



Adjunct Faculty Handbook

Academic Year 2012-2013

Prepared by the Associate Dean's Office,
University of New Hampshire Manchester
Updated August 2012

Welcome to the University of New Hampshire at Manchester. The college enjoys a reputation for its teaching excellence, and we want to make your teaching experience enjoyable. We have prepared some information that we hope will answer many of the questions you might have.

Please feel free to call with any requests for further information before or during the semester.

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Employment Information

Appointment Letters

The “Notice of Teaching Appointment” letter indicates the Course Department, Course Title, Course Reference Number (CRN), day(s), start and end times, start and end dates, and payment amount. Room assignments are not announced to the public until just before classes begin and are subject to change.

Per UNH policy, new faculty, or those who have not worked for UNH within the last three years, are asked to consent to a background report. Also, all are required to complete an on-line Discrimination and Discriminatory Harassment Prevention Training Program. Both of these are detailed in the Notice of Teaching Appointment letters.

If you have not already done so, please sign and return the original “Notice of Teaching Appointment” to the Associate Dean’s office along with other necessary paperwork such as I-9 and W-4 forms. The copy is for your records.

Employment Forms

All new adjunct faculty must file a W-4 (Employee’s Withholding Allowance Certificate), I-9 (Employment Eligibility Verification) an agreement form for Disclosure and a background check form titled “Consent Concerning Consumer and Investigative Consumer Reports.” The I-9 form must be completed by the Associate Dean’s office or UNH Manchester Human Resources office. The back side of the I-9 form lists acceptable identification.

Medical Benefits

All employees appointed to a non-status position (excluding graduate assistants) for greater than 30 days are eligible to participate in the Benefit Value SM Accident and Sickness Insurance Plan. This program offers the opportunity to choose medical coverage for yourself and your eligible dependents. Premium payments are deducted directly from your University System paycheck. You have 30 days from your eligibility date to enroll in the program. For more information, go to <http://usnh.edu/hr/open-enrollmentMedical.html>.

Parking

Parking for Day and Evening Classes - Permits are required for parking at UNH Manchester, however, there is no charge to adjunct faculty. UNH Manchester Security staff, located in the reception area on the first floor of 400 Commercial Street, issue these permits. Faculty parking permits for UNH Durham are honored at UNH Manchester.

400 Commercial Street:

- Faculty parking is located in the driveway immediately adjacent to the University Center on the Commercial Street side of the building and directly on the river side of the building. The UNHM Faculty/Staff permits do not allow for street parking. Please do not park in the few spaces available for visitor parking.
- Handicap-Accessible Parking – There are spaces on the river side of the building, with elevator access from there to each floor.
- Saturday Class Parking - if spaces adjacent to UNHM are not available, parking permits are not required you may park in the Arms Park lot.

Pandora Building:

We are very excited to announce UNHM Manchester's expansion to new space at the Pandora Mill. Effective August 27, 2012, UNH Manchester began holding classes on the first floor of this newly renovated landmark building at 88 Commercial Street, just 0.5 miles south of University Center at the corner of Commercial and Granite Streets.

- UNH Manchester has 18 dedicated parking spaces at 88 Commercial Street, the Pandora Building. These are located on the west, or river side, of the building and a valid UNH Manchester or UNH Durham Faculty/Staff permit is required.
- For the most current information on classes at Pandora, go to <http://manchester.unh.edu/student/classes-at-pandora>.

Payroll Information

Payments commence approximately four weeks after the first class meeting, provided all necessary forms have been returned to the Associate Dean's office prior to the beginning of the term. You will be paid every two weeks. Unless other arrangements have been made, such as Direct Deposit, your check will be placed in your mailbox in the Faculty Suite.

Retirement Program

If you teach two courses in a semester, you are eligible to contribute to the University System of New Hampshire (USNH) retirement program. Two plans are offered: Teachers' Insurance and Annuity Association / College Retirement Equities Fund (TIAA/CREF) and Fidelity Investments. You may contribute to one or both of these plans through payroll reduction if you meet the following eligibility criteria:

- ▶ you must work at least 20 hours per week
- ▶ you must be subject to FICA withholding
- ▶ you may not be a participant of another USNH retirement plan

If eligible, you may contribute 2.5% or 6% of your base earnings to TIAA/CREF and/or Fidelity, and you may tax defer your contributions. You may enroll at any time as an eligible staff member. USNH does not make a contribution to this plan.

For more information, go to <http://www.usnh.edu/hr/benefits/retirement.html>.

FACULTY RESPONSIBILITIES

Availability

Faculty must clearly indicate on the syllabus their out-of-class availability to students as well as ways students can contact them, including:

- ▶ phone number(s)
- ▶ your UNH email address
 - a) if you are new and do not yet have a UNH email address, please list an alternative
 - b) UNH email addresses do not carry over when you have not taught in consecutive semesters
- ▶ hours you would prefer to be contacted
- ▶ whether you are available to meet with students before or after class

Syllabi

Please provide the Associate Dean's Office with four copies of your syllabus for our distribution to the Academic Counseling Office, the Library, and the Center for Academic Enrichment within the first week of the semester. You may email your syllabus to ellen.ruggles@unh.edu and request that student copies of it be reproduced for you as well as the four we require.

Your syllabus heading should include:

- ▶ your name and contact information, including your UNH email address (or alternative, as mentioned above),
- ▶ department number and full title of the course (please refer to your teaching appointment letter for the exact title of your course),
- ▶ term (Fall, January, Spring or Summer) and the year, and
- ▶ office hours/how students may contact you outside of class time

Your syllabus should be detailed and include the following sections:

- ▶ learning objectives for the course,
- ▶ expectations you have for students,
- ▶ a daily or weekly schedule of work expectations,

- ▶ attendance and grading policies, and
- ▶ an explanation of assignments and any other matters about the course to which students will need to refer

To promote the importance of Blackboard participation to all UNH Manchester students, include the following statement in your syllabus:

Blackboard

Blackboard is the University's online course management system, and the portal for student and faculty electronic services.

You will find your Username and Password by completing the following steps at any web browser:

Select the Need Help tab at the top of the screen
Click the New User option and complete the on-screen directions.
This self-service application is also used to reset your password if you forget it.

Attendance

Students are expected to accept responsibility for satisfactory attendance in each course for which she/he is registered. What constitutes satisfactory attendance will be determined in each course by the instructor within the framework of the rules that follow:

- **Absences, Excessive:** When students absent themselves from class to such an extent that their own progress or that of the class or group is seriously impaired, they will be reported to the dean of their college by their instructor. When reports are received by a college dean, the dean will consider each student's class standing, academic record, and other pertinent factors; the dean may then (a) warn the student against continued absences by letter or by interview, (b) place the student on scholastic warning, or (c) report the student to the Academic Standards and Advising Committee for a decision as to whether she/he shall continue in the university.

- Absences, Excused: The designation of excused absences in the assignment of any subsequent makeup work is the prerogative of the course instructor. It is expected that instructors will be reasonable in the exercise of this prerogative. In general, students may be excused for reasons such as (a) ill health, (b) participation in official intercollegiate events, (c) personal emergencies, and (d) instructional trips, and they will then not be subject to an academic penalty.
- Absences, from Examinations and Laboratories: Any student who is absent without excuse from an announced test, quiz, examination, or laboratory period may, at the discretion of the instructor, be penalized for such absence or be allowed to make up the work missed.
- Absences, in Certain Courses: In courses where a student's grade or credit may be affected by his/her record of attendance, unexcused absences may entail penalties of lowered grades or loss of credit.
- Absences, Voting Day: In order that UNH students may fully exercise their constitutional right to vote in New Hampshire state and federal elections, no examinations will be scheduled on the first Tuesday of November, and such should be designated in the University calendars. Opportunities for makeup of other scheduled exercises on those days should be provided where necessary. Faculty are requested to cooperate to the fullest extent with students from communities scheduling elections at other times.
- Last Day of Attendance: The Federal Government requires a precise last day of attendance for students with financial aid who withdraw during the semester. Your accurate records can help the University meet this expectation. You will also need to provide a last date of attendance when you submit a grade of Administrative Failure (AF) for any student.
- Record Keeping: Keep a record of student attendance; it may prove valuable in responding to student petitions and other academic actions. If attendance is a stated factor in the course grade it is particularly important that accurate records be kept.

Authority in the Classroom

Faculty members are responsible for the determination of grades. If a faculty member is assigned to teach an independent course or section, then he/she makes the grading decisions. In certain large courses, various organizational schemes prevail. It may be decided by a department faculty (particularly where the bulk of the instructional load is carried by graduate assistants) that one faculty member is to be in charge of a course .

and is to make the grading decision. If a department faculty decides that a multiple section course should have uniform testing and grading in a situation where several faculty members play parallel instructional roles, the faculty members involved should have equal voices in grading decisions, regardless of rank and seniority.

In any decisions about grades, faculty members have the responsibility for ensuring that all students involved are judged by the same criteria. Every instructor must be prepared to discuss and to explain the basis for his/her evaluation of students. After such a discussion with the instructor, a student may appeal a grading decision to the instructor's program coordinator, then division chair, then associate dean, then dean, and then to the dean of the school or college in which the course is offered. The administrative review will be confined to questions of equitable procedure. Any exceptions to course policies should be available to all students.

Visitors may be admitted to individual classes with the consent of the instructor. Active participation by a visitor in class discussion is permitted only upon invitation of the instructor.

A student may be excluded from any course after enrollment, with or without penalty, upon recommendation of the instructor and with the approval of the dean of the college in which the student is registered, as soon as it becomes reasonably apparent that such a student is unqualified to carry the course successfully.

Electronic Devices in the Classroom

During class, students may not use cell phones, PDAs, pagers, digital music players (like iPods), laptops and other electronic devices during class unless designated by the course instructor.

If students have a learning disability that requires the use of one of these items, they must provide evidence from the UNHM Academic Counseling Office to inform you of this situation so that the use can be accommodated.

Also, if students need to leave their cell phone "on" for an emergency situation, they should inform you at the beginning of the class session as well as keep the phone in a silent mode so as not to disrupt the class.

Classroom Assignments and Requests

Classrooms are assigned by the Registrar on the basis of anticipated class size, specific equipment needs and method of instruction. Early in the semester changes to

classroom assignments may be made to reflect differences in class size and needs. Classroom listings are posted on each floor of 400 Commercial Street and the Pandora building as well as on class rosters.

Classes must end on time. Our scheduling of rooms allows just ten minutes for the change-out to take place.

If your class has moved furniture, please see that those changes are restored by the end of the meeting period to accommodate the next class using the room.

Changing Your Classroom Assignment: No classroom changes can be made without the approval of the Associate Dean. A “Request for Room Change” form must be completed and signed by the Associate Dean, who will then forward it to the Registrar for further consideration. We will do our best but cannot guarantee that requests can be met.

Common Meeting Time: Starting with the Fall 2012 semester, we will conduct a year-long pilot of establishing a common time, 12:00 – 1:00 on Tuesdays and Thursday. The time is set aside for student activity meetings. No course-related activities should be scheduled during these times.

