First-Year Seminar Faculty Guide

Kennesaw State University
Department of First-Year and Transition Studies

Table of Contents

APPENDICES

1. Director's Welcome

The First-Year Seminar (FYS) program, housed in the Department of First-Year and Transition Studies (FYTS), aims to exemplify the very best in student-centered learning and scholarly teaching for all new college students. Our seminar focuses steadfastly on promoting student success by providing entering students with an academically-challenging course that supports and cultivates student development through the transition period between previous learning experiences and college. Our faculty teach students how to build the foundation for a successful and enjoyable college career, culminating in graduation and a brilliant post-graduate career.

In this First-Year Seminar Faculty Guide, you will find key information about how faculty can find support and resources as well as guidelines for the essential Policies and Expectations for KSU's FYS. The purpose of this guide is to be a **practical first-stop reference guide for faculty teaching the First-Year Seminar**. If certain Policies and Expectations are incorrect or missing, please contact me to update the guide.

For an overview of the key components of the seminar, please see our website which includes information and resources about our program, faculty, and students.

Welcome and thank you for teaching the First-Year Seminar.

Nirmal Trivedi, PhD
Director, First-Year Seminars
Department of First-Year and Transition Studies
University College
nirmal.trivedi@kennesaw.edu

2. Our Values

As an integral unit of University College and the Department of First-Year and Transition Studies, the First-Year Seminar program is fully committed to the values at the center of both organizations and represented by the Department's faculty and staff. Those values explained on the Department website include:

1. A Student-Centered Approach
2. Collaborative Teaching and Learning
3. Interconnectedness of Learning
4. Internationalization and Global Learning
5. Diversity and Multiculturalism
6. Scholarship and Lifelong Learning
7. Civic Engagement
8. Leadership
9. A Culture of Optimism

3. About the First-Year Seminar

KSU's First-Year Seminar began in earnest in 1983 under the leadership of Dr. Betty Siegel, KSU President from 1982-2005. At that time, Dr. Siegel articulated a strong commitment to first-year student success, eventually shepherding through the creation of NSE, the "New Student Experience" program that included orientation, the first-year seminar, and academic advising. Since then, the seminar has developed to become the dynamic program it is today, with approximately **4,200 students** taking one of the **180 seminar sections, taught by 100 faculty members** teaching on the Kennesaw campus, Marietta campus, online, and in hybrid formats.

For an overview of the key components of the seminar, please see our website which includes resources and information about our program, faculty, and students.

4. Our Team

The First-Year Seminar is a large program with many team members. This can make it hard to know who to ask for what question. The table below should help you direct your questions and correspondence to the appropriate person. Generally, contact the first person listed in the table below unless a specific topic you're looking for more information about is specifically listed next to a later individual under the "Ask Me About" column. If you're not sure who to ask, contact Dr. Nirmal Trivedi at nirmal.trivedi@kennesaw.edu.

Contact	Role	Ask Me About… (selected topics)
Dr. Nirmal Trivedi nirmal.trivedi@kennesaw.edu	Director, First-Year Seminar *If you're not sure who to ask, start with Dr. Trivedi.*	FYS Program • Program and Course Assessment • FYS Curriculum • FYS Learning Outcomes • FYS Textbook and eBook Access • FYS Supplemental Content • Class Scheduling (with Helen Bisesi) • Course Materials (Getting Access) FYS Faculty Development • Part-Time Faculty (PTF) Hiring, Staffing Training, and Reappointments • PTF Expectations • PTF Policies • PTF Questions and Concerns
Dr. Shelbee NguyenVoges snguye18@kennesaw.edu	Assistant Director, First-Year Seminar	Seminar Curriculum and Faculty Development
Joshua Brown jbrow512@kennesaw.edu	Program Assistant (Student), First-Year Seminar	
Mackenzie Magid mmagid@kennesaw.edu	Program Assistant (Student), First-Year Seminar	
Cathy Bradford cbradfo4@kennesaw.edu	Director, Learning Communities *Please include Cathy Bradford in correspondence for seminars that are in Learning Communities.*	Learning Communities
Helen Bisesi hbisesi@kennesaw.edu	Office Manager	• Faculty Hiring (coordinating with FYTS, Academic Affairs, and HR) • Building and Classroom Access • Payroll Issues
Natasha Lovelace Habers nhabers@kennesaw.edu	Interim Chair, Department of First-Year & Transition Studies	
Alison Hedrick ahedric1@kennesaw.edu	Interim Assistant Chair, Department of First-Year & Transition Studies	

5. Essential Policies and Expectations

Regardless of a faculty member's specific instructional responsibilities, there are basic policies and expectations for all faculty teaching at Kennesaw State. Below, you'll find these basic expectations, which are excerpted from [Section 2.4 of KSU's Faculty Handbook](#).

- Be on time. Faculty should start and end their classes and appointments at the scheduled time.
- Provide feedback to learners in a timely manner (e.g., returning graded papers and evaluated materials or responding to messages). Learners need feedback about the quality of their performance in order to understand what they do well and in what ways they need to improve.
- Relate instructional methods to learning objectives.
- [Respect and maintain confidentiality](#) (e.g., grades, personal information, incidences of alleged academic dishonesty, advising or special needs).
- Apply stated standards and expectations of the instructor, department, college, and university consistently, regularly and objectively to all learners.
- Communicate and enforce [KSU's policy with respect to academic integrity](#).
- Provide a syllabus for each course at the beginning of the term.
- Provide written expectations/contracts for individualized learning experiences (e.g. outside of class activities, directed studies, internships, etc.).
- Be accessible to students - faculty should provide and publicize multiple means of contact for students and colleagues.
- Respect religious, cultural, and gender differences.
- Adhere to [KSU's policy prohibiting sexual harassment both in and out of the classroom](#).

5.1. Course Materials

5.1.1. Foundations of Academic Inquiry

Foundations of Academic Inquiry (7e) is the required textbook for the First-Year Seminar. A print copy is available for new faculty in the front office (UC 102).

