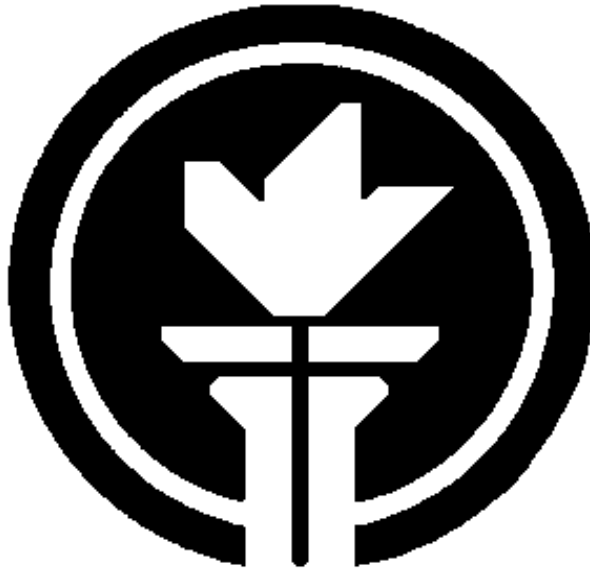


Adjunct Faculty Handbook

This handbook is intended for instructors who teach 5000-level courses including Distance Learning and non-credit offerings. Policies and procedures outlined are for courses sponsored and approved through Seattle Pacific University Continuing Education programs.



▲ This publication is certified as true and correct in content and policy as of the date of publication. However, Seattle Pacific University reserves the right to make changes of any nature in program, calendar, academic policy, or academic schedules whenever these are deemed necessary or desirable, including changes in procedures, course information and other expectations of adjunct faculty. Official communication will be sent to all active adjuncts in the advent of changes in policy or procedure.

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“As a community of learners, Seattle Pacific University seeks to educate and prepare students for service and leadership. We are committed to evangelical Christian faith and values, and to excellence in teaching and scholarship for the intellectual, personal and spiritual growth of students.”

***- Mission Statement
Seattle Pacific University***

WELCOME

Welcome to Seattle Pacific University. We are pleased to have you join us as you share your expertise with adult learners. Adjunct faculty perform an essential role in the courses and programs offered through Seattle Pacific University.

This handbook provides information regarding policies, procedures, and responsibilities for adjunct faculty, as well as available University resources and services. Adjunct faculty are expected to read and follow all policies and procedures as outlined in this handbook or any updates. We are happy to clarify any information and answer other questions as they may arise.

The General Information section applies to all continuing education adjuncts. All addendums for the academic units, i.e., the School of Education, the Center for Professional Development in the School of Business and Economics, the College of Arts and Sciences, and the School of Health Sciences, provide expanded information specific to courses offered through each academic unit.

We hope your experience with Seattle Pacific University is positive. We appreciate the contribution you will make.

INTRODUCTION

After more than a century of service, Seattle Pacific University continues in its tradition as an institution of the liberal arts, professional studies, graduate programs and continuing education. Seattle Pacific University occupies a position within the Christian community that is historically orthodox, clearly evangelical, particularly Wesleyan, and genuinely ecumenical.

The Seattle Pacific University community recognizes that Christians embrace and display vital faith in a variety of theological expressions, worship forms, gifts and ministries. As such, Seattle Pacific University seeks to integrate Christian faith and truth as taught by the community of Christian believers and the Scriptures into every aspect of programming. Whenever not prevented by law or contract, Seattle Pacific University offers explicitly Christian programs, integrating faith with learning as appropriate to the subject and the age of the student. Where prevented by law or contract from being explicitly Christian, Seattle Pacific delivers implicitly Christian educational programs, i.e., those compatible with Christian faith and values.

UNIVERSITY ACCREDITATION AND MEMBERSHIPS

The history of the growth of SPU is linked to the educational community of which it is a part. In successive steps from 1921 to 1937, the University was accredited by the Washington State Board of Education. Since 1936, the University has been fully accredited by the Northwest

Association of Schools and Colleges. It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium.

For further information regarding SPU accreditation and memberships please refer to the current Seattle Pacific University Undergraduate Catalog.

Off-Campus Accreditation

Seattle Pacific University is accredited by the Northwest Association of Schools and Colleges to offer courses in the following off-campus areas:

- Distance Learning courses - Internationally
- Crowley Biology laboratories - Blakely Island
- 5000-level SPIRAL/SOE courses - Washington state
- All other courses - SPU Educational Service Area (ESA), which includes King, Snohomish, Island, Pierce, Thurston, Kitsap and Mason counties. Any SPU programs offered outside the ESA, other than those noted above, must be approved in advance by the provost; the president; the Board of Trustees or the Executive Committee of the Board; and the Northwest Association of Schools and Colleges.

Out-of-State Accreditation

Seattle Pacific may offer 5000-level education courses only in Washington state, except for Distance Learning courses, which may be offered outside of Washington state. In addition, all courses offered by Seattle Pacific must originate in Washington state.

HIRING, CONTRACTS, AND REMUNERATION

It is University policy to hire only evangelical Christians as full-time, on campus faculty. The preference is also to observe this policy with part-time faculty, but availability of qualified instructors may not always make this possible. For this reason, Seattle Pacific University continuing education programs may hire non-Christians as adjunct faculty, provided they agree to respect Christian values and faith and abide by University lifestyle commitments while engaged in University-related activities.

All adjunct faculty are expected to maintain the University's standards of moral, ethical and professional conduct while in class and in other official interactions with students. Each is expected to (a) refrain from using profane or vulgar language, (b) demonstrate respect for the religious beliefs of students and the University, (c) propagate no doctrines, philosophies or practices contrary to orthodox Christianity, and (d) refrain from the use of tobacco, alcohol, or illegal drugs while in class or in other official interactions with students.

ADJUNCT FACULTY QUALIFICATIONS AND REQUIREMENTS

Minimum qualifications for adjunct faculty are a master's degree in the academic area, or demonstrated expertise achieved through either academic preparedness or life experience. Instructors who are only approved to teach non-credit courses are not necessarily required to have a master's degree.

APPLICATION AND APPROVAL PROCESS

To apply for adjunct faculty status to teach courses for credit, a completed SPU Employment Application or a SPU Adjunct Faculty Application must be submitted to the continuing education department of the appropriate academic unit, i.e., School of Education, School of Business and Economics (Center for Professional Development), College of Arts and Sciences, or School of Health Sciences. Résumés and curricula vitae are welcome.

Once approved, instructors are to request an official transcript to be sent directly to their host academic unit from the institution that granted the highest degree. Official transcripts become the property of Seattle Pacific University and cannot be photocopied or returned to the instructor.

Non-credit (CEU-only) instructors must submit a Non-credit Instructor application and are not required to submit a transcript.

ADJUNCT FACULTY STATUS

The status of adjunct faculty lasts for the duration of the instructional contract and/or class for which the adjunct faculty is approved. Adjunct faculty status does not accrue toward ranked faculty status or promotion at SPU, and does not accumulate for tenure, sabbaticals, or any other employment benefits.

Instructors who teach courses for SPU credit but are contracted by organizations other than the University must still be approved as adjunct faculty and fulfill the responsibilities listed in this handbook.

MAINTAINING ADJUNCT STATUS

Adjuncts, once approved, are either *current*, *active*, or *inactive*. A current adjunct is one who is currently teaching. An active adjunct is one previously approved but not currently teaching. An inactive adjunct is one who has not taught for at least two years.

Every three years, employment files of adjunct faculty and non-credit instructors are required to be updated. Files of instructors who do not teach for three years become inactive and the file is destroyed.

Adjunct faculty and non-credit instructors assume the responsibility of contacting the Office of Human Resources at (206)281-2809 for change of address, telephone number, or name.

W-4, W-9, AND I-9 REQUIREMENTS

All new contracted adjunct faculty must complete two federal government forms, W-4 and Immigration and Naturalization Service (INS) Form I-9, *Employment Eligibility Verification*. Payment will be withheld until both forms are completed and on file. The W-4, Employee's Withholding Allowance Certificate, must be returned to the academic host department along with the signed contract. Changes to withholding allowances may be made through the Office of Human Resources.

The Immigration and Naturalization Service (INS) Form I-9, *Employment Eligibility Verification*, must be completed no later than 3 days after the contract period begins. The I-9 must be completed in the presence of designated staff in the Office of Human Resources, or a notary public. Appropriate documentation as specified on the I-9 form must be presented at the time the form is completed.

Independent contractors with a state-issued "91" number (or using their Social Security number) will meet all Internal Revenue Service requirements to work as an independent contractor and must have a W-9 form on file with the SPU Finance Department.

CONTRACTING

Contracts issued to instructors by Seattle Pacific University designate salaries based on anticipated enrollments and any special conditions relating to the course. Contracts must be signed and returned to the budget manager designated on the contract before the course beginning date. Modifications mutually acceptable to the instructor and the University may be considered if deviations occur in the contract terms. In such case, the instructor should contact the CE program director responsible for the course as designated on the contract.

PAYCHECKS

Payroll checks are available on the first of the month, one-month following the course ending or closing date. Contracted courses spanning an academic quarter or longer may be eligible for distributed payments as specified on the contract. Unless instructors arrange differently, checks will be mailed to the address on the W-4 or W-9 form.

Payments to adjunct faculty or independent contractors will not be processed until the following are received:

- W-4 (or W-9)
- Immigration and Naturalization Service (INS) Form I-9, *Employment Eligibility Verification*
- A signed contract

Other conditions may apply and will be stated on the contract.

