EDUCATION AND KINESIOLOGY DIVISION

FACULTY HANDBOOK
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EDUCATION AND KINESIOLOGY FACULTY
QUICK START GUIDE

OFFICES AND KEYS

Office: Instructors and tenure-track faculty each have their own office. Adjuncts share office space in Spalding Hall, Sacajawea Hall, or Activity Center West. Adjuncts who share office space should work together to coordinate schedules that are mutually acceptable. Adjunct office space is subject to change periodically.

Keys: The Education and Kinesiology Administrative Assistant will request keys for you to your office and the entrance door of your office building. You will need to sign for your keys at the Security Office (MLH 110). It is your responsibility to turn in your keys when your employment at LCSC ends. You will be charged a fine if you lose your keys or you do not turn in your keys when you leave.

COMMUNICATION

Communication: Most division-wide communication is conducted via email. It is your responsibility to check your email regularly. In addition, many division documents are available for you to view on Edu_Shared (full time faculty and staff have access to this site). You should also review the contents of your division mailbox (located in the main office) at least twice a week.

Email (Faculty/Staff): All faculty and staff are issued an lcsc.edu email account. Generally, the Education and Kinesiology Administrative Assistant will notify you of your lcsc.edu email account once it has been issued, but you can also find out your email account by calling Human Resources at 792-2269. If you have trouble logging into your lcsc.edu email, contact the Information Technology (IT) Help Desk at 792-2231, or email them at helpdesk@lcsc.edu. You can also find out more about the email system at www.lcsc.edu/it/for-staff-and-faculty/email/. Please see the notes about LCMAIL below.

LCMail Policy: LCMail is LCSC’s official source to reach LCSC students through email. Instructors are required to use students’ LCMail accounts for all official email correspondence. Make sure your students know that you will only respond to email that they send to you from their LCMail account.

Faculty Email/Student LCMail Confusion: Students will generally email you from their LCMail account (it's policy, after all). When they begin to type in your name, LCMail will very helpfully suggest your LCMail account (which you may not even realize you have because you are using the lcsc.edu account). You may never check that email account and, after awhile, a student gets frustrated and sends the Chair an email complaining that you never answer your email. The best way to avoid this situation (which appears to occur very, very regularly) is to forward your LCMail to your lcsc.edu
account. That way you only have to check one email account and student email never gets lost or missed. The instructions for forwarding your LCMail are attached. Please do this very early in the semester.

**ADVISING**

Career and Advising Services (CAS) now advises all incoming freshman. All incoming freshman are required to complete the following four (4) steps with CAS before they are released to faculty advisors in academic divisions:

- Step 1: Advising
- Step 2: Career Assessment
- Step 3: Student Planning
- Step 4: Exit Interview

Students who are prepared to take college level math (MATH 108 or above) and English (ENGL 101 or above) are released to be advised by faculty advisors in academic divisions. Academic advising is mandatory for all Education and Kinesiology Division majors. Students with academic advising questions or concerns should meet with their advisors during posted office hours or by appointment, as soon as they suspect any difficulty. Students are required to meet and personally obtain their assigned advisor’s approval on course selections. Students should come to advising appointments with a tentative class schedule prepared. The Degree Audit, found on WarriorWeb, is considered a “live” document. Because it is considered to be the most updated document, this can serve as an excellent resource for both advisors and advisees when determining an appropriate class schedule. A degree audit is maintained by the Registrar's office for each student.

To find the degree audit:

- Access the LCSC webpage, [http://www.lcsc.edu](http://www.lcsc.edu)
- Log on to WarriorWeb
- Click on the Faculty link
- Under Faculty Information, click on Advising Tools, select term
- Find the student you are seeking information for, use the drop down option, select View Degree Audit

**Advising Hints**

1. Be sure the student is enrolled in the class for which they have met placement requirements or they will be disenrolled from the course. When selecting sections for students, be sure to avoid section numbers with letters in them; they have restricted enrollments.
2. If students need to take multiple science or math classes, have them start the sequence as soon as possible because the sequence requires multiple semesters.
3. English 101 must be successfully passed with a grade no lower than a C to progress to English 102.
4. Be sure to explain to students who wish to enroll in online courses that time management skills are of the utmost importance and that they need to be very self-motivated.
5. It is important for students to know that they can’t simply stop coming to class halfway through and then expect to be given an “incomplete.” Incomplete grades are not automatically issued; a student must conference with the instructor to discuss the possibility of being granted an incomplete.
6. A total of 120 credits are required to graduate for most degrees; remedial credits do not count toward this total. Some students incorrectly assume that if they fulfill the core and their program requirements they’ll have enough credits to graduate.
7. When advising students who receive financial aid, it is important for them to know that they can receive financial aid for an equivalent of twelve full-time semesters only. In addition, recent changes at the federal level have limited Pell Grant availability. It is also important to remember that financial aid will only pay for a class to be repeated one time. If a student needs to retake a class more than once, financial aid will not pay for the class. Questions concerning financial aid should be directed to the Financial Aid office in Reid Centennial Hall; phone: 792-2224.
8. Encourage students to use the math and writing labs or other student support services if they are struggling in classes. Math lab phone: 792-2295; Writing lab phone: 792-2433
9. LCSC petitions ($5 fee required) are used to petition general education core requirements or baccalaureate degree requirements (blue form found in division office). Education & Kinesiology Division petitions are used to petition requirements in the education division majors (purple form in division office). Post-bac students who are not getting another degree use only division petitions. Please see the program assistant for clarification if needed. Remind students that submitting a petition does not guarantee acceptance or approval.