Class Cancellations and Delayed Openings

In all cases, courses must meet at the dates, times and the class durations specified in the Notice of Teaching Appointment. Missed class time must be made up. Upon mutual agreement between the instructor and the students, and dependent on the availability of space and the approval of the Associate Dean, individual class meeting times and spaces may be changed.

In all cases of missed classes, please report your arrangements for making up the time to the Associate Dean.

Because weather is unpredictable, you are urged to develop an alternative plan to administer exams in the event that conditions force a school closing.

If You Must Miss Class

As soon as you realize you cannot hold your scheduled class, please contact us. Please make every effort to speak with a “live” person rather than leave a voice or email message to assure the announcement is passed along. The Associate Dean’s Office will make every effort to post notices strategically around the University Center and will attempt to contact your students if you are unable to do so yourself.

If you and your students are using Blackboard as a communication tool for your course, please post a cancellation notice in your announcements and send an email announcement to your class.

Contact Numbers to Inform UNHM of Individual Class Cancellations

Ellen Ruggles 641-4168

Paula Marsh 641-4308

Dan Reagan 641-4131

If you cannot reach one of the above (in person) or teach on a Saturday and cannot hold your scheduled class, then please inform:

Security 641-4333

When UNH Manchester Delays Openings or Announces Cancellations

UNH Manchester makes weather-related decision independent of UNH Durham. Remind students of that fact when weather conditions are questionable. Have them be sure that the information from radio or television refers to specifically to UNH Manchester.

**Decisions about morning operations
will be made by
6:00 AM**

**Decisions about evening operations
Will be made by
3:30 PM**

Recorded Phone Message

If there is a decision to close or to delay opening, a recorded message will be on the UNH Manchester Information Line, 603-641-4100. If we are open, the message on the Information Line will state that UNH Manchester is following its normal operating schedule. (Repeated unanswered rings indicate that all access lines are in use, so please try again.)

Closing and delay information can also be heard on the television and radio stations noted below and are posted to the UNH Manchester website.

Text or eMail Alerts

You may also receive a text or email message through the UNH Manchester Alert-Roam Secure System. To register your email address, pager, cell phone, or smart phone, go to <https://alert.unh.edu/index.php?CCheck=1>.

TV and Radio Sources for Curtailed Operations or Delayed Openings

WMUR Channel 9, Television
WGIR 101 FM and 610 AM
WJYY 105.5 FM
WMLL 96.5 FM
WOKQ 97.5 FM
WQLL 96.5 FM
WZID 95.7 FM
WFEA 1370 AM

Confidentiality

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is also known as The Buckley Amendment. Certain information about a student is considered to be public. However, if a student files a request with the Registrar to prevent all disclosure, even that may not be released. The following is considered “directory information” and may be released to the public if there is not a non-disclosure form on file:

- ▶ student’s name, address, telephone, and email address
- ▶ major
- ▶ participation in officially recognized activities and sports
- ▶ weight and height of athletic team members
- ▶ dates of attendance
- ▶ degrees received
- ▶ most recent previous educational institution attended by students
- ▶ honor roll
- ▶ class

Non-disclosure forms are kept on file in the Registrar’s Office and the information is coded into the Banner Student Information System. You must check with the Registrar’s Office before releasing directory information about a student to anyone other than an appropriate University official with a legitimate educational interest.

All other information, academic, financial, disciplinary, non-academic, student employment, or medical, is confidential. It cannot be given or made available to anyone

other than an appropriate University official without the student's written permission. Refer all outside requests for information about a student to the Registrar's Office unless you have a written release from the student in your possession.

FERPA Compliance

Compliance with FERPA is a core issue in any office that maintains educational records. Anyone who keeps educational records has an obligation to store them in a manner that will maintain confidentiality, and to ensure that only University officials with a legitimate educational interest have access to those records. "Legitimate educational interest" means that you may only look at educational records in the context of your employment, and only when doing so is necessary to carry out your professional responsibilities. If asked, we must be able to articulate the educational interest that necessitated access to an educational record.

Documents such as class lists, grade rosters, examinations, and papers are all educational records and must not be posted or made available in a manner that would allow one student to see information about another student. It is also important to note that in the course of our work we may advertently or inadvertently be exposed to confidential information about students. Be cautious to keep such information confidential and do not let it slip out through an idle comment or conversation. Being authorized to access confidential information does not authorize us to release it to others.

Public posting and emailing of grades is not permissible under FERPA. For reasons of privacy, papers may not be left out in common areas for student retrieval. (You may leave student papers with Ellen or Paula in the Faculty Suite. These papers will be held in a file for student pickup. Any work not picked up within a few weeks of the beginning of the next semester will be shredded.)

Questions regarding interpretation of FERPA should be addressed to the Associate Dean's office.

Evaluations

Instructors must not be in the classroom while evaluations are being completed.

Four Week Course Evaluations

Policy requires that all faculty teaching at UNH Manchester for the first time in the fall or spring semesters be evaluated four weeks after the semester starts. All faculty members teaching a new UNH Manchester course are also evaluated at this time.

The intent is to provide instructors with an indication of the strengths and weaknesses of their course as well as their personal teaching effectiveness.

Instructions and evaluation forms will be placed in your mailbox at the appropriate time. Four-Week Course Evaluations are normally returned to the instructor after review by the Associate Dean and program coordinators.

End of Term Course Evaluations

University policy requires that courses must be evaluated at the end of the semester, not sooner than two weeks before the final class, using the UNH standardized evaluation form. Plan to reserve 15 minutes of class time to permit students adequate time for the process. Because final examinations are often administered on the last class day, plan to conduct the evaluations at the penultimate class meeting.

- Evaluation packets, which include forms and pencils, will be placed in your mailbox
- You are requested to assign a student to read the instructions to the class and then have that student deliver the completed packet and pencils to the location noted on the envelope
- You should also assign a student to let you know when the evaluations have been completed so you may return to class.

Typed comments from the evaluation forms and a tabulation of the results will be forward to you approximately six weeks after the semester ends.

ACADEMIC POLICY

The information below is taken from the University of New Hampshire Student Rights, Rules and Responsibilities. The full text is online at: <http://www.unh.edu/student/rights/rrr0506.pdf>.

Academic Honesty

Honesty is a core value at the University of New Hampshire. The members of its academic community both require and expect one another to conduct themselves with integrity. This means that each member will adhere to the principles and rules of the university and pursue academic work in a straightforward and truthful manner, free from deception or fraud.

Any attempts to deviate from these principles will be construed as acts of academic dishonesty and will be dealt with according to the rules of due process outlined below.

The value of honesty and the expectation of conduct that goes with it are intended to reinforce a learning environment where students and faculty can pursue independent work without unnecessary restraints. At the same time, the university recognizes its responsibility to encourage and inculcate values and standards of conduct that will guide its students throughout their careers.

The academic honesty policy provides standards of conduct for individuals only. Policies related to recognized student organizations are described elsewhere. Such organizations, however, are expected to conform to the values and standards that govern their members as individuals within the UNH community. It is expected that students attending the university will conduct themselves in accordance with the rules and regulations of the university. Students must acknowledge the university's right to take disciplinary action, including suspension or dismissal, for failure to comply with the expectations delineated by this policy.

This policy establishes the expectations of the University of New Hampshire for academic honesty and defines situations that constitute academic misconduct. Finally, it presents the due process that follows should misconduct occur. While it is impossible to list all cases that might arise, the following examples are provided:

A. Written Classroom Examination

Presenting the work of other students as one's own or assisting another student to do so in a written classroom examination is considered to be cheating. Cheating may also occur when a student violates the conditions governing the examination. Examples include, but are not limited to, the following:

- using oral, written, visual, or other forms of communication intended to give or receive improper assistance
- looking at or copying another's work
- using unauthorized materials (texts, notes, etc.)
- having a surrogate take an exam
- altering your work after an exam has been returned and before resubmitting it
- obtaining and/or using an upcoming exam ahead of time.

B. Out-of-Class Work

Collaboration or aid on out-of-class work, when prohibited by the instructor is considered to be cheating. Such unauthorized activity includes, but is not limited to, the following:

- receiving outside help on take-home exams
- consulting with others about homework, laboratory reports, etc.
- copying another's homework, laboratory reports, etc., and submitting them as your own.

C. Plagiarism

The unattributed use of the ideas, evidence, or words of another person, or the conveying of the false impression that the arguments and writing in a paper are the student's own is plagiarism. Plagiarism includes, but is not limited to, the following:

- the acquisition by purchase or otherwise of a part or the whole of a piece of work which is represented as the student's own
- the representation of the ideas, data, or writing of another person as the student's own work, even though some working methods of citation, or arrangement of evidence, ideas, or arguments have been altered
- concealment of the true sources of information, ideas, or argument in any piece of work.

(For more information on plagiarism, see also the new section that follows this in the handbook.)

D. Misrepresentation

The deliberate falsification of information substituted in place of the truth is misrepresentation and includes, but is not limited to, the following:

- having another person represent or stand in for oneself in circumstances where the student's attendance and/or performance is required
- leaving a class, a laboratory, etc., without permission but after attendance has been taken
- presenting false academic credentials
- having another person author one's written work
- submitting work originally submitted for one course to satisfy the requirements of another course, without prior consent of the current instructor (it is assumed that the current instructor expects the work to be original)
- forging or using another's signature
- altering or destroying academic records and documents
- presenting false data, experimental results, or physical results

E. Academic Policy

Violations of academic policy that are considered as academic dishonesty include, but are not limited to, the following:

- removing materials from the library without proper authority
- infringing on the rights of other students to fair and equal access to academic resources
- duplicating course materials expressly forbidden by the instructor
- ignoring or willfully violating class or laboratory instructions or policies

F. Computers

Violations of computer codes of ethics distributed at the University will be considered academic dishonesty.

G. Procedures for Dealing with Academic Misconduct

A student will be informed of any accusation of academic misconduct. The procedure for handling such cases will be as follows:

- Individual cases will be handled initially by the instructor of the course concerned, as required by the instructor's professional responsibility to assess the performance of his or her students. The instructor will notify the student of the alleged infraction and what course of action and penalty the instructor believes is appropriate. The student must be allowed an opportunity to rebut the allegation. The initial notification and conference are to be conducted informally. The chair of the department offering the course should be apprised of any actions taken. The penalty imposed by the instructor may not exceed failure in that course, in which case the student should be informed in writing that a failing grade is being assigned for academic misconduct and that further appropriate action may be taken by the student's college dean. Cases will be reported to the student's college dean at the

discretion of the instructor and department chair, except when a failing grade in the course is assigned for academic misconduct, in which case the student's college dean will be notified of that fact.

