



Adjunct Faculty Handbook

2009

I. Acquiring an Adjunct Teaching Position

Anyone interested in teaching for the Department of Educational Technology will submit a letter of application and vita to the Adjunct Coordinator, Dr. Constance Pollard (cpollar@boisestate.edu). Within the letter of application, applicants will specifically list the classes currently offered in the [Edtech Program](#) for which they are qualified to teach along with the specific experiences and/or education that support their qualification to teach a specific course. Applicants will also be required to supply a list of at least three references who will be contacted by the Adjunct Coordinator.

If there is an opening and the applicant is considered qualified to teach that course, the Adjunct Coordinator will request that a transcript be sent. Once the transcript is received, and the applicant has been offered an adjunct position, the applicant will need to complete the required paperwork as soon as possible.

The Adjunct Coordinator will assist all adjunct faculty throughout the hiring and orientation process as well as during the academic semester. Any questions concerning this handbook, instruction and instructional materials, Boise State University and Department of Educational Technology policies, and student concerns should be directed to the Adjunct Coordinator through email or by phone.

II. Getting Oriented

A. Paperwork

I-9 Form

Adjuncts who reside locally will go to the Human Resources on the BSU campus to complete the necessary paperwork. For those who are distance adjuncts, the department administrative assistant, Kathie Blakeslee (KathieBlakeslee@boisestate.edu), will send an I-9 Form and request that it be completed and returned as soon as possible. It is crucial that the form be returned quickly as it is the necessary step to receiving an employee identification number and receiving a letter of appointment (LOA).

Letter of Appointment

Once adjuncts have received an employee identification number, a letter of appointment is issued stipulating the conditions of employment including the salary for the semester. These will be sent by the department administrative assistant with instructions to sign and return it to the department within five (5) business days.

B. Faculty Vitae and Photo

The new faculty member will attach an electronic vitae and a photo to an email and send it to the Adjunct Coordinator as soon as possible. A link to the vitae, pertinent academic information, current email address, and photo will be displayed on the [Faculty and Staff](#) department webpage.

C. Boise State University Adjunct Faculty Information

New adjunct faculty will review the information provided by the university at the [Adjunct Faculty](#) website. This website will assist in orienting new adjuncts to the university and the multiple resources available for faculty. [Resources](#) include contact information for Human Resources, the Registrar's office, Albertson's Library, professional development and other Boise State resources. A [Frequently Asked Questions](#) page is particularly useful in answering academic and logistical questions.

III. Using BroncoWeb

A. Guide to BroncoWeb

The [Faculty/Staff Guide to BroncoWeb](#) site provides information on accessing and using BroncoWeb features. Upon receiving your employee I.D., you will be able to log into BroncoWeb, but you will not have access to your course information until the letter of appointment has been returned and processed. To access BroncoWeb, \:

1. Go to <http://broncoweb.boisestate.edu>
2. Type in your Username and Password (if you do not know your Username or Password, call the BroncoWeb Help Line (208-426-2932 and choose option 4 or call the Campus Help Desk directly at 208-426-4357)

Once the letter of appointment is processed, you will have access to your course(s) and course information including class rosters and grades by clicking on the Faculty Center link (if you do not have the Faculty Center link, contact the Campus Help Desk at 208-426-4357). In BroncoWeb, you will be able to request a Blackboard coursesite which will be automatically loaded with your students just prior to the start of the semester. Additionally, you have access to student and payroll information in BroncoWeb.

B. Faculty Email Accounts

Adjunct faculty will be given a Novell email account that can be accessed on the web at: <http://styx.boisestate.edu>

Your BroncoWeb username and password will be tied to this account. This account is to be used for communication with students, faculty and staff.

IV. Using Blackboard

A. Blackboard Assistance for Faculty and Staff

Boise State University provides a resource site for faculty containing basic information about what [Blackboard](#) is and how it might be used in online and face-to-face classes:

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, and more.

The [Blackboard Assistance for Faculty and Staff](#) website provides step-by-step guides for requesting and maintaining Blackboard course sites. Also located at this site are Blackboard Instructor manuals, quick reference booklets, instructor FAQ, and useful information on how to use the features available in Blackboard.

