



Resource Guide for Part-time MSC Faculty

August 2010

Office of Academic Affairs
209 Lowell Heiny Hall
Mesa State College
1100 North Avenue
Grand Junction, CO 81501

Phone: (970) 248-1881
Fax: (970) 248-1812
Website: www.mesastate.edu



August 16, 2010

Dear Part-time Faculty and Staff:

Welcome to Mesa State College's Part-time Faculty Resource Workshop! We are glad that you are joining us and look forward to getting to know you better. The College began the workshop to offer information to faculty that supports of their classroom efforts.

Mesa State's history extends for 85 years. Enrollments have grown significantly, particularly over the past five years, and last spring's total headcount was nearly 7,200 students who enrolled in one of 72 degree and/or certificate programs. The College is the only Colorado public four-year institution that confers awards that range from technical certificates to associate, baccalaureate, and master's degrees. Mesa State has two off-campus sites in addition to the main campus. The Bishop Campus is three miles from the main campus and is the primary site for Mesa State's two-year division—Western Colorado Community College—where a variety of career and technical programs are offered in partnership with Mesa County School District 51. Additionally, the College has a presence an hour south of Grand Junction in Montrose, Colorado where approximately 300 students enroll. Through the College's distance learning offerings, connectivity is expanding to other communities such as Glenwood Springs, Telluride, and Rangely, with an average of 90 sections delivered each semester via distance technologies.

Our faculty's highest priority is the effective teaching of undergraduates through a learner-centered approach. Faculty members bring a wide range of professional experiences that, collectively, blend traditional academic careers with employment in the private sector and/or government agencies. Students are expected to take an active role in their education, and many programs require internships or a comparable applied experience. Degree-seeking students complete a general education core that is the foundation for all majors, be they in the liberal arts and sciences or professional programs.

Feel free to contact either of us and/or the staff of Academic Affairs (x1881) if we can be of assistance:

Annette Callaway, Professional Staff Assistant to the Vice President for Academic Affairs
Jennifer Barton, Coordinator for Special Projects
Jessica Oviatt, Coordinator for Special Projects
Erin Rooks, Coordinator for Special Projects
JoAnne Reis, Administrative Assistant

Best wishes for a rewarding first year at Mesa State. We look forward to working with each of you and hope that you will let us know if there is anything we can do to assist you.

Cordially,

Carol Futhey
Vice President for Academic Affairs

Steve Werman
Assistant Vice President for Academic Affairs

Table of Contents

<u>Topic</u>	<u>Page Number</u>
An Overview of Mesa State College:	
Organizational Structure	5-6
Academic Department Heads.....	7
Mesa State College at a Glance.....	8
MSC & WCCC Programs.....	9-11
Governance; Mesa State College Service Region (Map); MSC (four-year) and WCCC (two-year) Role and Mission.....	12-13
MSC Athletics; Wellness and The Maverick Center	14
General Education and State Guaranteed Transfer (gtPathways)	15
Academic Program Sheet (Sample)	16-23
Tomlinson Library	24-25
Preparing for Class: The Syllabus; Assessment of Student Learning	26-28 + Appendix
Example of Early Semester Class Feedback Student Survey	29
Teaching Tips; Have You Herd?	30
Early Alert System	31
Technology Resources:	
Information Technology	32-36
Campus Telephone Instructions.....	37-39
MAVzone Information.....	40
Instructional Technology and Telecommunications	41
Turnitin Products: OriginalityCheck, PeerMark, GradeMark, GradeBook	42-46
Registration 101: FERPA; FAQ: Class Rosters, Registration, Graduation, and Deadlines ...	47-51
Human Resources	52
Where Do I Find Out About?	
Mesa State College Bookstore	53-54
Advising and Academic Services	55
Behavioral Clinical Services Brochure	56-57
Academic Year Calendar	58
<i>Student and Academic Policies Guide</i> Table of Contents; Vail Tutor	59
Excerpt on Student Dishonesty	60-63
Excerpt on Student Grade Appeal.....	63-64
Who, What, Where, When, How?	65-68
Appendix: Sample Syllabi Information.....	69

Organizational Structure of Mesa State College

President	Tim Foster
— Vice President for Academic Affairs	Carol Futhey
— Academic Department Heads & Academic Faculty	(see attached list)
— Assistant Vice President for Academic Affairs	Steve Werman
— Director of Advising & Academic Services	Millie Moland
— Career Development Specialist	Diane Kull
— Coordinator of Educational Access Services	Nancy Conklin
— Coordinator of Testing	Terri Wise
— Coordinator of Tutorial Services	Robyn Rose
— Director of Extended Campus Program	Benjamin Keefer
— Coordinator of Distance Education	Kristyn Rose
— Instructional Design Specialist	Javier Leung
— Director of Institutional Research & Assessment	Sonia Brandon
— Senior Research Analyst	Heather McKim
— Research Analyst	Kelly O’Connell
— Director of Montrose Center	Joey Montoya Boese
— Director of Sponsored Programs	Cindy Lueb
— Grants Specialist	Jami Beck
— Director of Tomlinson Library	Elizabeth Brodak
— Head of Public Services	Sylvia Rael
— Head of Technical Services	James Walker
— Instruction Coordinator and Librarian	Barbara Borst
— Special Collections/Archives Librarian	Aimee Brown
— Special Project Coordinators	Jennifer Barton
	Jessica Oviatt
	Erin Rooks
— Vice President for Administrative Services & Finance	Patrick Doyle
— Assistant VP for Auxiliary Services	Andrew Rodriguez
— Coordinator of Outdoor Program	Chad Thatcher
— Manager of Bookstore	Tracy Brodrick
— Purchasing Manager	Suzanne Ellinwood
— Parking Services Manager	Bryan Davis
— Coordinator of MAVcard Office	Kathryn McMillan
— Controller	Joe Taylor
— Assistant Controller	Kathy Hurshman
— Assistant Controller	Shanon Hawkins
— Bursar	Grace Hendricks
— Fiscal Analyst & Special Projects Coordinator	Jeff Doyle
— Director of Budgets	Whitney Sutton
— Budget Services Coordinator	Doreen DeMond

— Director of Facilities	Kent Marsh
— Environmental and Custodial Services	Tom Ramler
— Director of Human Resources	Barbara Case King
— Executive Dir for Information & Communication Technology	Jeremy Brown
— Associate Director for Telecommunications & Instructional Technology	Vacant
— Associate Director for Information Systems	Belinda Flynn
— Associate Director for Computing/Networking Systems	Gene Seitz
— Vice President for Student Services	John Marshall
— Director of Campus Recreation Services	Michael Wells
— Director of College Center	Deborah Hoefler
— Director of Financial Aid	Curt Martin
— Director of Housing and Residence Life	Richard “Chip” Thomas
— Director of Student Life	Breanne Meier
— Manager of Student Diversity and Advocacy	Kennilyn Wright
— Mentor for First Generation Students	Fran Morales
— Registrar	Fau Antillon
	Holly Teal
— Vice President for Community College Affairs	Brigitte Sundermann
— Technical Department Heads & Faculty	
— Director of Intercollegiate Athletics	Butch Miller
— Senior Women’s Administrator	Kristin Mort
— Associate Director of Athletics	Jamie Hamilton (i)
— Assistant Director of Athletics	Bryan Rooks (i)
— Sports Information Director	Patricia Elliott
— Head Athletic Trainer	Josh Fullmer
— Head Coaches	
— Director of Development	Kristine Pollard
— Director of Alumni Association	Rick Adleman
— Director of Communications	Dana Nunn
— Executive Director of Student Recruitment & Marketing	Rick Taggart
— Director of Admissions	Jared Meier
— Director of Marketing and Publications	Mike Mansheim

i = interim

Academic Department Heads

Department	Department Head	Administrative/ Staff Assistant	Department Office	Department Phone Number (970) 248-
MAIN CAMPUS:				
Art	Suzie Garner	Cullen Duffy	Fine Arts 200	1833
Biological Sciences	Denise McKenney	Julie Fredlund	Wubben- Science 232	1993
Business	Morgan Bridge	Jane Sandoval	Academic Classroom Bldg 309C	1087
Computer Science, Mathematics & Statistics	Lori Payne	Ronda McDonald	Wubben- Science 132	1407
Health Sciences	Kristy Reuss	Kelly Losher	Saunders 173	1721
Kinesiology	Jill Cordova	Tina Darnell	Saunders 237	1635
Languages, Literature, & Mass Communication	Kurt Haas	Angela Kimmel	LHH 445	1687
Music	Calvin Hofer	Lyn Ross	Moss PAC	1233
Physical & Environmental Sciences	Russ Walker	Julie Fredlund	Wubben- Science 232	1993
Social & Behavioral Sciences	John Redifer	Cathy Rickley	LHH 411	1696
Teacher Education	Valerie Dobbs	Mary Kienietz	Academic Classroom Bldg 109L	1786
Theatre	Tim Pinnow	Lyn Ross	Moss PAC	1233

BISHOP CAMPUS:				
Career/Technical Education and Developmental Studies	Brigitte Sundermann, VPCCA	Debbie Balmer	Bishop Campus Building A	255-2600

Mesa State College at a Glance*

Total student enrollment: 7,043(fall 2009); 71,85 (spring 2010)