- Cases involving academic misconduct by students not enrolled in the course in question will be referred to the student's college dean, in which case the procedure detailed in section (1) above will be followed.
- The student's college dean, when informed of an academic misconduct case as in (1) or (2), may take appropriate action including suspension or dismissal; however, such action will not take place before the student has been advised by the dean or his/her representative in writing in a timely fashion (normally before the semester succeeding the precipitating infraction) of the charges and not before the student has been given an opportunity to explain or reply to the charges.
- Any student penalized under these procedures may appeal the decision. In any appeal, the student involved has the right to the presence of an advisor of the student's choice, drawn from the university community.
- To appeal an instructor's decision, a written request for an appeal must be sent to the student's college dean in a timely fashion, normally within 30 days, unless the student presents evidence of circumstances preventing such a timely response. Normally, within two weeks the dean will schedule a meeting with the student to afford the student an opportunity to explain or reply to the charges. A dean's appellate decision can be appealed further only on the basis of procedural irregularities. Any new data or evidence that becomes available will return the case to the student's college dean.
- In cases where the student's college dean is the primary respondent, or in cases where the student's college dean imposes a significant further penalty beyond that imposed by the course instructor, appeals of the dean's decision must be made in writing and in a timely fashion (as defined in 4a.) directly to the Academic Standards and Advising Committee. The chair of that committee will respond normally within two weeks by scheduling a hearing to afford the student an opportunity to explain or reply to the charges. In such a case, that committee will hear substantive as well as procedural complaints. In any such case, the representative of the student's college dean to the Academic Standards and Advising Committee will be excused from the committee's deliberations.

Plagiarism and Academic Dishonesty

Evidence indicates that plagiarism (often inadvertent) is common in undergraduate written and oral assignments. As plagiarism interferes with student learning, it is important that instructors understand how it is defined, communicate its meaning and repercussions to students, design a process for evaluating whether students use sources properly, and understand their roles and responsibilities if plagiarism is suspected.

A significant number of undergraduates have never been given explicit instruction on what constitutes plagiarism, the consequences in college, and strategies to avoid it. In some cases, they have been taught, or inadvertently rewarded for, practices that are considered plagiarism in college.

Talk with Students About the Definitions of Plagiarism:

- Copying part or all of a previously published or written document, without quotations marks. This cut-and-past practice is considered plagiarism, even if the writing is cited properly.
- Copying the sentence and/or paragraph structure of a source while substituting other words. “Patch writing” is very common among students who struggle to understand information. Whether or not it is cited, this kind of paraphrasing is considered plagiarism, and it indicates that students have not fully understood the information.
- Submitting work that was completed for other courses, other times, by other students or the student him/herself.
- Submitting writing acquired from a “paper mill “resource.

Use These Methods to Deter Plagiarism:

- Require outlines, drafts, annotated bibliographies to encourage students to build comprehension of source information over time.
- As plagiarism is often the result of inadequate reading comprehension, encourage students (or teach them how) to use a variety of reading strategies, including note-taking, mini-summaries of short sections of source reading, the building of prior

knowledge before tackling sophisticated reading, or working with CAE tutors to comprehend reading.

- Construct assignments that require students to analyze, critique, reflect upon information taken from sources.
- Refer students to the MLA, APA, or other appropriate official website to learn the latest on proper documentation style.
- Clearly state the University's plagiarism/academic dishonesty policy (and your own) in your syllabus.
- Spend some class time discussion examples of plagiarism with your courses material.
- For assignments requiring the use of outside sources, ask students to submit copies of all source pages used and to highlight the information used in their papers. Compare student writing to source writing. Look for copying and "patch writing."
- Take note of unusual phrasing, inconsistent shifts in verb tense, pronoun usage, tone, punctuation, sentence structure, font selection.
- Compare the references list with in-text citations. Misrepresenting the source of information is a form of academic dishonesty.
- Be on the lookout for assignments that do not fulfill the requirements.
- Enter a suspicious sentence or group of words, encased by quotation marks, into a search engine to see if the writing has been copied.
- Require students to submit writing through the SafeAssign feature of Blackboard. Caution: This service cannot detect plagiarism in sources acquired through the library's databanks, and often fails to detect plagiarism from "free web" sources.

What to Do If Plagiarism is Detected:

- Contact Gail Fensom (gar@unh.edu) to get a second opinion on your suspicions if you feel that is necessary. Plagiarism is an area of her research and she will assist you in any way.
- Plagiarism often results in course assignment failure, and sometimes results in course failure. It is advisable to contact the Associate Dean if you fail a student on an assignment because of plagiarism/academic dishonesty. You are expected to

contact the Associate Dean if a student fails your course because of plagiarism/academic dishonesty.

- Make copies of all suspected writing and evidence.

Educate Yourself About Plagiarism:

- The Citation Project is a website devoted to the explanation of and research about plagiarism (<http://citationproject.net>) .
- “Anti-plagiarism Strategies for Research Papers.” Compiled by Robert A. Harris (author of *Using Sources Effectively*) this site gives good advice and further resources on the issue (<http://www.virtualsalt.com>).

ADMINISTRATIVE POLICY

Drug-Free Workplace

In accordance with New Hampshire Law (RSA 155:64-77; Smoking in Public Places) smoking is prohibited in the University of New Hampshire facility and within 20 feet of the building.

The University System of New Hampshire (USNH) is fully committed to ensuring a drug-free workplace. To that end staff members are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance or alcohol in the workplace. Violation of this prohibition may result in a variety of disciplinary actions, including but not limited to a warning, reprimand, suspension, or dismissal. As a condition of employment, all USNH staff members must abide by the terms of this procedure and must report any criminal drug statute conviction for a violation occurring in the workplace to their supervisor or Human Resource office no later than five days after such conviction.

Equal Opportunity / Affirmative Action

It is the policy of USNH to provide equal employment opportunities for all qualified candidates. Employment decisions are made on the basis of merit, without discrimination because of sex, race, religion, color, age, marital status, sexual orientation, national origin, veteran's status, and physical or mental disability. USNH actively promotes equal employment opportunity through ongoing programs.

The Affirmative Action Plan provides prompt and impartial consideration of all complaints of discrimination at USNH. Standard procedures for consideration of complaints are in the University System Policy Manual located in the UNH Manchester Human Resource office.

Safety and Work Environment

Statements of Confidentiality, Employee Medical Information: Information concerning the medical condition of individuals within the university system will be confidential. This information will be released only to individuals who have a legitimate need to know

in order to make personnel and administrative decisions. The determinations of which individuals have a legitimate need to know will be made on a case by case basis at the institution's level. This information will be released as may otherwise be required by federal, state, or local law.

Staff members have the right to know details concerning any toxic substance to which they are exposed. If such information is not made available within five working days from the date of request, the staff member who has requested information about toxic substances may decline to work with or in proximity to that substance. Until the information is available, the staff member's supervisor will assign other duties.

No staff member may be disciplined for filing a complaint or instituting any proceedings relating to his/her rights under RSA 277-A (the "Worker's Right to Know Act"). Any staff member who perceives that such action has been taken may use the grievance procedure to seek redress or file a complaint with the New Hampshire Commission of Labor available in the Human Resource office. See Appendix II for information on Emergency Evacuations.

Sexual Harassment

It is the policy of the University of New Hampshire to uphold the constitutional rights of all members of the university community and to abide by all United States and New Hampshire State laws applicable to discrimination and harassment. In accordance with those laws, all members of the UNH community will be responsible for maintaining a university environment that is free of intimidation and harassment. Therefore, no member of UNH may engage in harassing behavior within the jurisdiction of the university that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in university life.

Guidelines for interpreting policy: The requirements of federal and state law determine the definition of harassment. The relevant body of law stipulates that any behavior is considered to be harassing when:

- submission to or rejection of such behavior by an individual is used as a basis for employment or academic decisions affecting that individual; or
- submission to such behavior is made either explicitly or implicitly a term or condition of an individual's employment or academic work; or
- such behavior unjustly, substantially, unreasonably and/or consistently interferes with an individual's work or academic performance or creates an intimidating environment.

In determining whether behavior constitutes harassment, the University will consider the totality of the complaint and its circumstances. Examples of factors to be considered include the complainant's race, age, gender, national origin, disability, and sexual orientation; the power relationship, if any, between the parties; the private or public environment; the intensity or severity of the actions; and the pattern of behavior.

Physical conduct that purposefully places or threatens to place another in fear of imminent bodily injury, or threatens to commit any crime against a person with a purpose to terrorize are factors to be weighted in any determination about a complaint.

Unjust, substantial, unreasonable, and/or consistent interference with an individual's participation in university life may be signaled by responses such as avoiding areas of the campus where the behavior in question typically takes place, academic performance or work assignments becoming more difficult because of the behavior in question, or leaving the university because of the behavior in question.

Comments that are merely offensive are not harassing nor are comments made in the classroom that are germane to the curriculum and part of the exchange of competing ideas.

A single incident that creates a distracting, uncomfortable atmosphere on a given day does not constitute harassment; however, isolated or sporadic acts that are severe may constitute harassment. It is possible for a series of individual incidents, each minor in itself, to have the cumulative effect over time of becoming pervasively harassing behavior.

In determining whether harassment exists, the university will evaluate the evidence from the standpoint of a reasonable person's reaction and perspective under the circumstances presented.

Every instance of alleged harassment must be considered in the context of its specific and unique circumstances; however, the following are examples of behaviors that are likely to be judged to be harassing: repeatedly directing racial epithets at an individual; hanging a noose in an African-American's workplace or dormitory; painting a Nazi swastika on the door of a Jewish student, professor, or staff member; repeatedly sending unwelcome, sexually-explicit email messages to another; a group of students surrounding another student and taunting the student about his or her sexual orientation; making unwelcome sexual propositions; repeatedly telling derogatory gender-based jokes; displaying sexually suggestive objects or pictures in the workplace except as those items may be part of legitimate pedagogical pursuits; giving unwelcome hugs or repeatedly brushing or touching another's body.

If you as a faculty member fear that increased attention to sexual harassment makes you somehow suspect, here are some simple precautionary steps you can follow:

- Avoid references to students' physical appearance.
- Avoid comments about sex. Comments about students' race and religion are not considered "teaching techniques" and those about sex are no different. It is possible to make a point, provide an example, or add humor without offending or embarrassing students.
- Avoid physical contact with students. The university is a place where words are the favored mediums of communication. If you feel that it is necessary to console or praise a student, do it with words, not with hugs and pats.
- Give thought to contacts outside of class. Student-teacher conferences should be held in appropriate settings. Avoid situations that could be misinterpreted.
- Be aware of and make educated judgment about the intentions and emotional stability of students. If a situation seems compromising or potentially threatening, open an office door or ask a colleague to sit in on a conference.
- Be conscious that well intended actions might be misinterpreted and that personal limits on appropriate behavior vary considerably.

Professional Ethics

The following statement comes from the American Association of University Professors:

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ACADEMIC AND STUDENT SUPPORT SERVICES

Academic Counseling

Contact Information:

Carol Swiech, Director
641-4170, carol.swiech@unh.edu

Department Email:

UNHM.counseling@unh.edu

Molly Hutchens, Administrative Assistant
641-4170, molly.hutchins@unh.edu

Academic Counselors:

Colleen Bolton, Career Services coordinator
641-4331, colleen.bolton@unh.edu

Joy Breeden, Students with Disabilities coordinator
641-4335, joy.breeden@unh.edu

Marisa Forti, College Transition Program coordinator
641-4175, marisa.forti@unh.edu

Department Website:

<http://manchester.unh.edu/student/academic-advisors>

Academic Counselors Responsibilities

The responsibilities of the Academic Counseling office includes:

- assisting degree and non-degree students with course selection;
- assessing progress toward and certifying for graduation;
- academic planning in preparation for graduate and professional schools;
- identifying educational and career resources;
- career assessment and exploration for admitted degree candidates;
- interpreting university policy and assisting students in negotiating university procedures;
- assisting faculty with interpretation of academic policy;
- assisting faculty to secure appropriate support services for students;

- coordination and delivery of freshman, transfer and parent/partner orientation programs;
- coordination of early registration for students;
- coordination of services for students with disabilities;
- coordination of the honors convocation;
- coordination of Study Away programs;
- coordination of the College Transition Program (CTP) and College Transition

Program for English Speakers of Other Languages (CTP/ESOL)

Judicial authority and coordination of judicial programs at UNH Manchester rest with the Academic Counseling office under the supervision of the Director. You may wish to review the University's Students Rights, Rules and Responsibilities for the code of conduct governing all students in attendance at the University and the insert outlining the process you should follow at UNH Manchester for students who violate the conduct code.