B. Requesting Blackboard Course Sites

Blackboard course sites must be requested each semester in BroncoWeb with detailed directions located on the [Faculty Blackboard Requests](#) site. To log in to the course site request system:

1. Log in to your BroncoWeb account.
2. Click "Faculty Center "
3. Click the "Blackboard Tab"
4. Click "BlackBoard Course Site Requests." The Faculty Blackboard Request page will open in a new window. Note: If the Faculty Blackboard Request page does not open, make sure that you either allow popups or disable your popup blocking software.
5. Select the term, the course and **Single BB Course Site**.

C. Single Course Sites

All courses taught in the Department of Educational Technology will be taught in a single course site in Blackboard even if an instructor is teaching multiple sections of the same course. Each section will be assigned a separate Blackboard site.

D. Copying a Course

Most of the adjuncts hired will be teaching courses that have already been designed and will need only minor modifications. The Adjunct Coordinator will contact the current course instructor and request that the new adjunct instructor be added as an instructor so that the new adjunct can copy the materials into the new course site. The directions for copying the course are located at the [Blackboard Course Site Requests](#) page.

1. Log in to Blackboard, and click on the **Courses** tab.
2. Click on the course you will be copying materials from.
3. Under tools, to the left of the screen, click on **Control Panel**.
4. Under **Course Options**, click **Course Copy**.
5. Click **Copy Course Materials into an Existing Course**.
6. Click the **Browse** button to the right of the **Destination Course ID** text box.
7. Click the **Search** button in the window that step 7 opened and
8. Click the **Select** button to the right of the course you are copying to
9. Select those materials (by clicking the check boxes) that will be copied into the new course site and click submit.

E. Adding an Instructor

Current course instructors can add teaching assistants, graders, course builders or instructors to their course as follows:

1. Log in to your Broncweb account
2. Click "Faculty Center"
3. Click on the "Blackboard Tab"
4. Click "BlackBoard Course Site Requests"
5. Select the term for the class from the drop-down menu
6. Click the "Search Term" button
7. Click "Manual Enrollments" on the menu to the left
8. Enter the ID number of the person you wish to add in the "emplid" box. Make sure that there are no spaces at the beginning or end of the ID # as that will generate an error.
9. Click "Search Emplid"
10. Click the check box to the left of the course you are adding the person to
11. Select the appropriate role (default is Teaching Assistant)
12. Click "Add Enrollment"

Users added in this manner will have access to your course site after the next update. Blackboard is updated every three hours from 9 AM to 9PM.

F. Textbook Requisitions and Student Textbook Purchases

Adjunct faculty are responsible for completing a textbook requisition form for each course they teach at the [Boise State Bookstore](#) either ordering textbooks or indicating that there is no textbook for the course. The faculty textbook order due dates are as follows:

- Spring: October 15
- Summer: March 15
- Fall: April 15

Faculty should consider sending out textbook information to students prior to the start of class and may suggest other sources (i.e. Amazon.com) from which students may purchase the texts. Students may be prompted to order their book and use expedited shipping. Do realize that late registering students will not have that information early and structure the first week's activities with that in mind.

G. Contacting Students and Making Your Class Available

The policy in the Department of Educational Technology requires that all instructors contact their students no later than the Friday prior to the first day of classes for the semester welcoming their students, providing pertinent information, and making their course available.

H. Making Blackboard Course Sites Available to Students

By default, Blackboard course sites are created as unavailable to students and are visible only to the instructor. To make the site available:

1. Go to the course site **Control Panel**
2. Click on **Settings** under **Course Options**
3. Click on **Course Availability**
4. Select **Yes**
5. Click **Submit**

V. Instructional Materials

A. Syllabus

In creating the syllabus for the course, each instructor in the Department of Educational Technology will use the department [syllabus template](#). The Adjunct Coordinator is available to answer questions concerning the syllabus and assist with aligning course content to program standards.

B. Course Assistance/Feedback

The Adjunct Coordinator will be added to adjunct course sites the first time a course is taught and to other courses if requested or determined necessary to more readily provide assistance and feedback.