EXPENSE REIMBURSEMENT

Reimbursement for course-related travel or other operational expenses must be stipulated in the Seattle Pacific contract and arranged for prior to course approval. Expense reimbursement may result in increased tuition and/or required enrollment level.

To receive refunds, a University Expense Reimbursement Form must be completed with original receipts attached, signed by the instructor, and returned to the budget manager of the academic unit specified on the contract. Reimbursement requests must be received within 30 days of the course ending date to receive payment. Checks will be mailed approximately two weeks after receiving all proper documentation.

PENSION PLAN

Adjunct faculty are eligible to make individual contributions to a tax-sheltered annuity under the 403(b)(7) retirement plan. Information can be obtained from the Office of Human Resources (206)281-2809. Independent contractors are not eligible.

WITHDRAWAL OF COURSE OR INSTRUCTOR APPROVAL

The University reserves the right to withdraw approval of any course without cause, at its sole discretion. The University also reserves the right to withdraw approval of any course or instructor without prior notice and without payment under University contract if the University policies and

procedures, including those set forth in this handbook, are violated. The University is not obligated to pay the course instructor in the event it withdraws course approval for cause.

Adjunct faculty and non-credit instructors are expected to read and follow all policies and procedures as outlined in this handbook as well as any updates that are sent out. If there are questions regarding any policy or procedure, instructors should initiate discussion with the CE program director or the Office of Human Resources.

If an adjunct faculty or non-credit instructor fails to follow policy or procedure, or if course evaluations give cause for concern, he or she may be contacted by the appropriate SPU office. If policy or procedure lapses continue, or if course evaluations indicate ongoing problems, his or her status as adjunct faculty or non-credit instructor may become probationary. If an instructor persists in ignoring policy and procedure during the probationary period, that instructor's status at Seattle Pacific University may be revoked.

TERMINATION OF CONTRACTS

The University reserves the right to terminate agreements without cause or prior notice upon payment to the instructor or the pro rata compensation accrued as of the effective termination date. The University further reserves the right to terminate agreements for cause without compensation based on any grounds discussed in this handbook or insufficient enrollment.

GUIDELINES FOR INSTRUCTION

COURSE/EVENT EVALUATIONS

Instructors will be expected to fulfill assigned responsibilities regarding course evaluations. A copy of the results is sent to the instructor and the CE program director. Areas of concern that arise from course evaluations or other means of report will be discussed with the adjunct faculty member, and, if necessary, appropriate action taken.

COURSE CREDIT REQUIREMENTS *(Does not apply to distance learning courses.)*

A course must meet for 10 instructional contact hours for each quarter credit, and can meet for a maximum of eight contact hours per day. It is SPU policy not to accredit contact hours that occur on Sunday. To assess understanding of course content, out-of-class assignments appropriate to the number of credits are required. In addition, all credit courses must adhere to the following parameters regarding number of credits and day ratios.

Basic Standards:

Maximum of 3 credits in a 7 day week

Maximum 8 contact hours per day

Approved Minimum Standard:

1 credit 2 days

2 credits 3 days

3 credits 5 days (consecutive)

3 credits 4 days (not consecutive)

4 credits 5 days (not consecutive and not within 7 day week)

5 credits 7 days (not consecutive and not within 7 day week)

Consecutive Day Courses and Maximum Credit Allotment:

2 days 1 credit

3 days 2 credits

4 days 2 credits

5 days 3 credits

6 days	3 credits
Minimum Non-Consecutive Day Courses and Maximum Credit Allotment:	
2 days	1 credit
3 days	2 credits
4 days	3 credits
5 days	4 credits (not within 7 day week)
7 days	5 credits
8 days	6 credits

When considering the above parameters, keep in mind that 5 minutes of break time are included in each instructional hour. Break time may be taken hourly or accrued up to 4 hours and taken all at once, but it is not to be included as lunchtime. Federal laws require 30 minutes be provided for lunch within an 8 hour day, and that lunch time must be provided in addition to instructional time. Lunchtime should be scheduled separately from break time.

PRACTICUM

Practicum is experiential learning that accompanies instruction. It establishes a controlled environment for participants to practice what has been discussed. Practicum hours are weighted differently than contact hours, i.e., 20 hours of practicum for one credit rather than 10 hours of instruction for one credit. Practicum should be followed by a time of academic reflection, evaluation, and potentially more instruction. Courses should be designed accordingly. Practicum hours should not make up the majority of the course time; rather they should be supplemental. Direct instruction and practicum hours can be combined. For example, there can be 8 hours of direct instruction and 4 hours (2 to 1 ratio) of practicum to total 10 hours for 1 credit (or 10 clock hours). The documentation and logging of practicum hours and outcomes must be part of the assessment and grading criteria listed on the syllabus.

COURSE SYLLABUS REQUIREMENTS

A course syllabus must be created for all credit offerings and distributed to each student. Syllabi for distance learning courses will be distributed by University staff to students at the time they register. The purpose of the syllabus is to provide clear communication about the goals and direction of the course and to formalize communication between the instructor and students concerning academic and logistical expectations. Information regarding grading criteria, attendance requirements, course objectives, or assignments must be carefully outlined in the syllabus to minimize the possibility of confusion or dispute. This essential component to the academic experience, if clearly and carefully written, will enable the University to support the adjunct faculty if a concern or dispute arises from the participants.

Syllabi should include:

- Instructor names, address, telephone, and, if applicable, name of other presenters.
- Title of course
- Dates
- Prerequisites (if any)
- Number of credits or CEUs
- Course description
- Course objectives
- Expectations of Students
- Special features (optional)
- Level of application (i.e., information, awareness, application, etc.)
- Instructor description (20-30 words) to include: academic degrees, title of position and experience related to course being taught.

- Methods of instruction (i.e., lecture, hands-on, field trips, Internet, etc.)
- Content/topic and outline for each session
- Grading criteria, system and evaluation activities for letter grade and pass/fail
- Due dates of major assignments, projects, and examinations (all credit classes must include an assignment that the student completes outside of class time)
- Text and/or required reading list
- Bibliography to include author, title, publisher and copyright date
- Plans for transferring skills into the work setting (e.g., action research, discussion/problem-solving groups, peer observation/coaching, practice skills in workshops, readings, videotaped lessons critiqued and/or turned in)
- Academic Integrity Statement

Please note that a course syllabus is usually 2-4 pages in length but can be quite detailed and longer if necessary. The method of evaluating student outcomes should be detailed and specific. Additional information/items may be required for Distance Learning syllabi.

COURSE CLOSING DATE *(Does not apply to year-long distance learning courses.)*

Instructors may assign a project due several days or weeks after a course ends. This extended assignment due date becomes the official course closing date. Course closing dates determine the academic quarter that will be indicated on University transcripts for the course. All grades are due in Student Academic Services within five days after the closing date.

COURSE NUMBERING SYSTEM

The following is a summary of the course numbering system used at Seattle Pacific University.

- 0001-0999: Credit courses not applicable toward a degree.
- 1000-2999: Lower division courses primarily for freshmen and sophomores.
- 3000-3999: Upper division courses primarily for juniors.
- 4000-4999: Upper division courses primarily for seniors, but may also be suitable for continuing certification and other post-baccalaureate students.
- 5000-5999: Graduate professional development courses. Credits may be used in a SPU graduate degree program only with the advance approval of the program advisor. Contact the hosting academic unit regarding specific requirements. Additional program restrictions on uses of 5000 and 6000 level courses may apply.
- 6000-6999: Graduate master's degree courses.
- 7000-7999: Graduate or doctoral degree courses.

Continuing education units have a CEU discipline code and may be numbered anywhere from 0001 to 9999.

CANCELING OR CHANGING A COURSE

SPU requires immediate notification any time a course is canceled or changed. Date, time, and/or class location changes must be called in to the appropriate CE program director. Changes to course content will be accompanied by an updated syllabus and must be pre-approved. Instructor changes also require pre-approval.

INSTRUCTOR OF RECORD

For credit and non-credit continuing education unit courses, adjunct faculty may act, or be asked to act, as an instructor of record. The instructor of record carries the legal responsibility for the course offering. Except for teaching, which may be shared with a co-instructor, or performed by another qualified individual, the instructor of record is responsible to make sure all guidelines outlined in this handbook are followed, and to serve as the sole contact for any course-related questions from SPU. The instructor of record is expected to monitor registrations and classroom instruction, evaluate student progress, and assign student grades.

PUBLICITY

All publicity that lists Seattle Pacific University's name, logo or phone number, must be pre-approved to assure compliance with University quality standards.

STUDENT ACADEMIC SERVICES

Policies and Procedures

COURSE REGISTRATION

Instructors may not register for credit for a class they are teaching, but if the course includes a CEU option, they may register for CEUs the first time they teach the course.

CONTINUING EDUCATION UNIT (CEU) REGISTRATION

To verify CEU attendance, students are required to initial an attendance record at each class session. The attendance record must also be signed by the instructor and mailed to the University at the end of the course. If a student does not sign in at each class session, the CEU will be transcribed as unearned (NU). In addition, since CEUs are not variable, students cannot earn partial CEU credit.

GRADING POLICIES FOR CREDIT COURSES

The University offers two grading systems: letter grade only (A-E) and pass/no credit (P/NC) with letter grade option. The instructor's chosen grading system must be clearly stated in the syllabus distributed to students. In letter grade courses, the minimum requirements for each grade must be clearly stated in the syllabus. In pass/no credit courses the minimum requirements for "pass" must be clearly stated and must be equivalent to a letter grade of "C" or higher. When discussing the pass/no credit option, please inform students that a "pass" grade is neither transferable nor applicable to a graduate degree. Additionally, some employment offices will not accept a Pass/No Credit grade. Students may request a letter grade in a pass/no credit course provided they do so in writing to the instructor by the second class session.

