

Department Of Sport Science & Wellness Education

Part-Time Faculty Handbook



Department Chair: Dr. Victor Pinheiro

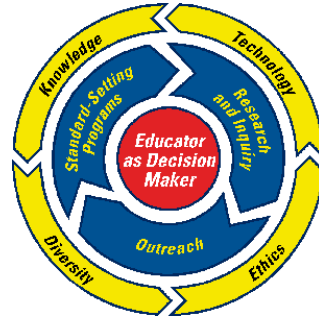
victor@uakron.edu

Administrative Assistant: Deanne Reynolds

deanne1@uakron.edu

Mission Statement for the College of Education

The University of Akron's College of Education is a community of professionals whose purpose is to provide leadership for community well-being through standard-setting programs that enhance teaching, learning, human development, research and inquiry, and outreach. We develop ourselves and others through continuous improvement and through a commitment to these core components of professional practice and scholarship: knowledge, technology, diversity, and ethics. This mission statement is also presented in the graphic shown below:



General Information Part-Time Faculty

Welcome to the Department of Sport Science and Wellness at The University of Akron! The department is staffed with approximately 40 part-time faculties and 10 full time faculties. We offer undergraduate programs in Physical Education, Athletic Training, Sport Studies, and Exercise Science with areas concentrating in Physiological Sciences, Sport Management, Pre-Physical Therapy, and Sport Coaching/Strength and Conditioning. Graduate programs also offered include Exercise Physiology/Adult Fitness and Sport Science/Coaching.

Our Department Chair is Dr. Victor Pinheiro, who may be contacted by phone at 330-972-6055 or by e-mail at victor@uakron.edu. The department Administrative Assistant is Deanne Reynolds. She or a student assistant may be contacted at 330-972-7473 or through e-mail at deanne1@uakron.edu.

If you have questions or need additional information, feel free to contact the office staff. You may also wish to visit The University of Akron home page at www.uakron.edu, click on Zipline, enter your UAnet ID and password, and click on "faculty/staff" for additional information.

Absences

If you are ill or have an emergency and need to miss class, please call the office (330-972-7473), and e-mail your students via UA e-mail.

Audio Visual Equipment

If you need audio visual equipment for your class, contact the Audio/Visual Department at Bierce Library (330-972-7811). Please allow at least a 2 day lead time.

Class Rosters & Grades

You need your UAnet ID and password to obtain class rosters and input grades. Please note the specific steps for accessing class rosters can be found in the quick reference guide located here:

<http://www.uakron.edu/its/learning/training/docs/FacultyCenterJobAid.pdf>

Grade Roster Discrepancy Report Forms are needed if students are listed on your class roster but are not attending, has never attended, or attending and not listed on class roster. Forms can be found on Zipline with the class roster. After discrepancy forms are completed they are to be faxed to the Registrar's Office (2140).

Grades are always due by 11:59 PM the Tuesday after exam week. After you enter your grades through Zipline, you are required to submit the following to Deanne Reynolds:

- A copy of the grade sheet printed from Zipline with your name listed at top
- A copy of your grade book or grade calculations
- A copy (blank) of final exams administered in the course
- Documentation for all incompletes

NEVER leave a grade blank. If you have a student who appears on your roster and has never attended class. Give an "F" and fill out the Grade Roster Discrepancy Report Form.

Incomplete is only used for undergraduate & graduate courses, when a student has failed to complete all course requirements due to circumstances beyond the student's control. This grade should not be given easily. If you have concerns, contact Dr. Victor Pinheiro.

Document all efforts to contact the student or the arrangements made between you and the student to make up required assignments during the following semester. The student has one semester (excluding summer) to finish the required course work or the grade automatically turns to an "F". Deanne Reynolds and the Sport Science office needs a copy of all documentation for Incompletes.

In Progress is only used in rare circumstances. An In-Progress grade does not automatically turn into an "F". It can remain as an IP indefinitely or be changed to a permanent IP (PI). Prior to the assignment of IP please contact (Dr. Victor Pinheiro) the Department Chair. Remember to provide a copy of all documentation to the Sport Science office.

