



# **Wilkes Honors College Adjunct Faculty Handbook**

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# INTRODUCTION TO THE HARRIET L. WILKES HONORS COLLEGE

## *Mission Statement*

The purpose of the Wilkes Honors College of Florida Atlantic University is to educate students in the liberal arts and sciences at the highest intellectual and scholarly standards. As a public institution, we open our doors to those seeking a challenging, yet affordable, learning experience — equal to that of the most selective colleges and universities — that nurtures individual academic interests and furthers each student’s aspirations. Small class size, rigorous requirements, numerous learning opportunities outside the classroom, and an emphasis on interdisciplinary study anchor a community of dedicated faculty and a talented, diverse student body. We value our special responsibility of public service, and we recognize that this responsibility extends not only to the people of the Palm Beach County area and throughout Florida but also to the nation, the global community, and the natural environment.

## *Guiding Principles*

- **To attract** outstanding and highly motivated students from a wide array of backgrounds
- **To engage** students in a liberal arts education of the highest quality
- **To maintain** and support a dedicated and diverse faculty recognized for its excellence in teaching and research
- **To extend** learning, research, and service beyond the classroom into the broader community
- **To promote** breadth of knowledge, encourage depth of understanding, and bridge disciplinary divides
- **To respect** and recognize the educational value in interacting with people from different backgrounds and with alternative perspectives on significant issues
- **To cultivate** critical thinking in the classroom and beyond
- **To respond** positively and productively to social change and the need for justice at all levels of society
- **To adapt** effectively to rapid technological development and to lead those developments, where appropriate
- **To introduce** students to the challenge of original research, creativity, and discovery
- **To foster** active learning among the college’s students and lifelong learning among its alumni
- **To interact** with all members of the Honors College community in a spirit of collegiality, respect, and mutual support
- **To produce** responsible and engaged global citizens through international, environmental, and area studies

## ***Overview***

The Harriet L. Wilkes Honors College of Florida Atlantic University opened in the fall of 1999 and is the first public honors institution in the nation to be built from the ground up. Its pioneering interdisciplinary curriculum, with a strong emphasis on international and environmental studies, is positioning FAU's Wilkes Honors College as Florida's premier selective public institution for the 21<sup>st</sup> century. Its intellectual foundation is a belief that a liberal arts education is the best preparation for a full and productive life.

The Wilkes Honors College offers a Bachelor of Arts degree in Liberal Arts and Sciences. The B.A. program is designed to develop the qualities of a free and responsible citizen, one who can reason clearly, read critically and analytically, argue persuasively in speech and writing, and contribute to society in fundamental and innovative ways. Students choose areas of concentration from the humanities, the social sciences, and the natural and mathematical sciences. While completing this degree, students are active participants in the design of their own education, and they also acquire the life-long skill of learning independently. By providing broad intellectual training in the arts and sciences and specialized study in an area of concentration, the Honors College prepares its students for graduate and professional schools such as law and medicine, as well as for careers in education, business, science, and government.

Admission criteria to FAU's Wilkes Honors College are highly selective. The Honors College looks for students whose scholastic performance and abilities demonstrate an active approach to learning and the potential for academic growth.

The Wilkes Honors College, with its attractive low student/faculty ratio, provides an atmosphere conducive to the highest quality liberal arts education. Tutorials, one-on-one learning, small classes, and affordable state tuition distinguish the Wilkes Honors College at Florida Atlantic University from all others. The integration of the John D. MacArthur campus into the Abacoa community offers an ideal setting for both informal and formal education, an educational opportunity usually found only in small private liberal arts colleges.

## ***Administrative Staff***

Dean

Dr. Jeffrey Buller

Associate Dean

Dr. Mark Tunick

Chair, Humanities and Social Sciences

Dr. Timothy Steigenga

Chair, Sciences and Mathematics

Dr. Paul Kirchman

Assistant to the Dean

Sandy Ogden

Program Assistant to the Associate Dean

Cecilia Chin-Pallés

Faculty Senior Secretary

Jeremy Hoyt

Associate Director of Academic Support Services

David Flanigan

## PURPOSE OF THE HANDBOOK

The *Wilkes Honors College Adjunct Faculty Handbook* is provided in an effort to facilitate your entry into the college's teaching force and to promote consistency across disciplines and instructors. Moreover, this handbook lays out the essential information you will need to know about teaching at the Wilkes Honors College. By accepting this handbook and signing your contract, you agree to abide by the policies/procedures outlined herein.