GRADE CHANGES

Except in cases of clerical error or year-long distance learning courses, no instructor may change a grade that he/she has submitted to Student Academic Services. Grade changes must be

corrected no later than one quarter following the quarter the original grade was assigned. Instructors must submit in writing a grade correction and an explanation to Student Academic Services. Generally, students in year-long distance learning courses are initially assigned an "N" grade. Once the student completes the course, the instructor submits a change-of-grade form to change the "N" grade to the final grade.

It is the instructor's responsibility to meet all grade deadlines. Meeting deadlines is essential for providing students with timely grade reports and official transcripts.

SEATTLE PACIFIC GRADING

Grades and Points

The quality of a student's performance in a course is recognized by a letter mark or grade, which is counted in points. Grade points (or quality points) are the numerical equivalent of letter grades and are assigned for each credit earned with a given grade according to the scale indicated below. For example, an "A" in a 5-credit course would give the student 20 grade points. These points express the quality of a student's performance in terms of numbers for determining scholastic achievement, and individual and graduation honors.

Grade Point Average

A student's grade point average (GPA) is determined by dividing the total number of grade points earned during a given period by the number of credits for which the student was enrolled and for which he/she received a regular grade during the same period. For example, if a student earns 45 grade points during a quarter in which he/she is enrolled for 15 credits; his/her GPA for the quarter will be 3.00.

Grade Points Explanation

A	4.0	Excellent Attainment
A-	3.7	
B+	3.3	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.3	
D	1.0	Insufficient Attainment but with credit allowed
E	0.0	Insufficient Attainment with no credit allowed
Au	Audit*	
P	Pass (used only with the Pass/No Credit option)	
NC	No Credit (used only with the Pass/No Credit option)	
I	Incomplete	
N	In Progress	

* Does not apply to 5000 level courses

Use of "I" Grade

The "I" grade (incomplete) indicates that the student did not complete the work assigned for a course because of absence due to illness or an acceptable emergency. Work must be completed within one calendar year or the "I" becomes an "E". Students must initiate the request for an "I" grade (as well as its removal) by request to the instructor. If granted, the instructor will give the student an "I" grade on the grade roster.

Repeat/Substitute Courses

Students may register and take any course for the purpose of changing a grade unless the course is designed to be repeated for additional credit. The credits earned in the repeated course will be removed from the credits earned; however, the original grade will remain as a permanent part of the record. A symbol will be placed next to the earlier grade, which will prevent the grade from being calculated in the GPA. Grades for courses taken through SPU may only be changed by taking another SPU course.

VERIFICATION POLICY

Student Academic Services is the only official source for verification of student registration, attendance, and course completion. Instructors should refer such requests to SAS.

WEB SERVICES

Adjunct faculty at Seattle Pacific University may gain online access to the "Faculty and Advisor Menu" via the web's Banner Information System ("Banner"). The Faculty and Advisor Menu enables faculty members to perform various functions. Some functions are exclusive to on-campus courses and faculty.

Adjunct faculty must be identified in Banner by name, social security number, birth date and faculty status before access can be attained. Banner identification usually occurs automatically when adjunct contract paperwork is processed. Banner access and other related problems should be directed to the Computer and Information Systems (CIS) Help Desk (206)281-2982.

Steps to Accessing Banner Information System:

1. Access the SPU Homepage (www.spu.edu) via the Internet
2. Select Banner Information System, under the *Quick Access* Menu
3. LOG IN with your Social Security Number and PIN. The PIN is created the first time you access Banner
4. Select Faculty & Advisor Menu

Faculty & Advisor Menu functions

- View/Print Teaching Schedule
- View/Print Class Lists
- View/Print Wait Lists
- Enter Final Grades
- Download Class List
- Send Email to a Student in Class

Faculty Control Center Functions

- View/Print Teaching Schedules
- View/Print Class Lists
- Download Class List
- Send Email to a Student in Class
- Enter Final Grades

The campus master calendar, online library resources and other University information and services may also be accessed through the homepage.

GENERAL PROCEDURES

CREDIT

Each student taking a course for SPU credit or CEUs/Clock Hours must complete an Official Registration Form.

COURSE WITHDRAWAL

Students may withdraw from a course by notifying Student Academic Services in writing (telephone cancellations will not be accepted). Notification must include the student's name, social security number, course number, title, and course beginning and ending dates. To receive a full refund, this notification must be postmarked within 48 hours of the first class session or the printed deadlines in course brochures. Notification of withdrawal will not be accepted after the last day of the course. Students failing to withdraw in writing will be given a no credit ("NC"), which will become a permanent part of the student's transcript.

Students registering for a distance learning course may withdraw within 30 days of registering. A full tuition refund, less a \$25 administrative fee, will be made for withdrawals within this period. No tuition refunds will be made after 30 days.

Withdrawal and refund policies for on-campus courses may differ.

TRANSCRIPTS

A transcript contains a student's entire SPU academic history. To receive a transcript, students must send a written request to Student Academic Services which includes: 1) name and social security number, 2) date student last attended an SPU course, 3) SPU courses, if any, in which student is currently enrolled, 4) the number of official or unofficial copies needed, and 5) the destination address.

Unofficial copies of transcripts are free and are available through the Seattle Pacific University Web page at <http://www.spu.edu/depts/sas/ordertrans.html>. An official copy of a transcript may be obtained for \$3. Transcript requests may also be sent by fax to (206) 281-2669. Payment must be made by credit card for these requests. Along with the faxed request, students should include a Visa or MasterCard account number, the expiration date of the card, the amount to be charged, and a signature authorizing the charge. Call (206) 281-2034 for more information.

While unofficial and official transcripts may be requested at any time current course information will not be available until five (5) days after SPU receives the grades for a class from the instructor. Unofficial transcripts are available without charge. Official transcripts are released only if the student's account is paid in full. With payment of a fax fee, unofficial transcripts may be faxed to a particular destination.

OTHER CAMPUS SERVICES AND RESOURCES FOR ON-CAMPUS INSTRUCTORS

ATHLETIC EVENTS

With an SPU identification card, adjunct faculty will receive admission discounts at various SPU athletic events. For more information, please call the Athletic office at (206)281-2085.

AUDIO VISUAL EQUIPMENT

Computer and Information Systems (CIS) coordinates the classroom use and circulation of academic media and computer presentation equipment for SPU campus-based courses. Contact the CIS Help Desk at (206)281-2982 for more information on equipment availability. Requests for items must be placed at least 24 hours in advance. Items available for checkout are listed on the SPU website at: www.spu.edu. Click on "Computer Help." Adjunct faculty offering courses off-campus are responsible for securing their own A-V equipment unless otherwise negotiated or stated in the process of setting up the course.

BOOKSTORE

Located across the street from the Student Union Building (SUB), the SPU Bookstore supplies textbooks to support academic programs. A full array of supplies, general reading books, gifts, and personal items including photo processing and special order services is also available. Adjunct faculty or students with an SPU identification card receive a 10% discount on their purchases. Extended hours are available at the beginning of each quarter. Textbook buy-back is held the last three days of each academic quarter during finals week.

BUILDING ACCESS FOR SPU CAMPUS

The CE program director determines if adjunct faculty require keys and initiates the order process. Keys must be picked up in person from the Office of Safety and Security (lower Tiffany Hall) when ready. Lost keys are a serious security issue that could result in re-coring of locks throughout the building. Charges resulting from lost keys are billed to the responsible party.

Some buildings have security systems. The AA will provide operating instructions.

CAMPUS DINING SERVICES

Campus Dining Services provides a full range of food and services. Based on your needs, you can enjoy a full meal at Crossroads in Gwinn Commons; Taco Bell, pizza, burgers, ice cream or soda from Falcon's Landing; a sandwich and your favorite snack from Corner Place Market, or a latté and pastry from Academic Perks. Service hours are posted at each location and may be viewed on the SPU website: <http://www.spu.edu/depts/us/dining/>

COMPUTER RESOURCES ON CAMPUS

Some adjunct faculty offices are equipped with a personal computer and printer. The Computer Center in the library is also available, as is the School of Business and Economics' US WEST Computer Lab (McKenna Hall, first floor). The US WEST Computer lab has a small Networking

Lab located in the back of the larger lab. The networking lab is available for general SPU use. The main lab room, however, is available only for use by the School of Business and Economics. US WEST Computer Lab hours may be obtained by calling the School of Business and Economics (206)281-2970.

Adjunct faculty contracted for an academic quarter or longer are expected to apply for a temporary Accounts Domain account to use specified computers within the academic unit. An Accounts Domain account may be set up directly through the SPU website (www.spu.edu), once an I-9 has been processed by Human Resources. Select "Computer Help" and follow the instructions. Accounts are purged at the end of each quarter unless special arrangements are made through the Administrative Assistant of the academic unit.

Allowing another person to use your computer password or using another person's password, regardless of who initially logs into the computer, is a breach of security that should not be done under any circumstances.

E-MAIL

Adjunct faculty needing an e-mail account for their course related work or academic purposes may contact the Computer and Information Systems (CIS) department at (206)281-2922. Access may be given to those individuals who are currently teaching an approved course or to those who have received approval for a current or next quarter course.