College Transition Program; College Transition Program for ESOL Students

Students who do not meet the traditional associate degree admission standards may be offered admission to the College Transition Program (CTP) of the Associate in Arts in General Studies. CTP is a year-long program designed to provide students with the academic support services they need to become successful students. An offer of CTP is made to the student after a review of the student's academic records by an Admissions Counselor and the CTP coordinator. Each prospective CTP student must also meet individually with the coordinator for an interview.

Accepted students must attend orientation and meet with the coordinator to register for courses. CTP students enroll in no more than three courses (12 credits) each semester for the first two semesters. In the first semester CTP students must begin to address English Composition and Mathematics. These students often take ENG 301 and/or MATH 301. CTP/ESOL students often take ENG 301A or ENGL 400. Placement is based on the results of the English and Math assessments and an evaluation of the student's past academic record. The recommendation as a result of the assessment is mandatory.

During their first semester, all CTP students will enroll in the same third class, UMST 599, Critical Thinking. This course is designed specifically to develop critical reading and thinking skills which will prepare the students for their future courses. As part of this third course, students will learn and practice academic skills that will be essential to their success at UNH Manchester by enrolling in ASK 001, a supplemental instruction lab. During their second semester, all CTP students will enroll in the same section of UMST 401, First Year Seminar, taught by the same instructor as ASK 001.

Students are strongly encouraged to take advantage of the Center for Academic Enrichment, specifically individual tutoring, walk in hours, class linked tutors and study groups.

Faculty will be asked to provide evaluations for the CTP students in their classes at least twice during the semester. This information is used in advising sessions to alert the student and the coordinator to potential problems and to develop strategies to address such problems. These advising sessions occur at least five times each semester.

To continue in CTP, students must earn grades of C or better in each course. After successful completion of the CTP year, students may continue in the associate degree program or apply for baccalaureate admission.

Early Alert System

The goal of the Early Alert System (EAS) is to effect positive change in students' behavior before it is too late, to use college resources earlier in the semester, and to cultivate habits for success.

An EAS form allows faculty to alert the First Year Experience Office and Academic Intervention Team of any student who is not making satisfactory progress and/or is exhibiting behaviors that may lead to academic difficulty, such as poor attendance or participation in class. Forms are located in the Faculty Suite mailroom.

Faculty are encouraged to use these forms at the first sign of a student struggling in a course. The First Year Experience Office will then intervene and connect the students with the necessary resources. Reporting begins the third week of every fall and spring semester and can continue up until mid-semester. After student contact is made by the EAS, a written response indicating intervention strategies will be sent to you. While faculty of all classes are encouraged to participate in EAS, we especially want feedback on students in the 400 and 500 level courses.

Students with Disabilities

Instructors may not make classroom accommodations for any student who claims to have a disability unless they receive verification from the Academic Counseling Office, the contact point for all students with disabilities. Treat disability-related discussions and information with the strictest confidentiality.

Consider including a statement in your syllabus such as: "The University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you must register with the Disability Services Coordinator in Academic Counseling."

Documentation guidelines are available in the Academic Counseling office and on the Academic Counseling website. Students who believe they qualify for disability services must register with this office and provide current documentation of the disability from a qualified professional.

If approved, the process listed below is followed:

- Students will contact instructors for an appointment to hand deliver and discuss the Accommodation Plan.
- If questions arise, both the instructor and student are encouraged to contact the Academic Counseling Office and speak to a professional staff member.
- Both the instructor and the student must sign the appropriate spaces on the plan, thus indicating a mutual agreement to the accommodations set forth.
- Instructors should make a copy of the signed plan, retain it in a private file and shred it once the semester has been completed.
- Students must return the original signed form to the Academic Counseling Offices as soon as possible.
- Academic Counseling will keep all plans for student accommodation on file.
- Students can request accommodations at any point during the semester.

Because students are best served when their exams are proctored by the instructor, faculty are encouraged to proctor their own examinations. The most common testing accommodation is extended time.

The Center for Academic Enrichment (CAE) may be available to help instructors with test accommodations. In that event, an Exam Proctoring form from the CAE must be completed. (Students complete Section 1, faculty complete Section 2. It is the responsibility of the student to bring the form to the instructor.)

The CAE needs a minimum of seven days prior to the date of the test. Incomplete forms will not be accepted. Exams must be submitted to the CAE a minimum of 24 hours prior to the start of the exam. This includes exams presented via email, fax, and in-person delivery. The CAE has the right to refuse proctoring services.

Student Petitions

Students have the opportunity to petition to change any academic or administrative decision that affects their academic or financial status. Most commonly, instructors will be asked to recommend approval or disapproval of petitions to add or drop a course after the deadline. Students will request an instructor's comments and signature on a petition form. It is also possible that instructors will be contacted by an Academic Counselor. In the case of petitions to drop a course after the deadline, Academic Counseling will be looking for the following information:

1. What was the last date of attendance for this student and what was the pattern of attendance until that date?
2. What was the student's grade as of the last date of attendance?
3. Is there additional information you would like to share about this student as part of the petition process.
4. Based on your knowledge of the student and their circumstances, would you recommend the petition be approved or denied? Or would you prefer not to make a recommendation.

If you have any questions concerning student petitions, please contact Carol Swiech, Director of Academic Counseling.

Associate Dean's Office

Contact Information:

Dan Reagan, Associate Dean
641-4131 dan.reagan@unh.edu

Ellen Ruggles, Sr. Administrative Assistant
641-4168, ellen.ruggles@unh.edu

Paula Marsh, Administrative Assistant
641-4308, paula.marsh@unh.edu

Administrative Assistance

Faculty administrative assistants are available for typing handouts, syllabi, and exams, as well as for the duplication of classroom materials. Please complete a Work Request Form (available in the lower bin on the top of a file cabinet outside of the mailroom door) and put it in the upper bin which is dedicated to work requests. When possible, allow three working days for all standard requests and one week for significant jobs such as the typing of midterm and final exams. Completed work will be placed in your mailbox in the Faculty Suite.

Photocopier Usage

Three photocopiers are available for adjunct faculty to use. Two are on the second floor in the Faculty Suite; the third is at the top of the stairs on the third floor (opposite student computer stations). All copiers use the same authorization code. User codes are specific and confidential and must not be shared with others. See Ellen or Paula regarding your code.

Refer to **Appendix I** for the "UNH Primer on Copyright Law and Practices" as all copying must conform to current federal copyright laws.

Proctoring Exams and Quizzes

From time to time, adjunct faculty may need assistance proctoring exams. For classes, and for individuals without a learning disability, the Associate Dean' office will try to find a suitable proctor but cannot guarantee success in all instances. At least one week's advance notice is required.

The opportunity for faculty to leave exams/quizzes for individual students to take in the Faculty Suite rather than as scheduled in the classroom is a service offered with the understanding that administrative assistants cannot proctor or supervise students taking

exams/quizzes. Students taking advantage of this service are required to make an appointment with an administrative assistant to take the exam and are expected to keep the appointed time. Any student who misses the make-up time must attain written permission of the instructor before a second opportunity to take the exam will be afforded. Advise your student(s) of the need to present picture identification to the Faculty Suite staff in order to take the exam/quiz.

When leaving exams/quizzes in the Faculty Suite, please include:

- The name of each student expected to take an exam/quiz must be written on the top of each exam/quiz.
- Any special instructions such as time limits, open book and/or notes, cheat sheets, etc. must also be noted.
- Math exams must always include a note about calculators (allowed or not allowed).
- Unless clearly stated on each exam, staff will assume no notes, books, cheat sheets or calculators are allowed.

If the student requiring proctoring has a documented learning disability, both the instructor and student should contact the Center for Academic Enrichment at least a week before the exam is to be given at the CAE.

Awards and Teaching Development Grants

Each year UNH Manchester recognizes an adjunct faculty member who has made significant contributions to the college through demonstrated teaching excellence. Faculty members who have taught six or more courses at UNH Manchester are eligible. Nominations come from the college community and recipients are selected by the Deans and Division Chairs. The UNH Manchester Dean presents the award at Commencement.

Past Recipients of the UNH Manchester Adjunct Faculty of the Year Award

1999-2000	Linda Royce (Mathematics)	2006-2007	Bruce Cygan (Mathematics)
2000-2001	R. Michael Pugh (English and ESOL)	2007-2008	Mark Abate (History)
2001-2002	Edward Dobe (Spanish)	2008-2009	Dana Myskowski (Communication Arts)
2002-2003	Omer Chicoine (Mathematics)	2009-2010	Kenneth Bell (Psychology)
2003-2004	R. Stuart Wallace (History)	2010-2011	Matthew Dowd (Philosophy)
2004-2005	Jennifer Armstrong (Philosophy)	2011-2012	Toni Callahan (Italian)
2005-2006	Patricia Halpin (Biology)		

Adjunct Teaching Development Grants

Each semester \$500 is available in grant awards, ranging in amounts from \$50 to \$250. Requests for Proposals are issued in September and February by the Associate Dean. UNH Manchester adjunct faculty who are not in a budgeted faculty position at another college and who have successfully completed two semesters of teaching at UNH Manchester are eligible.

Awards are intended to support activities that will directly enhance instruction of a UNH Manchester course. They may be used to support attendance at conferences, workshops, or courses that relate directly to courses taught at UNH Manchester or that enhance teaching skills. They may also be used to purchase course-related materials, (software, equipment, etc.) with the understanding that this material will be owned and retained by UNH Manchester.

Awards are not intended to support publication or publication-related research, activities related to the completion of an academic degree, or normal and customary course revision.

Recipients are expected to complete and submit a brief report form within two months after the end of semester of the award to the Associate Dean detailing award reimbursement (with appropriate receipts) and describing the benefits/ results derived from the award.

Mail

You will be assigned a mailbox in the Faculty Suite at 400 Commercial Street and should check it before and after each class for rosters and other notices and papers given to staff by students. (Students do not have access to faculty mailboxes.)

The mailroom is locked when unattended but all adjunct faculty will receive a personal access code for use during the semester. Mailboxes are in place just before the new semester begins and remain there until two weeks before the next semester begins.

If you receive a package that is too large for your mailbox, a notice will be placed in your mailbox and the package will be left on the counter or floor in the mailroom. Please return the notice to the bin on the mailroom wall.

Reimbursements

If you anticipate any course-related expenses, you must obtain prior approval from the Associate Dean's office. No reimbursements will be given unless this approval was obtained.

