August 2013

Hello new employees and welcome!

In the pages that follow, you will find the answers to many of the perplexing questions that may arise as you learn how to navigate the friendly waters of the University of Wisconsin-Platteville.

For example, there is a guide to the acronyms that comprise UW-Platteville’s so-called “Alphabet Soup.” Gifts, grants, guests, telephones, textbooks — check the table of contents for a long list of helpful topics. We’ve included information for new faculty, teaching academic staff, and all of our other new employees in this guide.

Although this guide is quite comprehensive, it is no substitute for an effective mentor. Checking in with your mentor early and often will help you stay on an even keel during your voyage. If you don’t have a mentor and would like one, contact your supervisor. Then, mentor and mentee should look at our mentoring Web site at www.uwplatt.edu/mentoring.

Originally created as a handbook for new faculty and academic staff in the Department of Communication Technologies (now called Media Studies) by Becky Troy, this guide was updated and adapted for a wider audience this year. Many thanks to our Teaching & Learning Center personnel, who oversee updates to this Resource Guide.

Best wishes for an enjoyable and productive year!

Mittie J.A. Nimocks
Provost and Vice Chancellor
CONTENTS

Brief Academic Calendar ................................................................. 4
Policies at UW-Platteville (with Web links) ........................................... 5
  Absences ..................................................................................... 5
  Academic policies ................................................................. 5
  Accommodations in the classroom ........................................... 5
  Advising student organizations .............................................. 5
  Business cards ......................................................................... 5
  Committee work ..................................................................... 5
  Computers ............................................................................... 5
  Computer labs ......................................................................... 6
  Department meetings ............................................................. 6
  Desire2Learn (D2L) ............................................................... 7
  Faculty Learning Community ...................................................... 7
  Field trips ................................................................................. 7
  Gifts-in-kind ........................................................................... 7
  Grants ..................................................................................... 7
  Mentoring ............................................................................... 8
  Name badge ........................................................................... 8
  Office furniture ....................................................................... 8
  Office hours ........................................................................... 8
  Office supplies ....................................................................... 8
  Parking ................................................................................... 8
  Performance evaluation ......................................................... 9
  Pioneer Administrative Software System (PASS) ....................... 9
  Purchasing .............................................................................. 9
  Purchasing lab materials ....................................................... 10
  Student evaluations ............................................................... 10
  Syllabus .................................................................................. 10
  Telephone .............................................................................. 10
  Textbooks ............................................................................... 11
  Transportation ...................................................................... 11
  Travel ...................................................................................... 11
  University Bookstore ............................................................. 12
  Workroom & Mail .................................................................. 12

Syllabus Checksheet (what to include) .............................................. 13
Campus Acronyms (with Web links) .................................................. 15
Academic Misconduct Flowchart ....................................................... 18
Non-Academic Misconduct Flowchart ................................................ 19
Tips for Classroom Management ..................................................... 20
Helping Students in Distress .......................................................... 21
Role of Faculty & Staff Helping Students in Distress ......................... 22
Crisis & Emergency Preparedness ....................................................... 23
Family Educational Rights and Privacy Act (FERPA) ......................... 24
VoIP Telephone Information ............................................................ 27
Academic Calendar – http://www.uwplatt.edu/registrar/calendars.html
The following calendar is a brief version of the academic calendar.
For more information, access the Web site above.

CALENDAR FOR 2013-2014

First Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration</td>
<td>Friday, August 30, 2013</td>
</tr>
<tr>
<td>Legal Holiday (Labor Day)</td>
<td>Monday, September 2</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, September 3</td>
</tr>
<tr>
<td>Day of No Classes</td>
<td>Friday, October 18</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Thursday &amp; Friday, November 27-28</td>
</tr>
<tr>
<td></td>
<td>(begins 5 p.m. on Wednesday)</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, December 14</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Monday - Friday, December 16-20</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Friday, December 20, 5 p.m.</td>
</tr>
<tr>
<td>Grades Due</td>
<td>December 27 by 4 p.m.</td>
</tr>
</tbody>
</table>

2014 Winterim
Classes begin January 6, 2014
Classes end January 17, 2014
Grades due by January 22, 2014, 4 p.m.

Second Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration</td>
<td>January 17, 2014</td>
</tr>
<tr>
<td>Legal Holiday (Martin Luther King Day)</td>
<td>Monday, January 20</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, January 21</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 15-23</td>
</tr>
<tr>
<td>April Break</td>
<td>April 18-21 (Friday &amp; Monday)</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, May 10</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>May 12-16</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>5:00 p.m., Friday, May 16</td>
</tr>
<tr>
<td>Grades Due</td>
<td>May 21, noon</td>
</tr>
</tbody>
</table>

Faculty 9-month Contract Period: August 20, 2012 – May 19, 2014
Policies

Disclaimer: In some cases, colleges and departments/schools have unique policies. Check with your department chair, supervisor, or mentor to determine other policies that may apply to your situation.

Absences – Report absences due to illness on your monthly sick leave report, which is accessed at http://my.wisconsin.edu/. Long absences or sick leave need to be approved in advance when possible and require special paperwork. Absences due to field trips or other university business are to be approved by your department chair or supervisor prior to the absence. Ask your department administrative support person if a form is required.

Academic policies – A useful site for teaching staff and students is “Academic Policies” at http://www.uwplatt.edu/university/documents/student_policies/academic.html, covering numerous topics that relate to taking classes and completing degree requirements at UW-Platteville.

Accommodations in the classroom – Students seeking accommodations must notify the instructor. A notice about this requirement should appear in the syllabus (see “syllabus” checksheet on page ). These students must also visit the office of Services for Students with Disabilities; for more information go to http://www.uwplatt.edu/disability/.

Advising student organizations – New faculty and instructional academic staff are not encouraged to create a new student organization on campus, but may be assigned advising responsibilities for an established organization. For guidance in this process, visit the Pioneer Involvement Center site at http://reslife.saf.uwplatt.edu/pic/. Your mentor should also be able to assist you.

Business cards – Business cards will be ordered at the beginning of your first semester and as needed when a change occurs. Please inform the department administrative support staff about your preferences for the business card. The formatting for business cards must follow UW-Platteville standards (http://www3.uwplatt.edu/uic/visual-identity-system).

Committee work – You may be asked to serve on several committees. We do not, typically, encourage committee work during your first semester at UW-Platteville. You might start with one committee during your second semester. Decline invitations for more difficult university-wide committees until you have been here for two years.

Computers – If appropriate, your office will be furnished with a PC or MAC computer, either a desktop or laptop. Before removing any computer equipment from your office, check with the administrative support assistant for policies. To use your computer, a userid and password are required. The userid is generated by Human Resources when your signed contract is received, and an initial (temporary) password is issued by technical support staff. You will receive a message when your password is about to expire, and you will be able to update to a new password online, using the Office of Information Technology.
site at [http://www.uwplatt.edu/oit/](http://www.uwplatt.edu/oit/). Should your password expire, you will need to visit the Help Desk in person (located on the second floor of the Bear’s Den, Markee Pioneer Student Center).

- **Email and calendar** – You will have access to the Zimbra Collaboration Suite, our email and calendar system. To access Zimbra, use the “email” shortcut at the top of the UW-Platteville homepage.