5.1.2. Foundations of Academic Inquiry eBook

The eBook has many resources not available in the print edition. For Fall 2017-Spring 2018, the following updates have been made in the eBook only. Please use these updated materials in your course. Major changes include:

- New President's Welcome
- New Chapter 4 – Undergraduate Research and Creative Activity: Research Skills
- Updated Chapter 11 – Successful Skills for Diversity: An Open Mind
- New Chapter: Digital Literacy – Making Your Way in the Digital World
- Updated Chapter 9 Exercises

To ease access to the eBook, please **embed** it in your D2L site by adding the Redshelf eBook" as an "External Resource". Directions are [linked here](#).

- If your students register their code by clicking on the **eBook that you embed**, they will always be able to access the eBook via D2L.

To familiarize yourself with the interface and to make full use of all the tools, take a look at [the video tutorial made by Hayden-McNeil](#). The tutorial refers to additional videos, which can be accessed on the [RedShelf YouTube channel](#).

5.1.2.1. Student Access

Students will find their code one either one of two places:
- on a sticker on the inside cover of the textbook
- on their access card

5.1.2.2. Assessments (PLSI, LASSI, Financial)

- The PLSI (personality inventory) is in Chapter 2 Resources.
- Students will need to register for the Campus Toolkit instruments before they can access the PLSI. To do so, follow the steps below.
- Go to the eBook chapter resources (Chapter 2, 3, or 10) to access any one of the three assessments. You'll be asked to enter your email address.
- If you have previously registered, your email will be recognized and you will be asked to enter your password. If you have not registered, you will be taken to the screen below to enter your name and create a password.
- Enter your name and create a password. Click 'Create Account'.
- You are now logged in and have access to all assessments assigned in your course.
- The LASSI (study skills inventory) is in Chapter 3 Resources.
- The Financial Awareness Assessment is in Chapter 10 Resources

5.1.2.3. Other Tips

- Interactions, links and videos are found throughout most chapters.
- Resources for additional content information are located at the top of the first page of each chapter. Click on the Chapter Resources icon to open.
- KSU traditions are located after Chapter 13.

5.1.3. Faculty Availability

KSU is proud of its reputation of faculty being available to students and colleagues outside of class time. To ensure this positive reputation continues, the First-Year Seminar expects its faculty to use a variety of means to be available for student questions or conferences as well as consultation with colleagues, whether in person or electronically. Faculty should be flexible, within reason, in making appointments with students and colleagues. As a professional courtesy, faculty should reply to phone calls, emails, and questions from students in a timely manner.

Part-Time Faculty are expected to be available to meet with students for approximately **one hour per week per course on average for the entire semester** for office hours.

Since not all faculty have private offices, faculty should consider the following alternative meeting options:
- Meeting in semi-private spaces like the atrium of the Social Science building (Starbucks).
- Meeting with a student over Skype or Google Hangout. (not supported by UITS--KSU's IT Services)
- Using Blackboard Collaborate Ultra. (Supported by UITS)
- Speaking with a student over the phone.
- Meeting in the Sturgis Library. Reserve one of their "Seminar Spaces or Multipurpose Rooms"
- Meeting in Norton Hall or the Faculty Support Office (J-327) on the Marietta campus.

5.2. Course Requirements
The following course requirements apply to all versions of the First-Year Seminar.

REQ. 1	**Materials:** *Foundations of Academic Inquiry* is the required textbook to be used in all KSU seminar courses.
REQ. 2	**Syllabus:** All First-Year Seminar syllabi must contain--at a minimum--the elements identified in Appendix A of this Faculty Guide.

5.3. Course Initiatives
All First-Year Seminar Faculty are asked to sign up for a sessions with the Center for Young Adult Addiction and Recovery and the KSU Library. If you have not received information from Dr. Trivedi about the sign up process by July 15th, please contact him at nirmal.trivedi@kennesaw.edu.

6. General Support and Resources

Support for faculty teaching the First-Year Seminar is listed on the following table. Chances are that answers to your questions can be found at these locations, listed in order of most general to most specific. If ever in doubt, contact Dr. Nirmal Trivedi at nirmal.trivedi@kennesaw.edu.

6.1. Electronic & Digital Resources

Resource	Description
First-Year Seminars Website	This public website provides an overview of the FYS program, a description of the curriculum, student resources, and guidelines for faculty interested in teaching the seminar.
Foundations of Academic Inquiry • Access to print desk copy • eBook access and support	This is the required textbook for all sections of the First-Year Seminar. Faculty can receive one print desk copy by visiting UC 102, the FYTS front office. Please see Section 5.1.2 for eBook content and access details.
Desire to Learn / Brightspace (D2L)	D2L is the Course Management System for faculty and students to use for a variety of instructional purposes. D2L can be accessed using your netID. If you do not have access to D2L, please send a request immediately to service@kennesaw.edu and copy Dr. Nirmal Trivedi at nirmal.trivedi@kennesaw.edu, requesting access to the courses you will be teaching during the semester. If you see a D2L course you are **not** teaching on your D2L site, send a request to service@kennesaw.edu to have it removed. If you are unfamiliar with D2L, sign up for a training ASAP at http://uits.kennesaw.edu/support/d2ltraining.php
D2L FYS Faculty Resources	This D2L site contains examples of syllabi, teaching activities, and course assignments. Materials located in this D2L site are meant for FYS faculty only. **Items like the textbook quiz bank must remain confidential.**
New Faculty Resources	A New Faculty Resources site is provided by Academic Affairs; the site provides a one-stop location for the 9 essential tools and services that all faculty must know.