IDENTIFICATION CARDS

SPU photo ID cards may be obtained from University Services. University Services hours are Monday through Friday, 8:00 a.m. - 6:00 p.m. The SPU photo ID card serves as adjunct faculty identification and library card. The identification card is valid for the duration of the adjunct faculty contract. Telephone (206)281-2188 for information.

LIBRARY SERVICES

SPU's library offers collections, services and technology, as well as space for study, research, and meetings. Research assistance is provided by librarians with subject specialties in the sciences, humanities, religion, fine arts, social sciences, business, education, counseling and music.

Adjunct faculty may access library services. The SPU identification card serves as the library card. Instructors must have budgetary approval before arranging to rent videos or use other library services that include fees.

Assigned class reading materials for students may be placed on reserve at the Reserve/Media counter. Forms are available at the library, by telephone at (206)281-2415, e-mail, or the library page on the SPU website. Arrangements for videos are made with the staff member at the Reserves counter. Please call the day supervisor at (206)281-2415. For other Library services, call (206)281-2228.

The open computer lab is available for adjunct faculty use. From this lab, access may be gained to the Internet, SPU e-mail, University of Washington libraries and more.

OFFICE SPACE

On-campus temporary office space, if available, is coordinated through the Administrative Assistant of your academic unit to provide a work space for adjunct faculty.

ON-CAMPUS FAX

Fax services are available for course-related or other academic purposes. The Administrative Assistant for your academic unit will familiarize adjunct faculty with the fax machine and use policies. Fax services for personal use are also available in the Copy Center (Lower Tiffany Hall).

ON-CAMPUS TELEPHONE USE

From on-campus, office phone numbers may be reached by dialing the last four digits of the telephone number. Dialing student phone numbers requires the full phone number. Long distance calls require an Authorization Code to dial long distance and pre-approval from the CE program director. The Administrative Assistant for your academic unit can arrange for a personal code. Adjunct faculty will be asked to confirm the nature of long distance calls appearing on the monthly statement of long distance charges. Personal long distance calls are to be reimbursed to SPU.

PARKING ON CAMPUS

SPU Campus parking passes are available from the Office of Safety and Security for \$15 per quarter. Parking in any lot is free after 4 p.m. and during summer. No parking is allowed at any time in designated or reserved spaces. Street parking is also available. All vehicles must be registered with the Office of Safety and Security.

PHOTOCOPY SERVICES

On-campus photocopy services are available for your personal needs through the Copy Center. The Copy Center requests a 24-hour turnaround. Convenience copiers are available in each academic unit for limited copies (20 pages or less). The AA will provide adjunct faculty with a convenience copier code. Copies made for personal use cost 10 cents per copy. Payments are collected by the Administrative Assistant for your academic unit.

All course-related photocopy services are available by pre-arrangement with the CE program director.

SNOW SCHOOL CLOSURE HOTLINE

The Snow School Closure Hotline is (206)281-2800. The recorded message gives information regarding delayed or canceled classes due to snow or severe weather conditions.

VOICE MAIL

Adjunct faculty contracted for an academic quarter or longer are encouraged to use campus voice mail. The Administrative Assistant for your academic unit will make the arrangements. Messages may be retrieved remotely by dialing (206)281-2700 and following the verbal instructions. Questions concerning the use of voice mailboxes may be directed to the CIS help desk (206)281-2982.

OTHER LEGAL RESPONSIBILITIES

ACCESSIBILITY NEEDS

Seattle Pacific University is committed to supporting all persons in achieving a successful, satisfying educational experience. Educational Services provides assistance and accommodations for adjunct faculty or students with special needs. To ensure the availability of services and necessary personnel, any qualified instructor or student needing special services should contact Educational Services at least three weeks prior to the course offering at (206)281-2475.

Educational Services functions in accordance with regulations or laws, including appropriate sections of the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, as well as University policy on student support and equal access

REPORTING EMERGENCIES

If any on-campus emergency occurs, contact the campus Office of Safety and Security at (206)281-2911 from any campus telephone. Do not call 911 directly for on-campus emergencies. The decision to call 911 is made by Safety and Security. For situations that are not emergencies but need Security's services, please telephone extension 2922. During weekend and evening hours, escort service can be provided for you and your students by calling extension 2922.

For off-campus courses, instructors are responsible to determine how to report any accidents to the agency upon whose premises they are teaching. In addition, instructors must report all accidents or security incidents to the SPU Office of Safety and Security at (206)281-2922 immediately. The Safety and Security Office is open 24 hours a day.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Seattle Pacific University is committed to protecting the right of privacy of all individuals about whom it holds information. Adjunct faculty represent the University and have responsibilities regarding access to personal information. Certain information is considered "private" and cannot be disclosed without the written permission of the student. This information includes grades and student schedules. Access to educational records is restricted to:

- The student concerned
- Parents of a dependent student (defined by the IRS)
- Other individuals with the student's written consent
- University officials who have legitimate educational interest in the records
- Officials of another school where the student seeks to enroll
- Certain authorized government representatives
- Organizations conducting studies on behalf of the University
- Accrediting organizations, to carry out accrediting functions
- A court of competent legal jurisdiction
- Appropriate parties in a health or safety emergency

Seattle Pacific University considers the following items to be directory information and can be disclosed without the written permission of students (except students who have requested confidential status):

- | | |
|--------------|-------------------------------|
| Student name | Class standing |
| Address | Full-time or part-time status |

Phone number	Major/minor
E-mail address	Dates of attendance
Photograph	Degree(s), awards, honors
Date and place of birth	Date degree(s) conferred
Church denomination	Previous institutions attended
Activities and sports	High School attended
Height/weight of team members	

Class or grade rosters are University educational records and, therefore, may not be used for any purpose not directly related to the specific course they are generated or created for. Furthermore, FERPA and Seattle Pacific University policy prohibit the use of any class or grade roster for any publicity or advertising purposes. The following guidelines ensure students' privacy rights are protected:

1. Grade information (student papers, grade rosters, and grade books) should be kept in a secure location. Student papers for pick up should be left with building administrative assistants, not outside faculty offices, unattended.
2. When grades are posted outside faculty offices or classrooms, students' anonymity must be ensured. Even if student names are blocked out and social security numbers are left for identification, students' privacy is violated. Social security numbers are considered private information. Assigning each student, a random personal identification number or code name at the beginning of the quarter is acceptable.
3. Student schedules are private information. The location of a student should not be disclosed. In emergencies, the Office of Safety and Security or Student Academic Services can locate on-campus students to relay information.

POLICY ON NONDISCRIMINATION

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age or disability in admissions and access to, or treatment or employment in its programs or activities; as required by section 504 of the Rehabilitation Act of 1973, as amended; the American's with Disabilities Act, as amended (to the extent applicable to the University); Title IX of the Educational Amendments of 1972, as amended; Title VI of the Civil Rights Act of 1964, as amended; and the Age Discrimination Act, as amended, and their implementing regulations.

As a religious educational institution operating under the auspices of the Free Methodist Church of North America, Seattle Pacific University is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

For any questions regarding this policy, please contact the following persons:

Section 504 Coordinators:

Primary - Assistant Director, Center for Special Populations
 Secondary - Associate Provost/Dean of Student Life

Title IX Coordinators:

Primary - Dean of Enrollment Services
 Secondary - Director of Human Resources

Age Discrimination Compliance Coordinator:

Director of Human Resources

If persons believe they may have been discriminated against in violation of this policy, they should immediately contact the Section 504 Coordinators, the Title IX Coordinators, the Age Discrimination Compliance Coordinator, the Office of Student Life or the Office of Human Resources for a copy of

the University's Discrimination Grievance Procedures. If, due to a disability, persons require reasonable accommodations to perform the essential functions of their job, they should immediately notify their supervisor and the Director of Human Resources.

POLICY ON RACIAL OR ETHNIC HARASSMENT

Seattle Pacific University is committed to cultivating and celebrating cultural diversity within the learning community. The University holds that all persons are created in the image of God and possess intrinsic dignity and worth. Likewise, the University respects and values the uniqueness of each racial or ethnic group, and all University employees and students enrolled in the University assume the obligation to observe conduct which advances these ends.

Violation of or questions regarding this policy will be reported immediately to one of the Complaint Reviewers, as referred by Human Resources, for corrective action or clarification. The University strictly prohibits any retaliation against any student or employee who, in good faith, has registered a complaint under this procedure. Anyone who believes s/he has been retaliated against for registering a complaint will use the same complaint procedure.

Any student or employee who violates the University's racial harassment policy is subject to disciplinary action up to and including expulsion or dismissal.

Procedures for dealing with racial or ethnic harassment are handled through the Office of Human Resources.

POLICY ON SEXUAL HARASSMENT

Seattle Pacific University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with one another in an atmosphere free from unsolicited and unwelcome communication of a sexual nature. The sexual harassment policy and procedures are intended to provide fair and equitable treatment for both the complainant and the alleged harasser.

Sexual harassment is in violation of Title VII of the Civil Rights Act of 1964, as well as of University policy. The University will not permit such harassment, and will promptly and aggressively pursue the resolution of any complaint that such conduct has occurred.

Sexual harassment is defined as any unwelcome sexual conduct (verbal or physical) or statements, which create an environment encouraging such conduct. Examples of sexual harassment are:

- A. making acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature a condition (expressed or implied) of the employee's continued employment or the student's matriculation
- B. making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or for academic, employment, or financial decisions affecting the student
- C. stating or implying that a particular employee's advances in employment, or a particular student's grades, academic awards, financial aid, scholarships, or other assistance, evaluations, or recognition received from the University, have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship
- D. stating or implying that a particular employee's or student's performance is attributable in whole or in part to the gender of the person

- E. commenting on particular characteristics associated with a particular sex (e.g. an employee's legs or physique)
- F. creating an intimidating, hostile, or offensive working, academic, or living environment by such conduct or comments.