- **Internet and information storage** – All office computers have access to the Internet. You will also have access to “workgroups” folder(s), which are specific to your department or other unit. These folders are located on the “Shared” or “S: drive.” If you need access to a folder, please contact your area’s administrative support assistant for more information. You are also allotted some space on a user drive, known as the “J: drive.” Both drives are accessible through “My Computer.” Go to [http://www.uwplatt.edu/oit/howto/accessshared.html](http://www.uwplatt.edu/oit/howto/accessshared.html) for more information about accessing information storage options.

- **OIT documentation** – The Office of Information Technology (OIT) provides “how to” information on their Web site at [http://www.uwplatt.edu/oit/](http://www.uwplatt.edu/oit/). You can also call the Help Desk at x1400 with problems with your office computer or in the computer labs.

- **Printing** – Generally, your office computer should be connected to a common printer shared by your department colleagues. Individual printers in each office are not recommended and the OIT staff members do not, generally, support single-user printers. Contact the Help Desk (x1400) if you have problems printing.

- **Tutorial and guides** – Tutorials and user guides for campus-supported software and training schedules are available on the Pioneer Solutions Web site, at [http://www2.uwplatt.edu/pioneersolutions/](http://www2.uwplatt.edu/pioneersolutions/).

**Computer labs** – Software requests for computer labs must go through OIT. They should be ordered early enough so the software is here and ready to be installed at least two weeks prior to the beginning of the semester. Changes for the lab software must also be requested at least two weeks prior to the semester. When the software must be purchased, contact your department chair or school director for information on the process for requesting software purchases. Computer labs typically have a dedicated printer and all computers in the lab are connected to that printer through the system. If the printer in your computer lab runs out of paper or ink, you are responsible for notifying the administrative support assistant (you can notify the Help Desk about ink needs at x1400, but also let the assistant know).

**Department meetings** – Department/school and other office staff meetings will be held periodically throughout the semester. These meetings are determined by the department/school chair or area supervisor. Faculty and staff members are expected to attend the appropriate meetings unless the absence is cleared in advance by the chair/director or area supervisor.
**Desire2Learn** – Open to faculty and instructional academic staff, Desire2Learn is a course management program used at UW-Platteville to post syllabi, lectures, assignments, tests, and information for students. It has chats and discussion tools you may find useful. Your campus userid and password allow access to the program. A Desire2Learn Version 10 Quick Guide is available when you login to Desire2Learn (see “Academic Tools” on the UW-Platteville homepage). In addition, training is available through the Instruction Center for Educational Technologies (call Lisa Landgraf at x1792 for a training schedule).

In addition, all new faculty and instructional academic staff will be “enrolled” automatically in an online Desire2Learn program all about teaching at UW-Platteville. You will access this site just as you would a course you are teaching. Questions about the online program for new faculty and instructional academic staff can be directed to the Teaching & Learning Center at 342-1798, tlc@uwplatt.edu. Also visit our Web site at www.uwplatt.edu/tlc.

**Field trips** – In general, you have no budget for fieldtrips unless a special course fee has been requested and authorized. If you have something in mind, talk to the department chair. Others in your department may also be interested in taking the same fieldtrip. Policies and forms regarding off-campus travel and overnight field trips can be found at http://www.uwplatt.edu/business/travel/. In addition, a field trip might involve a community partner and could qualify for funding from the Pioneer Academic Center for Community Engagement. Visit the PACCE site at http://www.uwplatt.edu/pacce/ and see the announcement elsewhere in this Resource Guide. For information about teaching with “self-directed field trips,” see the Teaching & Learning Center Web site at www.uwplatt.edu/tlc.

**Gifts-in-kind** – Gifts-in-kind are non-monetary items of tangible personal property, such as art, collectibles, equipment, automobiles, supplies, animals, or other assets that represent value to UW-Platteville. We welcome many gifts-in-kind; however, no gift can be received at UW-Platteville until the faculty or staff member accepting or soliciting the gift has obtained the appropriate approvals. The gifts-in-kind form can be found at http://www.uwplatt.edu/foundation/ under “Forms.” Part of the form should be completed by the donor, and part is completed (and approval indicated) by the department/school chair, area supervisor, college dean, UW-Platteville Foundation staff, and perhaps the chancellor. Once appropriate approval(s) have been obtained, the faculty or staff member may receive the gift on behalf of the university.

**Grants** – Internal and external grants are available to support a variety of educational, research, and service projects. Internal grants are listed on the Web site for the Office of Sponsored Programs at http://www.uwplatt.edu/sponprog/InterGrnts.html and the links will explain the grant procedures. When applying for external grants, follow UW-Platteville’s procedures for review and approval before sending the grant proposal to the funding agency. This procedure does not exist to discourage you, but to help you meet UW-Platteville, UW System, and the funding agency’s requirements. This process ensures that faculty and staff members do not commit the university to projects or expenses we cannot support. You are encouraged to seek external grants. To review the process, visit http://www.uwplatt.edu/sponprog/ >Forms and >Guidelines. A list of available funding
opportunities can be found on the Office of Sponsored Programs Web site. However, you or your colleagues may find funding opportunities beyond those listed.

**Mentoring** – When you arrive on campus, you will be assigned a mentor. If not and you are interested in having a mentor, ask your supervisor about this opportunity. Be sure that you talk to your mentor regarding questions or problems you may have on campus. You are encouraged to talk to the department/school chair, your area supervisor, or the area’s administrative assistant, also. Be sure to visit the mentoring Web site at [http://www.uwplatt.edu/mentoring/](http://www.uwplatt.edu/mentoring/). This site is under maintenance and you might want to visit it throughout the year for updates.

**Name badge** – When appropriate, a UW-Platteville name badge will be ordered at the beginning of your first semester by the department administrative support staff. This magnetic name badge is worn at official meetings on campus. Formatting for badges is determined by UW-Platteville standards.

**Office furniture** – Where appropriate, faculty and staff are furnished with office space. The office is usually furnished with a desk, chair, file cabinet, and bookcase(s). A computer will also be provided. If you don’t want the furniture in your office, please notify the area’s administrative assistant so arrangements can be made for removal. If you need additional furniture, check with the assistant, as that furniture may be available elsewhere on campus. You are permitted to bring in some of your own furniture if space allows and if the furniture will not damage the walls or floors. If you put a rug in your office, you are responsible for cleaning it; custodians do not vacuum private rugs/carpet.

**Office hours** – Full time faculty and instructional academic staff members are expected to maintain a minimum of 10 office hours per week and these hours must be posted on your office door. You should also provide a copy of your office hours to the department administrative assistant and the dean’s office. Avoid scheduling office hours during meetings you know you will attend. If you are unable to keep an office hour, please put a note on your door and notify the department administrative assistant. Your contract states that you are expected to be on campus 40 hours per week, which is usually 7:15 a.m. to 4:15 p.m., Monday through Friday. Of course, you may need to adjust this schedule for early or late classes/labs.

**Office supplies** – If you need supplies, contact the department administrative assistant. The supplies you need may need to be ordered, so allow enough time for that process.