Further information is available on the Honors College faculty resource page at [http://www.fau.edu/divdept/honcol/faculty\\_resources.htm](http://www.fau.edu/divdept/honcol/faculty_resources.htm) and in the *Florida Atlantic University Academic Affairs Faculty Handbook* at <http://www.fau.edu/provost/files/facultyhandbook10-11.pdf>.

## TEACHING RESPONSIBILITIES

### ***Teaching Excellence***

The Wilkes Honors College at FAU has hired you because you possess the academic credentials and the commitment to excellence in teaching that is the hallmark of this college. As it pertains to the subject matter that you have been hired to teach, we fully expect you to facilitate learning as well as share current, accurate, and useful information with your students.

### ***Academic Rigor***

One of our primary concerns is that you challenge your students. We believe that your course should get students to engage in critical thinking and whenever appropriate, develop their writing skills and ability to approach problems from interdisciplinary perspectives.

### ***Course Syllabus***

In an attempt to insure quality and comply with the Wilkes Honors College guidelines, we have provided you with a syllabus outline for your course (Attachment B). As you prepare your syllabus, keep in mind that the syllabus represents what you intend to cover in your class. As such, it is imperative that you are absolutely clear as to what you expect of your students both in terms of attendance and performance. The weighting of papers, exams, the grading scale, and dates when assignments are due are essential elements of your syllabus. Please consult the FAU academic calendar, available on the faculty resource webpage (link above) for important dates and official holidays, as well as the University's final exam schedule, when preparing your syllabus. A copy of your syllabus must be turned in to the faculty secretary during the first week of classes.

### ***Gordon Rule or WAC Courses***

If the course you are teaching is a Gordon Rule or WAC (Writing Across the Curriculum) course, it is imperative that your assignments satisfy the appropriate requirements. Consult the FAU catalog and your Chair for further information about this requirement.

### ***Students with Disabilities***

You are responsible for insuring that students with disabilities, who request accommodations, are properly accommodated. Those students must be registered with the Office for Students with Disabilities. If you have questions, contact Diversity Student Services at 561-297-3880 (Boca) or 561-799-8585 (Jupiter).

### ***Religious Holidays***

Students observing religious holidays will not be penalized. If tests or other assignments fall on religious holidays, accommodations must be made for observant students. For additional information, please see <http://www.fau.edu/provost/files/religious2011.pdf>.

### ***Meeting Your Classes***

By meeting your class, we are not only referring to meeting your class every session, but being on time and meeting for the entire period. If for some reason, you cannot meet your class, please find a suitable replacement (from your area), and notify your Chair as soon as possible. You are not to cancel classes, but if you must miss a class meeting, you must contact the Chair and the faculty secretary so that they may answer questions from the students and post a sign on the classroom door.

### ***Class Field Trips***

Plans for off campus student trips must be discussed in advance with your chair. If approval is received, you must email the faculty secretary at least two weeks in advance with the specifics of your plans so he/she can prepare a liability waiver for the students in your class and arrange transportation. Faculty must collect the completed forms and turn them in to the faculty secretary **prior** to leaving campus. Please be aware that students under 18 years old will need to be allowed sufficient time to obtain a parent's signature.

If an overnight trip is planned, you must notify the Assistant to the Dean so he or she can process the proper authorizations.

### ***Professionalism***

As an instructor, you are representing the Wilkes Honors College as well as your discipline and the profession. You serve as an example for students. Therefore, we ask that you maintain the highest professional standards when interacting with your class, individual students, colleagues, and staff.

### ***Research***

Prior to conducting any classroom research or using any of FAU's facilities or students to conduct research, you must first get the permission of your Chair and the Dean. Guidelines for research activities at FAU can be obtained from the Division of Research at <http://www.fau.edu/research>. The University has an active Institutional Review Board and Institutional Animal Use and Care Committee that reviews all research conducted at FAU.

