

**Webster**  
UNIVERSITY  
School of Education

Adjunct Faculty Handbook  
For St. Louis Adjunct Faculty

Updated 07/22/21

*This handbook was recently revised. Please familiarize yourself with its contents.*

Revisions:  
Contact Information

This handbook is a companion to the Faculty Resource Guide posted on the Faculty Development Center's site: [http://www.webster.edu/faculty/faculty\\_resource\\_guide](http://www.webster.edu/faculty/faculty_resource_guide).

Additional resources along with the latest adjunct news and information can be found on Webster's Adjunct Information page: <http://www.websteradjunctinfo.org/>.

Prepared by: Dawna Moore

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## **Index**

Academic Calendar .....	3	Final Exams .....	13
Academic Resource Center .....	4	Final Projects .....	13
Add .....	4	Gorlok Bucks .....	13
Adjunct Workspaces .....	4	Grades .....	14
Appeals.....	5	Grading .....	13
At-Risk Students .....	5	Graduate Student Orientation .....	15
Attendance Verification .....	5	Grievances .....	15
A/V Equipment .....	5	Guest Speakers .....	15
Benefits for Adjunct Faculty .....	6	Inclement Weather.....	15
Bookstore .....	6	Incompletes.....	14
Campus Dining.....	6	IT Service Desk .....	15
Class Cancellations .....	6	Lab Fees.....	15
Class Schedule .....	7	Library .....	16
Classrooms .....	8	Library Liaison .....	16
Compensation.....	8	Mendeley .....	16
Computer Labs .....	10	Mentoring Program.....	17
Concourse.....	10	Online Learning Center Orientation.....	17
Connections.....	10	Paper Writing Guidelines .....	17
Contact Hours.....	10	Parking.....	17
Contact Information .....	1	Professional Development Fund.....	17
Copy Procedure .....	10	Research.....	17
Copyright.....	11	Security .....	17
Course Evaluations.....	12	Starfish.....	17
Credit Hours Policy.....	12	Student Attendance.....	17
Credit/No Credit Grades .....	14	Syllabus .....	18
Dispositions and Professional Behaviors .	2	Technology Discounts.....	18
Drop.....	4	Textbook Orders .....	18
Email .....	12	Tuition Remission.....	18
Faculty Development Center .....	12	Vision and Mission Statements .....	2
Faculty ID Cards .....	12	Webster Today.....	18
Faculty Mail Boxes .....	12	Withdraw .....	4
FERPA .....	13		

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## **Contact Information**

### **General Information:**

Hours: 8:30 am – 4:30 pm (or until 7:30 pm if a student worker is available).

*Notice: For the protection of the health and safety of staff, faculty, and students, whenever possible please call or email staff for assistance. If you need help on-campus, call the main SOE line at 314-246-8007 to be connected to an on-site staff member or student worker.*

Phone: 314-246-8007

Fax: 314-246-7118

Email: [soe@webster.edu](mailto:soe@webster.edu)

Student Workers: [soeworkstudy@gmail.com](mailto:soeworkstudy@gmail.com); 314-246-8007 (for general questions and emailing copy jobs).

*Notice: For the protection of the health and safety of staff, faculty, and students, please call or email student workers for assistance.*

### **Main Office:**

Acting Dean: Dr. Michael Hulsizer, [hulsizer@webster.edu](mailto:hulsizer@webster.edu), 314-246-7087

Director of Operations: Dawna Moore, [dmoore@webster.edu](mailto:dmoore@webster.edu); 314-246-6906

### **Department of Teacher Education (Undergraduate and Graduate):**

Department Chair: Dr. Basiyr Rodney, [desmondrodney62@webster.edu](mailto:desmondrodney62@webster.edu); 314-246-8718

Department Representative: David Stephens, [jamesstephens57@webster.edu](mailto:jamesstephens57@webster.edu); 314-246-7097

For course numbers that begin with:

CMAT	EDUC	SOCS
EDEX	EFGS	SPED
EDIN	MTHT	SUST

### **Graduate Department of Education (Graduate):**

Department Chair: Dr. Ralph Olliges, [rolliges@webster.edu](mailto:rolliges@webster.edu); 314-246-7502

Department Representative: Lisa Davis, [lisadavis98@webster.edu](mailto:lisadavis98@webster.edu); 314-246-7090

For course numbers that begin with:

COMM	EPSY	TEFL
ECED	LEAD	TESL
EDOC	MTHC	
EDTC	READ	

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## **Our Philosophy**

### **Mission Statement**

The School of Education is a supportive and inclusive community of educator-scholars who are committed to providing our students with transformative experiences that impact life-long learning.

### **Vision**

We empower students to become effective, innovative, and empathetic educators and practitioners.

### **Dispositions and Professional Behaviors**

Programs in the School of Education cultivate and assess dispositions and professional behaviors related to candidates' academic engagement and integrity; fairness and respect toward others; commitment to high expectations and support for all learners; and demonstrated professional communication and behavior.

For more information about the School of Education's assessment of dispositions and professional behaviors please refer to the [undergraduate studies catalog](#) and the [graduate studies catalog](#).

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**Academic Calendar:** Important dates for 8-week term and 16-week semester courses are listed below. For more information go to <http://www.webster.edu/academics/academic-calendar/>.