**Parking** – A parking permit is required for on-campus parking when classes are in session. Off site parking is also available and transportation options have been made available for faculty, staff, and students. For more information, see [http://www.uwplatt.edu/police/parking-permit-delivery.html](http://www.uwplatt.edu/police/parking-permit-delivery.html). Also see “Transportation” below.
Performance evaluation – Faculty have a unique system for evaluation, and other employees utilize a system appropriate to their position.

Faculty: Each year, tenure track faculty are evaluated by their peers in a process called “Rank, Salary, & Tenure” (RST). This involves several committees: the Department (or School) Review Body (DRB or SRB), the College RST Committee, and the process is monitored by the University RST Policy Commission. Before this process begins, you should prepare a file outlining your accomplishments for the year and any plans you have for the next year. Your mentor should assist you with this procedure and you may seek additional help from the Teaching & Learning Center (x1798 or tlc@uwplatt.edu). A calendar for each step in the faculty review process will be circulated in the fall semester. For more information, see the Faculty Bylaws at http://www.uwplatt.edu/university/documents/emp_handbook/index.html. Another useful site is the site for the URSTPC, which is http://www.uwplatt.edu/committees/urstpc/index.html.

Academic staff members are evaluated through a performance criteria process approved by the Academic Staff Senate. Goals, objectives, and percent weight factors are established by the academic staff member and the department chair at the beginning of the year. An annual evaluation conference will be held between the staff member and supervisor. A copy of the Academic Staff Bylaws can be found at http://www.uwplatt.edu/university/documents/emp_handbook/index.html.

Other staff and administrative leaders should visit with their supervisor and mentor for more information about the annual review process. However, documenting your accomplishments and keeping a file for those documents is a good idea for any employee. When you sit down for a performance review, you will have reminders for all of the positive experiences you’ve had in the past year (or

Pioneer Administrative Software System – PASS is an information management program (PeopleSoft) used at UW-Platteville. Your userid and password are the same as your Novell login. Detailed user information is available through the Office of Information Technology at http://www.uwplatt.edu/oit/faqs/peoplesoft/. Training sessions on productivity software available to employees are offered throughout the year (see OIT Web site at http://www.uwplatt.edu/oit/support.html). You may also contact the Help Desk at x1400 or helpdesk@uwplatt.edu. If you have access to PASS as an employee, you probably need FERPA training (see “FERPA” at http://www.uwplatt.edu/registrar/ferpa-info.html).

Faculty and instructional academic staff have access to PASS, as well as several staff members and administrative leaders. If you are teaching, you will use this software to access your class rosters, post mid-term warnings and final course grades, and advise students.

Purchasing – Purchasing of all items goes through the administrative support assistant, and then to the purchasing office. A yellow requisition form is necessary (see the Purchasing site at http://www.uwplatt.edu/business/purchasing/index.html). Complete as
much of the form as you can before submitting to the assistant. Never purchase anything with your own money for campus use unless you have prior approval. Reimbursement is difficult and sometimes impossible.

**Purchasing for lab materials** – If the student takes the product home, the student pays for materials. We are not allowed to charge for ink/toner or chemistry, but students pay the costs for most lab materials.

- **Lab costs publication and payments** – Approximate lab costs are published in the class schedule. Students deposit money with the Cashier’s Office in Brigham Hall. The students are given a receipt and they show the receipt to the instructor, which allows them to purchase materials. Instructors do not handle money from students.

- **Lab materials** – If you want to order materials for lab usage, contact the administrative support assistant. You might utilize a “Student Fees” account for materials, where students pay for the materials they use as the semester progresses (rather than getting a set packet of materials). These accounts are self-sustaining (the students place money into the account for materials used and materials are purchased out of these monies). The assistant will provide the account code to you upon request.

**Student evaluations** – Student evaluations of instructors are conducted each semester in each class you teach. The evaluation form has been created by the department and approved by the College RST and URSTPC bodies. You will receive packets with evaluation forms for each class from the department administrative assistant near the end of the semester. You distribute the evaluation forms in class, but you should not be present when the students complete the form. Ask a student to collect the completed forms and take them to the administrative support assistant for you. You will receive the results of this evaluation process after the semester ends and grades have been submitted. Contact your mentor and the department administrative assistant for more information.

**Syllabus** – At the beginning of each semester, each faculty/instructional academic staff member is required to complete a syllabus for each of his/her classes. A copy of this syllabus should be provided for each student in the class. Also give a copy (electronic) to the department administrative assistant. Copies of syllabi from other courses in your department are available upon request from the administrative support assistant. In addition, training for building an effective syllabus is available from the Teaching & Learning Center (x1798) or visit [www.uwplatt.edu/tlc](http://www.uwplatt.edu/tlc). A syllabus checksheet is provided in this Resource Guide to help you build a syllabus for your course.

**Telephone** – In most cases, offices have been supplied with a VoIP telephone. For questions or service please contact Greg Bies x1074, [bies@uwplatt.edu](mailto:bies@uwplatt.edu), or Elaine Cline at x1421, [cline@uwplatt.edu](mailto:cline@uwplatt.edu). VoIP phones use the campus data network and often have a computer connected through the phone. The phone number is assigned to the phone, typically, not the phone jack. Please contact the Help Desk (x1400) or your distributed support person (computer support for your area) to have your phone moved, or visit with
your department administrative assistant. Any phone move must be reported to Elaine Cline (contact information above) to keep the 911 system updated.

- **Emergency** – To dial 911 in an emergency, dial 9-911. Dialing 911 from a VoIP phone will work (but it will not work from a Centrex phone).
- **Local calls** – To place local (off campus) calls, dial 9 first, then the entire number (no area code) or 9-####-#####.
- **Long distance calls** – To place long distance calls, dial 8 followed by the area code and number or 8-####-#####-#####.
- **On-campus dialing** – To place on-campus calls, dial only the last 4 digits of the phone number. Numbers between 5000 and 5999 are extensions and can only be dialed within the VoIP system (they cannot be dialed from off campus or from a Centrex phone)
- **Phone book** – To find numbers for members of the UW-Platteville community, utilize the “phonebook, online” link at [http://www3.uwp.edu/phonebook](http://www3.uwp.edu/phonebook).
- **Phone reference directories** – For reference directories (lists of departments, names, and phone numbers) go to [http://www.uwplatt.edu/university/directory/](http://www.uwplatt.edu/university/directory/).
- **Toll-free calls** – To place a toll-free call, dial 9-1-8###-####-#####.
- **Voicemail** – Most phones have been supplied with a voicemail box. Accessing the voicemail system requires a password (numbers). Contact your department administrative support assistant for more information.
- **Additional information** – For more information about using your VoIP phone, go to [http://www.uwplatt.edu/oit/howto/basicnortelvoiptasks.html](http://www.uwplatt.edu/oit/howto/basicnortelvoiptasks.html).

**Textbooks** – Orders for textbooks are requested in October for the spring semester and March for the summer and fall semesters. UW-Platteville has a textbook rental system, to save students money. Generally, classes are limited to a single textbook and new textbooks must be justified if the book is current within the past few years. Contact the department chair or school director for permission to change textbooks. The Textbook Center is in Doudna Hall and you will find more information about textbook policies at [http://www.uwplatt.edu/textbookctr/](http://www.uwplatt.edu/textbookctr/). To obtain an instructor copy of a textbook, ask the administrative support assistant or contact the publisher directly.

