Guide for New & Adjunct Faculty

Welcome to Canisius College!

Overview

This guide is designed for new faculty, full-time and part-time, at Canisius College with the goal of answering your questions about academic procedures, resources, and technical support. You are encouraged to reach out to your department chair for advice and assistance as well as other colleagues within your department. Here you will find links to resources from various offices that may be helpful as you begin your career at Canisius.

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.

At the Core of our Mission and Identity

Catholic & Jesuit
Canisius is an open, welcoming university where our Catholic, Jesuit mission and identity are vitally present and operative. It is rooted in the Catholic intellectual tradition’s unity of knowledge and the dialogue of faith and reason. Founded by the Society of Jesus as a manifestation of its charism, Canisius espouses the Jesuit principles of human excellence, care for the whole person, social justice, and interreligious dialogue. 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 & 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 transform 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 and practice.

Service & Leadership
Benefiting from academically-rich, values-based experiences in their interactions with faculty, staff, and community members, students develop their abilities to lead and inspire others. At Canisius, students practice these leadership skills in the classroom and through co-curricular activities in ways that animate our Jesuit values to serve others and benefit our world.

Our Pledge

Important Numbers & Links

| Office of Academic Affairs | 888-2120 |
| Office of Student Affairs | 888-2130 |
| College of Arts and Sciences | 888-2150 |
| School of Education and Human Services | 888-3294 |
| Richard J. Wehle School of Business | 888-2160 |
| Student Records & Financial Services Center | 888-2600 |
| Accessibility Support & Veterans Services | 888-2476 |
| Center for Online Learning and Innovation (COLI) | 888-8353 |
| Griff Center for Student Success | 888-2170 |
| Tutoring Center | 888-2485 |
| Human Resources | 888-2240 |
| Instructional Technology Help Desk | 888-8340 |
| Library Reference | 888-8411 |
| Payroll | 888-8531 |
| Public Safety | 888-2330 |
| Class Cancellation | 888-3130 |
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.

Diversity & Inclusion Statement

Consistent with our Catholic Jesuit mission and identity, we stand in solidarity with and advocate for everyone of all abilities, identities, life experiences, and perspectives. As a campus located in a diverse Buffalo community, we are committed to:

- Creating a culture of acceptance, awareness, learning, respect, and understanding inside and outside of the classroom
- Pursuing academic excellence through a curriculum of diverse ideas and vibrant interpersonal classroom experiences that challenge individuals to grow
- Promoting a safe and welcoming experience that encourages questioning and discussion
- Advancing equity by removing institutional barriers to success for all members of the community
- Developing lifelong learners who contribute to an increasingly diverse and global society

Coronavirus Pandemic 2020

Other Helpful Links:

- Academic Calendar
- Canisius Portal "MyCanisius"
- Campus Directory
- Campus Ministry
- College Policy Manual
- D2L - Course Management
- Dome (Faculty & Staff Newsletter)
- Graduate Course Catalog
- Undergraduate Course Catalog
- Faculty Handbook
- Faculty/Staff Email
- Mission and Identity

Our Campus

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, Student Center, Palisano Pavilion, Bosch, Frisch, and Dugan 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.

Adjunct Faculty
In response to the Coronavirus Pandemic, Canisius has implemented its Academic Continuance Plan to teach classes remotely. As we continue to develop the strategy for re-opening our campus please note that some content on this page may not currently apply. Regular updates will be communicated through Canisius email. An archive of emails can be found on the Academic Affairs Wiki pages HERE and HERE. The most up to date information can be found at the Coronavirus-HR Updates and the Faculty Fall 2020 Preparedness pages.

You must login to the WIKI (located in the upper right hand corner) to view secure content.

Getting Started

Once your contract has been accepted and returned you will be issued a user name and instructions for creating your password. These login credentials will work across all platforms.

1. 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.

2. It is important that you complete the Web BIO Form - this information will be used to create your faculty website profile. You will be asked to provide a photo, a brief biographical description of yourself, awards you have received, your educational background, articles you have published and social media outlets related to your program you would like to share.

