



Practitioner Faculty Member Handbook

Welcome to Northwest Missouri State University
as a Practitioner Faculty Member (PFM).

We appreciate your willingness to share your
expertise and participate in our educational
learning community.



YOU

YOU

YOUR CLASS

YOUR CLASS

YOUR CONTACTS

Key Customer Requirements for Our Centers/Graduate Programming

- ▶ Return all calls or arrange for someone to do so and follow up to ensure it happened.
- ▶ Ensure customer feedback is sent forward to improve processes and policies.
- ▶ Never say "I don't know" without finding the answer.
- ▶ Provide instruction/learning experiences in an authentic format to ensure maximum learning and linkage to the world of practice.
- ▶ Provide value for the student's dollar. For example, avoid making it a common practice to let class out early/waste time on longer breaks, etc.
- ▶ Notify Dr. Sandra Eckert-Stewart or the appropriate department chair immediately in the event of a complaint. It is our goal that a resolution be achieved within 24 hours.

You

The following is a synopsis of expectations in general:

Teach a developed course

- ▶ Syllabus and advanced training for appropriate instruction, assessment, portfolio requirements, etc. will be provided.
- ▶ Changes may be made to the syllabus and/or new materials added to the course. You are requested to supply copies of these to your department secretary and the lead professor for your course on campus. This may be done through eCompanion as noted below.
- ▶ Questions? Call: Department (See "Your Contacts").

Use technology

- ▶ Most syllabi will include the use of eCompanion (course

Web site) which requires the PFM to obtain skills within this program. Training opportunities are available through the Center for Information Technology in Education (CITE).



- ▶ Continuous interaction with the Lead Professor will be through the use of eCompanion.
- ▶ eCompanion also is one way to conduct class or alert class members when weather conditions deter travel.
- ▶ Interactive Television (ITV)
- ▶ Questions? Call: CITE for technical assistance; Department for content questions.

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Serve on committees

- ▶ As a PFM you may be requested to serve on ad hoc committees as appropriate.

Qualifications:

- ▶ A terminal degree is preferred in the area in which you are teaching.
- ▶ Temporary approval may be given if you have 60 hours beyond your bachelor's and hold a master's degree appropriate to the course you will be teaching.
- ▶ Graduate Council approval must be obtained before a contract may be issued. Please submit your vitae and transcripts to your department.
- ▶ Vitae template is available upon request.
- ▶ Transcripts need not be official. However, a transcript is needed from each individual institution.



- ▶ Questions? Call: Department/Graduate School.
- ▶ Appropriate tax papers will be sent with the contract and must be completed before payment is processed.
- ▶ If payment is not received within two months after the beginning of your class, please contact the Department/Outreach.
- ▶ Questions? Call: Department/Outreach.

Contract:

Will be issued by:

- ▶ Provost's Office/Department if your assignment is on campus or in St. Joseph in spring and fall.
- ▶ Outreach if your assignment is at one of the extended sites—Kirksville, North Kansas City, Chillicothe or Trenton OR summer in St. Joseph.
- ▶ Pay scale will be indicated on the contract

1-7 students	prorated by Outreach
8-29 students	\$800/cr. hr.
30+	\$1,100/cr. hr.
- ▶ Travel is paid to extended campuses, not including St. Joseph.
- ▶ Meals will be reimbursed only if overnight lodging is required.

Evaluation:

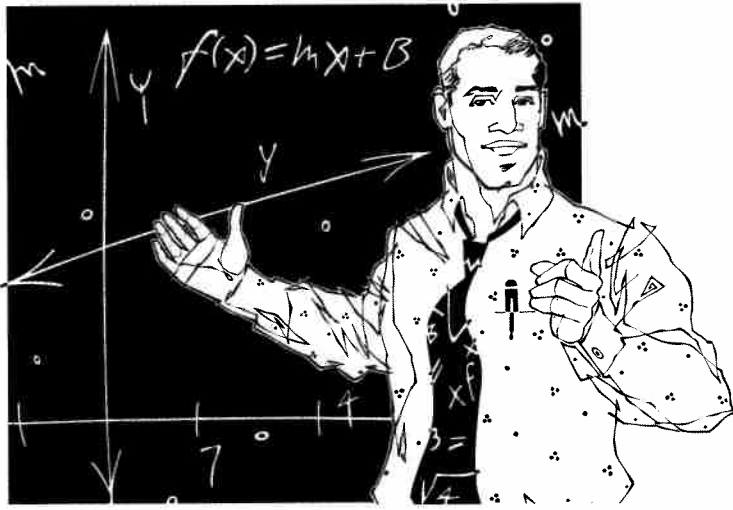
- ▶ An evaluation will be done with your class by a department representative. Please advise the Department or the Site Coordinator if your time frame will be altered.
- ▶ You will receive a copy of the compiled data from the department of your course evaluation.
- ▶ Questions? Call: Department.



