

Canisius College
Adjunct Faculty Manual
2018-2019
(Revised August 2018)



Canisius College
2001 Main Street
Buffalo, NY

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I. **Introduction and Important Numbers**

This handbook has been compiled with the goal of answering your questions about academic procedures, resources, and technical support for your role as a part-time instructor of our students. You are encouraged to reach out to your department chair for advice and assistance as well as other colleagues within your department. Additionally, this handbook has a companion resource on the web for new faculty, reachable at www.canisius.edu/newfaculty. Below are phone numbers and offices of others who may be able to answer any questions not addressed in this document:

Office of Academic Affairs	888-2120
Vice President for Student Affairs	888-2130
Student Records & Financial Services Center.....	888-2990
Dean, College of Arts and Sciences	888-2150
Dean, School of Education and Human Services	888-3294
Dean, Wehle School of Business	888-2160
Library Reference	888-8411
Griff Center for Academic Engagement	888-2170
Tutoring Center	888-2852
Public Safety	888-2330
ITS (Instructional Technology) Help Desk	888-8340
Class Cancellation	888-3130
Student Accessibility Support	888-2476
COLI (Center for Online Learning and Innovation; provides faculty technology support)	888-8353
Human Resources	888-2240

Our hope is that you will enjoy your contact with students in the classroom and that you will contribute significantly to the excellent education they have come to expect from their Canisius experience. Your commitment to our students and their learning is greatly appreciated.

II. **Our Jesuit Mission**

Canisius College, a Catholic and Jesuit university, offers outstanding undergraduate, graduate and professional programs distinguished by transformative learning experiences that engage students in the classroom and beyond. We foster in our students a commitment to excellence, service and leadership in a global society.

Supporting Key Concepts

Catholic

Canisius is an open, welcoming university where our Catholic faith and traditions are vitally present and operative. Rooted in the Catholic intellectual tradition, Canisius cultivates human knowledge for the benefit of Church and society.

Jesuit

Founded by the Society of Jesus as a manifestation of its charisma, Canisius espouses the Jesuit principles of human excellence, care for the whole person, and service to humanity.

Jesuit spirituality calls us to seek God in all things, and Jesuit education aims to form students who become men and women for and with others.

Transformative Learning and Student Engagement

Steeped in Jesuit ideals, our undergraduate and graduate academic programs are distinguished by academic excellence, student/faculty interaction, and a variety of experiential learning opportunities that engage students and transforms the mind and spirit. Our undergraduate core curriculum enriches students' academic pursuits and delivers a strong foundation in liberal arts, critical thinking, and diversity. Graduate and professional programs promote the application of theory to practice.

Leadership

Benefitting from academically rich, values-based experiences in their interactions with faculty, staff, and community, students learn responsible leadership and develop their ability to inspire others to achieve excellence. At Canisius, students practice these leadership skills in the classroom and through co-curricular activities.

III. Before the Semester Begins

A. Contracts

Adjunct faculty will receive their contracts before the start of the semester. Contracts will be mailed and must be signed and returned to Human Resources (Old Main 100, ext. 2240) before classes begin.

Returning Adjuncts who have not taught at Canisius for a year or more will have to resubmit the necessary paperwork, such as the I-9 and W-4 forms, to Human Resources (Old Main 100, ext. 2240).

You will not receive your Canisius login information (email, MyCanisius, D2L, class computers, etc.) until your contract is signed and returned.

B. Human Resources

All adjunct faculty are required to submit a completed application and other necessary paper work to Human Resources (Old Main 100, ext. 2240). Missing paper work will result in delayed payment. Human Resources is also responsible for required compliance training.

C. Pay Periods

Adjunct faculty members are paid bi-weekly during the semester. Summer payments will include two payments. For questions, contact the Payroll Department at ext. 8531.

D. Direct Deposit

For your convenience, your paycheck can be deposited directly into your bank account.

A direct deposit form is included in your welcome packet and is available in the Human Resources office (Old Main 100, ext. 2240). Pay stubs can be reviewed in your Banner self-service account via MyCanisius web portal.

E. Faculty ID Cards

All faculty members must have a photo ID card for use in the college library, printing around campus, to get into certain classrooms and buildings, Koessler Athletic Center, or to purchase tickets to College sporting and other events, etc. Your ID card can be used to enter Old Main for access to the faculty lounge. Cards are issued by the Department of Public Safety (basement, Bosch Hall, ext. 2330).

F. Additional Adjunct Faculty Benefits

1. Tuition Waivers

Adjunct faculty are entitled to a tuition waiver for one course per semester of the academic year in which you teach at Canisius College (only) and only for themselves (not a spouse or child). The courses must be completed within the same academic year in which you teach.

2. Koessler Athletic Center

The Koessler Athletic Center facilities are open to faculty with a valid ID card. The facilities house a swimming pool, basketball courts, and weight/workout room. Rules governing the use of the center are posted in several areas around the building. The K.A.C program runs through the academic year (September through mid-May). The center's facilities and hours are modified during the summer months, and are closed during college holidays, Christmas and spring breaks. Activity areas may be used any time there are no instructional classes or special events scheduled. Please contact the Koessler Office for information regarding hours and available facilities (ext. 2950).

G. Ordering Books

Faculty members are expected to order books in a timely fashion. Orders can be taken by phone (ext. 2335), or by order form. The bookstore offers students a book rental service as well as a purchase option. Desk copies for instructor use should be obtained directly from the publisher, allowing 4-6 weeks for delivery. Check with the bookstore before classes begin to make certain your order has been properly completed and that books will be available to all students. Students may wish to order their books via an online resource; be sure that the ISBN numbers are on the course syllabus to make certain that the correct edition and version of the text is the one they order.