Resource	Description
Technology Support (UITS) • How to access D2L • How to access your netID • Issues with classroom technology • Technology training or support	KSU's University IT Services (UITS) provides training and support for a variety of technology services necessary for effective teaching practices. Familiarize yourself with the following applications and services: netID Support D2L/Brightspace Blackboard Collaborate Zimbra Email (Faculty Email) First Fridays at Kennesaw Third Thursdays at Marietta Phone: 470–578-6999 Email: service@kennesaw.edu
OwlExpress	OwlExpress is your "go to" for your class schedule, course rosters, submitting grades, and more. **Please make sure you see the "Faculty" tab**. If not, contact Helen Bisesi ASAP. OwlExpress is also what the students use for their course registration and much more.
FYTS PTF Facebook Group	This Facebook site is accessible by invitation. Visit the site, request access, and join the conversation.

6.2. Physical Resources

Resource	Description
Foundations of Academic Inquiry • Access to print desk copy • eBook access and support	This is the required textbook for all sections of the First-Year Seminar. Faculty can receive one print desk copy by visiting UC 102, the FYTS front office. For eBook details, see Section 5.1.2
The "Bullpen"	The Bullpen is located in University College Room 128A. It is intended to be a **quiet work space for Part-Time Faculty** teaching the First-Year Seminar, and it contains supplies for instructor use, also. Students should not be allowed in the Bullpen. This area contains desks, computers, printers, and other resources that may be of use.
Computers for Classroom Use	A mobile laptop cart is available for "checkout" when needed for classroom activities that require use of computers. To reserve the laptop cart, review the process in this Faculty Guide.
Teaching Supplies	Supplies are available in the Bullpen (Kennesaw campus). They are located in the tall cabinet to the right as you enter the main area. Contact Helen Bisesi if supplies are low and needed. On the Marietta campus, there are many supplies provided in rooms J-203 and A-160. "Large" supplies can be provided by FYTS on a case-by-case basis.
Experiential Learning Tools	A wide variety of experiential education tools available for check out. If you are interested in experiential education into your course (yes, you are!), please see the activity sheets for instructions on how to use some of the tools available. To check out these tools, please email fyts@kennesaw.edu with the check-out and check-in date and time. Check-in and check-Due to high demand, we kindly request that the tools be returned within 24 hours.

Resource	Description
Collaborative Working Spaces	The Sturgis Library on the Kennesaw campus provides rooms to collaborate with colleagues and hold a seminar with students. Reserve these rooms by going to library.kennesaw.edu, clicking on Services, and choosing "Faculty Services." Click on the link for Seminar Spaces and Multi-Purpose Rooms to reserve a room anywhere between 72 hours to four weeks in advance. For recurring reservations or reservations past the four week period, contact the Check Out Desk at 470-578-6202. For events, contact the Strategic Marketing Librarian at 470-578-6188. The reserving faculty and staff must be present to check in at the front desk and throughout the duration of the reservation.
Lockers for Daily Use	Lockers available for daily use are located in the break on the first floor of University College (UC 129). Directions for usage are on the locker itself. You **must** remember or write down your locker combination. Without the combination, each of the dials needs to be reset for the next user, which could take up to 30 minutes.
Faculty Support Office (Marietta)	The FSO is a designated space for Part-Time Faculty on the Marietta campus. It is located in the Atrium Building (J-305). Faculty may contact the FSO at fsomarietta@kennesaw.edu. All Marietta-based faculty have access to the room, which has supplies, work stations, a copier, and mailboxes for faculty use.
Mail Boxes (Marietta)	For those of you who requested mailboxes through fsomarrieta@kennesaw.edu, they are in the workroom in J-305.
Key Access Assistance (Marietta)	In order to ensure your KSU ID card has the access that you need, **please make sure to update/recharge your card when you come into the building.** To update your card, please look for a silver card pad on the entrances to the Atrium Building. Hold your card up to the pad, and you will see the light blink blue then green. Please keep your card on the keypad until the lights stop blinking. This should update your card. Note: You will need to update your card at Card Services if you have not been on campus in 3 days or longer. The cards shut down after the 3 day period for security purposes.

Resource	Description
Norton Hall UC Suite Workspace (Marietta)	Norton Hall includes five workstations, each with a desktop computer available for use by anyone in University College. Norton also includes a breakroom, workroom, and Ricoh copier. You are invited to make use of this space when you are on the Marietta campus.

7. Teaching Policies and Expectations

This section lists University, Department, and Program policies and expectations for faculty and part-time faculty teaching the First-Year Seminar.

7.1. Cancelling, Late for, or Relocating Class

Faculty members **may not be absent from their teaching responsibilities** except for illness, extraordinary personal circumstances. During times when faculty are scheduled to teach, faculty should not take meetings or personal time, such as vacation. Faculty should not cancel class to schedule another appointment or accept meetings during class time.

If a cancellation not already planned and indicated on your syllabus is absolutely necessary, the faculty member should notify Dr. Nirmal Trivedi at nirmal.trivedi@kennesaw.edu **and** complete the class cancellation form.

7.1.1. Cancelling or Postponing Class

For every absence <u>not</u> already on the syllabus on file with FYTS, please do the following:
- Use the online class change / cancellation form here and send an email to Dr. Nirmal Trivedi.
- Arrange for a colleague in the department or a resource on campus.to cover your class (see Faculty, Campus Partners).
- Post online assignments and activities in lieu of a class meeting in D2L.
- Ensure all material for the day you miss will be addressed through online activities and assignments or in future class sessions.

7.1.2. Running Late

If you are running late for class, notify the FYTS front office by phone at 470-578-2471 so that a note can be put on the classroom door.

7.1.3. Emergency Class Cancellation

If a last-minute illness or personal emergency requires you to miss a class session, notify Lisa Nepogoda by phone (470-578-2471) as early as possible. Follow up with an email to Helen Bisesi and copy Dr. Nirmal Trivedi (nirmal.trivedi@kennesaw.edu).

