



# **Wilkes Honors College Adjunct Faculty Handbook**

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## **INTRODUCTION TO THE HARRIET L. WILKES HONORS COLLEGE**

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 Bachelor of Arts and Bachelor of Science degrees in Liberal Arts and Sciences. The curriculum 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.

## ***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

## ***Vision***

The Harriet L. Wilkes Honors College of Florida Atlantic University will become internationally recognized as a leader in honors education, serving as the destination of choice for an increasing number of highly motivated students who seek an academically challenging curriculum and a unique intellectual environment.

## ***Community Code***

### **Preamble**

We, the members of the Harriet L. Wilkes Honors College of Florida Atlantic University, agree to uphold and exemplify the following principles on our campus and in our community.

### **Academic Excellence**

- *Strive* to create and uphold an academically rigorous and encouraging environment.
- *Foster* open minds that span across disciplines.

### **Social Involvement**

- *Create* close bonds with the members of the Honors College Community.
- *Embrace* diversity by respecting people and ideas.

### **Personal Growth**

- *Maintain* honesty and integrity in and out of the classroom.
- *Develop* thorough critical thinking, research, and involvement.

## **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 FAU and the Wilkes Honors College. By accepting this handbook and signing your offer letter and Letter of Understanding (Attachment F), you agree to abide by the policies/procedures outlined herein.

### ***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 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 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.

### ***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.

### ***Additional Resources***

For additional information, please see the Honors College Faculty Resources page at and <http://www.fau.edu/honors/faculty/resources/> the *Florida Atlantic University Academic Affairs Faculty Handbook, 2015-2016 Edition*, at <http://www.fau.edu/provost/faculty/faculty-handbook.php>

**Please review the section on "Instructional Policies," Pgs. 42-55, in detail.**

## TEACHING RESPONSIBILITIES

### ***Provost's Office Memoranda and Policies***

Please click here <http://www.fau.edu/provost/resources/policy-memoranda.php> to review the following important instructional and student policy memoranda from the Provost's Office.

#### INSTRUCTIONAL:

1.1 Class Meetings (February 2015)

1.2 Office Hours Policy (April 2015)

1.5 Administration of Student Perception of Teaching (SPOT) Forms (June 2015)

1.6 Guidelines for Course Syllabi (March 2018)

1.7 Definition of a Credit Hour (July 2015)

#### STUDENT POLICY:

4.1 Religious Accommodations for Students and Faculty (August 2015)

4.2 Policy on Student Absences – *Revised* (August 2015)

### ***Course Syllabus***

In an attempt to insure quality and comply with the Wilkes Honors College guidelines, we have provided you with a syllabus outline (Attachment B) and template (Attachment C) for your course. 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 and exams, the grading scale, and due dates for assignments are essential elements of your syllabus. Please consult the FAU academic calendar <http://www.fau.edu/registrar/registration/20192020calendar.php> for important dates and official holidays and the University's final exam schedule <https://www.fau.edu/registrar/courses/final-exams.php>, when preparing your syllabus. A copy of your syllabus must be emailed to the Honors College Secretary prior to the first week of classes. If you should need to update your syllabus at any time during the semester, please submit the revised version.

### ***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 <http://www.fau.edu/WAC/>, the FAU course 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 FAU Student Accessibility Services (SAS). If you have questions, see <http://www.fau.edu/sas/> or contact Student Accessibility Services at 561-297-3880 (Boca) or 561-799-8585 (Jupiter, SR 117). See also, Pg. 54 of the FAU Faculty Handbook. <http://www.fau.edu/provost/faculty/faculty-handbook.php>

### ***Class Meetings***

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 Honors College Secretary so that they may answer questions from the students and post a sign on the classroom door. For additional information, please see <http://www.fau.edu/provost/resources/files/Class-Meetings-Feb2015.pdf>.

### ***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 Honors College Secretary at least two weeks in advance with the specifics of your plans so liability waivers can be prepared for you to distribute to the students in your class and if necessary, so transportation can be arranged. Faculty must distribute and collect the completed forms and turn them in to the Honors College Secretary **prior** to leaving campus. Please be aware that students under 18 years of age will need sufficient time to obtain a parent's signature.

If an overnight trip is planned, you must notify the Assistant to the Dean at least two-three weeks in advance.