VI. Course Evaluations

A. Online Evaluation Form

Near the end of the semester, the Adjunct Coordinator will send an email containing the address of the EdTech online course evaluation and ask that adjuncts request that their students complete an online evaluation for their course(s). Adjuncts who do not collect evaluation materials cannot be rehired by the department so it is crucial that instructors encourage students to complete the evaluation. Student evaluation information is used in modifying and/or enhancing course content and instruction.

B. Course Evaluation Information

The Adjunct Coordinator will provide a compilation of the data collected from the course evaluation and discuss the results with each adjunct instructor.

VII. End of the Semester Activities

A. Posting Grades

Grades must be submitted on BroncoWeb by a deadline date for each session. You will receive a reminder message from the Registrar a week before the grade reporting deadline and you can always locate the deadline date on the Registrar's [Faculty/Staff Information Page](#). Instructors can access grade rosters for classes they are currently teaching, as well as classes already loaded in BroncoWeb that they are assigned to teach in future semesters. Simply sign into your Faculty Center and select the Grade Roster link.

Syllabus Template

Title:

Instructor Name:

Contact Information/Office Hours:

Course Description and Prerequisites:

Course Materials (including hardware/software requirements):

Course Objectives:

Major Assignments and schedule:

Grading Policy and Grading Scale:

Course Policies

(The following areas should be included in your syllabus. If an area is blank, the instructor can determine the appropriate content; i.e., the specific procedures he/she may institute in a class or the manner in which assignments should be submitted. Other content areas address departmental and university policies whose intent cannot be modified; i.e., the department policy requires that instructors do respond within a timely manner, and that assignments, feedback, and grades be regularly posted).

Procedures -

Communication – Department policy - instructors will respond to emails and/or phone calls in a timely manner – usually within 24 hours (weekdays, but may be longer on a weekend or with advance notice to students).

Posting of Assignments – Department policy – major assignments will be posted at least one week in advance of the assignment due date.

Assignment Submissions -

Feedback/grades – Department policy – Students must be informed of their progress toward the final course grade at regular intervals. Assignments will be reviewed and evaluated by the instructor within one week after the posted assignment due date.

Late assignments –

Technical Difficulties – on occasion, you may experience problems with accessing Blackboard or class files located within Blackboard, with your Internet service, and/or other computer related problems. Do make the instructor aware if a technical problem prevents you from completing coursework.

BroncoMail - <http://helpdesk.boisestate.edu/email/broncomail/>
Blackboard Assistance – blackboard@boisestate.edu

Academic Honesty – all students are required to abide by Boise State University's Student Code of Conduct on [academic dishonesty](#). Assignments completed must be your original work and cannot be used in other courses in the EdTech program.

Reasonable Accommodations - Any student who feels s/he may need accommodations based on the impact of a disability should contact me privately to discuss your specific needs. You will also need to contact the [Disability Resource Center](#) at 208-426-1583 located in the Administration Building, room 114 to meet with a specialist and coordinate reasonable accommodations for any documented disability.

Conceptual Framework

College of Education - The Professional Educator

Boise State University strives to develop knowledgeable educators who integrate complex roles and dispositions in the service of diverse communities of learners. Believing that all children, adolescents, and adults can learn, educators dedicate themselves to supporting that learning. Using effective approaches that promote high levels of student achievement, educators create environments that prepare learners to be citizens who contribute to a complex world. Educators serve learners as reflective practitioners, scholars and artists, problem solvers, and partners.

Department of Educational Technology Mission

The Department of Educational Technology supports the study and practice of facilitating and improving learning of a diverse population by creating, using, managing, and evaluating appropriate technological processes and resources. Believing technology is a tool that enhances and expands the educational environment, we promote the use of current and emergent technologies for teaching and learning in a dynamic global society. Educational technologists are leaders and innovators, serving in institutions of higher education, public or private school settings, federal, state, or local educational agencies, and educational organizations in the private sector.

AECT Standards

[AECT Standards](#) – standards listed with assessments tied to standards. Check with the Adjunct Coordinator who will assist in aligning standards and assessments to course content.