H. Classroom Assignments

Your classroom assignment will be in the [course schedule](https://asterope.canisius.edu/pls/prod/bwkschd.p_disp_dyn_sched) (https://asterope.canisius.edu/pls/prod/bwkschd.p_disp_dyn_sched). If you have specific technology needs (projection, smart boards, etc.), contact the Registrar's office as soon as possible to make the request (ext. 2990). Every attempt to accommodate the needs of the instructor will be made.

To learn what equipment is available in a particular assigned classroom go to view "What's in My Classroom" (<https://my.canisius.edu/web/media-center/classrooms>), a web page that has photos and instructions for all teaching classrooms on campus.

If you wish to select another classroom, contact the Office of the Registrar to request the change. **Please do not move your class on your own unless the change has been approved by the Registrar's Office.**

I. Classroom Technology

There are five levels of classroom technology:

Level 5 classrooms have specialized equipment (added displays, computers, seating options, etc.). See "What's in My Classroom" for specifics of each Level 5 room.

Level 4 classrooms are computer labs with computer stations for each student, full projection and computer at the instructional bunker.

Level 3 classrooms are equipped with an instructional computer, document camera, projection, and DVD/CD players (some DVD's are BluRay).

Level 2 classrooms have projection, document camera, but instructors need to bring a laptop to plug into the projector.

Level 1 classrooms have video monitors and DVD players; some, but not all, have overhead projection.

If you need assistance or training on the equipment in your room, contact the *Help Desk* at ext 8340 or email helpdesk@canisius.edu

J. Parking Permits and ID Cards

The Controller's Office (Old Main 004, ext. 8529) issues parking hangtags during the first few days of the semester. There is a fee for hangtags and that fee is payable at the time of registration. You may pay by cash, check or by having the fee deducted from your paycheck. Hangtags are mailed to the same address as on your contract. Improperly parked or untagged vehicles are subject to City of Buffalo parking tickets. Locations approved for adjunct faculty parking are listed in the parking regulations brochure you will receive when you register for your hangtag. There is also a map in the appendix of this document.

If you are planning to have visitors on campus, it is your responsibility to contact Public Safety (basement of Bosch Hall, ext. 2330) before they arrive to make arrangements for a visitor's permit.

Once your contract has been accepted and an ID number issued, contact the Office of Public Safety. You will be issued a photo ID that will gain access to the Library, ITS networks, and other areas of campus (e.g., Koessler Athletic Center).

K. Campus Map

A campus map and campus directions are available (Appendix I) on the last page of this manual. Additionally, there is a system of tunnels and bridges which connect many of the buildings on the main campus (Churchill Academic Tower, Old Main, Horan-O'Donnell Science Building, Student Center, Palisano Pavilion, and Bosch, Frisch, and Eastwood Residence Halls), as well as an overpass connecting Old Main to Churchill Academic Tower. This is very convenient in inclement weather, in the evenings and on weekends.

L. MyCanisius Portal

The MyCanisius portal will allow you to sign into the campus network to access email, the Learning Management System (D2L), and other password-protected web content. This is also the site used to find information and daily announcements that are distributed to the wider campus. To access MyCanisius you can click on the link at the top of the Canisius webpage or go directly to <https://my.canisius.edu/>

M. Printing

Campus printers are located around campus. Funds are attributed to your personal account for your class printing needs. If you have any questions about printing on campus, please contact the ITS Helpdesk at ext. 8340 or at helpdesk@canisius.edu

IV. At the beginning of the Semester

A. Class Rosters

A copy of your official class roster(s), including names of students officially registered in the course(s) and room assignments for each of your classes will be found in Banner Resources. Sign in with your user name and password, and click on "Faculty Services." Then choose "Detail" or "Summary" class list; choose the current semester, and your course(s) will be shown. Please be certain to use the class roster to verify attendance at least for the first few class meetings. In addition, student names are automatically entered into the course management system (D2L) for your course.

It is critical to take attendance on a regular basis. You may be called upon by certain offices of the College to verify a student's attendance record in your class. For example, the Financial Aid staff may need to know when a student stopped attending your class in order to comply with Federal guidelines. At the end of the semester a student must be listed on the roster from the Student Records and Financial Services Center in order to receive a grade.

B. Course Management System (Desire 2 Learn, also known as D2L)

The Course Management System offers a dynamic environment in which faculty can engage with students outside of the classroom. The Center for Online Learning and Innovation web page, www.canisius.edu/coli, provides information about for training and support for D2L or other class-related technology. You may also contact Mark Gallimore at ext. 8353.

C. Course Syllabi

A course syllabus is necessary for each class you will teach at the College, a copy of which must be distributed to each student by the first or second class meeting. Your syllabus serves as a contract between you, as a representative of the College, and the student. It is kept on file as the official record of what the class requirements were and the material that was covered. Two copies of the syllabus for each course you are teaching must be submitted to your department chairperson; the department keeps one copy and one copy is forwarded to the appropriate dean. Additionally, you may also consider placing the syllabus in the course management system for students to access electronically. Your department may have requirements/guidelines it requests to be included in your syllabus; consult with your chairperson to see if such requirements/guidelines exist. To meet with someone one-on-one who can answers your questions on Desire2Learn (D2L) or syllabus creation, please visit: www.canisius.edu/coli to book a consultation.

The College allows great flexibility in setting up your syllabus, but some topics should always be included. Please include the following information:

1. Your Name, the Course Number and Department

This information helps to guarantee the student knows how to spell your name and how to locate you.

Also, share with students your Canisius e-mail address. Contact the ITS Helpdesk if you need your official login information at ext. 8340. It is also useful to indicate to students how soon you will return email messages.