Independent Studies requested by students should be referred to their Academic Advisor or the Department Chair. Part-time faculty are not authorized to approve any Independent Studies.

Copies

The department copier is available for use; it is located in Memorial Hall 140. A room access code will be provided to you as needed by Deanne Reynolds. Each part-time faculty member will be assigned a 4-digit copy code which can be obtained from Deanne Reynolds in the Sport Science Office.

We ask that you limit copies on the departmental machine to 30 copies per session. Using Printing Services is much more helpful and cost efficient. If you are running syllabi or other course materials requiring more than one page per student, please speak with one of the student-assistants to help you fill out the proper paperwork. The Administrative Assistant or Department Chair will decide whether or not to approve these requests because all Printing Service forms require an approval signature. It will take a minimum of 48 hours to turn around these projects. You may also send an e-mail to Deanne Reynolds (deanne1@uakron.edu) with the document(s) attached and in the body of e-mail include the following information:

- # of original copies & # of copies needed
- Note if the document should be collated, stapled, back-to-back, tape bound, spiral bound, etc...

Docu-Zip can also be used for copies that are more immediate in nature. Please note that this is a more expensive process and should only be used in an emergency. The same procedures apply as stated above. **NOTE:** You must have permission to reproduce materials protected by the copyright laws if using Docu-Zip.

Course Packets

We cannot make large quantities of copies for courses. Use Springboard or develop a course packet for your students to purchase if needed. If the material was created by you there is no wait time, however if information is copyrighted it takes approximately 12 weeks to finish. Personnel at Docu-Zip (x7870) located in the Student Union can assist you with the guidelines for packet preparation; including any copyright information that may be needed.

E-mail Address (*UAnet ID & Password*) & Zipline

All Part-Time Faculty are to use their UAnet e-mail address as their primary method of contact. You may go to Bierce 52C (x6888) to obtain your UAnet ID & password. You may have your University of Akron e-mail address forwarded to your home or office e-mail, but the UA address must remain the primary contact. To forward e-mail go to <https://gozips.uakron.edu/zid/app/>, sign in using your UAnet ID & password and move to the e-mail tab. Click the forward mail and follow the given directions.

Students are also expected to use their UAnet ID and e-mail address. Students may also forward their campus e-mail to another account. With that said, students should be instructed that their UAnet e-mail address is the only e-mail that you will use to contact them on. **NOTE:** You can e-mail your entire class from your class list. This is extremely effective, especially if you have a last minute change.

Zipline offers many resources, including access to Spring Board, webmail, grades, course schedules, University of Akron paperwork and forms, etc... Questions and support can be found by contacting the "help desk" (x6888) or <http://www.uakron.edu/its/hoss/helpdesk/index.php> or http://support.uakron.edu/wiki/index.php/Main_Page.

Emergency Information

If you have questions on whether or not the University is open (especially within the winter months), call 1-330-972-SNOW (7669). Please instruct students to use this number for updated weather and school closure information. You may want to include this number on your syllabus. Closures are also posted on the University home page and announced on radio & TV.

Call 911 if you encounter an emergency in class or on campus

The University police non-emergency number is 330-972-7123.

Evaluations

Approximately one week before the end of the semester, an evaluation packet will be placed in your campus mailbox. **It is mandatory that students complete these evaluations!**

Students will need 15-20 minutes of class time to complete these evaluations. Write the course number and any other pertinent information (that is provided) on the board. Ask a student to collect the evaluations, seal the envelope, and drop items off to Memorial Hall 140. **You MUST leave the room when students are filling out these forms.**

Fee Remission

As a part-time employee, you may be entitled to some fee remission. Contact the benefits office (330-972-7092), for any questions and clarification.

Final Exam Schedule

Please make sure you check the registrar's web site <http://www.uakron.edu/registrar/Dates.php> for times and room assignments. Final Exams for evening classes are held at their usual times, the same for off-campus classes.

Forms

To make a grade change, forms can be found on <https://zipline.uakron.edu/> under the faculty/staff tab in the forms area. If you need help finding this, or any other form, please contact the Zipline support center at (x6888).

