Department of Teacher Education

New Instructor Information

It is important to understand that Course Instructors must activate their MSU email account (field instructors, also known as TE501 and 502 instructors, have the option to activate or not). This email account is the tool used to communicate many important issues to you, as an MSU employee. It is also the security system to retrieve your class lists and enter your grades (see below).

Tenure-stream faculty members, http://www.msu.edu/unit/facrecds/FacHand/tenurepromotion.html is the website where you can review the Faculty Handbook.

Graduate assistants should review the MSU Graduate Students’ Rights and Responsibilities found at http://www.vps.msu.edu/SpLife/gradrights.htm, as well as your Union contract found at http://www.msu.edu/~geu/contract/finalcontract.htm to make sure you meet all the requirements of having a graduate assistantship.

All instructors should visit http://www.reg.msu.edu/read/UCC/Updated/geninfogenpro.pdf to familiarize themselves with MSU academic policies.

Office hours. MSU's Code of Teaching Responsibility (reprinted in a following section) states that instructors are expected to schedule and keep a reasonable number of office hours for student conferences. Being reasonably accessible by phone and e-mail is sometimes the best solution. For instance, if you are a Fixed-Term faculty member and have no real office space, you may want to give the students your home phone and email address instead of actually setting office hours. Whatever your style, you must clearly indicate in your syllabus how students may contact you outside of class. Do not use the department’s main phone number as your contact number.

Class lists, grade sheets. Class lists for instructors are available electronically before the first day of classes. Instructors (except “field instructors”) should visit: https://ntweb1.ais.msu.edu/Sentinel/AppLogin.Asp?App=RO_Authorization on the web. This is the secured log in screen. Once you have entered your MSU email address (without the @msu.edu) and your password you should gain access. Next choose “Instructor Systems Menu”. The next screen will indicate what courses you have access to and the different information available to you from this site. If you have trouble with this system, https://www.reg.msu.edu/read/pdf/Online_Grades.pdf is a website that will guide you step by step to accessing the “Instructor Systems Menu”. This website, http://www.reg.msu.edu/Forms/Instructor/FAQ.asp, will answer many of your questions about using the MSU electronic “Instructor Systems”.

Since there are many sections of our courses and relatively complex rules about who attends what section, a few errors in registration are likely. The only way we can detect and fix registration errors is for instructors to assure that class lists match the persons actually attending. Properly, the Registrar asks us not to teach persons who are not on class lists; properly, instructors use their local knowledge of our program to implement that request wisely. We rely on instructors to notify students to enroll in the proper section and we rely on instructors not to teach students who are not properly enrolled. (Why do we rely on instructors...
in these matters? Because you are the only one who knows who is actually attending your class.) One final reason to make sure your students are enrolled properly: you will have difficulty completing electronic grades when your students are not enrolled OR you have students enrolled in your class that were not actually attending your class. *It will be your responsibility to resolve these problems.*

The grade "incomplete." MSU policy is that “the ‘I’ (incomplete) grade may be given only when the student (a) has completed at least 12 weeks of the semester, but is unable to complete the class work and/or take the final examination because of illness or other compelling reasons; AND (b) has done satisfactory work in the course; AND (c) in the instructor’s judgment can complete the required work without repeating the course.” For the entire grading policy at MSU, please visit: [http://www.reg.msu.edu/read/UCC/Updated/geninfogenpro.pdf](http://www.reg.msu.edu/read/UCC/Updated/geninfogenpro.pdf).

**Syllabi.** Both MSU’s Code of Teaching Responsibility and its statement of Student Rights and Responsibilities (reprinted in following sections) make clear that students must be given adequate prior notice of all important expectations and policies for a course. Syllabi are the expected way to give notice, and thus are important in implementing program policy. A section of this document discusses some items that you might want to include in your syllabus. Department policy calls for a copy of every syllabus to be filed with the department. *When your syllabus is complete, please send a copy to the Chair’s secretary, Kim Winkel, at winkel@msu.edu.*

**SIRS.** MSU policy requires that the Student Instructional Rating System (SIRS) survey be administered in all sections of all courses at the end of each semester per the following instructions. SIRS forms can be found in the Dept. office, 313 Erickson. PLEASE BE SURE to complete the header form or your SIRS can not be processed. Processed SIRS forms will be returned to the instructor along with the report prepared by the scoring office. One copy of the report only will be on file with the Dept. office.

