INFORMATION NOTICE TO ADJUNCT INSTRUCTORS
FOR FALL 2015-SUMMER 2016
FOR THE SPORT SCIENCE & PHYSICAL EDUCATION DEPT. 6-9-2015

1. ISU BANNER SYSTEM USING BENGAL WEB
   a. ISU migrated to a computer system effective Fall 2010, called “Banner”
   b. All of your instructor records are all stored in “Banner” through “Bengal Web”. Records are deleted at the end of each semester, after grading. Please keep a back-up copy of all class attendance and grades.
   c. Trail to Banner: Go to ISU main web site, on the left upper corner click on “Bengal Web”, this will take you to the login page. Login with your user name and password. Bengal Web will open, next click on the “Academics” tab. On the LEFT side of the “Academics” tab you will see a list of your classes. There are icons next to each class with assorted applications: Class list, grading, wait lists,
   d. Bengal Web is ISU’s web portal, a place to access the university’s electronic resources and services from one convenient location. Announcements, FS Tools, MOODLE, e-mail, calendar, groups, easy access to ISU electronic services and resources, and much more are available to you from this one convenient location. Please take the time to find out more and utilize this website for your benefit as an instructor. Go to the Tiger-I site for an easy tutorial.
   e. The ITRC is available for the purpose of instructor technology support. They may be reached for help at 282-5880 or itrc@isu.edu.
   f. Tiger Web is available for the purpose of instructor training support. Tutorials are available, in Bengal web, under the TigerI channel at http://www.isu.edu/tigeri/training/bwportal/tutorialsguides.shtml

2. SSPE DEPT. WEB SITE-2015-16 ACADEMIC YEAR
   a. SSPE has an updated Web Site. Go to ISU, click “Quick Clicks”, click on Colleges, College of Education, Departments & Programs, SSPE DEPT.
   b. Under SSPE we have loaded the department handbook, as well as a “FACULTY/ADJUNCT RESOURCE” site with all of the forms and teaching information for adjunct instructors.

3. PERSONAL INFORMATION SHEET & REGULAR COMMUNICATION-POLICY
   a. SSPE requires current “Personal Information “on each adjunct, including Name, Address, Phone, and Email. The “Personal Information” form signature acknowledges you have read and accept responsibility for this letter, ISU Policies, and policies on “SSPE Adjunct” site. FOR CONTRACT PURPOSES, please return ASAP. KEEP US CURRENT ON ALL ADDRESS AND PHONE NUMBER AND EMAIL CHANGES.
   b. WE WILL EMAIL YOU, AT THE EMAIL ADDRESS YOU PROVIDE, WITH IMPORTANT ISU DEADLINES & NOTICES THROUGHOUT THE SEMESTER!!!
   c. We will mail you important ISU student documents.
   d. ALL STUDENT COMMUNICATION MUST BE CONDUCTED THROUGH THE COURSE MOODLE SITE. PERSONAL EMAIL, TEXT, ETC ARE
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NOT TO BE UTILIZED. MOODLE PROVIDES YOU WITH A RECORD ON STUDENT COMMUNICATION

e. CLASS NOTICES ON MOODLE!!! For every "is class being held" or "what is the location of my class today" student phone call to the SSPE office, they are instructed to open the course MOODLE site for class notifications.

4. SYLLABUS, CERTIFICATION, VITA-NEW POLICY-

a. SYLLABI DUE DATE- Syllabi are due before the semester begins, (Friday July 10, 2015, and Friday Nov. 20, 2015), & are required for contract payment. We will edit and notify you by email of approval or need for changes to meet the syllabus standards.

b. NEW PEAC SYLLABUS FORMAT EFFECTIVE FALL 2011 & UPDATED FALL 2015- Syllabi have a required format they must follow, defined by the Dept. of Sport Science & PE, the College Of Education and the University. We have changed the liability waiver, it will be loaded onto MOODLE and run off by the student. See our website for the revised format template, location is: SSPE PAGE, PEAC Liability Waivers field on the left of the page, open for individual activity liability forms.

