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**AUGUSTANA
UNIVERSITY**

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

2015-2016

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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 servant-hood
- Promoting justice
- Integrating career and service
- Serving church and society

Vision

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

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A copy of this document can be found on the Augustana website, Academic Affairs page, <http://www.augie.edu/about/college-offices-and-affiliates/academic-affairs-office>.

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.

Augustana College President, Robert C. Oliver	274-4111
Senior Vice President for Academic Affairs and Dean, Susan Hasseler	274-5417
Full-time faculty staffing, curricular revisions, academic budgets	
Associate Vice President for Academic Affairs, Mitch Kinsinger	274-4724
General education, curriculum, faculty development, assessment, accreditation, innovative use of technology	
Associate Vice President for Graduate and Continuing Education, Jerry Jorgensen	274-4043
Graduate programs, continuing education and workshops	
Vice President for Student Services and Dean of Students, Jim Bies	274-4124
Personal counseling, absence policy, withdrawal from college, disciplinary problems	
Executive Director of Student Success Center, Billie Streufert	274-4123
Assistant Dean and Registrar, Joni Krueger	274-4037
Classroom scheduling, petitions, academic policies/questions, grading; incomplete grades, grade changes, academic status, catalog, FERPA, capstone, interdepartmental majors, interim, summer college	
Associate Registrar and Director of Advising, Sara Vande Kamp	274-4037
Advisor assignments, degree audits, general advising questions, class lists, independent study, internships, veteran services	
Director of Assessment, David Sorenson	274-5223
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	
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:	Kathy Eichler	274-5410
(HUM)	Karie Frank.....	274-4621
Natural Science:	Chery Holzapfel.....	274-4711
(GSC)	Marlys Vant Hul	274-4710
Social Sciences:	Amy Littel.....	274-5226
(MC)	Kathy Castle	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 (same Augie login, same as email)
- Password – Please change your default password if you have not already done so by using the Password Management link found on my.augie.edu
- Click Faculty and Staff
- Select the Academics tab
- Under Academics select “Courses and Grades” from the left side navigation.
- Make sure your Term is set correctly (FA 2015)

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 after 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 found on the Registrar's Office web page (www.augie.edu/registrar).

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.

If you need to assign an "F" or "I" grade to a student, we are required to report the Last Date of Attendance (LDA) to the federal government for any student who has any federal grants or loans. You must enter the LDA for each "F" or "I" grade assigned.

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 coordinator/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. Mitch Kinsinger

currently serves as the faculty chair of the Honor Board.

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 www.augie.edu/honor. 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.

HOUSING & RESIDENTIAL EDUCATION 274-5215

As a residential college, Augustana believes that student engagement and residential education enhance the mission of the institution through the provision of safe and healthy living and learning experiences marked by engaging programs, vibrant residential communities, and intentional relationship development. The Center for Campus Life provides leadership and oversight for the areas of Housing and Residential Education, Student Engagement and Activities, The Viking Voyage (new student orientation and welcome week), First-Year Programs, and Volunteer Programs.

More than two-thirds of all full-time students live in Augustana's (6) residence halls, (4) apartment complexes and (11) theme houses. Augustana has a two 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; Bergsaker and Solberg Halls located adjacent to each other on the south end of the campus.

VETERANS AFFAIRS 274-5216

Coordination of Veterans Affairs and all matters involving veterans' educational needs is handled through the Financial Aid Office located 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 AFFAIRS

274-4124

The Student Affairs Division, under the direction of Jim Bies, the Vice President for Student Affairs and Dean of Students, is responsible for student life services and programs. These areas of responsibility include: Dean of Students Office, Center for Campus Life (Housing, Residential Education, Dining Services, Activities/Engagement Programs, Orientation Programs, Off-Campus Services, and Volunteer Services), Counseling Services, Health Services, Campus Safety, Diversity/Inclusion Programs, Recreational 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 DOCUMENTED DISABILITIES

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 term. Accommodations begin when documentation of a disability has been reviewed and verified by Student Academic Support Services (SASS) staff. Most accommodation letters are delivered at the beginning of a term but letters can be sent out at any point during that time. 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 unless the student requests it. 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, psychiatric) may not want their disabilities conveyed to faculty or others and have the right to know their disability is kept in strict 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.

