

NEW FULL-TIME FACULTY INFO

Department of Teacher Education

Office number 706-737-1496

Fax number 706-729-2276

Department Chair: Dr. Judi Wilson (jwilso24@aug.edu) 706-667-4368

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 - 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.

LIBRARY - Faculty have interlibrary loan privileges and may check out books for the length of the current semester. Books and materials may be placed on reserve under your name and course number at the circulation desk. Please submit reserve items at least two weeks in advance. Collection development funds are allocated to schools/departments for selecting library materials. Each faculty member has a responsibility for developing the collection. All requests should be typed or printed, initialed by the department chair, and sent to the acquisitions department.

PARKING – You will need to purchase a faculty parking sticker every academic year from Public Safety at the cost of \$10.00. Public Safety is located on the backside of campus off Arsenal Avenue. You will need your old parking sticker number (if you have one) to receive your updated sticker. Parking Services is open Monday through Thursday 7:30 am – 8:00 pm and Fridays from 7:30 am – 4:30 pm. Their number is 706-737-1400. If you invite a guest speaker to your class, you can obtain a guest parking decal free of charge from Parking Services prior to their presentation. If you should happen to receive a ticket, please leave it in Judi Wilson's mailbox. Remember that even though you have a "Faculty Sticker," you may still have to park far away from our building. Students have access to all faculty spaces after 4:30 pm.

JAGMAIL – All faculty/students/staff have a Jagmail e-mail account. Faculty have access to their students' e-mail addresses by the classes they teach. Your Jagmail 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. Jagmail is web-based so you can check it from any computer that has an internet connection. Please encourage your students to check their Jagmail email accounts daily. If you need assistance using Jagmail, contact Information Technology Services at 706-737-1482. You can access Jagmail from the ASU homepage: <http://www.aug.edu>

LIVETEXT – LiveText is required in every College of Education course. Each instructor needs to ensure that at least one assignment for each course is posted in LiveText. Students should be adding assignments to their e-portfolio throughout each semester. Bill Gray (wgray@aug.edu) or Rebecca Harper (rharper7@aug.edu) can be contacted about any LiveText issues. A LiveText Graduate Assistant

is available to assist students. Additional information can be found on our website under the LiveText link.

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, put in permissions, 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, classrooms, and your office 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 in the workroom and in the gray file cabinet in UH 357. They are clearly labeled. If you need special items for your class, please make a list along with prices and place it in Dr. Wilson's mailbox for approval of purchasing.

COPYING/FAXING/SCANNING – Instructions are attached.

OFFICE HOURS – The office is open 8-5:30 Monday & Tuesday and 8-4:30 Wednesday, Thursday, & Friday during fall and spring semesters. The office is open 8-4:30 during summer semester. There is usually a Graduate Assistant available during normal working hours to assist you with any of your needs. The office is also open late on some registration days.

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 Graduate 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 can 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 up a current roster. You need to do this the first week of class. Please contact Dr. Wilson if there are students not on your roll that are in your class or students who are on your roll but were not in class.

To pull up a roster which includes the enrollment, 927# and name of each student:

Go to MyASU, Enter Elroy, Select Faculty, Select Summary Class List, Submit Term, Submit the class you would like to view (if teaching multiple classes, use your pull down menu).

Just to view the number of students enrolled in your class, you can go to the Course Schedule on the home page.

Levels and descriptions of courses are found in the Augusta State University Catalog, copies of which are available in the department in which you teach. Consult the current updated class schedule for specific class meeting times and their locations. Any changes from the published times/dates/location must be approved through your departmental chair.

CLASS MEETINGS – With only a few exceptions, all courses, day and evening, will meet for class as scheduled. You are expected to teach every class meeting. If you must be away, you should arrange for another instructor to cover your class. If this is not possible, students should be notified of a cancelled class via email and through the secretarial staff.

CLASS ATTENDANCE – Students are responsible for regular class attendance. Faculty are responsible for reporting student absences on the grade roster. The ASU catalog states that students who miss more than the equivalent of 10% of class time may be dropped. If this is your policy, it should be done in a timely manner to avoid problems with financial aid and veteran’s affairs. You may vary this policy for unique circumstances. All faculty should indicate their attendance policy in their syllabi.

