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AUGUSTANA COLLEGE

**PART-TIME FACULTY
POLICY & PROCEDURES
MANUAL**

2011-2012

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MISSION, VALUES, VISION,

Augustana's Mission Statement

Inspired by Lutheran scholarly tradition and the liberal arts, Augustana provides an education of enduring worth that challenges the intellect, fosters integrity and integrates faith with learning and service in a diverse world.

The Shared Core Values of Augustana

Central to the Augustana experience are five core values. The community lives them and honors them, and they infuse the academic curriculum as well as student life. These five values are identified below, followed by a phrase that sums up the essence of the word as it informs the College's mission. These phrases are, in turn, followed by how the value is expressed in the daily life of the College and its people.

Christian

"By being a college of the Evangelical Lutheran Church in America"

- Centering on worship
- Welcoming all faiths
- Nurturing the search for a mature religious faith
- Relating Christian faith and ethics to learning and service

Liberal Arts

"By providing an education of enduring worth"

- Affirming teaching and learning as central and lifelong
- Fostering a broad understanding of humans and their interactions
- Enriching lives by exposure to enduring forms of aesthetic and creative expressions
- Developing broad knowledge and skills crucial in a changing world
- Creating awareness of one's own religious and ethical beliefs and those of others
- Cultivating health and wellness

Excellence

"By committing to high standards and integrity"

- Practicing faithfulness in teaching, learning, supporting, administering
- Nurturing potential
- Challenging the intellect
- Acting ethically
- Recognizing achievement

Community

"By caring for one another and our environments"

- Responding to needs
- Respecting human differences
- Empowering one another
- Tending to the ecology of place

Service

"By affirming that wholeness includes reaching out to others"

- Accepting the call to servanthood
- Promoting justice
- Integrating career and service
- Serving church and society

Vision

Augustana College aspires to become one of America's premier church-related colleges.

TABLE OF CONTENTS

Academic Procedures (class lists, grading, finals, attendance policies)	5
Administrative and Support Staff.....	4
Alcohol and Drugs Policies.....	17
Bookstore	14
Campus Safety.....	18
Career Center	8
Central Services (printing, copying, mail).....	16
Computer/Technology Use Policy	13
Fringe Benefits (flex spending, tuition assistance, TIAA-CREF)	20
Guidelines for Off Air Recording	13
Honor Code.....	6
Human Participants in Research Policy	22
Library	11
Medical Emergencies	24
Parking.....	19
Religious Activities	22
Residence Life	8
Services for Students with Disabilities and Other Special Needs.....	9
Sexual Harassment Policy	22
Smoking Policy.....	16
Student Health and Counseling	10
Student Records	7
Student Services	9
Syllabus Guidelines.....	25
Veterans.....	8

KEY ADMINISTRATIVE AND SUPPORT STAFF

Most questions about your assignments can be answered by your department chair. However, at times you may find it useful to get in touch with another college administrator. Feel free to call on any of the following people for assistance.

Augustana College President, Robert C. Oliver	274-4111
Vice President for Academic Affairs and Dean, Murray Haar	274-5417
Full-time faculty staffing, curricular revisions, academic budgets	
Associate Academic Dean, Mike Wanous	274-4712
General education, Capstone, interim, summer college, graduate education, academic status, academic policies/questions, interdepartmental majors, part-time faculty staffing, Honor Code	
Vice President for Student Services and Dean of Students, Jim Bies	274-4124
Personal counseling, absence policy, withdrawal from college, disciplinary problems	
Registrar, Joni Krueger	274-4121
Classroom scheduling, petitions, class lists, academic policies/questions, grading; incomplete grades, grade changes, academic status, independent study, internships, catalog, FERPA	
Associate Registrar, Sharon Neish	274-4121
Advisor assignments, degree audits	
Director of Institutional Research, Darla Werner	274-4724
Director of Student Academic Support Services, Susan Bies	274-5503
Services for students with disabilities, academic monitoring, test outs/proficiency examinations, CLEP/AP	
Director of Information Systems, Dan Drenkow	274-5330
Acquisitions of computer hardware and software, supervisor of computer labs, consultant regarding academic computing, campus telephone system	
Director of Academic Operations, Karen Madsen	274-4042
Academic affairs operations, contracts	
Secretary/Receptionist to the Dean, Nancy Wright	274-4113
Continuing education workshops, extension workshops, CEEL credit, interim exchange, graduate program	
Help Desk Coordinator IT Systems, Cheryl Swanson	274-5331
e-mail, computers, software updates	
Director of International Student Programs, Donn Grinager	274-5050

DIVISION COORDINATORS

Humanities:	Beth Bornhoft	274-5410
(HUM)	Karie Frank.....	274-4621
Natural Science:	Chery Holzapfel: Room 166A.....	274-4711
(GSC)	Marlys Vant Hul: Room 246A.....	274-4710
Social Sciences:	Mary Jane Minnig: Room 109	274-5226
(MC)	Kathy Castle: Room 109	274-5225

DEPARTMENTAL SECRETARIES

HPER (Elmen Cntr):	Juli Peterson	274-4311
Nursing (GSC):	Debbie Anderson	274-4721
Music (HUM):	Joy Griesse	274-5451
Education (MC):	Belinda Kaffar.....	274-4629

ACADEMIC PROCEDURES

<http://www.augie.edu/registrar>

274-4122

Admission to Class

Prior to the first day of class, obtain a class list. Access instructions are as follows:

- Go to <https://my.augie.edu>
- Login (your Windows access login)
- Password – You will have been assigned an 8 digit (random number) password, and should change it to a password you can remember.
- Click Faculty and Staff
- Choose Course Information
- Under Faculty Course Control, for each course you can view course information (includes meeting time and location), Class List and Grading.
- Make sure your Term is set correctly (FA 2011)

If a class is "closed" (i.e. has reached the enrollment limit), clearance by the instructor is required for a student to be admitted. Each semester's schedule bulletin publishes the date of the last day a class can be added without an instructor's clearance. This date is usually one week from the beginning of the semester. To grant clearance:

- Go to <https://my.augie.edu>
- Login (your Windows access login)
- Password – You will have been assigned an 8 digit (random number) password, and should change it to a password you can remember.
- Click Faculty and Staff
- Choose Course Information
- Open Course Authorization
- Click on Course List (bottom of the page)
- Select the course (if your course is cross-listed either authorize for both prefixes, or find out the one the student wants)
- Click on Add New Authorizations
- Find the student by Name or ID
- Select the reason for authorization
 - Capacity if the class is full
 - Schedule Conflict if there is another class/lab/etc. that conflicts with your class, but you have made arrangements for the student to still take the course
 - Course Requisite / Course Requirement – Select both of these if the student is missing a pre-requisite, or if the course is set up to require a faculty signature to allow the student to register

Withdrawal from Class

During the first week of a semester students may withdraw from a course online. From the second week up to one week after mid-term students may withdraw from a course with a grade of *W* (withdraw). The instructor's signature is required, and students must take the signature to the Registrar's Office to be withdrawn.

Beginning the second week after mid-term, students must have the approval of the Registrar to withdraw from a course without having an "F" recorded. Specific dates are found on the printed schedule and on the web site.

The necessary forms for withdrawing from a course are available in the Registrar's Office or online at <http://www.augie.edu/registrar>.

Final Examinations

The schedule for final examinations for each semester is included in the Class Schedule Bulletin and on the

Registrar's Office web page.

All final examinations must be given at the time listed on the master examination schedule unless a change has been authorized by the Registrar. Classes in which no final examination is given will have their last class meeting at the time scheduled for the final examination. Classes in which a unit test is given instead of a final examination will have that unit test at the time scheduled for the final examination.