**Transportation** – The UW-Platteville campus and surrounding community has a variety of transportation options available to students, staff, and visitors. Information about the options can be found at [http://www3.uwp.edu/transportation](http://www3.uwp.edu/transportation). Also see “Parking” above.

**Travel** – All travel must be pre-approved by the department chair or school director. Limited funds are available to departmental budgets for travel. If appropriate, you can request travel funds from the faculty or academic staff professional development funds process. When these funds are available, notices will be sent to all faculty and academic staff. Travel expenses are usually paid by the traveler (with the exception of registration and possibly airfare), then it is the traveler’s responsibility to file a Travel Expense Report.
(TER) by the deadline. You can find travel policies and the TER form at [http://www.uwplatt.edu/business/travel/](http://www.uwplatt.edu/business/travel/).

**University Bookstore** – You can require a workbook or supplement to textbooks, which will be purchased by students through the University Bookstore. However, cost for these supplemental materials should be reasonable. The University Bookstore carries other supplies, as well. Visit the Bookstore in the Markee Pioneer Student Center (MPSC) or visit their Web site (click “U” in the Campus Resources link on the UW-Platteville homepage). Also see “Textbooks” above.

**Workroom & mail** – As appropriate, you will be given access to a department workspace. Check with the administrative support assistant for location and procedures for use of the fax machine, photocopier, and mail boxes. Large orders for copies should be placed with the administrative support assistant, as money could be saved by sending the order to the Duplicating Center in Brigham Hall. Mail is delivered once per day. Check with the administrative support assistant for procedures involving outgoing mail and campus mail.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>MUST</th>
<th>SHOULD</th>
<th>NOTES (current catalog = CC; employee handbook = EH; student handbook = SH; best practice = BP)</th>
<th>N/A, O or N/A</th>
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</thead>
<tbody>
<tr>
<td>Name of university (logo)</td>
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<td>BP</td>
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<tr>
<td>Name of course</td>
<td>☑</td>
<td>CC, EH</td>
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<tr>
<td>Course prefix, number, &amp; section number</td>
<td>☑</td>
<td>CC, EH</td>
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<tr>
<td>Semester &amp; year</td>
<td>☑</td>
<td>EH</td>
<td></td>
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<tr>
<td>Instructor contact information (name, salutation, office location, office phone, office hours, email)</td>
<td>☑</td>
<td>EH</td>
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<tr>
<td>Description, including prerequisites or co-requisites &amp; catalog year</td>
<td>☑</td>
<td>CC, EH</td>
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<td>Required textbook(s)</td>
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<td>Department approval; EH</td>
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<td>Other necessary materials</td>
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<td>If using D2L information, if applicable</td>
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<td>Instructor’s choice, BP</td>
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<tr>
<td>Course overview and/or purpose</td>
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<td>If applicable, is course Web page listed</td>
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<td>BP</td>
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<tr>
<td>Student learning outcomes</td>
<td>☑</td>
<td>Instructor’s choice or department approval; EH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If course is general education, include outcomes</td>
<td>☑</td>
<td>CC (only for GE credit)</td>
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<td>Attendance policy</td>
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<td>Instructor’s choice, CC, EH, SH</td>
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<td>Inclusiveness statement (religious holidays)</td>
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<tr>
<td>Accommodations statement *</td>
<td>☑</td>
<td>UWS 22.03; UWS 96-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading policies</td>
<td>☑</td>
<td>Instructor’s choice, EH, SH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubrics for assignments</td>
<td>☑</td>
<td>Instructor’s choice; BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic misconduct statement</td>
<td>☑</td>
<td>CC, EH, SH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tentative semester calendar, with assignments</td>
<td>☑</td>
<td>Instructor’s choice, BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If a blended course, indicate details</td>
<td>☑</td>
<td>Instructor’s choice, department approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor expectations for student participation, if grading it</td>
<td>☑</td>
<td>EH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor expectations for student study and activities outside of class</td>
<td>☑</td>
<td>BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If field trips are expected &amp; graded, include grading, dates, transportation</td>
<td>☑</td>
<td>BP, EH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom protocol (cell phones, hats, headphones, laptops, tablets, etc.)</td>
<td>☑</td>
<td>Instructor’s choice, BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test-out Procedures (if available)</td>
<td>☑</td>
<td>Department approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exam schedule (may be in calendar)</td>
<td>☑</td>
<td>See course schedule in PASS; BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus resources pertinent to this course</td>
<td>☑</td>
<td>BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informal tone (first person pronouns)</td>
<td>☑</td>
<td>BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive/negative tone (example: academic “integrity” vs. “misconduct”)</td>
<td>☑</td>
<td>BP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor’s research interests</td>
<td>☑</td>
<td>BP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Accommodations statement: “If you need an accommodation due to a disability, please make an appointment to see me during my office hours. A VISA from Services for Students with Disabilities authorizing your accommodations will be needed.”

**Review:** + = item is complete; -- = item is partially in syllabus; 0 = item is not in syllabus; NA = item isn’t applicable
Statements to add to syllabus
when the student support services mentioned
are appropriate for your class.

Career Center
To receive help with writing a resume, cover letter, or to find internship, co-op, and full-time career related employment opportunities, please call the Career Center at 608.342.1183 to schedule an appointment with a Career Consultant. The Career Center is located in Ullsvik Hall, Room 0200.

Dean of Students Office
The staff in the Dean of Students Office advocates for students and assists them in making positive connections with faculty, staff, and other students. We provide support for a variety of student concerns, including illness, academic trouble, and other personal emergencies. When necessary, the Dean of Students Office works with faculty and students on issues of academic misconduct. Contact 342-1854 for assistance.

FYE
If you need assistance with test-taking strategies, managing your schedule, study tips, and/or finding ways to enhance your college experience, please contact the First Year Experience office in 120 Brigham Hall or via phone (342-1081) or e-mail (nemmetza@uwplatt.edu).

For International Students
U.S. federal regulations state that all international students on an F-1 or J-1 visa must register and maintain a full-course of study (12 credits for undergraduates and 9 credits for graduate students) during the fall and spring semesters. Prior to dropping below full-time status, international students should consult the International Student & Scholar Services (ISSS) Office in Royce Hall (first floor) or call 608-342-1852 if they are experiencing difficulties maintaining a full-time course load. Visit www3.uwplatt.edu/isson for more information.

Karrmann Library
Your library provides free access to scholarly and peer-reviewed online and printed resources. Librarians are skilled in helping you critically evaluate materials, narrow the focus of your research, and find just what you need--within library walls and around the world. Visit our Web site at:

SSWD
The required accommodations statement appears at the bottom of page 1. You might add:
Contact 608-342-1818 for more information about SSWD.

URCE
Undergraduate research (including creative activity and scholarship) is an inquiry or investigation conducted by an undergraduate in collaboration with a faculty mentor to make an original intellectual contribution to the discipline. Visit or contact the Office of Undergraduate Research and Creative Endeavors at 515 Pioneer Tower or urce@uwplatt.edu for more information on research opportunities or URCE activities.