Percentage in-state students: 91%

Percentage enrolled full-time: 75%

Percentage from underrepresented groups: 15%

Percentage from Western Colorado: 71%

Class sections offered each semester at multiple sites in Western Colorado: 1,156

Proportion of class sections with fewer than 40 students: 87%

Student to Faculty Ratio of 20:1

Total majors offered: 72—Master's (2), Baccalaureate (31), Associate (17), Certificate (22)

Most popular majors: business, liberal arts-elementary education, biology, nursing, psychology

Number of degrees and certificates awarded: 1,096 (preliminary for AY 2009-10):

48 Master's (4.4%)

614 Baccalaureate (56.0%)

54 Associate: transfer (4.9%)

120 Associate: technical (10.9%)

260 Technical certificates (23.7%)

Only Colorado public institution offering awards from technical certificates through master's degrees
Mesa State College full-time faculty (fall 2009): 156 full-time academic faculty, tenured or tenure-track;

~30 full-time technical faculty; 38 faculty with 0.8 appointments; ~170 part-time

Percentage of academic-rank faculty who are tenured: 65.4%

Proportion of academic-ranked faculty with terminal degree: 77.6%

Proportion of academic-ranked faculty with an earned doctorate: 73.7%

Number of Fulbright Scholar Awards: 10

NCAA, Division II, Varsity Sports: Baseball (M), basketball (M, W), cross-country (W), football (M),
golf (M, W), lacrosse (M, W), soccer (M, W), softball (W), swimming and diving (M, W), tennis (M,
W), track and field (W), volleyball (W) and wrestling (M)

Ranking of Mesa State as regional employer: 3rd

Holdings in Tomlinson Library: Books 365,000; Journals 23,000; E-books/documents 18,500; and over 20 million items through Prospector

Beds available in residence halls: 1,561

Financial aid awarded: \$48 million

Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools

*Based on fall 2009 data unless noted otherwise.

Mesa State College Programs of Study: 2010 – 11

Master's Programs

Major (Degree/Award)	Cognates Available
Business Administration (M.B.A.)	
Education (M.A.)	Educational Leadership, English for Speakers of Other Languages

Bachelor's Programs

Major (Degree/Award)	Concentrations Available Within the Major
Accounting (B.S.)	Public Accounting
Art (B.F.A.)	Art History, K-12 Education Licensure, Studio Art, Visual Arts Administration
Athletic Training (B.S.)	
Biological Sciences (B.S.)	Biology, Secondary Education Licensure
Business Administration (B.A.S.)	
Business Administration (B.B.A.)	Economics, Entrepreneurship, Finance, Human Resource Management, Insurance, Landman/Energy Management, Managerial Informatics, Management, Marketing, Travel, Tourism and Commercial Recreation Management
Computer Information Systems (B.A.S., B.S.)	
Computer Science (B.S.)	
Construction Management (B.S.)	
Criminal Justice (B.A.)	Law Enforcement
English (B.A.)	Literature, (Creative), Secondary Education Licensure
Environmental Science and Technology (B.S.)	Environmental Restoration & Waste Management, Environmental Science
Graphic Design (B.F.A.)	Animation, Print
History (B.A.)	History, Secondary Education Licensure
Hospitality Management (B.A.S.)	
Kinesiology (B.A.)	Adapted Physical Education, Exercise Science, K-12 Education Licensure
Liberal Arts (B.A.)	Elementary Education Licensure (English, Mathematics) Non-education Option
Mass Communication (B.A.)	Broadcasting, Journalism, New Media, Public Relations/Advertising
Mathematics (B.S.)	Mathematics, Statistics, Secondary Education Licensure
Music (B.A.)	Elective Studies in Business, Liberal Arts, Performance (Keyboard, Instrumental, Vocal), K-12 Education Licensure
Mechanical Engineering (B.S.M.E.)	[<i>MSC/CU-Boulder Mechanical Engineering Partnership Program</i>]
Nursing (B.S.N.)	
Physical Sciences (B.S.)	Chemistry, Environmental Geology, Geology, Physics, Secondary Education Licensure
Political Science (B.A.)	
Psychology (B.A.)	Counseling Psychology, Psychology
Public Administration/Public Safety (B.A.S.)	
Radiologic Technology (B.A.S.)	
Sociology (B.A.)	Anthropology, Human Services, Sociology
Spanish (B.A.)	Applied Professional Spanish, Literature & Language, Secondary Education Licensure
Sport Management (B.S.)	
Theatre (B.A.)	Acting/Directing, Dance, Design/Technical, Music Theatre

Minors

Accounting
 Archaeology
 Biology
 Chemistry
 Computer Information Systems
 Criminal Justice
 Economics
 Entrepreneurship
 Environmental Geology
 Geographic Information Science and Technology
 Graphic Design
 International Studies
 Mass Communication
 Music (Instrumental, Keyboard, Vocal Performance)
 Philosophy
 Political Science
 Sociology
 Speech
 Statistics
 Travel and Tourism

Anthropology
 Art (Studio)
 Business Administration
 Classical Studies
 Computer Science
 Dance
 English
 Environmental Science and Technology
 Forensics
 Geology
 History
 Managerial Informatics
 Mathematics
 Personal Training
 Physics
 Psychology
 Spanish
 Sport Management
 Theatre
 Watershed Science

Associate's Programs

Major (Degree/Award)	Emphases Available Within the Major
Emergency Medical Technician (A.A.S.)	Paramedic
Liberal Arts (A.A.)	Administrative Office Technology, Business Administration, Computer Information Systems, Early Childhood Education, Humanities, Social Science
Liberal Arts (A.S.).....	Biology, Computer Science, Electronic Engineering Technology, Geology; Mathematics, Physics, Sport Management
Nursing (A.A.S./R.N.)	
Radiologic Technology (A.A.S.)	

Certificate Programs

Major (Degree/Award)	Specializations Available Within the Major
Decision Support Systems	
Entrepreneurship	
Emergency Medical Technician (Basic, Paramedic)	
Geographic Information Science and Technology	
Practical Nursing	
Supervision	

Western Colorado Community College Programs of Study: 2010 – 11

Associate of Applied Science Programs

<u>Major (Degree/Award)</u>	<u>Emphases Available Within the Major</u>
Administrative Office Technology (A.A.S.)	Administrative Professional
Construction Technology (A.A.S.).....	Craft, Supervision
Criminal Justice (A.A.S.)	
Culinary Arts (A.A.S.)	
Manufacturing Technology (A.A.S.).....	Computer-Aided Design Technology, Machining Technology, Welding
Nursing (A.A.S./R.N.)	
Paramedic	
Process Systems Technology (A.A.S.)	
Technology Integration (A.A.S.).....	Network/Telecommunication Technician
Transportation Services (A.A.S.)	Automotive Technology, Diesel Technology
Visual Communications (A.A.S.).....	Animation Technology
Wildland Fire Management (A.A.S.)	

Certificate Programs

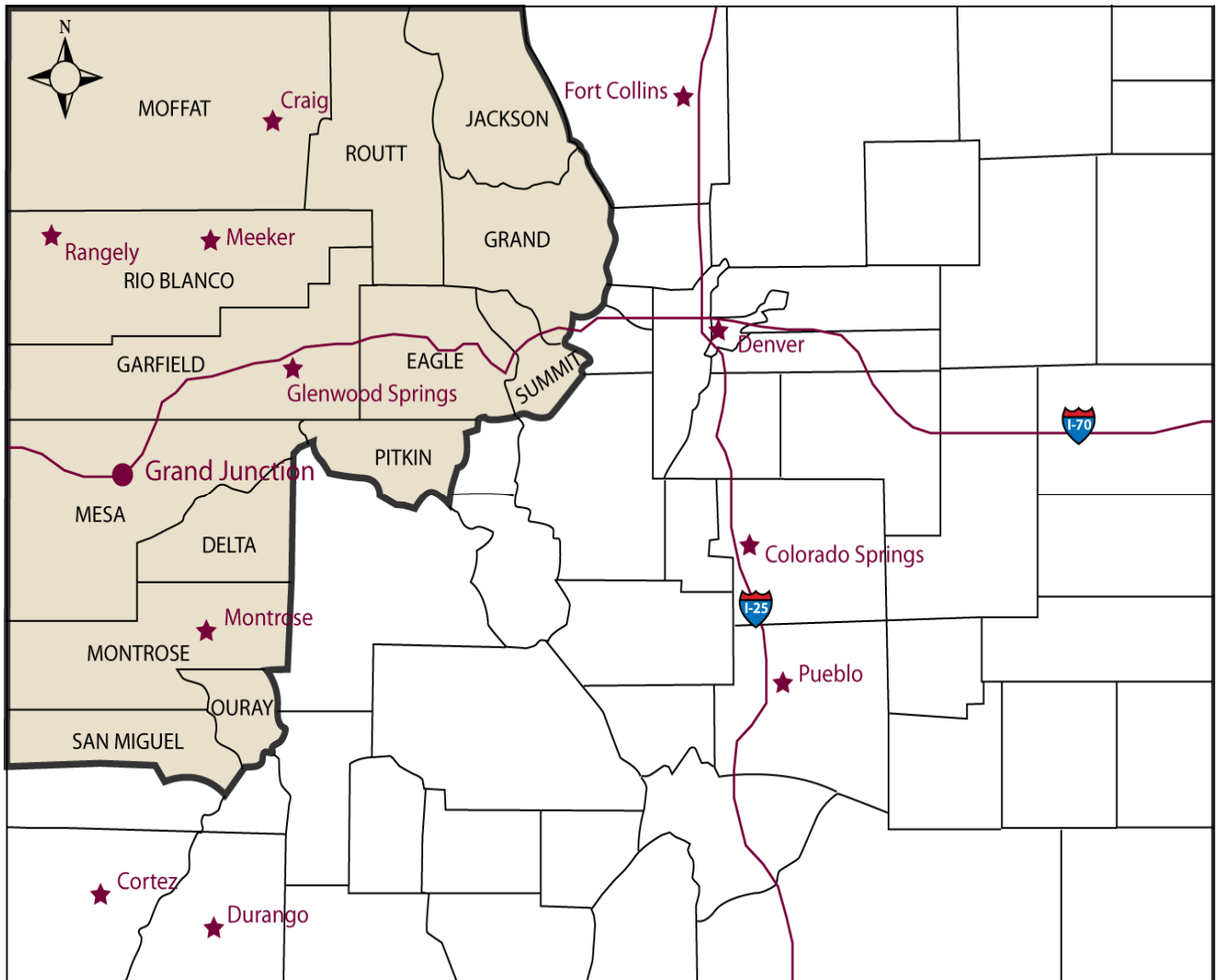
<u>Major (Degree/Award)</u>	<u>Specializations Available</u>
Administrative Office Technology (Certificate).....	General Office Administration
Construction Technology (Certificate)	
Culinary Arts (Certificate)	
Electric Lineworker (Certificate)	
Emergency Medical Technician (Certificate)	
Manufacturing Supervision (Certificate)	
Manufacturing Technology (Certificate).....	Computer-Aided Design Technology, Machine and Manufacturing Trades, Welding Technology
Nurse Aide (Certificate)	
Paramedic	
Practical Nursing (Certificate)	
Peace Officer Standards & Training (Certificate)	
Public Safety Diving (Certificate)	
Real Estate Broker (Certificate)	
Technology Integration (Certificate)	Network Technician, Telecommunications VoIP Technician
Transportation Services (Certificate).....	Automotive Service, Diesel Technology
Visual Communications (Certificate).....	Animation Technology

