Adjunct Faculty Handbook
Teacher Education Program

Active Leadership in a Global Community

Elon University
School of Education
Revised June 2014
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Welcome, Overview of the School of Education, and Contact Information

Welcome to the School of Education at Elon University!

All adjunct faculty are invited (though not required) to attend both Education Department and M.Ed. meetings.

The Teacher Education Program is the administrative unit for all undergraduate/initial teacher licensure programs. The Education Department provides professional education courses and coordinates the undergraduate programs in early childhood education, elementary education, middle grades education, and special education.

Secondary (English, History, Math, Science) and K-12 (Music, Physical Education and Health, Spanish) licensure programs are available with students completing degrees in their specific content areas/department with teacher licensure.

The M.Ed. program provides advanced licensure in elementary, special education, and gifted education.

Visit School of Education Contact page contact information.

Other helpful information: Human Resources: 314 West Haggard Avenue, 336.278.5560
Technology Help Desk: 336.278.5200

Mission and Conceptual Framework for Preparing Education Professionals

Active Leadership in a Global Community: Undergraduate licensure programs

In addition to the visual representation below, see the Teacher Education mission and summarized conceptual framework for more information. Each syllabus should include reference to the conceptual framework as well as state and national standards. See Moodle (SOE/School of Education Accreditation site) for syllabus guidelines and required elements.
Active Leadership in a Global Community: Graduate (M.Ed.) licensure programs

In addition to the visual representation below, see the M.Ed. mission and summarized conceptual framework for more information. Each syllabus should include reference to the conceptual framework as well as state and national standards. Visit and login to Moodle (SOE/School of Education Accreditation site) for syllabus guidelines and required elements.

Active Leadership in a Global Community

guiding

Processes
- Inquiry
- Reflection
- Action

Knowledge Bases, Skills, Dispositions
- Knowledge of learners & learning
- Knowledge of content & pedagogy
- Knowledge of global issues
- Evidence-based practice
- Information & media literacy
- Communication & collaboration
- Critical thinking
- Creative problem-solving
- Intellectual curiosity
- Educational engagement
- Self-direction
- Personal & social responsibility
- Cultural responsiveness & respect for difference
- Professional behavior & fairness

resulting in

Teachers who are
- Active, engaged learners
- Knowledgeable, skillful practitioners
- Informed, ethical leaders
- Globally aware citizens
- Advocates for equity and excellence

and

Who value
- Research & Professional Collaboration
Frequently Asked Questions

Are there certain things that should be on my syllabus?

As noted above and in Moodle (SOE/School of Education Accreditation site), your syllabus should indicate how the course intentionally addresses the School of Education Conceptual Framework and a focus on diversity through local to global knowledge, abilities, and action.

Your syllabus should also include the semester and year the course is being taught.

Watch for facstaff emails regarding the Elon Honor Code, Writing Center hours, religious holidays, and Disability Services. These should also be mentioned and linked to in your syllabus.

How do I get an email account?

To get an Elon email address, you first must submit your I-9 form to the Human Resources office. A couple of days after you have submitted your I-9 to HR, please contact Elon’s Technology Help Desk (336.278.5200) and identify yourself as a new faculty member to receive your Elon email user name and temporary password.

Note: If you move during the year, please let Human Resources and your departmental program assistant know your new information.

How do I get a Phoenix Card?

After you have completed the necessary paperwork at Human Resources, you may obtain your Phoenix card at the Phoenix Card Office, located in the Oaks/McCoy Commons 201 (336.278.5436).

How and where do I get a parking sticker?

You must have completed your paperwork with Human Resources before you may obtain your parking permit at Campus Safety and Police located in Oaks/McCoy Commons 107 (entrance is located on right-hand side of building). The parking permit allows you to park any place on campus except for fire lanes, handicapped, and maintenance spots. Handicapped spots may be used if you have a handicap decal.

If you do not have a valid sticker, your car will be towed.

How do I gain access to OnTrack?

After you have completed the necessary paperwork for Human Resources, visit or call PC Support (336.278.5200), located at 114 W. Lebanon Ave (next to Subway), to get a user ID and password.

Why do I need an OnTrack account?