## CLASSROOM MANAGEMENT

### *Textbooks*

#### **Update:**

Follett is the university's bookstore contractor. Textbook adoptions will be made using the Follett Discover textbook adoption system that will be fully integrated with our Learning Management System Canvas.

Follett Discover is a comprehensive set of tools enabling hassle-free access for faculty and students to all course materials. Instructors can use the tool to research, discover and adopt course materials with ease - while students are better prepared for class by having easy access to manage their course materials quickly and effectively. FAU has integrated Follett Discover into its learning management system, and the tool is now live in Canvas.

If you have questions about placing text adoptions via Follett Discover, please contact the University Textbook Department via email: [adejesus@follett.com](mailto:adejesus@follett.com).

#### **Arnoldo De Jesus**

FAU Campus Store Manager

Tel: [561.297.3720](tel:561.297.3720)

Follett Higher Education Group

Florida Atlantic University

777 Glades Road Boca Raton, FL 33431

[ADeJesus@Follett.com](mailto:ADeJesus@Follett.com), [www.FAUStore.com](http://www.FAUStore.com)

### *Class Rolls*

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

Summary of steps using MyFAU:

- 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. Students not appearing on your roll will not be assigned a grade. Please instruct students with questions to contact the Director of Academic Support Services. See

<http://www.fau.edu/registrar/registration/calendar.php> for drop/add dates.

### *Canvas Training*

You may either register to attend an upcoming Canvas training course (i.e. Canvas Primer 1 or Canvas Primer 2) or schedule a personalized appointment via <http://techevents.fau.edu/> (In person, virtual, and phone appointments are available). If you are located on the Jupiter campus you may schedule an in person appointment with Susan Bell.



### ***Honor Code***

The Honors College has an honor code, which you should consult and include in your syllabus. It is available online at <http://www.fau.edu/honors/academics/honor-code.php> 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 and the Associate Dean. See also, <http://www.fau.edu/provost/faculty/faculty-handbook.php>, Pg. 50.

### ***Student Conduct***

Misconduct may take the form of failure to comply with the instructor's rules and guidelines as outlined by the syllabus or by verbal directions, disruptive behavior, or threatening behavior. Please see <http://www.fau.edu/provost/faculty/faculty-handbook.php>, Pg. 50-52, for examples of misconduct and the expectations and policies for responding to them.

Services, policies and procedures, including classroom management procedures and a link to the Maxient Incident Reporting Form, are available on the Office of Student Conduct's website at <http://www.fau.edu/studentconduct/>.

FAU's Policy on Prohibited Sexual Conduct can be found at <http://www.fau.edu/policies/files/1.15%20Prohibited%20Sexual%20Conduct.pdf>. Please see Pg. 8 for information regarding reporting by University employees.

A link to the FAU Faculty/Staff Students in Distress Guide can be found at [http://www.fau.edu/counseling/Students in Distress Guide.pdf](http://www.fau.edu/counseling/Students_in_Distress_Guide.pdf)

### ***Emergency Procedures***

Any accident or security incident that occurs in your class should be appropriately reported and documented. If a medical, fire, or police emergency occurs:

1. **Call 911.**
2. Then call Jupiter Campus Police (561-339-0015) 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.

### ***Anti-Discrimination and Anti-Harassment***

Unlawful discrimination or harassment based on an individual's race, color, religion, age, disability, sex, national origin, marital status, veteran status or any other basis protected by

law is prohibited. Please see <http://www.fau.edu/provost/faculty/faculty-handbook.php>, Pg. 53, and FAU's Office of Equity, Inclusion and Compliance (EIC) website at <http://www.fau.edu/eic/> additional information and the schedule for anti-discrimination/anti-harassment training.

### ***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 a maximum of one year) to complete the work, and the grade the student will receive if they fail to complete that work. Change of grades (from I to the actual grade) can be made online within one year by logging into MYFAU, FAU Self Service, Faculty Services, and 'Grade Changes.' Beyond one year, a petition and special letter of justification is required.

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

Student evaluations of teaching, using a university-wide student assessment of instruction form, occur near the end of each semester for all faculty members, including adjunct faculty. As of the Spring 2014 semester, all SPOT forms are completed online. Please remind your students to complete the form during the designated timeframe. Additional information and assessment results are available at <http://www.fau.edu/spot>.

