

New Faculty Orientation, Spring 2016

**Dr. Eric Loomis
Associate Dean**

**A & S Dean's Office
Humanities 110
ejloomis@southalabama.edu
460-7811**

A&S Dean's Office

Andrzej Wierzbicki, Dean

Eric Loomis, Associate Dean

Robert Coleman, Assistant Dean

Donald Devore, Assistant to the Dean

Crystal Thomas, Manager of Instructional Design

Charlene Lamonte, Financial Operations Analyst

Carla Foreman, Financial Operations Specialist

Krista Foley, Administrative Assistant

Daniel Miller, Management Systems Specialist

Jill Showers-Chow, PC Applications Specialist

New Faculty Orientation

Resources

Department Office Assistance

- 1. Department Mail Box / Supplies**
- 2. E-mail Account**

Use your USA e-mail account to communicate with your students. JagMail e-mail is the University's official means of communicating with students. Students need to check their JagMail e-mail accounts daily.

JagMail / Google Apps

As a result of ever changing trends in technology and communication, USA is implementing a new feature-rich suite of communication and collaboration tools powered by Google and designed to make working together easier -- Google Apps for Education.

Students: click on **Manage Student Account** to Activate your account or change your password.

Faculty/Staff: click on **Manage Faculty/Staff Account**.

You may use the login buttons after your account is activated.

Manage Student Account

Manage Faculty/Staff Account

Student Login

Faculty/Staff Login

NOTE: Google has changed the login process.

- [Click here for more information.](#)
- [Click here to go to the new google login page.](#)

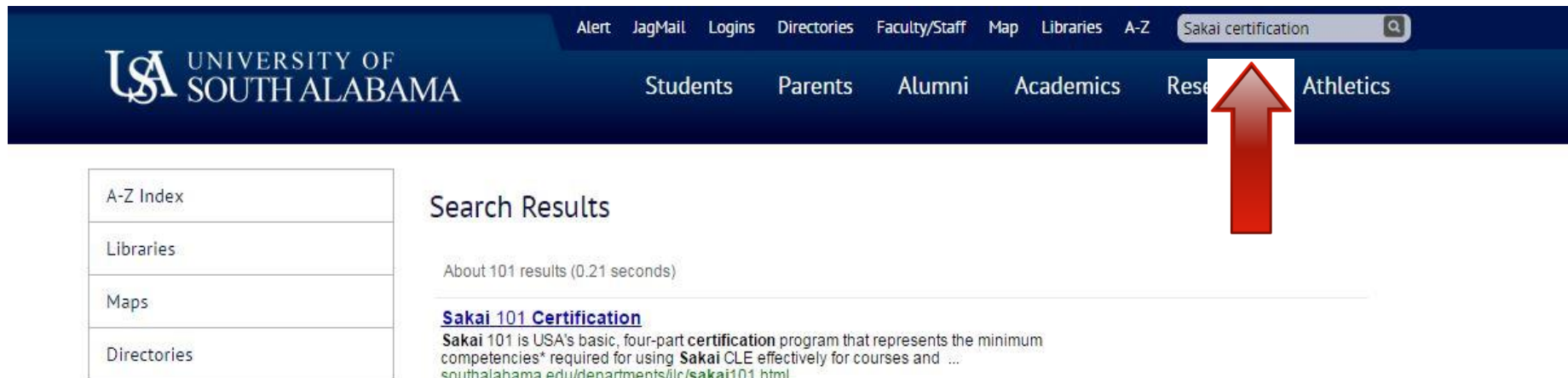
Need help? [Click Here.](#)

<https://jagmail.southalabama.edu/>

New Faculty Orientation

3. Learning Management System: Sakai

“All full-time faculty are required to be certified in all four parts of Sakai 101. Part-time faculty who teach online or blended courses at USA are also required to be certified in all four parts. Part-time faculty members who teach only web-enhanced courses must complete at least Part 1.”



The screenshot shows the University of South Alabama website. The top navigation bar includes links for Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and a search bar containing 'Sakai certification'. Below this, a secondary navigation bar lists Students, Parents, Alumni, Academics, Research, and Athletics. A large red arrow points to the 'Research' link. On the left, a sidebar menu contains links for A-Z Index, Libraries, Maps, and Directories. The main content area displays 'Search Results' for 'Sakai certification', indicating 'About 101 results (0.21 seconds)'. The top result is titled 'Sakai 101 Certification' and describes it as USA's basic, four-part certification program. The text of the result is truncated, showing 'Sakai 101 is USA's basic, four-part certification program that represents the minimum competencies* required for using Sakai CLE effectively for courses and ... southalabama.edu/departments/ilc/sakai101.html'.

USA UNIVERSITY OF SOUTH ALABAMA

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z

Students Parents Alumni Academics Research Athletics

A-Z Index
Libraries
Maps
Directories

Search Results

About 101 results (0.21 seconds)


Sakai 101 Certification

Sakai 101 is USA's basic, four-part certification program that represents the minimum competencies* required for using Sakai CLE effectively for courses and ...
southalabama.edu/departments/ilc/sakai101.html

Sakai Online Course Sample

USA ONLINE
University of South Alabama

My Workspace ▾ LC/FYE Faculty ▾ A and S Faculty Forum ▾


View Site As: - Select Role - ▾  **Logout**


PHL-131-801 Summer S ... ▾ PHL-131-801 Summer S ... ▾ CJ-336-901 Summer Se ... ▾


CJ-337-901 Summer Se ... ▾ General Education ▾ PHL-120-801 Summer S ... ▾ PHL-131-801 Summer S ... ▾


REL-100-801 Summer S ... ▾ SSC @ USA ▾ USA Academic Advising ▾ USA Academic Data ▾


Unpublished Site
(Publish Now)


Home 


Announcements 


Calendar 


Mailtool 


Email Archive 


Syllabus 


Assignments 


Drop Box 


Resources 


Forums 



Tests & Quizzes 


Gradebook 


Media Gallery 

College Grad Job Market Article 

Sign-Up 


PHL-131-801 Summer S ...: Site Information Display  



PHL-131-801 Summer S ...: Recent Announcements 

Options


Announcements (viewing announcements from the last 10 days)
There are currently no announcements at this location.