Governance

Colorado Commission on Higher Education (CCHE): 11-member lay board, appointed by the Governor and confirmed by the Colorado State Senate; acts as the central policy and coordinating board for Colorado public higher education; implements the directives of the General Assembly.

Mesa State College Board of Trustees: 9-member lay board, appointed by the Governor and confirmed by the Colorado State Senate; serves as the policy-making board for the college. The faculty and student body each elect one non-voting member who serves two- and one-year terms respectively.

Mesa State College's Service Region



Mesa State's Role and Mission

(Source: Excerpt from Colorado Revised Statutes 23-53-101)

“ There is hereby established a college at Grand Junction, to be known as Mesa state college, which shall be a general baccalaureate and graduate institution with moderately selective admission standards. Mesa state college shall offer liberal arts and sciences, professional, and technical degree programs and a limited number of graduate programs. Mesa state college shall also maintain a community college role and mission, including vocational career and technical education programs. Mesa state college shall receive resident credit for two-year course offerings in its commission-approved service area. Mesa state college shall also serve as a regional education provider.”

Western Colorado Community College's Role and Mission

(see third sentence in C.R.S. statement above)

A Brief History of Mesa State College

- 1925 – College is founded as Grand Junction State Junior College, enrolling 36 students
- 1937 – College's name is changed to Mesa Junior College
- 1974 – Mesa College adds baccalaureate degrees to its two-year programs
- 1988 – College becomes Mesa State College, becoming part of the State Colleges in Colorado along with Adams State College, Metropolitan State College of Denver, and Western State College
- 1992 – Unified Technical Education Campus (UTEC) opens as Mesa State's School of Applied Technology and provides technical education in partnership with Mesa County School District 51
- 2003 – State Colleges in Colorado System dissolved and Mesa State College becomes governed by its own Board of Trustees
- 2005 – Mesa State's two-year division formalized as Western Colorado Community College (WCCC), and the Unified Technical Education Center (UTEC) was renamed the Bishop Campus. Trustees approved raising admission standards for baccalaureate students while retaining open admissions policy for students entering WCCC.

Mesa State Athletics

Home to 19 intercollegiate varsity sports:

Men's	Women's
Baseball	Basketball
Basketball	Cross-country
Football	Golf
Golf*	Lacrosse*
Lacrosse*	Soccer
Soccer*	Softball
Swimming & Diving*	Swimming & Diving*
Tennis	Tennis
Wrestling*	Track & Field*
	Volleyball
*Added since 2004	

Five emerging sports: cycling, hockey, alpine skiing, Nordic skiing, and rodeo.
Earned more than 60 Rocky Mountain Athletic Conference titles and nationally-ranked recognition.

Wellness and The Maverick Center

Houses classroom and laboratories for health sciences and kinesiology programs; intercollegiate athletics; and campus recreation facilities. Included in the Maverick Center are:

- El Pomar Natatorium,
- The Hamilton Recreation Center,
- The Monfort Family Human Performance Lab,
- The Roe F. Saunders Field House,
- Elliott Tennis Center, and
- Walker Field Stadium.

General Education and State Guaranteed Transfer (gtPathways)

The gtPathways program was created by the Colorado Commission on Higher Education (CCHE), in consultation with governing board representatives, to meet the requirement that a guaranteed transfer program be created to assure students' ability to transfer among institutions in the state and not lose general education credits (C.R.S. 23-1-125). To implement the program in 2002, a statewide panel of faculty for each content area met to develop the content and competency criteria, with the expectation that general education courses approved as part of gtPathways meet the specified criteria. Once CCHE adopted the criteria, each institution submitted courses from its general education curriculum. CCHE has approved 80 Mesa State general education courses for state guaranteed transfer.

With the implementation of performance contracts between CCHE and individual institutions in spring 2005, discussions focused on how Colorado public higher education would align their general education core requirements with those of the statewide core. The outcome of the CCHE-institution discussions was a 31-credit hour statewide core that serves as a subset within an institution's general education curriculum. The core was approved by CCHE in June 2005, and in spring 2006, Mesa State's Board of Trustees adopted the general education core below for implementation with undergraduates entering the college in summer/fall 2007.

Mesa State's Core Content Area and Required Credit Hours	
Communications	6 hours
Mathematics	3 hours
Natural Sciences (one must be lab-based)	7 hours
Arts	3 hours
Humanities	6 hours
Social Sciences	6 hours
GEN ED CORE TOTAL	31 hours
Add'l MSC lower division credit hours beyond core:	
Applied Studies	3 hours
Wellness	3 hours
Degree Category	3 hours
TOTAL MSC GEN EDUC*	40 hours



2010-2011 PETITION/PROGRAM SHEET

Degree: Bachelor of Arts

Major: English

Concentration: Literature

www.mesastate.edu/academics/programs.html

About This Major . . .

The English Department at Mesa State College offers programs leading to a Bachelor of Arts in Literature, Creative Writing, and Secondary Education. The skills a student develops as an English major, such as writing, editing, problem solving, critical thinking and analysis, are highly prized by employers in nearly every profession. The department is proud of what it offers – cultural experiences, unique and interesting courses and instruction, committed faculty and support staff and a desire to provide the best liberal arts education possible.

Many occupations require individuals who can write and speak well, solve problems, learn new information quickly, and work well with others on a team. This means that English graduates use their education in a wide variety of fields, and your future career may relate more to your personal career interests, work values and transferable skills than anything specific to the content of your major. Who hires English Majors? Book publishers, magazines, arts organizations, political offices, large corporations, radio/television stations, advertising agencies, social service agencies, chambers of commerce, research institutions, marketing consultants, newspapers, greeting card publishers, law firms, public interest organizations, consumer action groups, health organizations, educational institutions, literary agencies, theaters, printing firms, high tech firms, tutoring services, public and corporate libraries, government agencies, and public relations firms.

POLICIES:

- 1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you will be required to take a Major Field Achievement Test (exit exam).

NAME: _____ STUDENT ID # _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor _____ Date _____ 20__

Signature of Department Head _____ Date _____ 20__

Signature of Registrar _____ Date _____ 20__

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 120 semester hours total (A minimum of 28 taken at MSC in no fewer than two semesters).
- 40 upper division credits (A minimum of 15 taken at the 300-400 course levels within the major at MSC).
- 2.00 cumulative GPA or higher in all MSC coursework
- 2.00 cumulative GPA or higher in coursework toward the major content area
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- All English majors must maintain at least a 3.0 average in their upper division ENGL courses.
- When filling out the program sheet a course can be used only once.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student's responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student's faculty advisor and Department Head.
- See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 semester hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No	Title	Sem.hrs	Grade	Term/Trns
-----------	-------	---------	-------	-----------

English (6 semester hours, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____

Math: MATH 110 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 1	_____	_____	_____	_____
--------	-------	-------	-------	-------

Humanities: (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Social and Behavioral Sciences: (6 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Natural Sciences (7 semester hours, one course must include a lab)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	L	_____	_____	_____
-------	---	-------	-------	-------

History: (3 semester hours)

HIST	_____	3	_____	_____
------	-------	---	-------	-------

Fine Arts (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Course No	Title	Sem.hrs	Grade	Term/Trns
-----------	-------	---------	-------	-----------

OTHER LOWER DIVISION REQUIREMENTS (6 semester hours)

Kinesiology (3 semester hours)

KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____
KINA 1	_____	1	_____	_____

Applied Studies (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

FOUNDATION COURSES (18 semester hours) Two **consecutive** classes in the **same** foreign language. Must receive a grade of "C" or better. FLAS 114 & 115 will **NOT** fulfill this requirement.