3. All faculty are issued an Email Account. 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. You can access this account through the portal or directly at exchange.canisius.edu. 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 (716) 888-8340 or helpdesk@canisius.edu. There are tools within D2L that enable you to email your students. This sends an email from your @canisius.edu account. You do not have a separate email account in D2L, and will not receive email there.

4. All Faculty members are Paid Bi-weekly during the semester in which they work. Summer payments will be made bi-weekly throughout the session(s) worked. If you choose to have your paycheck deposited directly into your bank account(s) please complete the direct deposit form is included in your welcome packet. This form is also available in the Human Resources office, Old Main 100. (716) 888-2240. Contact Payroll at (716) 888-8531 for specific pay dates. Pay stubs can be reviewed in your Banner Self-Service account.

The information contained on this page pertains to Adjunct Faculty with the exception of the following:

Adjunct faculty Contracts will be mailed and must be signed and returned and returning Adjuncts who have not taught at Canisius for one year or more application, background check authorization, I-9 and W-4 forms to Human Resources. After all documents have been received, you will receive your Canisius based resources, email, MyCanisius, D2L, or class computers. Human Resources will provide compliance training.

Adjunct Parking hang-tags can be ordered HERE. There is a fee for hang-tags. You may pay by payroll deduction, cash or check. Hang-tags are valid on the Canisius campus and only for themselves (not a spouse or child). The courses must be completed within the same academic year in which you teach.

Adjunct faculty are entitled to a paid bi-weekly paycheck. Adjunct faculty may have a Telephone or may share a telephone, if an office is provided. Encourage students to use email for communication. In addition, use of the course management system (D2L) can facilitate the site used to find information and daily announcements that are distributed to the wider campus.

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 phone number. The ITS staff will help you set up an account. Please contact 8340. If an adjunct faculty member needs to make an off-campus local call your department concerning using the phone in that office.

Office Space has been set aside for adjunct faculty on the 4th floor of Old Main, a computer and printer for class preparation, and a telephone. The faculty to meet with students and to do course preparation. This is a shared meeting with students or doing other course-related activities. The room contact COLI at (716) 888-8353 for the code.

The Faculty Lounge is located on the first floor of Old Main (OM -109), This is where many adjunct faculty get organized before classes. Faculty Lounge amenities include comfortable reading chairs and other internet services, campus telephones, a small kitchen with coffee maker, refrigerator, microwave, limited storage and seating for students. You should check your email account regularly in order to assure your full awareness of information. You can access this account through the portal or directly at exchange.canisius.edu. 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 (716) 888-8340 or helpdesk@canisius.edu. There are tools within D2L that enable you to email your students. This sends an email from your @canisius.edu account. You do not have a separate email account in D2L, and will not receive email there.

Adjunct faculty are required to conduct formal course evaluations in each of their classes. Please consult with your department chair for further information. Adjunct faculty may participate in the Office of Institutional Research giving instructions and timelines. In cases where instructors from other institutions are teaching in our classes, please contact the Dean at (716) 888-8280 or the Office of Institutional Research at (716) 888-8289.

Adjunct faculty are entitled to a Tuition Waiver for one course per semester at Canisius College and only for themselves (not a spouse or child). The course year in which you teach.

Resources for Teaching with Technology

The Faculty Lounge is located on the first floor of Old Main (OM -109), This is where many adjunct faculty get organized before classes. Faculty Lounge amenities include comfortable reading chairs and other internet services, campus telephones, a small kitchen with coffee maker, refrigerator, microwave, limited storage and seating for students. You should check your email account regularly in order to assure your full awareness of information. You can access this account through the portal or directly at exchange.canisius.edu. 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 (716) 888-8340 or helpdesk@canisius.edu. There are tools within D2L that enable you to email your students. This sends an email from your @canisius.edu account. You do not have a separate email account in D2L, and will not receive email there.

