



# I. INTRODUCTION

Welcome to the School of Kinesiology and the University of Minnesota! This handbook will give School of Kinesiology graduate assistants an overview of their rights and responsibilities as employees, instructors, and researchers for the University of Minnesota, as well as provide a guide for classroom instruction policy and procedures at the University.

## THE UNIVERSITY OF MINNESOTA

The University of Minnesota is a land-grant university located in a large metropolitan area, which includes slightly more than 50% of the population of Minnesota. Although there are private and community colleges in the area, this is the primary higher education institution in the Twin Cities. The University of Minnesota Twin Cities campus has an enrollment of 60,000 students in more than 370 fields of study. Through its strategic positioning plan, the University is making strides to become one of the top three public research universities in the world within a decade. At all its locations—Twin Cities, Duluth, Morris, Crookston, and Rochester—the University is moving in a new direction to meet the challenges of the 21st century.

## THE SCHOOL OF KINESIOLOGY

The School of Kinesiology focuses on the biological, developmental, social, and behavioral bases of physical activity, recreation, sport and human performance through its programs in kinesiology, sport management, and recreation, park, and leisure studies. The degree programs in the School prepare students for a variety of professional opportunities in both the public and private sector. The fields of teaching, community service, allied health, industry and business are career paths that graduates of our programs may anticipate as avenues of employment and further professional training.

The undergraduate major program in Kinesiology prepares students for work in agencies, corporations and health/wellness programs primarily for adults. This program also provides a basis for entry to a fifth-year teaching licensure program or other graduate studies in sport. In our graduate program we offer a professional degree, the M.Ed.; an M.A. with both thesis and non-thesis options; and a Ph.D. Additional programs offered beyond the three majors are a coaching minor at the undergraduate level and licensure programs in coaching and adapted physical education.

The School of Kinesiology is a department in the College of Education and Human Development (CEHD). CEHD enrolls students at the undergraduate, professional, and graduate levels, and pursues interdisciplinary work and incorporates successful partnerships with a variety of groups and organizations internally and externally, nationally and internationally. The College produces a high number of state K-12 school leaders; exemplary educators in a variety of settings; education professors at other state, national, and international universities; and major new policies and practices in Minnesota and elsewhere.

## II. GENERAL INFORMATION FOR ALL GRADUATE ASSISTANTS

This section provides important information you should know as a School of Kinesiology graduate assistant. Remember that School of Kinesiology staff are knowledgeable and willing to help you become acquainted with the University and our systems.

### GETTING STARTED

As a graduate assistant, you are employed by the University of Minnesota. Contact the School's human resources staff in 111 Cooke Hall for instructions on completing the required hiring paperwork at least one month prior to the start of the semester.

To verify your identity and citizenship, you must present EITHER:

- 1) a passport, or
- 2) both a driver's license and a social security card

Complete your payroll documents and have your photo taken for the School's HR database. When payroll documents have been processed, employee information will be entered into PeopleSoft, the University's human resources database. Once your information is in PeopleSoft and your benefits have been processed, your tuition costs will be removed from your bill. This process can take a few weeks.

### HEALTH INSURANCE

To receive health insurance within two weeks of the start of your appointment, GAs must complete the application from the GA Health Insurance Office located at W-228 Boynton or <http://www.bhs.umn.edu/insurance/graduate/forms.htm>. Coverage of the Graduate Assistant Health Plan during the two semesters of the academic year qualifies GAs for insurance the following summer. For more information see: <http://www.bhs.umn.edu/insurance/graduate/index.htm>

Remember that when an assistantship ultimately ends, it is imperative to cancel the insurance plan with the GA Health Insurance Office. **Failure to cancel this plan will result in being billed for the full cost of the premiums.**

### UNIVERSITY FEES

While graduate assistantships will cover all, or a portion, of Graduate School resident tuition and provide a waiver of non-resident tuition, it will not cover student fees. Graduate assistants are responsible for the student services fee and the College technology fee, plus any registration, late, or course and/or laboratory fees as required by specific courses. The one exception is that an assistantship does cover the "University Fee" at the same percentage that it covers your tuition.

## SCHOOL INTRANET WEB SITE

Contacts, teaching and University information, links to helpful Web sites, and other important miscellaneous information can be found at the School's intranet site: <http://intranet.kin.umn.edu/>. You will use this site daily, so make sure you have it bookmarked.

## U OF M EMAIL ACCOUNT

Email is the official means of communication at the University of Minnesota. All employees are expected to use their U of M email account and instructors are to communicate with students electronically. Your email address is your x500 followed by "@umn.edu". Your email can be forwarded to another address. The instructions for this and other ways to manage your email account can be found at the School's intranet site. Go to the link "AutoForward/AutoReply your U Email" under the heading COMPUTERS & TECHNOLOGY.

## UCARD

The UCard is the official University picture identification card. It is used to access libraries and other services and can be used as a debit card (with an appropriate TCF bank account).

Employee can pick up their UCard identification card as soon as they are listed in PeopleSoft. The nearest location is in the University Recreation Center (URC) across from Cooke Hall, but hours are limited. The main location is in Coffman Union. For more information, see <http://www.umn.edu/ucard/> and click on "Twin Cities" location.

## OFFICE SPACE

Most graduate assistants do not have their own offices; they usually are assigned desk spaces and share phones. Carol Nielsen in 224 Cooke Hall assigns offices and phone numbers.