7.1.4. Relocating Class

If your class is meeting in a location other than your regular classroom, please give a minimum 24-hour notice, and use the online class change or cancellation form here. The front office will post a sign and inform "lost" students where the class is meeting. Always let the department know of location changes. If you have not contacted the front office, students will be directed to any alternate locations noted in the syllabus on file.

7.2. Student Privacy Policy (FERPA)

All faculty are required to abide by the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. FERPA rights begin at the time of enrollment.

Maintaining confidentiality of student records is everyone's responsibility at KSU. Visit the online tutorial for more information.

7.3. Class Attendance

Since attendance is usually a component of course assessment, each faculty member **must include a clear attendance policy** on his or her syllabus. Additionally, federal regulations governing the disbursement of financial aid require institutions to verify student attendance in class.

Students who are absent because of their participation in university-approved activities such as field trips and extracurricular events will be permitted to make up the work missed during their absences if the activity has a university-sponsored documented explanation. See the sample syllabus in Appendix A for details.

7.3.1. Report Attendance

When submitting final grades, faculty should submit a **"NA" grade** for students who never attended class or never participated in an academically-related activity. "Academic attendance" and "attendance in an academically-related activity," include, but are not limited to:
- Submitting an academic assignment;
- Physically attending a class where there is an opportunity for direct interaction between the instructor and students by taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

"Academic attendance" and "attendance in an academically related activity" do not include activities where a student may be present, but not academically engaged, such as:
- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class without active participation
- Attending an on-campus class without any level of academic/active participation or participating in academic counseling or advisement

For example, if a student attended class before the add/drop deadline, but never attended thereafter or did not complete any academic-related activity, the grade should be a "NA."

7.3.2. Unofficial Withdrawals

The university recognizes two types of F grades – **an earned F and WF**. Faculty should submit a W or WF **grade** for students who stop attending class and do not officially withdraw as follows:

- For students who stop attending class *on or before* the published "Last Day to Withdraw without Academic Penalty," a grade of W or WF should be assigned based on the student's status in the course.
  - For example, if the student had an "A," "B," "C," or "D," but stopped attending on or before the published "Last Day to Withdraw with Academic Penalty," they should be given a W. But if the student was failing, they should get a WF.

- For students who stop attending class *after* the published "Last Day to Withdraw without Academic Penalty" date, and prior to the last day of class, a grade of WF should be assigned.

Faculty should also **submit the last known date of academically-related activity** (i.e., exam, test, assignments, etc.). This date should be entered into the "Last Attend Date" field. If the last date of attendance or class participation is unknown, faculty should leave this field blank.

If you have any questions concerning the attendance verification procedure, please contact the Office of the Registrar at registrar@kennesaw.edu and copy Dr. Nirmal Trivedi at nirmal.trivedi@kennesaw.edu.

Attendance records should be kept on file for one full academic year in case of grade appeals and proofs of hardship withdrawal.

7.3.3. Religious Accommodations

Section 2.4 of the KSU Faculty Handbook (page 48) sets forth some of the basic expectations of professional faculty performance, which include "...respect religious, cultural, and gender differences."

Consequently, faculty should extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.

7.4. Classroom Furniture Configuration

There are times when rearranging the classroom furniture may be needed to teach more effectively.

If you do rearrange the furniture, you must return the furniture to its original, standardized placement. Not doing so may result in a violation of the American Disabilities Act, which requires that someone in a wheelchair must be able to access all avenues. Fire Marshall laws also require clear access to exit(s).

At no time can should furniture, equipment or supplies be moved from one classroom to another classroom. If a particular room does not have what you need, please visit the Bullpen for supplies or the front office for assistance.

7.5. Student Concerns

It is not uncommon to have students who never show up for class, miss class frequently, or even quit attending. Additionally, it is not uncommon for some to fail to turn in assignments, turn them in late, incomplete, and/or incorrect; or experience and divulge personal issues during the semester.

The following resources should be consulted when addressing student concerns:
- The Behavioral Response Team
- Student Conduct and Academic Integrity
- Counseling and Psychological Services
- Student Disability Services

Recommendations:
- Take attendance and keep records: Try to monitor for the no-show, quit-coming, and frequently absent students.
- Have at least one or two graded items in the first four weeks.
- Remind students of the last date to withdraw without academic penalty, and return sufficient (35%) graded work by midterm.
- "Catch them" before or after class to discuss their standing in class and your concern for their success.
- Schedule student conferences.

Do not hesitate to ask Dr. Nirmal Trivedi and several of your colleagues for suggestions as to how best approach and mentor students to improve retention and success. There are many perspectives on how best to work with students at risk—allow Dr. Trivedi and colleagues in the department help.

7.6. Photocopy Policy

We truly understand how important it is to have physical paper when working with students. After all, many of our classes resemble workshops most of the time.

Nonetheless, it is critical to limit the number of copies we make since each copy is charged against the Department's operating budget, which is also meant to pay for student-centered events, conference travel, building maintenance, and more.

Please do limit your copies to $50 for the semester. Each black & white copy is $.06. Please let Dr. Trivedi know if he or his team can help scan documents. We have some students who can certainly help with this.

7.7. Computers for Classroom Use

Kennesaw Campus

Computers for classroom use (laptop cart) are available for faculty requiring their use during a particular class session. To request use of these computers:
1. Complete the online form to request use Computers for Classroom Use.
2. Check email for confirmation within 2 business days. If no confirmation, contact the FYTS front office at fyts@kennesaw.edu.
3. Allocate time to carefully review the process for reserving and returning laptops located with the laptops themselves. Not following the procedures will leave the next faculty member without properly functioning computers.
4. Approximately 15 minutes before class, pick up the laptop cart keys from the FYTS front office.

The computers are available in two locations:
- First floor of the UC building: stored in a closet in the Part-Time Faculty "Bullpen" (UC 128). This one is available for use in first-floor classrooms only.
- Second floor of the UC building: stored in a closet in the back of UC 217, laptops will be available for use in rooms on the second floor only. UC 217 is a classroom, so please plan to retrieve and return the cart between classes.

