

AUGSBURG *for Adults*

Undergraduate Program Faculty Guide 2011-2012

Mailing Address:

Augsburg for Adults Undergraduate Program
Augsburg College
2211 Riverside Avenue
Campus Box 65
Minneapolis, MN 55454

Campus Location: Oren Gateway Center, Suite 115

Phone: (612) 330-1007 or (612) 330-1782

Fax: (612) 330-1406

Email: foxwilso@augsborg.edu (Coordinator) or
hedstrom@augsborg.edu (Administrative Assistant)

Website: www.augsburg.edu/wec-current/

Augsburg for Adults Undergraduate Program Contact Information

Office Location: Oren Gateway Center, Suite 115

Office Hours:

<u>WEC Weeks</u>	<u>Hours</u>	<u>Non-WEC Weeks</u>	<u>Hours</u>
<i>Monday</i>	9:00 AM – 6:00 PM	<i>Monday</i>	9:00 AM – 6:00 PM
<i>Tuesday</i>	9:00 AM – 6:00 PM	<i>Tuesday</i>	9:00 AM – 6:00 PM
<i>Wednesday</i>	9:00 AM – 6:00 PM	<i>Wednesday</i>	9:00 AM – 6:00 PM
<i>Thursday</i>	9:00 AM – 6:00 PM	<i>Thursday</i>	9:00 AM – 6:00 PM
<i>Friday</i>	9:00 AM – 6:00 PM	<i>Friday</i>	9:00-3:00
<i>Class Saturday</i>	7:30 AM – 1:00 PM	Appointments available as needed.	

Staff: Jessica Fox-Wilson, Coordinator
(612) 330-1782
foxwilso@augsborg.edu

Sarah Hedstrom, Administrative Assistant
(612) 330-1007
hedstrom@augsborg.edu

Campus Information: (612) 330-1000

Emergencies: Campus Security, 24 hours a day – (612) 330-1717

Classroom Services: (612) 330-1219 (for audiovisual or computing issues)

The Augsburg *for* Adults Program & The Augsburg *for* Adults Student

Augsburg College opened its Weekend College Program in the fall of 1982 to provide adult learners an opportunity to earn a baccalaureate degree while working full time by taking classes on the weekends. Begun in response to an anticipated decline in numbers of traditional students and a perceived need for adult education in the community, Weekend College provides an educational alternative for students who work or have other commitments during a traditional weekday college schedule.

In the fall of 2007, Weekend College was renamed Augsburg *for* Adults Undergraduate, in order to reflect the college's continued focus on adult-centered education. Augsburg *for* Adults Undergraduate is one integral program within the Augsburg *for* Adults Division, which is comprised of our six graduate degrees in Business, Education, Leadership, Nursing, Physician Assistant and Social Work; campuses in Rochester, United/Mercy/Unity Hospitals and Thrivent Financial for Lutherans; continuing education; and our adult seminar program College of the Third Age.

From its start with 69 students and a Business Administration major, Augsburg *for* Adults Undergraduate now offers majors in the following disciplines:

Accounting

General Accounting
Managerial Accounting
Public Accounting

Art

Studio Art

Business Administration

International Business
Management
Marketing
Business/Economics (Combined
Major)

Communication Studies

Communication Arts/Literature
(Teacher Licensure Major)
Human Relations
Marketing Communication
Professional Communication
Public Relations and Advertising
Supervisory Management

Computer Science (B.A.)

Computational Economics

Economics

Business/Economics (Combined
Major)

Education

Education Studies (non-licensure)
Elementary Education Studies (non-
licensure)
Kindergarten-Elementary (B.A. or
B.S. – licensure)
Special Education:
Emotional/Behavioral Disabilities
Special Education: Learning
Disabilities
Secondary (non-major, licensure
only)

English

Finance

History

Management Information Systems

Nursing – B.S.N.

Psychology

Religion

Women's Studies

Augsburg *for* Adults enrolls approximately 1000 students each year. Our students, whose average age is 34, are mature learners who assume more responsibility for their own education than traditional-age students. The reduction in class time from 40 contact hours to 28 hours is therefore appropriate and the program is tailored to the educational

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needs and styles of adult learners. Having these highly motivated students on campus has strengthened the academic profile of Augsburg's student body.