WATR
If you need tutoring for this class, contact Writing and Tutoring Resources (WATR) at 608.342.1615 or visit 314 Brigham Hall. Tutoring is either free (Writing Center) or the cost is minimal ($1.50/hr).

Many more statements are possible and will be added to this list as they are submitted to the Teaching & Learning Center.
<table>
<thead>
<tr>
<th>Term</th>
<th>Name</th>
<th>Purpose</th>
<th>Type</th>
<th>Location (Building, unit, or website)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AAF</strong></td>
<td>Assessment Activity Fund</td>
<td>Campus grant program for the improvement of assessment processes</td>
<td>Program</td>
<td>/sponprog/aaf.html</td>
</tr>
<tr>
<td><strong>ACES</strong></td>
<td>Advising &amp; Career Exploration Services</td>
<td>Advises students without a major</td>
<td>Office</td>
<td>Brigham Hall</td>
</tr>
<tr>
<td><strong>BILSA</strong></td>
<td>College of Business, Industry, Life Sciences and Agriculture</td>
<td>School of Agriculture, Biology, Business &amp; Accounting, Industrial Studies, Media Studies (was Communication Technologies); Distance Education</td>
<td>College</td>
<td>/bilsa</td>
</tr>
<tr>
<td><strong>CCSAC</strong></td>
<td>Chancellor’s Classified Staff Advisory Committee</td>
<td>Voice of classified staff and LTE (limited term employment) staff on campus.</td>
<td>Committee</td>
<td>Call 342-1648; see committees online (“A-Z” directory)</td>
</tr>
<tr>
<td><strong>CFA</strong></td>
<td>Center for the Arts</td>
<td>Music &amp; theatrical productions hall</td>
<td>Building</td>
<td>/arts/cfa</td>
</tr>
<tr>
<td><strong>CIF</strong></td>
<td>Curricular Improvement Fund</td>
<td>Campus grant program</td>
<td>Program</td>
<td>/sponprog/cif.html</td>
</tr>
<tr>
<td><strong>CLEP</strong></td>
<td>College Level Examination Program</td>
<td>Testing system for incoming students</td>
<td>Program</td>
<td>/advising/student/clep.html</td>
</tr>
<tr>
<td><strong>CPR</strong></td>
<td>Campus Programming &amp; Relations</td>
<td>Plans student activities</td>
<td>Office</td>
<td>MPSC</td>
</tr>
<tr>
<td><strong>CRSTC</strong></td>
<td>College Rank, Salary, &amp; Tenure Committee</td>
<td>College-level review body for faculty</td>
<td>Committee</td>
<td></td>
</tr>
<tr>
<td><strong>D2L</strong></td>
<td>Desire2Learn</td>
<td>Online course management system</td>
<td>Technology</td>
<td>Access on homepage: Academic Tools</td>
</tr>
<tr>
<td><strong>DRB</strong></td>
<td>Department Review Body</td>
<td>Department review body for faculty</td>
<td>Committee</td>
<td>See your department/school chair</td>
</tr>
<tr>
<td><strong>EMS</strong></td>
<td>College of Engineering, Mathematics, and Science</td>
<td>Chemistry, Civil Engineering, Computer Science and Software Engineering, Electrical Engineering, Engineering Physics, Environmental Engineering, General Engineering, Industrial Engineering, Mathematics, Mechanical Engineering, Prepharmacy</td>
<td>College</td>
<td>/ems</td>
</tr>
<tr>
<td><strong>EMS</strong></td>
<td>Event Management System</td>
<td>Software that tracks events online</td>
<td>Technology</td>
<td>/virtualems/index.html</td>
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<tr>
<td><strong>FERPA</strong></td>
<td>Family Educational Rights &amp; Privacy Act</td>
<td>Federal guidelines</td>
<td>Law</td>
<td>See “A-Z” directory online</td>
</tr>
<tr>
<td><strong>FYE</strong></td>
<td>First Year Experience</td>
<td>Program for entering students</td>
<td>Office</td>
<td>Royce Hall</td>
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<tr>
<td><strong>GLBTQ</strong></td>
<td>Gay, Lesbian, Bisexual, Transgender, and Questioning</td>
<td>Student organization</td>
<td>Committee</td>
<td>See Pioneer Link</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
<td></td>
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<tr>
<td>HIPs</td>
<td>High impact practice(s)</td>
<td></td>
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<tr>
<td>HLC</td>
<td>Higher Learning Commission</td>
<td></td>
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<tr>
<td>HR</td>
<td>Human Resources</td>
<td></td>
<td></td>
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<tr>
<td>ICET</td>
<td>Instructional Center for Educational Technologies</td>
<td></td>
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<tr>
<td>ILC</td>
<td>Improvement of Learning Committee</td>
<td></td>
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<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
<td></td>
<td></td>
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<tr>
<td>LAE</td>
<td>College of Liberal Arts &amp; Education</td>
<td></td>
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<tr>
<td>Cooper LLC</td>
<td>Cooper Living &amp; Learning Center</td>
<td></td>
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<tr>
<td>MSA</td>
<td>Multicultural Student Affairs</td>
<td></td>
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<tr>
<td>Markee PSC</td>
<td>David J. &amp; Lou Ann Markee Pioneer Student Center</td>
<td></td>
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<tr>
<td>MTS</td>
<td>Media Technology Services (formerly called Television Services)</td>
<td></td>
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<tr>
<td>OIT</td>
<td>Office of Information Technology</td>
<td></td>
<td></td>
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<tr>
<td>OSP</td>
<td>Office of Sponsored Programs</td>
<td></td>
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<tr>
<td>PAC</td>
<td>Pioneer Activity Center</td>
<td></td>
<td></td>
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<tr>
<td>PACCE</td>
<td>Pioneer Academic Center for Community Engagement</td>
<td></td>
<td></td>
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<tr>
<td>PIC</td>
<td>Pioneer Involvement Center</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PASS</td>
<td>Pioneer Administrative Software System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURF</td>
<td>Pioneer Undergraduate Research Fellows</td>
<td></td>
<td></td>
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<tr>
<td>RST</td>
<td>Rank, Salary, &amp; Tenure</td>
<td></td>
<td></td>
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<tr>
<td>SAIF</td>
<td>Scholarly Activity Improvement Fund</td>
<td></td>
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<table>
<thead>
<tr>
<th>Concept</th>
<th>See T&amp;LC for more information at /tlc</th>
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<tbody>
<tr>
<td>High impact practice in higher education</td>
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<tr>
<td>Regional accrediting agency</td>
<td>New visit in 2016!</td>
</tr>
<tr>
<td>Personnel issues, payroll, benefits</td>
<td>Ullsvik</td>
</tr>
<tr>
<td>University center for software training used in the classroom – like Desire2Learn or PowerPoint</td>
<td>/icet</td>
</tr>
<tr>
<td>University level committee</td>
<td>See “Committees” online (“A-Z”)</td>
</tr>
<tr>
<td>Reviews human subjects research applications</td>
<td>See “Committees” online (“A-Z”)</td>
</tr>
<tr>
<td>School of Education; Criminal Justice, Economics, Ethnic Studies, Performing &amp; Visual Arts, Humanities, Psychology, Social Sciences, Women's Studies</td>
<td>/lae</td>
</tr>
<tr>
<td>Long-term visit accommodations and learning center at Pioneer Farm</td>
<td>Pioneer Farm</td>
</tr>
<tr>
<td>Promotes student success &amp; engagement for students of color</td>
<td>Warner Hall</td>
</tr>
<tr>
<td>Contains offices, PIC, meeting space, and dining</td>
<td>Markee PSC</td>
</tr>
<tr>
<td>Provides media technology solutions for faculty and staff, such as video recording</td>
<td>Pioneer Tower, 8th floor</td>
</tr>
<tr>
<td>Handles all computing issues</td>
<td>Karrmann Library</td>
</tr>
<tr>
<td>Campus grants management office</td>
<td>Pioneer Tower, 5th floor; /sponprog</td>
</tr>
<tr>
<td>Recreational facility; faculty purchase membership</td>
<td>Williams Fieldhouse</td>
</tr>
<tr>
<td>Provides funds for projects involving community partners</td>
<td>Pioneer Tower, 5th floor; /pacce</td>
</tr>
<tr>
<td>Promotes student organizations</td>
<td>MPSC (lower floor)</td>
</tr>
<tr>
<td>Technology used to student information and grades</td>
<td>Access on homepage: Academic Tools</td>
</tr>
<tr>
<td>Program for research involving students as researchers</td>
<td>/sponprog/purf.html</td>
</tr>
<tr>
<td>Process for review of faculty on retention, rank, salary, and tenure</td>
<td>Governed by URSTPC, CRSTC, and DRB or SRB</td>
</tr>
<tr>
<td>Campus grant program for research and scholarly activity</td>
<td>/sponprog/SAIF.html</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Name</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>SRB</td>
<td>School Review Body</td>
</tr>
<tr>
<td>STEM</td>
<td>Science, Technology, Engineering, &amp; Mathematics</td>
</tr>
<tr>
<td>SUFAC</td>
<td>Segregated University Fee Allocation Commission</td>
</tr>
<tr>
<td>T&amp;LC</td>
<td>Teaching &amp; Learning Center (formerly Teaching Excellence Center)</td>
</tr>
<tr>
<td>UIC</td>
<td>University Information and Communications (also called “Publications” or “Public Relations”)</td>
</tr>
<tr>
<td>URCE</td>
<td>Undergraduate Research and Creative Endeavors</td>
</tr>
<tr>
<td>URSTPC</td>
<td>University Rank, Salary, &amp; Tenure Policy Commission</td>
</tr>
<tr>
<td>UUCC</td>
<td>University Undergraduate Curriculum Commission</td>
</tr>
<tr>
<td>WATR</td>
<td>Writing and Tutoring Resources</td>
</tr>
<tr>
<td>WE</td>
<td>Writing Emphasis courses</td>
</tr>
<tr>
<td>WEMS</td>
<td>Women in Engineering, Mathematics, and Sciences Programs</td>
</tr>
</tbody>
</table>
Academic Misconduct Flowchart