**SIRS Information for Instructor**

1. Choose a student to serve as student monitor.

**Information for Student Monitor**

1. Distribute a SIRS form to each student. THESE EVALUATIONS ARE CONFIDENTIAL AND SHOULD BE TREATED AS SUCH.

2. READ THE FOLLOWING STATEMENT TO THE CLASS:

   A. All responses to the Student Instructional Rating System form will be computer processed and do not have to be signed. Whether you sign the Written Comment Sheet is up to you. However, all Written Comment Sheets, signed or unsigned, will be reviewed.

   B. When using the SIRS form, be sure you realize how you are evaluating the instruction. A mark in Space S means "superior" course or instructor. A mark in Space I means "Inferior."

3. #2 PENCILS must be used for completing response sheets. DO NOT USE PENS.
4. Collect and place completed SIRS, the blank forms and the Instructor’s Header sheet in an envelope which should be returned to the Department office (313 Erickson Hall, attn: Kim Winkel).
**Photocopying.** All copy machines in Erickson Hall are secured and require a copy code and password to operate. Please see Arnetta Cage in 301B Erickson to obtain your copy code and password for any Teacher Education Dept. accounts or grants. The machines available on each floor are intended for small jobs or copying out of bound material only. We have an excellent resource in the Copy Center located on the 5th floor of Erickson. They can process your copy jobs in a reasonable amount of time as well as create CDs with your materials or scan your material to a website which the students would then access. The College of Education requires instructors to use technology instead of hard copies whenever possible. Any copy request made of the copy center that totals 500 or more pages must first get written permission from the Chair of the Department whose account you are using (for the majority of you, that would be Teacher Ed, however those teaching for more than one department should get different codes from each department).

**AV equipment.** (VCR & monitor, etc.) can be reserved by calling the Instructional Media Center at 353-3960. Given 24 hours notice, the IMC will deliver the equipment to the classroom and set it up at no charge.

**Supplies.** Please see any secretary in the TE Dept. to gain access to office supplies. These supplies are intended for use in performing your responsibilities. **THEY ARE NOT INTENDED TO BE SUPPLIED TO THE STUDENTS IN YOUR COURSES.** Any requirements of specific supplies should be outlined in your syllabus and students should obtain them at their own cost.

**Text Books.** Books for your courses should be ordered through Diane Venzke, located in 116 Erickson or by phone at 432-4930. Diane is not available the month of July, so please plan accordingly. Desk copies for course instructors can be ordered by contacting the publisher.

**Helpful Information.**

- **Schedule of courses** may be viewed at: [http://ntweb8.ais.msu.edu/ScheduleBook/schedule.asp](http://ntweb8.ais.msu.edu/ScheduleBook/schedule.asp)
- **Conference room reservations** may be made at: [http://ed-web2.educ.msu.edu/coeresources/](http://ed-web2.educ.msu.edu/coeresources/)
- **College homepage** may be viewed at: [http://www.educ.msu.edu/](http://www.educ.msu.edu/)
- **Department homepage** may be viewed at: [http://ed-web3.educ.msu.edu/te/](http://ed-web3.educ.msu.edu/te/)
- **Classroom requirements** – this website allows you to search for a classroom that has all of your requirements (moveable chairs, technology etc.) [http://opbweb.msu.edu/InstrSpace/](http://opbweb.msu.edu/InstrSpace/)
MSU CODE OF TEACHING RESPONSIBILITY

The teaching responsibilities of instructional staff members (herein referred to as instructors) are among those many areas of University life which have for generations been a part of the unwritten code of academicians. The provisions of such a code are so reasonable to learned and humane individuals that it may appear redundant or unnecessary to state them. However, the University conceives them to be so important that performance by instructors in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

1. Instructors are responsible for insuring that the content of courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors are also responsible for stating clearly to students in their classes the instructional objectives of each course at the beginning of each semester. It is expected that the class activities will be directed toward the fulfillment of these objectives and that the bases upon which student performance is evaluated will be consistent with these objectives.

2. Instructors are responsible for informing students in their classes of the methods to be used in determining final course grades and of any special requirements of attendance which differ from the attendance policy of the University. Course grades will be determined by the instructor's assessment of each student's individual performance, judged by standards of academic achievement.

3. Examinations and other assignments submitted for grading during the semester should be returned with sufficient promptness to enhance the learning experience. Unclaimed final examination answers will be retained by the instructor for at least one semester so that they may be reviewed by students who desire to do so. Examination questions are an integral part of course materials and the decision whether to allow their retention by students is the responsibility of the instructor. Term papers and other comparable projects are the property of the students who prepare them. They should be returned to students who ask for them and those which are not returned should be retained by the instructor for at least one semester. Instructors who desire to retain a copy for their own files should state their intention to do so in order that students may prepare additional copies for themselves.

