

NEW FULL-TIME FACULTY INFO

Department of Teacher Education

Office number 706-737-1496

Fax number 706-729-2276

Department Chair: Dr. Gordon Eisenman (geisenman@aug.edu) 706-667-4368

Department Asst. Chair: Dr. Judi Wilson (jwilso24@aug.edu) 706-667-4774

Office Coordinator: Teresa Johnson (tjohns45@aug.edu) 706-737-1496

Welcome Aboard! Thank you so much for agreeing to teach for our department! Our department is growing exponentially and we are so appreciative that you have agreed to help us this semester! Below are some helpful hints as you begin your journey as a full-time instructor.

HUMAN RESOURCES- Contact Patricia Harris at 706-667-4154 regarding your hiring paperwork. You will need to do this **as soon as possible** as missing paperwork **WILL** affect your pay! The office is located on the back side of campus on the corner of Pickens and Katherine Street in the small yellow building with the red tile roof.

FACULTY ID'S - To reserve library books, media services equipment, etc., you **MUST** have a valid faculty ID. If you do not have an ID, once your paperwork has been processed through Human Resources, you may pick one up in the Jag Card Office located behind University Hall in the Student Activity Center.

FACULTY VALIDATION FORMS – You must go to the library to fill out this form so that you can reserve books and check out various equipment. The library is located behind University Hall in the Student Activity Center.

PARKING – You will need to purchase a faculty parking sticker every academic year from Public Safety at the cost of \$10.00. You will need your old parking sticker number (if you have one) to receive your updated sticker. If you invite a guest speaker to your class, they can obtain a guest parking decal free of charge from Public Safety prior to their presentation. If you should happen to receive a ticket, please leave it in Dr. Gordon Eisenman's mailbox.

E-MAIL & PIPELINE – All faculty/students/staff have a Pipeline email account. Faculty have access to their students' e-mail addresses by the classes they teach. Your Pipeline account is your "official" contact address. Important information from other faculty, staff, and students will be sent to this email address so check your emails daily. Pipeline e-mail is web-based so you can check it from any computer that has an internet connection. Please encourage your students to check their Pipeline email accounts daily. If you need assistance using Pipeline, contact Information Technology Services at 706-737-1484. You can access Pipeline from the ASU homepage: <http://www.aug.edu>

LIVETEXT – LiveText is being used in every College of Education course beginning Fall 2007. We will send you more information throughout the semester regarding how to use this new tool.

BANNER – You will be required to attend a Banner training session in order to acquire a login to the system. You will use this system to look up transcripts, print class rolls, search for demographical info, etc.

MAILBOXES – All faculty/staff have mailboxes located inside the suite. Please check your mailbox frequently as this is how correspondence is sent to you.

KEYS – Keys to the building, suite, workroom and classrooms are available. Teresa will secure your keys for you. In the event you are locked out of any building/classroom, etc, you may contact Public Safety @706-737-1401.

OFFICE SUPPLIES – General supplies are located in the cabinets and file cabinet in the work room which are clearly labeled. If you need something special for your class, please write it down and place it in Gordon's mailbox for approval of purchasing.

OFFICE HOURS – The office is open 8:00-4:30 daily. There is a student/graduate assistant available during these hours to assist you with any of your needs. The Early Childhood professors have an assigned graduate assistant to fulfill all necessary duties for their program.

DESK COPIES - If you need a copy of the textbook for the classes you are teaching, you will need to complete a desk copy request and submit it to the assistant. The request form is located at the front desk. You must complete the form entirely with all the information requested in order for your desk copy to be processed. If you need a book immediately and cannot wait for a desk copy (7-14) business days, you may go to the Bookstore and purchase the book under the Teacher Education account. However, if you do so, you must still complete a desk copy request so we may replace the book and you **MUST** leave the receipt from the bookstore in Teresa's mailbox.

COURSE INFORMATION – You can view your enrollment on-line and pull a roster.....

CLASS PREPARATION- If you need assistance preparing for your classes (typing, copying, etc.), please give us an advance notice. Cut off times are listed at the bottom of the Work Request slips located on each front desk. You will always need to complete a Work Request slip, attach it to the document(s), and place in the appropriate tray on the front desks. There is always a student/graduate assistant available to assist you with your needs during normal business hours. If it is after normal business hours or the assistant is not at the desk and the item(s) is confidential, place the item(s) in Teresa's mailbox. For large quantities of copies, you will need to utilize the copy center. Copy center request forms can be found on-line under forms and must be completed entirely in order for your request to be completed. The turn around time is usually 2 days.