### **Summer Term 2021**

June 7*	First day of summer classes
June 11	Deadline to complete attendance verification in Starfish
June 11	Deadline for students to Drop courses
June 18	Juneteenth Observed (no classes)
July 5**	Independence Day Observed (no classes)
July 16	Deadline for students to Withdraw from courses
July 30	Last day of summer classes
August 6	Grades due

### **Fall Semester 2021**

August 23*	First day of Semester and Term 1 classes
August 27	Deadline to complete attendance verification in Starfish
August 27	Deadline for students to Drop Semester and Term 1 classes
September 6**	Labor Day (no classes)
October 1	Deadline for students to Withdraw from Term 1 classes
October 15	Last day of Term 1 classes
October 18 – 22	Fall Break
October 22	Term 1 grades due
October 25*	First day of Term 2 classes
October 29	Deadline to complete attendance verification in Starfish
October 29	Deadline for students to Drop Term 2 classes
November 19	Deadline for students to Withdraw from Semester classes
November 25-26**	Thanksgiving Break (no classes)
December 3	Deadline for students to Withdraw from Term 2 classes
December 17	Last day of Semester and Term 2 classes
December 31	Semester and Term 2 grades due

### **Spring Semester 2022**

January 17*	First day of Semester and Term 1 classes
January 17**	Martin Luther King Jr. Day (no classes)
January 21	Deadline to complete attendance verification in Starfish
January 21	Deadline for students to Drop Semester and Term 1 classes
February 25	Deadline for students to Withdraw from Term 1 classes
March 11	Last day of Term 1 classes
March 14–18	Spring Break
March 18	Term 1 grades due
March 21*	First day of Term 2 classes
March 25	Deadline to complete attendance verification in Starfish
March 25	Deadline for students to Drop Term 2 classes
April 15	Deadline for students to Withdraw from Semester classes
April 29	Deadline for students to Withdraw from Term 2 classes
May 13	Last day of Semester and Term 2 classes
May 20	Semester and Term 2 grades due

\* Students can log into WorldClassRoom the Friday before classes start.

\*\*Instructors must schedule a make-up, refer to the Class Cancellations section.

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**Academic Resource Center:** The **Reeg Academic Resource Center** is located in Loretto Hall room 40 and provides in-person, virtual, and fully online services. The Reeg ARC houses a number of resources that you and your students may find helpful, including **Academic Counselors**, a **Testing Center**, **Writing Support**, a **Tutoring Program**, **Services for Students with Disabilities**, and **Academic Integrity Resources**.

**Academic Counselors** provides assistance for students in setting goals and developing success plans and is available via ongoing or as-needed services. Academic Counselors guide students through a process in which students identify academic challenges, such as poor attendance, missing assignments, and failing test scores. Handouts and workshops are also available on a variety of study and learning success strategies. Contact: Lisa Hoffman Hempen, Student Success Coordinator, 314-246-8284 or [academiccounseling@webster.edu](mailto:academiccounseling@webster.edu).

The **Testing Center** administers make-up and accommodated tests to your students but does not monitor tests for entire classes in classrooms; in addition, it administers DANTES, CLEP, and MoGEA Tests. Contact: Testing Center at 314-246-8225 or [arc@webster.edu](mailto:arc@webster.edu).

The **Writing Support** available through the Reeg ARC includes (1) in-person services with state-of-the-art computers and software as well as trained peer writing coaches who help students through any or all stages of the writing process—from narrowing a topic and generating and organizing ideas to revising rough drafts; (2) fully online services through the Online Writing Center (OWC) where professional writing specialists review students' work and questions and respond via email with feedback; and (3) services through NetTutor, an online professional tutoring and writing service that can be accessed through any WorldClassRoom (Canvas) course shell. Contact: Kristin Cobos, Writing and Online Writing Center Coordinator, 314-246-8685 or [writing@webster.edu](mailto:writing@webster.edu).

The **Tutoring Program** provides two tutoring options for students: (1) peer tutors who are available to support students' learning processes and course/subject-specific tutoring needs, and (2) NetTutor, an online professional tutoring and writing service that can be accessed through any WorldClassRoom (Canvas) course shell. Contact: Cherie Wyatt, Tutoring Program Coordinator, 314-246-7107 or [tutoring@webster.edu](mailto:tutoring@webster.edu).

The Academic Resource Center staff will notify you of the classroom needs of **Students with Disabilities** who have provided documentation that they qualify for accommodations under Section 504 of the Rehabilitation Act of 1973, will help students make arrangements for auxiliary aids (textbooks on tape, sign interpreters, etc.), and can answer questions that may arise pertaining to student accommodations. Contact: Tasha Scola, Academic ADA Coordinator, at 314-246-7700 or [disability@webster.edu](mailto:disability@webster.edu), or contact Cindy Yamnitz, Assistive Technology Program Coordinator, at 314-246-4245 or [atarc@webster.edu](mailto:atarc@webster.edu).

**Academic Integrity Resources** and support are available through the Reeg ARC. These resources and services support academic integrity awareness as well as an Academic Integrity Education Program (AIEP). You can visit <https://www.webster.edu/academics/academic-integrity.php> and contact Carolyn Brown, Assistant Direct, at 314-246-7668 or [carolynbrown04@webster.edu](mailto:carolynbrown04@webster.edu) for more information.

For more information visit the ARC website at [webster.edu/arc](http://webster.edu/arc).

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**Add/Drop/Withdraw:** It is extremely important that students Add, Drop, or Withdraw courses in a timely manner. Missing deadlines can result in tuition charges. Students and instructors can obtain the Add, Drop, or Withdrawal Slip from the [Advising Center online](#).

**Adjunct Workspaces:** The university provides several workspaces on campus that have computer access (some also have copy access). These workspaces are located in WEBH 232A, EAB 237, and SVER 208. The doors to these labs are locked with a keypad. If you need the code, contact the School of Education Main Office.

**Appeals:** Generally, student appeals regarding course grades, course content, etc., should be handled at the instructor-level. If the issue cannot be resolved, then refer the student to the program director (the faculty who hired you to teach the course) and send information to the program director regarding the events that transpired.

**At-Risk Students:** Webster has supports in place to help these students succeed. If you feel a student is at-risk of leaving Webster for financial, psychological, personal, or academic issues please submit an at-risk referral in Starfish. Starfish is Webster's student success portal that you can access in Connections. For more information go to [webster.edu/success](http://webster.edu/success).

**Attendance Verification:** To comply with Federal Financial Aid requirements, instructors must complete the Attendance Verification survey in Starfish by Friday, week one, of the term/semester for the course.

