

WHERE SHOULD I GO FOR HELP?

Answers to FAQ

First time faculty—

- **How do I get an employee ID?** The Department administrative assistant will process your new hire paperwork approximately one month prior to the start of the semester. Unfortunately, this file takes some time to wind through the bureaucratic channels. The Department will alert you when your hire has been approved. At that time you will be given two important identifiers:
 - **Employee ID** This 7 digit number is your secret identifier on campus, much like your Social Security number. Please keep this number in a safe spot.
 - **UAnet ID** This ID is usually a combination of your initials and/or last name and a number. You will use this ID and a corresponding password to sign into Zipline to access your class rosters, grade sheets, HR information, and Springboard!.

- **How do I get a Zipcard?** Your Zipcard is your most important ID on campus and will serve as your printing access, library card, ticket to on-campus events, and as a key to some locked buildings. Some faculty like to put money on the card to use on campus for dining services, vending, and convenience stores. Lost cards are \$15.00. There are three Zipcard offices on campus:
 - Student Union Room 106
 - Simmons Hall Room 103
 - Polsky 3rd Floor Atrium

- **Do I get an office?** All part-time faculty share an auxiliary office located in the Department of Political Science, Olin Hall 216. This office is equipped with ample workspace, a desktop computer and printer. This is the best place to hold office hours. The administrative assistant will provide you with the paperwork to pick up your keys at Locking Systems within the first week of the semester.

All faculty—

- **What am I responsible for by the first day of class?** The Department plans its course schedule well in advance of the first day of class, so you will be contacted early regarding your preferred schedule and teaching load. You will need to provide the Department with these things:
 - **Syllabus.** The syllabus is your key to a successful semester. Please contact the Department Chair for guidance to include the

most important pieces of the syllabi, including contact information, course expectations and requirements, a timeline for assignments, grading scale, accessibility issues, plagiarism and academic dishonesty, and guidelines for student success. Syllabus templates are available by request. Requests for copies of your syllabus should be in one week prior to the start of the course.

- **Textbook Order.** You will be alerted as to the textbook order deadline each semester, generally November for the Spring semester and February for the Fall semester. Please let the administrative assistant know if you require a desk copy of the assigned text book. Publishers are eager to meet the needs of faculty members who are teaching a new course or are looking for a new text, and often provide sample books for viewing. Publishers' websites have easy order forms for faculty and provide contact information for sales representatives for the University of Akron.
- **Office Hours.** It is important that faculty are available to their students beyond the classroom. Please turn in your anticipated office hours to the administrative assistant with your class syllabi.
- **Parking Permit.** If you would like to park on campus, you are required to request a parking permit. Please sign onto Zipline and click on the Parking icon under the Access menu. The fee may be subtracted from your pay in one lump sum or in smaller monthly withdrawals.
- **Class Roster.** You may print your class rosters using the Faculty Center menu in Zipline. Your teaching load will be listed. Click on the far left icon next to the course name to see the roster. You can then download the classlist into an Excel document by clicking on the graph icon at the top of the list. Remember that in courses where both undergraduate and graduate students are enrolled, or where you will be connecting to multiple sites, each section will have a separate roster. You may find it easier for grading purposes to combine the classlists in Excel. All rosters should be printed and brought to class on the first day to check for enrollment accuracy.

Navigating the Bureaucratic Hoops—

- **What is UA's grading scale?** Faculty members are able to set their own academic standards of progress, though the University uses a plus/minus letter grading scale at the end of the term. Use this popular scale as a benchmark to get started:
 - **100-93 A**
 - **92-90 A-**
 - **89-87 B+**
 - **86-83 B**
 - **82-80 B-**

- 79-77 C+
 - 76-73 C
 - 72-70 C-
 - 69-67 D+
 - 66-63 D
 - 62-60 D-
 - 59-0 F
- **Am I required to give a midterm?** In short, no. You have academic freedom to choose a variety of assessment techniques in your classes, and set your own timeline. However, research shows that students prefer to have assignments and feedback spread throughout the semester so that they can gauge their performance and anticipate their overall grade in the class. Traditional midterms are given in the sixth week of the semester, which gives students time to withdraw from the course if their score is unsatisfactory. Midterm grades do need to be entered on Zipline for Freshmen students who have earned a C- or lower. In addition, athletes, students on probation, and some post-secondary options students will be required to turn in additional progress reports. Contact the advisor if you have questions about these forms.
 - **How do I enter grades?** Grades are due by 11:59pm on the Tuesday after exam week and should be entered online using Zipline's Faculty Center menu. Click on the icon of a person pointing at a chalkboard to the left of the course name to access the classlist. You should enter a letter grade for every student on the list. You will be asked about the attendance of every "F" student for financial aid purposes; be prepared to answer whether the student earned the F by performing poorly, if they never attended the course, or the date of last attendance. "I" or Incomplete grades may be given in very special instances to undergraduate students who meet extraordinary circumstances and were unable to finish the requirements by the end of the term. These grades will turn into Fs if a change of grade form is not completed by the end of the following semester. "IP" or In Progress grades serve the same purpose for graduate students. Faculty should use these options sparingly.
 - **Can I change a grade after I enter it?** A "Change of Grade" form may be submitted to the Dean of the College of Arts and Sciences if a grade change is in order. These forms are available in the administrative filing cabinet in the Department of Political Science. A copy of each submitted form should be filed in the student's permanent folder.
 - **How do I show a movie or PowerPoint in class?** If you think you will be regularly using multimedia presentations, please request a multimedia room when you request your course schedule for the upcoming semester.