4. Instructors are expected to meet their classes regularly and at scheduled times. Instructors will notify their units if they are to be absent and if appropriate arrangements have not been made, so that suitable action may be taken by the unit if necessary.

5. Instructors are expected to schedule and keep a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for students when there are schedule conflicts. The minimum number of office hours is to be agreed upon by the teaching units, and specific times should be a matter of common knowledge.

6. Instructors of courses in which assistants are authorized to perform teaching or grading functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

7. Instructors who are responsible for academic advising are expected to be in their offices at appropriate hours during pre-enrollment and enrollment periods. Arrangements shall also be made for advising during registration.
RIGHTS AND RESPONSIBILITIES OF THE STUDENT

[This excerpt is section 2.3 of ACADEMIC FREEDOM FOR STUDENTS AT MICHIGAN STATE UNIVERSITY, which may be found at http://www.ssb.msu.edu/SpLife/acfree.htm]

2.3.1 The student is responsible for learning the content of a course of study according to standards of performance established by the faculty and for adhering to standards of professional behavior established by the faculty.

2.3.2 The student has a right to academic evaluations which represent the course instructor's good faith judgments of performance. Course grades shall represent the instructor's professional and objective evaluation of the student's academic performance. The student shall have the right to know all course requirements, including grading criteria, and procedures at the beginning of the course. Course evaluation procedures are covered by the Code of Teaching Responsibility.

2.3.2.1 To overcome the presumption of good faith, it must be demonstrated that an evaluation was based entirely or in part upon factors that are inappropriate or irrelevant both to academic performance and applicable professional standards.

2.3.3 The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.

2.3.4 The student shall be free to take reasoned exception to information and views offered in the classroom, and to reserve judgment about matters of opinion, without fear of penalty.

2.3.5 The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned.

2.3.6 The student has a right to be governed by educationally justifiable academic regulations and professional standards.

2.3.7 The student has a right to accurate, timely, and clearly stated information concerning general academic requirements for establishing and maintaining an acceptable academic standing, the student's academic relationship with the University and the details of any special conditions which may apply, and graduation requirements for the student's academic program. Students are responsible for informing themselves of University, college, department, and school requirements as stated in unit publications and in the University catalog. In planning to meet such requirements, students are responsible for consulting with their academic advisors.

2.3.8 The student has a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations, and health.

2.3.9 The student has a right to be protected from personal exploitation and to receive recognition for scholarly assistance to faculty.

2.3.10 The student has a right to scholarly relationships with faculty based on mutual trust and civility.
MSU FINAL EXAMINATION POLICY

During the final week of each academic semester all courses shall meet for one 2-hour period at the date and time listed in the Schedule of Courses. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student’s education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course. Exceptions to this paragraph may be approved by the department or school chairperson, or in a college without departments, by the dean. In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in this Schedule of Courses. Any deviations from the final examination schedule must be approved by the Undergraduate Committee of the Assistant Deans Group.

No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during a particular day during the final examination period may take their class schedules to the Academic Students Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations. The final examination schedule shall be systematically rotated so that the 2-hour period for each course (time slot) will be scheduled at a different time each semester. This will also apply to common final examinations. Faculty members shall schedule office hours during the final examination period (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the semester.

Common end of semester examinations are scheduled in certain courses with several class sections. In case of a conflict in time between a common examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common end of semester examination must arrange for a make-up examination. A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system, NC on the CR-NC system, or an N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the assistant deans of their colleges immediately.

Regular Final Examination Scheduling
The time of examinations in courses which do not have common final examinations is determined by the days and the time the class is scheduled during the semester. Examinations will be given in the same classroom used for class meetings during the semester. In the event that a change of classroom is needed for an examination, the request and clearance must be processed through the Classroom Scheduling Section of the Office of the Registrar (355-4522). If at least two of the days and hours follow the regular pattern, all students, instructors, and room schedules will automatically clear. In a few courses at the request of the department concerned, the final examination has been scheduled by the single hour lecture session, and in some instances students may encounter conflicts. In that event, the examinations scheduled by the class meeting two hours each week will take precedence over the examination scheduled by the single hour lecture. The examination will be arranged between the student and the department requesting the special scheduling of its examination. All instructors are requested to terminate their examinations promptly so that rooms and buildings may be cleared for the examination periods which follow.