Procedure:

- Before the course begins, the Registrar's office will email instructions on how to complete the Attendance Verification survey to the course instructor (if the course is co-taught, each instructor will receive the email and must submit the survey).
- Log into [success.webster.edu](http://success.webster.edu) (or go to Connections and access the Student Success Portal)
- Click on the Menu (3 lines, top left corner)
- Click on Students
- Click on the sub-tab called **Progress Surveys**
- Select the Progress Survey you want to submit
- The roster will display. The instructor will select one option per student.
  - For any student that did NOT attend either class during the drop period, check the box "Did not attend. Student will be dropped". Then **SUBMIT**.
  - This will send an alert to the student and the Registrar's office will process the drop.
- Once submitted, you will receive a confirmation email to your [webster.edu](http://webster.edu) account for the survey you submitted.

If you experience issues submitting an attendance verification, please contact the SOE Department Associate at 314-246-6930.

**A/V Equipment:** Faculty, staff, and students can reserve equipment by calling the Media Center at 314-246-6967 or through [WebCheckout](#) in Connections 2.0. *Reservations must be made in advance.*

Equipment available from the Media Center is subject to limited availability and proper lead-time is necessary. The Media Center does not provide equipment on a weekly basis for classroom use outside of the School of Communications. If you need A/V equipment each week that is not available in your classroom contact IT to have it supplied or installed.

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If you are reserving equipment which uses consumable media (such as a memory card) be advised that memory cards are supplied BUT MUST BE RETURNED WITH THE EQUIPMENT. If you wish to hold on to the recording media, you will need to purchase that media ahead of time for your use. Check with the Media Center to make sure you are purchasing the right media. Short term parking is available in the loading dock near the Media Center to quickly pick-up or return checked-out equipment.

For more information, call the Media Center at 314-246-6967

### **Benefits for Adjunct Faculty:**

- Adjunct faculty comprise up to 10% of the membership for the Faculty Assembly and Faculty Senate.
- Immediately upon employment adjunct faculty are eligible for participation in 403(b) Tax Deferred Annuity Plan which permits them to contribute pre-tax earnings to a retirement plan that is managed by TIAA-CREF.
- Tuition remission after completing 4 years or 36 credit hours of teaching (see Tuition Remission section for more information).
- Research and Professional Development Funds after completing 3 years or 27 credit hours of teaching (see Professional Development Fund section for more information).
- Eligible to receive the annual Kemper Award for Excellence in Teaching (2 adjuncts receive this award each year - cash award of \$5,000).
- Access to resources provided by Faculty Development Center including Learning Communities, webinars and technology support.
- Some free conference attendance, speakers, and workshops given at Webster campus.
- Support for attending and/or presenting at conferences with students. Contact the SOE Dean's Office for more information. Must have an endorsement from at least one full-time faculty member.
- Adjunct faculty can sit on advisory committees.

**Bookstore:** The University Bookstore is located in the Garden Avenue Parking Garage at 554 Garden Avenue, St. Louis, MO 63119. Their phone number is 314-968-5936 and they can be found on the Webster website at [webster.edu/academics/bookstores.html](http://webster.edu/academics/bookstores.html).

**Campus Dining:** The university provides several on-campus dining choices: Marletto's Marketplace (in Loretto Hall), Cyber Café (in the Library), Crossroads Food Court (in the University Center), and Simply to Go (in Sverdrup and the East Academic Building). Menus and other information are posted on the [Dining Services website](#).

*Dining locations and hours may be limited due to the pandemic and we strongly recommend employees visit the Dining Services website to review hours of operation in advance.*

Each location accepts cash, debit/credit, or [Gorlok Bucks](#) (money pre-loaded on your ID card for tax-free discounted purchases) for payment and orders can also be placed and purchased through the [Bite app](#).

**Class Cancellations:** A cancelled class (due to illness, inclement weather, or holiday) must be made up prior to the official closing date for the session. To make up the class it is necessary to do one of the following:

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- a) Reschedule a class meeting, such as on a Friday evening in the same room at the same class time. Contact your Department Representative to reserve the classroom.
- b) Give your students an extra assignment.
- c) Conduct your class remotely in your online shell in [WorldClassRoom](#) and/or meet in [Zoom](#).

Inclement weather closures are announced on local TV stations and on the Webster website homepage. However, we strongly recommend you sign up for email or text message notification via [Webster Alerts](#), which offers a wide range of real-time and emergency notifications. Users need to re-enroll annually as accounts are kept activated for a year.

**Class Schedule:** It is essential that all classes meet for the full instructional time as scheduled and must comply with the [Higher Learning Commission's definition](#) of the amount of work for each credit hour. Class schedules should accommodate the most effective means of delivering content for various courses. The nature of the learning objectives, instructional methods, and content of each course shall be the organizing principle determining the course format for that course. The content in some courses can be mastered during the 8-week format. Other course content requires longer learning periods therefore are scheduled for 16 weeks. The schedule format of each course shall be determined by the Department and described on the instructor's course syllabus to be distributed before the course starts.

Webster University offers courses in a variety of modalities and formats to meet the needs of its diverse student populations. The proportion of instructional time and student outside work may be adjusted for different modalities, program levels, or lengths of academic sessions (i.e., terms) to accommodate instructional needs.

Adjustments may include web-enhanced instruction through Canvas-powered WorldClassRoom (a tool available in all courses) and other enhanced learning activities. In all cases, the adjustments must reflect the student learning outcomes of the course and reasonably approximate the above standards.