ROOM RESERVATIONS - Reserving rooms (other than your assigned classroom) is done through Andrea Dent in the Physical Plant at 706-737-1593 or email adent@aug.edu You will be required to complete a Facilities Request Form which is located on-line under forms once Andrea has scheduled the room for you and given you an event code number. If you need to move your classroom or have an issue with the room you have been assigned, please contact Gordon Eisenman at geisenman@aug.edu or 706-667-4368.

CLASSROOM EQUIPMENT - Most classrooms should have built-in equipment. Generally, you activate the equipment by pressing the small touch-screen located on the desk at the front of the room. Should you need to request special equipment (or if the equipment in your room isn't functioning) you will need to contact **Media Services** located on the 1st floor of University Hall. You may call them at 706-737-1703 OR you can fill out an on-line request form here: http://www.aug.edu/media_services/. Remember: you must have filled out a faculty validation form in the library. To access windows on the classroom computer, you will need a user name and password, which is different from your Pipeline Username. Please contact ITS at 706-737-1484 if you need assistance with your user name and password.

MEDIA SERVICES - Arrangements for special equipment (Camcorders, VCRs, TVs, etc.) can be made through Media Services (1st floor University Hall: 706-737-1703). Most classrooms have this equipment already built in.

SYLLABI - Previous syllabi for your course should be on file in our department in the syllabi binders located on top of the file cabinets in the workroom and some may be obtained from our website. You are welcome to use these as “starting points” for the development of your course. Please email Teresa (tjohns45@aug.edu) and Bill Gray (wgray@aug.edu) a copy of your syllabi by the end of the second week of class. Create your syllabi carefully as it is a contract between you and the student! Make certain that your assignments and grading policies are clear. The Department of Teacher Education’s Conceptual Framework Principles must be clearly identified in any syllabi for our undergraduates or MAT students. The other syllabi for our M.Ed. and Ed.S. programs need to be linked to the Five Core Propositions of the National Board (www.nbpts.org). Students should also be required to link some of your assignments to their electronic portfolios.

ATTENDANCE - It is very important to keep a record of the student’s last day of attendance. If a student withdraws from your class, you MUST identify their last date of attendance on the form. Your attendance policy can be no stricter than ASU’s policy.

STUDENT ISSUES - If there are any major student issues that arise, please email Dr. Eisenman at geisenman@aug.edu documenting the problem. This will help him to deal with the issue appropriately (knowing your side of the story first). You must also document the issue in the student’s file for permanent record.

COURSE POLICIES - It is your responsibility to create a positive learning environment. Attached you will find copy sample of “Course Policies” you might want to consider revising and attaching to your syllabi.

GRADES - Grades must be submitted **CORRECTLY** on-line at the end of each semester. Please check the ASU calendar and be certain grades are entered before the deadline. Please send Teresa a copy of all final grades submitted (to eliminate us having to “track you down”). Grades cannot be shared with students via email or phone.

FACILITIES - If you move the tables or desks in your classroom, please be to return them to their original place before class is over. Please turn off all technology, turn off the lights, and lock your classroom when you are finished with your class.

SAFETY – A campus-wide safety plan can be located on the web. Please be certain to keep your classroom doors locked at all times (so you can open the door from the inside – but not from the hallway). Also, if a fire alarm goes off, evacuate the building immediately! **In case of an emergency, always call Public Safety first.** Public Safety 706-737-1401 or just dial 1401 from any campus phone.

END OF COURSE EVALUATIONS - Student evaluation forms will be placed in your box near the end of the semester. It is important that these evaluations are administered in class. Read the directions carefully and have a student slide the completed forms and extra blank forms under Teresa’s door.

ILLNESS & NON-OFFICIAL CLASS CANCELLATIONS – If you are unable to make it to class, please email your classes in advance. If it is a last minute cancellation, please call the office and ask the assistant to place a note on your classroom door.

PAYCHECKS - Paychecks are usually available the last working day of the month. Payroll information is available on-line as you must use direct deposit since ASU no longer issues paychecks. You can contact the Payroll Department if you have any questions regarding your paychecks at 706-667-4145. A calendar of pay dates can be found here: http://www.aug.edu/business_office/prcalendar.html
You can find more information & forms for this here:
http://www.aug.edu/business_office/direct_deposit.html

STUDENT WORK: Make your students aware that **ALL** student work left for pick up **WILL BE** shredded 30 days after grades are posted each semester.