CLASS PREPARATION- If you need assistance preparing for your classes (typing, copying, etc.), please give the Graduate Assistants an advance notice. Cut off times are listed at the bottom of the Work Request slips located on the front desk. You will always need to complete a Work Request slip, attach it to the document(s), and place the items in the “To Be Completed” tray on the front desk. There is usually a 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.

TEXTBOOKS – The bookstore will order textbooks required for your courses to compliment the instructional program. See attached instructions on how to order online.

EXAMINATIONS – Faculty members are expected to hold final exams when scheduled. The official exam schedule appears in the semester course schedule booklet. Any request for an exception should be made to the department chair.

INCOMPLETE GRADES – Incomplete grades are given for non-academic reasons (illness, family issues, and other extenuating circumstances), and a justification for each incomplete grade is required. An “I” grade, unless extended or changed, reverts to an “F” after one semester.

IN-PROGRESS (IP) GRADES – The only courses for which “IP” grades are approved are Learning Support, Regent’s test remediation, thesis hours, and project courses.

CHANGE OF GRADE – A “change of grade” form has to be signed by the professor, chair and dean and submitted to the Registrar’s office for any grade change. As noted in the catalog, “Any grade changes must be accomplished within the semester immediately following the semester in which the grade was originally reported.” However, “IP” grades are carried over from semester to semester, so you need not complete a form if the student continues in the program.

WITHDRAWAL PROCEDURES – When a student withdraws after the add/drop period, but before the announced deadline for withdrawal, a “W” will be assigned for each course. A student who withdraws after the deadline will receive a “WF” grade except when the student is passing and extenuating, non-academic circumstances dictate otherwise, in which case the “W” grade must be approved by the chair.

PROFESSIONAL CONDUCT – Departmental chairs are responsible for the performance of instructors/professors contracted to teach within their department. Faculty should address instructional concerns to the chair.

OFFICE ASSIGNMENTS - Any office assignments are made on a departmental basis. If space is available, departmental chairs will make every effort to accommodate you.

REMUNERATION – Instructors are contracted to teach based upon academic qualifications and budget.

SMOKING – Smoking is not permitted inside or near entrances of any building on campus.

JSAC RESERVATIONS – The Student Activity Center reserves their own rooms. You may reserve a room on-line by going to “S” on the ASU homepage, select Student Activities, select Jaguar Student Activity Center, select Reservations, scroll down to “How to reserve space”, click on the word “Here” highlighted in blue, select “Request a Reservation”, and follow the instructions listed at the top of the screen. You must reserve rooms at least 10 days in advance. Many times, the JSAC is booked for months, so it is best to pre-plan.

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” and fax it to Andrea. Once she has scheduled the room for you, she will fax the form back with an event code number located in the lower right hand corner. This code confirms that the room has been reserved. If you need to move to another classroom or have an issue with the room you have been assigned to teach, please contact Dr. Judi Wilson jwilso24@aug.edu or 706-667-4368. Do not move your class without permission.

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: 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 Jagmail Username. Please contact ITS at 706-737-1482 if you need assistance with your user name and password. Arrangements should be made in advance for any audio-visual equipment needs. Media services will deliver and set up the equipment to the requested room at the scheduled time. Viewing rooms located in the Media Center may be scheduled for the viewing of films and videos. Media Services also houses the Learning Resource Center which contains the library's media holdings including videotapes and films. These materials may be used in class or in the Media Center. Videos and audiotapes may be placed on reserve under your name and course number.

COMPUTER LABS/CLASSROOMS – Reservations for computer labs must be made at least 24 hours in advance by contacting IT at 706-737-1484 (for the computer lab downstairs). Reservations for classrooms with computers can be made through Andrea Dent at 706-737-1593 or email adent@aug.edu by following the same procedures listed above to reserve a classroom.

WRITING CENTER – The Writing Center is free for all students. The staff provide far more than assistance remediating student's writing problems; they afford an environment for academic exchange and encourage students' interest and competency in verbalizing intellectual concerns.

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 Johnson (tjohns45@aug.edu) a copy of your syllabi before your class begins. She will ensure that it is posted on the TED website. Create your syllabi carefully as it is a contract between you and the student! Make certain that your assignments, attendance, grading and other 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. Students should also be required to use LiveText for some of their assignments and they must link some of your assignments to their electronic portfolios. Please DO NOT copy your syllabus for students. They can print it from our website.