A student's final examination paper should be available for review by the student in the event that the student makes such a request within four weeks after the close of the semester.

Grading Procedures

Full grading procedures can be found in the College Catalog or online at www.augie.edu/catalog. Select General Academic Procedures.

The assignment of grades is the responsibility of the instructor. At the beginning of each semester students should be given a course syllabus which describes the objectives of the course, general content, and the methods to be used in evaluating their work.

The distribution of grades should be reviewed by each faculty member in consultation with the department chairperson. Statistics which may be useful in establishing general norms are available in the Registrar's Office.

Faculty Absences

If for any reason a faculty member is unable to meet his/her classes, Offices of the Registrar and Academic Dean should be notified. If prior notice of absence has not been given to students, a colleague or division secretary should be notified so that an announcement of the absence can be posted and an e-mail sent.

If a faculty member will be out of town for any reason, information as to how the faculty member can be reached during that time should be left with the Academic Affairs Office.

Student Attendance Policy

Class attendance is expected of all students. Each teacher will outline his/her specific attendance policies during the opening meeting of the class. These attendance expectations are also to be included in the course syllabus.

Students who find it necessary to be absent because of illness or for other reasons should notify their instructor before the class period. Students missing class or arriving late assume responsibility for communicating with the instructor. Instructors may on occasion require students to secure verification of reasons for absence.

Faculty and staff wishing to take students off-campus for field trips, conferences, tours, athletic competition, etc., must submit to the Student Services Office a roster of students who will miss class sessions at least one week in advance. Instructors are encouraged to make arrangements to accept course work and administer examinations ahead of time, but maintain the freedom to accept make-up work.

HONOR CODE

Augustana's Honor Code consists of inter-related elements that guide scholarship and learning; the Honor Pledge, the Honor Board, and a set of judicial procedures that guide the College's response to alleged academic integrity violations. Students will sign an honor pledge on every examination and other assignments deemed appropriate by the faculty member. The Honor Pledge is as follows:

"On my honor, I pledge that I have upheld the Honor Code, and that the work I have done on this assignment has been honest, and that the work of others in this class has, to the best of my knowledge, been honest as well."

The Honor Board has the responsibility for administering the Honor Code by developing the rules of procedure and educating the campus community about academic integrity. The Honor Board is composed of upper-

class students and faculty. Students will apply for Honor Board membership in the spring semester.

Members of the Honor Board are a resource for students and faculty members regarding the working of the Honor System and by offering programs that engage students and faculty in conversations about academic integrity, the Honor Code and its goals.

Note: A comprehensive description of the Honor Code is published in the online version of the Student Handbook.

Faculty members will include a statement that affirms the Honor Code in their syllabi. Faculty members are also responsible for investigating all instances involving any student who does not sign the Honor Pledge or brings forward an academic integrity concern.

For complete information on the Honor Code, the Honor Board, and academic integrity, please see the Augustana Catalog pg. 171. Please consult your Department Chair regarding suspected violations of the Honor Code.

STUDENT RECORDS

274-4121

Augustana College keeps the education records of current and former students confidential according to provisions of the Family Educational Rights and Privacy Act of 1974 hereafter referred to as FERPA. The College will not disclose information contained in education records to anyone outside of the institution without the student's consent except to officials of another school in which the student seeks or intends to enroll, and to federal, state and local agencies and authorities as permitted under FERPA.

Education records are documents that relate directly to a student and include academic transcripts and supporting documents, student judicial records, financial aid records, and career placement records. These records may be disclosed to Augustana College personnel with legitimate educational interest without prior consent. (NOTE: The College may disclose financial records to parents or guardians of a dependent student as defined by the Internal Revenue Code of 1964. Parents or guardians of students under the age of 21 may also be notified if their son/daughter violates the College's alcohol and drug policies per the Higher Education Act Amendments of 1998.)

Listed below is information not considered a part of a student's education record and therefore are not subject to FERPA provisions:

- personal records kept by a member of the college staff that are not revealed to others and are kept in the sole possession of the staff member; and
- student employment records that relate exclusively to the student in the capacity of an employee; and
- records of the College's Campus Safety Department which are maintained solely for law enforcement purposes; and
- medical records maintained by the Student Health and Counseling Services Center (health and counseling services) and other recognized professional and paraprofessional, if those records are used solely for treatment and made available only to those persons providing treatment.

Request for Review

Students have a right to review their education records as provided by the provisions of FERPA. Items requested for review shall be made available no later than 45 calendar days following receipt of the written request. Note: No official academic transcript will be released until all accounts, including loan funds administered by the College, are paid in full or are current according to established repayment schedules.

Limitations on Student Rights

There are some limitations on the rights of students to review their records. Students shall have no right to inspect or review:

- confidential letters and recommendations associated with admission, employment, or job placement if a student has signed a waiver, or the receipt of an honorary recognition;
- education records containing information about more than one student, in which case the College will permit access only to that part of the record pertaining to the inquiring student;

- financial records of the student's parents or guardians.

Directory Information

Items of public or directory information contained in education records may be released at the discretion of Augustana College officials without the student's prior consent. This public information includes: name, place and date of birth, names of parents and home address, college address, photograph in college directory, verification of degree including honors, previous schools attended, and participation in recognized activities.

Request to Withhold Disclosure

A student may choose to refuse disclosure of education records including items of public or directory information without prior consent by contacting the Student Services Office within ten days of the student's first academic term of the current academic year. The request to withhold information will remain in effect as long as the student continues to be enrolled or until the student files a written request to discontinue the withholding.

Challenge to Contents of Education Records

Any student who believes their education record contains information that is inaccurate or misleading or otherwise in violation of their privacy is encouraged to informally discuss this concern with a college administrator responsible for the department or area in which the record is located. If the College decides to not amend the record as requested, the student may contact the Student Services Office relative to an appeal hearing.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

RESIDENCE LIFE 274-5215

As a residential college, Augustana believes that living in college-owned housing complements the overall academic mission of the institution by providing a living-learning community that supports students' development and academic success. More than two-thirds of all full-time students live in the College's residence halls, apartments and theme houses. Augustana has a three year residency requirement and unique programming and support services define a variety of living environments depending on academic classification, age and preference. All first-year students reside in two traditional residential facilities on the south side of the campus. Upperclass students may choose to live in four residence halls on the north end of the campus, in ten theme houses surrounding the campus in all directions or in an apartment complex located two blocks east of the campus.

VETERANS AFFAIRS 274-5206

Responsibility for the coordination of Veterans Affairs is assigned to the Director of Financial Aid. All matters involving veterans' educational needs are administered directly by the Director of Veterans Affairs currently housed in the Administration Building.

CAREER CENTER 274-4127

Assisting seniors in securing full-time employment upon graduation is only one of the primary functions of this department. Since career planning begins with the first freshmen semester, faculty should encourage all students to contact this office for career/life planning assistance.

The Career Center is located in the Edith Mortenson Center.

STUDENT SERVICES 274-4124

The Division of Student Services, under the direction of Jim Bies, the Vice President for Student Services and Dean of Students, is responsible for student personnel services and programs. These areas of responsibility include the following departments and offices; Dean of Students Office, Residence Life/Housing Office, Counseling Services, Health Services, Campus Safety, Career Center, Multicultural Programs Office, Student Activities Office, Recreational Services, Dining Services, Volunteer Services, Bookstore and the Campus Learning Center (childcare program).

Co-curricular Activities

Student eligibility for participation in select co-curricular activities such as athletics, music, theatre, and student publications require that students are in academic good standing. The Dean of Students Office serves as a point of certification and information for faculty members who advise/direct/ supervise student groups. Exceptions shall be considered on their merits.