## OFFICE KEYS

Your office key will usually open the mail/copy room (226 Cooke Hall). You will sign out your keys from staff in 111 Cooke Hall. Remember, you **MUST** return all keys when you have finished using them or when you discontinue your employment at the University. **Failure to do so will result in a hold on your records.**

## OFFICE PHONE

Telephone access is available for all employees, but graduate assistants may have to share a phone line. Contact Jonathan Sweet, 111 Cooke Hall, if additional phone services are required. You may be asked to set up your voicemail. If so, go to this Web site for full instructions: <http://www.umn.edu/nts/go4msg>. Other information on phones can be found at the link "phones/voicemail" in the left column of the School's intra-net page under "OTHERS".

The main School number is 612/625-5300. This number should be used to leave emergency messages or to let staff know if you are unable to come to class or to work. The line is usually answered but if it isn't, the messages will be picked up immediately. Feel free to give this phone number to your family if someone must reach you and you are not at your desk. We will attempt to locate you.

## MAILBOXES

The mailroom is located in 226 Cooke Hall. Mailboxes are assigned in alphabetical order by appointment type: Tenure-track Faculty, P&A Academic Teaching and Research Staff, Graduate Assistants, Support Staff. You will be assigned a mailbox based on need and appointment type.

Only employees are allowed in the mailroom. If an outside person or student has a mail delivery, instruct him/her to give the item to a staff member.

## U.S. AND CAMPUS MAIL

The U.S. and Campus Mail Center is in 226 Cooke Hall. Campus mail turnaround is generally 1-2 days. Campus mail is picked up in the early morning from 100 Cooke Hall. U.S. mail leaves the building once per day at noon.

## COPIERS, PRINTERS AND FAXES

We have a large B&W Canon copier in 226 Cooke Hall, and smaller copiers in 220 Cooke Hall, 224 Cooke Hall, room 310 in 1901 University Avenue SE, and 141 Mariucci Arena. The larger copier in 226 Cooke Hall requires an access code. To be assigned an access code see John Brian Becker in 220 Cooke Hall. John Brian will also provide copier instruction.

**NOTE: The School copiers and printers are not to be used for producing theses, projects or dissertations.**

The main fax machine is located in 224 Cooke Hall. The fax number is 612/626-7700. Please restrict the sending and receiving of faxed documents to appropriate School of Kinesiology and University of Minnesota business.

## AUDIO VISUAL EQUIPMENT CHECKOUT

Computers and other media are available for checkout if you teach in a location that does not provide classroom technology. Please review <http://intranet.kin.umn.edu/checkouts.htm> to see the various equipment options and to check out this equipment online.

See Linda Estrem or John Brian Becker in 220 Cooke Hall for A-V checkout policies and procedures.

## TECHNOLOGY

The School is well-equipped to meet most needs for instructional and research technology, including printers, digital cameras, laptops, classroom podium media setups, conference room media, wireless internet, University public kiosk, and personal calendaring system. Please review this Web site for detailed information on what is available: <http://intranet.kin.umn.edu/docs/techinfo.pdf>

## SUPPLIES

Supplies used must directly support the operations of the School. Supplies are not for personal use or for preparation of dissertations or theses.

Angie Roberts in 224 Cooke Hall orders supplies for the School. If you need something for your office, contact her and she will request permission as needed.

## SUPPORT STAFF

Civil Service and Bargaining Unit staff support the operations of the School. A list of staff members can be found at: <http://intranet.kin.umn.edu/staffContacts.htm>. Details on whom to see for specific needs can be found at this site: <http://intranet.kin.umn.edu/whoToSee.htm>

Helpful links for instructors are included on the School's intranet in the section "for instructors" under University Information. For more detailed information contact Carol Nielsen.

## PURCHASING

If a faculty member tells you to **purchase something** on research funds, be sure to **see School financial staff in 111 Cooke Hall before you buy it**. You need to know which project funds are to be used and the appropriate request forms to fill out.

## PARKING AND TRANSPORTATION

The U of M Web site for parking and transportation services has complete information about getting in, about, and around the University, including parking, busing, biking, walking, and maps. See this site: <http://www.umn.edu/pts/>

Contract parking is available at varying rates depending on the facility. The closest ramps are the University Ramp at 1900 University Ave and the Washington Avenue Ramp, but both have long wait lists. You can sign up for parking lots via the Web site above. University policy does not allow an academic unit to pay for parking for employees.

Some parking is available off Oak Street and across from Williams and Mariucci Arenas. The cost for these lots is currently \$3.75 per day; they do not allow in/out privileges.

The U Metropass, the unlimited-rides ticket for buses and light rail, can be purchased through the U and deducted pretax from your paycheck. The cost is extremely reasonable for students.

It is possible to get parking validated for speakers and other special guests. Bring the parking ticket to 111 Cooke Hall for validation.

We have a few passes for loading/unloading and “official University business” that allow parking in specially marked areas for a short period of time. See Lisa Rehling in 111 Cooke Hall for more information.

## INTERNATIONAL STUDENTS

International students must visit the International Student and Scholar Services Office upon arrival on campus. <http://www.iss.umn.edu>

University of Minnesota policy requires all prospective teaching assistants who are non-native speakers of English to take the SPEAK test when they arrive or to provide official documentation of their score on the Test of Spoken English (TSE). The University offers the SPEAK test at no cost to students who have been admitted to the Graduate School. Results of the SPEAK or the TSE will determine a graduate student's initial eligibility for a TA assignment.