PHL-131-801 Summer S ...: Calendar 

Options

August, 2015 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

PHL-131-801 Summer S ...: Unread Messages and Forums 

[New in Forums](#) none

New Faculty Orientation

4. Paychecks:

Direct deposit; your appointment letter spells out your payment plan.

5. Faculty I. D. Cards

Human Resources

USA Technology & Research Park

Bldg. III, Suite 2200

New Faculty Orientation

6. Parking Permits (need to have your Jagmail first) Order Online:



The screenshot displays the University of South Alabama website. The top navigation bar is dark blue with white text for links: Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and a search bar containing 'parking permit'. Below this is a secondary navigation bar with links for Students, Parents, Alumni, Academics, Re, and Athletics. A red arrow points to the search bar. The main content area has a breadcrumb trail: HOME / DEPARTMENTS / PARKING SERVICES. On the left is a sidebar with a home icon and links for General Information, Traffic Rules & Regulations, and Parking Map. The main content area features the South Alabama Parking Services logo (a tiger head) and the text 'Parking Services'. Below this, it states: 'Parking Services is located in the Beta/Gamma Commons-Police Building, 290 Stadium Blvd. The entrance for Parking Services is located on the South side of'.

New Faculty Orientation

7. A&S College Grant and Sponsored Program Support

Charlene Lamonte: HUMB 136, 461-1706

- If you have an idea Charlene can sometimes point you in the right direction for funding.
- If you have a funding source, please come see her as soon as possible. She will review the RFP for administrative issues and can assist in developing the budget.
- The **University Office of Research and Economic Development** also supports faculty research and grant ideas/proposals.

New Faculty Orientation

8. Important Numbers:

- USA Police. 511 – campus phone
460-6312 - other phone
- Counseling & Testing. 460-7051
 - Free and confidential for USA Students
- Psychological Clinic 460-7149
 - Low-cost clinic staffed by Psychology faculty and graduate students.
- Student Health Services 460-7151
- Dean of Students 460-6172

New Faculty Orientation

Major References

a. *2015-6 Undergraduate and Graduate Bulletin (Online)*

***Admissions/Enrollment Services.**

***Academic Policies and Procedures.**

***College of Arts and Sciences.**

***Your Department.**

www.southalabama.edu/bulletin/

University of South Alabama



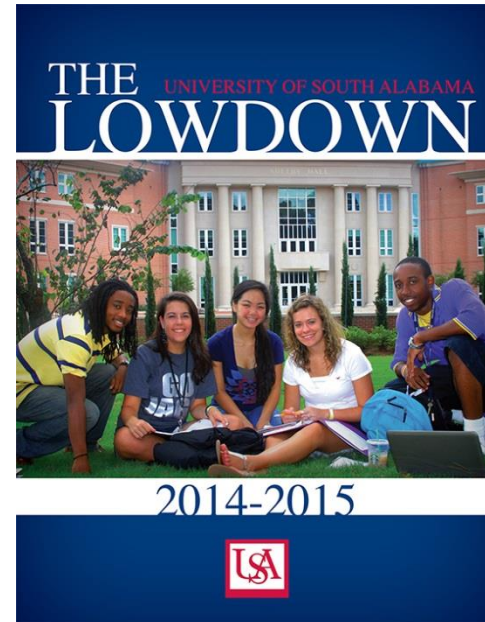
2015 - 2016

**Undergraduate and
Graduate Bulletin**

New Faculty Orientation

b. *The Lowdown*

- * USA Policies.
- * Student Grievances.



The Lowdown 2015 – 2016 is only available online.

<http://www.southalabama.edu/departments/studentaffairs/lowdown/>

New Faculty Orientation

c. *Orientation Handbook for New Faculty, 2015*

HOME / DEPARTMENTS / ACADEMIC AFFAIRS

Home

Academic Affairs Office ▼

Academic Calendar

Centers/Programs ▼

Colleges/Schools ▼

Committees

Faculty Position Openings ▼

Faculty Ombudsperson

Faculty Handbooks

Forms

Other Reporting Units ▼

Policies

Academic Affairs



New Faculty Orientation

d. USA Faculty Handbook

- Faculty rights, duties, workload, benefits
- Promotion and Tenure
- Academic Policies
- University Administration
- Student Policies

The screenshot shows the University of South Alabama website. The top navigation bar includes links for Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and a search bar containing 'faculty handbook'. Below this is a secondary navigation bar with links for Students, Parents, Alumni, Academics, Research, and Athletics. A large red arrow points to the 'Research' link. On the left side, there is a sidebar with links for A-Z Index, Libraries, Maps, and Directories. The main content area displays 'Search Results' for 'About 781 results (0.19 seconds)'. The top result is 'Faculty Handbooks' with a description: 'Faculty Handbooks. Faculty Handbook - 2014 - Orientation Handbook for New Faculty - AGSC & STARS presentation for USA Administrators, Faculty, & Staff ...' and the URL 'www.southalabama.edu/departments/.../facultyhandbooks.html'. Below the search results is a logo for ITCA and the text 'Faculty Handbook - 2014'.

