus@uci.edu">lfellus@uci.edu</a></td>
<td>5910</td>
</tr>
<tr>
<td>Luther Tolbert</td>
<td>Facilities Manager</td>
<td><a href="mailto:ltolbert@uci.edu">ltolbert@uci.edu</a></td>
<td>8063</td>
</tr>
<tr>
<td>Maria Takacs</td>
<td>Credential Program Assistant</td>
<td><a href="mailto:mtakacs@uci.edu">mtakacs@uci.edu</a></td>
<td>7837</td>
</tr>
<tr>
<td>Sarah McDougall</td>
<td>Student Affairs Officer</td>
<td><a href="mailto:smcdouga@uci.edu">smcdouga@uci.edu</a></td>
<td>8953</td>
</tr>
<tr>
<td>Sarah Singh</td>
<td>Student Affairs Counselor &amp; Credential Analyst</td>
<td><a href="mailto:skysingh@uci.edu">skysingh@uci.edu</a></td>
<td>6673</td>
</tr>
<tr>
<td>Sue Vaughn</td>
<td>Single Subject Program Coordinator</td>
<td><a href="mailto:smvaughn@uci.edu">smvaughn@uci.edu</a></td>
<td>3707</td>
</tr>
<tr>
<td>Susan Toma</td>
<td>Multiple Subject Program Coordinator</td>
<td><a href="mailto:tomas@uci.edu">tomas@uci.edu</a></td>
<td>4172</td>
</tr>
<tr>
<td>Virginia Panish</td>
<td>Director of Teacher Preparation</td>
<td><a href="mailto:vpanish@uci.edu">vpanish@uci.edu</a></td>
<td>9954</td>
</tr>
</tbody>
</table>