Examples of the 16-WEEK FORMAT include (specify in syllabus):

- a) 16 weeks of class, field and/or lab work. 3 hours per weekly session. (Total: 16 weeks, 48 contact hours.)
- b) 8 weeks of class, field and/or lab work, 4 hours per weekly session; following by 8 additional weeks of class, lab and/or fieldwork; 2 hours per weekly session. (Total: 8 weeks, 48 contact hours.)
- c) Suggested break time for 3-credit 16-week classes should be scheduled as such:
  1. One-hour format (e.g., 10 AM to 11 AM MWF) should meet for 50 minutes with no break in the middle (e.g., starting at 10 AM and ending no earlier than 10:50 AM)
  2. 90-minute format (e.g., 10 AM to 11:20 AM TTh) should meet for at least 75 minutes with no break in the middle (e.g., starting at 10 AM and ending no earlier than 11:15 AM)
  3. Three-hour format (e.g., 5 PM to 8 PM) should allow for one half-hour break ending at its scheduled time (e.g., at 8 PM) or should allow for one twenty-minute break and allow class to end ten minutes early (e.g., at 7:50 PM)

Examples of the 8-WEEK FORMAT include (specify in syllabus):

- a) 8 weeks of class, 4 hours per weekly session. (Total: 8 weeks, 32 contact hours.)
- b) Suggested break time for 3-credit 8-week classes taught in the 4-hour format should be scheduled using one of the two following options:

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- a. One 10-minute break in the middle with class ending ten minutes before its scheduled end time (e.g., 9:20 PM)
  - b. One 20-minute break in the middle with class ending at its scheduled end time (e.g., 9:30 PM)
  - c. Two 10-minute breaks during class with class ending at its scheduled end time (e.g., 9:30 PM)
  - d. Note that this ensures close to 30 contact hours of instruction (1760 minutes), which is still less than the 40 hours (2400 minutes) that are met with the 16-week format
- 
- c) Instructors of 8-week classes should use classroom time for instruction, discussions, group work, and in-class assessments; class time should not be used to give students time to complete individual readings or assignments that could be completed outside of class time
  - d) To make up for 16 less contact hours in 8-week courses (compared to the 16-week format) instructors should provide additional work outside of scheduled class time for “other activities, including laboratory work, internships, practica, studio work, online discussions, projects and other academic work.”

## Definitions

1. **Contact Hour:** 50 to 60 minutes per clock hour in which the instructor works with the class, or with groups in a class. Meetings and conferences with individual students, such as those held during regular faculty hours, do not count as contact hours except in independent study or directed study courses.
2. **Class Work:** instructional activities normally held in the university classroom (e.g., review of course readings, lectures, discussions, group work, in-class assessments).
3. **Field Work:** instructor-supervised activity that is integral to the course. Examples include: classroom observations, test administration, student-group conference on an assigned project, attendance at a professional meeting assigned by the instructor, or other supervised field-based activities.
4. **Lab Work:** independent or supervised instructional activities conducted in a science, language, computer, or other subject-appropriate learning lab.

For more information, see the Contact Hours and Credit Hours Policy sections in this handbook.

**Classrooms:** Your help is vital to maintaining the cleanliness of our classrooms. Please leave all classrooms in an orderly condition when your class is over and make sure students dispose of their trash on the way out and wipe down touched surfaces with the disinfecting wipes that are provided in each classroom.

If you notice any broken equipment or furniture or have any concerns about the condition of a classroom please email [dmoore@webster.edu](mailto:dmoore@webster.edu) so she can attend to the matter. If you see another classroom that is vacant and that you would like to use instead of your assigned classroom, contact the course's Department staff member for assistance with updating your assigned classroom before making the switch.

**Compensation:** Adjunct faculty receive two direct correspondences from Academic Affairs documenting course assignment and compensation; these are sent to Webster email addresses only. Letters of Appointment are emailed 3-4 weeks before the start of class. These are preliminary letters based on

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enrollment data at that time and therefore subject to change. Confirmations of Appointment are emailed 2-3 weeks after the class has begun. These are finalized letters based on actual enrollment data upon which the compensation is calculated.

The first pay is disbursed two weeks after the Confirmations of Appointment are emailed out, with pay dates on (approximately) the 15<sup>th</sup> and 30<sup>th</sup> of the month. The compensation scale is on the following page.

### I. Compensation Scales

#### 8-9 Week and Weekend Schedule

Service	Adjunct Title	1 credit	2 credits	3 credits	4 credits	5 credits
1-3 years	Adjunct Assistant Professor	855	1710	2565	3420	4275
4-7 years	Adjunct Associate Professor	954	1908	2862	3816	4770
8+ years	Adjunct Professor	1000	2000	3000	4000	5000

**Class Size Policy:** Class sizes should typically range between 10 and 25 students. In selected programs, class sizes may exceed 25 students. Low enrolled classes (5-9 students) may be authorized only when there is a strong academic rationale. No reduction in compensation will be made for these low enrolled classes (5-9 students). Departments and campuses are expected to manage average class size ratios with care. An overall class size average between 10 and 25 students, per term, is the norm. Classes below ten (10) enrollments should be restricted and should not compromise more than 15% of course offerings in a typical schedule. All academic units are urged to restrict low enrolled classes, especially elective courses. These courses should be cancelled or deferred to a later term. Where online course options are available, academic units are encouraged to utilize those options instead of running low enrolled classes. Independent studies are strongly discouraged when online course options are available. Enrollment decisions are based exclusively on institutional data (CARS) at the start of the course. Learning outcomes, effective pedagogy, and fiscal responsibility provide the rationale for these guidelines.

### II. Directed Studies, Independent Studies, Small Group Compensation

For exceptional reasons, courses with fewer than 5 enrolled students may be taught with the approval of the Dean of the School/College or the Office of Academic Affairs. Compensation in those cases will be at the rate of \$120 per credit hour, with the maximum of \$360 per student. No additional stipends are applied to these courses.

#### 8-9 Week, Weekend Schedule, and 16 Week Schedule Special circumstances of less than 5 students enrolled

# of students	1 credit	2 credits	3 credits	4 credits	5 credits	6 credits
1	120	240	360	360	360	360
2	240	480	720	720	720	720
3	360	720	1080	1080	1080	1080
4	480	960	1440	1440	1440	1440

### III. Additional Stipends

- 16 Week Stipend:** an additional stipend of \$500 (maximum per course) for a 3 credit hour course is paid to adjunct faculty who are assigned 16 week courses (\$330 for 2 credit course and \$165 for a 1 credit course).
- On-line Stipend:** an additional stipend of up to \$500 (maximum per course) for a 3 credit hour course is paid to faculty who are assigned an approved course developed through On-line Programs and taught completely on-line, not Web-enhanced (\$330 for a 2 credit course and \$165 for a 1 credit course).
- Both stipends may not be applied to the same course (maximum of one [1] additional stipend per course).