For details, see <http://www.umn.edu/ohr/teachlearn/nonnative/speak/index.html> .

**F-1 and J-1 Student Visa.** Federal law prohibits the University from employing international students for more than 20 hours per week or more than a 50% time appointment during the scheduled class periods, including finals week. The University cannot pay for any services performed in excess of these limits in F-1 and J-1 Student Visa status.

# III. GRADUATE ASSISTANT TERMS OF EMPLOYMENT

The following information is relevant to graduate assistantship appointment requirements and pay for 2008-2009.

## GENERAL INFORMATION

- Graduate assistants are appointed as B-base appointments, which don't accrue vacation. The appointment is based on a 40-hour work week, thus a 50% appointment = 20 hours per week. Students are paid over academic break periods, so if you plan to be away, you must make up the time at some other point during the semester.
- The 9-month appointment begins 8/25/08 and ends 5/24/08. The first check is on September 10 for ONE week; the last check is June 4 for two weeks. Pay statements are not printed; you may access your payroll account from Employee Self-Service. <http://hrss.umn.edu>
- There is a 6-credit minimum registration to hold an assistantship; 3 credits (half-time status) for financial aid.
- In late Fall, the director's office distributes a questionnaire to all graduate assistants. Be sure to answer the question on when you plan to finish your thesis credits (master's or doctoral). To stay within credit requirements for an assistantship, you can maintain full-time status by registering for 1 credit (KIN or REC 8333). This is important, because the School is charged a lower percentage of your salary for fringe benefits. Master's students must apply mid-semester prior to receiving this status.
- **You must be in good academic standing to hold an assistantship. We require a 3.0 GPA.**
- Graduate Assistants do not receive paid vacation. If you have supervisor approval to be away during breaks, the time you miss should be made up during the weeks you are here.

## HEALTH INSURANCE

Graduate Assistants who want GA insurance must enroll through **Boynton Health Insurance** by September 30, 2009; sooner is better. You do not need to re-enroll each year if you have been covered in the past. See this link for enrollment information: <http://www.bhs.umn.edu/insurance/graduate/enrollment.htm>

- The effective date of coverage is September 1 for new applicants. When you register you must complete the insurance waiver information with the name of the insurance company BLUE CROSS BLUE SHIELD and the policy number, which is your student ID NUMBER.
- Insurance continues in summer if you were enrolled during the year and is based on the average of your coverage during the year. See the Boynton Health Insurance Web site for more information. <http://www.bhs.umn.edu/insurance/>

## TUITION BENEFITS

**Tuition benefits for your assistantship** equal TWICE the percentage of your appointment up to the full-time equivalent registration cost of \$5223.00 per semester for a 50% assistantship. Please contact Lisa Rehling in 111 Cooke Hall if you get unexpected billings for your tuition.

- Fall tuition and fee charges started appearing on your accounts in early August. However, some charges and credits, such as course fees and tuition waivers, won't be charged or credited until later. Assistantships are not registered until the paperwork is processed in the College's Dean's Office.
- You are required to pay **course, student services, and late fees**. Your assistantship does not cover these costs and they will show up on your fee statement. **The one fee exception is the University fee, which will be included with tuition benefits** at the same percentage as your tuition. If you don't pay the amount by the due date you are charged at least \$30 in late fees and a hold is placed on your record. You are also charged \$35 for the payment plan. There is a significant **late registration fee**; the last day to register without late fees is September 3.
- You must **pay for any additional credits** over the full-time equivalent maximum of 14 credits. The maximum a graduate assistant can register for is 18 credits.
- If you **cancel and add and there are additional costs** (like canceling and not adding after the first week), you will be billed for the additional tuition. There is also a semester installment fee if you don't pay your fees in one payment.
- An assistantship qualifies you (and family members) for **resident tuition rates**.

## MAIL AND SUPPLIES

- DO NOT use the **office address as your home mailing** address.
- In general you can **mail an occasional item** if needed for your classes or students - official business only. The mail should go into a bin on the table in 226 Cooke Hall by 10:30 AM. Mail goes out once per day at noon. It also comes in at noon and is sorted after the lunch hour.
- You are allowed to use **supplies** and **printers** as needed for your job. We urge you to be frugal and honest. An occasional paper is also allowed, but DO NOT print your dissertation drafts on department printers. Be judicious in your use of the large format printer, since the cost of paper alone is over \$1 per foot.

## RESEARCH PROPOSALS AND TRAINING

- See Debra Haessly if you want to submit a **funded research proposal**. These are subject to many rules and procedures and we will probably have you work with the College's Dean's Office's to prepare a proposal. You must have extra training to ensure that you understand responsible conduct of research and data privacy rules.
- You may receive an email from Lisa Rehling indicating that you have to take **HIPAA training**. This is because of Health Insurance Portability and Accountability Act requirements for anyone who takes patient or human subjects health information.

## IV. UNIVERSITY POLICY AND EXPECTATIONS

As a teaching or research assistant you are expected to follow policies and procedures established by the University, the College of Education and Human Development and the School of Kinesiology.