## CLASSROOM MANAGEMENT

### ***Textbooks***

All textbook orders are processed through the Faculty Secretary. Adopting any book which has not been ordered previously requires the approval of your Chair or, if appropriate, the senior person in the discipline. Requests for desk copies should be made as far in advance of the beginning of the semester as possible. It is highly recommended that faculty check the bookstore prior to the commencement of classes to assure that the correct books and supplementary materials are available for their students to purchase.

### ***Class Rolls***

Class rolls are available through FAU Self Service, which is accessible by logging into MyFAU: <https://myfau.fau.edu/>.

Summary of steps:

- 1) Log into MyFAU using your FAU Net ID and password.
  - 2) Select FAU Self Service/ Faculty services/ Summary Class List/ Term, and your class.
- The drop/add period is during the first week of classes. After drop/add is over, check your final role to ensure that all students who are in the class appear on the role. You will receive a printed roll with a form that you can use to add or remove students from the official roll. After making a photocopy for your records, please return the add/removal form to the faculty secretary who will forward it to the Registrar's office in Boca. Students not appearing on the final roll will not be assigned a grade. Instruct students with questions to contact the Associate Director of Academic Support Services.

### ***Honor Code***

The Honors College has an honor code, which you should consult. It is available online at [http://www.fau.edu/divdept/honcol/academics\\_honor\\_code.htm](http://www.fau.edu/divdept/honcol/academics_honor_code.htm) and stipulates procedures to follow if you suspect a violation. If you suspect an act of plagiarism or other violation of the honor code, you should contact your Chair or the Associate Dean.

### ***Misconduct***

Misconduct may take the form of failure to comply with the instructor's rules as established for the administration of exams, class time and for assignments (e.g., plagiarism). Assuming that you have correctly informed your students of guidelines and rules by your syllabus or by your verbal directions, the following approach is to be followed:

1. Confront the student (individually) and seek further explanation.
2. If you believe a problem exists which compromises the standards you have set forth for the class, at your discretion, inform the student and Chair in writing.
3. The Chair may notify the Dean who will document the misconduct on the student's transcript. Be informed that the student can contest the charges of misconduct, which can result in a hearing at the college and university levels. In an effort to be objective and

protect the rights of all parties, **be sure to document events** and always go out of your way to clarify your meaning to all students regarding any aspect of the expectations you may have regarding their conduct in your class. See the *FAU Undergraduate Catalog* for more details.

### ***Assigning a Grade of Incomplete***

The University has adopted a strict policy regarding the assignment of a grade of Incomplete (Attachment C). The College discourages the assignment of Incomplete grades by adjunct faculty due to this policy and the paperwork required at the time the grade is submitted. If you intend to assign an Incomplete to a student, please see the Associate Dean. If the assignment of a grade of Incomplete is unavoidable, you must indicate the time period the student has (up to one year maximum) to complete the work, and the grade the student will receive if they fail to complete that work. When removing the Incomplete and assigning a final grade, a "Change of Grade Request" form must be completed. This form is available from the Associate Dean's Program Assistant.

### ***Evaluations (SPOT - Student Perception of Teaching)***

Student evaluations using a university-wide student assessment of instruction form occur near the end of each semester for all faculty, including adjunct faculty. The evaluation form (one for each student in your class) and instructions for its use will be put in your mailbox 2-3 weeks before the semester ends. You will be asked to assign a student to administer the instrument to the class while you leave the classroom. The student who administers the evaluation will also return the completed evaluations to the Faculty Secretary immediately following their completion. If an evaluation is to be administered after 5 PM, please make arrangements with the Faculty Secretary. The students' comments and a summary of the evaluation ratings will be returned to you as soon as the forms are returned to the College from the Office of Testing and Evaluation.

### ***Final Examinations***

You may access the final exam schedule online at <http://www.fau.edu/registrar/schedule/FinalExamSchedule.php>.

The university and college policy regarding final examinations requires all faculty to hold their final exam on the day and during the time at which it is scheduled. Since the exam period is counted as instructional time, **you must administer a final examination as scheduled or hold a class during that period. Changing the day and/or time of your final exam is prohibited.**

### ***Drop/Add, Grade Sheets, Posting of Grades and Records***

Students can add or drop a class during the first week of the term without incurring financial consequences. Classes may be dropped after the first week, up to several weeks into the



semester, but students will not receive a refund. Please consult the academic calendar for dates and deadlines.