#### Rates with Stipend Added

Service	Adjunct Title	1 credit	2 credits	3 credits	4 credits	5 credits
1-3 years	Adjunct Assistant Professor	1020	2040	3065	3920	4775
4-7 years	Adjunct Associate Professor	1119	2238	3362	4316	5270
8+ years	Adjunct Professor	1165	2330	3500	4500	5500

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**Computer Labs:** To reserve a Computer Lab, please contact the Help Desk at 314-968-5995. For more information go to [webster.edu/helpdesk](http://webster.edu/helpdesk).

**Concourse:** Concourse is an online syllabus tool used to create clear and consistent syllabi. It helps instructors organize course information and communicate learning outcomes, course expectations, and university policy to students. Concourse can be located through Connections in the Faculty Tab. See the [example/training syllabus](#) for more information. Instructors can edit their course syllabi directly in WorldClassRoom using the Canvas Syllabus Tool. For assistance, contact the [Faculty Development Center](#).

The following tutorial videos were created by the Walker School of Business and Technology and are recommended to anyone who needs help with learning how to use the system:

- [About Canvas, Concourse, and Connections.](#)
- [Accessing the Concourse Syllabus Generator.](#)
- [Creating a new tab in Connections for Concourse.](#)
- [Getting started in Concourse](#)
- [Importing information from previous syllabi](#)
- [Editing your syllabus in Concourse.](#)
- [Submitting your syllabus.](#)
- [Saving your syllabus as a PDF.](#)
- [Running reports in Concourse.](#)

#### Notice

These tutorials were created by the Walker School of Business and Technology.

Your Concourse menu may look different.

If you need assistance, contact the School of Education. Do not contact the Walker School staff referenced in the videos.

**Connections 2.0:** Webster University Connections is a web portal in which faculty, staff, and students can access important information such as e-mail, online courses, online registration, grade entry, and billing information. To access Connections, go to [connections.webster.edu](http://connections.webster.edu) and log in with your university username and password. In Spring 2021 Connections was moved into SharePoint where it has a new look and feel and is now known as Connections 2.0. The School of Education now has its own site in Connections 2.0 where you will find school and department-level information. If you do not know your Connections ID call the Help Desk at 314-968-5995 or place a Technology Work Order at [webster.edu/technology/service-desk/work-orders/index.html](http://webster.edu/technology/service-desk/work-orders/index.html).

**Contact Hours:** To ensure that courses meet national standards for academic credit, it is important that students are meaningfully engaged in course content through instruction that is guided by their instructor. This is often referred to as contact hours and will differ based on the number of credits and the nature of the course.

A contact hour is the time spent by students on instructional time in class and/or on academic work outside of class. It is essential that all classes meet for their full schedule of instructional time (in the case of on ground classes and other scheduled instructional components) and that students are fully engaged in online course modules, as outlined in the Credit Hour policy in the [Undergraduate Studies Catalog](#) and [Graduate Studies Catalog](#).

Varying course content also requires different mixes of (a) classwork, (b) field work, and/or (c) lab work for each course.

For more information, refer to the Class Schedule and Credit Hours Policy sections of this handbook.

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**Copy Procedure:** Please submit requests to copy quizzes, tests, and other course materials at least **one week in advance** to the School of Education main office or to the student worker email at [soeworkstudy@gmail.com](mailto:soeworkstudy@gmail.com). Due to student worker availability, requests received less than one week in advance may not be able to be completed in time. You can also email the Mail and Copy center to run your copy job, which will be delivered to the SOE in a box with your name on it. Their email is [copyctr@webster.edu](mailto:copyctr@webster.edu).

For requests delivered to the main office, a copy request form needs to accompany each request. Blank forms are available in the School of Education Office when you drop your hard copies off. If you email your request, make sure to provide the necessary details.

If you will have a large amount of copying for your class, please contact the course's Department staff member in advance regarding setting up a lab fee for the students.

The photocopier in the School of Education Office should be used for rare cases for last-minute quizzes or tests due to unforeseen circumstances. Access to the copier can't be guaranteed the night of class. To access the copier, you will need to use your ID badge with the silver strip on it. If your ID badge does not have the silver strip, go to Public Safety to get a new ID badge.

**Copyright:** Copyright applies to "original works of authorship." The kinds of materials that have copyright protection are literary, dramatic, musical, choreographic and pictorial works, graphic works, pantomimes, sound recordings, sculptures, motion pictures and audio-visual works. Reference works include dictionaries and encyclopedias, video cassettes, computer programs and databases are covered by the law. The best way to determine copyright ownership is to write the publisher of the work that is to be copied. "Fair use" governs the use of copyrighted materials, it is meant to protect the originators and authors of the materials as well as allow others to share the materials. Copying must be directly related to an educational purpose.

1. Teachers can make single copies for their own use or to teach a class of a chapter from a book, articles from periodicals or newspapers, short story, short essay, short poems, charts, graphs, diagrams, drawings, cartoons, picture from a book, periodical or newspaper.
2. Multiple copies can be made so that each student in the class receives one for teaching and discussion purposes as long as the copies meet the tests of spontaneity and brevity, they include notice of copyright and only occur a maximum of nine times per semester.
3. Students cannot be charged for copies beyond the photocopying charge,
4. Copies cannot replace the purchase of books and periodicals.
5. Workbooks, exercises, standardized tests, test booklets and answer sheets should not be copied.
6. Broadcast programs recorded off of the air can be used for educational purposes for 45 days from the date of recording.
7. The program can be used once by a teacher as part of the class and a second time for further instruction during the ten days after recording.
8. The teacher must request the recording.
9. Recorded programs cannot be altered.
10. The copies of air recordings must have the copyright notice on the broadcast program as recorded.
11. Only three works or excerpts of one author can be copied from the same collection or periodical throughout one semester.

