Adjunct Instructor Orientation  
2015-16  
Antlers Teaching Site  
Eastern Oklahoma State College

Chain of communication

Your division Dean is your direct supervisor and is the person who approved your hire. Any questions about academic policies, procedures, student issues, scheduling of classes, course materials, etc. should be directed to her or him. Please make sure that s/he has your contact information, including an e-mail address. If you do not have an Eastern e-mail account, please notify your division Dean. You will on occasion receive information and updates from the McAlester and Wilburton staff via your mail box at the McAlester Campus. If you can not reach your division Dean, contact the Office of Academic Affairs (918.465.1830).

Contact Information

Dr. Billye Givens, Dean  
Division of Language and Education  
918.465.1764  
bgivens@eosc.edu

Marilyn Duncan, Dean  
Division of Social Sciences & Music  
918.465.1809  
mduncan@eosc.edu

Kay Langham, Dean  
Division of Business  
918.465.1738  
klangham@eosc.edu

Margaret Sorrell, Dean  
Division of Science & Mathematics  
918.465.1788  
msorrell@eosc.edu

Dr. Janet Wansick  
Vice President for Academic Affairs  
918.465.1896  
jwansick@eosc.edu

Lea Dickson  
Assistant to VPAA  
918.465.1830  
dickson@eosc.edu

Cindy Shero  
Associate Vice President for Distance Learning and Student Services  
918.465.1779  
jwansick@eosc.edu

Nicole Faber  
Antlers Site Coordinator/Academic Advisor  
580.271.0471  
nfaber@eosc.edu
Academic policies and procedures

Syllabus: A syllabus using the approved syllabus template must be submitted to your division chair for approval prior to the start of class. Syllabi should be distributed at the first class meeting and must be posted to Blackboard. In addition to outlining the course objectives, assignments, your grading policy, and how grades are determined, please explicitly state what your attendance policy is, if you accept late work, if tests and other assignments can be made up, and include the AW policy below. Students need to know your expectations at the beginning of the semester. This may be important as deviation from the syllabus is one of the criteria for a grade appeal. Follow the Eastern syllabus template which can be found on the Faculty Resources wepage at eosc.edu. If you have questions, contact your division Dean or the Academic Affairs Office.

AW Grade: Faculty may administratively withdraw a student from a class for non-attendance after the drop/add period until the published final date to withdraw, typically the end of the 12th week in a 16 week semester. An Administrative Withdrawal form must be completed with required signatures and last date of attendance and submitted to the Academic Affairs office. AWs should be used for students who do not attend class for three, consecutive weeks of class meetings. The AW policy must be clearly stated in the class syllabus. Do not assign AWs for students who may accumulate many absences, but do so intermittently. An AW may not be assigned for a student who stops attending after the last date to AW/W; assign the student the final grade that was earned.

I grade: Students who request an I must have completed a substantial portion of the class, be passing at the time the request is made, and sign an I contract (see appendix). If a student does not complete the course requirements within the agreed upon time limits, the I will become permanent (the student would have to re-enroll in the class to receive credit). You may assign an I to a student without their request if approved by the division chair.

“Drop” vs. “Withdraw”:
   a) “drop” = course is removed from record; no grade is assigned. The term drop is used only during the drop/add period which is the first two weeks of the fall and spring semesters. A student can not add or drop a class after the drop/add period.
   b) “withdraw” = course is on the transcript, but a grade of W (or AW) is assigned. Withdrawal is permitted through the first twelve weeks of the fall and spring semesters. The grade of W (withdrawal) requires the student to complete official paperwork. For grades of AW, please see the AW policy above.

Change of grade: if a mistake has been made in a grade calculation, ask your division chair for a Change of Grade form.

Final exams: Final exams are to be given during Final Exam week (Dec. 6 through Dec. 10). For evening classes, the final exam is scheduled at the regular class time. Please consult a final exam schedule for day classes. If there is a conflict with another class’ final exam, work with the student to find an alternate time. Permission from the Vice President is required to give a final exam early.
FERPA:

The Family Education Rights and Privacy Act of 1974 as amended (FERPA) is a federal law which is designed to protect the privacy of and limit access to the educational records of students. This means that institutions generally must withhold such information from parents and others who believe their relationship with the student entitles them to have the information, sometimes even on occasions when the student prefers the information be released. As a result we sometimes encounter frustrated parents, guardians, or spouses who question why they cannot have information about a student’s grades, financial obligations, or standing with the College.

Education records generally covered by federal privacy laws include grades, housing information, medical treatment (including hospitalization), enrollment and attendance information, financial status, results of disciplinary proceedings, etc.

Please understand that if EOSC does not have a signed release, we CANNOT release the information under the provisions of FERPA. We are able to release information to a parent/guardian IF we have proof of the student’s status as a dependent under the Internal Revenue Service Code for the period covered. However, tax returns on file with the college cover the preceding year; often the proof is out of date and may no longer be applicable. Information may also be released if the student has filed a signed release form; FERPA forbids the College to require students to give us such permission.