Admissions standards for the Augsburg *for* Adults Program are the same as for the traditional day program. In the same fashion, course content and all degree requirements are consistent with traditional day standards.

Course Schedule

<u>Fall:</u>	8 sessions, 3.5 hours each
<u>Winter:</u>	7 sessions, 4 hours each
<u>Spring:</u>	7 sessions, 4 hours each

Most Augsburg *for* Adults Undergraduate classes meet eight times during the trimester for 3.5 hours, with the last class weekend typically reserved for final examinations. Half-credit courses generally meet for four sessions. The winter and spring trimesters have a total of seven sessions with four hours per session. These course sessions are often placed on alternate weeks, to give students time to complete larger assignments. However, there may be several "back-to-back" weekends, especially in Winter and Spring trimesters, to work around holidays like Easter and Thanksgiving.

There is one program and several general education courses which meet outside of the traditional weekend schedule. The BSN completion program meets on weekday evenings, to accommodate student schedules. Also, some individual courses may meet weekly on weekday evenings, if they are crosslisted with Day courses. The Modern Languages courses and science courses often meet two times per week, with a weeknight session and a weekend session. They are also often crosslisted with Day courses, so they may meet weekly. Please consult your faculty chair or Augnet to confirm the frequency and duration of your courses.

It is expected that faculty teaching in the Augsburg *for* Adults Undergraduate program adhere to the schedule of course dates. If you cannot meet your class on a scheduled weekend due to a professional conference or other obligation, please arrange for another faculty member to teach your class. **Moving a class meeting to another date is a decision of last resort and classes should not be canceled.** If a course must be rescheduled for an academic conference or other unique circumstance, permission is required from the Dean of the College, (612) 330-1024. In requesting such permission, you must give the reason for the schedule change and a plan for accommodating students who cannot attend the rescheduled session.

Scheduled class meeting dates and other important dates are published each year online, in the AfA Academic Calendar. To access this calendar, please visit the Registrar's website at <http://www.augsburg.edu/enroll/registrar/>.

Contact your department chair with questions specific to your course or situation.

Official Cancellation Notification

There are several ways to learn about school closing information:

- Check the snowflake weather alert on Augsburg's home page: green indicates class will be held; red indicates classes are cancelled – www.augsburg.edu
- Call the weather hotline for a recorded message at 612-330-1501.
- Check radio and television stations – WCCO, KSTP, and KARE

Please do not call the Public Safety Desk, as their telephone lines must remain open for emergencies.

For more complete information about campus closing policy, see Section 7.6 Campus Closing Policy in the staff Handbook or call the Human Resources department at 612-330-1058.

Instructors should NOT cancel classes on their own. If you have trouble reaching campus due to inclement weather, please contact the Dean's Office at 612-330-1024 and the Augsburg *for* Adults Office at 612-330-1782.

II. Course Policies & Procedures

Syllabi

Augsburg *for* Adults students rely on advance copies of course syllabi to help them plan their study schedules. Many students take advantage of breaks between terms to get a head start on reading for their next courses. To meet these students' needs, syllabi for AfA courses are posted in the Augsburg for Adults public folder, found on the Organizations Drive (O://) through Augnet.

Since the AfA staff needs time to collect and post course syllabi, it is important that the AfA Office receives your syllabus prior to the start of the term. In order to facilitate the posting of syllabi, we require that you submit an electronic version of your syllabus, instead of a paper copy, via email. Microsoft Word (or a file saved as a Word Document) is required. To submit an electronic version of your syllabus, attach it to an email message addressed to hedstrom@augsborg.edu. **Syllabi are required for all courses listed on the Augsburg *for* Adults schedule or crosslisted on both the Augsburg *for* Adults and Day program schedule.**

Your syllabus should contain the following:

- Name, department, and number of the course
- Your contact information, including phone and email
- Any degree requirements satisfied by the course, such as Liberal Arts Foundations or Graduation Skills (available on the class registration website at <https://aramis.augsburg.edu/recreg/Pages/frmCourseSearch.aspx>).
- Description of the course content
- List of course learning objectives
- Brief explanation of your evaluation methods and grading criteria
- Texts you require or recommend
- Course schedule (even a tentative one)
- An explicit mention of the AfA attendance policy (and the attendance policy specific to your course)
- Any assignments to be completed before the first class session

Several departments also require that professors post syllabi on to the course Moodle page. The AfA office recommends that professors post syllabi on the Moodle page and email students when it is available, in addition to the Weekend College current student website. To confirm your specific department's policy, check with your department chair.