LAB REQUIREMENTS – Every education course must have some type of field experience. This can involve teachers working in their own classrooms or students being assigned to a classroom in which to practice the teaching strategies they are learning in your course. Students may complete lab hours at the ASU Literacy Center, Boys and Girls Clubs, Saturday School, substitute teaching, after school programs, day care centers, schools, or through other programs that serve students. If our students are not employed in a school, they are required to complete a lab hour documentation form to document their field experience hours throughout your course.

Important Definitions:

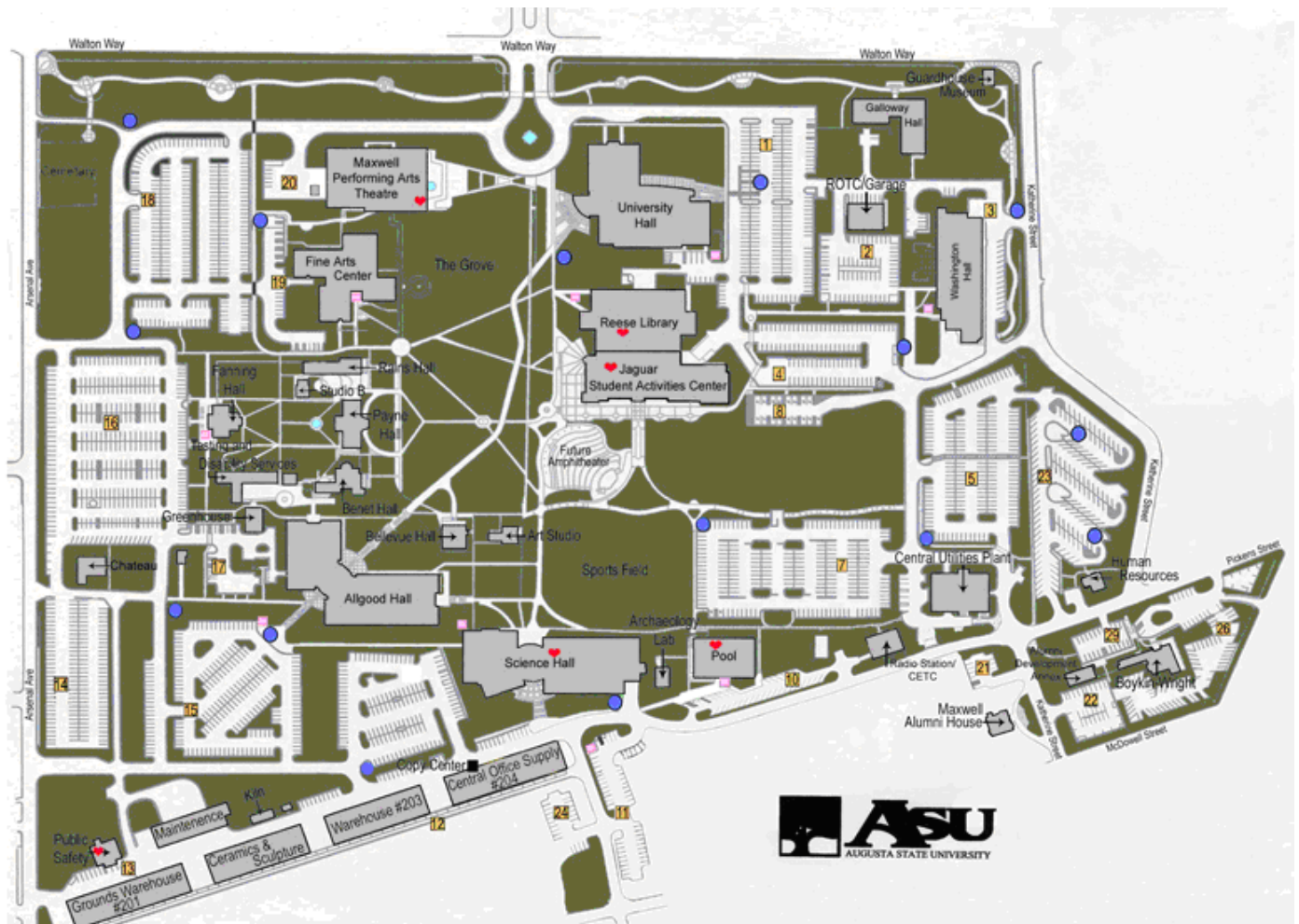
MAT: Master of Arts in Teaching – These students already have an undergraduate degree but they are now seeking initial certification along with their masters degree. Some of these students have been hired as a classroom teacher, but have never had an education course before.