FLA	_____	3	_____	_____
FLA	_____	3	_____	_____
ENGL 254	Survey of English Literature I	3	_____	_____
ENGL 255	Survey of English Literature II	3	_____	_____
ENGL 261	Survey of American Lit I	3	_____	_____
ENGL 262	Survey of American Lit II	3	_____	_____

ENGLISH – LITERATURE CONCENTRATION REQUIREMENTS

(36 semester hours) Must pass all courses with a grade of "C" or higher.

English Core (6 semester hours)

ENGL 421	Introduction to Literary Theory and Criticism	3	_____	_____
ENGL 494*	Seminar in Literature	3	_____	_____

*ENGL 494 Seminar in Literature must be taken after 90 semester hours have been accumulated. A student may take the seminar in the junior year, but must take it again in the senior year. The junior-year class will count as an elective.

Required Courses: (9 semester hours)

ENGL 355	Shakespeare	3	_____	_____
ENGL 370	Major Authors	3	_____	_____
ENGL 440	History of the English Language	3	_____	_____

OR

ENGL 451	Structure of the English Language	3	_____	_____
----------	-----------------------------------	---	-------	-------

CONCENTRATION ELECTIVES:

American Literature (6 semester hours) Choose from Electives list on pg 3.

ENGL	_____	3	_____	_____
ENGL	_____	3	_____	_____

English Literature (6 semester hours) Choose from Electives list on pg 3.

ENGL	_____	3	_____	_____
ENGL	_____	3	_____	_____

World Literature (3 semester hours) Choose from Electives list on pg 3.

ENGL	_____	3	_____	_____
------	-------	---	-------	-------

English Electives (6 semester hours) Choose two courses from the English Electives list on page 3. **One course must be upper division.**

ENGL	_____	3	_____	_____
ENGL	_____	3	_____	_____

Electives (All college level courses appearing on your final transcript, **not listed above** that will bring your total semester hours to 120 hours.) (29 semester hours; 4-7 hours of upper division may be needed.)

Course No	Title	Sem.hrs	Grade	Term/Trns

Course No	Title	Sem.hrs	Grade	Term/Trns

American Literature Electives:

- ENGL 314 American Literature to 1830 (3)
- ENGL 315 American Literature 1830-1870 (3)
- ENGL 316 American Literature 1870-1900 (3)

- ENGL 435 American Literature 1900-1945 (3)
- ENGL 436 American Literature 1945-Present (3)
- ENGL 438 Ethnic Experience in U.S Literature (3)

English Literature Electives:

- ENGL 311 English Medieval Literature (3)
- ENGL 313 English Renaissance Literature (3)
- ENGL 470 18th Century British Literature (3)

- ENGL 471 British Romanticism (3)
- ENGL 475 Victorian Literature (3)
- ENGL 478 20th Century British Literature (3)

World Literature Electives:

- ENGL 301 Classic Greek and Latin Literature (3)
- ENGL 330 Women in World Thought and Literature (3)

- ENGL 335 The Bible as Literature (3)
- ENGL 423 Genre Studies(3)

ENGLISH ELECTIVES (6 Semester Hours) Select from:

One class must be upper division

- ENGL 131 Western World Literature I (3)
- ENGL 132 Western World Literature II (3)
- ENGL 150 Introduction to Literature (3)
- ENGL 222 Mythology (3)
- ENGL 231 Non-Western World Literature I (3)
- ENGL 232 Non-Western World Literature II (3)
- ENGL 240 Children's Literature (3)
- ENGL 250 Introduction to Creative Writing (3)
- ENGL 301 Classical Literature (3)
- ENGL 311 English Medieval Literature (3)
- ENGL 313 English Renaissance Literature (3)
- ENGL 314 American Literature to 1830 (3)
- ENGL 315 American Literature 1830-1870 (3)
- ENGL 316 American Literature 1870-1900 (3)
- ENGL 330 Women in World Thought & Literature (3)
- ENGL 335 The Bible as Literature (3)
- ENGL 343 Language and Literacy (3)
- ENGL 365 Literature for Young Adults (3)
- ENGL 380 Creative Writing: Nonfiction (3)
- ENGL 381 Creative Writing: Fiction (3)

- ENGL 382 Creative Writing: Crafting Fiction(3)
- ENGL 383 Creative Writing: Poetry (3)
- ENGL 384 Expository and Persuasive Writing (3)
- ENGL 385 Technical Writing (3)
- ENGL 387 Literary Editing and Publishing (1)
- ENGL 390 Introduction to Film Studies (3)
- ENGL 395 Independent Study (1-3)
- ENGL 396 Topics (1-3)
- ENGL 415 American Folklore (3)
- ENGL 423 Genre Studies (3)
- ENGL 435 American Literature 1900-1945 (3)
- ENGL 436 American Literature 1945 to the Present (3)
- ENGL 438 Ethnic Experience in U.S. Literature (3)
- ENGL 440 History of the English Language (3)
- ENGL 451 Structure of the English Language (3)
- ENGL 470 18th Century British Literature (3)
- ENGL 471 British Romanticism (3)
- ENGL 475 Victorian Literature (3)
- ENGL 478 20th Century British Literature (3)
- ENGL 492 Seminar in Writing (3)
- ENGL 495 Independent Study (1-3)
- ENGL 496 Topics (1-3)

SUGGESTED COURSE SEQUENCING FOR A MAJOR IN ENGLISH – LITERATURE

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Mesa State website for course availability.

FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
ENGL 111 English Composition	3	ENGL 112 English Composition	3
MATH XXX (110 or higher)	3	Elective	3
FLA_ Foundation Course	3	(ENGL 131, 132, or 231 suggested)	
General Education Social/Behavioral Science	3	FLA_ Foundation Course	3
General Education Humanities (ENGL 150 suggested)	3	General Education Fine Arts	3
KINE 100 Health and Wellness	<u>1</u>	General Education Natural Science with Lab	<u>4</u>
	16		16

SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
ENGL 261 American Literature	3	ENGL 262 American Literature	3
ENGL 254 English Literature	3	ENGL 255 English Literature	3
General Education – Social/Behavioral Science	3	ENGL 370 Major Authors	3
General Education History	3	General Education Natural Science	3
General Education Applied Studies	3	Elective or Minor	3
KINA Activity	<u>1</u>	KINA Activity	<u>1</u>
	16		16

JUNIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
ENGL 421 Introduction to Literary Theory and Criticism	3	ENGL 355 Shakespeare	3
Upper Division American Literature	3	Upper Division World Literature	3
Upper Division English Literature	3	Upper Division English Literature	3
English Elective	3	Elective or Minor	3
Elective or Minor	<u>3</u>	Elective or Minor	<u>3</u>
	15		15

SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
Upper Division American Literature	3	ENGL 494 Seminar in Literature	3
Upper Division English Elective	3	ENGL 440 History of the English Language	3
Upper Division Elective or Minor	3	Elective or Minor	3
Upper Division Elective or Minor	3	Elective or Minor	<u>3</u>
Elective or Minor	<u>2</u>		12
	14		



2010-2011 PETITION/PROGRAM SHEET

Degree: Bachelor of Science

Major: Biological Sciences

Concentration: Biology

www.mesastate.edu/academics/programs.html

About This Major . . .

The Biology Program provides a broad background in the biological sciences. Students choose biology courses from four areas: cell, developmental, and molecular biology; anatomical and physiological biology; organismal biology; and ecology, evolution, and systematics. Students wishing to obtain teacher certification complete a concentration in Teacher Licensure. The Biology Program also offers field courses on tropical ecosystems in Ecuador and on marine invertebrate communities in Oregon. The Department of Biology operates the only electron microscope facility in the area. Graduates of our program pursue careers in the medical field, pest control, plant pathology, wildlife biology, cell biology or biotechnology, among just a few of the career options opened with a Biology degree from Mesa State College.

POLICIES:

- 8. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
9. You must turn in your "Intent to Graduate" form to the Registrar's Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
10. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.
11. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
12. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
13. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
14. NOTE: The semester before the semester you graduate, you will be required to take a Major Field Achievement Test (exit exam).