ACADEMIC INTEGRITY, COMPLAINTS AND APPEALS

A breach of academic integrity occurs when students receive academic benefits that they did not earn through their own work. In its more blatant forms, academic dishonesty includes, but is not limited to: copying another's work on an exam; preparing for an exam by using test questions from a stolen exam; bringing concealed answers to an exam; turning in another person's work as their own; committing plagiarism, that is, copying portions of another's words from a published or electronic source without acknowledging that source.

It is not dishonest to discuss possible answers to an exam question as part of a study group, to discuss ideas for a paper with other members of the class, or to ask a friend to read a draft of a paper for suggestions to improve it, unless the professor has prohibited these activities.

It is not dishonest to summarize, paraphrase, or quote the words of others in a paper so long as the student acknowledges the sources with appropriate citations.

Guidelines for penalties against academic dishonesty

The penalties for breaches of academic integrity shall be clearly spelled out in a course syllabus; they may range from no credit for the work in question to no credit for the course. Both the students and the instructor have obligations to report and to prevent cheating, plagiarism, or other academic misconduct. If the instructor suspects academic dishonesty, the following guidelines apply:

- A. The instructor arranges a conference with the student to discuss the incident.
- B. If, following the conference, the instructor is convinced that the student violated academic integrity, the instructor may propose appropriate action. If the student accepts such action as appropriate, both student and instructor will verify this in writing and no further penalty will be necessary.
- C. If agreement is not reached between the instructor and the student, the instructor may propose a grade penalty against the student by notifying the appropriate school dean in writing with supporting evidence. The penalty imposed will be commensurate with the degree of offense, from loss of credit for the work involved in the infraction to loss of credit for the entire course, such penalty to be determined in consultation with the school dean. The student may appeal this action by following the process outlined under "Appeals of student academic complaints".
- D. In the case of repeated offenses or of flagrant dishonesty that warrants probation or dismissal from the University, charges will be made in writing by the instructor through the appropriate school dean. The student may appeal this action through the Provost and then the President of the University.
- E. If the act of dishonesty is associated with a criminal act (e.g., breaking into a faculty office) or with concerted group effort (all or part of a class), such cases will be immediately referred to the Dean of Student Life.

Appeals Of Student Academic Complaints

The Student Handbook details acceptable grounds and processes for student academic complaints. A reference copy of the handbook is available from the SPU Library. Expectations and criteria must be faithful to the catalog descriptions of the course and clearly stated in the

course syllabus, outline, or individual study agreement, and the faculty member is responsible to correct clerical errors as they occur. The student's first place of complaint is to the faculty member. Student appeals of faculty decisions must be in writing. The intent is always to resolve the appeal at the most immediate level. Academic appeals are allowed only on grounds of unfair treatment against the stated standards, not against the professional judgment of the faculty member.

Levels of appeal: For appeals on academic decisions such as grades on course activities, evaluations, course grades, and decisions on program admissions, the levels to be followed in order are:

- A. Faculty member(s) at the course level
- B. Department Chair (if applicable)
- C. Dean (Graduate Director first if graduate student)
- D. Provost
- E. President

Academic petitions regarding general University matters such as academic regulations may be made in the following order:

- A. Continuing Education Director
- B. Dean
- C. Provost
- D. President

The decision of the President in any student appeal shall be final.

Acceptable evidence. Most academic complaints will be resolved at the level of conference between the student and the faculty member. In the exceptional case when the student appeals a decision, the complaint must be in writing. Before a judgment of error is made against the faculty member, the faculty member will be informed of the appeal and given opportunity to respond. Recollections of advice and agreements can be undependable and may reflect what the individual intended or expected, rather than what actually transpired; therefore, formal evaluations from a class, course syllabi or assignment sheets, the University catalog, or other forms of written documentation to which both the student and the faculty member had access at the time, will be the most acceptable evidence for a student academic appeal.

SCHOOL OF EDUCATION CONTACT INFORMATION

Seattle Pacific University
 School of Education-Continuing Education
 3307 Third Ave. West
 Seattle, WA 98119

Name	E-mail	Bldg/Rm	Telephone
Dr. Mark Pitts, Dean, School of Education	mpitts@spu.edu	Peterson 3 rd Flr.	(206)281-2373
Dr. Ralph Kester, Associate Dean, Graduate and Continuing Studies	rkester@spu.edu	Demaray 349	(206)281-2655
Dawn McReynolds, Program & Operations Manager	dmcreynd@spu.edu	Rand Bldg.	(206)281-2722
Darcie Laack, Distance Learning Program Coordinator	dlaack@spu.edu	Rand	(206)281-2505
Marilyn Mortenson, SPIRAL/Inservice Program Coordinator	mmort@spu.edu	DH 349	(206)281-2028
Nathan Pritchard Budget and Information Systems	npritchard@spu.edu	Peterson 307	(206)281-2438
Sue Perrin, Receptionist School of Education	cperrin@spu.edu	Peterson 3 rd Flr.	(206)281-2214
Rene Shafar, Administrative Assistant School of Education	rshafar@spu.edu	Peterson 3 rd Flr.	(206)281-2214
<u>Other Helpful Information:</u>			
SOE-CE FAX	(206)281-2271		
SOE FAX	(206)281-2756		
SOE-CE General Information	(206)281-2274		
SOE General Information	(206)281-2210		
SOE Main Office - Peterson 3 rd Flr.	(206)281-2214		
SOE Distance Learning	(800)482-3848		
General 800 Number	(800)648-7898		
Transcript Line	(206)281-2034		
Student Academic Svcs. General Line	(206)281-2032		
Student Financial Svcs. General Line	(206)281-2061		
Human Resources General Line	(206)281-2809		

SEATTLE PACIFIC UNIVERSITY

SCHOOL OF EDUCATION

CONTINUING EDUCATION

This addendum serves as additional information to the general section of this CE Adjunct Handbook. It serves to provide expanded information specific to School of Education Continuing Education programs.

**The Mission of
Seattle Pacific University
School of Education...**

...is to prepare educators for service and leadership in schools and communities by developing their professional competence and character within a framework of Christian faith and values.

**The VISION
of Seattle Pacific University
School of Education...**

...is to influence the region, the nation, and the world through the preparation of educational leaders for public and private schools.

WELCOME

This handbook addendum is designed to orient you to the operations of the School of Education and to serve as a reference guide for our policies and procedures. We are glad to have you as a School of Education adjunct instructor and are here to assist you whenever possible!

PROGRAMS OFFERED

The School of Education Continuing Education programs are categorized into four areas:

1. SPIRAL courses which are on and off-campus courses designed to meet specific continuing professional education needs of a variety of educators.
2. Summer Institutes which are two to five day intensive courses designed to provide research based education and training for helping teachers improve student learning.
3. Conferences which are one to three day events concentrated on a single topic (i.e., assessment) that bring together forward thinking research and practitioners in a variety of formats to assist teachers, support staff, and administrators in improving student learning.
4. Distance Learning offers professional development courses for educators (SPIRAL). These programs use a variety of mediums to provide an intentional learning experience where the student and instructor are geographically separated. SPU is also developing opportunities in online distance learning as a way of offering courses at the undergraduate, graduate, and professional development levels. The School of Education offers a Master's degree in Curriculum and Instruction through an online mode.

For more information on any SOE Continuing Education programs or events, please call (800)648-7898.

CONTINUING EDUCATION UNITS/CLOCK HOURS

Seattle Pacific offers non-credit continuing education units (CEUs) for a variety of courses and events within Washington state. Non-credit hours may be offered as an option with most credit offerings. However, students may not receive credit and CEUs for the same course or event.

Some SPIRAL courses offer a non-credit continuing education, or clock hour, option. Seattle Pacific University clock hours (CEUs) are approved by the Office of the Superintendent of Public Instruction (OSPI), and meet state, educational certification and salary advancement requirements.

If you are teaching a credit course, you may request a clock hour option by checking the appropriate box on the Course Form. Students are responsible to work with their individual district for any processes required for pre-approving credit and clock hours. **Distance learning courses are not eligible for a CEU/Clock hour option.**

All SOE/CE credit/clock hour/continuing education unit (CEU) courses meet state, regional and national accreditation standards.

PROPOSING CREDIT COURSES (NON-DISTANCE LEARNING)

Instructors may propose credit courses by completing a course form. Instructors who wish to offer an on-campus course must receive written pre-approval from the CE program director in the School of Education before submitting a course form. To be approved as an adjunct, one must submit both an Adjunct Faculty Application and Course Proposal form.

A minimum of three weeks processing time is required for all new courses. Each succeeding time a course is offered, a course form must be completed and sent to the School of Education at least two weeks prior to the course beginning date. The earlier a course form is submitted; the sooner confirmation of course approval and registration materials will be received.

All credit courses must adhere to the Credit Course Requirements and Practicum sections of this handbook. Submit all course forms, Adjunct Faculty Applications, and official transcripts to: School of Education - Continuing Education, Seattle Pacific University, 3307 Third Avenue West, Seattle, WA 98119. Attn: Marilyn Mortenson.

CREDIT COURSE APPROVAL

When the School of Education receives a course form, it is reviewed for content, completeness, and compliance with SPU and accreditation policies. Following course approval, a confirmation card is sent to the instructor or course proposer indicating approval and course number assignment.