Again, we can't thank you enough for your help! Please let us know how we can make the teaching experience easier and more enjoyable for you!

FREQUENTLY USED PHONE NUMBERS

- ***Department of Teacher Education 706-737-1496/Fax 706-729-2276**
- ***Public Safety 706-737-1401**
- ***ITS 706-737-1484**
- ***Media Services 706-737-1703**
- ***Payroll 706-667-4145**
- ***Human Resources 706-737-1763**

Commonly Needed Campus Locations



Departments

Biology - Science Building, 2nd floor
 Chemistry & Physics- Science Building, 3rd Floor
 College of Arts and Sciences
 College of Business – Allgood Hall, 1st Floor
 College of Education – University Hall, 3rd Floor
 Communications and Professional Writing – Allgood Hall, 1st Floor
 Ed. Leadership, Counseling & Special Ed – University Hall, 3rd Floor
 English and Foreign Language – Allgood Hall, 2nd floor
 Fine Arts – Fine Arts Center & Washington Hall
 History, Anthropology, Philosophy – Allgood Hall, 2nd Floor
 Kinesology & Health Science – Christenberry Fieldhouse (Walton Way)
 Learning Support – Allgood Hall, 3rd Floor
 Math & Computer Science – Allgood Hall, 3rd Floor
 Nursing – University Hall, 2nd Floor

Administrative/Other

Admissions – Benet Hall
 Bookstore – Washington Hall
 Business Office – 1st floor of Fanning Hall
 Copy Center – COS (Warehouse #204)
 Human Resources – End of Katherine Street
 Media Services – University Hall, 1st Floor
 Payroll –Fanning Hall, 2nd floor
 President’s Office –Rains Hall, 1st floor
 Public Safety – End of Arsenal Ave
 Public Relations –Rains Hall, 2nd floor
 Registrar – 1st floor of Payne Hall
 Student Activities - JASC
 Vice President Academic Affairs – Bellevue Hall

Political Science – Allgood Hall, 3rd Floor

Psychology – Science Building, 1st Floor

Sociology – Allgood Hall, 2nd Floor

Start-up Center - JASC

Teacher Education – University Hall, 3rd Floor

Proposed 2007-2008 Academic Dates – Simplified Version

FALL 2007

Priority Registration (Summer & Fall).....	April 9-13, 2007
2nd Priority Registration for Fall 2007	June 4-8, 2007
Faculty report back to campus (new student convocation)	August 12, 2007
Regular Fall Registration	August 14-17, 2007
1st day of Classes	August 20, 2007
Labor Day Holiday	September 3, 2007
Spring 2008 textbook adoptions due	October 1, 2007
Midterm	October 11, 2007
Thanksgiving Holiday	November 21-23, 2007
Last day of classes	December 6, 2007
Exams	December 10-13, 2007
Grades due by Midnight	December 16, 2007

SPRING 2008 TERM

Priority Registration	November 12-16, 2007
Regular Registration.....	January 3-4, 2008
1st day of Classes	January 7, 2008
MLK Holiday (Campus Closed)	January 21, 2008
Midterm	February 28, 2008
Mini-Spring Break (Campus Open)	March 6-7, 2008
Summer/Fall 2008 textbook reqs due.....	March 31, 2008
Spring Break (Campus Open)	April 7-12, 2008
Last day of classes	April 30, 2008
Exams	May 2, 5-7, 2008
Grades due by Midnight	May 8, 2008
Graduation Ceremony for 2008.....	May 10, 2008

SUMMER 2008

Early registration for Summer & Fall..... April 14-18, 2008
Regular Summer registration..... May 13, 2008
Term 3 Registration..... June 18, 2008

Term 1 (aka full-session)

1st Day of classes May 14, 2008
Midterm June 12, 2008
Holiday June 16-18,
2008
Holiday (4th of July)..... July 4, 2008
Last Day of Classes July 22, 2008
Exams July 23-25,
2008
Grades Due by Midnight July 27, 2008

Term 3 (aka 2nd session)

1st Day of Classes..... June 19, 2008
Holiday (4th of July)..... July 4, 2008
Midterm July 9, 2007
Last Day of Classes July 22, 2008
Exams July 23-25,
2008
Grades Due by Midnight July 27, 2008

Term 2 (aka 1st session)

1st Day of Classes May 14, 2008
Midterm unknown
Last Day of Classes June 13, 2008
Exams June 16-17, 2008
Grades Due by Midnight . June 18, 2008

Term 4 (aka 7 ½ week session)

1st Day of classes May 14, 2008
Midterm unknown
Holiday (4th of July) July 4, 2008
Last Day of Classes July 3, 2008
Exams July 7-8, 2008
Grades Due by Midnight . July 9, 2008

FALL 2008

Early registration for Summer & Fall..... April 14-18, 2008
2nd Early Registration for Fall June 9-13, 2008

ASU Bookstore Web Adoption Instructions

1. Start at the website: http://134.224.1.136/wm_login.htm You may also click on the link in the e-mail message received from the bookstore. This e-mail also has your user ID and term Password, so please keep this in a safe place.