USA UNIVERSITY OF SOUTH ALABAMA

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z faculty handbook

Students Parents Alumni Academics Research Athletics

A-Z Index
Libraries
Maps
Directories

Search Results

About 781 results (0.19 seconds)

Faculty Handbooks
Faculty Handbooks. Faculty Handbook - 2014 - Orientation Handbook for New Faculty - AGSC & STARS presentation for USA Administrators, Faculty, & Staff ...
www.southalabama.edu/departments/.../facultyhandbooks.html

ITCA **Faculty Handbook - 2014**

New Faculty Orientation

The screenshot shows the University of South Alabama website. The top navigation bar includes links for Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and a search bar with the URL http://www.usouthal.edu/. Below this, a secondary navigation bar lists Parents, Alumni, Academics, Research, and Athletics. Two red arrows point to the word 'Welcome' in the navigation bar. The main banner features the university's mascot, a leopard, pointing towards the large text 'WOW!'. Below this, a dark blue box contains the text 'Week of Welcome And Beyond' and 'Get connected and make the most of your time at South.' A red bar with numbers 1 through 6 is positioned below the text. The bottom section of the page is divided into three columns: 'Latest News' with a link to 'BestColleges.com', 'Upcoming Events' with a link to 'Residence Halls Open For Returning Students', and 'Discover' with a link to 'About USA'.

UNIVERSITY OF SOUTH ALABAMA

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z <http://www.usouthal.edu/>

Parents Alumni Academics Research Athletics

WOW!

Week of Welcome And Beyond
Get connected and make the most of your time at South.

1 2 3 4 5 6

Latest News
BestColleges.com has named the University of South Alabama one of the nation's safest colleges

Upcoming Events
THU. Residence Halls Open For Returning Students 12:00 AM

Discover
About USA

New Faculty Orientation

Faculty Attendance

- **Scheduled absence during your contract term at times other than university holidays requires a Request for Professional Leave or Travel Form (on A&S and on Academic Affairs website).**
- **You must be prepared to explain coverage for missed classes, labs, assignments.**
- **Reasons: Conference/Meeting attendance, professional development, family emergency.**
- **If you request reimbursement for travel, consult with your chair well in advance.**

USA REQUEST FOR PROFESSIONAL LEAVE OR TRAVEL

If this leave request includes FOREIGN/INTERNATIONAL travel you must complete the International Travel Review Form PRIOR to making any arrangements and PRIOR to submitting this request.

Name _____	Title _____	Department _____
Office Address _____	Office Phone # _____	
Home Address _____	Home Phone # _____	

I, _____, request permission for professional leave or travel from
_____ A.M./P.M. on _____ (date) until _____ A.M./P.M. on _____ (date)

This leave request is for: ☐ Professional leave ☐ Consulting ☐ Other

Specific purpose: _____

Destination, if travel is involved: _____

Will any classes or assignments be missed? ☐ No ☐ Yes

If yes, indicate below what arrangement have been made for appropriate coverage.

Indicate below those classes that will be missed:

<u>Course</u>	<u># of Days Missed</u>	<u>Coverage</u>
---------------	-------------------------	-----------------

E.g.: attend a professional meeting

College of Arts and Sciences



Coming Soon: A
Forensic Science
Minor Program at
USA >>



Students and Faculty
Spend Summer Study
Abroad in Cuenca,
Spain >>



A&S Biology and
Philosophy Double
Major Wins
Undergraduate
Research Prize >>



Professor of Social
Work Appointed
Senior Editor of
Journal of
Baccalaureate Social
Work >>

Upcoming Events

Friday, January 16	7:30pm Tri-State Piano Quiz
Saturday, January 17	7:30pm Scott O'Toole, Guest
Thursday, January 22	7:30pm Jasmin Arakawa, Faculty
Sunday, January 25	3:00pm Mobile Chamber Music

Discover

Departments	Explore Our Majors
Welcome from the Dean	Faculty Research Areas
College Directory	A&S Scholarships
Forms	Value of an A&S degree
S Graduate Programs	College committees

<http://www.usouthal.edu/colleges/artsandsci/>

Resources for A&S Students ▾

Future A&S Students ▾

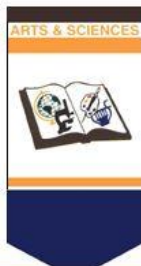
Resources for Faculty and Staff ▾

College Alumni, Parents, and Friends ▾

Dean's Office

Home

STAY CONNECTED



Academic Conduct Forms

- ▶ Academic Misconduct Penalty Record Form
- ▶ Academic Disruption Handout
- ▶ Classroom Disruption/Behavior Concern Report
- ▶ Turnitin
- ▶ Plagiarism Checker

Curriculum Forms

- ▶ Curriculum Action Form (CAF)
- ▶ Completing Curriculum Action Forms Manual
- ▶ Instructions for Requesting A New Course
- ▶ Course Fee Approval Form (2014 version)
- ▶ Variable Content Course Topic Authorization Form
- ▶ USA Syllabus Template
- ▶ Credit Hour Estimate Form (blank)

A&S Faculty Development Forms

- ▶ A&S Support and Development Award
- ▶ A&S Summer Professional Development Awards

New Faculty Orientation

Office Hours

- **Include office hours on syllabus. Post hours in dept.**
- **full-time faculty: 6 hours per week minimum**
- **part-time faculty: students must be notified about the times and methods of communication with part-time instructors. Guideline: $\frac{1}{2}$ hour/week for each credit hour of class.**
 - **3 hour class = 1.5 office hours/week.**

New Faculty Orientation

Student Attendance

- **Check class roster in the first few weeks because:**
 - >Students dropped for non-payment but don't know,**
 - >Students withdraw from the course (WD),**
 - >Students may be attending the wrong course, or**
 - >Students may be attending the wrong course *section*.**

If wrong course, talk to your secretary.

Student must fill out a “Change of Course Form” and have it signed.



	TERM
	COLLEGE

[illegible]

REASON FOR CHANGE: _____

CLARK COUNTY 241

WHITE - RESEARCHER YELLOW - STUDENT

5710 • J. Neurosci., November 11, 2009 • 29(45):5703–5711 • This article is freely available online at www.jneurosci.org • DOI: 10.1523/JNEUROSCI.4230-09.2009

New Faculty Orientation

Student Attendance Why check attendance?