2. Office Hours:

The College encourages mentoring of students and open communication between faculty and students. Part-time faculty should consider keeping one to two office hours for each course they teach, and, if possible, staggering the

times to allow as much flexibility for students as possible. Let students know when and where you will be and how you can be contacted. Encourage students to use email for communication. In addition, use of the course management system (D2L) can facilitate and enhance individualized contact with students by creating “virtual office hours.”

3. Students with Disabilities

The Griff Center will notify you when a student with a documented disability is registered for your class. Notification is given via the MyCanisius portal, and will provide what academic accommodations are available for that particular student.

Note that not all students with disabilities are registered with the Griff Center. It is up to the student to disclose a disability and provide current and professional documentation to the Accessibility Support Office within the Griff Center. If you have a student about whom you are concerned or who has disclosed a disability but who has not registered with the Griff Center, you are encouraged to contact the Griff Center at ext. 2170, for assistance in the matter. In addition, it is required by federal law that your syllabus have a statement that reflects that services are available for individuals with both cognitive and physical disabilities.

Wording may be as follows: The Griff Center serves as the College's advocate for students with disabilities and is responsible for arranging necessary support. Any student who needs academic accommodations should contact the Accessibility Support Office at (716) 888-2476 or the Griff Center at (716) 888-2170. If you have a disability for which accommodations are necessary, please also inform the instructor. For more information about the AS Office or academic accommodations, please visit the accessibility support web page at <https://www.canisius.edu/student-experience/student-support-services/griff-center/accessibility-support/accommodations-and> or call 716-888-2476.

4. Special Circumstances

It is often wise to invite students to share with you, in confidence, any special situation that might complicate their progress in the course; e.g., critical family issues, sports participation, job responsibilities, chronic illness, travel, etc. Effective communication will allow you and your students to maintain your standards even in the face of complications.

5. Materials Needed

List the textbooks you will be using, noting whether they are required or optional, and any other materials they will need (see Bookstore information in this manual).

6. **Learning Goals**

A good course plan includes learning outcomes, which are “the knowledge, skills, attitudes, and habits of mind that students take with them from a learning experience” (Suskie, 2004). **All course syllabi must have course goals and objectives (learning outcomes), and ideally, the course goals will be mapped to the program goals. If a course is designated as a core curriculum class, it must also include the learning goals and objectives for any field/attribute that it meets in the core in addition to course or program specific learning goals and objectives.** Some departments will have broad course goals for multiple section courses, and you may then define a specific set of learning goals you hope to achieve. Aim for goals that are neither too broad nor too specific. When possible, use concrete action words that describe what students should be able to do, in explicit, observable terms, at the conclusion of the course. Once the learning goals are established, creating assignments, activities, and assessments becomes a straightforward process of connecting activities to goals. Consult with your department chair for further information.

7. **Assignments**

Let students know the topics you will be covering and what is expected of them in terms of readings, written assignments, projects, etc. Tell them what your policy is regarding late assignments and indicate any penalties incurred due to missing or incomplete work. Please be reasonably specific.

8. **Course Assessment—Exams, Tests, Projects, Reflections, Quizzes, etc.**

Explain when and how you will be assessing students. Try to schedule several assessments, even if they are small (such as quizzes, short reflection papers, or other low-risk activities), early in the term. This is particularly important for classes with large numbers of students that require progress reports. Progress reports are requested in the sixth week of the semester for freshmen, transfer students, international students, athletes, or other students who may benefit from advisement early in the semester. There should be some data to inform your sense of students’ progress to complete these reports.

9. **Assignment Calendar**

It is helpful to include a calendar noting due dates for certain assignments, when major exams or projects will be given or due, which topics are to be discussed, etc.

10. **Computation of Final Grade & Grading Scale**

Share with students the weighting system you will use to compile their final grade. Include what final average constitutes a grade of A, A-, etc. Consult with the department chair for any departmental guidelines there may be.

11. Class Attendance

You are free to set up whatever policy you wish with respect to attendance, but you must share this information with the students at the beginning of the semester. A possible guideline, as noted in the College catalog, suggests that a student be permitted four absences in a class that meets twice a week and six absences in a class that meets three times a week. Consider carefully what the consequences will be should a student miss an excessive number of classes, and under what circumstances you would be willing to consider exigent circumstances. Students who miss an inordinate number of class meetings or who miss the Final Exam should be given a grade of FX (rather than F).

12. Academic Dishonesty

Inform students of the consequences which may result from plagiarism and cheating in your class. These policies should be defined by your own professional judgment and the guidelines provided in the College catalog (see discussion under Standards for Academic Behavior). There are also resources in the College web page: <https://www.canisius.edu/academics/academic-affairs/academic-integrity-canisius>.

D. Add/Drop Period

The first week of classes is drop/add week, and students have the flexibility to change schedules by dropping and/or adding an open class on-line, without your signature.

Students who **add** your class during drop/add week should show you a printed copy of their schedules with the current date to verify that they have registered for the course. You will receive updated class rosters the end of the second week of the semester verifying your final enrollment, and the roster in D2L is updated nightly to reflect accurate course enrollment.

If a course is closed, students must speak with you first for permission to overload. Students should have a registration permit with them. Sign the slip only if you are willing to admit another student. The student returns the form to the Student Records and Financial Services Center, which will then register the students into your course. Also, consult with your chair regarding overloads; some departments have specific policies regarding course overloads.