COURSE MANAGEMENT

Course Syllabi: All courses must have an associated syllabus, including Directed Studies and Practicums. Instructors may design their own syllabi, but all syllabi must include the Syllabus Addendum (see Appendix). Faculty may clarify their own policies regarding plagiarism in their syllabi in addition to the college policy statement on the addendum. The Syllabus Addendum will be updated each semester, and the current version can be found at www.lcsc.edu/provost. Click on the link for Syllabus Addendum.

Other information that it is helpful to include in your syllabus:
• Your name, office location, office phone, office hours, email address (abc@lcsc.edu)
• The number, name, and credits assigned to the course
• Course time & place
• Course description
• Scope and sequence
• Required textbooks, supplies, and/or technology
• Attendance Policy (mandatory to include it on your syllabus if it affects a student’s grade or ability to pass the course)
• Evaluation specifics
• Your policy on late assignments
• Course grades
• Your policy on Incomplete Grades
• Last day to withdraw from course without receiving a grade
• A reminder that by college policy, you must use a student’s LCmail address if you are going to contact that student by email.

Examples of syllabi from recent semesters can be found on Edu_Shared.

FERPA Tutorial: One of the first things you need to do after you’ve completed your payroll paperwork is complete the FERPA Tutorial. The Family Educational Rights and Privacy Act (1974) is a federal law designed to protect the privacy of education records by the Family Policy Compliance Office of the U.S. Department of Education. As an employee of LCSC, you may have access to student education records; therefore, it is imperative that you understand FERPA and its regulations. The online FERPA tutorial will provide you with a brief overview of the Act. Successful completion of the tutorial is the prerequisite for obtaining access to WarriorWeb (see below). To complete the tutorial, do the following:
• Get your LCSC ID number from Human Resources (792-2269)
• Log in to WarriorWeb at www.lcsc.edu/warriorweb/
• Click the ENTER box at the top
• Click on FERPA Tutorial in the upper right corner
• Complete the tutorial and submit your LCSC ID number when you are finished.

WarriorWeb: WarriorWeb is the official web-based platform for course management. This is the site where you can locate most of your course information. You can review the following under the Search for Sections link (no log-in required):
• Course Location
• Course Enrollment
• Course Meeting Times
• Course Description
• Course Textbooks

You will need to log in to access this information about your class:
• Rosters (note that you can email your entire class from this link)
• Midterm and Final Grade Submission screens

To log in for the first time, after you have completed the FERPA Tutorial (see above), do the following:
• Go to www.lcsc.edu/warriorweb
• Click on Enter
• Click on What's my User ID? (bottom menu bar)
• Your initial password will be the last 6 digits of your Social Security Number. Change your password after you’ve logged in the first time.

If you have any problems, call the IT Helpdesk at 792-2231, or email them at helpdesk@lcsc.edu.

**Enrollment Verification & Rosters:** At the beginning of each semester, faculty are required to submit enrollment verification on the 5th and 10th day of classes. You are asked to only report attendance for each student once per class. Please note that you don’t have to wait for the 5th or 10th day deadlines, respectfully, to report verification of enrollment. Please also note that you should use an “H” and only an “H” to verify attendance.

Directions for how to complete the enrollment verification process are attached. Access your official course roster from WarriorWeb (see above). In class, verify that each student who is attending class is listed on your roster. Students who are not listed on your roster should not be allowed to attend class.

**Grades:**

• **Midterm Grades:** You must submit midterm grades for all courses numbered 000 through 199 via **WarriorWeb** (see above). Faculty have the option to submit midterm grades for courses number 200 and above as well. The date for midterm grades is set by the Registrar’s Office and typically is near the end of the eighth week of classes (see Academic Calendar).

• **Final Grades:** You must submit a Final (Semester) grade for each student listed on each of your rosters. The deadline for grade submission is listed on the Academic Calendar. It is very important that you submit your grades by the deadline as the Registrar and Financial Aid office have to confirm all grades within a narrow time frame to enable students to qualify for ongoing financial aid as well as other college services.

To enter Midterm and Final Grades, do the following:

• Log in to WarriorWeb (see WarriorWeb above)
• Click on Submit Grades/Attendance
• Select the Term
• Select Midterm or Final
• Enter Grades and click Submit
• Return to the Faculty Menu and click on View Grades to ensure that your grades have been properly submitted.
• Repeat the process for each class.
Additional Notes related to Grades:

- You cannot give an A+ or a D-
- A “W” is entered, only by the Registrar, for students who officially Withdraw from class (faculty cannot assign a W).
- If you award an Incomplete, you must enter the date by which the grade must be submitted to the Registrar. Policy limits completion of Incompletes to one full semester (not including summer) after the semester in which the Incomplete was earned, but you can set a shorter deadline for completion. Please note that you should not enter the date that the student has to get the work to you, but the date by which you will record the grade, as you will need additional time to grade the work and enter the grade. If the grade is not received by the Registrar by the date entered, it will automatically convert from I to F. Adjuncts must get the Chair’s approval prior to awarding an I to a student (because adjuncts are not guaranteed future employment so approval is necessary to ensure someone will be available to complete the grading). Please note that an I grade is viewed as a non-completion and may affect a student’s financial aid for the next semester.

Additional information about Grades is available at [www.lcsc.edu/registrar/grades-honors/](http://www.lcsc.edu/registrar/grades-honors/).