- Attendance plays a major role in student success.**
- You need attendance information for assigning mid-term and final grades (F* and U*)**

Course withdrawal: Students can withdraw from a course on PAWS until about the 10th week of a semester.

Put the withdraw deadline on your syllabus (April 1st for spring, 2016)

New Faculty Orientation

Course Syllabus

The Syllabus Template is available on Forms site of College website, or on Academic Affairs website under Forms.

University of South Alabama Course Syllabus Template

This includes the minimum requirements for a course syllabus with recommended items in blue. Individual colleges/schools may have different requirements and/or organizational structure for course syllabi items based on their accreditation needs and/or college/school requirements.

Note: Items in red are required; items in blue are recommended.

Course Information

Term

Subject, Number, Section Number, Course Title

Course Format: No web component, Web-enhanced, Blended, or Online

Class days and time

Building/Room number

New Faculty Orientation

Types of course formats:

- **No Web component (rare)**
- **Web-Enhanced (traditional with supplements online; online assignments cannot reduce contact hours)**
- **Blended (15 - 85% online)**
- **Fully Online**

New Faculty Orientation

Testing and Final Exams

- a. 100 – 200 level courses should give *graded examination or paper by end of the 3rd week (end of 5th week for 300-400)*
- b. Midterm grades are required for all full-term courses. Midterm grading will be due at 10:00 a.m. on March 14th, 2016.
- c. Give enough feedback before last day to withdraw (WD).
- d. Give Final Exams at scheduled time (regular classroom)

University Exam Schedule

FINAL EXAM SCHEDULE – SPRING 2016

All exams will take place in the regular class meeting place. No deviation from this schedule is permitted without the permission of the dean of the college in which the course is taught.

RELIEF FROM SEVERAL FINAL EXAMINATIONS PER DAY

Students are entitled to relief from three or four final examinations on the same day. If the student makes a formal written request two or more weeks prior to the first day of final examinations, the student's final examinations will be rescheduled normally on the following basis:

Spring Semester - Second exam may be rescheduled

The request is made to the dean of the college in which the course is taught, and the rescheduling is done through that office. If more than one college is involved, the appropriate deans will coordinate the rescheduling.

Monday, May 2

Class Time

8:00 A.M. MWF
10:10 A.M. MWF
12:20 P.M. MWF
2:30 P.M. MWF

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.
3:30 P.M. – 5:30 P.M.

Tuesday, May 3

Class Time

8:00 A.M. TR
11:00 A.M. TR
2:00 P.M. TR

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.

Wednesday, May 4

Class Time

9:05 A.M. MWF
11:15 A.M. MWF
1:25 P.M. MWF
3:35 P.M. MWF

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.
3:30 P.M. – 5:30 P.M.

Thursday, May 5

Class Time

7:00 A.M. MWF
9:30 A.M. TR
12:30 P.M. TR
3:30 P.M. TR

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.
3:30 P.M. – 5:30 P.M.

Classes that do not appear in the above schedule may use 3:30 – 5:30 P.M. on Tuesday, May 3.