The directors of co curricular activities may submit program roster and names of prospective participants to the Dean of Students for the purpose of eligibility review. It is the responsibility of every activity director to establish eligibility before students are permitted to participate in any rehearsals or any practice sessions.

SERVICES FOR STUDENTS WITH DISABILITIES AND OTHER SPECIAL NEEDS

274-5503

Susan.Bies@augie.edu

Augustana College strives to ensure that students with documented disabilities are able to fully participate and have equal access to all activities, programs and services. Campus resources include specific departments and designated staff who work to coordinate accommodations and assist students in engaging in the learning process and all aspects of college life.

Students have the right to disclose and document a disability at any time in an academic session however it is most helpful to faculty if the notification occurs at the start of the term. Accommodations begin when documentation of a disability has been reviewed and verified by Student Academic Support Services (SASS).

Accommodations are not retroactive if a student discloses a disability at a point later in the semester. Please direct students who are requesting academic accommodations that you don't have an accommodation letter from SASS to this office for assistance.

Most often, the accommodation letter will not disclose the specific disability of a student. Some disabilities are visible such as a student who is deaf and the need for accommodation is apparent. However, students with invisible disabilities (learning disability) may not want their disabilities shared with faculty and expect this information to remain strictly in confidence. The student may choose to discuss his or her disability in the privacy of your office when s/he feels ready and comfortable to do so.

Augustana faculty are not expected to lower academic standards or modify the essential components of any course for students with disabilities however it may be necessary to explore alternate methods to satisfy a course requirement. Faculty are encouraged to use innovative and helpful teaching techniques and to design tests to ensure measurement of a student's knowledge and not the disability.

Please direct your questions to Student Academic Support Services about meeting the needs of students with disabilities so we can build a partnership to promote equal access to learning. More information can be found on the web site at www.augie.edu/academics/academic-support/disability-services.

STUDENT HEALTH AND COUNSELING SERVICES

274-5552

Health Service Provider and Appointments

Sanford Clinic Family Medicine is Augustana's health service provider. Services include routine outpatient medical care, diagnosis and treatment of illness, immunizations, travel consultation and limited diagnostic testing.

- **Class Days** (*Monday thru Fridays*) — Students are seen on-campus by a college nurse at the on-campus health service located in the lower level of Solberg Hall on weekdays through 2:30 p.m. during the academic year (*fall semester, interim, spring semester, except during vacation periods*). No appointment is needed to see a nurse. Medical staff at the off-campus clinic may be seen by appointment at the Minnesota Avenue clinic on weekday afternoons. The clinic is located at Sanford Clinic-Family Medicine, 6110 S. Minnesota Avenue (*SE corner of 69th & Minnesota*). Students must be seen by a college nurse for evaluation before an appointment will be scheduled.
- **Vacation Periods** (*during the academic year, September thru May*) —The on-campus health service is not normally staffed with medical personnel when classes are not in session. In the event of an urgent health situation, students may contact the off-campus clinic (*Sanford Clinic-Family Medicine at 605.328.5800*). Be sure to identify yourself as an Augustana student. During vacation periods and during the summer months when the health service is normally not open, non-urgent messages and requests for health form information can be left on the office's voice-mail system (605.274.5552) between the hours of 8:00 am and 5:00 pm.
- **Cost** —There is no cost for full-time students (*part-time who have paid the student activities fee*) at either the on-campus health service office or the off-campus clinic. Fees may apply for diagnostic testing and injectable medications.

MIKKELSEN LIBRARY
<http://www.augie.edu/library>

Mikkelsen Library serves as the information center for the Augustana College community through its development of a local collection, its access to other sources of information, its support of the instructional process, and its encouragement of independent learning and research. The staff of the Mikkelsen Library has made a commitment to providing excellent library service to all who seek their assistance.

The library is open over 95 hours/week, seven days/week. During regular semesters, library hours are as follows:

Sunday 12 noon -12 midnight Monday-Thursday 7:45 AM - 12 midnight Friday	Phone: 274-4921 Library Hours: 274-4925 Media Services: 274-4920
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Collections

The library has a collection in excess of 230,000 books and bound periodicals. The library's collection development policy encourages recommendations from faculty regarding both acquisitions and withdrawals. Each month a list of new books cataloged is posted under What's New@ on the library home page The Library Committee serves as an advisory group for general policies and budget issues.

The Mikkelsen Library has been a selective federal government documents depository since 1970. The documents collection currently numbers 160,000 documents in paper, microfiche, and CD-ROM. Item selections reflect the curriculum of the college.

The library subscribes to several hundred journals and ten newspapers. Electronic databases such as CINAHL, Lexis Nexis, Project Muse, JSTOR, ProQuest as well as online services such as OCLC's FirstSearch; and a variety of print indexes support research in the journal literature. Several of these databases provide full-text access to periodicals, making our access to periodicals closer to 10,000 periodical titles.

Special collections in the library include Ole's Oasis with recreational reading, Norwegian Collection, a rare book collection in the Myklebust Room, audiovisual, juvenile, and curriculum collections. In addition, the library's online catalog includes the collections of the Center for Western Studies which is a research, archival, and publishing agency.

Borrowing Privileges

The Augustana ID card is used by students, faculty, and administrators to check out materials from the Mikkelsen Library. This card may also be used to borrow materials at the University of Sioux Falls Library, Sioux Falls Seminary Library, Wegner Center, Southeast Technical Institute, Avera McKennan, and Siouxland Libraries. In turn, the Mikkelsen Library honors cards from these libraries. The reciprocal agreement allows borrowing privileges with the understanding that the Augustana library is liable for all materials checked out with an Augustana ID.

Reference

A librarian is available Sunday from 2:00 - 9:00 p.m., Monday-Thursday from 8:30 a.m.- 10:00 p.m. and Friday from 8:30 a.m. - 5:00 p.m. At all other times a library assistant, who has had some special training in assisting library users with information needs, is available.

Library Instruction

Augustana's librarians are committed to promoting information literacy and welcome the opportunity to work with faculty who are interested in incorporating information resources/research into their courses. Librarians are available to demonstrate online databases, teach search strategy, prepare handouts, or create web pages for specific assignments.

Departmental Liaisons

Each department is assigned a member of the professional library staff as library liaison for orders of library materials or other library-related concerns: Humanities Division (except music) plus History-- Jan Brue Enright; HPER, Biology, Chemistry, & Physics --Deb Hagemeyer; Social Science Division (except Education, History & Business) --Lisa Brunick; Education, Music and Nursing--Judith Howard; Computer Science, Math, & Business Administration-- Kay Christensen. Each of these librarians may be reached at extension 4921.

Reserves

Faculty members may request that certain materials be placed on reserve for use by students in their classes. Reserves are listed on the Augustana online catalog, so faculty may check the status of materials currently on reserve in their name. A reserve request form must be completed for each set of reserve materials, indicating class name and number, professor, type of reserve, and date materials should be taken off reserve. Reserve forms are available from the library, or via the Augustana portal. All personal reserve materials are returned shortly after they are taken off reserve. If photocopied articles are being placed on reserve, they must comply with the copyright guidelines outlined below, and each copy of an article must be in a separate file folder. The library cannot assume responsibility for lost or stolen materials which are personal copies.

Books or media from the Mikkelsen Library collection, or from a faculty member's personal library, may be placed on reserve.

Electronic reserves are another option. Please contact Jan Brue Enright with questions at extension 4921.

Coursepacks

Faculty interested in coursepacks should contact the Augustana Book Store.

Electronic Resources

The library's homepage: <http://www.augie.edu/library/> is the gateway to the resources and services offered by the library. All resources are available from any computer on campus, and many are available with a password off campus.