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Resources for Teaching with Technology
5. All faculty members must have a Photo ID card. This card will provide access to college library materials, printing on campus, certain buildings, classrooms and the Old Main faculty lounge after 5:00 pm. You may also need to present this card when using a department purchase card or to purchase tickets to College events. ID Cards are issued by the Department of Public Safety located in the basement of Bosch Hall, (716) 888-2330.

6. Parking hang-tags can be ordered HERE for a fee. You may pay for this hang-tag by payroll deduction, cash or check - payment options are presented at the time of registration. Hang-tags are distributed through interoffice mail. Improperly parked or untagged vehicles are subject to City of Buffalo parking enforcement.

7. Faculty members are expected to Order Books in a timely fashion. Email their textbook orders to the bookstore store manager at 0527mgr@follett.com or call (716) 888-2335. 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.

8. Your classroom assignment will be in the course schedule. If you have specific technology needs (projection, smart boards, etc.), contact the Registrar’s office as soon as possible to make the request (716) 888-2990. Every attempt to accommodate the needs of the instructor will be made. 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.

9. Printers are located around campus. Your ID Card will be needed to release documents sent to a printer. 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 (716) 888-8340 or at helpdesk@canisius.edu.

10. Mail is delivered to department mailboxes. Please check with your department for the location of your mailbox. The Mailroom is located in Science Hall. When sending interoffice mail, please label the envelope with a name and department, not room number or location.

11. The Faculty Lounge is located on the first floor of Old Main (OM 109), the main academic building. 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.

Before the Semester Begins

The Center for Online Learning and Innovation (COLI) was established to assist full- and part-time faculty with technology in teaching and learning, and to make it more accessible. COLI also provides assistance with course design, online and hybrid teaching. 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. All full- and part-time faculty are welcome to schedule an appointment here:

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BOCK A
CONSULTATION

Each Semester, and in the summer, COLI offers the five-week Online Faculty Development Course, an all-online class where professors can get started teaching online and hybrid courses.

Training, Tutorial, and Documentation Resources for commonly Used Tools

- Resources for Teaching Online
- Desire2Learn Self-Paced Training
- Google Apps for Education Resources
- Web Conferencing/Zoom

- “What’s in My Classroom?” Provides information regarding all of the Instructional Technology Classrooms. In rooms controlled by a Touch Panel, enter the code 63520 to begin using the equipment. If you encounter any problems with classroom technology, please call thehelpdesk@canisius.edu at (716) 888-8340 for assistance. There are five levels of Classroom Technology:

  - Level 5 classrooms have specialized equipment (added displays, computers, seating options)
  - 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 projectors.

If you need assistance or training on the equipment in your room, contact the Help Desk at (716) 888-8340 or email helpdesk@canisius.edu

Quick Technology Guide for Faculty & Staff

Library Services
Preparing your Course Syllabus

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. Please include 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.

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**
2. **Course Number and Department**
3. **Your Canisius e-mail address.** It is also useful to provide an expectation of when they can expect you to return email messages.
4. **Office Hours.** Time should be made available to meet with students face-to-face or virtually.

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 use only" 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.

The library staff provides Library Instruction/Information Literacy Classes tailored to the needs of different disciplines. You are encouraged to include library staff whenever students will engage in research. You may arrange a specialized presentation by conferring with the reference 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.

**Print vs. Internet Sources:** 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. 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.

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.

Students and faculty 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.

Other Campus Services

The Media Center technicians and specialists provide the following services:
5. **Students with Disabilities.** 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 for Student Success** 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 (AS) 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 [HERE](mailto:HERE) or call 716-888-2476."

6. **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.

7. **Materials Needed.** List the textbooks you will be using, noting whether they are required or optional, and any other materials they will need. 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.

8. **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.

9. **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.

10. **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.

11. **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.

1. The Media Center supports the audio/visual technology in the four levels of instructional technology classrooms (ITC) on campus and provide training, assistance, and on-site classroom support via the ITS Help Desk at (716) 888-8340.