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Your Class

Enrollment

- ▶ Enrollment number may determine:
 - Class being held or canceled.
 - Instructor pay.
 - Questions? Call: Graduate School/Outreach.
- ▶ Pre-Enrollment
 - Students at extended sites pre-enroll. On campus and St. Joseph students may enroll on first night of class.
 - Questions? Call: Graduate School/Outreach for enrollment information.

Class Cancellations

- ▶ Lack of enrollment
 - Outreach/Department employing you will make the final decision.
- ▶ Weather conditions
 - Site Coordinator or person at site will assist Outreach and Graduate School in making decision.
 - Arrange a system for your class to be notified of cancellation through a calling tree, eCompanion, etc. during the first class meeting.
 - You will be notified by the Graduate School/Outreach if class is to be canceled.
 - Inclement weather announcements will be placed on radio and TV when applicable.
 - Questions? Call: Site Coordinator/Outreach/ Graduate School.

Rosters

- ▶ Instructors should access class rosters through CatPAWS.
- ▶ If you are teaching at an extended site, you will receive an updated roster after classes start.

▶ On the first day of class let Site Coordinator/Graduate School know if:

- Name is not on roster (student not enrolled).
- Name is on roster but not in attendance (no-show).
- If at anytime a student decides to drop the course or stops attending, he/she needs to contact the Graduate School. **Instructor may not drop the student.**
- Questions? Call: Graduate School.

Grades

▶ Entered online (CatPAWS at <http://carol.nwmissouri.edu>).

▶ For Outreach classes, a copy of the current instructions on how to enter your grades online will be e-mailed to you before grades are due. Grades must be submitted by the date listed on the e-mail. For all classes you will be sent an e-mail with instructions by the Registrar's Office.

▶ Incomplete Grades

- Graduate students have one year and undergraduate students will have one trimester in which to complete coursework or it will change to an 'F' on their official transcript.

- Incomplete grades are recorded on the grade sheet as 'I' and turned in with the other grades.

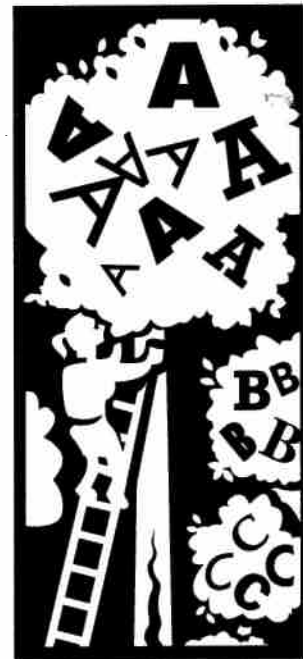
- Student grades are reported online as 'I' and turned in to your department/Outreach. If you need delayed grade forms, call your department/ Outreach.

Student grades are reported online on CatPAWS at <http://www.nwmissouri.edu>.

See the green "Student Registration Info" sheet given at the time of enrollment through Outreach or the "Additional Information" page in the Outreach Education booklet for directions.

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- Removal of incomplete grade form needs to be filled out once the student completes the course requirements. Form may be obtained from your department.
- Questions? Call: Department/Outreach.



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Interactive Television (ITV) Missouri

If your course includes ITV delivery, review the following:

► Equipment use:

- Understand equipment and proper use in order to successfully deliver course. Ask Outreach to advise on instruction through CITE Office.

► Instruction Planning:

- Review rosters from all sites – determine how you will involve each student at all locations.
- Review syllabus:
 - Modify activities if needed to be used at a distance.
 - Plan for copies to be made in advance (preferably 2 weeks before class begins), i.e. syllabus, handouts, etc. Work with the Outreach Office for these items OR plan for copies to be on eCompanion for students' use. Send a few hard copies since some students may not have access to eCompanion for one week or more.
 - The student materials should be distributed using eCompanion.
 - Fax machine will only be used as a backup.
 - Examine learning activities to assess their appropriateness for this medium.
 - Review testing methodology for this medium. Make changes as needed.

► Establish Ground Rules (some suggestions):

- Begin on time – “the show must go on.”

- At the Bearcat Bookstore for on-campus courses
 - By calling the Graduate School if your class is in St. Joseph during the fall or spring trimester
 - By calling MBS Direct (800-325-3252 or www.MBSDirect.net) for courses offered at all other sites and St. Joseph courses in the summer trimester.
- Students are recommended to order 2 weeks in advance to get books by the first class meeting.
- Materials for class session
- Use eCompanion as fully as possible in an effort to reduce number of copies.
 - If multiple copies are needed, please have copies to department employing you at least 2 weeks in advance. Copies made at an extended site should be in limited quantities only.
 - If additional materials or equipment is required for the course, please make sure that the department employing you has requests in writing as the class is being planned.
 - Questions? Call: Department/Outreach.