V. During the Semester***A. Office Hours***

All adjunct faculty members are strongly encouraged to be available to students outside the time of the class meeting(s) for individual help and advisement. While each situation is different, it is recommended that the adjunct faculty member take seriously the obligation to provide whatever time is possible for this important responsibility. Some departments

are able to provide adjunct faculty with office space for office hours; check with your chairperson to see if this is the situation in your area. An alternative space is the Adjunct Faculty Suite in Old Main 411. The room is secured with a coded lock, and you may contact COLI (www.canisius.edu/coli) for the code. Some faculty find an empty classroom, a library study room, or a quiet corner in the library as a meeting space for office hours. Whatever you decide upon for your office hours, be sure to let your students and your department know where you can be located and at what times.

B. Class Cancellation and Rescheduling /Inclement Weather

1. Class Cancellation by Instructor

At times, an instructor may find it necessary to cancel a class due to an emergency or illness. You are asked to log this cancellation in the MyCanisius Portal; under Faculty Services click on the Class Cancellations link. The Student Records and Financial Services Center will then list the information online and will post a notice at the classroom. Additionally, you will want to email your students.

The list of daily class cancellations can also viewed by students on the web at the MyCanisius web portal.

2. Class Cancellation by College/Snow Days

Occasionally, due to inclement weather or other emergencies, the College may need to cancel classes. The announcement will be made on various radio and television stations, including WBEN (AM 930), WGRZ Channel 2, WIVB Channel 4, WKBW Channel 7, among others. This information may also be obtained over the Canisius College Closing and Weather Line (888-3131) as well as on the MyCanisius web portal. The Canisius alert system will also send texts or call emergency numbers for anyone who has signed up with the system. This can be done under the *Self Service Banner* link in the MyCanisius Portal.

Occasionally, day classes may be canceled, yet because of changing weather conditions, evening classes may be held as scheduled (or vice versa). The broadcasts will make a specific distinction between day and evening classes; the postponement of one *does not* guarantee the postponement of the other.

C. The Tutoring Centers

The Tutoring Center (OM 317) provides a variety of opportunities for students to achieve academic success. The services are free of charge and open to all Canisius students – undergraduate and graduate. Individual tutoring services allow students to receive one-on-one academic assistance from peer and adjunct professor tutors. Tutors

are available in the majority of academic disciplines and employ various academic strategies to help address individual student needs. No appointment is necessary for most assistance. Math and writing tutors are available at all times; tutoring in other academic disciplines is available on an on-call, as-needed basis. Additional academic support can be accessed through the Supplemental Instruction Program and the Study Center Program (OM 318). Visit the Tutoring Center on the web for more details: <https://www.canisius.edu/student-experience/student-support-services/griff-center/tutoring-services>.

D. Students of Concern (SOC)

In an effort to encourage faculty and staff to take a proactive role in retention activities, faculty are asked to submit an online report when a student may be at risk for leaving the College and/or in need of support services. The SOC reporting form should be used to report:

- Major academic concerns and personal issues that are negatively impacting the student's progress.
- Occasions when a student's need for support services indicates that the student is at risk of leaving the College voluntarily or involuntarily.
- A special circumstance that indicates great need or high probability for exiting, rather than general or typical behaviors.

Students of Concern reports can be made at the faculty member's discretion. Faculty may report a student of concern in iAdvise.

E. Progress Reports

After approximately the sixth week of the semester you will be asked to complete a progress report for each freshman, transfer student, student athlete, international student, or student in academic difficulty in your classes. Progress reports help the student's advisor to assess how well the student is progressing and whether tutoring or other intervention is needed. In order to do a thorough job in completing the reports, it may be very helpful to have students complete several types of assessment early in the semester (quizzes, tests, writing assignments, projects) so that your judgment of the student may be based on several specific assessment instruments.

Progress Reports are submitted through MyCanisius. You may additionally leave a comment in iAdvise about any student, but Progress Reports are mandatory. Comments can be submitted at the faculty member's discretion.

F. Deficiency Reports

At about week nine of the semester, you will be asked to file a deficiency report for those students who are having significant academic difficulty or who are in danger of failing your course. The Student Records and Financial Services Center will send

deficiency notices to these students, alerting them to their situations and recommending that they contact you and their advisor. A deficiency notice does not remain a part of a student's academic record; its purpose is to compel a student to evaluate his/her commitment to the course. It also serves as a reminder for students who feel the need to withdraw from a course that the deadline is approaching. Directions to submit Deficiency Reports will be emailed to all faculty about a week before deficiency reports are due.

G. Withdrawals

After drop/add week, a student wishing to leave your class must file a withdrawal form that you, as the instructor, must sign. A student may withdraw until the final withdrawal date, which is posted in the Academic Calendar. Once the student completes the withdrawal process, you will receive final notification from the Student Records and Financial Services Center. Please do not consider a student to have withdrawn until you receive official notice from the Student Records and Financial Services Center. Those students who have withdrawn will still be on the final grading roster, with the W grade already filled in.

H. Medical Emergencies

Every classroom should be equipped with a telephone, and all public hallways have telephones. It is recommended that you add Public Safety's outside line number to your mobile phone contacts, and even as an icon.

If there is a medical emergency, you should call one of these numbers:

EMERGENCY NUMBER ON CAMPUS	711
PUBLIC SAFETY BUSINESS NUMBER ON CAMPUS	2330
CALLING FROM AN OUTSIDE LINE	888-2330
OR – USE ANY BLUELIGHT PHONE ON CAMPUS	

What should you say to the dispatcher?

Communication between the emergency scene and the Public Safety dispatcher is of the utmost importance. Remain **CALM**. The dispatchers are the life line and are trained to ask specific questions. They will dispatch the officers to the scene while they are taking your call.