c. MOODLE LOADING REQUIRED!!- Syllabi must be emailed as a WORD DOCUMENT ATTACHMENT to Pat Peyton at peytpat@isu.edu, and UPON APPROVAL also be loaded onto moodle. For help with MOODLE (ENCLOSED), go to www.isu.edu/itrc/Moodle/index.shtml or call the ITRC at 282-5880. Students can access your syllabus and other course information online, and can choose to print that information. It is imperative you send your syllabus as a document attachment.

d. MOODLE COMMUNICATION REQUIRED!! Emphasize, during your syllabus introduction, that all students will be required to pay for, use, and check their ISU Bengal Web and Moodle account for course communication.

e. SYLLABUS EDUCATION: We suggest giving students a bonus of 2 points for bringing a hardcopy of the syllabus to day 2 of class. Another great tool is a syllabus "quiz" the second day of class.

f. CONTRACT APPROVAL CONTINGENCIES-

i. SYLLABUS- NEW FALL 2015- Due by Friday July 11, 2015. Contracts will only be approved with a copy of your approved syllabus attached, and with adequate enrollment.

ii. CURRENT CERTIFICATION- Due by Fri. July 11, 2015. It is the responsibility of the instructor to bring current certification to the position. If you are not current on the activity certification (if applicable) or CPR/1st Aid, it is your responsibility to arrange for and pay for certification PRIOR to the start of your teaching assignment, and then to bring it to the SSPE office.
iii. **CURRENT VITA** - Due by Friday July 11, 2015. Please send a current vita to Pat’s e-mail as an attached document, to peytpat@isu.edu. Make sure to update your vita with your teaching experience, reflecting that you have taught your subject through Spring 2015.

5. **STUDENT ATTENDANCE-POLICY-UPDATED FALL 2014**
   a. Statement of Understanding form, for students who have not attended the first day of class
   c. **UNDER BANNER, YOU MUST RUN YOUR OWN CLASS LIST AND BRING IT TO THE FIRST DAY OF CLASS, WE DO NOT HAVE ACCESS TO IT.** You, as the instructor, are responsible for regularly checking Student Class Lists on BANNER through the semester, and daily through the add/drop date.
   d. **STUDENTS WHO HAVE NOT PAID FOR THE COURSE MAY NOT ATTEND CLASS, NO EXCEPTIONS!** Students not on the class list are not enrolled and MAY NOT ATTEND class! **RUN ROLL SHEETS AFTER THE LAST DROP DATE, AND CONTINUALLY THROUGH THE SEMESTER!**
   e. Student attendance is required, see ISU Faculty Handbook Policy.
   f. Student attendance grading requirements are standardized, see sample syllabus. We strongly advise you to use the standard attendance point system, in the standard syllabus, to strengthen your position as the instructor in student attendance and grading policy.
   g. All SSPE attendance should be taken by the instructor personally (not on sign in sheet) and should be taken on ISU class/roll sheets. It is the instructor’s responsibility to maintain detailed records, and to be able to confidently justify all student grades.
   h. Students are continually added to your class registration list by going online to add/drop or by petition add/drop. You must continually open your official class list to determine which students are officially enrolled in your class. The most add/drop activity will occur up to the add/drop date.
   i. Attendance days should be shown on your course outline, REFLECTING THE CURRENT SEMESTER. The sample syllabus will require adjustment for the actual attendance points for each semester, as the actual number of attendance days may vary each semester, reflecting holidays and academic dates for that year. The ISU Registrar’s official Academic Calendar is located on: http://www.isu.edu/areg/acadclnd.shtml
   j. All activity classes will be held through and including dead week. All make-ups, exams, and assignments must be handed in by the last day of dead week, no exceptions. All instructor grading will be finalized during finals week, and be entered by that Friday.
k. Faculty Bengal Web records are deleted at the end of each semester, after grading. Please keep a back-up copy of all class attendance and grades. We advise maintaining back-up copies of attendance and grading, both electronically and on paper.