NAME: _____ STUDENT ID # _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____ () _____

I, (Signature)_____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor _____ Date _____ 20____

Signature of Department Head _____ Date _____ 20____

Signature of Registrar _____ Date _____ 20____

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 120 semester hours total (A minimum of 28 taken at MSC in no fewer than two semesters).
- 40 upper division credits (A minimum of 15 taken at the 300-400 course levels within the major at MSC).
- 2.0 cumulative GPA or higher in all MSC coursework
- A 2.5 GPA is required in the major courses. A "C" or higher is required in all major courses.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student's responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student's faculty advisor and Department Head.
- When filling out the program sheet a course can be used only once.
- See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 semester hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No Title	Sem.hrs	Grade	Term	Trns
-----------------	---------	-------	------	------

English (6 semester hours, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

ENGL 111 English Composition	3	_____	_____	_____
ENGL 112 English Composition	3	_____	_____	_____

Math: MATH 113 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 113 College Algebra	4*	_____	_____	_____
--------------------------	----	-------	-------	-------

*3 credits apply to the General Ed requirements and 1 credit applies to elective credit

Humanities (3 semester hours)

Social and Behavioral Sciences (6 semester hours)

Natural Sciences (7 semester hours, one course must include a lab)

_____ L _____

History (3 semester hours)

HIST _____	_____	_____	_____	_____
------------	-------	-------	-------	-------

Fine Arts (3 semester hours)

Course No Title	Sem.hrs	Grade	Term	Trns
-----------------	---------	-------	------	------

OTHER LOWER DIVISION REQUIREMENTS (6 semester hours)

Kinesiology (3 semester hours)

KINE 100 Health and Wellness	1	_____	_____	_____
KINA 1 _____	1	_____	_____	_____
KINA 1 _____	1	_____	_____	_____

Applied Studies (3 semester hours)

FOUNDATION COURSES (20 semester hours) Must receive a grade

of "C" or better and should be completed by the end of the sophomore year.

BIOL 105 Attributes of Living Systems	3	_____	_____	_____
BIOL 105L Attributes of Living Systems Lab	1	_____	_____	_____
CHEM 131* General Chemistry	4	_____	_____	_____
CHEM 131L* General Chemistry Lab	1	_____	_____	_____
CHEM 132* General Chemistry	4	_____	_____	_____
CHEM 132L* General Chemistry Lab	1	_____	_____	_____

STAT 200 Probability and Statistics	3	_____	_____	_____
-------------------------------------	---	-------	-------	-------

OR

*MATH 146 Calculus for Biological Sciences	3	_____	_____	_____
--	---	-------	-------	-------

*If MATH 146 is taken, 2 credits apply to elective credit

Humanities or Social/Behavioral Sciences	3	_____	_____	_____
--	---	-------	-------	-------

BIOLOGICAL SCIENCES MAJOR REQUIREMENTS

(48 semester hours) A 2.5 GPA is required in the major courses. A "C" or better is required in all major courses.

Required Core Courses (18 semester hours)

BIOL 106 Principles of Animal Biology	3	_____	_____	_____
BIOL 106L Principles of Animal Biology Lab	1	_____	_____	_____
BIOL 107 Principles of Plant Biology	3	_____	_____	_____
BIOL 107L Principles of Plant Biology Lab	1	_____	_____	_____
BIOL 208 Ecology and Evolution	3	_____	_____	_____
BIOL 208L Ecology and Evolution Lab	1	_____	_____	_____
BIOL 301 Principles of Genetics	3	_____	_____	_____
BIOL 301L Principles of Genetics Lab	1	_____	_____	_____
BIOL 483 Senior Thesis	2	_____	_____	_____

Required Related Study Area (10 semester hours) Should be completed by the end of the sophomore year.

PHYS 111* General Physics	4	_____	_____	_____
PHYS 111L* General Physics Lab	1	_____	_____	_____
PHYS 112* General Physics	4	_____	_____	_____
PHYS 112L* General Physics Lab	1	_____	_____	_____

* A higher level subject may be taken in the same category with advisor approval.

Course No Title Sem.hrs Grade Term/Trns

Additional Biology Courses (20 semester hours) At least 50% must be at the 300 level or above. Courses must be selected from three of the following four areas: (1) Cell, Developmental, and Molecular; (2) Organismal; (3) Anatomical and Physiological; (4) Ecology, Evolution, and Systematics. At least ONE of the following must be included: BIOL 302, BIOL 341/341L, OR BIOL 421/421L.

Category 1: Cellular, Developmental and Molecular

Category 2: Organismal

Category 3: Anatomical and Physiological

Course No Title Sem.hrs Grade Term/Trns

Category 4: Ecology, Evolution and Systematics

ELECTIVES (All college level courses appearing on your final transcript **not listed above** that will bring your total semester hours to 120 hours, including 40 upper-division credit hours.) Up to 15 hours may be needed.

*MATH 113	College Algebra	1		

Additional Biology Courses (20 semester hours minimum) At least 50% must be at the 300 level above. Courses must be selected from three of the following four areas*:

Category 1: Cellular, Developmental and Molecular

- †BIOL 302 Cellular Biology (3)
- BIOL 310/310L Developmental Biology and Lab (3) / (2)
- BIOL 343 Immunology (3)
- BIOL 344/344L Forensic Molecular Biology and Lab (3) / (1)
- BIOL 371L Lab Investigations in Cellular and Molecular Biology (3)
- BIOL 425 Molecular Genetics (3)
- BIOL 442 Pharmacology (3)
- CHEM 315/315L Biochemistry and Lab (3) / (1)

Category 2: Organismal

- BIOL 221/221L Plant Identification and Lab (2) / (2)
- BIOL 250/250L Intro to Medical Microbiology and Lab (3) / (2)
- BIOL 331/331L Insect Biology and Lab (3) / (2)
- BIOL 333 Marine Biology (3)
- BIOL 335/335L Invertebrate Zoology and Lab (3) / (1)
- BIOL 336 Fish Biology (3)
- BIOL 350/350L Microbiology and Lab (3) / (1)
- BIOL 411/411L Mammalogy and Lab (3) / (1)
- BIOL 412/412L Ornithology and Lab (3) / (1)
- BIOL 413/413L Herpetology and Lab (3) / (1)
- BIOL 416/416L Ethology and Lab (3) / (1)
- BIOL 431/431L Animal Parasitology and Lab (3) / (1)
- BIOL 433 Marine Invertebrate Communities (3)
- BIOL 450/450L Mycology and Lab (2) / (2)

Category 3: Anatomical and Physiological

- BIOL 209/209L Human Anatomy & Physiology I and Lab (3) / (1)
- BIOL 210/210L Human Anatomy & Physiology II and Lab (3) / (1)
- BIOL 241 Pathophysiology (4)
- †BIOL 341/341L General Physiology and Lab (3) / (1)
- BIOL 342/342L Histology and Lab (2) / (2)
- †BIOL 421/421L Plant Physiology and Lab (3) / (1)
- BIOL 423/423L Plant Anatomy and Lab (3) / (2)
- BIOL 426/426L Intro to Electron Microscopy and Lab (2) / (2)
- BIOL 441 Endocrinology (3)

Category 4: Ecology, Evolution, and Systematics

- BIOL 211/211L Ecosystem Biology and Lab (4) / (1)
- BIOL 315 Epidemiology (3)
- BIOL 320 Plant Systematics (3)
- BIOL 321/321L Taxonomy of Grasses and Lab (2) / (2)
- BIOL 403 Evolution (3)
- BIOL 405/405L Adv. Ecological Methods and Lab (3) / (2)
- BIOL 406 Plant-Animal Interactions (3)
- BIOL 407 Tropical Field Biology (5)
- BIOL 408 Desert Ecology (3)
- BIOL 414/414L Aquatic Biology and Lab (3) / (1)
- BIOL 415 Tropical Ecosystems (2)
- BIOL 418/418L Wildlife Management and Lab (3) / (2)

* Category appropriate topics or elective courses may be used with advisor approval.

† At least one of these lecture/lab courses must be included

SUGGESTED COURSE SEQUENCING FOR A MAJOR IN BIOLOGICAL SCIENCES – BIOLOGY

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Mesa State website for course availability.

FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
BIOL 105	Attributes of Living Systems	BIOL 106	Principles of Animal Biology
	3		3
BIOL 105L	Attributes of Living Systems Lab	BIOL 106L	Principles of Animal Biology Lab
	1		1
CHEM 131	General Chemistry	CHEM 132	General Chemistry
	4		4
CHEM 131L	General Chemistry Lab	CHEM 132L	General Chemistry Lab
	1		1
MATH 113*	College Algebra	MATH 146*	Calculus for Biological Sciences (5) or
	4	STAT 200	Probability and Statistics (3)
KINE 100	Health and Wellness		3-5
	1	General Education Fine Arts	<u>3</u>
KINA	Activity		15-17
	<u>1</u>		
	15		

*Professional schools (medical, veterinary, dental) may require one or two semesters of calculus. Math 151 and 152 will fulfill the MATH requirement.

SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
BIOL 107	Principles of Plant Biology	BIOL 208	Ecology and Evolution
	3		3
BIOL 107L	Principles of Plant Biology Lab	BIOL 208L	Ecology and Evolution Lab
	1		1
PHYS 111	General Physics (or higher)	PHYS 112	General Physics (or higher)
	4		4
PHYS 111L	General Physics Lab (or higher)	PHYS 112L	General Physics Lab (or higher)
	1		1
ENGL 111	English Composition	ENGL 112	English Composition
	3		3
Foundation Social/Behavioral Science or Humanities	<u>3</u>	General Education History	<u>3</u>
	15		15

JUNIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
BIOL XXX (selected from list)	7	BIOL XXX (selected from list)	7
BIOL 301	Principles of Genetics	General Education Humanities	3
	3	General Education Social/Behavioral Science	3
BIOL 301L	Principles of Genetics	Electives	<u>3</u>
	1		16
General Education Social/Behavioral Science	3		
KINA	Activity		
	<u>1</u>		
	15		

SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
BIOL XXX (selected from list)	6	BIOL 483	Senior Thesis
	3		2
General Education Natural Science	3	General Education Natural Science with Lab	4
General Education Applied Studies	3	Electives#	<u>6-8</u>
Electives#	<u>3</u>		12-14
	15		

Professional schools (medical, veterinary, dental) may require one or two semesters of organic chemistry, which may be taken to fulfill part of the electives.