1. **Caller should identify him or herself by name and title.**
2. **Caller should immediately state the exact location of the emergency.**
3. **Caller should state the nature of the emergency.**
4. **Caller should state the seriousness of the emergency.**
5. **Caller should give the approximate age and sex of the victim.**
6. **Caller should give additional information about the victim:**
 - **Conscious and breathing?**

- Alert and able to speak?
 - Any known medical history?
7. **Caller should remain on the phone with the dispatcher until all information is confirmed.**

VI. End of the Semester

A. *Grade Submission*

At the end of each semester you will be required to submit a grade for each student through the Banner system. You can access Banner through the myCanisius portal. Your email user name and password will give you access. Detailed instructions will be sent out by the Student Records and Financial Services Center near the conclusion of the semester. If you have any questions, please contact your chairperson.

College policy also requires that you provide the department chair with a copy of your gradebook. If you keep all of your grades in D2L, you have met this requirement.

Any graded material that is not returned to the student must be retained for a full year after the end of the semester and must be kept on campus. Please contact your department chair about where you may store this material.

B. *Course Evaluations/Student Ratings*

Adjunct faculty are required to conduct formal course evaluations in each of their classes. Please consult with your department chair for further information. All adjunct faculty will participate in the online evaluation. Messages will come from the Office of Institutional Research giving instructions and timelines. In order to have the best response rates, all faculty are urged to remind students about the evaluations and to tell them that you value the feedback you get from them. Some faculty have had success with students using their laptops or handheld devices (there is smart phone access) in the classroom; however, the instructor should not be in the room when the evaluation surveys are completed. Additionally, instructors will have access to the evaluation web site that tracks the number of students who have filled out their course evaluations. Faculty are encouraged to check the progress and to use the information to remind the remaining students to fill out their evaluations. These steps have proven to increase student response rates on course evaluations. You are encouraged to use the feedback from your students to improve and refine your course design for the next time you are contracted to teach it. If the feedback causes you concerns, you should confer with your department chair. Adjunct faculty evaluation responses are available to both the chairperson and the Dean.

C. *Final Exams*

Normally, a final exam should be given in each course during the final examination period. A final project (due during final exam week) is an appropriate substitution for a final exam. To omit the final examination requires the prior approval of the department Chair. No

final exams are to be administered during the final week of classes. The schedule of final exams is posted approximately three weeks before the end of the semester. You will receive a copy of the schedule via the MyCanisius portal. Some departments require instructors to file copies of their final exam(s). Please check with your department chair.

Faculty copies of student final exams/papers are to be retained for one year after course completion.

D. Incomplete Grades:

All incomplete grades must be approved by an Associate Dean. The form is available in the myCanisius portal under All Applications and Services. An incomplete grade, when granted, is merely temporary and will automatically be changed to “FX” if a final grade is not submitted by March 1 for the fall, August 1 for the spring, and October 1 for the summer.

VII. Resources and Centers on Campus That May Help Faculty

A. Center for Online Learning and Innovation (COLI)

The Center for Online Learning and Innovation was established to assist full- and part-time faculty with technology in teaching and learning, and to make it more accessible. Such services include:

- Consultation in the effective use of technology tools for classroom use
- Instruction in using learning management software
- Seminars in academic technology
- Training for effective use of laptops and tablet PC instructional tools

All full- and part-time faculty are welcome to schedule an appointment with Mark Gallimore (gallimom@canisius.edu). COLI can help you design online courses or activities, or learn to use our learning management system (D2L), Google Apps, plagiarism detection software, graphics and video editing applications, Microsoft Office, and more.

Training Opportunities

COLI offers a range of training in technology. To view these opportunities or to book a one-on-one consultation, please visit: www.canisius.edu/coli.

B. Office of Service Learning

Service-Learning Courses propose the method of learning through experience, as well as material learned in the classroom. There are three components:

- An academic course
- Community service
- Reflection

The service done in the community becomes like a "living text". It is part of the course like every other aspect of the course. Service is required when the course involves service-learning. The same experience may apply to more than one course. Additional information is available by contacting Sr. Patricia Brady, Director, at ext. 2177.

C. Media Center

1. Instructional Technology Classroom Support

The Media Center supports the audio/visual technology in the four levels of instructional technology classrooms –ITCs on campus. We provide training, assistance, and on-site classroom support via the ITS Help Desk at ext. 8340. Check our website at <https://my.canisius.edu/web/media-center> for more classroom technology information.

2. Video/Multimedia Production

The Media Center produces instructional, informational and promotional video programs for the college community. The production team has expertise in videography, non-linear editing, computer graphics, special effects, and audio production. We now offer DVD authoring and conversion services. Our facilities include a TV studio, editing lab, and audio recording booth.

3. Video and Audio Duplication

Media duplication services are available for a variety of formats. The Media Center can also do digital media transfers from your analog media, depending on copyright.

4. Satellite Teleconferencing and Videoconferencing

We have a satellite system which includes a Motorola digital receiver and steerable C-band antenna. This system enables us to downlink programming and send the program via our campus cable system on Channel 17. We also have a Polycom point-to-point IP based videoconference system. The mobile system includes a 27" monitor, camera, codec, 2 microphones, document camera, and a remote system control with a graphical user interface.

5. Audio Visual Equipment Loan

Our equipment inventory includes: video camcorders- VHS, mini-DV, tripods, digital still cameras, audio recorders, CD players, microphones, screens, overhead projectors, and slide projectors

Check our Media Center website for more information:

<https://my.canisius.edu/web/media-center>

D. Mailboxes

1. Department Mailboxes

Full-time and adjunct faculty will find they have a mailbox in their department. Please check with your department administrative associate for information on your mailbox.

2. College Mail

To expedite delivery by Mail Room employees, please label the envelope with name and department, not room number or location.