Evening Classes

Monday, May 2

6:00 P.M. MW or M
7:30 P.M. MW, M, W

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

Tuesday, May 3

6:00 P.M. TR or T
7:30 P.M. TR, T, R

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

Wednesday, May 4

6:00 P.M. W
9:00 P.M. MW, M, W

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

Thursday, May 5

6:00 P.M. R
9:00 P.M. TR, T, R

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

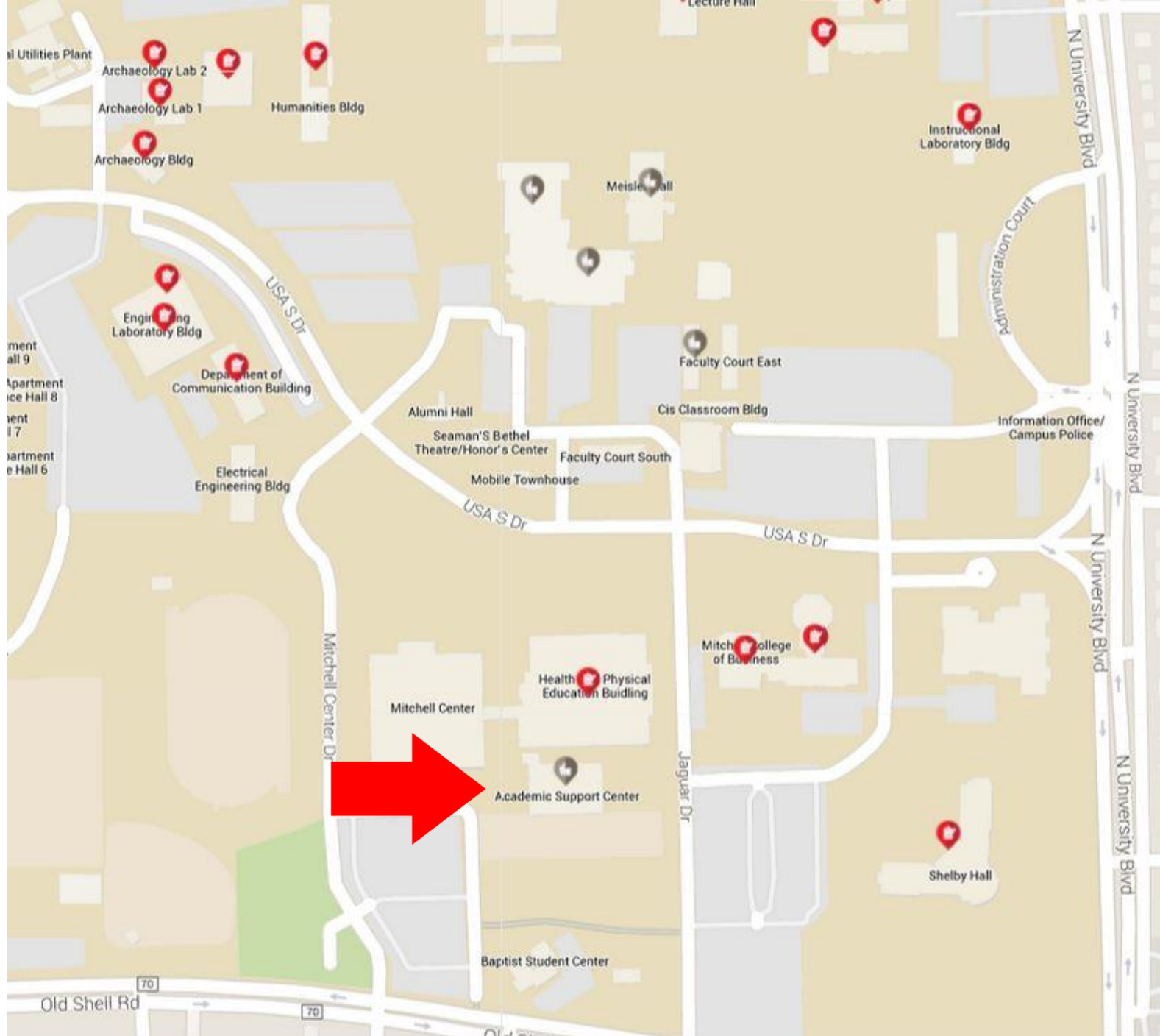
Weekend Classes

Weekend Classes will have their final exams **Friday - Sunday, April 29 to May 1, 2016**, at the regular class meeting time.

New Faculty Orientation

Student Academic Success and Retention (Jag Success)

- **First Year Experience courses (CAS 100: FYE)**
- **Learning Communities/Block schedules**
- **Supplemental Instruction**
- **JagAlert**
- **JagPALS**
- **Math Lab**
- **Writing Center**
- **First Year Advising Center (FYAC)**



Academic Advising in Arts and Sciences

We Use A Mixed Advising Model:

1. Freshmen are advised in First Year Advising Center

Exceptions: Music, Theatre and Dance,
and Social Work Majors.

2. Sophomores – Seniors are advised in their Department
by Faculty.

3. Graduation Advising and special advising is done by
A&S Advising Center Staff.

4. Graduate Students advised in Department with support
from Dr. Nancy Howell.

Director of First Year Advising



Catherine Preston

cpreston@southalabama.edu

Academic Advisors



Ali Botsis

Engineering & Non-Teacher
Certification

Exploratory, PT, & OT
abotsis@southalabama.edu



Emalyn Cork

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Patricia Davis

Pre-Professional General Studies &
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LaDora Howard

Conditional Freshmen & Communication
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Yvette Jones

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Eric Light

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Jennifer Monkman

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Nani Perez Uribe

Engineering, Criminal Justice, &
Sociology

Exploratory, PT, & OT
nperezuribe@southalabama.edu



Tameka Thomas

Nursing & Psychology
Exploratory, PT, & OT

ttthomas@southalabama.edu

Advising Center Staff

Meet the Academic Advisors in the College of Arts and Sciences



Dr. Nancy Howell, Director of Advising

Alpha Hall South, Rm 349

Telephone: (251) 460-7233

Fax: (251) 461-1744

nhowell@southalabama.edu



Shylonda Stewart, Academic Advisor

Alpha Hall South, Rm 346

(251) 460-7586

sbstewart@southalabama.edu



Kelly R. Taylor, Academic Advisor

Alpha Hall South, Rm 348

(251) 460-7233

ktaylor@southalabama.edu

Professional Advisors for Arts and Sciences

A&S Advising Center: **AHS 345**

*Ask A&S Advising Center staff first
about advising questions; don't
send students to Registrar's Office*

Advising Resources for Faculty

1. Degree Works. Academic Advising Tool.

Personal Information Faculty Services Employee Services Financial Information

Search

SITE MAP HELP EXIT

Welcome, Eric J. Loomis, to the PAWS Information System! Last web access on Aug 11, 2015 at 03:42 pm

Faculty Services
Enter Grades and Registration Overrides, View Class Lists and Student Information

Personal Information
View or update your mailing address, current phone number, e-mail address, emergency contact, missing person contact; View name change & social security number change information; Change your PIN.

Employee Services
View your benefits information; View your leave history or balances, job information, pay stubs and W-2.

Financial Information
Budget Query, Encumbrance Query, View Documents, Approve Documents and Code Lookup.

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
JagAlerts
Final Grades
Registration Add/Drop
Student Menu
Display student information; View a student's schedule; Process a student's registration.
Advisor Menu
View a student's transcript; View a student's grades.

Find Student ID Name Degree MA Major AS: English Last Audit 07/08/2015 Last Refresh 05/19/2015 at 5:04 am

Worksheets Plans Notes Exceptions GPA Calc

Worksheets Format: Student View View Save/Print PDF Process New ☒ Include in-progress classes ☒ Include preregistered classes [Class History](#)

History

What If

Look Ahead

Student View AA488ih9 as of 07/08/2015 at 09:18

Student		Level	Graduate	Program	AS: English MA
JAG Number		Degree	Master of Arts	Major	AS: English
Class	Graduate	College	College of Arts and Sciences	Concentration	AS: Creative Writing
USA GPA	4.00	Holds	No	Minor	
Student Type	Continuing	Sports		Graduation Term	201520 (PN)

Degree Progress

Requirements **100%**
In most cases, a 98% complete Degree Progress bar means all requirements are completed or in-progress. When your current courses are passed, it will show

☒ **Degree in Master of Arts** **Catalog Year:** 2013-2014 **Credits Required:** 36
Credits Applied: 37

To graduate, you must fulfill the following area requirements in addition to the credit hour requirement. A green check mark indicates the requirement has been completed.

☒ You meet the minimum GPA requirement.