Library Access/Support:

View the Owens Library Education Research Guide at <http://www.nwmissouri.edu/library/courses/education/educationresearch.html> to learn about:

- Indexes, including ERIC, library catalog and much more

- Respect others' right to learn – quiet attentiveness and remaining on task by all allows this to occur.
- Attendance during entire class required.
- Use of a facilitator, timekeeper, recorder and reporter, etc. in place at all times so that group activities might be accomplished at each site equally. If there are not enough people to accommodate these roles, a person may carry two roles. Roles may be rotated each class period.
- If you have an icebreaker in your “regular” classroom, you might have one sent to the sites – each would do the same activity and then report back as you returned to their site. Short times are best.

► Instructor Clothing

- Pastel colors are the most complementary as instructor clothing.
- White or bright primary colors are a distraction.
- Shiny jewelry (necklaces and earrings) should be kept to a minimum.

Textbooks/Materials:

- Textbooks are ordered through the Bearcat Bookstore and MBS Direct by the department.
- The department preorders books as indicated on the syllabus.
- Instructor textbooks are available from the department on or before you receive your contract.
- Students may order their textbooks:

- Accessing library databases from home
- Searching for books and journal articles
- Obtaining journal articles
- Assistance from librarians

The Faculty Services page at <http://www.nwmissouri.edu/library/services/faculty.htm> provides many helpful hints and resources specifically for teachers, including:

- Locating refereed (peer-reviewed) articles
- Linking to articles from eCompanion or eCollege
- Diagnosing plagiarism and a plagiarism tutorial for your students
- Designing effective library assignments
- Questions? Call: Owens Library

eCompanion

- The syllabus from your lead professor may already direct work using eCompanion accordingly.
- Suggest using eCompanion from the first part of class so that this medium may be used to support your class.
- Training is provided by the CITE Office on campus. Call for an appointment (660) 562-1532 or cite@nwmissouri.edu.
- Northwest Resource site <http://www.Northwestonline.org>
Username: adjunct
Password: adjunct
- Questions? Call: CITE Office.

Your Contacts

Colleges

College of Arts and Sciences

(660) 562-1197

Dr. Charles McAdams, Dean

Betty Jensen – jensen@nwmissouri.edu

Booth College of Business & Professional Studies

(660) 562-1277

Dr. Thomas Billesbach, Dean

Becky Smith – beckys@nwmissouri.edu

College of Education and Human Services

(660) 562-1778

Dr. Max Ruhl, Dean

Nikki Yount – nikkiy@nwmissouri.edu

Departments

Curriculum and Instruction

(660) 562-1239

Dr. Barbara Crossland, Department Chair

Jill Monticue – mntcue@nwmissouri.edu

Educational Leadership

(660) 562-1231

Dr. Joyce Piveral, Department Chair

Venus Brown – venus@nwmissouri.edu

Health, Physical Education, Recreation and Dance (660)

562-1297

Dr. Loren Butler, Graduate Coordinator

l.butler@nwmissouri.edu

Dr. Terrance Robertson, Department Chair

Cathie Hannigan – channig@nwmissouri.edu

Psychology, Sociology and Counseling

(660) 562-1260

Dr. Douglas Dunham, Department Chair

Avis Curphey – acurphey@nwmissouri.edu

Other Offices

Outreach

(660) 562-1476

Dr. Sandra Eckert-Stewart, Director

Cari Cline – outreach@nwmissouri.edu

Alternative Certification

(660) 562-1942

Dr. Gary Howren, Director

Cari Cline – ccline@nwmissouri.edu

Center for Information Technology in Education (CITE)

eCompanion Information & Resources

(660) 562-1532

Dr. Roger Von Holzen, Director

Darla Runyon, Kris Bakko – cite@nwmissouri.edu

Graduate School

(660) 562-1145

Dr. Frances Shipley, Dean

Nina Nickerson, Terry Immel –

gradsch@nwmissouri.edu

Owens Library

Connie Ury (660) 562-1669

cjury@nwmissouri.edu or

Lori Mardis (660) 562-1393

lmardis@nwmissouri.edu

Site Coordinators/Contact

Kirksville – Kirksville Area Technical Center

Larry Smith, Coordinator

(660) 341-3759 – larry_s@kirksville.k12.mo.us

Kansas City Center – Liberty

Holly Johansen, Education Coordinator

(816) 674-3041 cell

hollyj@nwmissouri.edu

Colleen Lainhart, Office Manager

(816) 736-6600

clain@nwmissouri.edu

St. Joseph

(Missouri Western State University campus)

Mary Connor, Contact

(816) 271-4113)

connor@missouriwestern.edu

Faculty Development

You are invited to participate with the campus faculty in professional development. You will be notified of events as they occur.

Departmental Contact

A lead professor has been designated for each course. This will be your main contact in regard to course content, instruction, assessment, relationship of this course to the comprehensive exams and portfolios, etc.



CatPAWS: Go to www.nwmissouri.edu, select from Quick Tools drop down menu.

eCompanion: www.northwestonline.org

Computing Services: (660)562-1634

Data Processing: (660) 562-1131 or marolyn@nwmissouri.edu (issues regarding e-mail)



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