### ***Final Examinations***

You may access the final exam schedule online at <http://fau.edu/registrar/courses/final-exams.php>.

The university and college policy regarding final examinations requires all faculty members 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 Submissions, Posting of Grades***

Students can add or drop a class during the first week of the term without incurring financial consequences. Students may withdraw from a class after the first week, up to the deadline date stated on the University's academic calendar, but they will not receive a refund.

You will receive an email notice from the Registrar's Office towards the middle of each semester regarding the submission of mid-term grades/warnings online through MyFAU / FAU Self Service.

After calculating your students' final grades, you must submit your grades online through Canvas. **It is absolutely imperative that you submit your grades by the deadline posted on the academic calendar.**

Summary of steps:

- Log into Canvas and go to the course
- Select 'Grade Submission' (not 'Grades')
- Authorize eGrades access. The rest is self-explanatory. Note that while grades are submitted via Canvas, change of grades after the semester is over are submitted through Myfau.

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 or Z 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.

## **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 Honors College 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 Honors College Secretary or submit an OIT Help Desk ticket at [www.fau.edu/helpdesk](http://www.fau.edu/helpdesk).

If your class or meeting requires immediate assistance due to technical problems, contact the Jupiter audiovisual staff at (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 assigned an FAUNet ID, which provides access to a wide variety of network services including Workday, MyFAU, Email, OASIS, FASS, and Canvas. 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 561-297-3999 for assistance or submit an OIT Help Desk ticket at [www.fau.edu/helpdesk](http://www.fau.edu/helpdesk).

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

Please see the Honors College 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 swipe card access to classrooms and buildings. For additional uses, please see <http://www.fau.edu/business-services/owl-card/>.

### ***Contractual Agreement***

If this is your first semester at FAU, you are to sign your Adjunct Faculty Offer Letter and complete the Human Resources onboarding process in Workday 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 Assistant to the Dean will assist you with the hiring process. Remember that you cannot begin working until these steps have been completed. 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).

### ***Payroll***

All FAU employees must have their pay direct deposited. Your biweekly pay slips will be available in Workday under your profile in “My Payslips.” Please see the Assistant to the Dean for any questions regarding your pay. Any changes to your mailing address or direct deposit information should be made in Workday.

### ***Clerical Support***

The Honors College Secretary provides clerical support and assistance for faculty. All of your copying and scanning needs (within reason) are to be handled by the Honors College Secretary. Please provide copy-ready materials or files at least one week prior to the date the copies or scans are needed. Please include instructions such as number of copies, single or double sided, stapled or unstapled, and the date and time they are needed. You may pick your copies up from the secretary or, if you will not arrive before 5 p.m. when the office closes, they can be put in your mailbox. Unfortunately, typing services are not available.

All requests for office and classroom supplies and maintenance and custodial services should be directed to the Honors College Secretary.

Please note that University employees are not permitted to give out your home or cell phone number unless they have been given explicit instructions from you to do so. Please instruct your students to contact you via email unless there are extenuating circumstances that require them to leave a message for you with the faculty secretary.

### ***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 Canvas. 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 [www.fau.edu/library](http://www.fau.edu/library) or by calling the library at ext. 6-8530.

### ***Office Space***

You will be assigned shared 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. 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 561-297-3999 or submit a Help Desk ticket if you encounter any problems with your computer.

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 building hallways.

### ***Parking Permit (ePermit)***

Parking ePermits must be purchased from FAU to park in the lot on the Jupiter campus as well as all other FAU campus parking lots. Adjunct parking ePermits can be purchased at a reduced rate. Parking information and ePermits are available online at <http://www.fau.edu/parking/permits.php>. Your license plate is your permit, so please ensure the license plate is entered correctly.

### ***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 member 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 member.