Online Catalog

SDLN is an online catalog of over 50 libraries within South Dakota, including Mikkelsen Library. There are multiple workstations available in the library, as well as access via the campus network and home computers with Internet access. The SDLN database includes books, government documents, periodical holdings, and audiovisual materials. Some specialized databases, such as the Argus Leader Index and an index to Indian Country Today newspaper are also available through SDLN.

Interlibrary Loan

Materials not owned by Mikkelsen Library may be obtained from other libraries in the state, region, or country via interlibrary loan (ILL). ILL service is provided to current faculty, students, and employees of Augustana College. Mikkelsen Library does not charge for this service; however, if the loaning libraries charge fees, these costs are passed on to the patron. Arrangements can be made for these costs to be charged to a campus account.

Books or media borrowed from other libraries carry a due date set by the lending library. It is essential that materials be returned on time so that good relations are maintained with these libraries. Photocopies of journal articles may also be obtained through ILL. Whenever possible, copies are obtained from libraries that do not charge for this service.

ILL requests may be submitted electronically in a variety of ways--via library databases, the Augustana portal page or SDLN. Requests can also be made on paper forms available at the circulation desk or by phoning.

Mikkelsen Express

Materials obtained for faculty through ILL will be delivered via Mikkelsen Express, the library's delivery service. Faculty members may also have items delivered that are available in the library by submitting an electronic request via the Augustana portal, or they may call the library at extension 4921. Departmental accounts will be charged for photocopies, so please include that account number in your request. There are drop boxes in each of the academic buildings where faculty may return books, ILLs, videos, etc.

Media Services

The library's Media Services is located in the lower level of Mikkelsen Library. Services include audiovisual materials circulation, equipment scheduling and delivery to classrooms, film/video rental, off-air taping, and production services. Production services available include: duplicating CDs, audio and video tapes, where not prohibited by copyright; laminating materials; scanning; color laser printing; video editing; and creating 35mm slides from print and electronic sources. All services are provided at cost to members of the Augustana community. Contact Media Services at 4920 with questions.

Films not available in the Mikkelsen Library collection may be available from other sources via interlibrary loan or rental. Most films available through ILL can be borrowed at no charge. However, rental sources may charge \$50 to \$75 per use. AV materials may be ordered by calling Media Services (4920), by e-mailing ims@augie.edu, or by using the link on the library homepage. Media Services will confirm availability by phone or email. Films and videos are delivered to the instructor's office or mailbox as soon as they arrive. Films and videos should be returned to Media Services or to the Mikkelsen Express pick-up box in each building immediately after use. Upon return to the library, faculty has the option of placing videos and DVDs on reserve for a week, so that students who missed class may view the movie in the library.

To schedule equipment, call or email Media Services at least 24 hours in advance to set up delivery and pick-up times. Equipment should be left in the room where it was delivered unless other arrangements have been made. TV/VCRs and SmartCarts are available in each classroom building and are scheduled through the Division office. Should this equipment be unavailable during a needed time, call Media Services at 4920. An Equipment Release Form must be signed by the responsible faculty member before a student may check out certain Media Services equipment. Extra bulbs are sent out with slide and overhead projectors. Call 4920 if problems arise when using equipment.

GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES

Augustana Media Services will do off-air recording of broadcast programming for educational purposes based on the following guidelines for fair-use as set forth by the Negotiating Committee appointed by the Chair of the House Subcommittee on Courts, Civil Liberties and the Administration of Justice in 1979.

Please contact Jan Brue Enright at the library if you have questions about copyright or fair use.

AUGUSTANA COLLEGE RESPONSIBLE USE OF TECHNOLOGY RESOURCES (Computing, Networking and Electronic Communications)

Policy Statement

Use of technology resources provided by Augustana College is a privilege made available to students, faculty, staff and approved guests of the College to facilitate and enhance their work, teaching, learning and scholarly research. These resources include college-owned hardware, software, accompanying network resources, and technology support personnel. It is expected that technology users will apply a normal standard of academic integrity, polite conduct and respect for the rights and privacy of others. All users are expected to act responsibly and abide by all state and federal laws.

Augustana uses campus e-mail as a primary way of communicating with students and staff. It is expected that all students, faculty and staff will check their college assigned e-mail regularly.

Mis-Use of Technology

Activities that are inconsistent with the Responsible Use Policy will not be tolerated, and may result in revocation of privileges. Such activities may include, but are not limited to:

- Activities that interfere with or deny access to other users.
- Activities that jeopardize the security or integrity of the system.
- Activities that are harassing, fraudulent, or threatening.
- Activities that significantly diminish or impede the educational use of these resources or flow of network traffic to other users, such as email spamming, file sharing or game playing.
- Activities that alter the configuration of college-owned equipment in campus labs and other public areas, including the installation of software.
- Activities that are commercial in nature.
- Activities that create a hostile or offensive work environment.
- Activities that violate copyright laws or other federal and state statutes.
- Distributing copyrighted material.
- Using any materials owned by others in assignments, on your webpage or in any other medium without the express permission of the original owner and without proper citation. The college assumes materials you find on the internet are copyrighted unless a disclaimer or waiver is expressly stated.

Violations

The College strives to direct its efforts to the enhancement of technology resources and not the policing of the use of those resources. Engaging in any activity that violates the intended use of campus technology may result in the loss of technology privileges. Student violations will be reported to the Colleges judicial system through the Dean of Students office, Faculty and Staff violations will be reported to Human Resources. Violations of state or federal law may be reported to the appropriate authorities.

Policy Revised and Approved, May 2003

BOOKSTORE 274-4417

Barnes and Noble College Bookstores, Inc. manages more than 600 college and university bookstores across the United States and Canada. We are proud to be a partner with Augustana College, where we have operated the campus bookstore since 1990. The Augustana Bookstore is dedicated to providing a quality retail establishment that will serve the needs of the campus.

Textbook Services

The Augustana Bookstore is the exclusive on-campus buyer and seller of all required, recommended or suggested course materials, including textbooks, coursepacks, software, and materials published or distributed electronically.

Textbook Ordering Process

Prior to each term, the Bookstore staff will collect required and recommended title information for every class offered through Augustana College. Each title is given an estimated sales total and the textbooks will be ordered to arrive prior to the start of classes. Textbook information requests are distributed to faculty with the following guidelines agreed upon in the contract for services:

Spring and Interim term information returned to the Bookstore on or before October 1st

Summer term information returned to the Bookstore on or before March 1st

Fall term information returned to the Bookstore on or before April 1st

Textbook Disclosure Requirement

Effective July 2010, Augustana College is required by Federal regulation to make textbook information available to students by the date that they register for their classes. The intent of this Federal requirement is to encourage colleges (faculty and administration), textbook publishers and bookstores to identify ways to decrease the cost of college course materials while supporting the academic freedom of faculty.

In order to meet the Higher Education Opportunity Act (HEOA Section 133) requirement, Augustana must disclose the title, ISBN number and cost of required textbooks at the time that course schedules and student registration information is made available.

Early textbook information requests are critical to the successful research and notification of impending new editions or out-of-print titles. Early requests also allow for the completion of the textbook buyback service provided by the Bookstore.

Coursepacks

All coursepacks require copyright clearance. When submitting coursepack hard copies, a listing of all sources used in the coursepack must also be submitted so that copyright clearance can be obtained. A copy of the acknowledgment page from each source is also acceptable.

Buyback

At the end of the every term, the Augustana Bookstore will offer a textbook buyback period. The Bookstore will conduct retail and wholesale buyback for titles used during the prior term.

1. Retail buyback: When the Bookstore has been notified by a faculty member that a book will be used the following semester, we will pay 50% of the selling price until we have met our estimated sales for that title.