E. Faculty Lounge

The Faculty Lounge is located on the first floor of Old Main (OM -109), the main academic building. It is the location many adjunct faculty use to get organized before classes. Faculty Lounge amenities include comfortable reading chairs, study carrels, a computer for checking e-mail and other internet services, campus telephones, a small kitchen with coffee maker, refrigerator, microwave, limited storage space and a coat closet.

F. Adjunct Faculty Office Suite

Office space has been set aside for adjunct faculty on the 4th floor of Old Main (OM-411). It contains small cubicles, desk space, a computer and printer for class preparation, and a telephone. The primary purpose of this office is a safe space for faculty to meet with students and to do course preparation. This is a shared office space, so be considerate of those who may be meeting with students or doing other course-related activities. The room is secured with a coded lock, and you may contact Mark Gallimore (gallimom@canisius.edu) for the code.

G. Email and Network Accounts

All faculty are issued an email account when signed contracts have been returned. You will be issued a user name and instructions for creating your password. Email is the primary means of communication between the institution and the faculty and students. You should check your email account regularly in order to assure your full awareness of information. Please use only the official Canisius College email or D2L for communicating with your students. If you are unsure of your username or your password, please contact the ITS Help Desk by phone at ext. 8340 or helpdesk@canisius.edu.

H. Library Services

1. **Faculty, Students, and General Library Use:** Students and faculty alike must have a valid ID card in order to check out materials from the library. Students are allowed to check out circulating materials for four weeks and to renew books for four weeks. Faculty are allowed to check out books for six months.
2. **Reserve Desk:** The reserve desk is located on the main level of the library. You may make materials available to your students on a reserve basis. Any material from the College's own collection may be put on reserve, including print materials and

videos. You may also put personal copies on reserve. Books from other libraries may not be put on reserve. There are various forms of reserve including library-useonly reserve, and overnight reserve. You will want to consult with the reserve librarian to determine which policy is best for you and your students. You should allow the reserve staff sufficient preparation time to record, process and put your materials on the shelf. Usually two or three weeks are necessary for this, especially at peak periods.

3. **Library Instruction/Information Literacy Classes:** The library staff provides library instruction classes tailored to the needs of different disciplines. You are encouraged to include library staff whenever students will engage in research. Use the library website (<https://library.canisius.edu/>) to arrange library instruction sessions. You may arrange a specialized presentation by conferring with the reference staff.
4. **Research Projects - Suggestions from Library Staff:** When assigning a research project you will want to review what is available in the College's holdings and, if necessary, consult with the library staff in order to be certain you have a clear understanding of what is available in the subject area. Canisius Library has extensive holdings, but, on occasion, instructors have been unaware that a project they have assigned to students would be difficult to complete given the library's own holdings. The collections, development, and acquisitions librarian would be happy to learn of any needs you might have. The library also has access, through "ConnectNY," to a number of private college libraries in the state of New York.

In addition, the library staff will be able to offer more effective support to you and your students if you see to it that the reference staff has copies of your assignment. If you have asked your students to complete a research project, you no doubt have given them a reasonably detailed handout of instructions for completion of the project. Such handouts usually include a discussion of the type of research paper to be completed (a survey, an analysis), the appropriate scope and area of research, as well as nuts and bolts information regarding documentation style and other matters relating manuscript preparation.

5. **Print vs. Internet Sources:** The age of the Internet has created new opportunities for conducting research as well as a host of related problems. Novice researchers and writers, excited by the access the Web provides to unique sources, are not fully aware of the importance of evaluating a source's authority and may not recognize that not all sites on the Web are equally authoritative. Please be aware that the Library website includes guidelines for evaluating Internet sources and the College's reference staff can assist you further in this area. In addition, you may want to limit the percentage of Internet sources a student uses in a research project to ensure a diversified research experience, as well as quality research from other than electronic sources and sites.
6. **Use of Interlibrary Loan:** The College's interlibrary loan is intended to help faculty, students, and staff to conduct thorough research and do so with efficacy

and efficiency. The Internet in combination with online journal article allows researchers unprecedented access to research materials from other libraries and institutions. Students and faculty are likely to find materials they wish to order from other libraries via interlibrary loan. Students are not always aware, however, that getting material through interlibrary loan can be time consuming. If they are relying heavily on interlibrary loan they need to plan their time carefully.

I. Field Trips

We all have felt the tangible good of extra-classroom experiences that bear on our learning. Please keep the following rules in mind when you take your class on a field trip:

- field trips should have the approval of the department chairperson;
- they should have educational value as their primary goal;
- they should involve experiences that are not available on our own campus;
- they should not conflict with other course instruction;
- they should be directly related to the content of your course.

In the event that a student cannot go on a field trip due to another commitment, it is suggested that an alternate assignment be provided.

J. Dining Services

1. The Old Main Snack Bar

(basement of Old Main) is a convenient and reasonably priced place to eat. Food service is also available in the Student Center in the Economou student dining hall, as well as in the Palisano Pavilion, with limited hours. During the academic year the snack bar is open well into the early evening, allowing both faculty and students to purchase food and drinks before the start of evening classes. Chartwell's Dining Services can be reached at ext. 2565. The following specialty food services are available:

- a) Market at Old Main** (Snack Bar)
- b) Tim Horton's** (Library)
- c) Economou Dining Hall** (Student Center)
- d) Starbuck's** (Science Hall, limited hours)

2. Golden Choice Account

You may want to open a Golden Choice Account, which allows you to make purchases on campus in the dining halls, bookstore, and library for copy machines and in vending machines.