**ATTACHMENT A: WILKES HONORS COLLEGE DIRECTORY \***

**OFFICE OF THE DEAN**

<b>Dean</b>	Justin Perry	6-8579	HC	<a href="mailto:justinperry@fau.edu">justinperry@fau.edu</a>
<b>Asst. to the Dean</b>	Sandy Ogden	6-8610	HC 131A	<a href="mailto:sogden@fau.edu">sogden@fau.edu</a>
<b>Assoc. Dean</b>	Tim Steigenga	6-8579	HC 134	<a href="mailto:tsteigen@fau.edu">tsteigen@fau.edu</a>
<b>Assoc. Dean</b>	Terje Hoim	6-8670	HC 133	<a href="mailto:thoim@fau.edu">thoim@fau.edu</a>
<b>Coordinator</b>	Anna Holmes	6-8620	HC 131B	<a href="mailto:holmesa@fau.edu">holmesa@fau.edu</a>
<b>HC Secretary</b>	Ayn Patrick	6-8103	HC 110	<a href="mailto:patricka@fau.edu">patricka@fau.edu</a>
<b>Fax</b>		6-8602	HC 129	

**ACADEMIC SUPPORT SERVICES**

<b>Director</b>	David Flanigan	6-8622	HC 132	<a href="mailto:flanigan@fau.edu">flanigan@fau.edu</a>
<b>Director</b>	Monica Maldonado	6-8647	HC 148	<a href="mailto:mmaldonado@fau.edu">mmaldonado@fau.edu</a>

**FACULTY CHAIRS**

<b>Chair</b>	William O'Brien	6-8033	SR 206	<a href="mailto:wobrien@fau.edu">wobrien@fau.edu</a>
<b>Chair</b>	Chris Strain	6-8017	HC 103	<a href="mailto:cstrain@fau.edu">cstrain@fau.edu</a>

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

## ATTACHMENT B: TOPICAL OUTLINE FOR SYLLABUS

All syllabi should adhere to the “Guidelines for Course Syllabi” per the Provost’s memo dated March 21, 2018 See Section 1.6 at <http://www.fau.edu/our/ Course-Syllabi-Guidelines-3.21.18.pdf>

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), Intellectual Foundations Program, required course for entry to particular program of study, 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.). Students are entitled to know how they are progressing in a course based on the individual grades received. If you have a policy about how unexcused class absences will affect the final grade, 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**

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. The equivalent letter grade in the course is the decision of an individual faculty member. If a faculty member plans to exercise the option to use a unique grading scale or curve, that needs to be stated in the syllabus.

**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. Recognizing the unique relationship between faculty and student and adhering to the principles of academic responsibility, any such policies must be reasonable, non-discriminatory and not impede the educational mission. If you have a policy on the use of recording devices, please include a statement here.

**13. Attendance Policy Statement**

*Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.*

*Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed*



*without any reduction in the student's final course grade as a direct result of such absence.*

**14. Disability policy statement**

*In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).*

**15. Counseling and Psychological Services (CAPS) Center**

*Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services to name a few – offered to help improve and maintain emotional well-being. For more information, go to <https://www.fau.edu/counseling/>*

**16. Code of Academic Integrity policy 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](#) and the WHC Academic Honor Code at <http://www.fau.edu/honors/academics/honor-code.php>.*

**17. Required texts/readings**

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

**19. 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. The Provost's [Policy and Procedure: Definitions of a Credit Hour](#) needs to be followed in developing out-of-class assignments.*

## **ATTACHMENT C: INSTRUCTIONS FOR ORDERING TEXTBOOKS**

### **Update**

Follett is the university's bookstore contractor. Textbook adoptions will be made using the Follett Discover textbook adoption system that will be fully integrated with our Learning Management System Canvas.

Follett Discover is a comprehensive set of tools enabling hassle-free access for faculty and students to all course materials. Instructors can use the tool to research, discover and adopt course materials with ease - while students are better prepared for class by having easy access to manage their course materials quickly and effectively. FAU has integrated Follett Discover into its learning management system, and the tool is now live in Canvas.

If you have questions about placing text adoptions via Follett Discover, please contact the University Textbook Department via email: [adejesus@follett.com](mailto:adejesus@follett.com).

**Arnoldo De Jesus**  
FAU Campus Store Manager  
Tel: [561.297.3720](tel:561.297.3720)  
Follett Higher Education Group  
Florida Atlantic University  
777 Glades Road Boca Raton, FL 33431  
[ADeJesus@Follett.com](mailto:ADeJesus@Follett.com) [www.FAUStore.com](http://www.FAUStore.com)

## **ATTACHMENT D: 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 E: 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 the 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 Canvas 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 F: 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,

Justin Perry, Dean and Professor

*Please return the bottom portion of this document to the Honors College Secretary (HC 110), 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, Associate Dean or my Chair. 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**