TOMLINSON LIBRARY
www.mesastate.edu/msclibrary/index.html

Visit the Faculty Services page at
www.mesastate.edu/msclibrary/facultyservices.html

Faculty Privileges

- Faculty may borrow up to 99 items and place unlimited holds. Please present your MavCard when borrowing materials.
- Most materials are due the end of the semester. They may be renewed once if no hold has been placed on them. Bestsellers and Prospector items are due in 21 days; 5 media items may be checked-out for 5 days.
- You may easily request books and media from other libraries through **Prospector** (a shared catalog of major Colorado and Wyoming libraries). Material typically arrives within 3 to 5 business days. Any questions about these services can be answered by Reference staff (970.248.1860).
- Interlibrary Loan provides you with library materials not available locally. Books can be requested world-wide, usually within 2 weeks. Journal articles are delivered electronically to your desktop within 2 to 3 business days. The service is free for faculty.

Contact Becky Bernal (970.248.1844; bbernal@mesastate.edu) for additional information.

Course Reserves

Faculty may place supplemental course materials on Library Reserve/E-reserve. Please submit a Library Reserve Request Form available at the Circulation Desk or online at www.mesastate.edu/shared/documents/resrvreq.pdf.

- Faculty select from 2-hour, 1-day, 2-day or 3-day check out periods. 2-hour items may not leave the library.
- Material is typically processed within 1 to 3 days.
- Articles or book chapters are scanned into a PDF document to be placed on electronic reserves (E-reserves). This material is available 24/7 through the Library Reserves/E-reserves web page.
- Articles or book chapters will be placed on Reserves/E-reserves for only one semester before Copyright Clearance needs to be obtained. Library staff will work with faculty to obtain Copyright Clearance.
- Materials are removed from Reserves at the end of each semester unless notified by faculty. Personal copies are returned to faculty.

Contact Vivian Hawkins (970.248.1854; vhawkins@mesastate.edu) for any questions or concerns.

Reference and Research Help

- Reference librarians are happy to make office visits to demonstrate online resources, including citation indexes, ILL and Prospector, the Journal Finder, and how to use Table of Contents and Search Profile alerts for journal articles in a particular field.
- Contact your subject library liaison directly for research help. A list of subject liaisons can be found at www.mesastate.edu/msclibrary/liaisons.html.
- The **Ask-A-Librarian** page www.mesastate.edu/msclibrary/askalibrarian.html lists the various ways to contact reference librarians including an IM chat widget.

Library Instruction

The Library Instruction Program can help if -

- you give library assignments
- you want a general presentation on library resources or on materials related to a specific assignment
- your students are looking for resources for papers, presentation, speeches, etc
- your students are lost in the research process
- your students are using only internet sites instead of library materials

We can help by -

- presenting basic instruction
- tailoring a presentation to specific materials or assignments
- providing instruction and hands-on time in our instruction lab
- scheduling a work day in the library

Contact Barbara Borst, Library Instruction Coordinator (970.248.1872; bborst@mesastate.edu) to discuss your needs. Contact Kawna Safford, Administrative Assistant (970.248.1406; ksafford@mesastate.edu) to schedule a library instruction session or class work day in the library.

Book Selection for the Library Collection

- The development of the library collection relies on the recommendations of the faculty.
- You may submit recommendations to Judy Maki (970.248.1436; jmaki@mesastate.edu) or the Library Liaison for your department. A list of Subject Liaisons can be found at: www.mesastate.edu/msclibrary/liaisons.html
- In addition to personal recommendations, you may initial Choice Review Cards or online approval slips sent to your department from the library. Your Library Liaison can answer any questions regarding this process.
- If in using the library collection, you are unable to find adequate material to support your needs, please notify your Library Liaison.

Preparing for Class: The Syllabus

The following information on preparing a course syllabus was initially designed at Ferris State University and then adapted with numerous suggestions from Mesa State College faculty. Faculty are required to have a syllabus for each class s/he is teaching. A copy of each must be on file with the Department Head by the first day of class.

The list of syllabus elements below is fairly comprehensive in providing students with the information they need to understand the instructor's expectations of them. Some elements may be more relevant than others, depending on the discipline, as well as the level and nature of the course. You should feel free to modify the elements to meet the needs of your classes. Consider consulting with your department head before printing your syllabi to ensure consistency with college and departmental policies and procedures.

The accompanying sample syllabi (in the Appendix and Academic Affairs website) are used by Mesa State faculty and illustrate a variety of approaches that can aid you in preparing for your classes. It's a good mix of disciplines, upper and lower division classes, and each has a note at the top about why it was recommended by the academic department head for inclusion. If you have specific questions concerning syllabus content, talk with your academic department head. Keep in mind that the policies or standards for your class should be consistent with those of the department and/or the College.

Your department's administrative assistant is available to assist with syllabi, tests, etc., for you if requested. You can use department copiers independently or ask that copies be made for you. If you ask for assistance, please be sure to allow enough time to complete the job in a timely manner.

Course Title [Discipline 101] Fall 20XX

Instructor Name

Office:

Location

Hours: (In addition to providing them on the syllabus, post your office hours outside your office door and give a copy to the department administrative assistant.)

Phone

Email Address

Required Materials (including textbook title and author, as well resources, references and supplies needed for outside class work (e.g., internet, library research, copies of presentations for other students, etc.))

Objectives of Course: At the end of this course, students will be able to –

1. Explain
2. Demonstrate
3. etc.

Note: If your course has been approved for general education at Mesa State, the syllabus must include a section listing what general education goals are assessed in the course. For instance,

"This course is part of the college's general education curriculum. Course content is designed to meet the following objectives of Mesa State College's general education program:" [include relevant goals from the following list]

1. Be able to communicate effectively in the English language;
2. Understand the structure and discipline of mathematical thought and its use in problem-solving;
3. Be aware of the great moral, ethical, and philosophical issues which have endured through the ages;

4. Have an understanding of the multicultural nature of our world;
5. Be able to think critically and creatively;
6. Have an understanding of the complexities of social, economic and political systems;
7. Have knowledge of the natural world and an understanding of scientific methods;
8. Appreciate the contributions of literature to our perception of ourselves and the world;
9. Appreciate the aesthetic spirit of humanity through the arts; and
10. Possess the knowledge and skills necessary to achieve a healthy lifestyle.

Source: 2010 – 2011 MSC *Catalog*, p. 45

Nature of the Course: Describe the methods that will be used to teach the class.

Course Requirements, including how assignments will be graded. Note that a faculty member is requested to advise students of 1) his/her intent to use Turnitin software as a check against plagiarism; and 2) his/her participation in the Early Alert System.

Class Attendance Policy, including exceptions

Expectations of Students: Describe the expectations you have for the students including their professionalism, behavior, participation, attention, plagiarism, etc.

Sample Language:

I expect you to actively engage in the learning process. It is my sincere hope, as you take this course, that if you are not already a teacher that you will choose to see yourself in the role of a teacher. This means seeing this course as helping you to prepare for one of the most important and difficult jobs in our society today. A mentality of trying to earn a grade, with the minimum effort necessary, will be a great disservice to you and the students that you will soon be teaching.

Tutorial Learning Center (TLC)

The TLC is a FREE academic service for all MSC students. Tutors are available on a walk-in basis for many courses. Needing to ask a quick question? Seeking homework clarification? Looking for feedback on a paper? Reviewing for a test? Come to Houston Hall 110 on Mondays through Thursdays from 8AM-7PM and Fridays from 8AM-5PM to meet with one of our peer tutors. Please call 970-248-1392 with any questions.

Accommodation for Students with Physical and Learning Disabilities: Advise students of the necessity of requesting accommodation for a documented disability at the beginning of every semester it is needed.

Sample Language:

In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities.

-or-

If you are a student with a documented physical or learning disability and need an accommodation for this class, you must contact the Educational Access Services Office, 248-1801, at the start of the semester.

Safety Policy: If the course has specific safety requirements, dress code, eye ware, or labs rules, describe them here.

Tests and Other Assessments: Describe the testing format and policy for make-up or missed tests, late assignments, etc.

Sample language: Tests and quizzes are generally in an essay format. Some questions will be definitions or short answers others will require full essays. Students absent from class for a test or a quiz must make arrangements to take the quiz or test prior to the next class. Failing to do so will result in a grade of 0%. It is the student's responsibility to call me to set up a time to make up the test or quiz. This course will have a cumulative final exam. Students should anticipate being assessed in multiple ways including oral presentations, written projects and homework.

Grading: Describe in detail how the final grade will be determined.

Example:

Homework Assignments	60
Major Homework Assignments	100
Quizzes	40
Portfolio	25
2 Exams	100
Presentations	75
Final Exam	<u>100</u>
Total	500

Grading Scale (describe the range of points that will determine the final grade.)