Returning Student Papers Outside of the Classroom

Please ask students who are turning in papers to write both your name and theirs on the paper and to staple pages together or place them in an envelope or folder for safe keeping.

For compliance with FERPA, papers for students ready for retrieval may not be left out in common areas. You may, however, leave papers with Ellen or Paula for students to pick up. All papers for students must be dated, with the student's name showing clearly. Grades must not be on the cover page. Papers remaining within a few weeks of the beginning of the following semester will be shredded.

Binders must also have the student's name, class, and semester clearly marked on the spine for easy retrieval. Storage space is limited. Oversized work that will not fit in our filing system can only be held in the Faculty Suite for a shorter period of time.

Telephone/Fax

Telephones and a fax machine are available for adjunct faculty. The phones are located at the workstations in the Faculty Suite. The fax machine is located in the Faculty Suite Workroom; UNH Manchester Fax Cover Sheets are available on the wall beside the fax machine, near instructions detailing how to use this equipment.

Authorization codes are necessary for all calls outside of the Manchester calling area. (Three quick tones will sound after dialing any number for which a code is needed.) You may request the use of a code to place college-related calls. Please see Ellen or Paula for assistance. **Durham codes do not work in Manchester.**

To call UNH Durham from UNH Manchester you need dial only the last five digits of the campus number.

Workspace

Workstations and meeting areas for adjunct faculty are available in the Faculty Suite on a first-come, first-served basis. Telephones and Wireless connections are available. Several desktop computers are also available in the Faculty Suite, also on a first-come, first-served basis, and are connected to the laser printer in the Faculty Suite Workroom. A limited number of storage bins are available.

In addition, a microwave, toaster oven, water bubbler, coffee maker, sink, and refrigerator are available for your use. Any dishes used must be washed and put away immediately afterwards. A café (limited hours) and vending machines are available on the first floor.

Bookstore

Contact Information:

Vicky Doherty, Bookstore Manager
Phone: 641-4343 / Fax: 626-3825

Department Email:

bksunhm@bncollege.com
or unhm.bookstore@unh.edu

Bookstore Hours (During the Academic Year)

Monday through Thursday: 8:30 AM to 5:00 PM
Friday: 8:30 AM to 1:30 PM (Closed Weekends)

Website:

<http://UNHM.bncollege.com>

Anthologies/Readers/Course Packs

UNH Manchester encourages faculty who want course packs or readers for their courses to use the MUB Copy Center in Durham when practical. The Copy Center will scan the material and, once payment is confirmed, will produce individual copies. Upon enrolling, students will be directed to contact the Copy Center to order their copy. Students can pay by credit card or send a check. The finished product will be sent from Durham to UNH Manchester via the campus mail truck for student pick up at the UNH Manchester library. Please make arrangements early with the Copy Center, 862-1984, to ensure timely delivery of your material. You may also order course packs through the UNHM Bookstore.

Book Orders

It is important that you submit your book request as soon as possible. Faculty who are currently teaching may receive a request form directly from the bookstore.

You may place your order electronically at: <http://UNHM.bncollege.com>. When you pull up this site, there is a selection box labeled "Jump To" on the left side of the page. Select the "Faculty" heading and then select the "Adoptions" heading. You will be asked to fill in your name and contact information, followed by specific information about your course and the textbooks you wish to use.

Desk Copies

Requests for Desk Copies must be made through the bookstore but will be delivered to the Faculty Suite.

Center for Academic Enrichment

Contact Information:

Jennifer Jefferson, Director
641-4156

Michael Chandler, Associate Director
641-4341

Christine Andrews, Professional Science Tutor,
641-4338

Kristen Beck, Administrative Assistant,
641-4113

Department Email:

unhm.cae@unh.edu

Website:

<http://www.unhm.unh.edu/cae>

The UNH Manchester Center for Academic Enrichment (CAE) is a resource for all students and faculty. Its mission is to help underprepared students prepare, prepared students advance, and advanced students excel. Free tutoring is available to any student enrolled in a UNH Manchester course. UNH Manchester tutors are trained in their content areas as well as in tutoring strategies, study skills, learning styles, and communication skills. The tutor training program is certified by the College Reading and Learning Association.

How Can The Center For Academic Enrichment Help Your Students?

- Tutoring in writing, math, science, and other contact areas.
- Help with study skills such as time management, test taking, note taking, and reading college texts.
- Placement testing in math and English for all incoming students.
- Additional support for ESOL (English Speakers of Other Languages) students.
- Provide Mathematics Study Skills workshops.
- Offer consultations on writing assignments.

What Does The Center For Academic Enrichment Need From You?

Talk about the CAE as a resource for all students and refer students for assistance. Many of UNH Manchester's strongest students regularly use the CAE's services. Refer students to the CAE for assistance with writing, reading, math, science study skills, test taking, or note-taking. Recommend your outstanding students to become tutors. Alert the CAE if you give a take-home test or quiz on which you do not want students to have assistance.

Information Technology

Contact Information:

Sean Embree, Director,
641-4132, sean.embree@unh.edu

Justin Moore, Lab Coordinator,
641-4154, justin.moore@unh.edu

Jamy Cote, Media Services,
641-4102, jamy.cote@unh.edu

Help Desk Information:

UNH Manchester Help Desk:
641-HELP or unhm.it@unh.edu

UNH (Durham Help Desk): 862-4242

Audio Visual Equipment

Be sure to reserve any audio visual (AV) equipment you or your students need for class presentations as early as possible. While many classrooms are equipped with AV, free-floating AV that is not reserved may be moved if needed elsewhere. To reserve equipment, go to <http://www.unhm.unh.edu/faculty-staff/technology-resources/forms/staff-it-av-reservation>.

- **Using AV Equipment** - If needed, demonstrations can be given. Just note this on your request. Typically this can be scheduled 10 minutes prior to your class. At the end of class, turn off all AV (LCD's have special shutdown instructions – never just pull the plug) and wrap up the cables. Unless otherwise specified, AV should be left in your classroom to be collected.
- **AV Equipment List** – This is partial, but includes what most people are looking for. A complete list can be found on the “Reserve AV” form mentioned above.
 - ▶ TV and DVD and VCR
 - ▶ Video Camera (USB flash drive and videographer not provided)
 - ▶ Overhead Projector (for transparencies)
 - ▶ Slide Projector (for 35 mm slides)
 - ▶ LCD Projector and PC* (for computer projection)
 - ▶ CD and Tape Player (for audio CD's and audio cassette tapes)
 - ▶ Stereo Rack (for records, audio CD's, and audio cassette tapes)

Presenters should have a backup of their work. (Backup presentations can be saved on their laptop, flash drive, CD, or email. Presenters with a Mac laptop need to bring their VGA adapter to connect to our AV.) For more information, contact 603-641-HELP, or unh.it@unh.edu.

Blackboard

Blackboard is the University's online course management system, and the portal for student and faculty electronic services. The portal consists of three main components:

- Blackboard courses
- WebCat
- Exchange email

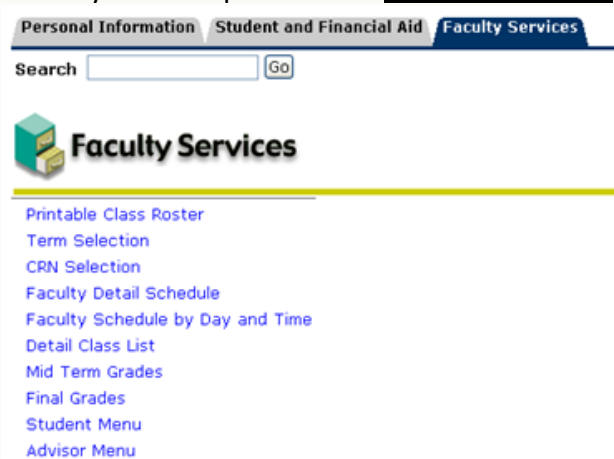
All faculty members receive Blackboard course accounts at the start of each semester. Student names are automatically loaded into the courses, generally the Friday before the start of the first class. Blackboard allows faculty to:

- post course announcements, a course description, and a syllabus,
- upload prepared files that students can read, print, and download to their desktops ,
- give students links to Web sites that can enrich your curriculum ,
- provide an electronic forum where students can participate in discussion and live chat, individually or in groups ,
- administer online quizzes and surveys ,
- give students access to library resources and electronic reserve materials.

New Users of Blackboard

Blackboard accounts for new faculty are not active until all paperwork for hire is both completed and processed.

To locate your username and create a password, select the "Login Help" tab at the top of the menu area. Follow the directions to enter your name, UNH ID number, and birth date. This process will deliver your username and prompt you to create a complex password. If you have difficulty with this please email unhm.it@unh.edu or call 603-641-HELP.



Email Accounts

All adjuncts will have a UNH email account while *actively* teaching at UNH Manchester. UNH is in the process of migrating all faculty/staff email to the UNH Exchange server. Access to email can be done through Blackboard by selecting “Exchange Via Outlook Web” or by going to <http://exchange.unh.edu>.

Email Security

Please post your unh.edu email address on your syllabus and ask students to use their unh.edu email for communication with you. In order to be in compliance with confidentiality laws, please note the following: The unh.edu student email is the most secure method of knowing you are communicating with a registered UNH student and not another person. Therefore, when communicating with your students via email, use only their UNH student email account.

Computers in the Faculty Suite

There are several computers available in the Faculty Suite adjunct work area with connections to the LAN. Each computer has Microsoft Office installed and Blackboard-ready browser applications. These computers are configured to print at the photocopiers and laser printer in the two Faculty Suite workroom locations. The Faculty Suite has good wireless reception, if you want to use your own laptop at UNH Manchester.

Computer Labs

Located in Room 114, the labs are available to UNH Manchester faculty and students for course and instructional activities. Faculty members are welcome to use the facilities to prepare course work and perform Internet research.

- Computer Lab Hours:
Monday through Thursday: 8:30 AM to 9:30 PM
Friday: 8:30 AM to 6:00 PM
Saturday: 8:30 AM to 4:30 PM
Sunday: Closed
- Computer Lab Reservations - Because the labs are used by many classes, reservations are required for use of Lab A and Lab B. It is not possible to reserve it as a classroom for the entire semester. Please plan early for your needs. In an effort to ensure equitable access to this space, you may be asked to reschedule the time or move to a different week. The reservation form is located at <http://manchester.unh.edu/staff/forms/staff-it-lab-reservation> .
- Lab A and Lab B -iMac dual boot computers can be reserved for guided class activity. The Windows boot has Microsoft Office and course-specific applications. Both the Windows and

OS X systems are fully configured for Blackboard use with current plug-ins and virus protection. The instructional podium has an iMac with the same configuration as student systems. You may also use your own laptop with the VGA adapter provided on the podium.

- Main Lab - The main lab contains 12 iMac dual boot systems with all the applications in Lab A and Lab B. Applications with a limited license will also be installed in the PC Cluster. This area is not reserved for guided class activity.

Course-Specific Computer Applications

If you have course-specific applications for student use, please make them available to the Lab Coordinator prior to the start of the semester so staff may check the compatibility of the software and make any necessary installations. Be advised that copyright restrictions can limit the number of programs available to the students. Students should have a basic knowledge of any program they intend to use. You can reserve the lab (or classroom computer display system) to acquaint students with the software. Please reserve the lab at least one week in advance of the date you need the facility.