Keys to access the computers may be picked up in the Department of First-Year and Transition Studies front office (UC 102) prior to class and must be returned immediately after class.

Troubleshooting Tips

If students cannot log on, check to see that wireless is turned on. To turn wireless on, slide the button over (right side of the computer). Next, reboot the laptop. On occasion, servers are busy and prevent logging in. Rebooting may resolve the issue.

If problems persist with the laptops, please see the front office in UC 102.

Marietta Campus

FYTS has been assigned two classrooms, J203 and J220A. J203 is the room that contains computers.

If a faculty member teaching on the Marietta campus requires the use of a computer lab, we would ask that they:
- Coordinate with the faculty member teaching in J203 to swap classrooms for the day.
- If that is not possible, complete the online form to request use Computers for Classroom Use.

7.8. Reserving Classrooms and Event Spaces
Scheduling academic events outside of the classroom are often great ways to encourage student engagement. Events can reinvigorate a class and allow for different kinds of interaction.

To schedule an event that will take place **in the University College building**, complete the form for requesting space in the University College building.

For all other events, each faculty member must use the campus system at https://reservations.kennesaw.edu/. If you cannot log in to this system, request access to "Virtual EMS" by emailing service@kennesaw.edu and asking for faculty access. Additional, more detailed instructions about using the Virtual EMS can be found within the official UITS Campus Event Request Form document located here.

Most of the time, all you'll need to do is reserve a "Simple Meeting." If you want to have a more customized setup for a room, you'll need to create a "Campus Event." Some rooms can only be reserved using a "Campus Event Request" and will not show up when doing a "Simple Meeting Request," even if they are available. If you cannot find space using a "Simple Meeting Request," consider submitting a "Campus Event Request."

In general, academic meetings are given priority over other kinds of events.

Once you've reserved your space, submit it to Maintain an up-to-date University College Events Calendar. We encourage you to include all of your Spring 2017 events by completing our online form located on the University College homepage (uc.kennesaw.edu) or via the following link: Event Calendar Submission Form.

7.9. Outside-of-Class Activities

Field trips offer students many educational opportunities and can be used by faculty to enhance courses. It is necessary to have advance clearance before scheduling and taking a class on a field trip. A letter giving pertinent information about the Kennesaw State sponsored field trip must be sent to Dr. Nirmal Trivedi, Dr. Natasha Lovelace Habers, and the Dean of University College for insurance purposes. The purpose and an accurate listing of names of all who participated in the field trip must be submitted to the student success office. It is important that students understand that it is their responsibility to inform and clear a missed class with their instructors. The Registrar will not inform instructors of students who missed classes due to field trips.

7.10. Guest Lecturers & Off-Campus Guests

A list of guest lecturers and campus partners approved by the First-Year Seminar program is available on the FYS Seminar website under "Faculty" and "Campus Partners." If you have a proposal for a guest speaker or organization that could be invited to several seminar classes, contact Dr. Nirmal Trivedi to learn about the proposal process.

Off-campus guests can be provided parking vouchers. Please send an email to the front office at fyts@kennesaw.edu and copy Dr. Nirmal Trivedi at nirmal.trivedi@kennesaw.edu.

Faculty must be present while the guest speaker is presenting.

7.11. Final Exam Policy

To help maintain the integrity of the academic program and to facilitate uniform procedures across colleges and schools, faculty members are to adhere to the following policies regarding final examinations:
- In-class final exams are required in all KSU FYS courses. The weight and format are at the professor's discretion.
- A final examination is defined as an exam covering course material from mid-term (or earlier in the

semester) to the end of the semester. A final examination schedule is [published each semester by the Office of the Registrar](#).
- The final exam must be administered during finals week at the time scheduled by the Registrar. Final examinations **may not** be given during the last week of classes.

7.12. Grading Procedures

Issuance of grades and formulation of individual attendance policies are the prerogative of the instructor. Faculty must provide at least 35% of the total course grade to students prior to the last published day to withdraw without academic penalty. Grades are expected to conform to those listed below.

Full instructions for submitting final grades is available on the [New Faculty Resources](#) site. Please see the section on "Final Grades and Grade Submission." For cases that involved a consideration of student attendance, please see this FYS Faculty Guide under "Class Attendance."

Grades	Definition	Quality Points per Credit Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing (Less Than Satisfactory)	1
F	Failing	0
WF	Late Withdrawals	0

7.13. Course Evaluations

All faculty are required to conduct formal student evaluations of each class during the last two weeks of the semester. Toward the end of the semester, you will receive an email notifying you of the open dates for online evaluations (completed in [Digital Measures](#), which students can access through D2L).

Students will be sent several email reminders to complete their courses evaluations for all classes, but explaining the importance of these evaluations will greatly improve response rates. Encourage your students and provide examples of ways that student comments have improved your teaching. **You should strive for a minimum 50% completion rate.** You can monitor your course completion rates in [Digital Measures](#).

Evaluations are generally available the day after final grades are due to the Registrar. To review your evaluations:
- Go to the Digital Measures website available [through D2L](#).
- Log in with your NetID and Password.
- Select "Run Ad Hoc Reports"
- 1=Course Evaluations
- 2=Enter the semester in which the evals were completed (scroll down to select SAVE)

- 3=Course
- The remainder of the fields can be left as the default.
- Select CONTINUE
- Select BUILD REPORT
- Open your report to review both qualitative and quantitative results.

8. Employee Policies and Expectations

8.1. Employee Benefits

All KSU employees can personally access job- and benefits-related information via the Self-Service Portal offered by Automatic Data Processing, LLC (ADP) (login here). This includes the ability to do the following:

- Report and approve time and leave information
- View and print paycheck information
- Update Federal tax withholding
- Update direct deposit information
- Maintain current address, email, or phone numbers
- View benefits enrollments
- View dependent data
- Initiate changes regarding marital status or dependent status

Questions regarding benefits should be directed to the FYTS HR Benefits specialist, Jessie Graiser who is available at jgraise1@kennesaw.edu and 470-578-4353. Faculty are also encouraged to review the benefits resources on Human Resources website.