**Grade Changes:** After the deadline for entering semester grades has passed, any changes to a grade submitted via WarriorWeb must be made online using the Grade Change Form, available at [www.lcsc.edu/registrar/for-faculty-staff/](http://www.lcsc.edu/registrar/for-faculty-staff/). Click on **Grade Change Form** and follow instructions.

**Book Orders:** Book orders for the next semester are due early in the prior semester. You can obtain a book order form for your courses in the Education and Kinesiology Division office. You must fill out a book order form for every class you teach, every semester, even if you are not ordering any texts. Give book orders to the Administrative Assistant to process, not the bookstore. It is the individual faculty member’s responsibility to obtain instructor copies of texts from the publisher. Talk with the Chair if you have problems obtaining an exam/instructor copy for your use.

**ACADEMIC CALENDAR**

**Academic Calendar:** The Academic Calendar lists important dates for adding, dropping, and withdrawing from classes, class closures due to holidays, and midterm and final grade submission deadlines. It can be found on the main page for WarriorWeb under **Important Resources**, and a copy is included in the **Appendix**. Please also note that the last week of classes is a “No Final Exam” week. If you’re giving a Final, plan to give it at the prescribed time during Finals Week.
**Final Exam Schedule:** If you are scheduling a Final, you must observe the Final Exam Schedule (see Academic Calendar note above). You can find it at [www.lcsc.edu/registrar/final-exam-schedules/](http://www.lcsc.edu/registrar/final-exam-schedules/).

**Student Adding/Dropping/Withdrawing:** Deadlines by which students may add, drop, or withdraw from a class are posted on the Academic Calendar (available on WarriorWeb). Please especially note the deadlines for a student to drop a class without receiving a W on his or her transcript, and the deadline by which students have to withdraw in order to receive a W rather than a letter grade (like an F). It’s helpful to remind students of these policies, especially in first- and second-year courses. Also remind students that dropping courses may affect their financial aid, and they should check with the Financial Aid office to be sure they have not jeopardized their aid.

- Adding students to your course: If you have fewer students enrolled in your course than the capacity set for the course, students can enroll in the course online without your permission prior to the last day to add courses online. After that date, students will need your permission. If you want to add students above the specified course capacity, please confer with the Division Chair first.
- Adding students to a course that has a Waitlist: You cannot grant a student permission to add your course, prior the beginning of the semester, if it has an active waitlist on it (check WarriorWeb to find out if your course has a Waitlist). Waitlists are disabled several days prior to the first day of class. Once the Waitlist is disabled, you can add students to your course, per the instructions above.

**PERSONNEL MATTERS**

**LCSC ID Card:** Your WarriorOne Card is your LCSC ID that serves as your library card and as your identification to get into the Fitness Center. You will need to obtain your WarriorOne card at the Information Desk on the upper level of the Student Union Building. Take picture ID with you to obtain your card. You can also use your WarriorOne Card like a pre-paid debit card. You can load money onto your card account at the SUB Information desk and use it like cash at various campus venues (including Sodexo food service, bookstore, some vending machines).

**Office Hours:** Please establish regular office hours (four scheduled and posted per week are required) when students can count on your availability. You should also provide for enough “by appointment” office hours to meet students who cannot attend your regular office hours due to schedule conflicts.

**Cancelling Classes:** If you need to cancel a class for any reason, call the Division office (792-2260) at your earliest opportunity. We will post a notice on the classroom door. If you also want students notified individually, you may email them at their LCMail email addresses (but you still need to inform the Division office of the course cancellation).
**Sick Leave:** Instructors, tenure-track faculty, and staff accrue sick leave as part of the benefits package. Our office uses a Sick Leave Reporting system, wherein after you call in to cancel a class, a “Sick Leave Reporting Form” will be put in your Division office mailbox. Please fill this out and return to the Administrative Assistant after you return to work. The Administrative Assistant will go into the payroll system and deduct the appropriate hours from your sick leave account. You will see these hours deducted from your total sick leave “bank” on your next pay stub.

**Student Course Evaluations (SCE’s):** SCE’s are one of the tools we use for faculty evaluation and assessment. The SCE’s are a required part of the Annual Review process (all instructional faculty), Tenure & Promotion Portfolios, and Periodic Performance Reviews (tenure-track faculty). I encourage you to use these documents to strengthen your teaching effectiveness. Every student in every course must be given the opportunity to complete an SCE for the course. SCE’s are distributed midway through the semester, and it is up to the instructor to choose a date to conduct SCE’s in class. Students in online courses will submit their SCE’s online. You need to follow the guidelines for distributing and collecting and submitting the SCE’s carefully. You will receive a copy of your SCE’s from the prior semester midway through the next semester. Please keep track of them as you will need them for the processes described above.

**Peer Review:** Another tool we use for faculty assessment is Peer Review. You will be assigned a peer reviewer in August during the annual Division fall retreat. Documentation of a Peer Review may be submitted as a letter written by the Peer Reviewer (with the date of observation and the course indicated) to your Annual Review file or a Peer Reviewer may opt to complete the Classroom Visitation Summary Sheet (in Appendix; blank copies are available in the Division office). The Chair also observes courses; such observations are likely to be unscheduled in advance.

**Division Meetings:** Instructors, tenure-track faculty, and staff are expected to attend all Division meetings (usually held once a month) unless they are scheduled to teach during the meeting time; adjuncts are welcome, but not required, to attend Division meetings.

**Division Documentation:** The Division Office keeps and maintains records in accord with College policies. All faculty are required to submit the following to the Division office:

- **Syllabi:** You must submit an electronic copy of each course syllabus to the Administrative Assistant at the beginning of every semester.