OnTrack is the online system the university uses for your class records, rosters, grades, etc. You must use OnTrack to enter both the mid-term and final grades.

Please adhere to deadlines for submitting all grades.

Where can I get assistance with my teaching and what is CATL?

The Center for the Advancement of Teaching and Learning (CATL) exists to help faculty teach in ways that are engaging, scholarly, and challenging. CATL can assist you as you prepare for or teach your courses in a variety of ways, including conversations about how you might adapt courses you’ve taught elsewhere to the Elon environment, materials about specific pedagogies, and opportunities to talk with peers about teaching and
learning at Elon. See [CATL’s web site](https://www.catl.elon.edu) for more information. This website grants access to the University’s academic calendar, parking, cultural events, etc.

### How does a student withdraw from a class?

A student may officially drop any class with a “W” (withdrawal without penalty) through half of the term. (A “term” includes the examination period.) The withdrawal period applies to the regular semesters, classes taught for one half-semester, winter term, and the summer sessions. After that date, no class may be dropped. Any exception to this policy is the responsibility of the appropriate academic dean’s office. A student who withdraws from the university, for any reason (except for a medical reason), receives grades of “W” if the withdrawal is before the designated half-term time period. After this time a student will receive a “W” or “F” depending on his/her grades at the time of withdrawal. A student who withdraws from the university with a medical withdrawal will receive a “WD.”

*Note:* A medical withdrawal means the student is dropping ALL classes and leaving the university for that term. The student must reapply for admission.

See Academic Supports [Academic Regulations page](https://www.elon.edu/registrar/academic-regulations) for more details.

### What is the Early Warning process?

Academic Support maintains a system designed to be a backup for faculty who cannot reach their students and to address systemic problems of not having local telephone numbers for students. EWARNING is an e-mail account that has been set up for faculty to report any students with excessive absences, missing quizzes, lack of class participation, etc. Academic Support will collect this information and send it to the student’s academic advisor, who will be asked to contact the student and put the information in the advisee’s folder. The reporting professor and the student also receive copies of the early warning email. Professors may report any student, any time. Academic Support will track this information and report to the faculty at the end of each semester. Reports can also be made by phone to Academic Support (336.278.6500).

See Academic Supports [Early Warning page](https://www.elon.edu/registrar/academic-regulations#earlywarning) for more details.

### How am I notified of student absences?

Students, parents, and faculty may notify Academic Advising when a student must miss classes. This notification is especially encouraged when the absences are prolonged. Academic Advising will forward the information to a student’s professors and academic advisor. Academic Advising does not verify the legitimacy of this information, nor does it issue written excuses for students. It is the student’s responsibility to contact each professor upon returning to class to discuss make-up work and/or missed test.

### Where can I find semester calendars and exam schedules?

Visit [OnTrack](https://ontrack.elon.edu). Exam schedules are available under the [Schedules](https://www.elon.edu/registrar/academic-regulations#schedules) heading, and undergraduate and graduate calendars are available under Campus Calendars.

### Who makes classroom assignments?

Robin Straka, in the Office of the Registrar, assigns classrooms. If you have a special need, talk with your department chair.
How do I request a computer lab for class use?

Due to limited computer labs, faculty who plan to use the lab continually during a semester must submit the “Technology Request” to the department chair at the beginning of the schedule process (March for winter/spring; August for summer; November for fall). The chair will review your request, and after discussion, submit the form to Robin Straka in the Registrar’s office. These forms may be obtained from your department chair. If you need a computer lab for one-time or occasional use during the semester, you may make your request through SPACES, the Space, Planning and Calendar Event Scheduling system.

Sign in using your email and password. Labs are booked on a “first-come, first-served” basis.

Who do I call for audio-visual assistance and technical support for the classrooms?

Contact Teaching & Learning Technologies at 336.278.6591. They are located in Belk library and can assist with posters, audio recording, and equipment checkout. You may reserve a laptop, camcorder, etc. from them but please give ample notice of your need. You will need to pick these up personally in the Media Center of Belk Library. If you have a classroom problem, please call PC Support (336.278.5200).

What services does Belk Library provide?

Belk Library houses not only the library, but also Media Services, Tutorial Services, the Writing Center, Teaching & Learning Technologies, and Campus Technologies. A teaching computer lab is located in the center of the building and computer terminals allow students the opportunity to work on papers and check email.