Faculty discover alleged academic misconduct

- Faculty consult with Dean of Students Office
- Faculty meets with student and adjudicates case

- Student found not responsible
  - Student does not request a hearing – case resolved
  - Hearing panel makes a finding and reviews sanction if appropriate

- Student found responsible and sanction imposed is less than probation
  - Student requests a hearing
  - Hearing panel makes a finding and reviews sanction if appropriate

- Student found responsible and faculty recommends sanction of probation, suspension, or expulsion – case referred to Dean of Students for adjudication
  - Student found not responsible
  - Student found responsible
    - Student waives right to a hearing, case resolved
    - Hearing panel makes a finding and reviews sanction if appropriate
Non-academic Misconduct Flowchart

Complaint received

Conference with Student

Misconduct did not occur

- Case resolved

Misconduct occurred

Sanction imposed

Hearing requested or required

- Hearing occurs

  - Misconduct did not occur
    - Case resolved

  - Misconduct occurred, sanctions imposed
    - Limited right to appeal
      - Case resolved

- Student waives right to a hearing

- Hearing not requested or required

  - Case resolved
HELPING STUDENTS IN DISTRESS:
Faculty and Staff Resource Guide

DEAN OF STUDENTS
The Dean of Students office and the Behavioral Review and Recommendation Team work to identify individuals who need assistance in order to avert crisis and keep both the student and campus community safe and healthy.

CAMPUS RESOURCES
Counseling Services ..................... 608.342.1865
Dean of Students ....................... 608.342.1854
Residence Life ......................... 608.342.1845
Student Health Services .......... 608.342.1891
Students with Disabilities ........ 608.342.1818
University Police ..................... 608.342.1584
Veterans Services ................... 608.342.1321

COMMUNITY RESOURCES
City of Platteville Police ............ 608.348.2313
Family Advocates ................... 608.348.3838
Neighborhood Health ............... 608.348.9766
Southwest Health Center .......... 608.348.2331
Unified Community Services ...... 800.362.5717

QUESTIONS/CONCERNS
Dean of Students Office
1 University Plaza
Ullsvik Hall
608.342.1854
deanofstudents@uwplatt.edu | www.uwplatt.edu

CALL 911

Dangerous Student
Verbal or physical threats to harm self or others; violent or overtly dangerous behavior; safety is an immediate concern

Disruptive or Disturbing Student
Demonstrates atypical behavior or communications; disruptive to the living or learning environment; safety is not an immediate concern

Distressed Student
A student who may be nervous, very sad, agitated, paranoid, highly anxious, lacks motivation or concentration in class; sleeping in class; dramatic weight change; behavior suggesting substance abuse; sudden changes in typical behavior; marked changes in academic performance

Academic Concern
Faculty; Department Chair; or Assistant/Associate Dean of the College

Consultation or Referral
Counseling Services
608.342.1865
Dean of Students Office
608.342.1854

Consultation or Referral
Counseling Services
608.342.1865
Dean of Students Office
608.342.1854
TIPS FOR CLASSROOM MANAGEMENT:
Faculty and Staff Resource Guide

If you have ever experienced a challenging disciplinary situation in your classroom, you are not alone. The majority of students act in an appropriate and respectful manner, however, there are occasions when students will test the limits of acceptable classroom behavior. Student conduct that substantially or repeatedly interferes with the ability of an instructor to teach or the ability of other students to learn is a violation of UWS Chapter 17.

Confronting a disruptive student can be an uncomfortable, but necessary experience. If a student’s behavior obstructs or disrupts your ability to teach or the ability of others to learn, you may find the following suggestions helpful.

1. Clearly articulate rules regarding attendance, tardiness, class participation, academic misconduct, use of electronic devices, and appropriate conduct on the course syllabus. Specify consequences (e.g., reports to the Dean of Students) and follow through in a fair and consistent manner. Reference acceptable computer use and e-mail policies where appropriate.

2. Model professional behavior. Respond to inappropriate remarks in a professional, mature manner. Put-downs or witty comebacks may escalate a situation or minimize a student concern.

3. Disruptive students are not always aware that they are bothering others. Moving closer to the disruptive student, pausing until everyone quiets down, and/or making direct eye contact could make a difference.

4. When the disruption is isolated to one student, speak privately with the student. Use “I” messages such as, “When I see you _____; I feel _____; and I need the activity to stop.”