You can open an account by going to the Student Accounts Office or by logging into the myCanisius portal. Golden Choice deposits must be prepaid by either cash, check, MasterCard, Visa, or Discover. New accounts can be opened with a minimum of \$25 and increased as needed in increments of \$25. Your account is set up immediately and you use your college ID card to make purchases. Golden Choice purchases are taxable at the cash registers.

Golden Choice funds are refundable when the account is closed with the Student Accounts Office.

K. Duplication Services

Canisius College is committed to abiding by all copyright laws that relate to media. If you have any questions related to copyright, please consult with personnel in the Library (ext. 2900) or the Help Desk (ext. 8340).

Departmental copying facilities vary considerably, and you will need to contact your department administrative associate regarding your department's policies. You may be asked to turn the materials over to the support staff in advance of the date the materials are needed, or you may be asked to do the work yourself.

In general, if you need twenty-five or fewer copies, you may complete the job yourself at any printer on campus using your ID card.

For multipage jobs, you should use the Print Shop, which is located in the basement of Bagen Hall, BA 02, ext. 2135. If you need to use the Print Shop for your copy needs, please be aware of the following:

1. Timing: The turn-around time for the Print Shop varies. At peak times -- just before or during the start of the semester -- the Print Shop staff is likely to need particularly generous time-frames **of at least 2-3 days**. You will need your department's organization number in order to bill the copies properly (see department administrative associate).
2. Electronic submission: Faculty are required to submit printing orders electronically, using webcrd.canisius.edu Information about using the system is at <http://wiki.canisius.edu/display/PACC/Printshop>
3. Completed Jobs: Please contact the Print Shop staff if you cannot pick up your order before closing. Other arrangements can be made.

L. Telephone Services

1. **Phone Mail**

All full-time faculty have campus phones with voicemail services in their offices. Adjunct faculty may have a telephone or may share a telephone, if an office is provided. Upon request, all adjunct faculty may have a voicemail account, so you can have easy access to messages from your students without circulating your home phone number. The ITS staff will help you set up an account. Please contact the HELP Desk ext 8340.
2. **On-Campus Calls**

You may call any on-campus number from campus phones, but you may not use public campus phones to dial off-campus numbers. Simply enter the 4-digit extension number you wish to reach. In an emergency contact Public Safety by dialing 711.
3. **Off-Campus Calls**

Full-time faculty can make local calls by dialing “9” to get an outside line from office phones. If an adjunct faculty member needs to make an off-campus local call and does not have an office telephone, check with your department administrative associate concerning using the phone in that office.
4. **Long Distance Calls**

Authorization codes, with the approval of the department chair are available for those who need to make Canisius College business long distance calls. Contact the HELP Desk at ext. 8340 for further information.
5. **Canisius College Telephone Directories**

The College directory is available online via the Canisius College Website.

M. Campus Communication

There are three different modes of campus-wide communications:

1. The Dome is a daily newsletter that informs the College Community of various events and programs and other announcements that may be of interest. It is accessed via the MyCanisius portal on the opening page.
2. The MyCanisius Portal (my.canisius.edu) offers announcements that include reminders for faculty and staff regarding upcoming events, academic timing and deadlines, and other important notifications. Additionally, at the bottom of the portal page is a My Messages area that contains more timely alerts that you may need to attend to. Your Canisius username and password will give you access to the portal.
3. Email is the more common way to communicate with individuals or groups of individuals regarding any needed communication or announcements. Some

offices will post multiple messages on multiple platforms to assure that the message is seen by as many people as possible. D2L email is outgoing only.

VIII. **Academic Policies**

A. ***FERPA***

The College Catalog has a lengthy and detailed policy statement regarding student rights as required by The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. If you have any questions about these rights, please refer to the Catalog or at <https://www.canisius.edu/tuition-aid/student-records-and-financial-services/records-and-registration/ferpa-information> or contact the Student Records and Financial Services Center.

Take care to keep students' progress, attendance, and grades confidential from other members of the class; do not post-test grades or final grades in a public space (personal web page, office or classroom door, etc.). Graded papers should be returned directly to the student. Do not leave graded papers in a pile or pass graded papers around for students to retrieve their papers, and discuss such issues with students in private.

B. ***Academic Integrity Policy***

The Canisius College community is dedicated to academic excellence and is, therefore, committed to establishing and maintaining an atmosphere of trust. All members of the community agree and pledge to exercise complete integrity in their academic work. Academic integrity is the foundation of true intellectual growth; it demonstrates respect for oneself and for others.

All members of the Canisius College community are committed to administering the Code of Academic Integrity in a manner consistent with our mission: to teach responsibility, to foster learning, and to care for the intellectual and ethical development of the whole person.

Violations of the Code of Academic Integrity shall be dealt with in a manner which is just to all parties and contributes to the learning process. Sanctions shall be shaped by the belief that infractions are not simply occasions for punishment, but opportunities for learning and for improving the ethical standards of the individual and the community.

The pledge is stated at <https://www.canisius.edu/academics/academic-affairs/academic-integrity-canisius>. Additional information about how to handle academic integrity violations is at <http://catalog.canisius.edu/undergraduate/academics/academic-policies/code-academic-integrity/> (undergraduate) or <http://catalog.canisius.edu/graduate/academics/academic-policies/#codeofacademicintegritytext>.