Many of UA's classrooms are already equipped with multimedia capabilities and have a technology input panel in the front of the room, including a VCR/DVD player and auxiliary input for laptop connections. You may also request an audio visual cart be delivered and set up in a general room by calling 330-972-7811. Keep in mind that the Department of Political Science has a video library of popular political movies and clips available to all faculty members. See the administrative assistant to check out a video.

- **Can I put a reading on reserve at the library?** The library will happily put a reading on reserve either electronically or on file at the Bierce Circulation Desk. Visit http://www3.uakron.edu/ul/forms/reserve_book_form.html for hard copy requests and http://www3.uakron.edu/ul/forms/ereserve_form.html for electronic copy requests. Copyright laws require that no more than ten percent of a text book be available to students in this manner.
- **What is Computer Based Testing?** Computer Based Testing (CBT) gives students a quiet, secure location to complete their tests on campus and allow faculty to use all in-class time on lecture or other activities. Faculty submit test questions to the CBT Center and can utilize a variety of testing models. Students then take the examination during a predetermined window at their convenience. The CBT Center administers and scores students' tests and provides the faculty member with downloadable data and scores. For more information or to make a testing reservation, call 330-972-6511.
- **Are there other ways to administer tests?** Department staff will be happy to Xerox copies of tests with a duplication request two days prior to your testing period; duplication slips are available at the front desk in the Department lobby. It is important to place your test in a sealed envelope because student assistants often make these copies and are also enrolled in Political Science courses. There are also exam booklets available free of charge for you to take to your testing period; booklets come in packs of 100 and can be found in the Department supply closet in 201E Olin Hall. Finally, Computer Based Testing offers ScanTron services that will read "bubble sheet" exams. Call 330-972-6398 to reserve the testing sheets.
- **How should I copy handouts for class?** Duplication slips may be found on the front desk in the Department lobby. Please try to submit the slips with copying instructions two days prior to your class meeting.
- **Where can I get other office supplies?** The supply closet is 201E Olin Hall inside the Department of Political Science. Here you can find gradebooks, testing booklets, and other office supplies. If you need

something that is not normally in stock, please let the administrative assistant know.

Encouraging Student Success—

- **How can I help my students with their writing skills?** Enhanced writing skills and abilities have been found to set our students apart from other job applicants, so working on writing skills is important from the very beginning. As a guide for Political Science students, the Department has posted on their website (www.uakron.edu/polisci) a *Department Guideline for Writing a Good Research Paper*. Items like choosing good academic resources, using in-text citations, and paraphrasing are all covered in this guide; you may want to include the short tutorial in your required course readings list. There is also a Writing Lab located in Room 53A in the Bierce Library that offers tutoring services on writing thesis statements, working on proofreading and punctuation, and providing clear citations.
- **What other tutoring services are available?** University College Dean's Office houses a student success office dedicated to helping students find their way on campus. Study skills sessions, student success seminars, learning communities, math and writing labs, and career counseling are all available at 330-972-7066.
- **One of my students seems to be having a hard time adjusting or is dealing with personal issues—what do I do?** Faculty members are often the first to notice signs of distress in a student. You should meet with your student privately and voice your concerns in a positive and supportive way. Suggest that he or she visit the Counseling, Testing, and Career Center for a confidential meeting with a psychologist, psychology intern, or an advanced psychology doctoral student. Appointments may be made by calling (330) 972-7082.
- **I have a student that may need special accommodations—what do I do?** Students requiring special accommodations on campus should meet with the Office of Accessibility, 330-972-7928. They will be able to help you as a faculty member provide a positive learning environment for students with disabilities or special needs. They also can offer support to students with test anxiety, medical needs, or alternative learning styles.
- **How can I help a student add or drop a class?** For all academic questions, please have students contact their academic advisor or the Political Science academic advisor in 201C Olin Hall. Add/Drop forms are available in the filing cabinet in the Department lobby, and require faculty signatures at different points in the semester. Some students find it helpful if class syllabi include important registration dates on the timetable.