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. Judi Wilson (jwilso24@aug.edu) documenting the problem. This will help her 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 a 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. Each student MUST receive a grade. Please check the ASU calendar and be certain grades are entered before the deadline. Grades cannot be shared with students via email or phone.

FACILITIES - If you move the tables or desks in your classroom, please be sure 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 at 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 submit the completed forms and extra blank forms to Teresa. Evaluations will only be issued for fall and spring semesters.

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 at: http://www.aug.edu/business_office/direct_deposit.html Pay dates are the last weekday of the month, except in December, June, and the summer session. These pay dates will be announced via e-mail. The first paycheck of the academic year is received in October.

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 –Students in the undergraduate program complete field experiences along with each course. Students in our graduate courses complete a minimum of 300 field experience hours during the program. 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, public/private schools, or through other programs that serve students. More information about Field Experiences can be found on the TED website.

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 706-737-1482**

***Media Services 706-737-1703**

***Payroll 706-667-4145**

***Human Resources 706-737-1763**

***Bookstore 706-737-1611**

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
Political Science – Allgood Hall, 3rd Floor
Psychology – Science Building, 1st Floor
Sociology – Allgood Hall, 2nd Floor
Start-up Center - JSAC
Teacher Education – University Hall, 3rd 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 - JSAC
Vice President Academic Affairs – Bellevue Hall

Proposed 2010-2011 Academic Dates – Simplified Version

FALL 2010 TERM

Priority Registration.....	June 7-11, 2010
Late Registration.....	August 10-13, 2010
1st day of Classes.....	August 16, 2010
Midterm.....	October 11, 2010
Spring 2011 textbook requests due.....	September, 2010
Thanksgiving break.....	November 24-26, 2010
Last day of classes.....	December 2, 2010
Exams.....	December 6-9, 2010
Grades due by Midnight.....	December 12, 2010
Fall Graduation 2010 (no ceremony).....	December 14, 2010

SPRING 2011

Early registration for Spring	November 15-19, 2011
Late Spring registration.....	January 3-4, 2011
1st day of Classes.....	January 5, 2011
Midterm.....	March 1, 2011
Spring break.....	April 4-9, 2011
Last day of classes.....	April 27, 2011
Exams.....	April 29-May 2-4, 2011
Grades due by Midnight.....	May 5, 2011
Spring 2011 Graduation ceremony.....	May 9, 2011

SUMMER 2011

Early Summer/Fall Registration.....	April 11-15, 2011
Late Summer Registration.....	May 17, 2011

Term 1 (aka full-session)

1st Day of classes.....	May 18, 2011
Midterm.....	June 23, 2011
Holiday.....	June 20-22, 2011
Last Day of Classes.....	July 26, 2011
Exams.....	July 28-29, 2011
Grades Due by Midnight.....	July 31, 2011

Term 3 (aka 2nd session)

1st Day of Classes.....	June 23, 2011
Midterm.....	July 13, 2011
Last Day of Classes.....	July 26, 2011
Exams.....	July 28-29, 2011
Grades Due by Midnight.....	July 31, 2011

Term 2 (aka 1st session)

1st Day of Classes.....	May 18, 2011
Midterm.....	June 3, 2011
Last Day of Classes.....	June 17, 2011
Exams.....	June 20-21, 2011
Grades Due by Midnight..	June 22, 2011

Term 4 (aka 7 ½ week session)

1st Day of classes.....	May 18, 2011
Midterm.....	June 14, 2011
Last Day of Classes.....	July 8, 2011
Exams.....	July 11-12, 2011
Grades Due by Midnight..	July 13, 2011

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

Top of Form

010

Err Msg(s):

Please enter your User ID and Password and click Go!

User ID

Password

Bottom of Form



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 MyASU
- 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.
- Use the url, http://www.aug.edu/registrar_va/rosie/incomplete.htm to issue an "I" (incomplete) grade. An email will be sent to the Registrar's Office and they will enter the grade.

"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.**

Possible Course Policies

1. Attendance: Attendance in class is expected. You should come prepared to discuss the materials assigned and to participate in class discussions. Much of the learning will arise from the interactions within the classroom environment in large and small discussion groups. According to the attendance policy in the Augusta State University Catalog, "A student must not be absent from laboratory periods, announced quizzes and tests, or final examinations unless the reasons for the absences are acceptable to the concerned professors." This policy also addresses multiple absences: "If student has been absent for more than the equivalent of 10% of class time, regardless of cause, then the professor may withdraw the student from the class for excessive absences." Tardiness and early exits interrupt the class and should be avoided; they may be counted as absences at the instructor's discretion.