☒ Major Requirements

☒ **Major in English MA** **Catalog Year:** 2013-2014 **Credits Required:** 36
GPA: 4.00 **Credits Applied:** 36

☒ Major Requirements

☒ **Concentration in Creative Writing [GR]** **Catalog Year:** 2013-2014 **Credits Required:** 36
GPA: 4.00 **Credits Applied:** 36

<input checked="" type="checkbox"/> Graduate Writing in English	EH 502	Graduate Writing for English	A	3	Fa Sem 2013
<input checked="" type="checkbox"/> Thesis	EH 599	Thesis:Fledgling	A	3	Fa Sem 2014
	EH 599	Thesis: Fledging	A	3	Sp Sem 2015
<input checked="" type="checkbox"/> Writing Requirements	EH 577	Studies in Genre -	A	3	Sp Sem 2015
	EH 583	Grad Fiction Writing Wksp I	A	3	Sp Sem 2014
	EH 585	Grad Poetry Writing Wksp I	A	3	Sp Sem 2014

Subj matter for EH 577, 590, 592 & 594 must be approved by advisor.

EH 505	Teaching College Writing	A	3	Fa Sem 2014
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2. Student Success Collaborative: In-depth academic analysis and prediction

II
A

DOB: 06/13/1995

Overview

Success Progress

Term Details

History

Major Explorer

KEY INFO

OVERVIEW

ACADEMIC SUMMARY

Biology

with Concentration in Biology Pre-Health Professions

College of Arts and Sciences

Most recent enrollment

Spring Semester 2015

COURSE GRADE of D/F

4

REPEATED COURSES

1

COURSE WITHDRAWALS

0

HY135

Grade: D

Fall Semester 2014

CA110

Grade: F

Fall Semester 2013

CA110

Grade: A

Spring Semester 2015

There were none in this student's history

Grade: F

Fall Semester 2013

View more

Risk

MODERATE

?

Notifications

5

Cum GPA

2.43

Total Credits

76.00

Junior

Institution Credit Completion %

92%

STUDENT

None

I want to...

Change student status

Email student

Remind me to follow-up

Add a note on this student

RECENT NOTES

?

No notes added.

MAJOR SELECTION

ADVISING

Currently

Biology Bachelor of Science Summer Semester 2013

Previously

Preprofessional Gen Studies Bachelor of Science Spring Semester 2013

View more

ADDITIONAL INFORMATION

Cindy Stanfield

Crystal Thomas

Eric Loomis

Kelly Taylor

Nancy Howell

Patricia Davis

Shylonda Stewart

Sinead Ni Chadhain

Timothy Sherman

Academic Advising

USA is seeking to improve retention and to raise its graduation rate to 50% in five years (currently ~37%).

Improving retention helps everything: students, institutional status, new student quality, even raises!

Quality interactions with faculty, especially in an advising capacity, are among the primary factors affecting retention.

- A substantial body of empirical literature supports this claim. (E.g.: Young-Jones et al, 2013; Swecker et al., 2013; Allen, et al, 2008; McArthur, 2005; Habley, 2004)

Grading

Grades / Symbols:

Grades: A, B, C, D, F, F*, S, U, U*

Symbols: I, X, P

No plus or minus grades.

N.B.: We use “S” for passing (satisfactory), not P.
P = in progress

F*, U*

(Attendance)

A grade of F or U*, rather than an F or U, is assigned in cases where the student did not officially withdraw from the course but who failed to attend. Attendance could be academic attendance or participation in an academically-related activity.*

F* or U* grades will be generated based upon the mid-term or final grades and attendance dates you provide. You will not assign them directly, however, you will need to have accurate attendance information at mid-term and final grade submission.

You will be asked to record the last date of attendance for F* and U* grades when you record final grades. You can use the last recorded assignment as the last date of attendance.

I

Incomplete

**Part-time
faculty need
the chair's
permission to
give an I**

An “Incomplete” may be given in certain circumstances:

- When a student has completed a substantial portion of the course with a passing grade and experiences a significant health or personal problem preventing him/her from completing the course, an “I” may be assigned.
- The faculty member makes the decision to assign an “I” at the request of and in consultation with the student.
- If the student does not complete the course requirements by the middle of the next semester, the “I” is automatically changed to “F.”
- It is the student’s responsibility to consult with the faculty member at the beginning of the following semester.

X

Absence from Final Exam “X”

An “X” is given if the student has a reasonable chance of passing the course, but with good reason missed the final exam.

P

Courses in Progress “P”

The symbol “P” (In Progress) is assigned only in a limited number of approved courses that require more than one term for completion. This grade should not be used merely to indicate that the student was unable to complete a course within the term enrolled and is given some additional time to complete coursework. Use either

New Faculty Orientation

More about Grades:

- **Submit grades on time.**
Usually due at 10:00 am 2-4 days after finals.

**Late grade reporting impacts graduation, financial aid,
course registrations.**

- **Changing grades.**
use online form

INSTRUCTIONS:
PLEASE SEND
FORM TO THE
REGISTRAR'S
OFFICE
NH 1100

UNIVERSITY OF SOUTH ALABAMA
CHANGE OF GRADE/SYMBOL FORM
(A, B, C, D, F, F*, S, U, U*, N/ I, X, P)



CRN	SUBJECT	COURSE	SECTION

TERM

INSTRUCTOR	COURSE TITLE	CREDIT HOURS

STUDENT NAME	STUDENT ID	ASSIGNED GRADE OR SYMBOL	AMENDED GRADE OR SYMBOL
	J00		
	J00		
	J00		
	J00		

JUSTIFICATION FOR GRADE OR SYMBOL CHANGE (PLEASE SPECIFY) (Please indicate by ✓)	
<input type="checkbox"/>	Error in Recording Grade
<input type="checkbox"/>	Error in Evaluation of Grade
<input type="checkbox"/>	Student Completed Course Work (I, X, P)
<input type="checkbox"/>	Other (please specify)

INSTRUCTOR'S SIGNATURE

DATE

CHAIR'S SIGNATURE

DATE

DEAN'S SIGNATURE

DATE

FOR GRADUATE STUDENTS ONLY:

GRADUATE STUDIES DIRECTOR'S SIGNATURE

DATE

GRADUATE SCHOOL DEAN'S SIGNATURE

DATE

see class
roster

HY, EH,
GEO,
BLY

first name
last name

only
check one

Spring
2016



UNIVERSITY OF SOUTH ALABAMA
OFFICE OF THE REGISTRAR
REQUEST FOR EXTENSION OF TIME
FOR INCOMPLETE GRADE

To extend the time for the removal of an incomplete grade, please submit this form to the Registrar's Office prior to the last day for faculty reports on incomplete grades as published in the University Calendar.