The Center for Teaching and Learning has many resources on syllabi construction and will also provide consultative feedback on syllabi. Feel free to contact: <http://www.augsburg.edu/ctl> to take advantage of these resources.

Class Lists

Current class lists are available online through the AugNet portal page (<http://augnet.augsburg.edu>). Once at the portal page, enter your AugNet username and password. Then, click on Records and Registration (second item on the Services section of the menu). From there, click on My Classes. Search the list, click on the appropriate class, and a class list will appear. ***Please note: this is the official class list; the listing in Moodle is NOT the official list.***

Attendance Policy

It is expected that students will attend every class. If more than one class meeting will be missed, the student should be discouraged from taking the course. Most faculty in WEC/Grad utilize a policy that missing two or more class sessions will result in a failing grade. Some faculty require 100% attendance for a student to earn a passing grade. Final decisions about what constitutes a legitimate absence and whether missed material can be made up, or how absences affect final evaluation, *rest with the faculty member.*

Some courses *require* or *recommend* that students attend additional class meetings. For instance, the HPE department requires that all AfA courses meet eight times per trimester, even in the winter and spring trimesters when there are only 7 scheduled sessions for most courses. Check with your department chair to ascertain whether the course you are teaching requires additional sessions and how these sessions are typically scheduled.

Required: explicit mention of your attendance policy in your syllabus (including any additional meeting times) and informing the Augsburg for Adults Office of additional sessions. Room reservations for additional class meetings should be made through Classroom Services (www.augsburg.edu/classrooms)

It is important that faculty take attendance in their classes at the beginning of the term and periodically throughout. You should continue to monitor enrollment. If you notice that a student is chronically absent or has stopped attending altogether, please send an email message to absent@augsb.org with the student's name, ID number, and last date of attendance. Academic Advising will follow up with the student. Knowing a student's last date of attendance is important when a student officially or unofficially withdraws so that financial aid eligibility can be determined.

Additionally, please be aware that all classes (unless with specific approval from the Dean's office) must begin and end according to the Registrar's posted academic calendar. Students expect that the posted schedule is the schedule that will be followed, and any deviation from the schedule can cause significant havoc in a student's life. Faculty are not free to deviate from the posted schedule without specific permission from the Dean's office.

Grading

Grade submission is performed via the web through the AugNet portal page (<http://augnet.augsburg.edu>). Once at the portal page, enter your AugNet username and password. Then, click on Records and Registration (second item on the Services section of the menu). From there, click on My Classes. Search the list, click on the appropriate class, and then click on Enter Grades. Be sure to print a copy and save your work.

If a student is on your class list but did not attend or stopped attending during the term without earning a grade, enter a zero for a grade at the end of the term. Incompletes are to be given only “in the case of extreme emergency” (such as hospitalization, death in the family, etc. Please see the College Catalog for further definition). Students must obtain appropriate paperwork and faculty signature and submit the request before the last class day of the term. Phone the registrar’s office with additional questions (612-330-1036).

Course Evaluations

All student evaluations are conducted on-line. You will receive an e-mail notice approximately two sessions prior to the end of your course notifying you that your students now have access to the evaluation system, and asking you to encourage student participation in it. Students will also receive a notice via Moodle to complete the course evaluation for your course. After final grades for the course are submitted, you will receive an e-mail with a link through which to review the evaluation results. A copy of the results will also be sent to your Department Chair, Augsburg’s Chief Academic Officer, and the Committee on Tenure and Promotion, where appropriate.

In principle, the contents of evaluations for faculty are noted and should be acted upon. For you as a faculty member, it is important to review your evaluation results after each course, in order to continue to refine your teaching methods and course content. Your Department Chair is also responsible for oversight and feedback to instructors. Finally, you should know that faculty teaching evaluation reports are confidential to you, your Department chair, the Chief Academic Officer, and the Committee on Tenure and Promotion. Your department chair and colleagues will be privy to the course evaluation results during your review processes.