Instructional Support

Instruction support is offered by the UNH Manchester IT department. Contact unhm.it@unh.edu or call 603-641-HELP for assistance.

Internet Access

The Internet is an integral part of our student's academic opportunity. On-line shopping, downloading music or software, and gaming are not permitted on lab computers. Wireless access is available throughout the 400 and Pandora buildings but performance may drop off near windows, outside walls, or ends the buildings. Most classrooms have one active Ethernet port for cable connection to the LAN.

Media Services

All classrooms have computers and projectors. Some classrooms have built-in LCD projection. You may also use your own laptop. Although portable computers and projectors are in the classroom, we ask that you still reserve it <http://manchester.unh.edu/staff/forms/staff-it-av-reservation>.

Classrooms may have overhead projectors. TV/VCR units may be stored in your classroom, however, this will not guarantee the equipment will still be there when you need it as units are moved to other rooms when the need arises. To guarantee the equipment is available and unlocked, reserve it in advance.

Mobile Wireless Laptop Cart

Two mobile wireless laptop carts are available for classroom use. Laptops have Windows, Microsoft Office, SPSS and web browsers. Carts cannot be reserved for the entire semester in a single class.

Reserve an instructional lab or laptop cart for your class using the form found at <http://www.unhm.unh.edu/faculty-staff/technology-resources/forms/staff-it-lab-reservation>.

Printing from Computers

Adjunct Faculty may print from their personal laptop computers to photocopiers in the Faculty Suite. Please contact unhm.it@unh.edu, or 603-641-HELP for assistance.

For students, UNH Manchester utilizes the UNHM Cat's Cache system to promote and shift the cost of print consumables to those who use them. Cat's Cash utilizes the UNH and UNH Manchester ID card. The library and lab printers are equipped with this card system. It can also be used for the library and first floor photocopiers. The charge is 8 cents per single-sided page, 12 cents per double-sided page.

The card is compatible with UNH-Durham printers or photocopiers.

WebCat Faculty Services

Useful faculty services are available through the WebCat tab after logging into the Blackboard login portal. You may print your own class rosters, submit grades, and view student records for members of your class.

Library

Contact Information:

Ann Donahue, Director,
641-4123, annie.donahue@unh.edu

Library Hours (During the Academic Year)

Monday-Thursday, 8:00 AM to 9:30 PM

Friday: 8:00 AM to 5:00 PM

Saturday: 10:00 AM to 5:00 PM

Sunday: 12:00 PM to 5:00 PM

Department Email:

unhm.library@unh.edu

Department Phone:

641-4173

Website:

<http://manchester.unh.edu/library>

Catalog and Collection Access

When off-campus, all current students, faculty and staff must go through Blackboard to access the library's Online Catalog and Online Databases. To find articles in the Online Databases or renew your materials in the Online Catalog, first log in to Blackboard, then select the Library tab, then choose the appropriate resources.

Electronic workstations provide access to the UNH Manchester catalog and many on-line databases. The holdings of the UNH Manchester library catalog are fully integrated with the Dimond Library in Durham and the other University branch libraries. Extended borrowing privileges are offered to adjunct faculty, allowing most materials to circulate for the entire semester.

Collections

The UNH Manchester Library collection incorporates approximately 25,000 monographs, 5,000+ films, and thousands of periodicals and newspapers in print or electronic formats. The reference collection offers both print and electronic subject-specialized indexes as well as over 250 full-text databases necessary for academic research.

Interlibrary Loan

Adjunct faculty may request research materials not available at UNH Manchester through Interlibrary Loan (ILL). The typical turn-around for an ILL request is one week. Books obtained through ILL circulate for three weeks only.

Library Assistance and Research Instruction for your Class

The librarians are available to assist you and your students in your research. They are also available to schedule library instruction for your class. Research instruction classes provide a general review of resources or can be designed to meet your specific class needs.

Please contact the library early to schedule an instruction class or visit:
<http://manchester.unh.edu/staff/forms/staff-library-instruction>.

Reserves for Courses

The library accepts material for course reserve. Please fill out the Reserves form at the time a Reserve list is submitted. Reserves form is found online at <http://Manchester.unh.edu/staff/library/course-reserves>. Lists are processed in the order they are received, so please submit your material as soon as possible. At the end of the semester, all materials are removed from course reserve and returned to the appropriate owner.

The UNH Manchester library adheres to copyright regulations of “fair use” when accepting reserve material. Please refer to Appendix I for further information on UNH copyright guidelines. Full citation information is required for all journal articles placed on course reserve.

Video/Film Rental

The library makes arrangements to procure films required to support the curricular needs of the college. The UNH libraries have an extensive film collection available. Should we not own a title needed for classroom use, library staff will make every effort to rent or borrow it. Please submit requests early.

Registration

Contact Information:

Doreen Palmer, Registrar
641-4164, doreen.palmer@unh.edu

Department Email:

unhm.registration@unh.edu

Department Fax: 641-4125

Academic Student Services Assistants

Susan Prindiville, 641-4136, susan.prindiville@unh.edu
Ashlyn True, 641-4141, ashlyn.true@unh.edu
Annette Marinkov, 641-4111, annette.marinkov@unh.edu

Class Rosters

A roster will be placed in your mailbox for your first class. Faculty can also print their own rosters via their Faculty Webcat account in Blackboard. Students may continue to register until the third Saturday of the semester so the first and second rosters may change. Rosters will also be produced for you at the fifth week and at mid-semester.

If a student does not appear on the third roster, please direct the student to the Registrar's Office. Unregistered students should not be allowed to continue to attend class.

At mid-semester you will receive a "Mid-Semester Attendance Roster." Please fill out the form that is attached and return it to the Registrar's Office promptly. This helps to ensure the accuracy of the final grade roster.

Wait Lists

The UNH Manchester Registrar's Office maintains a wait list for any course that has reached the enrollment limit. Students who register online are not automatically placed on the wait list. They must contact the Registrar's Office to be placed on it. Being placed on a waitlist does not guarantee the student is officially registered for the class. Registration Office staff will contact students on the waitlist through the first week of class if space becomes available.

Adding Courses

University rules allow students to add a course until the third Saturday of the semester with the permission of the instructor and their advisor. Approval to add is not automatic. Faculty should consider the academic background of the student and the amount and nature of the missed course work before granting permission.

Students wishing to add a course after the third Saturday are required to submit a petition explaining the reasons for the request. Both the instructor and the Dean must approve the petition. Such petitions are approved only in extraordinary circumstances.

Grading

Every instructor must be prepared to discuss and to explain the basis for their evaluation of students. If after consulting the instructor a student still believes that they were treated unfairly, the student has the right to seek redress from the chairperson of the department or program in which the course is offered. Under exceptional circumstances, a final appeal may be made to the dean of the college in which the program is offered. Students should have the opportunity to review any examination or assignment which has been evaluated.

The University Senate states that throughout this university the grade of C shall indicate competent, acceptable performance and learning in undergraduate courses; the grade of B shall indicate superior performance and learning; the grade of A shall indicate excellent performance and learning. These standards shall apply equally to all undergraduate courses, instructors, departments, subjects, and colleges.

In general, all are letter grades. The intermediate grades are designated by adding a plus or minus to the letter grade. Grade points assigned to plus grades are 0.33 higher than those assigned to the letter grade without the plus. Grade points assigned to minus grades are 0.33 lower than those assigned to the letter grade without the minus.

In certain cases, where the format of the course creates difficulties for this type of grading, the course will be designated "credit/fail" if authorized by the faculty of the department in which the course is taught, the dean of the appropriate school or college, and the provost and vice president for academic affairs.

Grading Designations

A	4.0	<i>EXCELLENT</i>	C	2.00	<i>SATISFACTORY, COMPETENT</i>
A-	3.67	<i>intermediate grade</i>	C-	1.67	<i>intermediate grade</i>
B+	3.33	<i>intermediate grade</i>	D+	1.33	<i>intermediate grade</i>
B	3.00	<i>SUPERIOR</i>	D	1.00	<i>MARGINAL</i>
B-	2.67	<i>intermediate grade</i>	F	0.00	<i>Failure</i>
C+	2.33	<i>intermediate grade</i>			

AF	<i>Administrative F. Usually indicates student stopped attending without dropping the course. Is included in grade-point average. (0.00) See "Incomplete and Administrative Failures."</i>
AU	<i>Audit. No credit earned. The designation AU will appear on the final grade roster for students who have registered for Audit. If you wish to grant the audit, submit the roster as is. If you wish to deny the audit, notify the Registrar's Office.</i>
Cr	<i>Credit. Given in specific courses having no letter grades, designated credit/fail.</i>
IC	<i>Incomplete. Grade report notation for student's incomplete coursework. See "Incomplete and Administrative Failures."</i>

Other designations (not assigned by instructors) which can appear on academic records:

P	<i>Pass. Passing grade in a course taken under the pass/fail grading alternative. In an attempt to keep evaluation as objective as possible, instructors will assign a letter grade to a student exercising the pass/fail grading alternative. The instructor will not know that the student is exercising this alternative.</i>
W	<i>Withdrawal. Assigned if withdrawal is after the fifth Friday of classes, but before mid-semester; is not included in grade-point average.</i>
WF	<i>Withdrawal while failing. Withdrawal is after mid-semester and the student is failing up to the time of withdrawal. The 0 credit is computed in the student's grade-point average.</i>
WP	<i>Withdrawal while passing. Withdrawal is after mid-semester and the student is passing up to the time of withdrawal; not included in the grade-point average.</i>
IA	<i>Incomplete. Indicates "incomplete" in a thesis or continuing course of more than one semester; the grade will replace "IA" assigned in previous semesters.</i>
IX	<i>Grade not reported by instructor.</i>

Incomplete or Administrative Failure

The instructor must complete an Incomplete/Administrative Failure form (IC/AF) for any student who: 1) has incomplete coursework and the faculty member has agreed to issue the student an incomplete grade (issue an IC grade on the final grade roster in Webcat) or 2) has stopped attending your class (issue an AF grade on the final grade roster in Webcat). For AF grades, the student's last date of attendance must be submitted with the AF grade. If the last date of attendance is submitted in Webcat with the AF trade, an IC/AF form submission is not required. An AF is a punitive grade and will be calculated into the student's overall GPA.

IC/AF forms are available in the Registrar's office or by downloading a .pdf form from the following webpage: http://www.unh.edu/registrar/regforms/af_icform.pdf.

The initiation and responsibility for finishing incomplete work rests with the student. The instructor will submit a Change of Grade form by the middle of the semester following the one in which the incomplete was granted unless the instructor stipulates an earlier completion date. A petition requesting an extension of time beyond mid-semester, if approved by the instructor, may be submitted to the Associate Dean. An extension will be granted by the Associate Dean only in unusual circumstances. Unresolved incomplete grades will be recorded as failing grades. If you enter into an unusual academic arrangement with a student (to make up coursework due to an unforeseen occurrence, for example) you may want to put that arrangement in writing and have it signed by both you and the student.