Student Name: _____

Student No: J00 _____ Semester: _____ Year: _____

Course Subject: _____ Course No.: _____ Section No.: _____

College: _____ Dept.: _____

Extend the time for removing the incomplete grade (I, X, P) to the specified deadline of:

(Month) _____ (Day) _____ (Year) _____

Reason: _____

Instructor Name: _____

Instructor Signature: _____

APPROVAL

Department Chair

Date

Dean

Date

White – Registrar

Yellow – Dean

I, X, P

HY, EH,

**Check
academic
calendar
for
deadline**

FERPA

Posting Grades and Privacy

a. FERPA, the Family Education Rights and Privacy Act, sometimes referred to as the Buckley Amendment, prohibits the disclosure of certain types of student information, including the release of grades, without the student's consent. **Even if codes are used instead of names, public posting of grades is NOT an advisable practice.** The University Registrar provides each student with an official online grade report each semester and students may access their grades on a secure web site.

New Faculty Orientation

b. Consequences of FERPA

- don't post grades in classroom or on your door. You can post grades in Sakai (recommended).
- Shred paper documents containing student info.
- don't e-mail grades to students, or leave them in a pile for students to sort through.
- don't talk to parents about their student's grades – unless the student signs a waiver.
- Never post student J-numbers, grades, or similar private information to a public website (other than Sakai).



University of South Alabama Grade Replacement Policy

Under certain conditions, when a course has been repeated, a student may request that an earlier grade not be used in the calculation of the USA grade point average.

Please note: a USA grade point average that includes grade replacement, may not be used for some purposes. For example, graduate and professional programs may recalculate your grade point average with no grade replacement for admissions decisions.

If you are receiving financial aid, please be aware that the Standards of Academic Progress Policy is separate from the Grade Replacement Policy. Replacement of a grade does not change the satisfactory academic progress calculation. All work attempted is part of this calculation and repeating courses could negatively affect your eligibility for financial aid. If you have questions please contact the Office of Financial Aid (251-460-6261 or finaid@usouthal.edu).

Students can replace up to three USA course grades while at USA.

They cannot replace a grade if academic misconduct was involved in a prior course attempt.

The old grade remains on the transcript but is not calculated in the institutional GPA.

Grade Grievances

a. Keep course materials (exams, quizzes, papers) for a year.

b. Final Course Grade Grievance Policy

Students may grieve a final grade due to:

i. Grading Error

ii. Failure of instructor to follow the syllabus

iii. Arbitrary or capricious evaluation

iv. Extraordinary mitigating factors

Students must file a grievance within 20 class days of the next semester. First must try to resolve with instructor, then chair, then grievance committee.

FINAL GRADE GRIEVANCE FORM

1. Background Information:

Name of Student _____ Student Number J00 _____

Course or Academic Evaluation: course _____ comprehensive oral _____ comprehensive written _____
thesis defense _____ other (explain) _____

Course Term: ☐ Fall ☐ Spring ☐ Summer Year _____

Grade Received or Academic Action Taken: _____

Desired Outcome: _____

2. Nature of Complaint:

Check the grounds for the grievance that applies to this case:

- ☐ Arithmetical or clerical error.
- ☐ Arbitrary evaluation on the part of the instructor.
- ☐ Substantial failure on the part of the instructor to follow course syllabus or other announced grading policy.

New Faculty Orientation

Cheating / Plagiarism

Student Academic Conduct Policy in *Lowdown*

- Inform student verbally or in writing of the alleged violation.
- If you decide to impose a penalty, you must prepare a written statement describing the alleged violation and the penalty, along with a copy of the Student Academic Misconduct Policy.
 - **Give or mail the statement to the student.** Have the student sign for receipt or request a Return Receipt if mailed.
 - Give a copy to your chair. Student has 10 days to reply.

Academic Misconduct Penalty Record (AMPR)

Semester: _____

General Information

Student Name: _____ Student Number: _____ Major: _____

Instructor: _____

Course
Title/Section: _____

Type of Misconduct: _____

Level of Charge
(I, II, III) _____Date of
Incident: _____

Instructor

Date Student Notified of Alleged Violation, Penalty, and Due Process Procedures (*Attach Copy of Notification to AMPR*): _____

Penalty Imposed by Instructor: _____

Student Denies Charges and Desires Review Conference: ☐ Yes ☐ No

Departmental

DEPARTMENTAL REVIEW CONFERENCE

DATE: _____

Outcome of Conference (Select One):

- ☐ Dismissal of Charge(s)
- ☐ Student Accepts Penalty Imposed by Instructor
- ☐ Student Requests a Hearing (May Have 2 Class Days to Make Decision)
- ☐ Other: _____

Signatures: _____

New Faculty Orientation

Academic Disruption Policy

Disruptive academic behavior is defined as individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property, and/or is otherwise prejudicial to the maintenance of order in an academic environment.