Sample:

450 or higher	=	A
400 - 449	=	B
350 - 399	=	C
300 - 349	=	D
331 or lower	=	F

Course Calendar: Identify major test dates, project due dates, and other important happenings such as field trips, guest speakers, conferences, days class will not meet, major reading assignments etc. Some faculty members include this section in the syllabus; others append it as a separate sheet.

A note on textbook orders: Your department administrative assistant has Book Order forms and specific instructions for ordering textbooks for your classes. At your request, s/he will be glad to order desk copies from the publisher for your use. Book order due date notices are posted each semester. For your first semester at Mesa State, your book order has already been placed for you.



Assessment of Student Learning

Jessica Herrick, Professor of Psychology and Assessment Coordinator (x1932)

Note: All general education course syllabi at Mesa State must include a section identifying the general education goals that are assessed in the course.

Example of Early Semester Class Feedback Student Survey

In an effort to improve this course, I was hoping you would provide me with some valuable feedback. Please provide your candid and constructive advice on this course so far. I would like to make some changes (and already have some ideas/plans in mind) and would value your input in the process. Please answer the following questions to the best of your ability. Please give each some honest thought and try to include suggestions where you can (for example, don't just say "the class is boring, make it better" – that doesn't give me much to go on). I will receive this feedback with open mind and look to make applicable changes so as to maximize our mutual learning experience. Thank you for your time and perspective.

1. What have you enjoyed so far about the course?

2. What have you liked least about the course so far?

3. How would you rate the first exam (pick as many as apply):
 - _____ I was surprised by the content of the exam.
 - _____ I found the exam to be more difficult than my other course exams.
 - _____ I found the exam difficulty to be about what I expected.
 - _____ I found the exam to be too easy relative to my other courses.
 - _____ I did better on the exam than I expected.
 - _____ I did worse on the exam than I expected.
 - _____ I felt very prepared for the exam (I put forth good effort in studying).
 - _____ Other? (describe)

4. How do you feel about the class time we spend reviewing the chapter materials?
 - a. We spend too much time going over the chapters – I understand what I read.
 - b. We need to spend more time reviewing the chapter material – I don't understand it on my own when I read it.
 - c. We spend about the right amount of time going over the chapter material for my needs.

5. How do you feel about the time we spend going over the cases/videos in the back of each chapter?
 - a. I would like to spend more time going over the cases in class.
 - b. We should incorporate more case material in the exams.
 - c. We should spend less time on the cases.
 - d. The time we spend on the cases is about right for my needs.

6. How do you feel about the classroom discussion?
 - a. I do not like to be picked on individually to answer questions.
 - b. Being called on individually for questions keeps me on my toes and involved in the class.
 - c. I have another idea on improving classroom discussions: _____

7. Do you use the Powerpoint slides that I provide on the web? Yes/No

8. Do you like the classroom discussion to include the Powerpoint slides or would you prefer not? Yes/No

9. Please provide any other suggestions you have for the course. I may or may not be able to accommodate all of your requests, but I do take the feedback from students to heart and will try to make as many improvements as possible and practical. Again, thank you for your feedback.

Teaching Tips

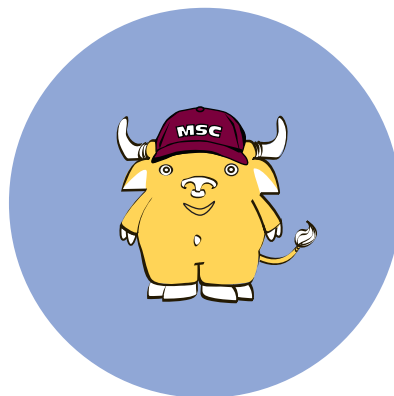
During each academic year, two professional development faculty workshops are sponsored by the Office of Academic Affairs. Professional development seminars focus on teaching and learning for today's college students and assessment. Past speakers have included Dr. Neil Pagano, Faculty Member, Columbia College; Dr. Linda Nilson, Director, Office of Teaching Effectiveness and Innovation, Clemson University; Dr. Diane Nyhammer, Executive Dean of Humanities, Distance Education and Professional Development, McHenry County College; Dr. Ed Neal, Director, Faculty Development, Center for Teaching and Learning, University of North Carolina-Chapel Hill; Dr. Keith Bailey, Director, eLearning Institute, Pennsylvania State University; and Patricia Phelps, Director of Faculty Development, University of Arkansas.

What topics are covered in the workshops?

One of the most popular sessions offered has been Dr. Nilson's *Fast but Fair Methods to Grade Writing*. The objective of the workshop sessions was for faculty to be able to assess/grade students' written work (and more) quickly, fairly, objectively, efficiently, and confidently using holistic grading methods. Participants would then be able to develop and use rubrics that provide valuable feedback and solid justification for grading. From Dr. Nilson's presentation: To grade holistically and develop rubrics that work, you must recognize that you cannot assess/grade student work on every criteria you can think of. Use the five step process for developing and using an appropriate rubric for assessment.

- Step 1. Think of a key essay question that requires and assesses higher order thinking. From the list of possible assessment criteria, which 3, 4, or 5 are most important for your students to demonstrate?
- Step 2. Choose your assessment scale (number of points, grades, descriptive level).
- Step 3: On each criteria, describe the performance for each level (range of points, letter grade, numerical grade range, descriptive level).
- Step 4. Use your rubric to teach. Distribute and explain your rubric to students when you make an assignment and when you review for an exam.
- Step 5. Use your rubric to assess/grade. Read and assess papers/essay questions, writing only the grade-no comments. Return papers with a copy of the rubric to explain the scoring.
- Sources for model rubrics: <http://rubistar.4teachers.org>, http://www.teach-nology.com/web_tools/rubrics/, <http://edtech.kennesaw.edu/intech/rubrics.htm>.

Have You Herd? Have you met Beau?



Watch for the upcoming appearance of Beau Vine and the rest of the MSC herd on MAVzone.

Early Alert System (EAS)

Faculty feedback: Reported during 5th week of class each semester; based on student's current performance; be cautious with written responses in the text box (e.g., "Please see me.")

Roster entries: Any first-year student (have earned fewer than 31 credit hours), probationary student, or student athlete who is enrolled for at least 12 credit hours for the term; most will be entering undergraduates but some may be continuing or transfer students; rosters found on the Faculty tab of MAVzone.

- Responses pulled into database housed in Institutional Research, not Registrar's Office
- EAS feedback goes to:
 1. Student—messages sent individually* containing information explaining system and faculty responses and encouraging discussion with instructor as well advisor as appropriate
 2. Advising center staff—staff will call for student to come for appointment
 3. Faculty advisor with copy to department head if student has declared major—faculty advisor and department head will receive message for each student with that major; embedded student email address in system notification for faculty to contact student individually* for appointment.

*"Mass" email is a FERPA violation in this context; emails to students must be individualized.

Early Alert Roster

Do not go longer than 20 minutes without submitting your changes, or you will timeout and your work will be lost!

For each student, select "Satisfactory" or "Unsatisfactory".

If student is indicated "unsatisfactory" you may check one or more reasons why, and enter any additional comments.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her photo, address and phone information.

Course Information
 Social Problems-GTSS3 - []
 CRN: []
 Duration: Oct 20, 2010 - Dec 16, 2010
 Status: Active

Freshmen currently taking 12 or more credits

Record Number	Student Name	ID	Satisfactory	Unsatisfactory
1	[]	700 []	<input checked="" type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory
2	[]	700 []	<input checked="" type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory

Save changes

[Return to Previous](#)

An Important Note on All Student Contact Information: To obtain contact information for a student in a course, simply go to one of the class rosters and click on the student's name. If the word "CONFIDENTIAL" is next to the student's name, they have requested that their information remain confidential and no one at the College release it. You, as their instructor, can view their information but may NOT share it with anyone.

Information Technology and Telecommunications

Obtaining a Network Account

New employees must check-in through the Human Resources Department. During the IT stop of the check-in process, your Novell network account and GroupWise email account will be created. Check-out is required through the Human Resources Department when employment is terminated. Supervisors are responsible for employee check-in and check-out.

IT HELP DESK: Single Point of Contact for All Your Computer Needs

Your single point of contact for your computer needs is the IT Help Desk. The help desk can be reached by telephone 970-248-2111 or by submitting a ticket at <https://helpdesk.mesastate.edu>. You may also submit a ticket in the Help Desk Channel on the Help tab in MAVzone. The IT Help Desk is located in the Library Computer Lab.

Logging into MSC'S Novell Network

- In order to use your PC, you must login to our Novell network. During the reboot process the system will pause at a screen called Novell Netware Client. You will find an entry box for a name and another for a password. The name you use is your email UserID. UserID's can be found in the GroupWise Address book under the person's name. Do NOT press return after typing your name in, use the mouse or tab key to go to the password box and type in your password.
- To **change** your **Novell** login **password** hold the Ctrl and Alt keys down then tap the Delete key. Choose change password. An alternate method is to right-click on the red "N" at the bottom right-hand corner of the screen to get a menu. From the menu choose "User Administration for MESA_STATE_COLLEGE" then choose "Novell Password Administration". DO NOT USE SIMPLE PASSWORDS that can be looked up in a dictionary or easily memorized by someone watching over your shoulder.
- To **change** your **Banner** password use the Banner command **GUAPSWD**.