2. 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 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. We have web cameras, microphones and speakers for web-conferencing as part of a class. Canisius offers faculty a Zoom Pro license for web conferencing.

5. Loan Audio Visual Equipment which includes video camcorders-DSLR cameras, lighting, tripods, digital still cameras, audio recorders, CD players, microphones, screens, overhead projectors, and slide projectors.

**Dining Services - Chartwell’s provides he following food service options to Canisius Faculty:**

1. **Market at Old Main** located in the basement of Old Main, offers convenience grab and go fresh made foods, a selection of soups, snacks and beverages

2. **Tim Horton’s** is located in the Library

3. **Economou Dining Hall** located in the Student Center offers breakfast, lunch and dinner option

4. **Iggy’s**, located on the second floor of the Palisano Pavilion (limited hours) is a late night spot for Burgers, Fries, Shakes

5. **Science Cafe**, located in Science Hall has fresh baked pastries, on the go salads, sandwiches, fruit cups, parfaits and Starbucks Coffee (limited hours)

You may want to open a [Golden Choice Account](mailto:Golden Choice Account), which allows you to make purchases on campus in the dining halls, bookstore, library, copy machines and vending machines. To open an account, go to the Student Accounts Office located in Bagen Hall, or through 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.

**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 (716) 888-2900 or the Helpdesk (716) 888-8340. Departmental copying facilities vary considerably, and you will need to contact your department to determine 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.

You should send multi page print jobs through the printshop at [webcr d.canisius.edu, The Print Shop](mailto:webcr d.canisius.edu, The Print Shop) which is located in the basement of Bagen Hall, BA 02, and is open Monday-Friday - 8:00am - 5: 00pm. Please note:
12. **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.

13. **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).

14. **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 of Academic Integrity at Canisius. Canisius Undergraduate Code of Academic Integrity Canisius Graduate Code of Academic Integrity

15. **Other Links** to include in your syllabus for your students reference, support, and guidance.

- Quick Technology Guide for Students
- Tutoring Center
- Veterans Services
- Writing Center

16. **Wehle School of Business Faculty** should use the following templates:
- Wehle School of Business Graduate Syllabus Template
- Wehle School of Business Undergraduate Syllabus

### During the Semester

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.

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.

1. 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 at least 2-3 days. You will need your department's INDEX number in order to bill the copies properly. You may also pay cash for personal print jobs.

2. Faculty are required to submit printing **orders electronically.** Information about using the system is [HERE](#).

3. Please contact the Print Shop staff at (716) 888-2135 if you cannot pick up your order before closing. Other arrangements can be made.

**Telephone Services**

All full-time faculty have campus phones with voicemail services in their offices. 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.

Full-time faculty can make local Off-Campus Calls by dialing "9" before the phone number.

Authorization codes, with the approval of the department Chair, are available for those who need to make Long Distance Calls for Canisius College business. Contact the helpdesk@canisius.edu at (716) 888-8340 for more information.

**Campus Communication**

There are three different modes of campus-wide communications:

1. The **Dome** is a newsletter that informs the College Community of various events and programs and other announcements that may be of interest. The Dome is delivered to your email on a regular basis.

2. The **"MyCanisius"** Portal offers announcements that include reminders for faculty and staff regarding upcoming events, academic timing and deadlines, and other important notifications. Additionally, the "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. The Canisius College **Wiki,** powered by Confluence, is an easy-to-use enterprise wiki system. Space in the wiki is available to Canisius College offices and departments, for sharing documentation both internally and with other members of the Canisius community. Please note that you will need to login to the Wiki even if you are already logged into the portal.

4. Outlook 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.

**Relevant Academic Policies**
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 “Cancel My Class” link. The Student Records and Financial Services Center will then list the information online and will post a notice at the classroom. Additionally, you need to email your students. The list of daily class cancellations can also be 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 (716) 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.

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 are 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).

The Griff Center for Student Success 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 (716) 888-2170, for assistance in the matter.

Human Resources Policies - Refer to the Canisius College Policy Manual on the portal.