For Spiral model courses, a registration packet will be assembled and sent to the instructor or designated individual three weeks before the beginning date of the course, or the day after it is approved, whichever comes first. Registration is conducted on-site by the instructor. All registration forms and a tuition payment for each student must be sent to Student Academic Services within three days of the second class session.

For other SOE-CE courses, the registration and evaluation process will differ. Instructors involved in Conferences, Institutes and Distance Learning courses will be contacted by an SOE-CE staff person regarding how registration, evaluations, and other course support issues will be handled.

COURSE SYLLABUS FOR PROPOSED CREDIT COURSES

The first time a course is proposed, a syllabus must accompany the course form. It should follow the Course Syllabus Requirements section of this handbook and include all assignments, student assessment criteria, contact hours and other course information. Every subsequent year a course is offered a current syllabus must be attached to the course form.

The syllabus must be sent with the course form at least three weeks before the course beginning date and distributed to each student at the start of the first class session. Syllabi for distance learning courses will be distributed by University personnel to students at the time they register.

COURSE CLOSING DATES

Course closing dates determine the official Student Academic Services (SAS) quarter assignments, which may or may not match the quarter the course is publicized in bulletins. For

example, a course listed in the Spring *SPIRAL* bulletin with a summer closing date will appear as a summer quarter course on transcripts and grade records. Quarter assignments affect the time that updated transcripts and grade records are available to students.

INSTRUCTOR OF RECORD

All requests for instructor of record will be reviewed and included in the course approval process. If you are an instructor of record and have questions about your responsibilities, contact the School of Education at (206)281-2121 and ask for the CE manager of operations.

OSPI ENDORSEMENT REQUIREMENTS (Good through August 31, 2000, revision pending)

Some CE courses offered through the School of Education may meet part of the Washington state requirements for a given teaching endorsement. Each course submitted is reviewed to determine whether it can be submitted to the state Office of the Superintendent of Public Instruction as potentially meeting some aspect of a particular endorsement. If it is determined that a course does meet some part of an official OSPI endorsement, this is noted in the approval of the course.

If adjunct faculty have questions about whether or not a course meets endorsement requirements, call the School of Education and we will facilitate the review of the course, if appropriate. This review process may take up to one week. We encourage students with questions about using a course to meet an endorsement requirement to put their request in writing directed to the School of Education. Adjunct faculty should not disseminate information about whether or not a given course meets an endorsement requirement unless they have first checked with the School of Education.

PUBLICITY

There are three main avenues for publicizing courses: SOE-CE bulletins, SOE-produced flyers or brochures, and instructor or agency-produced publicity. Space is provided on the course forms to indicate publicity type.

Courses may be included in a *SPIRAL*, *Connection* (Distance Learning), or *Summer Bulletin* if courses are submitted and approved prior to publication deadlines and bulletin publication is requested on the course form. See below for additional *SPIRAL* bulletin publication criteria.

To be published in the *SPIRAL* bulletin, courses must include pre-registration information and meet the following criteria:

1. To provide courses which are in demand, we will publish courses which have been offered at least once through SPU in the last two years, with a minimum of 12 enrollments for SPU credit.
2. In order to provide consistent quality and use the bulletin most effectively, we will:
 - Edit course descriptions for publication.
 - Choose courses that are consistent with local or state reform and staff development goals.

A course form and syllabus must be completed for each course that is published and approved by the Director of Educational Professional Development. All *SPIRAL* adjunct faculty members living in the United States who have taught *SPIRAL* courses within the last 2 years will be notified of bulletin submission deadlines. If you have any questions concerning submission deadlines, contact the School of Education.

Instructor or Agency-Produced Publicity

Instructors and agencies are encouraged to develop their own publicity provided it is sent to the School of Education with adequate time for review and approval before publication. SOE must approve any publicity that lists SPU's name or phone number. Confusion may result if our staff cannot answer questions arising from non-SPU published materials.

Instructors may submit publicity for approval by attachment to the course form. SOE-CE staff will review the publicity and route it to SPU Marketing who will contact the course proposer. The course must be approved before publicity can be approved.

If you have questions concerning publicity, contact Dawn McReynolds at (800)648-7898.

COURSE REGISTRATION

SPIRAL/Inservice Registration

SPIRAL/Inservice registration materials will be mailed to the instructor or designated individual approximately three weeks prior to the first class session provided the course form is received in the School of Education within the timelines given in this handbook. The materials packet includes instructions for registration, an attendance/grade record with course identification information, registration and evaluation forms, student information flyers, and envelopes for returning materials to Student Academic Services (SAS).

Instructors must return all completed registrations with correct tuition to SAS within three days of the second class session so that students may be officially registered and tuition promptly receipted. Course information and tuition payment should be checked for accuracy before sending registration information. Checks are to be made out to Seattle Pacific University, and there must be a separate payment/check for each student. **DO NOT ACCEPT CASH.**

When SPU contracts the instructor, all individuals attending the course must register for credit or Continuing Education Units (CEU/Clock hours). Instructors cannot register for credit for a class they are teaching, but if the course includes a CEU/Clock hour option, they may register for CEU/Clock hours the first time they teach the course. Only officially registered students may be allowed to attend classes. If the instructor is contracted by an agency other than SPU, only students requesting SPU credit or CEU/Clock hours should complete the registration form, pay tuition, and sign the attendance/grade record.

Conference, Institute and other Event Registration

These courses and events typically have special registration procedures that are facilitated by SOE-CE and/or SAS staff with the instructors not involved. Any instructor responsibility for registration or tuition collection is specified well in advance of the event.

Distance Learning Registration

Students may register for distance learning courses by telephone at (800)482-3848, by fax at (206)281-2669, by mail, or in person at Student Academic Services. The instructor should not be involved in the process of registration for these courses.

Most distance learning courses have open registration allowing students to register for a course at any time. However, students must register by a particular date to receive credit for a given quarter. A few selected distance learning courses have specific registration deadlines. All registration deadline dates are published in the *Connection* (Distance Learning) bulletins.

Most distance learning courses must be completed in one year. Each course's completion timeframe is listed in the marketing bulletins and the specific syllabus. Students will receive an in-progress ("N") grade at the end of the quarter in which they registered for the course, if the work is not completed. When all coursework is completed, the instructor will submit a change of grade memo to SAS.

Continuing Education Unit/Clock Hours Registration

Non-credit continuing education unit (CEU/Clock Hour) registration materials will be mailed to the instructor approximately three weeks before the first class session, provided that: 1) the course form is submitted to the School of Education within the timelines listed in this handbook and, 2) the box indicating the CEU/Clock Hour option is checked. The materials packet includes instructions for registration, an attendance record with course identification information, registration and evaluation forms, student information flyers, and envelopes for returning materials to SAS. Registration forms must be completed by the second class session and mailed immediately to SAS.

GRADING POLICIES FOR CREDIT COURSES

The School of Education recommends that instructors choose only the letter-grade system. Pass/no credit grading is reserved for courses with very high enrollment which meet only a few times, or courses in which letter grade differentiation cannot be accomplished due to the nature of the objectives or learning indicators. Most Distance Learning courses are not available for P/NC credit.

GUIDELINES FOR INSTRUCTION

As you are planning your course content and instruction, please refer to the course form for the variety of learning modalities you may use. Seattle Pacific University seeks adjuncts who model the quality of instruction that should be used with students at all grade levels. We offer the following principles as a guide to assist you as you prepare for your course.

1. Planning Your Instruction

- Adult learners tend to be autonomous and benefit from a "roadway" of content that explains what they will learn and why it is important. A clear definition of objectives is invaluable.
- Identify three to five of the most important ideas, pieces of information, or skills for participants to remember from each session.
- Focus on a balance between content and processing time for active reflection of content.
- Organize materials so they flow smoothly from topic to topic; content should be logically organized and appropriate to a variety of learning styles.
- Design handouts to be practical. Include quotations, charts or diagrams used in the presentation and number the pages to assist students in easy access.
- Give credit to the sources used whenever possible.

2. Creating an Inviting Environment

- Model what participants should do in their classrooms.
- Arrive in plenty of time to check equipment and make other necessary arrangements.
- Greet attendees as they enter. Make introductions and learn something about them.

- It may be appropriate to have some music playing as participants enter, post some pictures, charts, or diagrams related to your presentation, or have an appropriate image or quotation on the overhead.
 - Provide a flexible pace and options for demonstrating understanding whenever possible.
3. Opening Each Class
- Be sure to start each session promptly.
 - Engage participants in some activity within the first five minutes of each class session. Reflective dialogue and group writing can help adult learners focus on the task at hand.
 - Consider asking participants to write some question they have about the topic. (Refer to these at the end to see if questions have been answered.)
 - a. What do you need from today's session?
 - b. What do you have questions about?
 - c. What is an area of concern, etc.?
4. Presenting Your Content
- Begin with an overview of each session both orally and visually (e.g., flipchart, transparency).
 - Tell an appropriate story or anecdote, give an example, or do an activity to capture the interest and arouse the curiosity of the participants.
 - Include reviews of the material approximately every 30 minutes to allow time for reflection, consolidation, and questions. Check for student understanding.
 - Provide opportunities for active learning and hands-on activity.
5. During Your Daily Course Sessions
- Foreshadow (tell what is coming next).
 - Bridge (make transitions between topics or into practical applications).
 - Back track (review and consolidate during and at the end).
 - Use examples (make sure to include multi-cultural as well as other specific examples of use in the classroom).
 - Process (turn to neighbor to summarize or discuss; fill in each other's mindmaps; plan how the information might be applied in other contexts).
 - Provide opportunities for participants to stand up and stretch after half an hour of listening time.
 - Close with an anecdote, story, or powerful quotation.
 - End on time or a little early to allow for questions.
6. Preparing Effective Visuals
- Create a colorful variety of visuals to help listeners focus and remember content.
 - Be sure handouts are well prepared and not in violation of copyright laws.
 - Use large and/or bold, easy-to-read computer print for all handouts.