Educational use is allowed under the following conditions:

- a. if it is not possible to get permission from the owner of the copyright due to time restraints

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*and*

b. if a complete work is copied and it is less than 2,500 words

*or*

c. if an excerpt is copied which is 1,000 words or less or 10% of the work whichever is less

*and*

d. only one chart, graph, diagram, cartoon, or picture may be copied per book or periodical issue.

e. the copying must be done for just one course in the school

f. only one short poem, article, story or essay or two excerpts are copied from works by the same author.

**Course Evaluations:** Course evaluations are distributed to students through CoursEval, an online software application that allows students to evaluate courses and instructors anonymously. Please be sure to remind your students to complete their course evaluations during the last two weeks of class. They will receive emails from the university with a link to the evaluation form. The course evaluation data is shared with the program directors for reflection and mentorship with adjunct faculty.

**Credit Hours Policy:** Per university policy, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; OR
- At least an equivalent amount of work as required in paragraph (1) for other activities, including laboratory work, internships, practica, studio work, online discussions, projects and other academic work.

The Code of Federal Regulations CFR 600.2 definition of a credit hour can be found online at [govinfo.gov](http://govinfo.gov).

For more information, refer to the Class Schedule and Contact Hours sections of this handbook.

**Email:** The university issues email addresses to all faculty, adjunct faculty, students and staff. Official Webster electronic communication is only sent to these accounts. Use your Webster email to communicate with students, staff, and other faculty members. If you do not know how to access your email, contact the Help Desk at 314-968-5995 or place a Technology Work Order at [webster.edu/technology/service-desk/work-orders/index.html](http://webster.edu/technology/service-desk/work-orders/index.html). To forward your Webster emails to another account refer to the [Information Technology website](#).

**Faculty Development Center:** The FDC team is ready to assist with any questions or support that adjunct faculty may need. The FDC can be reached at 314-246-8243, 866-963-8243, or [askfdc@webster.edu](mailto:askfdc@webster.edu). For more information go to [webster.edu/faculty/fdc/](http://webster.edu/faculty/fdc/).

**Faculty ID Cards:** Faculty ID Cards are necessary to use university facilities such as the Library. To obtain a Card, contact Dawna Moore at [dmoore@webster.edu](mailto:dmoore@webster.edu).

**Faculty Mailboxes:** Adjunct faculty who teach face-to-face courses at the Webster Groves campus are provided with mailboxes in WH 232A, the adjunct faculty workstation. Please check your faculty mailbox on a regular basis.

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**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. A required training module is in World Class Room. HR will send an invitation when it is time to do your FERPA training. Contact [humanresources@webster.edu](mailto:humanresources@webster.edu) for assistance.

**Final Exams:** A final exam may be held during a portion of the last class session for evening courses scheduled in the eight or nine-week terms, or in a specially designated slot during the final exam week for courses scheduled in the daytime 16-week semester format. All classes must meet for the full instructional time scheduled. Instructors may not cancel the final class session. Students expect to have an opportunity to review their performance on final exams and/or projects. You could return the exams to the students (in pre-addressed envelopes supplied to you by the students), or you could leave them in the School of Education office for viewing. Please consider how you might accommodate this common student request.

**Final Projects:** The course syllabus should include information regarding 1) which method instructors will use to return final projects to students, and 2) how long final projects will be held before they are destroyed.

Graded final projects (or final papers) can either be returned to students during the last meeting period **or** mailed back to students. Students will need to provide an appropriately-sized self-addressed-stamped-envelope.

Final projects should be destroyed, for confidentiality purposes, after the course is over and grades have been submitted. As a courtesy, instructors can offer to hold the projects/papers until the following semester/term.

NOTE: Final projects cannot be left in the School of Education Office for student pick-up.

**Grading:** Instruction and evaluation are integral to the quality of Webster's undergraduate and graduate programs. Both should receive your fullest attention. It is the instructor's responsibility to evaluate each student and to assign the appropriate letter grade. The grading system and the instructor's objective determination of the grades should be included in the course syllabus and discussed in the first-class session. The letter grading systems for graduate and undergraduate programs can be found in the appropriate catalog: [undergraduate studies catalog](#); [graduate studies catalog](#).

Students must be evaluated by their instructor according to objective standards. The primary focus of an instructor's evaluation criteria should be to determine what constitutes "satisfactory work on the undergraduate level," for undergraduate courses and "satisfactory work on the graduate level," for graduate courses i.e. a "B". Once that criteria are objectively determined and fixed, it is a matter of degree as to whether a student's performance is superior, i.e. an "A", or marginal, i.e. a "C", when compared to the previously determined satisfactory work.

The second major focus of an instructor's evaluation criteria should be to determine what constitutes work that is unsatisfactory on the undergraduate or graduate level. There is a minimum level below which a student's work clearly cannot be classified as satisfactory. That minimum is for each instructor to determine for the specific course being taught; for example, that a student's ability to write grammatically correct English should be a part of the evaluation criteria for every course. If a student's work is unsatisfactory when judged against an objectively determined and fixed level of performance, then the appropriate grade is a No Credit, i.e. "NC".

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It is **extremely** important that you enter your grades by the deadline, otherwise you will need to fill out a change of grade form in Faculty/Staff Academic Services in Connections for each student with a missing grade. In addition, students who are reimbursed by their employers based on satisfactory grades are put in an extremely difficult situation if they are missing their final grades. If you find it impossible to enter your grades on time, please call your Department Representative.

### **Important considerations:**

Students should be advised at the beginning of a course, via the course syllabus, outline, or other handout, of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whatever grading practices apply is imperative in all classes.

Instructors should maintain adequate student attendance records to document grades that may be adjusted because of attendance.

**Grades:** Grades in School of Education programs are A, A-, B+, B, B-, C, I, W and WF; or for courses on a CR/NC basis: CR, NC, I, W and WF. Instructors may choose not to use the pluses and minuses. The [undergraduate grading system](#) and [graduate grading system](#) are published in the Academic Policies section of the undergraduate and graduate catalogs.