2. Wholesale buyback: In the absence of a notice that a title will be used, or when our estimated sales have been met through retail buyback, we will purchase textbooks at wholesale prices. The prices set by the wholesale buyer are determined by national demand for each title. Books purchased at buyback are shipped out of the Bookstore to a wholesale buyer. Titles that are not used from one term to the next will be purchased at wholesale prices. Titles that do not have a written request for use are purchased at wholesale prices until a written request is submitted to the Bookstore.

Desk Copy Requests

Due to the personal information that publishers require when placing orders for desk copies, the Bookstore cannot place these orders. However, we are happy to provide faculty with the publisher information so that orders can be placed by the individual faculty member.

Textbook Returns

Starting around the fourth week of the fall term and the fourth week of the spring term, the Bookstore will begin the process of returning textbooks to the publishers. All remaining textbooks are inventoried and returned to the publishers and wholesale providers over the course of the remaining term.

Other services

Faculty and staff discounts: All full-time faculty and staff may receive a 10% discount on supplies, clothing and gift items available at the Bookstore, with the following exceptions; adopted textbooks, special order merchandise, clearance or sale items, and convenience merchandise.

Department charges: Augustana faculty, staff and departments may receive a 20% discount on clothing, supplies and gift items available at the Bookstore when these items are purchased with a college issued purchase card. Please note the following exceptions; adopted textbooks, special order merchandise, clearance or sale items and convenience merchandise.

Clothing and gift items: The Augustana Bookstore is the on-campus provider of supplies, gift items, clothing, clothing accessories, jewelry and class rings, that contain an Augustana College logo, emblem, or insignia.

Special order services: The Bookstore will special order any title that is available through the publisher for all faculty, staff and students.

Commencement gown and invitations: Faculty gowns and campus commencement announcements are provided through the Bookstore.

CENTRAL SERVICES 274-4331

Central Services, located in the Nelson Service Center, is a service to the entire Augustana community in the areas of printing and mailing. For a complete list of services and prices, contact Central Services.

Printing

Xerox copies and offset printing are available to all departments and student organizations. The college reserves the right not to print material submitted by individuals, either from on or off campus. A request must be submitted to Central Services on a Printing Request form. Please fill out the form completely, including account number and date for completion. Do not use ASAP. Consult with the staff and set an appropriate completion date.

You may submit and wait for short runs during these hours:

Monday	8:30 - 9:00 AM
Tuesday - Friday	8:00 - 9:00 AM
Monday - Friday	10:30 - 11:30 AM
and	3:30 - 4:30 PM

A short run is 250 copies or less and only run on 8.5 x 11, #20 bond paper or Augustana letterhead. A short run service does NOT include, folding, cutting, and other special services.

Special emergency requests and requests for large orders or booklets require arrangements by Central Services. Phone 4331 for assistance.

Mail

The post office located in Central Services is an approved shipper for the U.S. Postal Service and can serve your needs for stamps and postal services. Stamps and basic services are also available at the Post Office in the Commons between 8:00 AM and Noon, and the Commons Information Desk keeps a small supply of stamps available for purchase.

During the school year there are pickup locations on the ground floor of the Madsen Center, Gilbert Science Center and the Humanities Center at 9:30 AM and 2:00 PM. (Mail dropped off at the Commons concourse is processed the same day if it is at those boxes before Noon, Monday through Friday.) Mail pickup time on the ground floor of the Administration Building is at 9:00 AM and 2:00 PM, Monday through Friday.

Please secure your outgoing first class letters that are to be metered with a rubber band. Envelopes must have the flaps closed; group sealed and unsealed envelopes separately. All letters and packages must be marked with the department account number in the upper left hand corner to receive same day service at Central Services. Packages under one pound or large envelopes will be sent first class unless marked otherwise. Mail service to foreign countries is not available for packages; however, letters and cards can be processed and should be identified as international. Mail must be delivered to Central Services by 3:00 PM for it to be processed and sent out that same day. Express services are also available, and must be at Central Services by 3:00 PM to be processed that day.

United Parcel Service (UPS)

Packages may be sent by departments using an Augustana account number. UPS services are available for personal use at a small cash fee. UPS pick-up is at 3:00 PM daily.

AUGUSTANA COLLEGE SMOKING POLICY

In keeping with Augustana's intent to provide a safe and healthy work environment, the use of tobacco products, such as cigars, pipes, cigarettes, and chewing tobacco, is prohibited inside all Augustana buildings or in Augustana owned vehicles. When smoking outside, please do not smoke near entrances to buildings or near open windows. Always use ashtrays or similar receptacles to guard against fire, and to maintain good housekeeping.

AUGUSTANA COLLEGE POLICY ON ALCOHOLIC BEVERAGES

Introduction

It is unlawful in the State of South Dakota for persons under the age of 21 to possess or consume alcoholic beverages. It is also illegal to sell or distribute alcoholic beverages to persons under the age of 21.

Augustana College acknowledges that the misuse of alcoholic beverages poses a serious threat to the entire college community as well as our society at large. Consequences of alcohol use may include the lessening of academic performance, difficulty in managing emotions, loss of personal relationships, damage to property, the potential for injury and infringement on other persons' rights.

The College also acknowledges that a large segment of the student body does not have a legal right to use alcohol. Augustana College values opportunities to encourage high standards of behavior resulting in the promotion of healthy lifestyles and therefore is committed to providing opportunities for education associated with the use of alcohol. In addition, resources for counseling support and referrals are available through Sioux Falls Psychological Services.

Policy Statement

The possession or consumption of alcoholic beverages is prohibited on campus and at college sponsored functions.

Other guidelines governing the use of alcoholic beverages include:

1. Empty alcoholic beverage containers (i.e. cans, bottles and kegs) are not permitted.
2. Intoxication and other alcohol-related behaviors will not be condoned.
3. Student organization funds may not be used for the purchase of alcohol or the sponsorship of an event where alcohol is available.

Consequences related to this policy on alcoholic beverages will reflect the unique circumstances of the student and the violation, and may include the assignment of community service, referral to counseling, monetary assessment, removal from or reassignment of college-owned housing, referral to law enforcement agencies, or immediate suspension or expulsion from the college. All monetary assessments and deposits from confiscated alcoholic beverage containers will be deposited in an alcohol education fund.

AUGUSTANA COLLEGE POLICY ON DRUGS

The improper use of drugs is a widely recognized social problem today. Students and employees at Augustana as a cross section of many segments of society are subject to potential involvement with the use of illegal drugs and illicit use of prescription drugs. Therefore the college prohibits the use, possession, distribution, or sale of drugs (i.e. hallucinogens, narcotics, stimulants, depressants) which are illegal except when prescribed by a physician. This policy acknowledges local, state and federal laws, including the Drug-Free Workplace Act of 1988 that governs all aspects of drug-related use.

Violations of this policy may result in disciplinary action to include suspension or dismissal and may be referred to a law enforcement agency in accordance with civil law.

Augustana College encourages any person concerned about a drug related problem to voluntarily seek assistance through our Student Health and Counseling Services, Campus Pastor, Employee Assistance Program, Student Services or members of the Residence Life staff.

CAMPUS SAFETY 274-4014

The Campus Safety Department is located in the Morrison Commons (telephone extension 4014, answered 24 hours a day). Campus Safety operates under the direction of the Office of Student Services. **In the event of an emergency, dial 9-911 from any campus telephone.**

The Campus Safety department strives to be proactive in anticipating unsafe conditions, and protecting individuals from acts of others. Personnel associated with this department function as agents of the college and possess the power and authority of the college, i.e. the authority of a private citizen to protect oneself and one's property from harm.