### UNIVERSITY SENATE POLICY

1. Instructors are responsible for clearly communicating the course objectives at the beginning of each course. Class activities should be directed toward the fulfillment of these objectives and student performance should be evaluated in relationship to these objectives. If an instructor changes the course requirements or materials, students should be given timely notice consistent with the magnitude of the change (e.g., a few days for an additional article to read; some weeks if a research paper is to be added). See also #9, following. No major change should be imposed after the second week of the semester (e.g., adding a research paper or major examination). At the same time, instructors are not barred from adding material, or from announcing at the outset of the term that additional materials will be required as part of the course as the term progresses.
2. Instructors are responsible for informing students in their classes of the methods to be used in determining course grades, i.e., evaluation criteria and the contribution to the final grade of each graded component.
3. Instructors are responsible for informing students of any requirements related to course attendance and participation [in the course syllabus and on the first day of class].
4. Instructors are responsible for informing students of any special attendance requirements for each class taught. This includes, insofar as possible, specific dates, times, and places of additional outside-of-class work such as field trips, study sessions, or extra class meetings, and whether or not attendance at these additional activities will be reflected in the grade.
5. Instructors are responsible for evaluating and returning examinations and other student work with sufficient promptness to enhance the learning experience. Instructors should specify a time frame for retaining student work (e.g. homework, midterm exams, etc.) during the semester. Term papers and comparable projects are the property of students who prepare them; instructors who desire to retain a copy for their own files should state their intention to do so. (It is permissible for a faculty member not to return examinations, but students must then be permitted to review the exam in order to request clarification of a grade.) Instructors are strongly encouraged to provide sufficient graded feedback early in the term and before the deadline for withdrawing from classes to enable students to assess their progress in the course.
6. Instructors are expected to meet their classes at the scheduled times and be prepared for all class sessions. When instructors know in advance of conflicts with particular class dates, they are responsible for working with their unit to make appropriate alternate arrangements. Instructors are also expected to honor class periods; to consistently run longer than the class period is disrespectful of students who may have a class the next hour and it is disrespectful of faculty who are scheduled to teach in the room the next hour.

## UNIVERSITY SENATE POLICY - CONT.

7. Instructors are also required to adhere to Senate policy concerning in-term and final exams: *Exams during the term may NOT be offered outside of the regular class time unless there is notice in the class schedule.* (See <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/semclasses.html> , Section 1(b).) Final examinations must be offered at the time established by the schedule (but can be changed if certain criteria are met) and it may not be offered during the term (e.g., the last day of classes). (See <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/semclasses.html>, Section 4, particularly (d), (e), and (f). See also Section 5 about students who are granted absence from a class.
8. Instructors are expected to schedule and keep a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both the students and instructors with the additional option of prearranged appointments for students when there are schedule conflicts. The minimum number of office hours is typically to be agreed upon by the teaching unit.
9. Instructors are obligated to report suspected academic misconduct to their department.
10. Instructors should take steps to have removed from class students who disrupt the educational process because of discourteous, threatening, harassing, or other aggressive behavior.

<http://www.fpd.finop.umn.edu/groups/senate/documents/policy/classexpectguide.html>

## POLICY ON SEXUAL HARRASSMENT

Sexual harassment is prohibited. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting this individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy applies to the conduct of all persons involved in the mission and/or services of the University. Complaints about sexual harassment should be reported to the University Office of Equal Opportunity, 612/624-9547.

<http://www.umn.edu/usenate/policies/sexualharass.html>

## CODE OF CONDUCT

All members of the University of Minnesota community are expected to adhere to the highest ethical standards of professional conduct and integrity. The values we hold among ourselves to be essential to responsible professional behavior include: honesty, trustworthiness, respect and fairness in dealing with other people, a sense of responsibility toward others and loyalty toward the ethical principles espoused by the institution. Additionally, all members of the University community are responsible for adherence to University policies and procedures and are expected to comply with State and Federal laws. It is important that these values and the tradition of ethical behavior be consistently demonstrated, and carefully maintained.

Members of the University community have the obligation to respect and to be fair to all members of the community, especially students and those persons under their supervision, and to foster their intellectual and professional growth. Members of the University community must not engage in, nor permit, discrimination and harassment. Intellectual freedom must be supported and persons must not abuse the authority they have been given. Furthermore, care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment.

Work place and educational experiences must impart appropriate standards of professional conduct through instruction and example. Members of the University community are expected to conscientiously fulfill their obligations toward students, toward advisees, toward colleagues and toward performing their duties as part of the University community.

All members of the University community are expected to understand and comply with laws and regulations related to their work. Administrators and supervisors are expected to see that those who report to them are informed about, understand and comply with regulations such as those for health and safety in the workplace, including the procedures to assure the ethical treatment of human subjects and animals and the use of hazardous materials. Those involved in the maintenance of private personnel and student data have the obligation to fully comply with the MN Government Data Practices Act.

Board of Regents Policy

<http://www.umn.edu/regents/policies/academic/Conduct.pdf>

University Senate Policy

<http://www.umn.edu/usenate/policies/conduct.html>

## **POLICY ON ACADEMIC DISHONESTY**

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own, can result in disciplinary action. The University Student Conduct Code defines scholastic dishonesty as follows:

**Scholastic Dishonesty:** Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging , or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Within any University course, a student responsible for scholastic dishonesty can be assigned a penalty up to and including an "F" or "N" for the course.