- **Personal Schedule:** You must submit a daily schedule online to the Division website at the beginning of every semester. Directions are included in the Appendix.

- **Curriculum Vitae (Fall Semester):** An electronic copy of your updated CV is due to the Division Office at the beginning of each academic year. Please include the
current date of your updated CV. Be sure to list any new courses taught, conferences attended, or grants submitted/awarded and the dates of these activities to show progression through your career.

**Faculty Contracts/Personnel Action Forms:** Instructors, tenure-track faculty, and staff will receive an employment contract from Human Resources. Adjunct faculty do not receive an official “contract,” but will be given a copy of their approved Personnel Action (PA) form. The PA form will show the amount you will be paid and the dates on which you can expect your pay. *Keep in mind the PA form is not a contract and does not obligate the College to continue employment.*

**SUPPLIES AND SUPPORT**

**Copies:** The Division has access to three copy machines, two are located in Spalding Hall and one in Activity Center West. Please see the Education and Kinesiology Administrative Assistant for an access number. Try to limit your copies on these machines. For heavy copying needs, please use the campus Copy Center, located in the basement of the Sam Glenn Complex. We make this very easy for you: fill out the pink copy job slip in our Division office, attach your document(s), and give it to the Administrative Assistant. A copy job order form will be completed, a division budget code assigned, and the Division Chair’s signature will be obtained before submitting the copy job to the Copy Center. Finished jobs will be put in your division mailbox. Allow at least 48 hours for return. Please don’t ask for same day service.

**Office Supplies:** Regular office supplies (paper, pencils, pens, dry erase markers, paper clips, etc.) are in the Division office and freely accessible to all faculty members for your LC campus office only. The College has a contract with OfficeMax, and we can generally get anything you need, including ink cartridges, within 2-3 days. The Division can no longer reimburse faculty members for office supplies purchased elsewhere (i.e., Costco, Staples, etc.). If you take the last of something, or notice we are running low, kindly let the Administrative Assistant know so she can order more.

**Travel:** All instructional faculty may apply for division financial support for travel related to professional development. The Professional Enhancement Committee will review and recommend requests in accordance with the division travel policy. You should submit your request on the Travel Request Information Sheet (available in the Division office) as early in the academic year as possible. You should also submit a request for Faculty Development Funds (when funds are available) for the same travel. Guidelines are available at [www.lcsc.edu/provost/faculty-development-grant/](http://www.lcsc.edu/provost/faculty-development-grant/). We make our travel funds go further when we supplement them with Faculty Development funds.
Please note: All travel approved by the division is pending further approval by the Dean of Academic Programs and the Provost. They do not approve all travel. In recent years, their rule of thumb for approval has been "one conference per faculty every other year" and only one person per conference. Do not buy plane tickets, etc., until you have approval from college leadership.

Requisitions: Requests for instructional materials and supplies must be submitted using a Purchase Requisition form. This form is available in the Division office. The Division Chair must approve all purchases before they are made. The Administrative Assistant will facilitate your completing this form. Please note that ALL purchases must be approved by the Division Chair PRIOR TO the purchase if reimbursement is expected.

Meals and Entertainment: State and college rules regarding reimbursement to faculty and staff for meals and entertainment purchased for college-related events are extremely strict. If you are hoping to be reimbursed for food or entertainment expenses of any sort (including those associated with student field trips, your own professional development, guest speakers etc.), you must submit a formal Meals and Entertainment Reimbursement (MER) form at least 2 weeks in advance of the purchase, and you must wait for approval before proceeding. Discuss the expense with the Chair first and then work with the Administrative Assistant to complete this form.

COMPUTER LAB – EDUCATION and KINESIOLOGY DIVISION TECHNOLOGY

Our technology development lab is located in the Sam Glenn Complex (SGC 127) and is maintained as a part of the program. Continuous technology support for the division's students, as well as technology training for practicing K-12 teachers in LCSC's service region, are provided by the program's technologist, instructors, and director. Technology support for the division's faculty and staff is provided by Information Technology (SGC 111).

Technology Responsibility: As a faculty or staff member of the Division of Education and Kinesiology, you are assigned equipment and software solely as resources to assist you in performing your duties as an employee. The use of any and all equipment is contingent upon your continuation as a faculty or staff member of the division. Please read the LCSC Guidelines for the Appropriate Use of Technology (http://www.lcsc.edu/policy/Policy/1.202.pdf) and the Idaho Technology Authority Policy for Employee Personal Computer Use (http://ita.idaho.gov/psg/p1060.pdf). Please use technology responsibly as indicated in the usage guidelines of these policies. The equipment you have been assigned remains the property of Lewis-Clark State College Division of Education and Kinesiology. Please take reasonable measures to protect the physical and operational conditions of assigned equipment and software as they exist when they are assigned to you. If technical problems and/or damage to the equipment or software occur, please notify the Office of Information Technology (SGC 111, 208-792-2215). Repairs and modifications should only be performed by the Information Technology staff. It is your responsibility to maintain and return all equipment to the

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Lewis-Clark State College Technology for Teachers Lab in the same condition it was at the time of its loan. All replacement, repair, and exceptional cleaning costs that may be necessary upon its return are your sole responsibility. Please note that it is your responsibility to return all assigned equipment directly to a staff member of the Technology for Teachers lab (SGC 127) before leaving your current faculty or staff position.