Campus Safety Reporting

Augustana has requested that the Sioux Falls Police Department routinely patrol college-owned property to include parking lots. Local law enforcement agencies work closely with college personnel when necessary and it is not uncommon for police officers to visit the campus. Any crime known to the college administration that has taken place on the campus is immediately reported to the Sioux Falls Police Department.

Incidents involving a crime or any suspicious circumstance should be reported immediately to Campus Safety by calling ext. 4014.

The College will make timely and appropriate reports to the campus community when any crime may be considered to be a threat to students and employees. Information will be disseminated in a manner that will aid in the prevention of similar occurrences.

The College, as a matter of procedure and public information, collects and reports crime statistics. These statistics are published annually by the Student Services Office and will be available upon request, and on the College's web site.

General Policies and Procedures

Residence Hall Access

For the protection of students living on the campus, all perimeter doors to residence halls are secured 24 hours a day, 7 days a week. Student ID key cards are programmed for access to the exterior doors.

Escort Services

Campus Safety personnel are available to escort students and college personnel after dark within the confines of the campus (call ext. 4014). Since officers maintain a patrol schedule for all campus buildings, it may be necessary to wait a short period of time for the escort to arrive; however, every attempt will be made to respond within 5 minutes.

Telephones

Most campus buildings are equipped with telephones in public areas that have 911 emergency access (remember to dial 9-911 from campus phones). Each residence hall has a telephone located on the exterior of the building at or near its parking lot entrance. Individual student rooms in residence halls are equipped with telephones with 911 access.

Lighting, Shrubby and Trees

The College maintains a program of adding exterior lighting to minimize dark areas used by pedestrians on the campus. All facilities on the campus are accessible by sidewalks that are well lit. Individuals are cautioned to avoid dark places that may be the shortest distance between two buildings. Stay on lighted sidewalks and walk with another person that you know!

Emergency Call Box

The College has strategically placed emergency call boxes on campus for the purpose of providing a means for a student to seek immediate assistance. The call boxes are connected with the Campus Safety dispatch center by pushing the red button. The black button allows the caller to call any campus phone line.

Emergency Notification System (ENS)

The College has implemented an emergency notification system designed to send critical information to the campus community in a timely manner. The ENS allows a message to be sent via e-mail, cell phone, land line phone and text messaging at the same time. The ENS will only be used in crisis situations in which the information is deemed vital for the campus community to receive quickly. **All faculty and staff are encouraged to sign up to receive these important notices. You may sign up by going to human resources on my.augie.edu**

PARKING REGULATIONS

Augustana's parking program is administered by the Campus Safety Department. All students and staff must register their vehicle with Campus Safety. The College cannot guarantee parking space for all who come on campus. The College assumes no responsibility for the protection of any vehicle or its contents while on campus. Funds accumulated by parking permits and fines are used for enforcement of regulations and maintenance of parking facilities.

Parking Permits

Faculty and staff wishing to park a motor vehicle in a campus lot must display in that vehicle a current Augustana parking permit. Faculty and staff are entitled to permits at no cost. Permits are issued for a three (3) year period (permits obtained this Fall will be valid until September 1, 2014). There is no charge for replacement of a lost permit. Permits reported as lost or stolen will be kept on record by Campus Safety. Vehicles displaying a permit reported as lost or stolen may be towed away at the vehicle owner's expense. Parking permits are to be placed in the upper left corner of the rear window of the vehicle. Failure to properly display permits will result in a fine. Temporary permits are available to campus visitors on short visits. They can be obtained in the Campus Safety Office.

PLEASE REMEMBER: although permits are required they do not guarantee a place to park!

PARKING LOTS AND RESTRICTED AREAS

All parking areas are clearly marked. No parking is permitted other than in designated areas. Vehicles must park only in lots assigned to them, failure to do so will result in a fine. The parking areas follow:

- Bergsaker lot is restricted to orange decals at all times.
- Solberg lot is restricted to yellow decals at all times.
- Costello lot is restricted to red decals at all times.
- Tuve/Menlo Avenue, restricted to purple decals at all times.
- Granskou and Stavig are restricted to green decals at all times.
- East Hall is restricted to gold decals at all times.
- Duluth Ave apartments decals are teal, Summit Ave apartments, brown
- Handicapped spaces are reserved for that purpose.
- Overnight parking is permitted only in the Humanities lot with permission from Campus Safety.
- All other campus parking is restricted to blue or white permits from 7:00 a.m. to 5:00 p.m.
- Visitor spaces are reserved for that purpose.

Tow Zones

Vehicles blocking traffic, parked in a fire lane, parked in a service drive, interfering with snow removal or displaying a permit that has been altered or reported stolen are subject to IMMEDIATE TOW at the vehicle owner's expense.

Vehicles violating other campus parking regulations are subject to tow at the discretion of the Campus Safety Department.

Any questions regarding parking a vehicle on campus should be directed to the Campus Safety Department (ext. 4014).

**PART-TIME FACULTY FRINGE BENEFITS
274-4110**

At present, Augustana College policy provides limited fringe benefits for part-time faculty. The benefits are as follows:

- | | |
|---------------------------|--------------------------------|
| I. Tuition Assistance | V. Bookstore Discount |
| II. Social Security | VI. Free Parking Permit |
| III. Worker Compensation | VII. Flexible Spending Account |
| IV. Library/Activity Card | VIII. TIAA-CREF |

Expanded Benefit Description

I. Tuition Assistance

All continuing full-time, part-time and adjunct employees (as defined by the handbook) are allowed an educational assistance benefit for themselves, their spouses and their children. For the purposes of this program, children are defined as natural children, legal children under your guardianship, adopted or step-children.

Employees and spouses are eligible for both undergraduate and graduate level courses, children are eligible for undergraduate level courses only. Retirees of Augustana, their spouses and their children will be eligible for these benefits as well. A legally separated spouse of an employee is not eligible for this program.

The spouse and children of an employee who becomes totally disabled or who dies in active service will also be eligible for the maximum Tuition Assistance benefit.

Tuition Assistance will be allowed in the following manner:

	<u>Part-Time Employees and Their Children/Spouse</u>
First year of employment	6 credits/fiscal year
Second year of employment	8 credits/fiscal year**
Third year of employment	10 credits/fiscal year**
Fourth and each succeeding year of employment	12 credits/fiscal year**

**Tuition Assistance will not apply to more than 7 credit hours per semester. If the student is a full-time student, the cost of these credit hours is applied to the tuition costs.

Tuition Assistance terminates for the employee's children/spouse when:

* Employee is no longer employed by the College, except for retirement status. Employees who terminate or are terminated by the College while they or their children/spouse are attending classes under this program will cease to be eligible for tuition assistance on the last day of active employment. At that time, tuition remission is prorated based on the number of class days completed and the number of class days remaining in that term. Please contact the Business Office for further details.

* A maximum of 200 credit hours or child has completed BA degree from Augustana College, whichever comes first. Requests for assistance beyond the 200 credit limit should be directed to the Vice President of Human Resources. Exceptions will be reviewed and decided by the Registrar and the Vice President of Human Resources. Full Tuition Assistance is defined as 12 credits per fiscal year for part time employees. Tuition assistance is based on the employee's anniversary date, and will be in effect for the rest of that employment year.

Part-time faculty who teach a minimum of 6 credit hours of class (the equivalent of 2/3 time) in a single semester are eligible for one family registration, as defined for part-time employees.

Part-time faculty who teach a minimum of 6 credit hours of class in both the fall and the spring semesters are not limited to one family registration. The part-time faculty/spouse are eligible to apply for either

undergraduate or graduate level courses. Children are eligible for undergraduate level only. The benefit must be used during the semester the adjunct faculty is teaching, the following semester or the immediate following summer.