Faculty are also encouraged to perform mid-course formative evaluation as well. Forms completed after the semester are valuable for planning future courses, but it is also important to receive student feedback during the course. The Center for Teaching and Learning recommends that faculty hand out a card or sheet at the end of the third class meeting. Tell students that this information goes directly to you in order to help plan the remainder of the course. Faculty may ask specific questions or simply ask students to comment on what is helping them learn in the course and what things are limiting their learning. Many faculty have found this habit to be useful during the course to improve the experience for the current students.

III. Administrative Needs

Textbook Orders

Approximately 4 months prior to the beginning of each term, the Augsburg Bookstore will contact you about ordering textbooks for your class. Complete the order form and return it to the bookstore by the due date indicated. This timing will ensure timely delivery of texts for students who wish to begin assigned readings before the first session. Note that you must complete a book order form even if you will not require books for the course. This allows the bookstore staff to accurately answer questions about required texts for your course. Contact the bookstore at 612-359-6491 or x6491 from on campus with any questions about book orders.

Copy Services

Duplicating and other services are available through the copy center in Central Support Services on the ground level of Christensen Center, 612-330-1054. For small jobs, you can make copies using the self service machines in the Copy Center and other copiers around campus. You will need your departmental budget number or a copy card to use self-service copiers. Charges for Central Support Services are made through your academic department. The copiers in the library do not accept copy codes. If you need to make departmental copies in the library, please ask at the circulation desk to be taken to the faculty/staff copier behind the counter in the library. Contact your department chair for the departmental budget/copy code number.

Copy Center Hours:

September through April:

Monday-Friday 7:30 a.m. – 6:00 p.m.

AfA Saturdays 7:30 a.m. – 2:00 p.m.

May through August:

Monday-Friday 8:00 a.m. – 4:00 p.m.

AfA Fridays 8:00 a.m. – 6:00 p.m.

AfA Saturdays 7:30 a.m. – 10:30 a.m.

If you are using a reading packet, Central Support Services can copy, collate, staple, and bind. Once the packets are complete, they may be made available to students in the Bookstore. Contact the Bookstore at 612-330-1122 with any questions about reading packets.

IV. Communication

Email and Network Services

When the college hires you, you are automatically assigned an Augsburg e-mail or AugNet account. In addition to email, you receive a personal file space, and AugNet folder, that is backed up automatically. Your AugNet folder is accessible from any campus computer as well online. Even if you already have an email account, you will need to use your AugNet account, for many different and important reasons:

- 1) E-mail via AugNet is the official communication tool of the college; all important communications are distributed by email; please note that official faculty communications, including faculty waivers, must be sent through your Augsburg email account;
- 2) the AugNet username and password is your key to access AugNet, the college's computer intranet. Access to any public computer on campus, including classroom computers, requires an AugNet username and password; and
- 3) through the Inside Augsburg website, faculty, staff, and students may access many online services including public and private file storage, official class rosters, and grade submittal.

Email sent to your Augsburg account may be read from any computer with access to the World Wide Web or using various email applications. Contact your department's Liaison for Computing (LFC) for more information (your department chair will also know who your LFC is). Consult the IT webpage at <http://www.augsburg.edu/it/> to find a current listing of LFCs.

Student Information

During the course of the term it may become necessary for you to contact your students in between class sessions. You can find student contact information on Moodle. For assistance with Moodle functions, please contact your department's LFC.

Each student is assigned an Augsburg College student email account upon admission to the program. Students are expected to check their Augsburg email account regularly while classes are in session. Official notices regarding registration and enrollment are sent through the Augsburg email system, so it is important that students check this account regularly. You can access a student's Augsburg email address and home phone number by using the "Directory" function on AugNet. Note: *You will need to use your username and password to access this system.* In some cases, we may also have an alternate email account (home or work) on file. Contact the AfA office if you require assistance contacting a student.

Publications

The main campus information publication for students, faculty, and staff is the A-mail, published weekdays by the Marketing department. A-mail is published on the AugNet main page, at <http://augnet.augsburg.edu>. A-mail is also delivered to faculty, staff, and student email accounts. It contains many important updates and announcements regarding campus events and community building happenings, weather closings, reminders regarding deadlines, and other newsworthy items.