8.2. Payment and Compensation

If you believe there is an error with your pay or did not receive pay, please contact Helen Bisesi at hbisesi@kennesaw.edu. Helen will direct the issue to the appropriate person or office.

8.2.1. Pay Compensation Schedules

All schedules for pay checks are provided by Payroll. Please review these payroll calendars. Please note that staff (KSU Employees) are paid differently. They are paid in one lump sum after the conclusion of the semester. Full-time Limited-Term Faculty are paid on the same schedule as full-time permanent faculty.

8.3. Time Cards

All Part-Time Faculty who are not KSU Staff must enter time worked in the ADP eTime application. Payroll has created a complete video tutorial on how Part-Time Faculty can complete Time Cards. Please watch the video from beginning to end **and** review the Frequently Asked Questions. Deadlines for submitting Time Cards will be provided by Dr. Nirmal Trivedi.

- Link to Video Tutorial
- Link to Frequently Asked Questions

I would like to emphasize a few additional points:
1. **Enter**: Be sure enter **all** time for the month, even for the dates you have not yet worked. You can

estimate.
2. **Approve**: Even though you are estimating on the Time Card, you must **Approve** you Time Card. Changes can made with an adjustment form later if needed.
3. **Support**: Direct all questions regarding Time Cards to Payroll at (470) 578-6019 or payroll@kennesaw.edu. Payroll will be able to answer your question quickly and accurately.

8.4. Children on Campus

The university cannot accommodate children of the faculty, staff, and students on campus during normal operating hours; i.e., 8:00 a.m. - 10:30 p.m., Monday through Thursday, and 8:00 a.m. - 5:00 p.m., Friday. Children are welcome to attend scheduled events and to make brief visits when accompanied by a parent or other adult.

8.5. Emergency Plans and Security Tips

We all have a responsibility to be prepared in the event of an emergency or disaster. We want to keep ourselves and our students safe. Kennesaw State's Department of Public Safety (our Police Department) includes the Office of Emergency Management. Their responsibilities include preparation, preparedness, response, and recovery plans and training for our campus. To learn more:

Learn about our KSU Emergency Notification System on Campus
- What to do in the event of an emergency
- Want to learn more about emergency response - There are many classes available for faculty, staff, and students.
- Download the KSU LiveSafe app for a direct connection to campus police and tips on safety and preparedness.

In the event of an emergency on campus, it is best to contact our KSU police directly. We have our own dispatch center. Dialing 9-1-1 will require that your call be routed through the Cobb County dispatch center. Use the LiveSafe app or the contact information below. Save the KSU emergency and non-emergency numbers to your phone:
- Emergencies: 470-578-6666
- Non-Emergencies: 470-578-6206
- Non-Emergency E-mail: police@kennesaw.edu
- Tipster Line (Report Anonymously): 470-578-6305
- Link to Emergency Quick Reference Guide

Also, make sure that your correct phone numbers (mobile and landline) are current on file with HR. You can verify by visiting ADP. If you have issues logging in to ADP, please contact Jessica Baker with HR at jbaker89@kennesaw.edu or 470-578-6371.

Appendix A: KSU First-Year Seminar Syllabus Guide (Fall 2017 – Spring 2018)

This syllabus guide provides a checklist for all syllabus statements. It also includes the language and details for the required and optional elements that will appear on your First-Year Seminar syllabus. Select statements, as indicated, can be edited to meet your own language and formatting preferences.

A note on distributing your syllabus: share your syllabus with students by posting it to D2L. Please **do not copy and distribute paper copies**. While paper copies can be particularly effective in communicating with students on the first day of class, copying 5-6 page syllabi for over 4000 students will create a very significant expense the department. Paying for these copies will result in having to cut from other parts of our department budget established to support faculty and student development opportunities. **Sharing the syllabus with your students via D2L is the best practice.**

Once your syllabus is complete, **email a copy to fyts@kennesaw.edu.** This is necessary for accreditation requirements and to assist with programmatic consistency.

Thank you for your help and cooperation. Feel free to contact me with any questions or concerns at nirmal.trivedi@kennesaw.edu.

Nirmal Trivedi, PhD
Director, First-Year Seminars
Department of First-Year and Transition Studies

FYS Syllabus Checklist (Fall 2017-Spring 2018)

Required Course Overview

☐   Class Information
☐   Instructor Information
☐   Seminar Description
☐   Course Goals and Learning Outcomes Statement
☐   Materials Statement

Required Policy Statements

☐   Academic Integrity Statement
☐   KSU Mandatory Advising Statement
☐   Attendance Policy
☐   Late Assignment Statement
☐   Technology Statement
☐   Accessibility Statement

Required Course Assignments and Exams

☐   An individual or group presentation -- format at instructor's discretion.
☐   An individual or group research project -- format at instructor's discretion.
☐   A midterm -- format at instructor's discretion.
☐   A final administered during finals week at the pre-scheduled date listed on the Registrar's website -- format at instructor's discretion.

Requirements for Grading Breakdown

☐   No more than 5% percent of the total course grade can be given for attendance.
☐   Assignments and exams totaling at least 35% of the total grade should be completed, graded, and returned to the students no later than the last day to withdraw without academic penalty for that term.

Requirements for Class Schedule

☐   Last Day to Withdraw without Academic Penalty listed.
☐   Final exam time and location as indicated on the Registrar's site.

Course Overview Statements

Class and Instructor Information

Open your syllabus with details about the class and how students can reach you. Below is an example for class and instructor information for a faculty member with multiple sections of the same class.

In the "Instructor" field, indicate how you would like your students to refer to you. If you have a doctorate, use "Dr." or "Professor," including your rank. For those who have an earned Masters as their highest degree, indicate title as "Mr.," "Ms.," or simply your first and last name.