Disruptive Behavior Can Include:

- Sleeping in class.
- Routinely entering class late or departing early.
- Repeatedly talking in class without being recognized, talking while others are talking, or dominating class discussion.
- Loud keyboarding or playing computer games.
- Physical display of anger (such as throwing books)

Form to report Academic Disruption

UNIVERSITY OF SOUTH ALABAMA Classroom Disruption/Behavior Concern Report

Student Name _____ ID# _____
Instructor's Name _____
Instructor's Phone _____ Email _____
College _____ Course Title _____
Incident Date _____ Time _____

Describe incident including relevant history, instructions given, student response and recommendations:

A&S Faculty Reporting System

Full-Time faculty should begin entering data into Digital Measures for tenure, promotion, and assessment purposes.



College of Arts and Sciences



Faculty Policies

The [USA Faculty Handbook](#) specifies policies and procedures that govern all USA faculty. Arts and Sciences College tenure, promotion, and mid-probationary review policies are presented below.

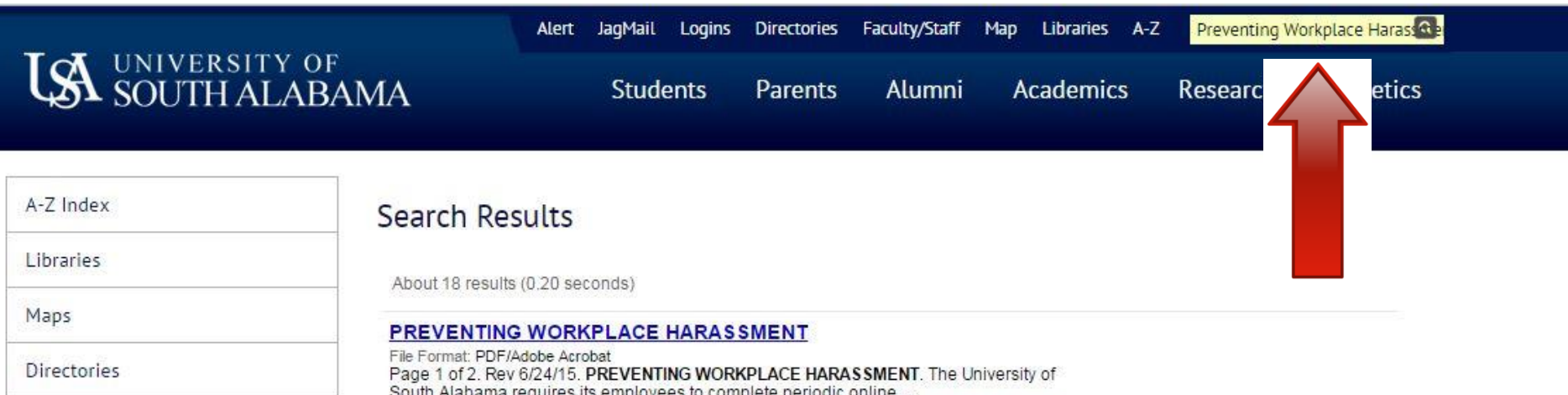
Forms	USA Faculty Policies
Digital Measures	Dean's Office



New Faculty Orientation

O. Sexual Harassment and Sexual Violence Policy

All faculty must complete the *Campus SaVE Act and the Workplace Harassment Prevention* training online within 60 days of employment. (Set up your Jag mail account first)



The screenshot displays the University of South Alabama website. The top navigation bar includes links for Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and Preventing Workplace Harassment. A red arrow points to the 'Preventing Workplace Harassment' link. Below the navigation bar, the search results for 'Preventing Workplace Harassment' are shown, indicating about 18 results in 0.20 seconds. The first result is a PDF document titled 'PREVENTING WORKPLACE HARASSMENT'.

USA UNIVERSITY OF SOUTH ALABAMA

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z Preventing Workplace Harassment

Students Parents Alumni Academics Research Analytics

A-Z Index

Libraries

Maps

Directories

Search Results

About 18 results (0.20 seconds)

PREVENTING WORKPLACE HARASSMENT

File Format: PDF/Adobe Acrobat

Page 1 of 2. Rev 6/24/15. **PREVENTING WORKPLACE HARASSMENT.** The University of South Alabama requires its employees to complete periodic online ...

The University of South Alabama is committed to an environment in which students, faculty, staff and guests are free from sexual harassment, including sexual violence/sexual assault. Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, as well as the University's Non-Discrimination Policy. Sex discrimination, consequently, encompasses both sexual harassment and sexual violence, which seriously threatens the atmosphere of trust and respect that is essential to a healthy work and academic environment and will not be tolerated by the University. All members of the University community (including faculty, staff and students) must abide by this policy. Persons found to be in violation of this policy will be subject to disciplinary actions by the University – including, but not limited to – warning/reprimand, demotion, transfer, suspension, expulsion, dismissal, or termination. Under certain circumstances, moreover, acts of sexual harassment and sexual violence may result in criminal and/or civil sanctions.

All members of the University community are expected, and in some cases required, to report incidents of sexual harassment or sexual violence.

This Powerpoint presentation is on the College Website under Faculty Policies and Forms (scroll to the bottom of the page).

Thank You!

Resources for A&S Students	▼
Future A&S Students	▼
Resources for Faculty and Staff	▼
▶ College Faculty	
▶ Faculty Research and Creative Activities	
▶ Faculty Policies and Forms	
▶ Staff	

Faculty Policies

The [USA Faculty Handbook](#) specifies policies and procedures that govern all USA faculty. Arts and Sciences College tenure, promotion, and mid-probationary review policies are presented below.

Forms	USA Faculty Policies
Digital Measures	Dean's Office



Tenure and Promotion Policies

[Promotion and Tenure Statement of Procedures and Criteria](#)

New Faculty Orientation Presentation



USA Resources

A.R.R.A.
USA Bookstore

Parking Services
Emergency Hotline

Download the USA App

Download the USA App for
access to email, calendar,



Virtual Tour & Campus Maps

Take a virtual tour of
campus, get directions, or