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. Click HERE or contact the Student Records and Financial Services Center with specific questions.

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.

Academic Integrity at Canisius
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.

Additional information about how to handle academic integrity violations can be found in the Graduate Course Catalog or Undergraduate Course Catalog.

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.”

Personal Safety
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 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. If you have questions regarding services, policies and programs, please contact the Student Health Center at (716) 888-2616.

The Student Health Center will:

- Try to keep updated on current disease trends on campus that might impact student’s ability to attend classes. This will be done using campus e-mail system.
- Provide medical notes for missed classes. Students are advised to notify faculty before missing a class due to illness or injury.
- 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.

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 Students of Concern report when major academic or behavioral issues are negatively impacting the student’s progress, when a student may be at risk for leaving the College and/or in need of support services. Reports can be made at the faculty member’s discretion in iAdvise located within the "My Applications" collapsible menu on the portal. There are two options for reporting student concerns:

Academic Concerns can include but are not limited to:
- poor attendance
- missing assignments
- lack of engagement
- missing textbooks
- repeated tardiness

Behavioral Concerns can include, but are not limited to:
- excessive absences
- significant decline in work/participation
- changes in behavior/mood/personal hygiene
- self-reported personal/medical/family issues

- 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 (716) 888-2330 to request transport. In addition, there are shuttles with routes from the academic and residential areas to parking facilities.

Blue Light Emergency Phones are located throughout the campus (see Campus Map above). 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:
- 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
- Parking Ramp—2nd Floor Center Stairwell
- Parking Ramp—3rd Floor Northeast
- Parking Ramp—3rd Floor Southeast
- Spillman Lot
- Village Townhouse Walkway (4)
- Loring Lot
- Meech St. at Hughes Ave.
- George M. Martin Hall Walkway

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

If you or someone you know has been a victim of sexual assault, please consider reaching out to our Counseling Center for help.
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.

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.

The first week of classes is Drop/Add Week, and students have the option to change schedules by dropping and/or adding an open class online, 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.

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.

Medical Emergencies in the classroom should be called into Public Safety. 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.

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**

The Senior Leadership Team at Canisius College includes President John J. Hurley, five chief administrators who oversee the key functional areas of the institution, and the president’s associate vice president.

The Canisius College Board of Trustees is the governing body of the college. It is comprised of thirty-five trustees of whom at least five are members of the Society of Jesus. Members are appointed to three-year terms. The full board meets four times per year and oversees, formulates, and recommends policy to the Canisius College president to ensure that the college fulfills its mission and purpose.

Also see Committee Membership lists and Organizational Charts for more information.

### Other Benefits

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 at (716) 888-2950.

The Pedagogy Primer Podcast provides basic and practical directions, tips, and other insights for teaching in Higher Education. The series is produced primarily for Canisius College faculty, but also may help professors or instructors elsewhere. We try to have at least one new episode each month. You can also find and subscribe to us on Apple Podcasts, and Google Podcasts.
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.

The CALLER SHOULD.....

- Identify him or herself by name and title
- Exact location of the emergency
- Nature of the emergency
- Seriousness of the emergency
- Approximate age and sex of the victim
- Additional information about the victim:
  - Conscious and breathing?
  - Alert and able to speak?
  - Any known medical history?
  - Caller should remain on the phone with the dispatcher until all information is confirmed.

As part of your course, your students can be women and men for others in the Buffalo Community. Community-Based 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 community-based learning. The same experience may apply to more than one course.

End of the Semester
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. 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 department Chair. College policy also requires that you provide the department chair with a copy of your grade book. 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 kept on campus.

**Course Evaluations/Student Ratings.** In accordance with the Faculty Handbook, full-time faculty have the freedom to choose which of their courses they want reviewed using the online system and which they wish exclude. An ITS web application is now available to simplify this process at [HERE](#). An email 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. If you have any questions about course evaluations, please call (716) 888-2436.

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.

All **Incomplete Grades** must be approved by an Associate Dean. The form is available in the MyCanisius portal under “forms”. 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.