- *A faculty member with a Master's degree is designated as an Instructor and is addressed as Mr., Miss, Mrs., or Ms. Look to the syllabus for preference.*
- *A faculty member with a Doctorate degree is designated as an Assistant Professor, Associate Professor or Professor depending on the position and is addressed as Doctor.*

*In the "Email" field, use either your Kennesaw email address **or** your D2L-specific email address.*

Section(s)	KSU 1101-C	KSU 1101-E	KSU 1101-L	KSU 1101-P	KSU 1101-O
Time	MW 9am-10:15am	…	…	…	…
Room	UC 124	…	…	…	…
Instructor(s)	Ms. Beyoncé Knowles, Dr. Missy Elliot, Professor Emeritus Dr. Charles Xavier				
Email	…		Phone (OPTIONAL)	…	
Office Hours (OPTIONAL)	…				

Seminar Description (required):

The following information should remain unaltered except for minor adjustments
KSU 1101: First-Year Seminar
Students with 30 or more credit hours are not eligible to enroll.

This course is a first-year seminar designed to help students develop college-level skills for academic success by focusing on life skills, strategies for academic success, connecting with campus and community, and foundations for global learning. This course guides student through the transition from high school to higher education. It satisfies the first-year curriculum requirement by meeting the four learning outcomes of the first-year seminars.

Required Materials Statement

The following information should remain unaltered except for minor adjustments

You may also add other items to your "required materials" section as long as they are available at **no additional cost**.

KSU 1101: First-Year Seminar

Lynn, K. A. & Braden, S. W. (Eds.). (2015). *Foundations of Academic Inquiry*. 7th Edition. (FOAI)
Bay City, MI: Hayden-McNeil Publishing.

- The FOAI textbook can be purchased at the KSU Bookstore.
- The FOAI eBook is also required for this course and can be obtained at no additional cost by following the directions on the inside front cover.
- A limited number of FOAI textbooks are available for in-library use only for up to 2 hours at a time. Visit the [KSU Library Reserves](#) and search for "Trivedi" as the instructor.

Course Goals and Learning Outcomes (required)

The following information should remain unaltered except for minor adjustments

Each syllabus must contain the following description of Course Goals and Learning Outcomes.

All KSU First-Year Seminars

This course is designed to broaden your skills and knowledge in four major areas:

1. **Life Skills:** Students will acquire knowledge of the life skills necessary to succeed in college and their post graduate life. As a result of this, students will be able to: develop personal goals, apply time management strategies, and communicate in a group setting**.**

2. **Strategies for Academic Success:** Students will demonstrate academic success strategies by: implementing critical thinking skills, applying research and library skills, creating a presentation, and recognizing and applying appropriate academic writing and technical skills**.**

3. **Campus and Community Connections:** Students will be able to explain and demonstrate an appreciation for the importance of campus and community connections by describing various academic services, campus resources, and policies; and discussing the importance of civic engagement.

4. **Foundations for Global Learning:** Students will be able to articulate the importance of the foundations of global learning by defining ethics, identifying leadership styles and traits, describing citizenship, and explaining the importance of global perspectives.

Policy Statements (Required)

Academic Integrity Statement

The following information should not be altered.

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. See also https://web.kennesaw.edu/scai/content/ksu-student-code-conduct.

KSU Mandatory Advising Statement

All undergraduate students are required to have a meeting with an academic advisor each semester until earning 30 semester hours. Students must schedule these meetings on their own, and **must be completed prior to registration for the next semester**. Students **will not be able to register** until they have met with an academic advisor. Appointments are made with either a faculty member or departmental advisor in the student's major, or an advisor in the NEST.

Campus Carry Statement

We recognize that the Kennesaw State University community has questions and concerns regarding the concealed carry of firearms on the Kennesaw State University campuses. The University System of Georgia has issued general guidance developed by the USG Office of Legal Affairs.

Frequently Asked Questions can be found here: http://police.kennesaw.edu/campuscarry.php

The full text of USG's Guidance on H.B. 280 can be found here.

USG has provided additional guidance on H.B. 280, which can be found here.

If you have any questions that are not addressed, please contact AskLegal@kennesaw.edu.

Attendance Policy

*The following information can be customized to suit your needs as long as the policy is clear. Make sure that no more than 5% percent of the total course grade can be given for attendance. When you post grades at the end of the semester, you will be required to report "no show" or "quit coming" dates for students who do not complete the semester. See the KSU FYS Faculty Guide for details on grading. In general, **always take and keep attendance records.***

Also, students are solely responsible for managing their enrollment status in a class; non-attendance does not constitute a withdrawal. Points may not be given for attendance.

Students who are absent because of their participation in university-approved activities such as field trips and extracurricular events will be permitted to make up the work missed during their absences. An itinerary for all field trips must be on file with the FYS Director in advance of the scheduled event.

Example Attendance Policy

On time attendance at all class sessions is expected and required. You can miss up to 4 class sessions (unexcused absences). If you miss a key in-class presentation or activity, your grade will reflect the absence (i.e., you will not receive points for that assignment/activity).

- For each additional absence, I will deduct 50 points.
- Late means more than 10 minutes after class has started. The *second* time you're late will be considered an absence.
- Excused absences must be documented (e.g. medical, athletic, Student Disability Services, etc.).

Because this class is active and collaborative, it is important for you to attend and participate in each class meeting. We will keep a record of class attendance, and attendance is a component of the overall assessment of this course. Please plan to arrive on time and stay until class is dismissed to ensure you will not be counted absent.

In addition to attending our weekly face-to-face class meetings, responding to questions and postings on the discussion boards in Desire 2 Learn (D2L) contributes to the participation portion of your grade.

Late or missed Assignments Statement

The following information can be customized to suit your needs. Remember that a First-Year Seminar is a transition period for students—they may not yet fully appreciate the importance of deadlines. At the same time, some flexibility should be provided for a new student to learn from a mistake.