**MISCELLANEOUS**

**Student Counseling:** Confidential counseling services are provided free to enrolled LCSC students. If you believe a student would benefit from talking with a trained personal counselor, you can let that student know that the Student Counseling Center is located in Room 111, Reid Centennial Hall. Their phone number is 792-2211. If you believe a student is in a crisis that requires immediate assistance, you may call the Counseling Center, or accompany the student to the Center, and use the word “crisis” in your referral to ensure immediate attention.

**Parking:** Parking permits are required for all LCSC lots. Permits can be purchased at the Cashier’s window in the Administration Bldg., the SUB Information Desk in the Williams Conference Center, and the Campus Security Office in MLH 110. Please note that the Security Office is only able to accept cash or checks. You cannot purchase parking permits at the Cashier’s window during the first week of classes when they are distributing financial aid checks. Be aware that street parking is only available on certain blocks in the adjoining residential areas.

**Security:** The Campus Security Department is located in Room 110, MLH. They can be reached at 792-2226 (office) or 792-2815 (radio phone). You can call them for a security escort between your office and car or between buildings. For your own safety, they request that you let them know if you are working on campus after regular business hours or weekends. If you have a safety concern about a student or coworker, please try to discuss the concern with the division Chair prior to notifying security, or as soon after as possible.

**MORE INFORMATION**

Human Resources: [http://www.lcsc.edu/hr](http://www.lcsc.edu/hr) (information about benefits, payroll, some professional development opportunities, etc.)

Information Technology (IT): [http://www.lcsc.edu/it](http://www.lcsc.edu/it)

Library: [http://www.lcsc.edu/library](http://www.lcsc.edu/library)

Registrar:  http://www.lcsc.edu/registrar
(lots of advising forms you need are here; information about grading, graduation, etc.)

Security:  http://www.lcsc.edu/security

Student Life:  http://www.lcsc.edu/student-affairs
(information about Student Counseling services, Student Health Services, the Student Handbook, the Student Code of Conduct, etc.)

WarriorWeb:  http://www.lcsc.edu/warriorweb

LCSC Catalog:  http://webdev.lcsc.edu/catalog/
APPENDIX
**Syllabus Addendum**

**Consumer Information**
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www lcsc.edu/student-consumer-information/](http://www lcsc.edu/student-consumer-information/)

**Disability Accommodations**
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities**
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog ([http://webdev lcsc.edu/catalog](http://webdev lcsc.edu/catalog)) and the LCSC Student Handbook ([http://www lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf](http://www lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf)) for more information.

**Accidents/Student Insurance**
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

**Enrollment Verification/Attendance**
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

**Academic Dishonesty**
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

**Illegal File Sharing**
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page ([http://www lcsc.edu/student-affairs/student-code-of-conduct](http://www lcsc.edu/student-affairs/student-code-of-conduct)).

**Diversity Vision Statement**
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

**Disclosures**
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Updated July 7, 2014
Steps to Forward LCMail account

Go to http://www.lcsc.edu and click on the LCMail link.

Choose Sign In First.

Enter your username (same as your WarriorWeb account) and your password (the default is your eight digit birth date). Do not type @lcmail.lcsc.edu in the username field. Then click Sign in.
Click Check LC Mail.

Choose the Settings option on the top right hand corner and then Forwarding and POP/IMAP. Choose the radial button next to Forward a copy and type the address of the account you want to forward your LC Mail to. When finished scroll down to the bottom of the page and choose Save.
### Academic Calendar 2014–2015

#### Summer 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last day to register online for Summer regardless of session</td>
<td>Tuesday, May 27</td>
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#### Summer Session 1

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session 1 - Last day to add/drop</td>
<td>Wednesday, May 28</td>
</tr>
<tr>
<td>Summer Session 1 - Last day to withdraw</td>
<td>Wednesday, Jun 4</td>
</tr>
<tr>
<td>Summer Session 4 - Last day to add/drop</td>
<td>Friday, Jun 6</td>
</tr>
<tr>
<td>Summer Session 1 - Final grades due at 4pm</td>
<td>Tuesday, Jun 10</td>
</tr>
</tbody>
</table>

#### Summer Session 2

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session 2 - Last day to add/drop</td>
<td>Thursday, Jun 19</td>
</tr>
<tr>
<td>Summer Session 2 - Last day to withdraw</td>
<td>Thursday, Jun 26</td>
</tr>
<tr>
<td>Summer Session 3 - Last day to add/drop</td>
<td>Thursday, Jun 26</td>
</tr>
<tr>
<td>Independence Day (campus closed)</td>
<td>Friday, Jul 4</td>
</tr>
<tr>
<td>Summer Session 3 - Last day to withdraw</td>
<td>Monday, Jul 14</td>
</tr>
<tr>
<td>Summer Session 2 - Final grades due at 4pm</td>
<td>Tuesday, Jul 15</td>
</tr>
</tbody>
</table>

#### Summer Session 3

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session 4 - Last day to withdraw</td>
<td>Tuesday, Jul 15</td>
</tr>
<tr>
<td>Summer Session 3 - Final grades due at 4pm</td>
<td>Tuesday, Aug 12</td>
</tr>
<tr>
<td>Summer Session 4 - Final grades due at 4pm</td>
<td>Tuesday, Aug 12</td>
</tr>
</tbody>
</table>

#### Fall 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall admission application deadline</td>
<td>Friday, Aug 8</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Friday, Aug 22</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, Aug 25</td>
</tr>
<tr>
<td>Deadline to submit health insurance waiver</td>
<td>Monday, Aug 25</td>
</tr>
<tr>
<td>Last day to register/add/drop online</td>
<td>Friday, Aug 29</td>
</tr>
<tr>
<td>Last day to pay without late fees</td>
<td>Friday, Aug 29</td>
</tr>
</tbody>
</table>
Fall 2014