Towards the beginning of October and again in March, expect to receive a letter from the Director of Academic Affairs requesting the names of any students in your class who are performing below a C- level, or who have significant absences. You are required to respond to this request even if it does not apply to any of your students.

After calculating your students' final grade, you must submit your grades online through MyFAU /FAU Self Service. It is absolutely imperative that you submit your grades by the announced deadline.

Summary of steps:

- 1) Log into MyFAU.
- 2) Select FAU Self Service/Faculty Services/Final Grades.
- 3) Select the term and the course, and enter grade in the Final Grade Box. There may be more than one page. You **MUST** click on the submit button for each page.

Posting of grades. Final grades are posted via MyFAU so there is no need to post them otherwise. Federal statute prohibits the posting of examination scores, test or paper grades or final grades in any way that lets individual students be identified by others, e. g. by student social security number. If it is necessary to post grades, special identification numbers may be devised as long as they do not allow identification of the student.

### ***Accident/Incident & Emergency Procedures***

Any accident or security incident that occurs in your class should be documented and forwarded to the Dean. Standardized forms for this purpose may be obtained through the Dean's office or from the campus police office.

If a medical, fire, or police emergency occurs:

1. **Call 911.**
2. Then call Campus Police (339-0015) so emergency service personnel and vehicles can be properly directed.
3. Remain with the victim, rendering first aid, if possible.
4. Clear the classroom. Continuance of class is at your discretion.

PLEASE FAMILIARIZE YOURSELF WITH THE LOCATION OF PHONES, OFFICES AND EXITS. If you or another faculty member is faced with an accident or incident, you should follow the same procedures as mentioned above, but you should also contact either the Dean's Assistant of the College or someone in the Registrar's Office (if after hours) to fill out an incident report (that is different from the incident report you will get from Security).

## ADMINISTRATIVE AND ACADEMIC SUPPORT

### ***Classroom/Facility and Teaching Aids***

It is important that you do NOT change the location of your class without making a formal request to your Chair. If you should need to change classrooms for a specific event, please submit your request to the faculty secretary. Generally, all necessary teaching aids (e.g., audio/visual) will be available in your classroom. However, if you need to reserve or confirm the availability of specific equipment, contact the faculty secretary or submit an IRM Help Desk ticket at <https://d2.parature.com/ics/support/default.asp?deptID=8334>. If your class or meeting requires immediate assistance due to technical problems, contact the Jupiter audiovisual staff at 6-8709 or (561) 339-2776. During the course of the semester, please allow at least one week when requesting teaching aids.

### ***FAU Email Accounts***

All FAU faculty and students are provided with an FAUNet ID, which provides access to a wide variety of network services including MyFAU, Email, OASIS, FASS, and Blackboard. University policy states that FAU personnel are to use **only** FAU addresses when contacting students via e-mail. Please check your FAU email regularly as Wilkes Honors College and University Administration communicate extensively with faculty via e-mail. If you encounter any problems with your computer, please contact the IRM Help Desk at 7-3999 for assistance or submit an IRM Help Desk ticket at <https://d2.parature.com/ics/support/default.asp?deptID=8334>.

### ***FAU OWL Card***

Please see the faculty secretary to obtain your FAU OWL Card prior to the first week of classes. Your OWL card serves as identification, as well as your library card, and is programmed to provide you swipe card access to classrooms and buildings. For additional uses, please see [http://www.fau.edu/business-services/owl\\_card.php](http://www.fau.edu/business-services/owl_card.php).

### ***Contractual Agreement***

If this is your first semester at FAU, you are to sign your Adjunct Faculty Offer Letter and complete the Human Resources sign-in process prior to beginning your assignment. We must also receive a current C.V. and an original transcript, sent directly from the institution where you earned your highest degree, prior to the beginning of the semester. The Dean's assistant will assist you with the hiring process. Remember that you cannot teach or be paid if you have not completed all of these steps.

### ***Payroll***

All FAU employees must have their pay direct deposited. Biweekly paycheck stubs will be e-mailed to your FAU e-mail account on the Thursday prior to payday. You may also access

this information through MyFAU self-service. FAU temporary employees are automatically enrolled in the FICA Alternative Plan. Additional information is available at [http://www.fau.edu/hr/Benefits/FICA\\_Alternative.php](http://www.fau.edu/hr/Benefits/FICA_Alternative.php). Any changes to your mailing address should be sent directly to H.R. at [hres@fau.edu](mailto:hres@fau.edu).