Information Resource:

<http://www.umn.edu/oscai/integrity/faculty/syllabus.html>

Teaching assistants must inform the instructor of record if a student in their course is responsible for any scholastic dishonesty.

## V. EXPECTATIONS OF INSTRUCTORS

The success and quality of any course is based primarily on the dedication of the instructor to excellence in teaching and an abiding interest in the development of each student. As a teaching assistant, we expect you to strive for excellence in your teaching and in your skill and competence in adding to your students' knowledge base.

### CLASS LIST

Prior to the start of class, instructors are able to access their class list via <http://www.umreports.umn.edu/umreports/>. Accessing the class list allows the instructor to see all students registered for the course, their year of study, degree program, grading basis, and email address. Student photos are usually available. A link on the class list page allows the instructor to email the entire class, which is useful for changes in schedule or location or other class-related information. For privacy reasons, when sending email to a group of students always place student email addresses in the BCC (blind carbon copy) field.

Here are the steps to access your class list:

1. Go to <http://www.umreports.umn.edu/umreports/>.
2. Log in, using your University of Minnesota Internet ID (X.500 username) and password.
3. Click on "Class List"
4. Select the term and year
5. Click on "Twin Cities"
6. Type in "Kin" or "Rec" or "Ed"
7. Select your class and click on the specific course

### CLASSROOM CHANGES

Sometimes scheduling conflicts necessitate a change in location from the assigned classroom. In such cases, instructors should give their students as much warning as possible in class and via email. On the day of the change, the instructor should ensure that the location change has been posted at the usual classroom site. The instructor should also inform Carol Nielsen in 224 Cooke Hall of the classroom change.

### LESSON PLANNING

Instructors should plan each class period carefully and thoroughly. Each lesson plan should be progressive, i.e., designed to help students advance toward meeting the course objectives.

## ATTENDANCE EXPECTATIONS

There may be instances when an instructor will be unable to meet a regularly assigned class due to professional meetings or workshops. In such cases, the instructor has the responsibility to locate a qualified assistant/substitute instructor to cover the missed classes. If a qualified substitute is unavailable, the meeting may need to be cancelled. In the case of sudden or extended illness, it may be necessary for the School to find a substitute instructor. However, the instructor must take responsibility in advance for identifying individuals who may serve as qualified University-affiliated substitute instructors.

Process:

1. Identify possible substitute instructors and provide the list to Carol Nielsen, 224 Cooke Hall, prior to the first day of class.
2. At least two weeks prior to your planned absence from class, confirm that the substitute instructor is scheduled to replace you and that he/she has the lesson plans for that day.
3. At least one week prior to your absence from class, complete the Instructor Absence Request Form (from the Forms section of this book) and return the completed document to Carol Nielsen in 224 Cooke Hall .

## OFFICE HOURS

The University of Minnesota requires that you hold office hours for each course you teach and that you communicate these hours in the syllabus. Increase your accessibility to students by considering class schedules when selecting your office hours. Vary the days and times of your office hours so that students have a greater chance of being able to meet with you. If you are teaching an evening class, try to hold office hours immediately before or after the class. Always provide the option of scheduling time for an individual meeting for students who can't make regular office hours.

## GRADES AND GRADING

Students are entitled to an explanation of the criteria used to evaluate their work. Conflicts tend to arise over the method used to determine grades, or students' perceptions of unfair or arbitrary grading. Encourage students to discuss concerns early in the semester.

Instructors should:

- Inform students at the beginning of the term, and include in the syllabus, whether or not (and if not, the rationale) the UM Senate-mandated "+" and "-" grading symbols will be used with the A-F grading system.
- Provide clear, specific grading criteria for the course at the beginning of the semester. Include this information in the course syllabus as well.
- Provide tactfully articulated feedback throughout the semester regarding student progress.
- Return at least one major assignment before the end of the eighth week of the semester to give students the chance to withdraw before the deadline.

If you experience issues regarding grades that you are unsure about resolving, you may wish to refer students to the Student Conflict Resolution Center (SCRC) for assistance.

See **Section IX: Grading Information** for more details.

## EVALUATION—STUDENT OPINION SURVEY

University policy requires that each course taught by an instructor be rated by students once each year. Detailed and updated policy requirements may be found at <http://www.policy.umn.edu/groups/senate/documents/policy/instructionevalpolicy.html>. The University has adopted a new evaluation tool for teaching, called the Student Rating of Teaching (SRT) form.

The Office of Measurement Services (OMS) prints and distributes the Student Rating of Teaching forms, collects the completed data from departments, summarizes and then distributes the results culminating in reports to individual faculty and Department head/chairs. Department chairs and committees use course evaluations during annual faculty reviews to make decisions on salary increases, promotions and tenure. The information obtained from SRT evaluations can be useful to instructors by explaining how different groups respond to his/her teaching. OMS ensures that all SRT evaluations are securely handled and that the proper parties receive their results.

Forms will be distributed in mailboxes prior to the end of the term.