DISTANCE LEARNING PROGRAM-SPECIFIC INFORMATION

PROPOSING DISTANCE LEARNING COURSES

Instructors who are interested in developing a distance learning course should first contact the director of distance learning in the School of Education. If, after discussion about the proposed course's content and format, the director of distance learning and instructor decide to move ahead with the project, the instructor will be asked to develop a draft of the proposed course. This

draft may serve as a preliminary course syllabus and would precede completion of a Distance Learning Course Form. While it will not be necessary to have all the course materials completed at the time of submitting the DL Course Form, the instructor must submit a fairly complete course outline that would indicate course goals and objectives, resources to be used, delivery methods to be used, major assignments that would be turned in for evaluation, and grading criteria.

After the course is approved by the appropriate SOE administrators and faculty, the instructor will complete production of all course materials and submit them to the director of distance learning for approval, modification, and editing. Materials will be reviewed for quality, content, and clarity. Since it can take several months to fully develop a distance learning course, it is important for instructors to allow sufficient time from first proposing the course to the date the course will first be available to students.

In general, the titles/publishers of books and other learning materials that students will purchase as resources for the course should be submitted to the DL office two months prior to the first day that registration for the course is possible. The DL office will work with the bookstore to order all texts or other purchased materials.

The instructor shall provide the DL office with a final, original and high-quality printed version of the syllabus/study guide at least one week prior to the first day of course registration of the quarter the course is being offered. A disk containing the syllabus/study guide should also be provided to the DL office so that later changes can be easily made.

The course syllabus is often a course study guide or workbook and may be fairly lengthy. Nevertheless, this document is also the syllabus and should contain the following elements:

- course identification: course discipline and number, number of credits
- instructor's name, phone number, available times to be reached for discussion/clarification of course content, assignments, etc. and address
- learning resources/required texts (These will also be given in the Introductory Pages that the DL office distributes to students when they register.)
- educational goals for the course
- student learning objectives
- requirements for course completion, including clear explanations of course assignments
- due date(s) for completion of course requirements (These are usually in general terms, not in specific dates, since different students can be working on any particular section of the course at any time in the calendar year.)
- process and address for submitting the course assignments
- evaluation procedures and criteria for grading
- quote the DL Academic Integrity statement
- course evaluation (The DL office uses a standard course evaluation form and will provide these for students to complete.)

Distance learning quarter dates are different from the regular academic calendar, but follow the same schedule year after year. Registration for a specific quarter begins 30 days before the start of that quarter and ends 30 days before the end of that quarter. DL courses work on an "open enrollment" basis, so students can register at any time. However, the date they register will determine the quarter in which they are officially registered. Also, the quarter in which they are registered is what will appear on their transcripts, not the quarter in which they actually complete the course. The following dates are the year long distance learning program's consistent quarter dates and registration periods:

Autumn Quarter Registration Period: August 2-November 15
Autumn Quarter: September 1-December 15

Winter Quarter Registration Period:	November 16-February 15
Winter Quarter:	December 16-March 15
Spring Quarter Registration Period:	February 16-May 1
Spring Quarter:	March 16-May 31
Summer Quarter Registration Period:	May 2-August 1
Summer Quarter:	June 1-August 31

ACADEMIC STANDARDS FOR 5000-LEVEL DISTANCE LEARNING CREDIT COURSES

1. A minimum of 10 content-based instructional hours are required for each credit. These may be hours of instruction via videotape, audiocassette, reading, television broadcast, or live instruction transmitted via telecommunications medium. Instructional activities that are of a laboratory/workshop/experiential nature--such as site-visits, classroom observations, application activities, or group projects--will be calculated at a 2-to-1 ratio. Thus, two hours of such activities will equal one hour of more formalized content-based instruction.
2. In addition to the instructional hours required and specified in #1, all credit courses must include student products that can be evaluated by the instructor. These products must reflect students' learning and be of substantive nature for the amount of credit earned. The student products must provide an opportunity for individualized and unique synthesis and/or application of the ideas and information learned in the course.
3. Distance learning courses must comply with the university's policy requiring that a one-credit, two-credit, three-credit course must extend over a minimum of two, three, or five days, respectively. Students may not earn more than three credits in one week. Instructors of distance learning courses that are more than three credits must structure the course to assure that the course cannot be completed in less than one week.
4. Distance learning courses must comply with all other standards outlined in this handbook.
5. Since coursework for a distance learning course is done independently, the assignments that are given must, in some way, ensure that students have actually completed the necessary work.
6. As with any academic course, cheating cannot be tolerated. In a distance learning course, it is not generally possible to observe whether or not students are completing their own work. Thus, safeguards against cheating--such as preventing the copying of other students' work or somehow "short-circuiting" course requirements--must be implemented when constructing a course.
7. It is preferred that courses have a mediated component; that is, some portion of the course's content should be transmitted via audiotape, videotape, computer-disk or Internet, satellite, cable-transmission, etc. Since most courses will also have a substantial portion transmitted via print (textbooks, study guide, professional journal articles), the mediated component helps facilitate the learning of students with different learning styles and provides for more diversity and interest in the delivery of course content.
8. Opportunity for interaction between the student and the instructor must be provided. For most year-long DL courses, which are self-paced and have little or no opportunity for face-to-face or limited opportunity for online interaction, the following two methods should be implemented:

- a) The instructor makes him/herself available for phone calls or email messages from students in the course. Phone numbers, email addresses and available times should be posted in the syllabus.
 - b) Assignments that are submitted by students are returned with feedback/evaluation/comments. This feedback serves as a critical link between the student and instructor; thus, the more such opportunities that are provided, the better. **A recommended number of feedback/evaluation opportunities is one per credit.**
9. The letter grade only system is preferred and highly recommended for distance learning courses. This helps maintain the academic credibility of these courses. (If a pass/no credit grading option is provided, then all policies in this handbook related to academic grading must be met).

COPYRIGHT FOR DISTANCE LEARNING COURSES

Instructors developing distance learning courses are responsible for obtaining permission from the author, agency or copyright holder for the use of all published or unpublished borrowed materials. All borrowed materials must be cited in the course materials. Instructors must provide the distance learning office with documentation of permission received for borrowed materials. These authorizations should state that the materials may be reproduced and used for as long as the course is offered (making it clear that this course will be offered for more than one quarter). Copies of all authorizations must be submitted to the distance learning office prior to the duplication of the syllabus/study guide or course materials.

In some situations, the DL staff may agree to seek copyright clearance of selected works. In this situation, the instructor must provide the DL office with all appropriate information for contacting the copyright-holder.

COPYRIGHT OF DISTANCE LEARNING COURSES

In most cases, SPU retains the copyright of the DL course that is developed. The University then pays the instructor a course development fee for their work in designing the course. In some situations, the instructor will opt to hold the course's copyright, and SPU will pay no development fees for the course. Expectations for use of the course and its materials will be delineated in the *DL Course Development and Instruction Agreement*.

DUTIES OF A YEAR-LONG DISTANCE LEARNING COURSE INSTRUCTOR

The instructor's duties shall include:

- (a) evaluating all student coursework thoroughly and fairly and within three weeks of receipt of such work.
- (b) grading student coursework according to the criteria established in the course study guide/syllabus.
- (c) returning the work of all students who submit postage-paid envelopes for this purpose.
- (d) handling administrative aspects of the course, including but not exclusive of, completing the grade report for all enrolled students at the end of a quarter, completing a change-of-grade form for each student finishing work after the quarter in which s/he registered, and responding to requests for extensions.
- (e) responding to inquiries by students regarding the course (content, assignments, etc.).
- (f) maintaining records on students' work—completion and evaluation. At the university's discretion, these records are to be made available for review by appropriate SPU personnel.

- (g) supporting and adhering to the course requirements and activities, as outlined in the course study guide/syllabus and approved by SPU. The instructor shall use professional judgment to work with individual students, modifying particular assignments to meet students' unique situations. However, the amount, breadth, and depth of coursework, as designated in the course study guide/syllabus must still be maintained.
- (h) informing SPU's Distance Learning office and providing a forwarding address in the event of the instructor will be absent from his/her permanent mailing address for a period greater than twenty (20) days and, thus, unable to perform the duties of this agreement in a timely manner.
- (i) when developing the course, obtaining permission from the author, agency, or copyright holder for the use of all borrowed materials which are to be included in recorded or printed course materials. The instructor must provide SPU with documentation of permission to use these previously copyrighted materials prior to the duplication of the syllabus or Course materials and must cite in the course materials all borrowed works.

EXTENSION POLICY FOR YEAR-LONG DISTANCE LEARNING COURSES

Extensions are available to students who cannot complete distance learning coursework within the allotted time because of illness or other emergency beyond the control of the student. Extensions are granted for one additional quarter. Students must send a request for an extension in writing to the instructor before their final course deadline. The instructor then forwards a copy of the request to Kelli Knapp in Student Academic Services with a signed recommendation to grant or deny the request. SAS will send official notification to the student. If approved, the notification will include the new course deadline, which is the closing date of the next quarter. The instructor will receive a copy of the letter. A second extension may only be granted in extreme circumstances and must be petitioned, with documentation, in the same manner as the first. If granted, it will also be for one additional quarter.