Note: The librarians at Belk Library do not pull books for reserve use in classes. You must do this yourself or have a student worker from your department do this.

What is Moodle and how do I get an account?

Moodle is the learning management system (LMS) chosen by the school for web-based learning and classroom aid. Once you receive your email account, a Moodle account can be established for you. Email Daniel Reis (dreis2@elon.edu), or Sara Vanderpool (svanderpool@elon.edu) to obtain your account. Teaching & Learning Technologies will need your full name and email address to establish your account. Workshops will be held during the beginning weeks of classes.

If I use Moodle, why do I need to provide an electronic copy of my syllabus?

Your departmental program assistant needs an electronic copy of all syllabi regardless of whether or not you use Moodle. Moodle only allows those enrolled, or those given permission, to access a page. The departmental program assistant must submit all syllabi electronically to the dean’s and provost’s office and they need your cooperation in regard to the syllabi. These are needed by the end of the first week of the semester.

How do I get a campus box?

Campus boxes will be assigned by the dean’s office. Please check with the appropriate person there. Mooney campus boxes are located in Mooney 107 and the campus box is 2105. For adjuncts located in Koury, your campus box is 2525 and is located in Koury Athletic Center Room 220.
Where do I Fed-Ex, Overnight, or get stamps?

The University Mail Center (336.278.5433) is located on the first floor of the Moseley Center, across from Irazu Coffee Shop. The Mail Center provides almost anything you may need for a mailing. **Be sure to obtain an account number from your program assistant! Items cannot be mailed without it.**

How do I get keys to my office?

Celeste Richards, Administrative Assistant, will order keys for new employees and you will be contacted once the keys are available for pick-up. If you lose your keys or need a duplicate set, see your department chair. The chair must request any additional keys, and the department will be charged for these keys.

How do I find out my office phone extension?

Currently Education Department adjunct faculty members use 336.278.5853 and HHP adjunct faculty members use 336.278.5879 (the respective program assistants’ main line). **Adjuncts often use email or Moodle for communication with students.**

Does the university pay for all phone calls?

Elon pays for any business-related phone calls.

How do I make copies of items I need for class and/or research?

The departments have copiers available in each building (Mooney 107 or Koury Athletic Center Room 225) to handle **small print jobs (a maximum of 10 copies).** Copiers are operated by access codes; please see departmental program assistants for assistance. Print jobs larger than 10 should be sent to the Print Shop.

The Print Shop (336.278.5582) is located at 406 W. Haggard Avenue just past Human Resources on the right. Pick-ups and deliveries are twice a day (mornings and afternoons) to departmental offices.

**They request a three-day turn around, so please plan ahead.** Print Shop forms are available in your departmental program assistant’s office or at the Print Shop.

You may also send **Print Shop requests on-line.** The first time you visit this site, you must register. **Please use your Elon email as your login.** This site will allow you to fill out the form and upload your document to a secured website. It is best to use the Print Shop for your printing.

Costs for b/w copies:

- **Free-standing copiers in departmental offices**
  - 5¢ a copy
  - 3.5¢ a copy on 20 lb. paper
  - 5¢ a copy on 60 lb. paper
  - 10¢ a copy on 110 lb. paper
  - 50¢ a copy if multi-color print is requested
  - $1.00 for 11x17 copies

**Color copies are priced by quantity and choice of paper.** Typically prices for color copies start at $0.35 per copy and go down from there.

The Print Shop also offers a variety of services and provides stationery and envelopes. See the Print Shop form or order on line using the Print Shop web address. Other services, like binding, are available upon request.