Mailing Services

The Incoming Mailroom is located in Christensen Center. Faculty, staff, and day program students have their mailboxes here. There are also slots for outgoing U.S. mail and interdepartmental campus mail. If you don't have a campus box and would like to arrange for one, contact the incoming mailroom at 612-330-1119. To mail something to someone on campus, simply write the recipients name and campus box number on the envelope. There is also a free CLIC mail service for mail going to any of the ACTC consortium schools. Mail that must be metered may be brought to the outgoing mailroom on the ground level of Christensen Center, open Monday through Friday during normal business hours.

Faxes

There are several fax machines on campus on which to send or receive faxes. Some faculty members receive faxes over the machine in the incoming mailroom. The number there is 612-330-1649. Incoming faxes are placed in faculty campus mailboxes. The fax machine in the copy center is also available for outgoing faxes. Fax charges will be applied to your department's budget, or cash can be paid for personal faxes. The cost is 25 cents for local, 50 cents for long distance and \$1.00 for international faxes. Most of the copy machines on campus have a scan to email function which is easy to use. Check with the copy center or your department chair for instructions on how to do this.

Many departments also have access to fax machines in the departmental offices. Please check with your faculty chair for your department's faxing capabilities.

V. Facilities

Classroom Facilities

All classrooms are scheduled through the Classroom Services branch of Information Technology. Classrooms are assigned in advance of the start of the term. Faculty are encouraged to visit their assigned classroom prior to the beginning of their class session to ascertain whether additional special equipment will be needed for the class. ***If you require special equipment, such as data projector, student computers, tables vs. desks, or other, contact Classroom Services as early as possible before the start of your class.*** You can reach Classroom Services at classrooms@augsborg.edu or 612-330-1219 or their website, <http://www.augsburg.edu/classrooms/>. Classroom Services will try to accommodate requests based on order of request, need, and availability.

Most classrooms on campus are equipped with an overhead projector, projection screen, and television playback equipment, with DVD being the installed video standard. Selected classrooms have been equipped with instructor computer workstations and data projectors. Additional types of instructional media equipment, such as data projectors, movie projectors, etc. are available upon request for delivery to classrooms. Also available through a checkout process are camcorders, digital still cameras, tape recorders, CD players, etc. The inventory of equipment is limited and requests should be placed well in advance.

Parking

Parking permits are required in order to park in any of the Augsburg parking lots 24 hours a day. Parking permit fees are based on teaching load and information may be obtained from the Department of Public Safety office at <http://www.augsburg.edu/dps/parking.html> or 612-330-1717. Their office is in the lobby between Urness and Mortensen Hall. Alternative parking options include city street parking, parking ramps on the North side of Riverside (check rates at the ramp), or using alternative transportation methods such as bicycling, Metro Transit services, or the HourCar.

VI. Faculty Development

Center for Teaching and Learning

The Augsburg Center for Teaching and Learning is a resource available to *all* faculty members. The programs and services provided are outlined on our web site, www.augsburg.edu/ctl, which also has a link to the New Faculty webpage. Workshops, seminars, individual consulting, community events, and resources are offered throughout the year on topics that include student engagement, differentiated instruction, syllabus construction, deep learning design, facilitation of long class sessions, assessment and use of technology. We invite your participation. The Center for Teaching and Learning also hosts a Moodle site that includes on-demand tools, videos, and readings related to a broad range of teaching and learning issues. As a faculty member, this site should appear near the bottom of your list of Moodle sites. Along with your department chair and AfA colleagues, we offer support in helping you provide the best possible experience for our students—whether they (or you) are graduate or undergraduate, full or part-time. Let us know your interests and needs and CTL will help find the resources. Augsburg's expectations for high quality experiences for student learning and quality teaching are central to our mission. Please do not hesitate to contact Velma Lashbrook, Director, at lashbroo@augzburg.edu.

VI. Student Services

Academic Advising

All undergraduate, degree-seeking students have an initial advising and degree-planning appointment with a staff advisor in Academic Advising before they enroll. During this appointment, students will review their transfer evaluation, core and major requirements, general college policies and procedures, and first term classes are scheduled. Beyond this first meeting, faculty and staff advising is available as needed. Augsburg *for* Adults students are also assigned a faculty advisor in the department of their major during their first term at Augsburg, and students are encouraged to consult with their faculty advisor.