Tuition Assistance applies to tuition only and does not include workshops, test outs, credit by examination fees, non-transcripted audits, private music lessons, study abroad fees or other special fees. Participation in the cohort programs is considered full-time enrollment regardless of the number of credits enrolled each term.

II. Social Security is paid by the college for adjunct faculty and the employee's share is withheld from his/her pay check. Social Security provides a wide range of benefits beyond the expected retirement benefit. Adjunct faculty desiring information or counseling on Social Security benefits may contact the Human Resources Office.

III. Worker Compensation Insurance is provided to all employees of Augustana College. It is required by law that employers insure their employees against injury and illness while at work. Any work-related injury will be covered up to the maximum medical expenses and salary for lost days of work. If you are injured while at work, contact the Human Resources Office immediately.

IV. Each member of the Augustana College community will receive an identification card valid only for the semester or year of employment. This card serves as: a) library card; b) admission recognition to most concerts, lectures, drama and athletic events of the college; c) building access; d) munch money card.

V. All employees and their dependents may purchase items from the college bookstore at a 10% discount. This does not include snacks, health and beauty aids, textbooks, and items already discounted. The adjunct faculty identification card must be presented to receive this discount.

VI. All faculty and staff are not required to register for parking permits. However, it is required that all employees register their vehicle with Campus Safety if parking in the blue parking lots that are labeled for employee parking. Parking permits must be placed on the vehicle's rear window on the upper left side.

VII. Flexible Spending Account (Also known as Cafeteria Plan or Section 125 Plan)

Augustana College offers its employees the benefit of participating in the Flexible Spending Accounts.

The employee elects the amount of money that they anticipate to spend over the fiscal year for themselves and family members for un-reimbursed medical expenses.

The amount is deducted from the employee's payroll check prior to any tax reductions.

The annual amount elected is available immediately for medical reimbursements.

Expenses an individual can claim for reimbursement for their family include: co-pays for doctor appointments, prescriptions, health insurance deductibles and co-insurance, vision appointments and supplies, dental exams and procedures, and over the counter medical supplies, just to name a few.

You may track your account by visiting the web site: www.MYTASOnline.com

Some items to be aware of:

If there is a remaining balance of funds at the end of the fiscal year, the employee forfeits the funds. Most employees review their expenses from the previous year to help determine the annual amount to elect.

The maximum annual amount one can elect is \$7,500 for medical reimbursement and for Dependent Care, the maximum is \$5,000.

The year in which this election is made is deducted from payroll checks August 1 through July 31. (This time period may be adjusted depending on contract dates/ payroll cycles.) Employees are able to incur expenses from August 1 through October 15 of the following year. Reimbursement request must be received by December 15.

VIII. TIAA-CREF - Supplemental Retirement Plans are tax-deferred and allow you to put money away for retirement. While the provisions of different tax-deferred plans vary, they all work the same way: money goes from your paycheck to an investment account, reducing your current income taxes. What's more, your potential investment earnings won't be taxable until you withdraw them in retirement. With higher contribution limits than IRAs (and more significant tax deductions), tax-deferred plans from TIAA-CREF may be one of the best ways for you to build the retirement you want. Contact Human Resources for more information.

AUGUSTANA COLLEGE HUMAN PARTICIPANTS IN REASEARCH POLICY (IRB) 274-5417

Augustana College is required by federal law to establish a committee responsible for reviewing such proposed research to ensure that the rights and welfare of the subjects are protected. The rules governing human subject research are described in the Code of Federal Regulations (CFR) at 45 CFR 46.

To comply with these regulations, Augustana College has established the Institutional Review Board for the Protection of Human Subjects in Research, "the IRB." IRB policy includes the minimum guidelines established by the regulations, as well as additional policies for research conducted at Augustana College. Augustana College IRB policy requires that all research involving human subjects, whether funded or regulated by an external organization or not, must comply with Augustana College and federal regulations.

Persons conducting research involving human subjects have an ethical as well as professional obligation to ensure the safety, protection, and rights of participants. It is the intent of Augustana College, through the IRB, to assist investigators engaged in human subject research to conduct their research along ethical guidelines reflecting professional as well as community standards. Augustana College has a duty and obligation to protect the rights and welfare of human subjects of research, regardless of the source of funding.

Before conducting any research with human subjects, you must have your research proposal reviewed and approved by the IRB Committee. A copy of the full IRB proposal and proposal forms may be found on the Augie web site on the Academic Affairs page.

RELIGIOUS ACTIVITIES

Christian faith deeply values education—faith seeks understanding. The promise of the Gospel undergirds the freedom of inquiry and calls us to serving our neighbors. Students at Augustana are invigorated and strengthened by a sense of community grounded in worship and lived in service.

As a college of the Evangelical Lutheran Church in America, Augustana cherishes and serves a heritage of dialog—between reason and faith, among diverse perspectives, remembering the past, attentive to the present and inspiring hopeful future. The Gospel frees us to welcome one another; to listen to the gifts and strengths, the limitations and distortions of each expression of faith.

At Augustana, students and staff are embraced by a compassionate and caring diverse community. Everyone is welcome at worship! All are challenged and invigorated in service. The campus pastor coordinates worship and student leadership and is available for counsel, encouragement, and support. Faculty, staff and student leaders support each and all in discerning their gifts and callings in ministry and service.

SEXUAL HARASSMENT POLICY

Augustana College, in order to maintain a positive, discrimination-free educational and work environment, declares that sexual harassment in the work place or the educational environment is unacceptable and therefore prohibited. To assure such an environment, Augustana College shall provide education regarding sexual harassment to all members of the campus community.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual, or

- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic, work or student life environment.

Sexual harassment also includes sexual assault.

This policy applies to all trustees, faculty, administrators, support staff and students of Augustana College and also to persons from the larger community when they are on the Augustana campus.

In addition to the forms of sexual harassment described above, certain types of related behaviors are more ambiguous. The present policy statement takes the following positions on three such issues.

- Consensual relationships of a romantic or sexual nature, between an Augustana College employee and a current Augustana student, or between supervisors and those they supervise, may be construed as or may in fact be sexual harassment and are to be avoided. Because a unique position of power or control exists in such relationships, the term "consent" is made ambiguous. Consequently, to claim a consensual relationship is not an acceptable defense against charges of sexual harassment.
- The above does not apply to relationships between spouses.
- Another exception to the above is that a consensual relationship of a romantic or sexual nature, between a student employee of Augustana College and another Augustana student, is not prohibited. Non-consensual relations of this type, however, may constitute sexual harassment as defined above.

The President shall designate individuals to be responsible for compliance with Title VII and IX legal requirements, and to carry out related responsibilities, including education of the campus community regarding policies and investigation of any complaints. The grievance procedure provides for prompt and equitable resolution of student and employee complaints regarding any action which is prohibited by the Title VII and IX Education Amendments or by the present policy statement.

**Report Sexual Harassment questions or concerns to: Jane Kuper,
Human Resources, 274-4190.**

MEDICAL EMERGENCIES
274-4014 OR 9-911 from any campus phone

1. Do a quick evaluation of the victim. Send someone to call 9-911 if the victim:
 - Is or becomes unconscious.
 - Has trouble breathing or is breathing in a strange way.
 - Has chest pain or pressure.
 - Is bleeding severely.
 - Has pressure or pain in the abdomen that does not go away.
 - Is vomiting or passing blood.
 - Has seizures, a severe headache, or slurred speech.
 - Has injuries to the head, neck, or back.
 - Has possible broken bones.

2. Send someone to call Campus Safety (**4014**) whether or not an ambulance has been called. Campus Safety Officers are trained in CPR. If emergency care is not needed, the officer will complete a physical injury report. This report is required for all injuries that occur on campus. This report *does not* fulfill the workman's compensation requirement, please see below.