### ***Clerical Support***

The Honors College faculty secretary provides clerical support and assistance with College and University procedures. All of your copying and scanning needs (within reason) are to be handled by the Honors College faculty secretary. Please email your request for work and provide copy-ready materials or files at least one week prior to the date the copies are needed. Unfortunately, typing services are not available. All **office supplies**, including toner, printer paper, transparencies, and discs should be obtained from the Honors College faculty secretary regardless of which building your office is located in. Requests for **classroom supplies** (dry erase markers, erasers, etc.), and maintenance and custodial services for the **HC, HA, WB and RF buildings** should be directed to the Honors College faculty secretary; for the **AD and SR buildings** to the SR faculty secretaries; and for the **EC building** to the EC faculty secretaries. Please note that the secretaries are not permitted to give out your home phone number unless they have been given explicit instructions from you to do so.

### ***Library Reserves***

Due to our limited budget, we must make every effort to reduce our copy expenses. Therefore, please do not copy class materials that can be presented through lecture and/or via e-mail or Blackboard. In addition, it is possible to leave copies of certain materials in the library on reserve. If the reserve materials exceed several pages, copyright laws usually prohibit reproduction without the publisher's approval. Information on library services for faculty can be found at <http://www.library.fau.edu/npb/npbfac.htm> or by calling the library at ext. 6-8530.

### ***Office Space***

You will be assigned office or desk space to use when meeting with students during your office hours. Adjunct faculty must hold **two office hours per week** for each course they teach. Space is subject to availability. A computer is available in your office for your use and use by other adjunct faculty who are sharing the office with you. You will access the computer using your personal FAUNet ID and password. Please contact the IRM Help Desk at 7-3999 or submit a Help Desk ticket if you encounter any problems with your computer.

The telephone, which permits outgoing intercampus, local and emergency calls only, will be shared by all faculty who are assigned to the office. Please be sure that your students are aware that they will not be able to leave messages at this extension and will only be able to reach you at this number during your office hours.

You will be provided with a mailbox to receive incoming mail in the building where your office is located. Please be sure to check your mailbox each time you are on campus.

Since office trash containers are emptied only once per week by campus maintenance personnel, please place food or drink items and containers into the large trash receptacles located in the buildings' hallways.

### ***Parking***

Parking decals must be purchased from FAU to park in the lot on the Jupiter campus as well as all other FAU campuses. Adjunct parking decals can be purchased at a reduced rate. Parking information and decals are available online at <http://parking.fau.edu/> or from the Cashier's Office in the SR Building.

### ***World-Wide Web Information***

Almost all other pertinent information about the Wilkes Honors College and Florida Atlantic University can be found at [www.honorscollege.edu](http://www.honorscollege.edu). You can access the Wilkes Honors College website, as well as relevant information regarding all programs and units within the University, from the FAU home page ([www.fau.edu](http://www.fau.edu)). There are also links to various educational organizations and institutions that may assist you in your professional and academic development.

### **Classroom Observation:**

It is the practice at the Honors College for new instructors to have a Chair or Honors College faculty sit in on one of their classes and provide constructive feedback. We also encourage classroom observation for returning instructors who might benefit from feedback from another faculty.

## ATTACHMENT A: WILKES HONORS COLLEGE DIRECTORY

### OFFICE OF THE DEAN

Dean	Jeffrey Buller	6-8578	HC 134	<a href="mailto:jbuller@fau.edu">jbuller@fau.edu</a>
Exec Sec	Sandy Ogden	6-8579	HC 131A	<a href="mailto:sogden@fau.edu">sogden@fau.edu</a>
Assoc Dean	Mark Tunick	6-8670	HC 133	<a href="mailto:tunick@fau.edu">tunick@fau.edu</a>
Program Asst	Cecilia Chin-Pallés	6-8620	HC 131B	<a href="mailto:ccpalles@fau.edu">ccpalles@fau.edu</a>
Fax		6-8602	HC 129	

### ACADEMIC SUPPORT SERVICES

Assoc Dir	David Flanigan	6-8622	HC 132	<a href="mailto:flanigan@fau.edu">flanigan@fau.edu</a>
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### FACULTY\*