Students may go to the Registrar’s Office to complete a Request to Share Information form. When the form is initialed and signed by the student the College officials can disclose information and respond to inquiries from the designated individuals. No information should be released without proof of identification. If information is requested over the phone please verify the caller’s identity, by requesting the last four digits of their social security number and their date of birth, both of which will be provided on the release form.

All signed release forms will be kept on file in the office of the Registrar’s Office, and a student may revise his/her waiver at any time.

You or your department may request a copy of a student’s release form by contacting the Registrar’s Office by phone at (918) 465-1828. Please do not release any information without a copy of the form in hand.

Registrar’s Office
1301 West Main
Library Room 105
(918) 465 1828
Important Dates:

Fall Semester
- Night Classes begin: Aug. 12
- Day Classes begin: Aug. 13
- Last Day to add a class: Aug. 19
- Last day to drop a class: Aug. 23
- Fall Break: Oct. 17-18
- Last day to withdraw: Nov. 1
- Semester ends: Dec. 13
- Final Grades due: Dec. 16, 5 pm

Spring Semester
- Classes begin: Jan. 13
- MLK Day, no classes: Jan. 20
- Last day to add a class: Jan. 17
- Last day to drop a class: Jan. 24
- Spring Break: Mar. 17-21
- Last day to withdraw: April 11
- Semester ends: May 16
- Final Grades due: May 19

Cancelled Classes: If you must miss a class meeting, please let your Division Dean and the Antlers site coordinator know. If possible, an alternative assignment should be made in advance or through Blackboard.

Inclement Weather: If classes are cancelled due to inclement weather, the local radio stations and Tulsa and Ada-Dennison television stations will be notified. To receive text notifications of closings, register your cell phone number with the Human Resources department.

Blackboard: All face-to-face classes must have a Blackboard presence. All instructors are required to post the course syllabus on Blackboard. Training on additional features of Blackboard is available at http://www.eosc.edu/academics/blackboard.aspx.

WebAdvisor and grades: The WebAdvisor Portal on Eastern’s web site (www.eosc.edu) allows you to access information about your students and classes.

HOW TO LOG IN TO WEBADVISOR

You will be able to get your class schedule, class rosters, student profiles, student info, etc, by logging into WebAdvisor. Your username is your first initial and lastname. ex: jweems and your initial password is the last 4 digits of your SSN.
The first time you log in the system will force you to change your password. The new password must be between 6 and 9 characters and must include alpha / numeric values.

You can get to WebAdvisor thru our web site. http://www.eosc.edu/schedule/ then click on course schedules. The link will be moved to Easterns front page in the near future.

Step 1. Follow link to WebAdvisor. Or you can copy this link to your desktop: http://dtelwebadv.eosc.edu:8080/WebAdvisor/WebAdvisor

Step 2. Click on Log in

Step 3. Reset your password (first time only)

Step 4. Click on Faculty
From this point you can access your class rosters, post final grades, etc.

HOW TO POST FINAL GRADES

1. Log in to WebAdvisor from Main Menu (see instructions below)

2. Click on FACULTY tab

3. Click on GRADING

4. Select TERM from drop-down (DO NOT PUT A START OR END DATE) and click SUBMIT

5. Click FINAL from drop-down then CHOOSE CLASS and click SUBMIT

6. Enter grades for each student and click SUBMIT

7. Continue the process for each of your classes

Pay Periods

Adjunct faculty are paid over a four month period, beginning the second month of a semester.

Miscellaneous: The site coordinator can provide office supplies, dry erase markers, and other materials. A copy machine is available.
EASTERN OKLAHOMA STATE COLLEGE
Incomplete Grade Contract

To Be Completed by Student

Student ______________________ SS# ______________________
Telephone ______________________
Instructor ______________________ Semester _______ Year _________
Course Prefix and Number __________ Course Section __________________
Course Title # _____________________

To Be Completed By Instructor

All of the following must be true for the student to be eligible to receive a grade of “I”

☐ Student has satisfactorily completed a substantial portion of the work for the term.
☐ An unexpected circumstance beyond the student’s control has arisen that makes it impossible for the student to complete the course by the end of the term.
☐ Student has contacted the instructor in a timely manner to request an “I” grade.
☐ The Instructor and the student complete and the division chair approves an “I” contract which clearly specifies the remaining work and establishes a deadline for completion.

It is the student’s personal responsibility to work with the instructor to fulfill the provisions of the “I” Contract.

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If the provisions of the contract have not been fulfilled by the deadline established, the “I” will become permanent.

_________________________ ________________________
Instructor Division Chair

_________________________ ________________________
Student Registrar

Copies of this form should be provided to the Instructor, Division Dean, the student, and the Registrar. A grade change form should be completed and submitted to the Registrar upon fulfillment of the “I” Contract.