The Academic Advising office is located in the Enrollment Center. The Enrollment Center hours are:

Monday and Wednesday 8:30 a.m. – 4:30 p.m.

Tuesday and Thursday 8:30 a.m. – 6:00 p.m.

Friday 8:30 a.m. – 4:30 p.m.

Class Weekends

Friday 8:30a.m. – 6:00 p.m.

Saturday 8:30 a.m. – 1:00 p.m.

Augsburg *for* Adults students are also assigned a faculty advisor in the department of their major during their first term at Augsburg, and students are encouraged to consult with their faculty advisor.

The Academic Skills Office provides access to tutoring for Augsburg for Adult students. If a student requests a tutor, encourage the student to contact the coordinator of tutoring at (612) 330-1445 or academicskills@augsborg.edu.

Academic Skills also provides students with one-on-one academic skills coaching on issues such as time management, test preparation and other study skills. Coaches also coordinate support to students on academic probation in collaboration with other academic support services. Students may schedule an appointment with an academic skills coach by calling (612)-330-1291 or academicskills@augsborg.edu.

Lindell Library Services

The entire Library staff is committed to providing resources and services that are as accessible and convenient as possible. Library Liaisons are available for every academic department. Library staff encourage your questions and comments, are eager to assist in collection development and research guidance in your areas of expertise, and welcome the opportunity to support your course projects by offering instruction tailored to class assignments.

The library web site: www.augsburg.edu/library features research guides for most subject disciplines, lists building and research assistance hours and phone numbers, including library

liaisons and library policies, and leads to online catalogs, databases, style manuals, our citation management tool (RefWorks), and current “library news.”

Lindell Library has over 190,000 volumes including 4000 DVDs and videos, 10,000 electronic books, a rich reference collection, 22,000 print and electronic periodical titles, and 60 databases (including one for films) dedicated to various academic fields. Faculty may request that materials be placed on reserve (generally as electronic reserves) for a specific class. Reserves are linked to the Moodle site for the course and may also be accessed from the library web site. You may also place DVDs on hold for future use.

On a larger scale, our Library is also a member of several networks, including CLIC (Cooperating Libraries in Consortium), comprised of the eight private colleges and universities in the Twin Cities, and MINITEX, which provides numerous resource sharing services for libraries in Minnesota and the surrounding states. The Library staff can assist you in requesting the loan of materials from these collections.

A Learning Commons on the Street Level of Lindell Library is a place for collaborative learning among students, faculty, and library staff. Here students also access assistance with research and technology. Librarians offer research guidance in person, by telephone, and email, including individual appointments which feature in-depth resource selection and navigation, as well as techniques for building effective search strategies. The Tech Desk offers student computing help for wireless connections, printing, email, word processing, PowerPoint, Excel, etc. Faculty support for general and pedagogical technology is provided by your academic department’s Liaison for Computing (LFC).

Food & Relaxation

On class weekends, students and faculty alike enjoy Cooper’s Coffee Shop on the main level of Christensen Center; the Commons Cafeteria, on the second floor of the Christensen Center; or Nabo Café, on the main floor of Oren Gateway Center. Faculty and staff can purchase discount meals at the cafeteria on class weekends; however, this discount does not apply to Cooper’s or Nabo.

VII. Employee Information

Payroll

AfA faculty are paid biweekly, either by check or direct deposit. If you choose direct deposit, your direct deposit pay stub will be mailed to your home address. If you receive regular paychecks, your check will either be placed in our campus mailbox on pay day or mailed to your home depending on your selected preference. Questions about your paycheck or pay scale should be directed to Payroll at payroll@augsborg.edu or 612-330-1052.

ID Cards

ID cards are made in the Enrollment Center during regular business hours. The Enrollment Center will utilize the username provided by your LFC in order to create your ID card. The ID card will include a library bar code, which must be activated by a library worker in order to set up borrowing privileges. Augsburg ID cards are required in order to check out books and other materials from the library, or to request materials from other CLIC locations. Questions about obtaining an Augsburg ID card should be directed to the Enrollment center at 612-330-1046 or enroll@augsborg.edu.