Extra assignments are occasionally requested by students as a way of improving their grades. The University's Academic Standards and Advising Committee has stated that such a practice is not permissible unless *all students* in the course know of and have the same opportunity to complete the extra assignment.

Mid-Semester Progress Reports

Faculty will receive an email from the Registrar reminding them to submit their Mid-Semester Progress Report grades through Faculty Webcat. Log on to <http://blackboard.unh.edu>. For help with Blackboard access, contact the UNH Manchester IT office at unhm.it@unh.edu or 603-641-4357. These reports for first year students promote more effective intervention for students in jeopardy and serve as a learning tool for students in understanding college grading and structure.

Submission of Final Grade

Faculty will receive an email from the Registrar approximately two weeks prior to the end of class reminding them to submit their final grades via Faculty Webcat. Blackboard accounts should be set up before the deadline for submission of final grades. For help with Blackboard access, contact the UNH Manchester IT office at unhm.it@unh.edu or 603-641-4357. See the online Frequently Asked Questions link for more information about entering grades online at: http://www.unh.edu/registrar/faq/gradeinput_faq.html.

Academic Assessments, Placement Testing, Exams

English and Math

While testing is mandated for UNH Manchester degree students, the placement recommendation is advisory for most. However, some students are mandated to follow the recommendations of the Center for Academic Enrichment, English faculty, and/or math faculty. Contact the Center for Academic Enrichment, 641-4113, if you have any questions about the placement of your students.

French and Spanish

Testing for French and Spanish students intending to enroll in a 400-level course is not required, but students unsure about their level of proficiency are encouraged to take it for placement purposes. The testing is done in the Center for Academic Enrichment, located on the first floor of the University center. There is no charge. The test takes approximately twenty minutes to complete, and the results are available immediately. The test cannot be retaken. Refer questions to Carol Swiech, 641-4148, or the Associate Dean 641-4131.

Final Exams

Exams may not be given on Election Day.

Final Exams

UNH Manchester does not have a separate final examination period. Final examinations should be given on the last scheduled day of your class or the class before. UNH policy states that no oral or written exams are to be administered the week before the final exam period. At UNH Manchester, no exams other than final exams are to be given during the penultimate week of classes.

Proctoring of In-Class Exams

If you wish to arrange for an in-class exam to be proctored, or to allow individual students to take an exam outside of class, the following policies apply:

- Your first recourse is to identify a colleague who is able to proctor the exam for you.

- Be sure to provide the proctor with clear exam instructions and a safe and reliable way of getting the exams to you.
- If no colleague is available, a student proctor may be enlisted. This should be done by requesting assistance from the Associate Dean. The Associate Dean will identify a student proctor. There is no guarantee, however, that one will be available. Please use this resource only as a last resort.

Take-Home Exams

If you are giving a take-home exam, please let the Center for Academic Enrichment know if students are permitted to get help in the Center for Academic Enrichment and the type of assistance (if any) that is allowed.

Discovery Program

As of the 2010-11 academic year, first year students are required to meet the requirements of the new Discovery Program, which is replacing the University's general education program. For more information on the Discovery Program, please visit the following web site:
<http://www.unh.edu/academic-affairs/discovery/overview.html>

Undergraduate Research Conference

As a major research university, UNH provides all students with the unique and valuable opportunity to conduct research during their undergraduate years. The Undergraduate Research Conference (URC) celebrates the research, scholarship, and creative activities of our undergraduate students.

The weeklong celebration takes place in the spring in Durham and Manchester.

The Associate Dean may request an invitation to your class to introduce students to the Undergraduate Research Conference. We ask you to consider serving as a faculty mentor and guiding a student project.

University Writing Requirement

If you are teaching a course that has been designated as fulfilling the University's "writing intensive" requirement (WI), please design your syllabus and requirements to meet the expectations. For help, contact Gail Fensom, 641-4162.

Writing Intensive Course Guidelines

Every discipline expects students to demonstrate reading, writing, and thinking appropriate for that field of study, so there is no universal formula for satisfying the WI requirement. However, the following guidelines should be met:

- Approximately 50% or more of the final course grade should be assessed through writing assignments, and writing should be integrated throughout the course to enhance and demonstrate learning.
- Rather than assigning one writing project that students complete at the end of the course, they should write regularly, throughout the course.
- Major assignments should integrate prewriting, drafting, revision, and editing.
- Students should receive constructive feedback (instructor comments/conferences, peer workshops) throughout the writing process in order to revise.
- Assignments should include formal writing completed outside of class, as well as heuristic writing designed to promote learning (invention activities, in-class ungraded essays, reaction papers, journals, reading summaries).
- Page requirements of writing assignments are not as important to learning as frequency and integration. Several short assignments (2-5 pages), coupled with feedback and the opportunity to revise may be more valuable to learning than longer assignments submitted at the end of the semester when instructor comments are given.
- Longer assignments may be divided into several components to allow for frequent feedback and revision.
- No formula exists for what constitutes an assignment which fulfills the expectations of the WI requirement. Traditional writing assignments, such as take-home and in-class essay exams, proposals, literature reviews, laboratory notes or reports, case studies, field research reports, seminar papers and senior theses are all appropriate. Different disciplines and

course types determine the appropriateness of the assignment. For example, Discovery courses may emphasize writing-to-learn strategies, while major courses may incorporate discipline-specific writing conventions.

- While making the conventions of thinking/writing in the discipline is important, instructors are not expected to note every problem with mechanics or convention. Students with basic writing problems (recurring difficulty with usage, conventions, mechanics) should be referred to the Center for Academic Enrichment.
- Assigning work in a variety of genres for a variety of audiences can help students synthesize and apply disciplinary knowledge. Evaluation of writing must be done by people trained in the conventions of the genre being used; evaluation should be appropriate to the nature of the assignment. Portfolio and student self-assessment are encouraged.

Writing Across the Curriculum

The academic community at UNH Manchester recognizes that writing is both a means to demonstrate knowledge of a content area and a method to arrive at an understanding of a subject and promotes writing as a vehicle for learning in all areas of our curriculum. The goal of Writing Across the Curriculum (WAC) is to promote formally this commitment to the role of writing. The main objective of the WAC committee is to consider issues related to writing that have the potential to improve learning and to enhance teaching effectiveness at UNH Manchester.

Additional objectives in support of these goals are to:

- Involve the faculty and staff in an ongoing colloquium about the various types and uses of writing;
- Address curriculum issues that relate to writing;
- Recognize and encourage faculty writing efforts as they relate to both teaching and research;
- Encourage faculty writing efforts as they relate to both teaching and research;
- Recognize and award exceptional student writing;
- Encourage faculty development as it relates to WAC;
- Provide a resource for literacy issues (student research, plagiarism, assignment construction, assessment).

Telephone Directory

For a complete listing, see: <http://www.unhm.unh.edu/faculty-staff/campus-directory/index.php?id=3>

RESIDENTIAL FACULTY DIRECTORY

Alderman, Walter 641-4117 Lecturer of Business	Gamtso, Carolyn 641-4172 Assistant Professor/ Library Specialist
Birch, Thomas 641-4108 Professor of Economics	Goldstein, Gary 641-4179 Associate Professor of Psychology Chair of Natural Sciences Division Coordinator of Psychology
Brown, Deborah 641-4126 Professor of English	Halpin, Patricia 641-4140 Lecturer, Biology
Cerullo, John 641-4109 Professor of History Coordinator of History	Hoza, Jack 641-4143 Associate Professor, Director of Sign Language Interpretation
Contarino, Michael 641-4138 Associate Professor of Political Science Coordinator of Politics and Society	Jago, Barbara 641-4106 Associate Professor of Communication Arts
Deen, Phillip 641-4359 Lecturer of Philosophy	Johnson, Jeremiah 641-4127 Lecturer of Mathematics
Donahue, Ann 641-4172 Associate Professor, Library Director Chair of Humanities Division	Jonas, Michael 641-4352 Assistant Professor of Computing Technology and Engineering Technology
Doucet, Lorraine 641-4129 Associate Professor of Biology Lab Safety Officer	Kilcrease, Kelly 641-4186 Assistant Professor of Business Coordinator of Business
Fensom, Gail 641-4162 Assistant Professor of English Director, First Year Writing Program	Klenotic, Jeffrey 641-4130 Associate Professor of Communication Arts
Forest, David 641-4322 Associate Professor, Engineering Technology, Coordinator of Engineering Technology	Legro, Keith 641-4110 Senior Lab Technician

Macieski, Robert..... 641-4135 Associate Professor of History	Ricketts, Paul..... 641-4323 Assistant Professor, Engineering Technology
McCarthy, Patrick..... 641-4310 Lecturer Assistant Director, Sign Language Interpretation	Sabin, Mihaela 641-4144 Associate Professor of Computing Technology Systems Coordinator of Computer Information Program
Mettauer, Patrice 641-4106 Senior Lecturer of Communication Arts Coordinator of Community Outreach Scholarship	Sharkey, Judy 641-4121 Associate Professor of Education Associate Director of Teacher Education Program
Metting, Fred 641-4161 Professor of English	Sparrow, John 641-4151 Associate Professor of Psychology
Negron-Gonzales, Melinda 641-4364 Assistant Professor, Politics and Society	Tenczar, Anthony 641-4316 Associate Professor of Communication Arts Coordinator of Communication Arts
Paglia, Alison..... 641-4103 Associate Professor of Psychology	Troy, William..... 641-4345 Lecturer of Business Internship Coordinator for Business
Paterson, Susanne..... 641-4115 Associate Professor of English Coordinator of English	Walsh, Susan..... 641-4105 Associate Professor of English
Piotrowski, Thaddeus..... 641-4157 Professor of Sociology	Zang, Richard 641-4120 Associate Professor of Mathematics
Donald Plante 641-4149 Lecturer of Mathematics	
Prescott, Sarah 641-4334 Assistant Professor of Chemistry	
Pugh, R. Michael..... 641-4155 Senior Lecturer of English and ESOL	
Pugh, Stephen 641-4128 Associate Professor of Biology Chair of Science and Technology Division Coordinator of Biological Sciences	
Resch, John 641-4134 Professor of History	

UNH MANCHESTER DEPARTMENT DIRECTORY

For a complete listing, see: <http://www.unhm.unh.edu/faculty-staff/campus-directory/index.php?id=3>

Academic Counseling

Carol Swiech, 641-4148
Director of Academic Counseling

Molly Hutchins, 641-4170
Administrative Assistant

Academic Student Services

Regina McCarthy, 641-4142
Director of Academic Student Services

Admissions

Miho Bean, 641-4145
Director of Admissions

Associate Dean's Office

Daniel Reagan, 641-4131
Associate Dean

Ellen Ruggles, 641-4168
Sr. Administrative Assistant

Paula Marsh, 641-4308
Administrative Assistant

Business Service Center

Kathy Braun, 641-4160
Director of Admin & Finance Services

Bookstore

Vicky Doherty, 641-4343
Bookstore Manager

Center for Academic Enrichment

Jennifer Jefferson, 641-4156
Director

Michael Chandler, 641-4341
Assistant Director

Kristen Beck, 641-4113
Administrative Assistant

UNH Graduate School Manchester Campus

Candice Brown, 641-4344
Educational Assistant

Dean's Office

Ali Rafieymehr, 641-4107
Dean

Doris Mrozek, 641-4191
Assistant

Facilities Services

Robert Beecher, 641-4193
Manager

Financial Aid

Jodi Abad, 641-4146
Associate Director of Financial Aid

First Year Experience

Karlea Brunelle-Joiner, 641-4336
Coordinator

Human Resources

Stacey Silva, 641-4166
HR Partner

Library

Ann Donahue, 641-4102
Director / Chair, Humanities Division

Marketing and Community Relations

Ginger Lever, 641-4122
Director of College Relations

Kim Lamarre-Wall, 641-4306
Public Relations Coordinator

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Appendix I

The following information has been adapted from the web sites of the National Association of College Stores <http://www.nacs.org> and The Software and Information Industry Association <http://www.sii.net> and is used here by permission. ©2000; also 'Questions and Answers on Copyright for the Campus Community,' Copyright 1997, National Association of College Stores, and Software Publishers Association. Detailed information about copyright can be found at www.loc.gov/copyright.