The ASU Bookstore

Faculty Online Adoptions





Err Msg(s):

Please enter your User ID and Password and click Go!

User ID

Password

E-mail  Home 

Today is Wednesday, March 21, 2007

The time is now 01:29PM

Version V.120706

Welcome! You are visitor **000295**

2. Turn the **[Caps Lock]** feature on before typing the ID and Password provided in the e-mail to log onto the site. You are now at the course selection screen. Use your pointer and "click" on the section number (sample, A or B) for the class you wish to adopt text for.
3. **Use same text again:** The screen you see now is the text selection page for the class/section you just picked. If you have taught this class before (within the past twelve months), it will show the history of the text you have used during this period. You will need to pick required, optional, or not wanted for each of the text listed. Once this is accomplished, and you don't want to add additional text, "click" on **[Review My Request]**, "click" on the appropriate section numbers, request additional supplies or make comments in the box provided if needed, and then and most importantly, "click" the **[Submit My Request]** button. If you don't, your order will not be forwarded to the text manager.
4. **No text required:** If this class requires no text or material, "click" **[No Titles Needed]** button. This takes you to the next screen where you would "click" the section numbers this applies to, then "click" **[Submit My Request]** button.

5. **New or additional text required:** First try would be to use the **[Find A Title(s)]** button. This will search the ASU Bookstore text database for the requested item. The database is limited, but will carry the most popular text used by other schools within the USA. If you find the required text pick it and then "click" the **[Add To Request]** button which will take you back to step #3 above. Remember to **[Review My Request]** and then **[Submit My Request]**.
6. **New or additional text required:** Second try (you couldn't locate the text by using step #5) use the **[Add A Title(s)]** button. You will be prompted to provide information on this textbook. Then "click" the **[Submit Manual Entries]** button, which will take you back to step #3 above. Remember to **[Review My Request]**, and then **[Submit My Request]**.
7. **You are done adopting:** Log off the WebPages using the **[Log Off]** button. You should receive an e-mail confirmation message within 72 hours if the text manager has received your request.

How to Enter Grades Online

- Log into Campus Pipeline
- Select the "Elroy" tab
- Select "Faculty"
- Select "Final Grades"
- Select the current semester from the list.
- Select the course/section for which you want to enter the grades.
- Click on the drop down arrow and select a grade for each student.
- Record the last date of attendance for students receiving grades of "F" or "U" when entering grades.

"W" and "WF" grades cannot be entered online. Withdrawal forms are available in departments, the Registrar's Office, or may be downloaded from the [Registrar's Office website \(http://www.aug.edu/registrar_va/Withdrawal1.htm\)](http://www.aug.edu/registrar_va/Withdrawal1.htm).

Please complete and submit withdrawal forms to the Registrar's Office as early in the term as possible. Record the last date of attendance on the form.

Withdrawals processed prior to grade entry will appear on the online roster when you enter grades. Simply move to the next student on the roster.

Withdrawals submitted at the time you are entering grades will be entered by the Registrar's Office. You should leave the grade field blank for those students.

S%, IP% and U% are ONLY used for Learning Support and Regent's Remediation courses.

Once you have entered grades, click "Submit." You have 15 minutes to enter the grades on each page. However, you do not need to enter all the grades before selecting "Submit" - this can be done at any stage and will save all the grades you have entered to that point.

Larger classes may spread over several pages - click "Submit" on EACH page before moving to the next. It is best to print a copy of the roster after you have submitted final grades. This will serve as a record of the grades you entered as well as confirmation that the process was completed successfully.

To print a copy, click on the link "Printer Friendly Grade List" at the bottom of the page. This will take you to a web page that contains your class grade sheet. It does not print automatically. You must click either the printer icon or the drop down menu once there.

To enter grades for another class select "CRN Selection" from the bottom of the page - then select the class you want, hit "Submit" and then select "Final Grades" from the menu.

***Don't forget to print a paper copy of your grades once they're submitted and give them to the chair per orders from the VPAA.**