1. Choose a class period near the end of the term (during the last two weeks, but not during the final exam period) to administer the questionnaire at the beginning of the class period.
2. Ask a student volunteer to distribute and collect the questionnaires and deliver them to your department office (Cooke 224).
3. Select a student, and give the student: The instructions below; the proper orange SRT Identification Sheet; the blank SRT questionnaires; the envelopes for returning the questionnaires to your department.
4. Ask the student to follow these directions:

Read aloud the following instructions: "I am going to hand out a questionnaire that will ask you to rate several aspects of this course and the teaching. The three purposes of this questionnaire are: rating of instructors, improvement of teaching, and assistance to future students in selecting courses (the "student release" questions). Demographic information is being collected and will be aggregated and your individual responses will not be seen. This information will help us better understand how demographic variables impact ratings. The demographic information you provide will be removed (i.e., cut off the form) before being returned to the faculty or department. Your responses to this questionnaire are important because they will be used in tenure, promotion and salary decisions for your instructor. Your thoughtful written comments are especially requested, and may help your instructor improve future course offerings. Results of this survey will not be reported to the instructor until after final grades have been reported. Your cooperation is appreciated."

Distribute the questionnaires. Say: "Only pencils or blue or black ink pens should be used in marking your answers. Be sure that all of your marks are heavy and completely fill the circles. If you erase, erase thoroughly. Multiple markings for a question will be ignored. At the top of the form, print the instructor's last name, the department, course, and section number, the term and year. Then go ahead and complete the questionnaire. When you have finished, return the questionnaire to me."

Collect the completed questionnaires.

Put the filled-out Identification Sheet and the directions sheet on top.

Place the Identification Sheet, directions, and completed questionnaires in the envelope marked "Student Ratings."

Place any unused questionnaires in the envelope marked "Unused Questionnaires."

Deliver the envelopes to the office to which they are addressed (224 Cooke).

Leave the room while the questionnaires are being distributed and completed. For more information, refer to the SRT Website: (<http://oms.umn.edu/srt>)

## COURSE RECORDS

Instructors are responsible for keeping records that are detailed and relevant to students' grade and performance in class. This information is necessary for grading and evaluations as well as for providing a historical record in the event of a grievance or petition regarding the class or the student's grade.

Instructors should use one of the following record keeping methods:

1. Class Record Form (from the Forms section of this book)
2. Blue Book – available in the 227 Cooke Hall storage room

## SYLLABUS

Instructors are required to provide a syllabus to students for each course they teach. For detailed information, see **VIII. Syllabus**.

## VI. EXPECTATIONS OF STUDENTS

Students are responsible for being academically prepared to take the courses they are enrolled in. They should not register for courses for which they lack prerequisites unless they have permission from the instructor.

### STUDENT RESPONSIBILITIES AND EXPECTATIONS

Students are responsible for all class meetings and materials, including any information contained in the syllabus. Students are expected to attend all course sessions. They may be excused from class to participate in religious observances and for approved University activities. Instructors should be notified at the beginning of the term about such planned absences.

Students must attend the first session of each course they have registered for unless they obtain prior approval from the instructor. Otherwise, they may lose their place in class to other students who wish to enroll. (See <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/semclasses.html> Section 3.)

Students are expected to do their own assigned work. If it is determined that a student has cheated, he or she may be given an "F" or "N" for the course, and may face additional sanctions from the University. (See <http://www.gen.umn.edu/courses/1137/conduct.html>, Subd 1, Scholastic Dishonesty, and <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/gradingpolicy.html> , Section II (2).)

Students are responsible for being on time and prepared for all class sessions.

Students are responsible for meeting all course requirements, observing all deadlines, examination times, and other course procedures.

Students are responsible for seeking academic help in a timely fashion.

Students who need special accommodations are responsible for working first with the relevant University offices and then with the instructor at the beginning of the course.

Students may not make commercial use of their notes of lectures or University-provided materials without the express written consent of the instructor. (See the Senate policy at <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/classnotes.html> .)

Students may be responsible for helping put a classroom in order at the end of a class period, if requested by the instructor (see Section III (7)). Keeping a classroom in good order includes the expectation that students will take away or dispose of their waste. Students shall not deface or damage classrooms or classroom furniture or equipment.

# VII. COURSE LOGISTICS AND INFORMATION

## SYLLABUS

Effective teaching requires that the instructor communicate to students at the beginning of a course the requirements, scope, and course content, including course goals, topics, assignments, and assessment methods. This information, presented in a written syllabus, is a student right and should reduce misunderstanding later.

Course syllabi for all School of Kinesiology courses must be updated and submitted to Carol Nielsen at the beginning of each semester. See Section VIII for information on content and preparation of the syllabus.

## INSTRUCTOR ACCESSIBILITY AND AVAILABILITY

As an instructor, you must:

- Include information on how to most effectively reach you (whether by phone, email, or in person) on course syllabi.
- Use U of M email account and advise students that their U of M email account is the University's official means of communication.
- Schedule and maintain office hours; include this information on course syllabi and provide the department office with a copy of your schedule by the second week of classes each semester.
- Inform students in advance if you must cancel an office hour. An attempt should be made to try to re-schedule the office hour. Indicate other resources available to students. If you are frequently called away during posted office hours, you may want to indicate to students that they should call before coming, or change your office hours.

## ACTIVITIES OUTSIDE OF CLASS MEETING TIME

Trips, classes, or other activities that take place outside of regularly scheduled class time or at an off-campus location, should be announced during the first class and in writing, particularly if the activity is mandatory or will in any way affect the course grade. Try to be flexible to allow as many students as possible to attend. (If such an activity is included each time the course is offered, it should be mentioned in the course description.).

## ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Students with disabilities that affect their ability to participate fully in class or to meet all course requirements are encouraged to inform the instructor so that reasonable accommodations can be arranged.

Reasonable and appropriate accommodations:

- Are a collaborative effort. The student must register with Disability Services and provide documentation of his or her disability. The student also brings an understanding of his or her own needs. The Disability Specialist determines reasonable accommodations for the student, based on the student's documentation. The instructor provides knowledge of a course's content, methods, and essential components.
- Are a modification or adjustment to a course, program, service, job, facility, or activity that enables a qualified person with a disability to have an equal opportunity. Institutions are obligated to make reasonable accommodations only to known limitations of an otherwise qualified individual.
- Should not alter a course's essential components or in any way "water down" the curriculum or the standards of the institution.

Further information is available from Disability Services, <http://ds.umn.edu/Faculty/>.

## ATTENDANCE POLICY

Students shall not be penalized for absence due to unavoidable or legitimate circumstances. Such circumstances include, but are not limited to, verified illness, participation in intercollegiate athletic events or other group activities sponsored by the University, subpoenas, jury duty, military service, and religious observances. Students are responsible for providing documentation to the instructor to verify the reason for the absence.

- It is the responsibility of the student to notify instructors of such circumstances as far in advance as possible.
- It is the responsibility of the instructor to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.

Interpretation by the Senate Committee on Educational Policy: This policy does not extend to voting in local, state, or national elections. See University Senate Policy on Makeup Work for Legitimate Absences at: <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/makeupexam.html>

## STUDENT OPINION SURVEY

All students should be encouraged to fill out the Student Opinion Survey at the end of a course. (See **V. Expectations of Instructors.**)

## CLOSED CLASSES AND PERMISSION NUMBERS

Permission numbers should not be distributed to students waiting to be admitted to the course until the third day of class. Students who miss the first or second day of class are expected to drop the class. Follow the steps listed below to access the permission numbers for your course:

1. Go to <http://www.umreports.umn.edu/umreports/>.
2. Log in, using your University of Minnesota Internet ID (X.500 username) and password.
3. Click on "Class Permission Reports"
4. Click on "[Class Permission Numbers for Instructors](#)"
5. Click on the specific course

Permission numbers will expire after the completion of the second week of classes. Students interested in registering for a class after this time will need to complete a University Petition form.

## MAKE-UP EXAMS, LATE ASSIGNMENTS AND INCOMPLETES

According to UM Senate Policy, "...It is the responsibility of the faculty member to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade" to students with legitimate reasons for absence.

Explain on the first day of class acceptable reasons for absence (see Attendance Policy above); indicate the type of documentation required to excuse the absence, and inform the student of his/her options to make up the work. Specify the conditions under which an "I" (incomplete) will be assigned and clearly define penalties for late assignments (if accepted). For more information, go to this Web site:

<http://www.fpd.finop.umn.edu/groups/senate/documents/policy/makeupexam.html>

## COURSE STATUS

Prior to the start of class and throughout the semester, instructors are able to access their course status via [http://onestop.umn.edu/courseinfo/classschedule\\_selectsubject.jsp?institution=UMNTC](http://onestop.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNTC)

## REPEATING A CLASS

A student may repeat a course once. When a student repeats a course, both grades for the course shall appear on the official transcript; the course credits may not be counted more than once toward degree and program requirements; and only the last enrollment for the course shall count in the student's grade point average.

## TEXTBOOKS—DESK COPIES

Desk copies for instructional use are provided by the textbook publisher. If you need help locating contact information for a publisher, visit the University of Minnesota Bookstore publisher information Web site: <http://www.bookstores.umn.edu/faculty/publisherinformation.html>

If you need additional information on obtaining a desk copy for your course, contact the Faculty Textbook Office at 612/625-5549, [textbook@umn.edu](mailto:textbook@umn.edu).

If you require departmental assistance to obtain a desk copy of a textbook, contact Angie Roberts in 224 Cooke Hall. She can determine what books have been ordered for a course in the past. Requests for textbooks should include instructor name, email address, telephone number, course number, course name, textbook title, and ISBN. Desk copies typically take 6-8 weeks to arrive.

# VIII. SYLLABUS

## SYLLABUS DESIGN

A syllabus functions as a guidebook for the course, taking students through each progressive step to knowledge acquisition, and defining the instructor's parameters and expectations. A well-designed syllabus can:

- Increase the likelihood of student success in your class.
- Guide student learning in accordance with your expectations.
- Result in fewer misunderstandings about expectations for both instructor and student.
- Assist in your professional development. Writing and revising your syllabi provide you with opportunities to continually reflect on your approach to teaching: How do I select content? Are there changes in the field that will affect what I am teaching? Should I present the content in this order? Are these the best teaching strategies for this course? Is there a better way to evaluate achievement?
- Communicate your teaching philosophy. The syllabus is a public document. Your colleagues look to your syllabus for information about how you teach.

The syllabus should be presented at the first class session, electronically or in hard copy. It should include the name of the course and the instructor of record; define the goals and expectations for what the student will learn and accomplish; provide a course outline; list textbooks and reference materials required; and specify how grades will be computed.

Changes in the syllabus, i.e. readings or sequence of topics, should be communicated to the students with adequate notice so they are not affected financially by the changes.