Recently, the presence of service animals is occurring on college campuses. The U.S. Department of Justice and Office of Civil Rights define a service animal as a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The disability may include a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are working animals and not pets. Under ADA, the college complies and allows service animals to accompany people with disabilities in all areas of our campus where the public is normally allowed to go. See http://www.ada.gov/service_animals_2010.htm for more information.

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

HEALTH SERVICES (CAMPUS CLINIC) **274-5552**

Health Service Provider and Appointments

Sanford Clinic Family Medicine is Augustana's health service provider. The clinic is located on the lower level of Solberg Hall (southwest entrance). Services include outpatient medical care typical of an acute care clinic (i.e., diagnosis and treatment of illness, immunizations, travel consultation and limited diagnostic testing and laboratory services).

Patients are seen on-campus by an R.N. on weekdays, 8:30 – 3:30 when classes are in session. A licensed nurse practitioner also maintains a limited schedule on campus as well. No appointment is needed to see a nurse. Advanced care medical staff are also available at the main clinic located at Sanford Clinic-Family Medicine, 6110 S. Minnesota Avenue (*SE corner of 69th & Minnesota*).

The Campus Clinic 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*.

The clinic is closed during the summer months.

COUNSELING SERVICES **334-2696**

Augustana's counseling services work with a variety of resources to meet every student's emotional health and well-being. Our college counselors are also associated Sioux Falls Psychological Services which offers students with access to a comprehensive and multidisciplinary group of more than a dozen mental health professionals. Students receive confidential, short-term individual counseling for a variety of personal issues such as adjustment to college, self-esteem, anxiety, depression and loss.

Counseling services are located on the lower level of Sioux Falls Seminary, across the street from the Mikkelsen Library.

Students are seen by appointment on weekdays during the academic year and during summer when classes are in session. There is no cost for full-time students and part-time who have paid the student activities fee during the fall and/or spring semester.

MIKKELSEN LIBRARY

<http://library.augie.edu>

Mikkelsen Library serves as the information center for the Augustana 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 11 am – 12 Midnight
Mon–Thurs 7:30 AM – 12 Midnight
Friday 7:30 AM – 6 PM
Saturday 9 AM – 5 PM

Library hours are extended during final exams.

Phone: 274-4921
Library Hours Line: 274-4925
Media Services: 274-4920

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. 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 1969. The documents collection currently numbers several thousand documents in paper, microfiche, and CD-ROM. Many government publications are available on the internet, and links are provided in the library catalog. Item selections reflect the curriculum of the college.

Print subscriptions include several newspapers and approximately 300 journals and magazines. More commonly used are dozens of electronic databases such as Academic Search Premier, CINAHL, Lexis Nexis, Project Muse, and JSTOR.

Special collections in the library include Ole's Oasis with recreational reading, the 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.

In 2009, the Mikkelsen Library absorbed the collection of Sioux Falls Seminary, which is integrated into the library collection. The Mikkelsen Library serves the students and faculty of Sioux Falls Seminary.

Borrowing Privileges

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

Reference Services

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:

Ana Olivier: Art/Anthropology, Business Administration, Computer Science, Economics, Modern Foreign Languages, and Music

Deb Hagemeyer: Biology, Chemistry, Math, and Physics

Jan Brue Enright: English/Journalism, Government, History, Religion, Philosophy/Classics, Sioux Falls Seminary, and Theatre

Judith Howard: Communications, Education, and Nursing

Lisa Brunick: Exercise & Sports Science, Graduate Programs, Sociology and Psychology

Please call 274-4921 to speak to any of these liaisons or email augielibrarians@gmail.com

Reserves

Faculty members may request that certain materials be placed on reserve for use by students in their classes. Find details via the library's homepage, under "Services" or call the library at 274-4921.

Coursepacks

Faculty interested in coursepacks should contact the Augustana Book Store.

Electronic Resources

The library's homepage: <http://library.augie.edu> is the gateway to the resources and services offered by the library. All resources are available from any computer on campus, and most are available with a password off campus, which is a Novell(network) login.

Online Catalog

The Mikkelsen Library's catalog can be found on the library's homepage. It enables the user to search local holdings as well as those from other libraries.