5. Seek consultation from experienced colleagues and/or your department chair.

6. If the disruption continues, issue a written warning to the student addressing concerns and consequences for non-compliance (e.g., risk of a lower grade if classroom participation is a percentage of the course grade and/or referral to the Dean of Students office).

7. If a student prevents you from moving on to another topic, take control of the discussion, express the need to cover all of the material, and invite the student to continue the conversation during your office hours.

8. If initial strategies are not effective, give the student the option of modifying the undesirable behavior or leaving the class for the remainder of the period. Instructors may tell a student to leave class temporarily, but adjudication by the Dean of Students office is necessary for permanent removal.

9. If you are seeing a pattern of disruptive behavior, consult with your department chair. All students are required to comply with regulations set forth in the UWS Chapters 14, 17, and 18. Inform the Dean of Students office if the behavior continues.

10. Document all incidents and your attempts to resolve the situation in a factual and objective manner, using exact words whenever possible. Contact the Dean of Students office about referring students for disciplinary action.

11. If a student is making threats of violence to him/herself and/or to others, immediately contact University Police by calling 911. Document the incident(s) and forward the information to the Dean of Students office as soon as possible.

Threats of violence to self or others must result in immediate contact to University Police by calling 911.
What is the role of faculty and staff in recognizing and responding to students in distress?

Students often experience significant changes in their lives during the course of their education. Your role as faculty and staff gives you the opportunity to observe student behavior and identify problems. Recognizing and responding to student behaviors may be a critical factor in helping students address problems that are interfering with academic success.

Students in distress are likely to display one or more of the following signs, symptoms, indicators, or signals

---

**Academic and Employment Indicators**

- Repeated absences from class or employment
- Missed assignments, appointments, or meetings
  - Deterioration in quality or quantity of work
  - Continued request for special provisions
- Overblown or disproportionate responses to evaluation

---

**Behavioral and Emotional Indicators**

- Direct statements indicating distress, family problems, or loss
- Angry or hostile outbursts, yelling, or aggressive comments
  - More withdrawn or more animated than usual
- Expressions of hopelessness or worthlessness: crying or tearfulness
  - Expressions of severe anxiety, irritability, or depression
  - Shakiness, tremors, fidgeting, or pacing
  - Reference to plan/suicidal thoughts
  - Isolating self in residence hall room or apartment

---

**Physical Indicators**

- Deterioration in appearance or personal hygiene
  - Noticeable cuts, bruises, or burns
- Substance abuse: Including coming to class intoxicated
  - Weight gain or loss
- Trouble staying engaged or awake in class
**Crisis**

The student’s situation may be a crisis if there is an expression of hopelessness, written or verbal reference to suicide, recent death of a friend or family member, or the student has experienced sexual or physical assault. The student is in serious need of help right now, but no one is in immediate danger.

Possible responses to a crisis may include contacting your supervisor for assistance; contacting the Behavioral Review and Recommendation Team through utilization of the concerns e-mail, (concerns@uwplatt.edu); or contacting the Dean of Students office for consultation at 608.342.1854. Staff at University Counseling Services are available for consultation at 608.342.1865, Monday–Friday, 8 a.m.–4:30 p.m. If a student is willing to seek counseling, faculty and staff may help facilitate that process by encouraging the student to call Student Health Services at 608.342.1891, or you may walk them over to 220 Royce Hall.

**Emergency**

The situation may be an emergency if the student:

- Is displaying aggressive behavior, or if there is a threat of immediate physical danger to self or others.
- Has created a suicide plan which may include specific details, availability of means, and lethality of means.
- Is unresponsive to the external environment; they are incoherent or passed out.

In an emergency situation contact University Police immediately (911) and be prepared to give them the following information: your name, the name of the student, a concise description of current situation, kind of assistance needed, and your exact location. If a student appears dangerous or leaves your office abruptly, be prepared to give University Police an accurate description of the student and the direction they are headed.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(UWP policy is online at: http://www.uwplatt.edu/university/documents/student_policies/general.html#FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that can be summarized by the following two points:

1. **Access.** A **student** is permitted certain rights regarding his/her **education records**:
   - Right to inspect and review his/her educational records;
   - Right to request an amendment to the records if he/she believes there is an inaccuracy;
   - Right to restrict the release of the student’s Directory Information from public access;
   - Right to file a complaint with the U.S. Department of Education if he/she feels UW-Platteville has failed to follow FERPA guidelines.

2. **Confidentiality.** **School officials** must protect the privacy of **education records** and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his/her written consent unless such action is permitted by the Act.

**DO NOT DISCLOSE, SHARE, OR TRANSMIT ANY INFORMATION ABOUT A STUDENT WITHOUT THE STUDENT'S WRITTEN CONSENT, UNLESS PERMITTED BY FERPA.**

FERPA permits two exceptions that help us do our jobs without spending all our time obtaining written consent from students:

1. **Directory Information.** FERPA allows us to share a student’s “directory information” unless the student has officially requested to restrict its release (such restrictions are noted in Peoplesoft by a light-blue window shade icon). UW-Platteville directory information items include only the following:
   - Name
   - Address
   - Telephone listing
   - University assigned email address (___@uwplatt.edu)
   - Major Field of Study
   - College enrolled
   - Dates of attendance
   - Part-time/Full-time status
   - Term units (credits) enrolled
   - Previous institution attended
   - Anticipated degrees and dates
   - Degrees earned
   - Honors and awards
   - Participation in officially recognized sports and activities
   - Physical factors (weight and height) of members of athletic teams

A student who wants to restrict the release of his/her directory information must complete and file the “Privacy Hold” form in the Registrar’s Office. The privacy restriction will remain in effect unless the student submits written notification to the Registrar’s Office to have it removed).
Non-directory information and restricted directory information must NOT be released without the student’s written, signed and dated consent. Such consent must specify and include the following three items: 1) the records to be released; 2) the party or class of parties to whom the records should be released; and 3) the reason or purpose for the release of the records.

2. **UW-Platteville school officials who have a legitimate educational interest.** FERPA allows a UWP school official to share a student’s education record information (directory information and non-directory information), without the student’s written consent, with other UW-Platteville school officials who have a legitimate educational interest.

Other than these two exceptions, always error on the side of caution and do not disclose or share any personally identifiable information about a student. If there are any questions regarding FERPA, please call the Registrar’s Office at 342-1321 or visit the office located on the first floor of Brigham Hall

### Definition of Terms

**Student**--
A person who is/was enrolled in a UW-Platteville course (including for-credit and/or non-credit workshops & courses). Coverage under FERPA begins with the first date of attendance.

**Education Records**--
The records directly related to a student and maintained by UW-Platteville in any medium (paper or electronic). The definition excludes personal “desk drawer” notes of faculty and staff, financial records of parents or a spouse, campus police records, certain medical treatment records, and alumni records obtained after graduation.

**School Official**--
A person who serves the university in an administrative, supervisory, academic, research, or support staff position, including law enforcement personnel, health staff, student employees, and field supervisors. This definition also includes a person or company with whom UW-Platteville has formally contracted (such as an attorney, auditor, or collection agent); a person serving on an official university committee, such as a disciplinary or grievance committee; or a person legitimately authorized to assist another school official in performing his or her professional UW-Platteville responsibilities.