Labor Day (campus closed) Monday, Sep 1
Instructor's written approval required to add classes Tuesday, Sep 2
Last day to add classes or to drop without 'W' grade on transcript (10th day) Monday, Sep 8
Spring class schedule posted to WarriorWeb Wednesday, Oct 1
Mid-term grades due/posted to WarriorWeb Friday, Oct 24
Last day to drop from classes or withdraw from college for the semester Thursday, Nov 6

Advance registration for Spring (currently enrolled student only) Monday - Thursday, Nov 10 - 13
Open registration begins for Spring (new students) Friday, Nov 14
Thanksgiving Break (no classes) Monday - Friday, Nov 24 - 28
Last day to apply for graduation (Spring) Monday, Dec 1
No final exam week Monday - Friday, Dec 8 - 12
Final exam period Monday - Thursday, Dec 15 - 18
Final grades due at 12pm Friday, Dec 19
Final grades posted to WarriorWeb Monday, Dec 22

Spring 2015

Spring admission application deadline Thursday, Jan 8
New Student Orientation Friday, Jan 16
Idaho Human Rights Day (campus closed) Monday, Jan 19
Classes begin Tuesday, Jan 20
Deadline to submit health insurance waiver Tuesday, Jan 20
Last day to register/add/drop online Monday, Jan 26
Last day to pay without late fees Monday, Jan 26
Instructor's written approval required to add classes Tuesday, Jan 27
Last day to add classes or to drop without 'W' grade on transcript (tenth day) Monday, Feb 2
Presidents' Day (campus closed) Monday, Feb 16
Fall/Summer class schedule posted to WarriorWeb Monday, Mar 2
Mid-term grades due/posted to WarriorWeb Friday, Mar 20
**Spring 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Break (no classes)</td>
<td>Monday - Friday, Mar 30 - Apr 3</td>
</tr>
<tr>
<td>Last day to drop from classes or withdraw from college for the semester</td>
<td>Thursday, Apr 9</td>
</tr>
<tr>
<td><strong>Advance registration for Summer/Fall (currently enrolled students only)</strong></td>
<td>Monday - Thursday, Apr 13 - 16</td>
</tr>
<tr>
<td>Open registration begins for Summer/Fall (new students)</td>
<td>Friday, Apr 17</td>
</tr>
<tr>
<td>Last day to apply for graduation (Fall)</td>
<td>Friday, May 1</td>
</tr>
<tr>
<td>No final exam week</td>
<td>Friday - Friday, May 8 - 9</td>
</tr>
<tr>
<td>Final exam period</td>
<td>Monday - Thursday, May 11 - 14</td>
</tr>
<tr>
<td>Lewiston campus commencement</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>Final grades due at 12pm</td>
<td>Monday, May 18</td>
</tr>
<tr>
<td>Final grades posted to WarriorWeb</td>
<td>Tuesday, May 19</td>
</tr>
</tbody>
</table>

@ 500 8th Avenue Lewiston, ID 83501  
(208) 792-5272 • (800) 933-5272  
Security: (208) 792-2226
<table>
<thead>
<tr>
<th>Instructor</th>
<th>Visitor</th>
<th>Date &amp; Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor Performance Categories Ratings:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <strong>Planning</strong> – Plan is extant or easily inferred. Developed for this particular class content and objectives.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. <strong>Classroom Presence</strong> – Arrangements, logistics, image, voice use, listening, movement and professional demeanor are congruent with plan.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. <strong>Methods &amp; Techniques</strong> - Instructional events, materials, interactions, and contexts are congruent with demands of class and objectives.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. <strong>Instructional Management</strong> - Lesson implementation makes effective use of knowledge of students, topic, learning theory and research, real world demands and happenings not planned for to maximize positive effects.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5. <strong>Instructional Effectiveness</strong> - Effect is directly measured or can be inferred from student behaviors of attending, questioning, application, transfer or generalization.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

***

**STRENGTHS:**

**IMPROVEMENT SUGGESTIONS:**

Scale: 5 = A model performance; I wish I had a video!
4 = Strong Performance; Identified instructional high performers in professional studies
3 = Expected Performance; Most continuing appointment tenure track faculty in professional studies
2 = O.K. Elsewhere Performance; Not what students are accustomed to in professional studies
1 = Unacceptable; Major change and improvement is required, actively seek assistance.

Updated 08/20/2013 lr
Federal regulations require institutions to verify that attendance commenced for each student in all the classes for which they received financial aid.

**Submission of Verification**

Attendance must be verified for students by the 5th day and 10th day of the semester. **You do not have to wait for these deadlines.** If you can verify attendance for all students on day 1, do so. **Remember,** the attendance verification information submitted by day 10 should **only** include students who were not counted in your 5th day enrollment verification. In other words, **each student should only be reported on once per class.**

Verification should be posted using the code “H” (for here). Remember, nothing should be posted for students who did not attend, participate, etc. After Day 10, each student should have an “H” either in the Fifth Day or Tenth Day column, or blank in both if they did not attend either week.

Enrollment /attendance verification is entered on the same screen and in the same manner that midterm grades are submitted. Simply log in to WarriorWeb and click on the “Submit grades and attendance” link.

Choose the current term. Click submit.

Select “midterm/intermediate” from the dropdown menu, then select the appropriate course.
Click submit.