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 and Sioux Falls Seminary.

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. Copies of journal articles may also be obtained through ILL. Journal articles are typically sent electronically directly to the patron.

ILL requests may be submitted electronically in a variety of ways--via library databases or the library catalog. Requests can also be made at the circulation desk or by phoning 274-4921 or emailing the request to augustanaill@gmail.com.

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 library's homepage at <http://library.augie.edu/services/mik-express>, or they may call the library at 274- 4921. There are return 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 media(where not prohibited by copyright), laminating, scanning, color printing; video editing, and creating 35mm slides from print and electronic sources. All services are provided at cost to members of the Augustana and Sioux Falls Seminary community. Contact Media Services at 274-4920 with questions.

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.

Most classroom technology needs are provided within the classroom or academic building coordinator. In cases where this is not provided, faculty may contact Media Services for scheduling.

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 274-4920 if problems arise when using equipment.

BOOKSTORE 274-4417

Barnes and Noble College Bookstores, Inc. manage more than 700 college and university bookstores across the United States and Canada. We are proud to be a partner with Augustana, 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, materials published or distributed electronically, and rental textbooks.

Textbook Ordering Process

Prior to each term, the Bookstore staff will collect required and recommended title information for every class offered through Augustana. 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 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 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 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 exclusive on-campus provider of supplies, gift items, clothing, clothing accessories, jewelry and class rings, that contain an Augustana 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 on the west side of campus, provides the entire Augustana community with a wide variety of printing and mail services. Central Services is open 8:00 AM to 5:00 PM, Monday through Friday; post office hours are 8:30 AM to 4:30 PM.

Printing

Digital copies and offset printing are available to all departments and student organizations. The print shop also provides services to individuals and to off campus customers. A request may be submitted to Central Services on a printing request form or by contacting 274-4331 for information on submitting a request electronically. For small copy jobs needed in a hurry, you can submit and wait for short runs during these hours:

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 is run only on 8.5 x 11, #20 bond paper (white or colored) or Augustana letterhead. A short run does NOT include, folding, cutting, and other special services. Any emergency requests for large orders, phone 274-4331 to make arrangements.

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. 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. 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 2:30 PM for it to be processed and sent out that same day. Express services are also available, and must be at Central Services by 2:30 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 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 POLICY ON ALCOHOLIC BEVERAGES

The possession and use of alcoholic beverages on campus and at college sponsored functions is prohibited, except in designated college-owned houses and apartments when students are 21 years of age or older, or at specific college events with the approval of the President.

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's annual safety and security report contains an overview of policies and program, a summary of state and federal laws, and consequences that may be imposed for illegal conduct. A copy of this publication is distributed by the Dean of Students Office and Department of Campus Safety.

AUGUSTANA POLICY ON DRUGS

The College prohibits the use, possession, distribution, or sale of drugs (i.e. narcotics, stimulants, depressants and hallucinogens) which are illegal except when prescribed by a physician. The possession of drug-related paraphernalia is a violation of South Dakota law and is prohibited. This policy is in accordance with state and federal laws including the Drug-Free Schools and Communities Act of 1989. A violation of this policy is also subject to state and federal laws and will be referred to law enforcement officials.

CAMPUS SAFETY 274-4014

The Department of Campus Safety 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 Affairs. **In the event of an emergency, dial 911 from any campus telephone.**

The Department of Campus Safety 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.

Annual Safety and Security Report and Daily Campus Safety Log

The vast majority of our students, faculty and staff and visitors do not experience crime while at Augustana College. However, despite our best efforts, crimes sometimes occur. This information is provided because of our commitment to campus safety and in compliance with the federal law, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act). It is meant to be useful to you. If you have any concerns, questions or comments about federal law requirements or Augustana College's compliance with these laws, contact the Director of Campus Safety, Rick Tupper, at 605.274.4014.

The Annual Safety and Security Report can be viewed on-line at:

<http://www.augie.edu/campuslife/campus-safety/annual-safety-and-security-report>

A paper copy can be obtained by stopping by the Department of Campus Safety.