**Note: Using the Print Shop is far better than using your personal printer for materials you need for class. Cartridges are very expensive and we’re trying to control costs, so that budgets can be used effectively.**
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can I be reimbursed for off-campus copying?</td>
<td>See your department chair regarding the reimbursement policy.</td>
</tr>
<tr>
<td>How do I get a desk copy?</td>
<td>Contact your department chair or the publisher of the textbook you wish to obtain.</td>
</tr>
<tr>
<td>What do I need to know about the Campus Shop?</td>
<td>The bookstore (336.278.5400), located on Williamson Ave., is run by Barnes &amp; Noble and carries everything from textbooks to clothing. You will be asked to submit your textbook order online prior to the coming semester.</td>
</tr>
<tr>
<td>Where do I get a copy of the book being used for Common Reading?</td>
<td>Belk Library will have a limited supply of the Common Reading book/s for check out.</td>
</tr>
<tr>
<td>How do I get office supplies?</td>
<td>See your departmental program assistant.</td>
</tr>
<tr>
<td>How do I request something that is not a general office supply?</td>
<td>All requests must go through the department chair. Purchase request forms are needed and can be obtained from your departmental program assistant. Chairs may sign off on requests of up to $999.99. If the request is more, the request must go to the dean.</td>
</tr>
<tr>
<td>How do I get reimbursed for something I have bought?</td>
<td>If you have an emergency situation that requires you to spend money under $150.00, the department chair must sign off on the receipt. You will need to go by the Bursar’s office (Alamance 113) to receive your refund. Anything over $150.00 requires a check request form. Accounting receives the check request and issues checks on Tuesdays and Thursdays. Your departmental program assistant has these forms and will help you through the process.</td>
</tr>
<tr>
<td>How do I have my students to do an evaluation of a class I am teaching?</td>
<td>All classes are evaluated near the end of the semester. Evaluation forms come automatically from the Provost and will be available from your departmental program assistant.</td>
</tr>
<tr>
<td>How do I reserve a room for a special event?</td>
<td>Different rooms on campus are controlled by different offices. Room reservations are made through SPACES, the Space, Planning and Calendar Event Scheduling system. Sign in using your email and password.</td>
</tr>
<tr>
<td>How do I reserve a van for a class trip?</td>
<td>Vans are reserved through Moseley’s front desk. You must have a university-approved driver for any trip involving use of university vehicles. Van training is offered periodically during the fall and spring semesters. See Michael Williams (Moseley front desk, 336.278.7215) if you have questions.</td>
</tr>
</tbody>
</table>
**When is the university closed?**

Employees are given the following days off in addition to any accumulated vacation/sick days:

- New Year’s Day
- Martin Luther King Jr. Day
- Easter Monday
- Memorial Day
- Independence Day (July 4\(^{th}\))
- Fall Break Day (See Annual Holiday Schedule)
- Thanksgiving Day
- Thanksgiving Friday
- Christmas (See Annual Holiday Schedule)

**Does the university close due to severe weather?**

Generally, Elon University remains open during adverse weather for resident students. In the event that the university determines that weather conditions are hazardous to the safety of its staff and students, public announcements will be made on area radio and television stations and by university-wide email, the E-net webpage, 336.278.SNOW, and text alert concerning a school delay or closing.

The university’s inclement weather policy in the Faculty Handbook (Section B-11, p. 1) states:

> If weather conditions are so severe as to render it dangerous for students to reach the university, those who elect not to come to campus on that particular day will not be penalized for failure to do so.

> **FACULTY** who live some distance from campus and who might be prevented from safely traveling to campus must contact their respective dean and make arrangements to cover their classes.

> Elon **FACULTY** and **STAFF** members are expected to be prudent but to take all reasonable measures to reach the campus during inclement weather. Administrative offices will open at 8:00 am unless announced otherwise.

Additional information concerning inclement weather and contingency plans for delays or closings may be found at the [Severe Weather Guide](#).

**What is the Spring Undergraduate Research Forum (SURF)?**

The [Spring Undergraduate Research Forum (SURF)](#) is an integral part of CELEBRATE!, an annual, weeklong celebration of student achievements in academics and the arts. Elon’s SURF program showcases student research and provides students the opportunity to present their research to a faculty and student audience. SURF also showcases faculty research and includes faculty panels on various topics.

*Note: SURF Day is on a Tuesday in the spring and there are no classes on that day as presentations and other events are scheduled throughout the day.*

**Where can I access the Elon University Cultural Calendar?**

Elon University presents a broad offering of academic and special programs every semester. The [cultural calendar](#) provides a month by month overview of musical and theatrical performances, guest and faculty lectures, religious and ethnic observances, recitals, art exhibitions, special entertainment and other events. Many programs will be aligned with the goals and objectives of your classes.