This is also a good place to indicate how you wish to receive assignment submissions. Many faculty explicitly indicate file format as well.

Example Late or Missed Assignment Policy 1

Missed homework/written assignments due to an absence will not be made up without prior arrangements with the instructor or an excused absence (documented medical condition or family emergency, for example). Assignments will not be accepted as email attachments.

Exams may not be made up without prior arrangements with the instructor or documentation of an extreme medical emergency.

Example Late or Missed Assignment Policy 2

Your instructor will review late requests and circumstances on a case by case basis and make decisions accordingly. If an emergency arises that prevents you from completing your work on time, please email the instructor as soon as possible so that arrangements can be made for you to keep up in the class.

The late policy may be waived at the instructor's discretion in case of an emergency. Emergencies are defined as anything which is serious and unexpected and can be officially documented. Examples of emergencies are: car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are: family weddings, vacations, conferences or any other event which can be planned around.

Technology Statement

The following information can be customized to suit your needs. Remember that D2L is required to be used to distribute your syllabus.

Technology Statement Example 1

This course relies on your familiarity with D2L. Assignments in the course will be submitted using either Microsoft Office compatible programs or Adobe Acrobat.

All Kennesaw State University computer labs provide free use of computers running these applications. Refer to http://uits.kennesaw.edu/support/labhours.php for locations/hours of computer labs.

KSU provides **technology training and support** for students. Use this support for issues with any of the standard campus technologies (such as D2L, KSU wireless, student email, etc.). Students can contact KSU's Technology Services in several ways:

- Email: studenthelpdesk@kennesaw.edu
- Call: 770-499-3555
- Walk-in support: See http://uits.kennesaw.edu/support/ for times and locations

This course requires the use of D2L/Brightspace. You are automatically enrolled in the D2L site and your log-in is the same as your KSU email address. Assignments in the course will be submitted using either DOC, DOCX, or PDF. All Kennesaw State University computer labs provide free use of computers running these applications. Refer to http://its.kennesaw.edu/labs/index.html for locations/hours of computer labs.

Tech Support: KSU provides technology support for students. Use this support for issues with any of the standard campus technologies (such as D2L/Brightspace, KSU wireless, student email, etc.). Please contact technology support if you encounter problems accessing D2L, your email, or other KSU-based applications.

Accessibility Statement

The following information is standard, but can be modified to suit your needs.

Accessibility Statement Example 1

Any student with a documented disability needing academic adjustments is requested to notify the instructor as early in the semester as possible. Verification from KSU Student Disability Services is required. All discussions will remain confidential.

Accessibility Statement Example 2

Please contact the instructor immediately if you have or think you may have a disability or medical condition which may affect your performance, attendance, or grades in this class and for which you wish to discuss accommodations of class-related activities or schedules. Accommodations are arranged on an individualized, as-needed basis after the needs and circumstances have been evaluated and documented.

Course Assignments

Four specific assignments are required for all First-Year Seminars:
1. An individual or group presentation -- format at instructor's discretion.
2. An individual or group research project -- format at instructor's discretion.
3. A midterm exam -- format at instructor's discretion.
4. A final exam administered during finals week at the published date listed on the Registrar's website -- format of final at instructor's discretion.

Examples of assignments are available on D2L under KSU First-Year Seminar Resources.

The schedule for Finals Week is available on the Registrar's site.

Grade Breakdown

Grades and exact formulation of individual attendance policies are the prerogative of the instructor as long as two criteria are met:

- No more than 5% of the total course grade can be given for attendance.
- Approximately 35% of the total grade must be communicated to the student before last day to withdraw without academic penalty for that term.

For Fall 2017, last day to withdraw without academic penalty is October 4, 2017. Review the complete academic calendar on the Registrar's site*.*

Examples of assignments are available on D2L under KSU First-Year Seminar Resources. I would recommend using a simple 1000 point scale for ease of calculation and communication.

Class Schedule

The following key dates must appear your course syllabus for Fall 2017. Remember, for Fall 2017, plan to have approximately 35% of the course grade determined and provided to each student by October 4, 2017.

September 4 (M)	Labor Day Break - NO CLASSES
October 4 (W)	Last Day to Withdraw Without Academic Penalty
November 20 (M)	Fall Break Begins - NO CLASSES (Nov 20-24)
December 4 (M)	Last Day of Classes
Final Exam date and time as indicated by the Registrar.	

Events to Incorporate

The following are potential events available for you to incorporate into your syllabus planning. Some have specific dates and are held only on certain instances throughout the semester, while others are more flexible and have dates that can be set by you contacting the respective host.

Set Events:

Name of Event	Contact	Details & Description
2017 Dear World LIVE at Kennesaw State University Photo Shoot	[Facebook site](), KSU Office of Student Advocacy	Details • Date: Thursday, August 17 at 9 AM - 3 PM • Time: 9am-3pm • Location: Joe Mack Wilson Auditorium (Student Center, Marietta Campus)
Fall Volunteer Fair	Lindsay M. Johnson *Program Coordinator for Volunteerism, Dept. of Volunteerism and Service Learning Support*	Details • Date: Wednesday, August 30, 2017 • Time: 11:00am-2:00pm • Location: Carmichael Student Center, University Rooms Description • Over 40 agencies from the metro Atlanta will be onsite to provide information on the good work that they do, and to recruit students to serve as volunteers with their organizations. • This will be a great opportunity for students to find an agency with whom they can complete their service requirements for service-learning courses.
Dr. Sandra McGuire	Dr. Nirmal Trivedi	This event is part of KSU's Student Success Speaker Series. During her KSU visit, Dr. McGuire will be conducting a student session on **Thursday, September 7, at 6:45 p.m. in Prillaman 2010** on "Metacognition: The Key to Acing Courses". Students arriving by 5:45 will receive free pizza.