In addition to the Annual Report, the Department of Campus Safety maintains a daily campus safety log documenting activities on and around campus that Campus Safety officers deal with. The Daily Campus Safety log can be viewed on-line at:

<http://www.augie.edu/campuslife/campus-safety/daily-log>

The daily log can also be viewed at the Department of Campus Safety.

If you have any questions or concerns, please contact the Department of Campus Safety at 605.274.4014.

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. Each residence hall has a telephone located on the exterior of the building at or near its parking lot entrance.

Lighting, Shrubbery 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 Department of Campus Safety. 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, 2018). 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 Department of Campus Safety

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

PART-TIME FACULTY FRINGE BENEFITS

At present, Augustana 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. TIAA-CREF Supplemental Annuity |
| IV. Library/Activity Card | X. Complimentary Event Tickets on Campus |

Expanded Benefit Description

I. Tuition Assistance

All continuing full-time and part-time 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.

Complete policy can be found at:

https://my.augie.edu/ICS/Faculty_and_Staff/Human_Resources/Tuition_Assistance.jnz

II. Social Security is paid by the college for part-time 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. 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) Viking Bucks.

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 college 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 employee designated lots. Parking permits must be placed on the vehicle's rear window on the upper left side.

VII. 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.

X. Augustana faculty, staff and retirees are entitled to two complimentary tickets with their Augustana ID for most campus events. Yearly exceptions include, but are not limited to: Viking Varieties, Vespers and NCAA playoff games. **These tickets are to be used by the employee and their spouse/partner/guest only.**

Dependents of current faculty and staff who are 18 years old or younger, or an older dependent child who is disabled are also eligible for complimentary tickets to most campus events. These eligible dependents will need a **Dependent Activity Card** from the Human Resources Office to present at the ticket counter for complimentary admission. If you do not have your Dependent Activity card, you will be charged the normal ticket price to enter the event. These cards are valid for one academic year only, and they must be renewed each year.

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 pastors coordinate worship and student leadership and are 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.

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

Augustana College is committed to a safe environment that promotes dignity and respect and will not tolerate sexual misconduct in any form. Sexual misconduct is a violation of not only an individual's rights and dignity; it is an act that affects our entire college community. A number of acts constituting a violation of the College's sexual misconduct policy (i.e., sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation) are presented in detail on the College website at www.augie.edu/sexualmisconduct.

Augustana policy also prohibits consensual relationships of a romantic or sexual nature between a college employee and a current student, or between supervisors and those they supervise, may be construed as, or may in fact be, sexual harassment, and are prohibited. Because a unique position of power or control exists in such relationships, then term "consent" is made ambiguous. Consequently, to claim a consensual relationship is not an acceptable defense against charges of sexual harassment.

This policy with related resolution procedures is accessible in a more detailed and comprehensive format on the College's website at www.augie.edu/sexualmisconduct. The College is continuing a review of all sexual misconduct policies and procedures to ensure compliance with Title IX, Violence Against Women's Act (VAWA), Clery Act, and other legislative mandates. During this process, the previous cited website in this section will supersede all print documents.

**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 Augustana web site on the Academic Affairs page.

MEDICAL EMERGENCIES

274-4014 OR 911 from any campus phone

1. Do a quick evaluation of the victim. Send someone to call 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 911 and 4014. It is more important to have professional help on the way than to provide basic first aid. When calling 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, Mikkelsen Library, Gilbert Science Center, Madsen Center, Health Services (Solberg Hall), Humanities 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 your Division Coordinator within 2 weeks of the beginning of each term. Please submit as a Word document or PDF.

Please include the following information on disabilities on each syllabus:

“Students with disabilities who believe they may need accommodations in this class are encouraged to 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 605.274.5503 with your questions on documenting a disability and possible accommodations. Contact the SASS office early in the academic term so that accommodations can be implemented in a timely fashion.”

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 University 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.

Nondiscrimination

Augustana University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. This is an integral part of the University's academic mission to enrich our students' educational experiences and prepare them to live in and contribute to a global society. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on Augustana's [Notice of Nondiscrimination](#), please contact the Title IX Coordinator at [605.274.4044](tel:605.274.4044) or beth.torkelson@augie.edu. If you make a report of this nature to a faculty member, she or he must notify the Title IX Coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about options at Augustana, please visit www.augie.edu/titleix.

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.