SPIRAL PROGRAM SPECIFIC INFORMATION

CANCELING OR CHANGING A SPIRAL COURSE

SOE requires notification any time a course is canceled. A course may be canceled either by calling the SPIRAL Program Coordinator at (206)281-2028, or by writing "CANCELED" across the registration packet and returning it to the School of Education.

If there are any changes to a course that has already been received by the School of Education, we require notification as soon as possible. Date, time, and/or class location changes may be called in to the SPIRAL Program Coordinator. Changes of course content or instructor require pre-approval. Changes to course content must be accompanied by an updated syllabus and will be reviewed as necessary. For changes of instructor, please verify that the new instructor is an approved adjunct with SOE and has the qualifications to teach the course. If the new instructor is not a previously approved adjunct with SOE, the adjunct application and approval process as outlined in this handbook will need to be completed. Please allow two weeks processing time for the application.

GRADING POLICIES FOR SPIRAL COURSES

For SPIRAL/Inservice and off-campus courses, grades should be recorded on an attendance/grade record, signed by the instructor, and received in Student Academic Services (SAS) within five days after the course ending or closing date. Any special student requests for

letter or pass/no credit grades should be submitted with the grade record. Instructors may request a computer generated class roster for grade submission by contacting SAS.

For distance learning courses, computerized grade rosters will be mailed to the instructor approximately two weeks before the end of the quarter. For on-campus courses, computerized grade rosters will be delivered to the instructor before the course end date. All grade rosters are due in SAS by the date indicated on the roster, which is usually at the end of the fourth business day following the completion of final examinations.

It is the instructor's responsibility to meet all grade deadlines. Meeting deadlines is essential for providing students with timely grade reports and official transcripts.

APPENDIX

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APPENDIX A

COPYRIGHT POLICY

Seattle Pacific University urges all adjunct faculty to adhere to these copyright requirements. For a full text of the guidelines, see "Questions and Answers on Copyright for the Campus Community," from the National Association of College Stores, Inc. and the Association of American Publishers, from which these guidelines are adapted.

The following are the four basic factors as established in Section 107 of the Copyright Act of 1976:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purpose;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole; and
4. The effort of the use in question on the potential market value for or value of the copyrighted work.

Guidelines for Printed Materials:

The following are prohibitions for unauthorized copying:

1. Unauthorized copying may not be used to create, replace, or substitute for anthologies, compilations, or collective works, whether or not such unauthorized copies are collected and bound together or are provided separately.
2. Unauthorized copies may not be made of "consumable" works, including workbooks, exercises, standardized tests, test booklets, answer sheets, and the like.
3. Unauthorized copying may not substitute for the purchase of books, publisher's reprints, or periodicals.
4. Higher authority, such as a dean or head of a department may not direct unauthorized copying.
5. The same teacher cannot copy the same item without permission from term to term.
6. No charge shall be made to the student beyond the actual cost of the photocopying.

All of the following criteria must be met for "Fair Use" permission to apply:

1. When an individual teacher is "inspired" to use a work, and the inspiration and decision to use it and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission, AND
2. If the following limitations with regard to amount of copying of a work are applied:
 - a. Complete article, story, or essay—less than 2,500 words
 - b. Excerpted prose—the shorter of less than 1,000 words or 10%
 - c. Chart, graph, etc.—One (1) illustration
 - d. Poetry—less than 250 words on two (2) pages or less, AND
3. The copying is for only one course and term, AND
4. No more than one article, story, essay, or poem OR two excerpts from works by the same author may be copied. No more than three works or excerpts may be copied from the same collective work or periodical volume during one class term and no more than nine such instances of multiple copying may occur for one course during one class term. (Item 4 guidelines do not apply to current news periodicals, newspapers, and current news sections of other periodicals.), AND
5. The original copyright notice should appear on all copies of the work.

Guidelines For Off-air Recording Of Broadcast Programming For Educational Purposes:

The following guidelines were entered into the Congressional Record as the intent of Congress when Copyright legislation was adopted. As a result, the courts as law have adopted these "guidelines."

1. The guidelines were developed to apply to off-air recording by non-profit educational institutions.
2. A broadcast program may be recorded off-air and retained for a period not to exceed forty-five (45) consecutive days. Upon conclusion of the retention period, the off-air recording must be erased or destroyed immediately. "Broadcast programs" are defined as television programs transmitted by television stations for the reception of the general public without charge. Pay cable programs are not considered "broadcast programs."
3. Off-air recordings may be used once by individual faculty members in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary. Programs may be shown only in classrooms and similar places devoted to instruction within the campus. The recordings may be shown in class only during the first ten (10) consecutive school days of the forty-five (45) day retention period. "School days" are defined as school session days—not counting weekends, holidays, examination periods, or other scheduled interruptions.
4. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes. An example of such use would be to determine whether or not to include the broadcast program in the teaching curriculum. It may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization from the copyright holder.
5. Off-air recordings may be made only at the request of and used by individual faculty members, and may not be recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same faculty member, regardless of the number of times the program may be broadcast.
6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
7. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Of course, educational video users can gain further rights if written permission is obtained from the copyright holder.

Guidelines For Use Of "Home Use Only" Videotapes In The Classroom:

The proliferation of video resources easily available to faculty members has created a copyright dilemma in many academic institutions. Holders of the copyright to a program also own the right to control how the video program is shown. This right is called the "performance right". Showing videotape in the classroom is considered a "public performance". Many videotapes, when rented or purchased from home or consumer oriented video outlets, are often labeled as such to forbid "public performances." While this "Home Use Only" clause is legally binding, there is a limited exemption granted to faculty as long as they meet all of the following guidelines:

1. The videotape must be shown only to students and faculty in a face-to-face educational situation.
2. The videotape must be shown as part of a systematic course of instruction (curriculum outline and lesson plans).
3. The videotape must be shown in an assigned classroom location devoted to instruction.
4. The videotape must be shown using legitimate (not illegally reproduced) copy with the copyright notice included.
5. The signed rental or purchase agreement must not include a restriction on the use of the videotape for public performance.

The following uses of video programs are prohibited (without written authorization from the copyright holder):

1. The videotape is shown for entertainment, recreation, cultural value, or is not directly related to a teaching activity that is a part of a systematic course of instruction.
2. The videotape is shown to an audience not confined to registered students, faculty members, or guest speakers.

3. The videotape is shown in an area not assigned as a place of instruction. Lounge, dining, and some auditorium areas are not considered places of instruction.
4. The videotape is an illegally acquired or duplicated copy of the work.

Guidelines for the Use of Computer Software:

The Copyright Act of 1976 and the Computer Software Act of 1980 legislate what is allowed in the use of computer software. Admittedly, confusion about what is allowed and what is not has created difficulties for both software producers and users. Generally, the following uses are allowed:

1. An archival or back-up copy can be made of a program that you own. The back-up copy can only be used if the original fails. You cannot use the back-up copy on a computer at the same time that the master copy is being used.
2. You can adapt the program to your use by adding content or adapting it to another language. You cannot sell, distribute, or transfer the adapted version without written permission from the copyright holder.
3. You can loan the computer software in a university computer lab.

Likewise, faculty and staff cannot:

- a. Make multiple back-up copies.
- b. Make one copy for home and one copy for use at the university.
- c. Make a copy for a friend (unless the software is public domain).
- d. Use or make more than one copy to be used in a computer lab without purchasing the rights to the additional copies. This includes running a computer program on more than one machine from one purchased copy (as in a network system).
- e. Illegally copied commercial software from SPU computers for use on other computers, or vice versa.
- f. Use SPU computer facilities to compromise other computers or networks, or to commit crimes or other unethical acts.
- g. Place public-domain or bulletin-board software on any SPU computer without the approval of the executive director of computer and information systems because of the danger of introducing viruses, worms, and other malicious or dangerous programs into the SPU computer network.

It is understood that the above responsibilities are part of job descriptions and employment relationships with the University and that employees may be disciplined up to and including termination for violation of said responsibilities.

APPENDIX B

PLANNING YOUR PUBLICITY

To be effective, publicity must reach its audience at least eight weeks before the course or event. Therefore, publicity should be mailed at least eleven weeks in advance of the course/event for bulk mail and ten weeks in advance for first class mail.

Publicity should always include:

1. Dates, meeting times, costs, and other pertinent course information. Any costs that are separate from the course, as how all fees are to be paid, should be clearly outlined.
2. An explanation of the course registration process. If official SPU registration takes place on-site, this should also be clearly stated in the publicity.
3. A clear graphic format that attracts attention but does not detract from understanding the course content.

15 Questions for Planning a Publication

Purpose:

- What is the publication's specific objective(s)/desired outcomes(s)?
- Is this the best way to accomplish those objectives?

Audience:

- Who is the specific target audience for this publication? (interest areas, students, public)
- What is the audience's profile and characteristics? (age, gender, income, education)
- What are the audience's specific needs? (sense of belonging, recognition, information)
- What is the size of the audience? Quantity of publication?

Content:

- What message(s)/information are mandatory for the publication to be complete?
- What will the client provide in terms of copy, outline, rough written draft, sample documents?

Design:

- Should this piece fit within a consistent graphic format already developed for the program or area? Should this piece be the prototype for such a format?

Distribution/Response:

- How will the publication be distributed? (Mailing rate, indicia use, self-mailer or in envelope)
- Is this the best way to reach the audience in terms of distribution?
- What limitations does this present for size/design of the piece?
- Is a response required? If yes, what should the mechanism be?

Budget:

- What is the total budget for this project?
- Is that amount reasonable to accomplish the above objectives?