- You do not have to wait until the 5th day to submit attendance. If all students are present and accounted for on the first day of class, **submit attendance as soon as possible**. You DO NOT have to wait until 4:00 p.m. on the 5th day or 4:00 p.m. on the 10th day to submit attendance. Enrollment verification data may be submitted any time after a class has met and all students are accounted for.

- If students show up, email, or add the course late in the week, log back in and only report attendance for that particular student prior to the deadlines.

- Once the deadline for the attendance submission passes, do not go back and modify anything. Any student inadvertently missed, or who emails after the 5th day deadline needs to be included in the 10th day submission. If you do not meet the 4:00 deadline on the 5th or 10th day, you cannot submit attendance for that date.

- If a student attends, but is not verified by the instructor by the 10th day submission, the instructor must email financial aid and notify them of the mistake, OR the student may submit a paper enrollment confirmation form to the Financial Aid Office. Forms are available in that office.

**Verification codes and what constitutes attendance**

Enter an “H” (here) for those students who DID attend.

**Do not enter anything** for those students who DID NOT attend.

- Verification for week 1 is entered in the “Fifth Day Attend” column prior to the 5th day deadline. If you miss the 5th day deadline DO NOT GO BACK AND RE-ENTER or make changes to that column. Corrections and updates for 5th day attendance should be made in the 10th day column.

- Verification for week 2 is entered in the “Tenth Day Attend” column prior to the 10th day deadline. If you miss the 10th day deadline DO NOT GO BACK AND RE-ENTER or make changes to that column. Corrections and updates for 10th day attendance should be made by
e-mail to the Financial Aid Office or by the student submitting a paper enrollment confirmation form.

- If a student is physically present in the classroom, they can be verified as actively enrolled and attending. For online courses, the student must participate in a discussion activity OR email their instructor with confirmation of their presence in the course. Students who are unable to attend their 1st or 2nd week of class may also email their instructor to verify their attendance if the instructor believes they have a legitimate excuse for their absence.

**Enrollment/attendance verification deadlines**

Enrollment/attendance verification should be submitted as soon as possible, but no later than **4:00 pm of the 5th and 10th days** of the semester.

**Late Start Students**  
Attendance must also be submitted for those students who add the class after the 10th day deadline. For those students, instructors must email financial aid and notify them of the student’s presence in the course, OR the student may submit a paper enrollment confirmation form to the Financial Aid Office. Forms are available in that office.

**Late Start Courses**  
For Classes that start after the 10th day, instructors must submit attendance on the first day of the late-start session. Use the “Late start/module start” column for classes that start after the 10th day.

**Summer Session Courses**  
For all Summer School sessions, instructors must submit attendance on the first day of the summer session. Use the “5th day attend” column for all summer school courses.

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Stat</th>
<th>Midterm</th>
<th>Gr 2</th>
<th>Gr 3</th>
<th>Fifth day attend</th>
<th>Tenth day attend</th>
<th>Late start/module start</th>
</tr>
</thead>
<tbody>
<tr>
<td>lam, Sam</td>
<td>000000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Verification Reports**

Attendance/enrollment verification reports will be run Wednesday, Thursday, and Friday mornings of the first and second week in order to ascertain who has and who has not submitted verification. We realize that some instructors will not be able to submit final verification until late Friday afternoon.

A final report will be run at 4:00 p.m. on the 5th and 10th day. All reports will be run by the Registrar’s office and sent to the Vice President of Student Affairs. He in turn will send the report to the Provost, Deans, and Division Chairs.

**Questions**

Questions regarding the enrollment verification submission process and reporting should be directed to the Registrar: 792-2875.

Questions regarding financial aid eligibility and consequences of non-reporting should be directed to the Financial Aid Director: 792-2224.
POSTING ONLINE SCHEDULE

You’ll need to sign into the college’s CMS, enter your information, and publish you profile as follows:

1. Navigate to www.lcsc.edu/umbraco and sign-in using the username portion of your email (webws@lcsc.edu) and your password.

2. You should see you name in the top left of the page. Click on it to begin editing you information.

3. Fill out the desired information and click “Save and Publish” (the floppy disk with the globe). The save without the globe just saves your information in a draft state.
For detailed instructions, there’s a video walkthrough for creating a directory profile. It can be found at [https://vimeo.com/album/2492992/video/73150693](https://vimeo.com/album/2492992/video/73150693). The password is lcweb13. Note, the admin url in the video is incorrect. The current admin url is [www.lcsc.edu/umbraco](http://www.lcsc.edu/umbraco).
In order to use the online grade change form, you must register an account and have it approved by an administrator. Go to http://webdev.lcsc.edu/registrar, click on Grade Change Form, then New Registration. Fill out and submit the registration request. You only have to register once. Once your account request has been approved, you will receive notification that your account has been activated. Return to the login page and enter your login information. Your user name is your email address (ex. username@lcsc.edu).

1. From the main menu, click on Grade Change Form

2. Enter your login information and click Login

3. Fill in the Grade Change Form completely and click Submit Grade Change Request
4. Congratulations, you've just submitted your grade change!