C. Mission and Pledge

The Canisius College community is dedicated to academic excellence and is, therefore, committed to establishing and maintaining an atmosphere of trust. All members of the community agree and pledge to exercise complete integrity in their academic work. Academic integrity is the foundation of true intellectual growth; it demonstrates respect for oneself and for others. The students, faculty and administration of Canisius College understand their responsibility for maintaining academic integrity to be both individual and collective. Fulfilling this responsibility requires us to uphold high standards in our own conduct and to exercise fairness towards each other. All instances of academic dishonesty are a breach of community standards. Students, administrators and staff, course instructors and their representatives are expected to report violations of the Code of Academic Integrity. All members of the Canisius College community are committed to administering the Code of Academic Integrity in a manner consistent with our mission: to teach responsibility, to foster learning and to care for the intellectual and ethical development of the whole person. Violations of the Code of Academic Integrity shall be dealt with in a manner which is just to all parties and contributes to the learning process. Sanctions shall be shaped by the belief that infractions are not simply occasions for punishment, but are opportunities for learning and for improving the ethical standards of the individual and the community. All Canisius College students are automatically bound by the Code of Academic Integrity. As a reminder and reinforcement of the ideals this code embodies, course instructors are encouraged to place a pledge on scheduled tests and assignments, as well as in the course syllabus. Students, in turn, are asked to carefully consider and sign the pledge, which reads: “As a member of the Canisius College Community I understand and will uphold the standards for academic behavior as stated in the Code of Academic Integrity.”

D. Human Resources Policies

Please refer to the Canisius College Policy Manual on the myCanisius portal.

IX. Personal Safety

- Park your vehicle in well-lighted areas. Look carefully inside your car before entering.
- While driving, keep doors locked and windows closed when possible.
- Always be sure your vehicle doors are locked and windows closed when parking vehicle.
- Do not leave valuables exposed to view in your parked vehicle.
- Accelerate and leave the area immediately if someone tries to enter your car while you are in it.
- Lock your doors and sound the horn repeatedly if stopped by another unknown vehicle.
- On campus, when working or studying alone after normal hours, keep office door closed and locked and keep emergency telephone numbers handy.

- Campus Safety will gladly give you a ride from your building to your vehicle at night; call 2330 to request transport. In addition, there are shuttles with routes from the academic and residential areas to parking facilities.

X. Emergency Telephones

Several exterior Blue Light Emergency Phones are located throughout the campus (see Appendix 1: Campus Map). These phones are easily identified by a blue light mounted directly above them. They can be used to report actual or suspected criminal incidents, fires and/or medical emergencies to Public Safety. They may also be used to request a shuttle van. To operate the phone, briefly depress and release the red button on the panel. The phone will automatically dial the Public Safety dispatcher. When the dispatcher answers, talk in your normal tone of voice to relay your message. If for some reason you don't respond verbally, a uniformed officer will respond to the phone location to investigate. Calls will automatically disconnect in 3 minutes.

Blue Light Emergency Phones are available at the following locations:

- Campion Hall Walkway
- Main/Humboldt Apartments---parking Lots (2)
- Tower Plaza
- Old Main Lot
- Eastwood Lot
- Bart Mitchell Quad
- Health Science Center Walkway
- Koessler Athletic Center
- Upper Lot Building Entrance
- Main/Delavan Apartments---Upper Deck
- Richard E. Winter '42 Student Center Foyer
- Griffin Hall Driveway
- LBJ Lot
- Blue Cross Parking Ramp---2nd Floor Center Stairwell
- Blue Cross Parking Ramp---3rd Floor Northeast
- Blue Cross Parking Ramp---3rd Floor Southeast
- Spillman Lot
- Village Townhouse Walkway (4)
- Loring Lot
- Meech St. at Hughes Ave.
- George M. Martin Hall Walkway

XI. Emergencies

A. *On Campus Dial 711*

In the event of a medical emergency on campus such as illness or injury, or if a student is emotionally upset and appears to be in danger of hurting him/herself or others, contact Public Safety by calling 711.

B. *Sexual Assault*

If you or someone you know has been a victim of sexual assault, please see the following site for detailed information on how to get help (<https://www.canisius.edu/student-experience/student-support-services/counseling-center>)

XII. Student Health Center

A. *Emergencies*

Medical emergencies in the classroom should be called into Public Safety at extension 711. A trained public safety officer will respond to the scene. If an ambulance is needed for hospital transport Public Safety will request one. Public Safety will also transport students to the Student Health Center for treatment and first aid. Additionally, the Public Safety supervisor has mobile Automated External Defibrillator (AED) equipment onboard and will respond within 3 to 5 minutes of a call to 711.

For more information on how to handle emergencies click [here](#).

B. *Students with Special Health Care Needs*

The Student Health Center advises students with special health care needs such as seizure disorders, diabetes, bleeding disorder etc, to notify their professors at the beginning of each semester. Students are encouraged to share information about their specific health conditions and needs and provide faculty with information on how to handle any medical emergencies that might develop as a result. We also advise students to inform faculty about the possibility of missed classes or coursework if their medical condition changes and alters the ability to meet academic demands. The Student Health Center recommends that all students with special health care needs be referred to Accessibility Services.

The Student Health Center also encourages faculty to provide an opportunity for students to discuss their specific health needs with them in a caring and confidential manner. A simple announcement on the first day of class that you are available to discuss any special circumstances or needs might make it easier for students to come forward to share information in private.

C. *Updates*

The Student Health Center will try to keep updated on current disease trends on campus that might impact students ability to attend classes. This will be done using campus e-mail system.

D. *Medical Notes*

Student Health medical staff does not medical notes for missed classes. Students are advised to notify faculty before missing a class due to illness or injury.

E. Confidentiality

Student Health will not provide faculty with any medical information about a student. Student Health will not confirm that a student was seen in the Student Health Center. Students must sign an authorization allowing Student Health to discuss medical conditions, treatment and other medical information with faculty.

F. Questions

Questions regarding services, policies, programs can be directed to creahan@canisius.edu or contact Patricia Creahan, at 888-2616.

APPENDIX I - CAMPUS MAP