Mail Boxes

Mailboxes are located in Memorial Hall 142. As mentioned above, your access code can be obtained from Deanne Reynolds. Any questions or concerns you may have pertaining to your campus mail/mailboxes, please contact the Sport Science Office (330-972-7473).

News Releases

Any information given to radio, television, or newspapers must be approved by the Department Chair and the University Public Relations Department.

Offices & Telephones

Part-Time Faculty may use Memorial Hall, Room 69 as a temporary workspace during classes. There are two desks and a computer and printer. The Sport Science and Wellness Education office, if contacted, will not give out your personal information such as home address or telephone number. It is strongly encouraged that you understand this and explain this to your students. As mentioned above, your UA e-mail should be used as your primary form of communication with students.

Office of Accessibility

Those students who are registered through the Office of Accessibility that require accommodations are provided letters to distribute to the faculty. You should ask the student for a copy of his/her letter from the Office of Accessibility. If you wish to obtain additional information about accommodations, go to <http://www.uakron.edu/access/Faculty/faculty.php> or contact the Office of Accessibility at (x7928).

Parking Permits

Parking permit applications should be requested on-line at www.uakron.edu/facilities/parking. All parking permits must be picked up at Parking Services, 255 East Buchtel Ave. within the first level of the North Parking Deck. Those teaching fully in outreach off-campus or online will not need a parking pass.

Payroll

Information on pay dates can be found at <http://www.uakron.edu/controller/payroll.html>. In addition if you have any questions regarding your paycheck, direct deposit, etc. you may contact the payroll department at (330-972-7205).

Student & Graduate Assistants

We have several student assistants and graduate assistants who work with us in the department. Stop in and introduce yourself.

Student Code of Conduct

All students are expected to adhere to the student code of conduct. For further information about University of Akron policy regarding student ethics and conduct, please consult the following sources: <http://www.uakron.edu/gradsch/docs/Gradbulletin.pdf> then go to General Information—academic dishonesty (p.22-23); or <http://www.uakron.edu/info/commission/resources.php> then go to Student Code of Conduct. In addition to these resources a statement is included in the required NCATE syllabus format to be used in regard to student conduct for the courses you will teach.

Student Support & Registration

Many of our classes fill quickly. In order to assist students in obtaining the classes they need we keep a **waiting list**. This list helps us determine if new sections are needed. When students are added to the waiting list, they frequently contact the professor to see if they can get into the class. PLEASE refer them back to the Sport Science Office and Deanne Reynolds so the department can know of and address the demand. Information regarding student registration may be found on Zipline.

Students also have services available to them including the support program listed below.

Counseling, Testing & Career Center (x7082)

Hezzleton E. Simmons Hall 304-306

277 E. Buchtel Ave.

Akron OH 44325-4303

Supplies

Our supply cabinet is located in Memorial Hall 142. If you need any supplies, please stop in and ask a student assistant.

Syllabi & Vitae

We utilize an NCATE approved syllabi for every class. This format can be found at the College of Education's website (<http://www.uakron.edu/colleges/educ/Faculty/index.php>).

- **After adapting your syllabi to the correct format, you must submit an electronic copy to Deanne Reynolds (deanne1@uakron.edu). The deadlines are September 15 for fall, February 15 for spring, and must be submitted during the first week of the summer course being taught.**

Part-time faculty must complete and submit their curriculum vitae using the "NCATE Vita format". The fill in form is available on the College of Education web page: <http://www.uakron.edu/colleges/educ/COE/facultyforms.php> , Select NCATE vita forms.

Once you have completed this form, e-mail it as an attachment to Deanne Reynolds at deanne1@uakron.edu.

University Calendars

Daily campus calendar that can be searched: <http://www.uakron.edu/calendar/>

Academic Calendar: <http://www.uakron.edu/registrar/docs/AcadCal.pdf>

Appendix A — Campus Map & Parking Map

Campus maps can be found at: <http://www.uakron.edu/resources/campusMapNew/>

Parking maps can be found at: <http://www.uakron.edu/aux/parking/maps.php>

Appendix B — Emergency Response Guidelines

Please ask Deanne Reynolds for the Sport Science & Wellness Education departmental guidelines.