Chair	Timothy Steigenga	6-8610	HA 104	<a href="mailto:tsteigen@fau.edu">tsteigen@fau.edu</a>
Chair	Paul Kirchman	6-8676	RF 105	<a href="mailto:pkirchma@fau.edu">pkirchma@fau.edu</a>
Sr Fac Sec	Jeremy Hoyt	6-8103	HC 107	<a href="mailto:jhoyt8@fau.edu">jhoyt8@fau.edu</a>

*\*For a complete Wilkes Honors College phone list, please contact the faculty secretary.*

## ATTACHMENT B: TOPICAL OUTLINE FOR SYLLABUS

All syllabi should contain the following “Guidelines for Course Syllabi” as approved by the University Faculty Senate on January 22, 2010. Additional information is available at <http://www.fau.edu/provost/files/coursesyllabus.2011.pdf>

### Guidelines for Course Syllabi

A well-crafted syllabus benefits student and instructor alike by minimizing misunderstandings about course requirements and expectations. The syllabus provides students a clear understanding of course objectives and learning outcomes. It also offers students a roadmap for how those objectives and learning outcomes will be met. The syllabus should not only include information on course content, readings, assignments and activities, exams, and the grade weighting of course components but also should state what students are expected to learn or be able to do as a result of taking the course. Expectations should be clear, especially in terms of assignments and due dates. In extraordinary circumstances, the Office of the Provost will issue instructions on how to handle missed classes.

#### **1. Course title/number, number of credit hours**

#### **2. Course prerequisites, corequisites, and where course fits in program of study (if applicable)**

In addition to listing prerequisites and corequisites, note if the course meets a particular requirement, such as WAC (with grade of “C” or higher), Core, etc.

#### **3. Course logistics**

- a. Term
- b. Notation if online course
- c. Class location and time (if classroom-based course)

#### **4. Instructor contact information**

Instructor’s name, office address, office hours, contact telephone number, and email address

#### **5. TA contact information (if applicable)**

TA name, office address, office hours, contact telephone number, and email address

#### **6. Course description**

The course description should be consistent with the description found in the University Catalog.

#### **7. Course objectives/student learning outcomes**

Provide the students an understanding of what they will be expected to learn as a result of successfully completing the course.

#### **8. Course evaluation method**

Include a breakdown of the graded course components and their weight in determining the overall course grade (e.g. Midterm exam--20%, Essay #1--15%, Attendance and Participation--10%, etc.). If you have a policy about unexcused class absences resulting in failure in the course, clearly state your policy. Please note that the University Provost, in order to identify and assist students at academic risk, requests that courses with

freshmen have graded assignments well before midterm. If applicable, also note the minimum grade required to pass the course (if not a “D-”).

**9. Course grading scale (optional)**

Many faculty include in their syllabi some type of grading rubric: what constitutes “A” work in the course or in particular assignments, “B” work, what constitutes a “Pass” or “Fail,” etc.

**10. Policy on makeup tests, late work, and incompletes (if applicable)**

If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to make up missed work without any reduction in the student’s final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, note that grades of Incomplete (“I”) are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances. If your college has elaborated on this policy, state so here.

**11. Special course requirements (if applicable)**

State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.

**12. Classroom etiquette policy (if applicable)**

If you have a particular policy relating to student behavior in the class, such as relating to tardiness or on the use of electronic devices in the classroom, state so here. University policy on the use of electronic devices states: “In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions.” Many faculty elaborate on or refine this policy to meet particular needs.

**13. Disability policy statement**

Suggested statement: *In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) -- in Boca Raton, SU 133 (561-297-3880); in Davie, LA 240 (954-236-1222); in Jupiter, SR 110 (561-799-8010); or at the Treasure Coast, CO 117 (772-873-3441) – and follow all OSD procedures.*

**14. Code of Academic Integrity policy statement**

Suggested statement: *Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).*

**Wilkes Honors College students agree to adhere to the honors code available online at [http://www.fau.edu/divdept/honcol/academics\\_honor\\_code.htm](http://www.fau.edu/divdept/honcol/academics_honor_code.htm).**

**15. Required texts/readings**

**16. Supplementary/recommended readings (if applicable)**

**17. Course topical outline, including dates for exams/quizzes, papers, completion of readings**

Include a breakdown of topics covered (generally, by class day or by week), deadlines for course assignments/requirements, and dates of exams and quizzes.