l. Final grade form should be copied and handed into Kolby Cordingley.

m. All ISU Registration and Records Policies and Procedures can be found online at: http://www.isu.edu/areg/

6. GRADING-SEE STUDENT ATTENDANCE-UPDATED POLICY FALL 2014
   a. ISU Policy on Scholastic/Grade Appeals, with SSPE Dept. requirement details.
   b. Grading is the FULL responsibility of each instructor. As part of your employment with ISU, you are expected and required to access, evaluate, and annotate records of the University.
   c. Therefore, it is your responsibility to enter the final grades by computer in the Web Grading system, through Bengal Web, by the registrar’s deadline emailed to you. PEAC Grading must be entered, INTO BENGAL WEB, by the Friday of dead week.
   d. Grades are only Registrar downloaded in Bengal Web, grades are not loaded through MOODLE. MOODLE is a record storage site, it is not linked to BENGAL WEB grading entry.
   e. THE PEAC PROGRAM IS ONLY SET UP TO GIVE LETTER GRADES A to F, NOT INCOMPLETES. Students who do not attend, or stop attending, are to be given an X. We are not set up to offer audits.
   f. You must issue the grade the student has earned, as the semester closes and the window work must be completed within ends. Grade changes may be issued at a later date, in outstanding situations, however ONLY with documentation of attendance, by the instructor.
   g. It is your responsibility to follow the paper trail through to be active in Bengal Web in the ISU computer system for EACH SEMESTER. To get onto Bengal Web you must:
      i. Have a signed contract, which puts you in the system at the President’s office. Contracts are now done in Payroll & can’t be changed after being submitted. Payment dates are on the contract.
      iii. Sign up with HR (Human Resources). (Return Forms enclosed if you are not already on file)
      iv. You must call the Help Desk at 4585 (if new also to get a pass word). Your contract ends each semester, and must be renewed for Bengal Web to be activated
      v. ***AGAIN-It is your responsibility to monitor your email and Bengal Web to be aware of Web Grading deadlines and to meet those deadlines to enter grades BEFORE the closing of the system at Semester end’s deadline***
7. LIABILITY: HAZARD/WARNING FORM
   a. We have standardized the liability waiver, it will be loaded onto MOODLE by the adjunct and run off by the student. Students MAY NOT PARTICIPATE without one.
   b. Required PRIOR to participation: There is a standard required hazard/warning form (Rev. 3/12). Please read it aloud before starting your first class. Please require it to be read and signed by any late students BEFORE allowing participation, no exceptions. You are required to drop students from the course (DO NOT ALLOW THEM TO ATTEND) who have not completed this form, or an equivalent notice received from the ISU ADA/Disabilities Resource center, by the 10th day.
   c. There is a statement of physical fitness accommodations that must be circled in the first paragraph on the signature page.
   d. THE WARNING SIDE MUST BE COMPLETELY FILLED OUT, including all class information at the top. If the student does not know his/her Bengal ID#, fill in the social security number.
   e. Maintain a record on your Class List (Avail. On Banner, under Academics Tab, online) of each student who has signed the form. Turn in a copy of the class list by the 10th date of the semester, showing your records, with warnings attached.
   f. It is your responsibility as instructor to maintain records showing you have signed warning forms for EVERY student.
   g. Turn in completed warnings to the SSPE office, in the box on the bookshelf inside the office door, to the right.
   h. All liability waiver forms are loaded on the SSPE Dept. web site at: http://ed.isu.edu/sspe/peac_waivers.shtml

8. ACCIDENT FORM
   a. There is a required accident form. It is to be used for any campus injury. Please keep copies with you.
   b. We are required to call Public Safety (282-2515) for an accident as reasonably and quickly as possible. We must attach the warning form to the accident, hence the need for filling it out completely.
   c. Only the instructor is allowed to handle students in an accident situation, due to liability restrictions, and students are NEVER to participate. YOU ARE TO STAY WITH THE STUDENT THE ENTIRE TIME, NEVER LEAVE YOUR CLASS UNATTENDED, SEND A STUDENT FOR HELP.
   d. The accident form is loaded on the SSPE Dept. web site at: http://ed.isu.edu/sspe/peac_waivers.shtml