5. If you would like to verify that you submitted the correct grade on the form or check to see that the Registrar's Office received it, you may login and click on Main Menu

6. Back at the main menu, you should see a box with your name in it to the right of the screen.
7. Click Review Submissions

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>ID</th>
<th>Submitted By</th>
<th>Term</th>
<th>Course Information</th>
<th>Request</th>
<th>Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/25/2014</td>
<td>Smarty Student</td>
<td>098653</td>
<td><a href="mailto:mbrode@lcssc.edu">mbrode@lcssc.edu</a></td>
<td>2014SP</td>
<td>Test 123 - 01 - Testing</td>
<td>1 = A</td>
<td>no</td>
</tr>
</tbody>
</table>

8. When you are finished, click on Main Menu and then back to the green box with your name in it, click Logout.
Professional Development Travel Request Policy

Education & Kinesiology Division

To ensure that division travel funds are allocated appropriately and equitably within budgetary limitations, distributions will be made accordingly to the following guidelines:

Eligibility:

Any divisional faculty member, including adjunct instructors, may request travel funds.

Committee Composition:

The Professional Enhancement Committee (PEC) will be composed of three divisional faculty members. One faculty member from each of the three programs in the division (Elementary Education, Secondary Education, and Health & Kinesiology) will be elected annually to serve on the committee during the division fall retreat. Their service on the committee will be for the length of one academic year.

Procedure:

The PEC and the division chair will evaluate requests for funding support using the following criteria:

- Appropriateness to instruction and/or scholarship
- Importance to individual professional development
- Attention to promotion and tenure needs
- Consideration of previous travel funding

Although the PEC will give priority to those who are making presentations, faculty desiring to participate in an event as an observer should also apply. The committee may award a portion of the funds requested.

The committee will review travel requests by the first working day of September, October, February, and March. Funding may be requested for travel completed up to 60 days before the request. Please submit your request on the “Travel Request” form and fill out the “Travel Request Information Sheet.” These forms can be found in the division office. Completed forms must be submitted to the division office prior to the first working day of September, October, February or March, respectively.

Please Note: Those interested in participating in events should also apply for Faculty Development Funds. Additional campus sources of funding to explore include Institutional Development Grants and Co-Curricular Competition Grants.
Travel Request Form
(For professional development funds request)

Please note that the Travel Request Information Sheet must accompany this form. Provide the information requested below:

Name: ________________________________  Today’s Date: ________________

Travel Destination: ___________________________  Name of Event: ________________

Travel Dates: ________________________________

Trip appropriateness to instruction and/or scholarship:

Trip importance to individual professional development:

Trip importance to promotion and tenure needs:
Travel Request Information Sheet
(For professional development funds request and Administrative Assistant information)

Please attach any conference information you have available, such as a copy of the brochure, copy of registration information, internet notification, etc.

Name: ________________________________  Today's Date: __________________________

Travel Destination: ________________________________  Name of Event: ________________________________

Purpose of Travel/Justification for Travel: __________________________________________________________

_____________________________________________________________________________________________

Travel Dates:  Departure date and approximate time: ________________________________

Return date and approximate time: ________________________________

Mode of Transportation: _____________________________________________________________

If flying, the Admin Assistant can make flight arrangements for you. Please let the Admin know if you want a window_____ or aisle_____ seat.

If flying, have you prepaid your airfare?  _____ yes   _____ no

[If yes, you can receive 90% advance on airfare only if you turn in proof of payment beforehand. Otherwise, you will be reimbursed in full after the travel has taken place.]

Mileage:
If you need to rent a vehicle, please have the Admin Assistant make arrangements for you unless you want to make your own arrangements and be reimbursed. If making your own arrangements, you must use our State Contract Vendor, Enterprise-Rent-A-Car. If you use your personal vehicle, your mileage rate will be 55.5 cents per mile.

License Plate Number (if you are driving your car):  No. ____________ State ____________

Do you want an advance on your travel costs?  Yes _____ No _____

Will this be paid by the Division or other account?  Division ______ Other ______________________

(Ex: Institutional Development Grant, Faculty Development Grant, etc. – Please include a copy of your application and grant acceptance letter)

If you will miss classes for this trip, what arrangements have you made to cover those classes?

_____________________________________________________________________________________________

Expenses:

Airfare: ___________________________  Taxi/Shuttle: ___________________________

Lodging: ___________________________  Per diem (rates on back): ___________________________

Registration: ___________________________  Mileage: ___________________________

Rental: ___________________________  Other (explain): ___________________________

Total Requested: ___________________________

Additional Comments: ________________________________________________________________

PLEASE NOTE: If travel is approved, receipts for all expenses (except per diem) must be submitted to Janet within 30 days of the completion of your trip. Failure to submit receipts will result in non-reimbursement.

For PD Committee Use Only

Travel Funding: Approved ________ Rejected ________

Recommended Amount of Funding: _________ Date: ____________
TRAVEL PER DIEM CALCULATIONS

Rates are calculated upon the following criteria:

**Full day with over night stay:**

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>GSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.50</td>
<td>$11.50</td>
<td>$17.75</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.50</td>
<td>$16.10</td>
<td>$24.85</td>
</tr>
<tr>
<td>Dinner</td>
<td>$16.50</td>
<td>$25.30</td>
<td>$39.05</td>
</tr>
</tbody>
</table>

Partial Day Reimbursement:

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>GSA</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>$10.50</td>
<td>$16.10</td>
<td>$24.85</td>
</tr>
<tr>
<td>Dinner</td>
<td>$16.50</td>
<td>$25.30</td>
<td>$39.05</td>
</tr>
</tbody>
</table>

Departure Time
7:00 a.m. and after - no breakfast
11:00 a.m. and after - no lunch
5:00 p.m. and after - no dinner

Arrival Time
8:00 a.m. and before - no breakfast
2:00 p.m. and before - no lunch
7:00 p.m. and before - no dinner