**If you are designing a new course, it should conform with the guidelines for honors courses, which are available online at:**

[http://www.fau.edu/divdept/honcol/honors\\_administrative\\_manual.pdf](http://www.fau.edu/divdept/honcol/honors_administrative_manual.pdf)



## **ATTACHMENT C: POLICY ON RESOLUTION OF INCOMPLETES**

### ***Incomplete Grades***

A student who registers for a course but fails to complete the course requirements, without dropping the course, will normally receive a grade of “F” from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of “I” (Incomplete). The grade of “I” is neither passing nor failing, and it is not used in computing a student’s grade point average; it indicates a grade deferral and must be changed to a grade other than “I” within a specified time frame, not to exceed one calendar year from the end of the semester during which the course was taken. The “I” grade is used only when a student has not completed some portion of the work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term. The instructor is required to record the I grade and indicate the time frame for completion, and the grade that will be assigned if the work is not completed by that time. It is the student’s responsibility to make arrangements with the instructor for the timely completion of this work.

## **ATTACHMENT D: FERPA for Faculty – DOs and DON'Ts**

**DON'T** post grades using student SSNs or Z #'s, or anything else that can identify the student (and never use a student's SSN for any purpose).

**DO** post grades using codes known only to the instructor and student, such as a 4 digit number.

**DON'T** post grade lists in alphabetical order.

**DO** post grades in a random order so that students are unable to identify other students' grades.

**DON'T** leave papers or exams outside your office door or anywhere else where the student must look through the stack for his/her own work.

**DO** return papers personally to the student by either handing them back in class or asking students to see you during office hours.

**DON'T** provide anyone with a list of students enrolled in your classes for commercial purpose.

**DO** forward such requests to Registrar's Office for review and response.

**DON'T** leave your computer unattended while signed on.

**DO** lock your computer using a password-protected screen saver before stepping away from your desk.

**DON'T** give out any student information to parents.

**DO** refer parent requests to the Associate Dean for review and response.

**DON'T** discuss students' grades in class, such as identifying who received an A on the last test.

**DO** keep all grade information confidential by only discussing it with the student.

**DON'T** notify students of grades via email.

**DO** communicate directly with the student to ensure confidentiality. If an electronic means of notification is necessary, use the Blackboard grading tools.

**DON'T** circulate attendance rosters with student Z numbers, SSNs, or grades.

**DO** ensure that no confidential student information appears on a circulated roster by listing the student names only.

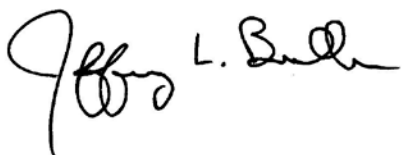
**ATTACHMENT E: LETTER OF UNDERSTANDING**

Dear Colleague:

Welcome to Florida Atlantic University’s Harriet L. Wilkes Honors College. As a member of our instructional team, we value your commitment to providing the highest quality educational experience to our students. We are pleased to provide you with the *Adjunct Faculty Handbook*. Please read it carefully and return the signed form below to the Dean’s Office.

The purpose of the handbook is to insure quality and consistency in the delivery of academic courses by adjunct faculty. It is your responsibility to contact your Chair for clarification regarding any information presented within the handbook. It is also your responsibility to read and comply with the rules appearing in the *FAU Undergraduate Catalog* and the *FAU Student Handbook*.

Sincerely,



Dr. Jeffrey L. Buller, Dean

*Please return the bottom portion of this document to the Dean’s Assistant (HC 131), Wilkes Honors College, Florida Atlantic University. Thank you for your cooperation.*

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*I, \_\_\_\_\_, have read the Harriet L. Wilkes Honors College Adjunct Faculty Handbook. If I have questions, I will discuss the matter with the Dean or my Chair or contact person. I understand that I am expected to abide by all the policies and procedures presented in the handbook. Furthermore, I understand that failure to abide by handbook guidelines/policies could result in immediate dismissal.*

\_\_\_\_\_  
Signature of Adjunct Professor

\_\_\_\_\_  
Date

**FLORIDA ATLANTIC UNIVERSITY  
HARRIET L. WILKES HONORS COLLEGE**