## SYLLABUS OUTLINE

1. Basic Information
  - Basic course information
  - Instructor information
  - Mission statements
2. Course Information/Details
  - Course description
  - Course goals and objectives
  - Course outline
  - Textbook and Web Resources
  - Equipment
  - Course timeline/calendar
3. Student Expectations and Class Policies
  - Teaching method
  - Attendance/absence policy
  - Tardiness policy
  - Participation expectations
  - Dress code
  - Incompletes
  - Late work/make-up policy
  - Returning coursework to students
4. Grading
  - Student performance evaluation
  - Grade criteria
  - Grade definitions
  - How students can access their grades online
5. University Policies
  - Accommodations for individuals with disabilities
  - Classroom conduct
  - Academic misconduct and integrity
  - Sexual harassment
  - Equal Opportunity Employer

## SYLLABUS RESOURCES

Syllabus Tutorial

<http://www.umn.edu/ohr/teachlearn/tutorials/syllabus/grading/policies.html>

Syllabus Template

<http://intranet.education.umn.edu/committees/archives/CAA/Forms/CEHD%20syllabus%20template%20approved.doc>

Syllabus Policy, University Senate

<http://www.fpd.finop.umn.edu/groups/senate/documents/policy/syllabipol.html>

Academic Calendars

<http://www.umn.edu/usenate/calendars/calendarpage.html>

For previously developed course syllabus contact Carol Nielsen:

[http://www.umn.edu/lookup?SET\\_INSTITUTION=UMNTC&UID=niels033](http://www.umn.edu/lookup?SET_INSTITUTION=UMNTC&UID=niels033)

## IX. GRADING INFORMATION

The importance of grades to students cannot be underestimated. Instructors must identify specific objective measures for the grade and include in the class grade book any weighting used in calculating the final grade. From time to time students will raise questions about their grade and in extreme cases may even file a grievance. For your protection it is crucial that the grade book and your records clearly reflect the work of each student.

Knowledge assessment can include written tests, quizzes, worksheets, reviews of articles, etc. Generally it is more effective to have several items to evaluate rather than a single final written examination. A student is not permitted to submit extra work in an attempt to raise his or her grade unless the instructor affords the same opportunity to all students.

### INCOMPLETES

Incompletes should not be given except in extreme cases. Students often assume that failure to complete assignments or appear for a test is sufficient reason for receiving an "I". Students who do not specifically contact you and arrange for an exception and do not properly complete the course, should be given an "F" for the missing item and the final grade should be calculated accordingly. Failure to take the final exam with no explanation to you at the time or within a day or two does not automatically result in an "I" grade. Identify in the roll book what is required for making up the grade. The student may return after you leave your employment to complete the work. Incompletes must be subsequently completed by the end of the next semester in which the student is registered. A student's intention to repeat the course is not an appropriate reason for an "I" grade.

### SUBMITTING GRADES

All grades for all courses each semester must be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term.

To submit grades, follow the procedures listed below:

1. Go to <http://onestop.umn.edu/onestop/faculty/Grades.html>
2. Click on "enter final grades"
3. Click on "tutorial" if you would like specific instructions or click on "enter final grades"
4. Log on by entering your University of Minnesota Internet ID (X.500 username) and password
5. Click on the term
6. Click on the course #/Number
7. Enter grades

## LETTER GRADE DEFINITIONS

### A-F Grades

There are five permanent grades given for a single course for which credit shall be awarded, which will be entered on a student's official transcript. A-B-C-D-F grades including pluses and minuses.

- A. Achievement that is outstanding relative to the level necessary to meet course requirements. Reserve "A" grades for really outstanding students--by that we mean outstanding in both skill and knowledge. Sometimes grade reports are received in which 80-90% of the students receive "A's". This implies that the students were more advanced than the level of the class or the instructor made insufficient distinction between ability levels.
- B. Achievement that is significantly above the level necessary to meet course requirements.
- C. Achievement that meets the course requirements in every respect.
- D. Achievement that is worthy of credit even though it fails to meet fully the course requirements.
- F. Achievement that is not worthy of credit. The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.

### S/N Grades

Satisfactory/Non-satisfactory. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program. The S grade is equivalent to a C- or better.

- S. Achievement that is satisfactory. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program. The S grade is equivalent to a C- or better.
- N. Achievement that is not satisfactory. Signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section III (1)). The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

No credit given to student for completing the course

- I. Incomplete work
- W. Withdrawal

<http://www.fpd.finop.umn.edu/groups/senate/documents/policy/gradesacadwork.html>



## Instructor Absence Request Form

Course #	Section #	Course Name	Term/Year
Instructor Name (print)		Instructor Email	
Date Request was Submitted to Director			

### Absence Request

Date(s) of requested absence
Reason for absence

Do you intend to cancel this class on this date(s)?
Yes                      No

Do you intend to have someone substitute for you?
Yes                      No

Substitute's Name	
Substitute's Telephone #	Substitute's Email Address
Have you made the appropriate arrangements with this individual to have your class covered?	Has this person completed the KIN hiring process?
Yes                      No	Yes                      No

Turn this form into Carol Nielsen, for consideration at least one week before your requested absence. You will be notified by her office regarding any problem with the request or if the request is denied.

Email:            [niels033@umn.edu](mailto:niels033@umn.edu)  
 Phone:          612.625.6697  
 Fax:             612.626.7700  
 Office:         224 Cooke Hall