**Credit/No Credit Grades:** If you receive a request from a student who wants to be graded on a CR/NC basis, please have the student stop by the School of Education office and pick up the form. This request can only be made by students by the second week of class.

**Incompletes:** Some students are unable to finish all course requirements because of illness or other circumstances. A student who has satisfactorily completed major components of a course and has the ability to finish the remaining work without re-enrolling may be assigned a grade of I (Incomplete). Otherwise, a student may need to be dropped or withdrawn from the course, to re-enroll at a later date. If you are unsure of the best course of action, please contact your program director.

To assign an incomplete, go to the Faculty/Staff Academic Services in Connections, select the Faculty Grade Form option in the menu, and then select “Add Incomplete Grade Form” for the student and fill in the required fields. Once the student has satisfied the course requirements and you have determined their final grade, go back to the Faculty Grade Form menu option and fill out the appropriate fields in the “Add Change of Grade Form” for the student.

Caution should be used in awarding "I" (Incomplete) with attendance problems. "I" indicates the instructor's and University's willingness to assist the student in completing course requirements and ultimately awarding a grade. The amount of work which must be completed to change the "I" to a grade should be communicated to the student (e.g., final exam, final project, or final paper).

**IMPORTANT: All grades of “I” will automatically change to ZF one year after the end of the class and be treated as a NC. Grades older than one year cannot be changed.**

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**Grievances:** Generally, student grievances regarding course grades, course content, etc., should be handled at the instructor-level. If the issue cannot be resolved, then refer the student to the program director (the faculty who hired you to teach the course) and send information to the coordinator regarding the events that transpired. Students with grievances regarding issues outside of the course should be referred to Dawna Moore.

**Guest Speakers:** Advanced approval for a guest lecturer is needed. To request a Guest Speaker Form, contact the School of Education Office at 314-968-8007 prior to the start of the term.

**Inclement Weather:** In the event classes are cancelled due to inclement weather, announcements will be made on local TV channel, the Webster website, and Webster Alerts. Webster Alerts is an email and text-message notification system. Go to [webster.edu/technology/services/webster-alerts/](http://webster.edu/technology/services/webster-alerts/) to subscribe. Webster deletes subscribers after one year. Make sure to re-subscribe every year if you want to stay on the list. Please see the relating section on Class Cancellations for information on making up for cancelled classes.

**IT Service Desk:** The IT service desk provides technical support for university-support systems such as Connections, Starfish, Canvas, and Office 365. For training and tutorials, refer to the system's information on the Webster Website. IT's contact information and hours of operation are:

Contact Information	Hours of Operation (Central Time)
On-campus: x5995	Monday – Thursday 7:00am – 8:00pm
Off-campus: 314-246-5995	Friday 7:00am – 7:00pm
Toll-free: 866-435-7271	Saturday & Sunday 10:00am – 4:00pm

**Lab Fees:** If you do not know if your course has a lab fee, contact the program director.

- Lab fees can pay for guest speakers, tests, materials, copy charges (i.e.: printing and binding), and field experience costs. Lab fees *cannot* pay for parties, food, or gifts.
- If you purchased materials and need to request a reimbursement, submit your request online in Concur (for total requests over \$50) or via the Petty Cash form (for total requests under \$50). Concur can be accessed through Connections.
- Lab fees generally range from \$10 - \$30 per student, depending on instructional needs. Lab fees over \$30 require justification and approval, based on needs.
- The guest speaker limit is \$50. If more money is needed per speaker, prior approval from the Department Chair is required.
- Syllabi should indicate how lab fees are spent.
- Contact Dawna Moore at 314-246-6906 or [dmoore@webster.edu](mailto:dmoore@webster.edu) for information on your course's lab fee balance, to obtain a copy of the tax-exempt form for business purchases, or for a copy of Webster's Hobby Lobby tax exempt card.

**Library:** Faculty are urged to include use of the Webster University Library in their course curriculum ([library.webster.edu/](http://library.webster.edu/)). Emerson Library is located at **101 EDGAR ROAD** and is an excellent resource for you and your students. The library collection includes many helpful books, DVDs, CDs, journals and magazines. Online resources are also available, including a growing collection of eBooks and databases. Faculty can also put materials on eReserve for students to access through World Classroom.

Education faculty, students and staff can take advantage of the Curriculum Collection with children's textbooks, picture books, fiction, nonfiction, kits and magazines (more info: <http://libguides.webster.edu/curriculumcollection>). The library subscribes to over 150 databases for use in research. Make an appointment with the School of Education's liaison librarian, Eliot Boden at 314-246-

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7819 or [eliotboden90@webster.edu](mailto:eliotboden90@webster.edu) for help with library resources or to schedule a time for your students to come to the library for an instruction session. These sessions help students locate materials, evaluate them and are tailored to your class or a specific assignment.

The library maintains extensive hours of operation and professional reference librarians who are available both day and evening. More information on resources for faculty can be found here ([library.webster.edu/services/faculty.html](http://library.webster.edu/services/faculty.html)).

**Library Liaison:** Library Liaisons provide valuable information and assistance to students and instructors on the library's resources and services such as:

Students

- Finding library materials
- Finding information for research projects
- Researching article databases
- Citing references

Faculty

- Developing tutorials, research guides, and assignments
- Introducing students to library resources and services
- Scheduling class visits or webinars to
- Arranging support for article copying, checking bibliographies, and style formatting.

The School of Education's Library Liaison is Eliot Boden, 314-246-7819; [eliotboden90@webster.edu](mailto:eliotboden90@webster.edu).

**Mendeley:** Mendeley is a free online reference manager that has replaced RefWorks and can help students organize their research, collaborate with others online, and discover the latest research. For more information about Mendeley, go to [libguides.webster.edu/mendeley](http://libguides.webster.edu/mendeley) or contact the School of Education's liaison librarian, Eliot Boden at 314-246-7819 or [eliotboden90@webster.edu](mailto:eliotboden90@webster.edu).