9. ADJUNCT INSTRUCTOR OBLIGATION & ATTENDANCE POLICY
   a. Students must attend 32 PEAC activity classes over 16 weeks to gain ONE CREDIT.
   b. Only SSPE Adjunct Instructors who are certified (or equivalent, with prior permission of PEAC Coordinator) in their activity and are currently certified in CPE and first aid may teach or substitute in the SSPE Dept.
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c. You are obligated by contract, to teach all of your own classes. In the event of an EXTRAORDINARY planned absence, gain prior approval for a substitute by contacting the SSPE PEAC coordinator or at 282-5296 or cordkolb@isu.edu. It is GREATLY preferred that any substitute come from the SSPE Adjunct Staff, due to liability implications.

10. ADJUNCT INSTRUCTOR ABSENCES OR ILLNESS-IMPORTANT

a. Please arrange a substitute, all classes must be held to comply with point 9.a. and with ISU Student Attendance Policy in the Faculty Handbook.

b. In the event of any sudden need for a substitute or cancellation, the course instructor MUST call the SSPE Dept. office at 282-2657, the PEAC Program Coordinator Kolby Cordingley at 282-5296 or cordkolb@isu.edu, or the Equipment Manager at 282-3967 at the earliest possible time. It is neither acceptable, nor appropriate, to notify another instructor in the program of your absence.

c. In the event of any planned substitute, planned cancellation, or scheduled class day off, the course instructor MUST call the SSPE Dept. office at 282-2657 or the PEAC Program Coordinator Kolby Cordingley at 282-5296 or cordkolb@isu.edu at the earliest possible time. It is neither acceptable, nor appropriate, to notify another instructor in the program of your absence.

d. **ALL STUDENT COMMUNICATION MUST BE CONDUCTED THROUGH THE COURSE MOODLE SITE. PERSONAL EMAIL, TEXT, ETC ARE NOT TO BE UTILIZED. MOODLE PROVIDES YOU WITH A RECORD ON STUDENT COMMUNICATION.**

e. **CLASS NOTIFICATION: PLEASE, BE CONSISTENT!! POST ALL CLASS NOTICES ON MOODLE!!!** For every “is class being held” or “what is the location of my class today” student phone call to the SSPE office, they are instructed to open the course MOODLE site for class notifications. If you conduct a class that is outside, or moves to several site options, you should post the daily class location on MOODLE to enable students to find the class.

11. EQUIPMENT (Policy posted on SSPE Dept. site, Faculty Resources field)

a. PEAC and Wellness “Get-Fit” Instructors:
   i. Instructors must reserve equipment for their classes
   ii. Submit a list to the equipment manager by 12:00 pm on the Friday before the classes are to be taught.
   iii. Procure equipment 10 minutes before class begins
   iv. Return equipment to the equipment manager or equipment room attendant immediately following course.

b. Equipment that has not been reserved may not be used.

c. The equipment manager is the only person who may issue equipment to be used.
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d. Students will not be allowed to pick up or return equipment for the course instructor unless the instructor has made prior arrangements with the equipment manager.
e. SSPE equipment is for course instruction only. It may not be used for non-departmental or personal use.
f. All equipment used must be cleaned by students and instructors before being put away.
g. Arrangements will be made for accessing equipment for instructors who teach before or after the equipment manager’s hours
h. Equipment located in the activity classrooms must be secured before the instructor leaves
i. Classroom doors must be locked before the instructor leaves
j. If first aid supplies are used, please inform the equipment manager so the first aid bags may be re-stocked
k. All keys for cabinets, cages, or other locked equipment will be checked out through the equipment manager
   i. PEAC instructors will retrieve a key for equipment they have reserved.
   ii. No keys will be checked out to students in a class.