



College of Education Guidelines for Adjunct Teaching Faculty

Before the first night of class in a Face to Face class:

- Complete all paper work with Human Resources
- Make sure that you are the instructor of record for the course you are teaching (your name is on the course in the Class Schedule). Please remember that only the instructor of record can submit grades through Blackboard
 - Note: All grades must be submitted through Blackboard.
- Make sure that you have access to the Blackboard site for the course you are teaching
- Load your syllabus to the Blackboard site for your class
- Load any handouts to the Blackboard site for your class
- Load assignments to the Blackboard site for your class
- Send students any assignments for the first night of class and any announcements about the first night of class

Before the first week of class for on-line classes:

- Complete all paper work with Human Resources
- Make sure that you are the instructor of record for the course you are teaching (your name is on the course in the Class Schedule). Please remember that only the instructor of record can submit grades through Blackboard.
 - Note: All grades must be submitted through Blackboard.
- Make sure that you have access to the Blackboard site for the course you are teaching
- Load your syllabus to the Blackboard site for your class
- Load any handouts to the Blackboard site for your class
- Load assignments to the Blackboard site for your class
- Send students any assignments for the first night of class and any announcements about the first night of class

Paperwork necessary to teach for the College of Education at USF St. Petersburg

- Official Transcripts for all degrees earned to Ms. Franki Robinson in the College of Education.
- Current Curriculum Vitae/Resume with applicable experiences
- Materials requested by Human Resources

Access to Blackboard

You must be the instructor of record to access your course in Blackboard.

Course Syllabus

The College of Education at USF St. Petersburg distributes master College of Education syllabi to class instructors that contain the required objectives, assignments, and activities to meet the

Florida Educator Accomplished Practices (FEAPs) and required competencies for the Florida Department of Education. These assignments must be maintained, although you can add activities and assignments to the courses. If you decide to add activities, make sure that you fully explain the purpose and expectations about the activity or assignment. Send an electronic version of your syllabus to Ms. Franki Robinson (fmrobins@mail.usf.edu) no later than August 28.

Course grades: USF St. Petersburg grading scale includes pluses and minuses with an A+ and A = 4.0. If an instructor wishes to use a different scale or to only use A, B, C, D, and F without pluses and minuses, that information must be in the syllabus. Also see the Undergraduate and Graduate Catalogs for the full USF policy on course grades. These sections include M and I grades.

Graduate Catalog: http://www.stpt.usf.edu/spgrad/Graduate_Catalog.htm

Undergraduate Catalog: http://www.stpete.usf.edu/ugc/undergraduate_catalog.htm

The College maintains templates that all syllabi must include: The Conceptual Framework, compliance with ADA statement, Religious holiday policies, and plagiarism. All templates that are already on a syllabus are required. If you have any questions, please contact the Associate Dean, Deanna Michael dmichael@spadmin.usf.edu.

Office hours or contact information: If you teach a face to face or an on-line class, it is important that you include contact information on the syllabus. For face to face classes, you will need to arrange a time to speak with students before or after class. For on-line classes, you will need to return e-mails and phone calls in a timely manner.

Please remember that students need the return of a graded assignment or examination by the “drop with a W” date.

First Class Mandatory Attendance Policy: The USF System has a policy of first class attendance. Students who fail to attend the first class and do not notify their instructor prior to the first class should be marked absent on the first class roll in Blackboard. This policy is not mandated for graduate level courses.

Class Evaluations:

The State University System (SUS) of Florida mandates that all public colleges and universities will use the same student survey for course evaluations. The directions are distributed with the SUS surveys. It is very important that all instructors distribute these surveys in a timely manner and that students’ privacy is protected. Completed evaluations should be returned to Academic Affairs in BAY 204 or the Poynter Library. The surveys should never return to an instructor’s hands until after they have been processed. If you suspect that your SUS surveys have been tampered with by the student who delivered them to the administrative site on the campus, then it is the responsibility of that instructor to make his or her suspicions known to the Associate Dean, Dr. Deanna Michael.

The College of Education at USF St. Petersburg requires a midterm evaluation for all adjunct faculty. It is similar to the SUS survey, but it is on-line. A link will be sent to you for you to send to your students for the College of Education to gather these data.