**Mentoring Program:** The university has a mentor program that connects students with faculty, alumni, and friends of the university who are interested in being mentors. The program runs from Nov 1 – May 1 and offers opportunities to both mentors and students. For more information about this program go to: [webster.edu/mentor](http://webster.edu/mentor).

**Office 365:** Microsoft Office 365 is an online productivity suite provided by the university to faculty, adjunct faculty, and students. The suite includes long-standing applications such as Excel, Word, and PowerPoint, but also new applications designed to work and collaborate virtually, such as OneDrive for file storage, SharePoint for file sharing, and Teams, for video conferencing. To log in, go to office.com and log in with your Connections username and password. For more information on Office 365 go to <http://www.webster.edu/technology/o365/>.

**Online Learning Center:** The university has developed a complete online database of frequently asked questions. This database can be found at <http://olc.webster.edu/faq>. For more information go to <http://www.webster.edu/olc/>.

**Paper Writing Guidelines:** If your course requires papers be written in APA, MLA or other style of writing and a student requires assistance, you can refer them to the Writing Center's website or the Library's website. Both have information on academic writing styles. For more information refer to the Writing Center website: [webster.edu/academic-resource-center/writingcenter](http://webster.edu/academic-resource-center/writingcenter)

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**Parking:** A parking permit must be displayed in your vehicle in order to park on any lot on campus, or the parking garage on Garden Ave. To purchase a permit, go to the Public Safety office located in the Parking Garage on Garden Ave. The cost for an Adjunct Parking Tag is \$20 per year. For more information go to <http://www.webster.edu/public-safety/parking.html>.

**Professional Development Fund:** Adjunct faculty in the United States, after completing teaching 27 credit hours or 3 years with Webster (defined in accordance with University policy), are eligible to apply for a \$1,000 maximum award from the Adjunct Research and Professional Development Fund for research, conference travel, and/or professional development. The application period will be open from mid-August through mid-September; recipients will be notified by mid-October. For more information and to receive an application, contact Rita Smith at [kosemund@webster.edu](mailto:kosemund@webster.edu).

**Research:** The key emphasis of the graduate programs is the application of theory and content to "real-life" situations. Adjunct faculty at Webster have been appointed because of their academic credentials and their extensive experience in the field. Students do research or reading in their respective areas of concentration. Reading in the professional journals, in particular, should be emphasized.

**Security:** If you experience any situation where you or your students feel insecure in your environment on campus please call security at x6911 in-house or 314-968-7430 from off campus. Emergency telephones are located by all the WEBH elevators and in the parking lots (look for the flashing lights). Webster has security officers on campus 24 hours a day. If it is a situation that you feel need the police, then dial 9 + 911 from the nearest phone.

**Starfish:** Starfish is an online portal designed to support student success. To access Starfish, log into Connections and click on the "Student Success Portal" icon. Once you are logged in you can interact with students, encourage students by giving them Kudos, Flag students who may need additional supports, and other activities. For more information go to <http://www.webster.edu/success>.

**Student Attendance:** Attendance should be a requirement for your class and should be spelled out in your syllabus. State clearly in your syllabus that attendance is required and unapproved absences will result in the lowering of a grade or reduced credit for the class. If a student misses one of the class sessions during an 8-week term, the student is responsible for that night's work plus a make-up assignment. If the student misses two class sessions, you have the option to 1) reduce the student's grade one letter, 2) make a significant assignment to cover the material presented that week, or 3) inform the student that their grade for the course is NC. It is the student's responsibility to withdraw from a course if there are two or more absences.

**Syllabus:** Students should have a copy of your course syllabus and it should be discussed during the first class session. Please clearly state the attendance policy (see the "Student Attendance" section, above). If you do not allow students to enroll in a course if they miss the first class, be sure to indicate that in your syllabus. Also, outline your evaluation practices (percentages or points) in the syllabus. A template of the syllabus is located in Concourse, which is accessed through Connections. For more information, see the Concourse section in this handbook.

**Teams:** Teams is an online video conferencing platform included in the Microsoft Office 365 suite provided by the university to faculty, adjunct faculty, and students. To access Teams, log into Office 365 with your Connections username and password. For more information on Office 365 go to <http://www.webster.edu/technology/o365/>.

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**Technology Discounts:** University employees receive technology discounts on select hardware, software, and mobile phone plans. For more information go to: <https://websteru.sharepoint.com/sites/Employees>.

**Textbook Orders:** You will receive an email when it is time to order textbooks for your course(s), including the deadline for response. Be sure to respond promptly so that your textbook(s) can be ordered in time for students to purchase before your course begins. The university bookstore sets a hard deadline for textbook orders. If you miss the deadline then your course's textbook information will not be available on the bookstore's website, and therefore you will need to inform your students directly. Timely notification of textbook orders also helps students who currently use those same textbooks receive a larger payment when they sell those books back to the university.

**Tuition Remission:** Adjunct faculty, after completing teaching 36 credit hours or 4 years with Webster, are eligible for up to 9 credit hours of tuition remission per academic year (June 1 - May 31) for any academic year in which they teach. After completing 72 credit hours or 8 years with Webster, an adjunct faculty member's spouse/domestic partner OR one dependent child is eligible for a 50% tuition remission. These do not apply to the doctoral programs. To request tuition remission, fill out [the online form](#).

**Webster Today:** Webster Today is an electronic daily news digest for faculty and staff for communicating news and announcements. To subscribe to Webster Today email a request to [webstertoday@webster.edu](mailto:webstertoday@webster.edu).

**Zoom:** Zoom is an online video-conferencing platform and university accounts have been issued to faculty, adjunct faculty, staff, and students. To log into your account, go to [zoom.us](https://zoom.us) and select "Sign In". Sign in using the "Sign in with SSO" option. Webster's company domain name is "webster-edu". Select Continue and then sign in with your Connections username and password. For information and training on how to use Zoom, go to <http://www.webster.edu/technology/zoom/>.