**Legitimate Educational Interest**--
The demonstrated professional “need-to-know” by a UW-Platteville school official. The school official must seek the information within the context of his/her professionally assigned UWP responsibilities and the information must be used within the context of official UWP business.

Disclosure of education record information to a UW-Platteville school official having a legitimate educational interest does not constitute authorization for that school official to transmit, share, or disclose any or all of that information to a third party who does not have a legitimate educational interest. An unauthorized disclosure of personally identifiable information from the education record of a student is prohibited.

### Parents and FERPA

Parents often expect the same access to student records of their children as they had when their son or daughter attended K-12. FERPA provided them with rights to this information but once their child starts college, those rights transfer to the student.
Parents are encouraged to speak with their child about their academic progress. University Officials may not release any information to a parent without written consent from the student. Information should not be shared by phone or email.

**Student Safety and FERPA**

While FERPA pertains to a student’s educational record, it does not prevent a university employee from sharing information about a student’s behavior. Faculty and Academic Teaching Staff who see their students on a regular basis are often the first to observe serious personal problems or troubling behavior.

Changes in a student’s behavior could mean warning signs of distress. These changes could include: physical or verbal aggression, withdrawn and shy behavior, uncontrollable crying, bizarre emails, talking to oneself, a disheveled appearance, or a sudden change in academic performance (drop in grades, not showing up for class, etc.)

If you observe any of these changes, please contact the Dean of Students (342-1854) or send an email to: concerns@uwplatt.edu

Immediate threats to safety should be reported to the Campus police at 342-1584 and/or off-campus law enforcement by dialing 9-911.

**Simple FERPA Do’s and Don’ts for Faculty and Staff**

- **DO** refer requests for information from the educational record of a student to the proper education record custodian: The Registrar's Office.
- **DO** keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities.
- **DO** keep any personal professional records relating to individual students separate from their educational records. Private notes of a faculty/staff member concerning a student intended for the member’s own use are not a part of the student’s educational records.
- **DO NOT** display student scores or grades publicly in association with names, SSN, Campus IDs or other personal identifiers.
- **DO NOT** put papers, graded exam books or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in the class in ways that allow other students to be identified.
- **DO NOT** request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
- **DO NOT** share student educational record information, including grades or GPAs with other faculty or staff members unless their official responsibilities identify their “legitimate educational interest” in that information for that student.
- **DO NOT** share information from student educational records, including grades or GPA’s with parents or others outside the institution, including letters of recommendation, without written permission from the student.
- **DO NOT** allow students to grade each other's work when the score will be recorded.

**Additional Resources**

University of Wisconsin System General Counsel:  http://www.uwsa.edu/gc-off/deskbook/ferpa.htm
UW-Platteville Registrar, David Kieckhafer:  kieckhaferd@uwplatt.edu, 342-1321

TAKE THE QUIZ:  http://www.uwplatt.edu/registrar/ferpa-quiz.html
YOUR VoIP TELEPHONE

GREETINGS
The system maintains a separate greeting for both internal and external callers. **Internal callers** are those people on-campus with the VoIP phones. All other callers are **external**. If you do not record a greeting, the caller will be presented with the following standard message:

“[recorded name/personal verification] is not available to take your call. Please leave a message after the tone.”

To set a greeting
1. At the Main menu, press 8* for Mailbox Commands
2. Press 2 for Greeting Menu
3. Press 1 to record your **external** message
   OR Press 2 to record your **internal** message

To set a temporary greeting
The temporary greeting can be used if you will be out of the office for an extended period of time. This greeting allows you to set an expiration date.

1. At the Main menu, press 8* for Mailbox Commands
2. Press 2 for Greeting Menu
3. Press 3 to record **temporary** greeting

AUTO LOGIN
Auto-login is an option that allows you to by-pass the entry of your mailbox and password when checking voicemail when checking voicemail.

To turn auto login on or off
1. At the Main menu, press 8* for Mailbox Commands
2. Press 0 for Mailbox Options
3. Press 4 for Auto-login On/Off

NOTE: You will still need your password to access your voice mail from off campus. If you should forget your password, contact Greg Bies at 608.342.1074.
DIALING
For all instances, you can dial first, then pick up the handset or select handsfree.

To call...
- On campus: Extension number
- Local: 9 + number (9-xxx-xxxx)
- Toll-free: 9-1-number (9-1-xxx-xxxx)
- Long distance: 8 + number (8-xxx-xxx-xxxx) OR 9 + 1 + number (9-1-xxx-xxx-xxxx)
- Emergency: 9-9-1-1
- Information Center (PSC): 0 (zero)

To transfer a call
- Blind transfer (you do not announce the call)
  1. Select TRANS
  2. Enter extension
  3. Select TRANS
- Announced transfer
  1. Select TRANS
  2. Enter extension & wait for person to answer
  3. Announce call
  4. Select TRANS
- Directly to voicemail (for someone gone or in a meeting)
  1. Select TRANS
  2. Enter 6001
  3. Enter extension
  4. Select # TRANS immediately (the recipient's phone will not ring)
     NOTE: If you do not hit TRANS immediately following the extension, you will be transferred to voice mail rather than the caller.

To park a call
This allows you to put the call on hold in one location, then resume the call at another location.
- Select PARK
- A temporary extension number will appear on the screen; remember it or jot it down.
- Select PARK
- Go to another phone & enter the temporary extension as usual
To pull back a call from a transfer-in-progress (i.e. dial the wrong number or line is busy):
- Hit the orange Goodbye button. This stops the transfer.
- Hit your active line button. The connection with your caller should be immediately re-established.

To set up a conference call
Conference calls can include up to 6 different phone lines.
- Initiate call & wait for recipient to answer
- Select CONFERENCE (puts call on hold)
- Dial new phone number as usual
- Select CONFERENCE again
- Continue until all are online

NOTE: Either of the first two participants can initiate the conference call. If you initiate the call, you need to finish it. If the initiator leaves a long-distance call, but the others continue conferencing, the initiator still pays the bill!

To set up auto-dial for the first time
Program your most often used phone numbers and save yourself some time.
- Select the button next to the desired Auto-Dial line
- Down-arrow through the list to Enter Number
- Enter the phone number or extension using the key pad
- Press the button next to the line again

To re-name the auto-dial
- Select Services
- Select Telephone Options
- Down-arrow through list to Change FeatureKey Label
- Hit Select. “Select a feature key” will appear.
- Select the auto-dial number you would like to re-label
  - Use the delete key to erase the number
  - Enter letters using the key pad
- When done, click Select
- Quit to exit
To re-program an existing auto-dial line

- Select the button next to the number you wish to re-program
- Down-arrow to Enter Number
- Enter the number
- Select the button for the line again

SUPPORT

For more detailed instructions, see
www.uwplatt.edu/oit/howto/basicnortelvoiptasks.html

Having problems?

Your VoIP phone is like a computer. Try unplugging the phone and plugging it back in. This may resolve whatever issue you are having.

If problems persist, contact the OIT Help Desk.

- PHONE: 608.342.1400
- EMAIL: helpdesk@uwplatt.edu
- VISIT: Inside the Bears Den computer lab on the second floor of the Markee Pioneer Student Center