3. If you are alone, leave the victim and call 9-911 and 4014. It is more important to have professional help on the way than to provide basic first aid. When calling 9-911 provide specific directions to your location. Simply giving them Augustana College will not work. The address for Augustana College is 2001 S. Summit but you may need help at a different location on campus. Be very specific about what building the help is needed and where in the building you are located. It is essential to get help as quickly as possible. By providing detailed directions you will receive emergency assistance faster.

Augustana College currently has Automated External Defibrillators (AEDs) in the Elmen Center, Morrison Commons, Administration Building and in the Campus Safety patrol vehicle. The AED is designed to assist those in cardiac distress. The AED is designed for anyone to use by following basic directions provided on the unit. Campus Safety officers are trained to use the AED and will have an AED with them when responding to any medical emergency.

4. Every division office is supplied with a first aid kit. Provide care to the injured party if you are capable. Protect yourself and the injured party by using protective barriers (gloves and a CPR mask).

5. Remain with the victim and keep the scene safe.

6. Send someone to meet Campus Safety and Emergency Services Personnel at a building entrance, that person can then guide the responder directly to the incident.

The Campus Safety Officer will complete a physical injury report for insurance reasons and to identify unsafe conditions on campus. If the injury was incurred during the course of employment, the victim must complete an Employer's First Notice of Injury/Worker's Compensation Form in the Human Resources office immediately upon return to work.

SYLLABUS

A copy of your course syllabus is due to the Office of Academic Affairs within 2 weeks of the beginning of each term. Please e-mail your syllabus as either a Word document or PDF to nancy.wright@augie.edu.

Please include the following information on disabilities on each syllabus:

Two examples are provided below:

"Please address any special needs or reasonable accommodations with me at the beginning of the semester or as soon as you become aware of your needs. Those seeking accommodation based on documented disabilities should contact Student Academic Support Services located in the Career Center Suite in the Edith Mortenson Building, room 100. Email susan.bies@augie.edu or call 274-5503 with your questions on documenting a disability and accommodations."

Or

"Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact Student Academic Support Services to document and verify a disability or to inquire about services. Call 274-5503 or email susan.bies@augie.edu or stop by the SASS office in the Career Center Suite in the Edith Mortenson Center (room 100) for assistance."

The disability statement conveys a willingness of our faculty to discuss questions students with disabilities may have about course requirements. Student Academic Support Services works cooperatively with faculty and each individual student to establish reasonable accommodations. Course accommodations are made on a case-by-case basis because of the functional limitations of each student and the specific demands of the course. Refer to the accommodation letter you have received for a specific student regarding course accommodations and offer the student a private location to review their specific needs with you.

Honor Pledge

As a community of scholars, the students and faculty at Augustana College commit to the highest standards of excellence by mutually embracing an Honor Code. The Honor Code requires that examinations and selected assignments contain the following pledge statement to which students are expected to sign:

On my honor, I pledge that I have upheld the Honor Code, and that the work I have done on this assignment has been honest, and that the work of others in this class has, to the best of my knowledge, been honest as well.

Faculty members are responsible for investigating all instances involving any student who does not sign the Honor Pledge or who bring forward an academic integrity concern. The complete Honor Code can be found at www.augie.edu/honor.

A guide to syllabus preparation follows:

Developing the Vital Contact: The Course Syllabus

The syllabus for any course constitutes a contract between instructor and student formulated prior to the beginning of the course and lasting from the first class until the final grade is assigned. A syllabus performs a variety of functions which have positive effects when the instructor has considered carefully what guidance and information should be included. Although it is most certainly recognized that the requirements of each instructor and each course are different, there are probably some basic components which should be included in every syllabus if it is to function as:

- A contract between student and instructors
- An orientation to the entire operation of the course
- A written guidance relative to assignments, requirements and grading
- A written documentation of the instructor's policies relative to the course

Checklist for the syllabus content:

- **Heading:** To include course number, name, semester, year, and name of instructor.
- **Required textbook(s):** Listing to include title, author(s), publisher, and edition. The latter is important for students who may be using used texts. If an older edition is acceptable, it could be stated here.
- **Required materials or equipment:** The statement should include precise descriptions and sources.
- **Recommended text(s), materials, and equipment:** List those things which you do not necessarily require, but you feel would assist the students.
- **Course objectives and intended outcomes:** This section should explain what you expect your students to be able to do by the end of the course and orients the students to the content of the course. The outline may be general or quite specific according to the judgment of the instructor. If this is a general education course, state what section of the core the course fulfills and how the goals of the course meet the core goals.
- **Course requirements:** In this important section of the syllabus the instructor lists and explains all of the performance or written assignments of the course. The more inclusive and precise these explanations are the more confident and assured the students will be and the more closely their performance and written assignments tend to match the expectations of the instructor. As instructors we can be grateful that students cannot read our minds. However, that fact requires us to detail course requirements to the ultimate degree. The cost in time and effort of this detailing is more than offset by the assurance of the students, the quality of the students' efforts, and the saving of instructional time which is often consumed by students with multiple questions concerning the details of the course requirements. In addition, the written syllabus clearly documents exactly what the instructor requires. This prevents debate and, in some cases, students' grievances concerning grades.
- **Evaluation of student performance/grading:** This section, like the preceding one, is of significant interest to the students and to the instructor when faced with the challenge of grading. The same rationale for specificity applies here where, in essence, the instructor states what performance(s) or assignment(s) are counted toward the final grade. It is important to include all criteria for the grade. One method that orients the student well is to list the course requirements (by name only) and then list the points to be earned of the percentage assigned to this requirement. *For example:*
 - Course Requirements by Percentage of the Total Grade
 - 1. Class attendance and knowledge; Participation in class, group discussion -- 15%
 - 2. Three hour-long tests -- 45%
 - 3. Reference paper -- 20%
 - 4. Final Exam -- 20%This mode allows the student to know exactly how the final grade is computed. It is important to list every criterion. For example, if the instructor in the above instance wants to use grades from a ten minute oral presentation, that must be listed in this section.
- **Course Calendar:** One format that could be used is to have columns of these topics: Class Date, Readings, Assignment Due Dates. Another format is to list dates next to sections of the course

content outline. The above format, however, includes assignment due dates which must be included somewhere in the syllabus to avoid class confusion and dissension.

- Requirements for Written Assignments: For example, all written assignments will be typed or done on a word processor on opaque, white 8 1/2 X 11 paper. Correct spelling, grammar, and punctuation are expected.
- Policy on Assignment Due Dates: A statement of your policy concerning assignment due dates is vital to orient students and to prevent "open warfare" concerning the acceptance and grading of assignments passed in late. Of late, some professors have found it expedient to include a warning that a computer crash is not an acceptable excuse for a late assignment.
- Test and Exam Policy: A statement regarding your policy in the case of a student missing a test or exam can prevent major trauma by both parties to the syllabus agreement.
- Office locations, office hours, email, and phone contact information.
- A specific statement relative to academic dishonesty: Note the *Honor Pledge* listed above.
- A specific statement about accommodating students with disabilities: Note the paragraph about accommodating disabilities suggested above.
- Other Guidance: Include any other guidance concerning any aspect of the course which you feel should be understood by all. Such guidance might include: Policies and procedures for the use of specialized lab materials, equipment facilities, Information on materials on reserve in the library, Information about any practicum or off-campus activities that will be integral parts of the course, A specific statement about turning off cell phones and electronic devices, Indication of anything which is tentative and may be changed at the instructor's direction.

The Caveat Emptor Clause: It is the responsibility of each student to know and follow all the written guidance given by the instructor in this syllabus.