Copyright Information

Q. What types of works can claim copyright protection?

- A. Copyright protection exists in “original works of authorship” which are “fixed in a tangible medium of expression.” Among the types of works that are subject to copyright protection are literary, dramatic, musical, choreographic and pictorial, graphic, pantomimes, sound recordings, sculptures, motion pictures, and audio-visual. These categories include reference works (including dictionaries), videocassettes, and computer programs and databases.

Copyright protection does not include facts, ideas, procedures, processes, systems, concepts, principles, or discoveries, although these may be protectable under patent or trade secret laws. However, the literary or other form of expression and detailed organization of these ideas is covered by copyright.

Q. Is all copying by educational institutions fair use?

- A. No. There is no blanket exemption from liability for infringement by educational institutions or for educational uses. Rather, the particular use must qualify as a fair use.

Q. What kind of copying is permitted under the Fair Use law?

- A. The doctrine of “*fair use*” permits certain limited reproduction of copyrighted works for educational or research purposes without the permission of the copyright owner. In determining whether a particular reproduction of copyrighted material is “fair use,” courts consider the following four factors:
- the extent to which the use is for non-profit, educational purposes as opposed to commercial purposes;

- the nature of the copyrighted work - published or unpublished; fiction or non-fiction. In general, it is more difficult to establish “fair use” of unpublished works and works of fiction;
- the amount and substantiality of the copying relative to the original work, not the reproduced work;
- the effect of the use of the reproduced work upon the market for or the value of the copyrighted work.

The “fair use” test is flexible, and making determinations based upon application of the above four factors may be a difficult and uncertain process. Because of the uncertainty inherent in the four-factor test, various guidelines have been developed that represent “the minimum standards of educational fair use” under the copyright law. These guidelines are not the law, and indeed the law may allow for broader copying than is provided for by the guidelines. The safest course, however, and the course adopted by the University, is to abide by the following guidelines, avoiding thereby the risk of challenging the less clearly defined territory of “fair use.”

Single copying for faculty use in scholarly research or teaching (including preparation):

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, short essay or short poem, whether or not from a collective work;
- a chart, graph, diagram, drawing, cartoons or picture from a book, periodical, or newspaper.
- multiple copies for classroom use (not to exceed more than one copy per student) provided that copying meets the following tests:

Brevity

- poetry: a complete poem if less than 250 words or an excerpt of not more than 250 words;
- prose: a complete article, story or essay of less than 2,500 words, or an excerpt of at least 500 words and not more than 1,000 words or 10% of the work, whichever is less;
- illustration: one chart, graph, diagram, drawing, cartoon or picture per book or periodical;
- special works - such as children’s books - where the entire length is less than 2,500 words: only excerpts of not more than two published pages and containing not more than 10% of the words found in the entire work may be copied.

Spontaneity

- copying must be inspired by and at the request of the individual faculty member;
- inspiration and decision to use the work and the time of its classroom use are so close as to preclude a timely reply to a request for permission.

Cumulative Effect

- material copied is for use in one course only;
- not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical during one class term;
- not more than nine such instances of multiple copying for one course during one class term;
- the limitations set forth in (2) and (3) shall not apply to current news periodicals and newspapers and current news sections of other periodicals;
- each copy includes a notice of copyright

General prohibitions

- copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
- there shall be no copying of or from works intended to be consumable in the course of study, i.e. workbooks, exercises, standardized tests, etc.

Copying shall not:

- be a substitute for the purchase of books, publishers' reprints or periodicals;
- be directed by higher authority;
- be repeated with respect to the same items by the same faculty member from term to term.
- no charge shall be made to the student beyond the actual cost of photocopying.

Q. What are the options for obtaining copyright clearance of material used to make up my course packet?

- A.** Submit your course packet material to the UNH Printing Services Copyright Clearance Service located at the MUB Copy Center. They will clear all copyrights and include the royalty fees with the course packet price. The royalty fee can add 5 to 10 cents to the cost of each per page. You can take responsibility for clearing the appropriate copyrights. UNH Printing Services will include the royalty fees with the course packet price and transfer monies collected to your department for payment to publishers.

Q. What are the penalties for copyright infringement?

- A. Civil and criminal penalties may be imposed for copyright infringement. Civil remedies can include an award of monetary damages (substantial statutory damages, which in cases of willful infringement, may total up to \$100,000 per work infringed, or actual damages, including the infringer's profits), an award of attorney's fees, injunctive relief against future infringement and the impounding and destruction of infringing copies. While under some circumstances educators are not required to pay statutory damages, nonetheless, they may be responsible for paying the copyright owner actual damages caused by their infringement, as well as attorney's fees.

Q. Will faculty members who assign customized course anthologies, or the colleges at which they teach, be liable for copyright infringement?

- A. Anyone who violates any of the exclusive rights of the copyright owner is an infringer. In the Kinko's and MDS suits, the publishers sued commercial copy shops that had profited from selling publishers' copyrighted works without obtaining permission. The copy shops in these cases had solicited faculty business and given assurances to faculty that the copyright law would be observed. In 1983, a number of publishers coordinated a suit against New York University and nine professors for creating similar course packs. The action was settled with the adoption of certain procedures by NYU. Since that time, faculty and school administrations have generally been sensitive to the copyright law and have widely followed the Guidelines for Classroom Copying <http://www.utsystem.edu/OGC/INTELLECTUALPROPERTY/clasguid.htm> (an adaptation of the actual copying guidelines agreed to by the Association of American Publishers and The Author's League of America, with minor editorial changes) .

Q. What will happen if UNH is sued and suffers monetary damages as a consequence of individual faculty member violation(s) of copyright law?

- A. The RCM unit will have to pay the financial damages.

Q. Once copyright permission is secured do I have to do it again the following year?

- A. By law permission is for one time use only. If you decide to use the same packet next semester or next year, you need to go through the entire process again. Research time will be reduced, but publishers must be contacted and paid again.

Copyright and Library Materials

Q. What about copying library materials?

- A. The Library follows the same “fair use” doctrine for its general collections. Individuals take responsibility for any copying done by them on Library premises. In addition, the Library has specific guidelines for materials put on reserve with royalties being paid through the Copyright Clearance Center.

Q. What about Interlibrary loan?

- A. Interlibrary loan has specific guidelines. “Fair use” applies overall, but the number of articles that can be copied from recent journals is limited as well as the amount that can be copied from a single issue. When necessary, copyright is obtained through the Copyright Clearance Center.

Q. What about other media in the Library?

- A. Videos have very stringent copying regulations. Commercial videotapes owned by the Library or faculty member may be placed on Reserve under certain conditions. The use of off-air recordings is extremely limited and must meet strict criteria. (The Reserve Desk has the complete guidelines.) Dubbing from sound recordings is in accordance with the “fair use” guidelines. Manuscripts and other special collections materials have specific copying restrictions based on agreements with the donors. Special Collections and Archives will assist in any use of these materials.

Q. Do electronic resources come under the copyright law?

- A. The rights to copy from the Library’s electronic resources are negotiated with the individual publishers and vendors as part of the license agreements. In general, readers must apply the same principles of “fair use” to these works that they would to a published, printed archive. Electronic materials may be used online or downloaded for personal or educational use within the limitations imposed by the “fair use” doctrine. No other distribution or mirroring of the texts, images or recordings is allowed. They may not be published commercially (in print or electronic form), edited, or otherwise altered without the permission of the creator and/or copyright holder.

Appendix II

Emergency Evacuations

All University Center classrooms and common areas are equipped with fire alarms, strobe lights, sprinklers, and an emergency announcement system.

Faculty and staff should familiarize themselves with the location of the emergency exits and areas of refuge.

Faculty of students with disabilities should speak with these students about evacuation procedures at the beginning of the semester. (Specific instructions follow.)

At the sound of the alarm, everyone in the building:

- **should move calmly to the nearest exit**
- **leave personal belongings behind**
- **use stairs, not an elevator (inoperable during an emergency)**

Emergency Exits and Areas of Refuge

400 Commercial Street (University Center)

First Floor: *Six exits*

Within Library - two (river side)
Outside Library entry (river side)
Outside Room 116 (river side)
Main Entry (river side)
Room 104 (Center for Academic Enrichment)

Second Floor: *Five exits, both sides of building*

Rear of Student Services Suite (Commercial Street)
Front of Student Services Suite (Commercial Street)
Room 264 (Commercial Street)
Main Stairwell (Commercial Street side)
Faculty Suite (river side)

Third Floor: *Four exits; both sides of building*

Science Labs
Before Room 366 (river side)
Main Stairwell (Commercial Street side)
Auditorium (fire escape, through river side vestibule)

Pandora Building, 88 Commercial Street

To be announced

Emergency Evacuation of Persons with Disabilities

In general, unless there is imminent danger, the best approach is to help the person get to an area of refuge and wait until trained emergency personnel arrive to assist. A second person should notify a UNH staff member or emergency personnel that someone needs help and identify situation and the location. Tell the person the nature of the emergency. Stay with them to help avoid any confusion or danger that may arise from the heavy traffic during an evacuation.

Mobility Aides (Crutches, Walkers, Wheelchairs, etc.)

- ask the person what their preferred method of assistance is, as they may be able to negotiate stairs with minor assistance
- be aware that some people have no upper trunk or neck strength
- move a person in a wheelchair in a forward-facing position down the stairs.
- fasten any seat belt and secure other moving parts as necessary
- wheelchairs and other mobility aides should be retrieved and returned to the owner as soon as possible

In an extreme situation where the person must be evacuated immediately, determine whether the person wants to be evacuated in the wheelchair or person prefers to be removed from their wheelchair prior to evacuation. If they want to be removed from their chair ask them for their suggestions as lifting a person with mobility impairment by non-trained personnel may further endanger the person. Find out:

- whether to move extremities or not
- whether to move forward or backward down stairs
- whether a seat cushion or lighter chair should be used
- if there is aftercare needed upon evacuation

Hearing Impairments

- the University Center is equipped with fire alarm strobe lights
- additional instructions can be given by writing a short, explicit note

Visual Impairments

- offer your arm for guidance
- as you walk, tell the person where you are and where there are obstacles
- when you reach safety, orient the person to the location and ask if further assistance is needed