2. Academic Honesty: "In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to receive their respect. The erosion of honesty is the academic community's ultimate loss. The responsibility for the practice and preservation of honesty must be equally assumed by all of its members" (Augusta State University Catalog). Exclusions to academic honesty are listed in detail, and each is a serious offense. The most common offense, plagiarism, is the presentation as original work of ideas, words or thoughts belonging to someone else. **You must provide a citation for any specific words, ideas, images, etc. taken from another source.** Any project or paper containing incidents of plagiarism will, at a minimum, receive no credit or grade. Also, unless specifically noted as a group project, all assignments are to be original and done on your own. (Although you may find ideas for some of your assignments in commercial books, teacher's editions, or the Internet, the completed projects should be your own creations. Do not simply copy units or lessons from these sources or from students that have recently taken this class.) Although you may find ideas for some of your assignments in commercial books and teacher's editions, the completed project should be your own. Do not simply copy units or lessons from these or other sources, or from students that have recently taken this class.

3. Disability/Other-Ability: If you have special needs and wish to receive accommodations in class, please contact the Office of Disability Services in Bellevue Hall.

4. Assignments: All assignments are due as you enter class. Please type all assignments professionally (correct spelling, grammar, punctuation, etc.). Points will be deducted for grammatical and spelling errors. Use APA style for references as needed. It is unprofessional to discuss grades during class. Late assignments will be penalized 10 points per day. Assignments will not be accepted at all three or more days beyond the due date. All papers/projects are to be picked up no later than 3 weeks after the final class. They will be discarded after that time.

5. Cell Phones: No cell phones or beepers are allowed in class without advance permission of the instructor. Cell phones and beepers are not allowed in most schools.

6. Grievances: Student grievances should follow the policy as outlined in the ASU catalog. This means grievances must first be brought to the attention of the instructor.

7. Technology: Students are expected to check their ASU Campus Jagmail Account on a regular basis as messages may be posted from your instructor.

COPIER INSTRUCTIONS

*Log in: Enter your 4 digit copier code (see graduate assistant if you do not have it)

*Select ID button

*You DO NOT need to enter a password

*Log out when you finish copying

Copying/Scanning/Faxing functions—Place items to be copied either on the scanner or in the paper feed tray. The copier will scan items in color, but it WILL NOT copy/print in color.

- **To make double-sided copies:** (either double-sided or single-sided)

*Select “2-Sided” from the touch screen

- **For finishing:** (stapling, collating, or grouping)

*Select “Finishing” at the bottom of the touch screen

- **To scan a document:**

*Make sure that you are under the “Send” tab on the touch screen. When it asks for you to specify a destination, you will either:

*Select “Address Book” (if you are scanning a document that is going to be sent to a TED faculty/staff member; once you’ve selected “Address Book,” scroll down until you find the professor/staff member you are looking for and select them) OR

*Select “E-mail” (if you are scanning a document that is going to be sent to anyone outside of the department; once you’ve initially selected “E-mail,” you will have to select it again on the next screen and then a key pad will come up so that you may enter the recipient’s email address)

*Press “Start” to begin scanning.

- **To fax a document:**

*Make sure you are under the “Send” tab. When it asks you to specify a destination, select “Fax.” *Enter the recipient’s fax number (remember, if it is on campus, you only need the last four digits of the number; if it is a local number, you must first dial 9, then the number; if it is long-distance number, you must first dial 9, then 1, and then the recipient’s fax number)

*Press “Start” to begin faxing

Special Features—at the bottom of the touch screen under the “Copying” tab, you will see the special features button. The following functions are all found under this tab.

- **Different Size Originals**—Use this function when copying legal and letter size together...the copier can detect the different sizes of paper
- **Job Build**—Use this function when there are too many documents that need to be fed at one time. After selecting “Job Build” and turning it on, put as many pages in the paper feed tray as possible (that will fit within reason!). Once they have all been scanned, simply feed the remaining pages and the copier will automatically combine the papers into one printing job/document
- **Mailbox feature**-Saves documents/forms on the copier so that we do not have to physically print and copy them (i.e. track sheets, forms, applications and etc.)