Security

- Never let anyone get your password, don't write it on paper, memorize it
- Never let someone use your computer account
- Never leave your computer logged in while you are away
 - Use the Windows screen-saver password to lock your PC (Place cursor away from any icons and right-click your mouse. Choose Properties > Screen Saver > On Resume, Password Protect > Apply > OK)
 - Use ctrl-alt-del to "Lock workstation" if leaving before the screensaver comes on.
- At the end of the day, you should shutdown your computer by clicking Start -> Shutdown.

Netware Application Launcher - NAL

- All office, lecture hall, and lab PCs receive software and upgrades through NAL. The NAL window is usually open when a PC is booted, but if not, the NAL icon can be used. The NAL window is normally divided in two. The left side shows a tree with categories of software such as Banner, Email, Internet Apps, Office. Each of these branches can be expanded. For example the Internet Apps branch contains Firefox, Internet Explorer and Adobe Acrobat among others. On the right-side of the window the icons for the programs can be found.
- All programs should be run from the icons in NAL. Do not try to drag icons from the NAL window to the desktop.
- You can create a personal folder in the NAL and drag frequently used icons from other NAL branches into your personal folder.
- When a new program needs to be installed on your PC, the icon for the new program will appear the next time you reboot your PC. When you click on the icon, the program will be downloaded from the network to your PC's hard drive. Do not interrupt the installation process.
- If a program that was running properly fails to run, you can right click on the icon and choose Verify from the menu. This will check the program and reinstall it if needed.
- The F5 key or logging out/in will refresh your NAL. This is normally done if you are expecting a new icon in your NAL.
- Do not close your NAL, just minimize it. If it does accidentally close, you can restart it: START > RUN > NAL
- Installation of personal software on office computers requires a copy of the license be on file with Mesa State College. Auditors require that we be able to show a license for every software application installed on Mesa State College computers. Call 970-248-2111 about installing personal software.

Email

- All faculty, staff, and students have email accounts on GroupWise groupware.
- GroupWise has many useful features:
 - Send and receive email
 - Schedule appointments for self and others
 - Collaborative work on documents
 - Designating proxies
 - Tools and Rules
 - POP with GroupWise
 - and much more . . . (See "Documentation" in **NAL** under email folder)
- GroupWise can be used for internet mail as well as campus email.
- GroupWise accounts are created for all employees during the new employee check-in procedure.
- Student email accounts are setup for all enrolled students. Students go to MAVzone to access their email.

- GroupWise can be used to send to all faculty or all staff or both. Care should be used to send only messages that are Mesa State College business in accordance with Mesa State College's Electronic Communications Policy.
- Authorized personnel can send email to all students at **students@students.mesastate.edu**
- Your GroupWise account can be accessed via a web browser at **http://gwwmail.mesastate.edu/** or through MAVzone.
- A campus directory for faculty, staff, and students email addresses can be found on the college's web pages.

Sending Email to Your Class

- Instructors can email to all students enrolled in their class using the class name and section number in the form: ACCT202-002@students.mesastate.edu. The email lists are setup automatically each semester.
- Only the instructor can email to the class. The email will go to the student's Mesa State email account. All enrolled students have Mesa State email accounts.
- You may want to remind students that they have a responsibility to manage their Mesa State email accounts either by reading it on a regular basis or setting up a forward rule to forward to their preferred email account which they read on a regular basis.
- Please do not include attachments with email sent to your class. A more efficient way to share files with your class is to use your web page or H:\download directory (created upon your request) instead.
- To email all students enrolled in a subject group, use an address with the subject abbreviation. For example, the address for ACCT would be acct@students.mesastate.edu

Emailing Large Files

Maximum file size for mailing files over the internet is 15MB. To send larger files the following method is recommended:

- Create a public_html directory on your F:. If your public_html directory already exists with WebPages, create a subdirectory of the name of your choice.
- Copy the big file to the F:\public_html or F:\public_html\subdirectory
- Tell the recipient of the file to go to **http://www.mesastate.edu/~yourlogin** or <http://www.mesastate.edu/~yourlogin/subdirectory> and click on the file name to download it.

Curriculum Software

- Curriculum software is the software that is selected by faculty for pedagogical use in coursework.
- Curriculum software is to be turned into the IT Department - Associate Director for Computing and Network Systems at least four weeks prior to the beginning of the semester for installation in labs. Some curriculum software might require hardware upgrades on the lab computers so sufficient time is needed to prepare the computer's hardware and develop a new configuration to accommodate the software.
- Curriculum software system requirements is to be given to the IT Department - Associate Director for Computing and Network Systems before the purchase of the software so plans can be made to support the package.
- Curriculum software must be purchased in sufficient quantity to meet license requirements.

- Curriculum software is generally purchased through departmental funds.
- When sending students to do homework assignments in the library lab, even if the assignment is to use email, and especially if the class is a 100 level class, give the students instruction, preferably written. The lab assistants can assist, but they are not qualified to teach or tutor. If you would like a guest speaker to come to your class to talk about student use of Mesa's computer system, call 970-248-2111.

Computer Classroom Lab Operation

- A computer classroom lab is a room with a computer for each student.
- Major computer classroom labs include WS120 and 205, ACB203, 204, 303, 304 H121, 203, S153, AEC123, FA303, 308, WCCC A126, B126, 144, 197, Montrose M102.
- Computer classrooms must be reserved through the Registrar's Office.
- Instructors who have never taught in one of our computer classrooms are encouraged to call the IT Help Desk at 248-1315 for an orientation.
- Instructors should report problems in the classrooms to the IT Help Desk or submit a ticket at <http://helpdesk.mesastate.edu>. Timely reporting of problems is critical to getting them fixed before the next day of classes.
- Printer paper and toner needs can be met immediately by calling the IT Help Desk.
- Only IT personnel are allowed to install software on lab computers for licensing and technical reasons. Improperly installed software could ruin the next class to use the room. Call the IT Help Desk to schedule software installations.

Library Computer Lab

- The Library Computer Lab is an open computer lab for student use only.
- The Library Computer Lab is open the same hours as the library building.
- The Library Computer Lab has student Lab Assistants on duty at all times to ensure continued operation.
- A Professional, Tom Orrell, is on duty in the library lab 8-5 M-F.
- The library lab assistants are students ranging from Freshman through Seniors and come from all disciplines. More computer majors apply for jobs as lab assistant than any other major.
- No classes are allowed in the library computer lab.
- Students sent to the computer lab to do assignments should arrive with written instructions on how to do the assignments. Students should not be instructed to "just ask the lab assistant".
- Students should report hardware/software problems to the lab assistant on duty.
- Students who have difficulties with a lab assistant should report the problem to Tom Orrell whose office is in the back of the library computer lab or via email (torrell@mesastate.edu).

Your Network Directories

Save your critical files to the F: network drive for safekeeping. Files saved on your computer's C: hard drive are lost if the drive fails. The F: drive is backed up every night. The files on your F: drive are accessible only to you. Your F: has 64 MB of free disk space. Students currently have 25 MB on F:. More disk space can be made available as needed by request through the Helpdesk. You have access to the F: drive from any computer on Campus and also from home through MAVzone.

Accessing Files from Home Using NetStorage

NetStorage is the simplest way to access your files when away from campus. It also has the advantage of accessing all your network lettered drives (F:, H:, R:, etc.) through a familiar user interface. Log into MAVzone and click on the My Files link in the Downloads & My Files channel on the Home tab. Enter your Novell login and password. Navigate through the folders panel on the left of the window. Notice the Upload and Download choices under the File at the top menu bar. You can also access a menu by right-clicking a file name in the right side of the window. Notice the unusual and innovative sliding bar at the bottom of the right panel to retrieve more filenames into the window. NetStorage allows transfer of only one file at a time and does not allow access to F:\public_html.

Download Directories on H:

Download directories provide an easy way to make PowerPoint files readily available at any networked lecture hall PC. These directories are created upon request by calling the IT Help Desk at 248-2111. To access your H:\download directory from home go to MAVzone and click on the Download icon in the Downloads and MyFiles channel on the Home tab.

Shared Data Directories on R:

Folders may be created on the network R: drive to share data with colleagues. You may request a new folder on the R: drive by calling the IT Help Desk at 248-2111.

Course Directories

Course directories are created automatically at the beginning of the semester as a way to share course material with students. The Course directories are on the network K: drive and have two components. The first component of a course directory is made up of a "share" directory that is readable only by students in your class. This directory is similar to the H:\download, but only students in your class can read and download from it. Only the instructor can write to it. The directory structure is: K:\COURSE\SECTION\Share. The second component of the course directory is K:\COURSE\SECTION\Students. The "Students" directory has individual directories with the name (login name) of each student. Only the named student and the instructor can read and write to this directory. These directories are intended as a location for students to turn in their work. The instructor can visit the student directories to inspect or evaluate the student's work.

EXAMPLE: if student Lady Maverick, Imaveric, is taking CSCI100-002, she would see:

K:\CSCI100\002\Share

K:\CSCI100\002\Students\Imaveric

In addition to using Windows Explorer while on campus, the directories in K: can be accessed from off campus through the My Files link from the MAVzone home tab.

Course directories will be deleted a week after classes are over. Students or Faculty who want to keep any of the files should copy them to their F: home directory. Disk space limits are set separately for course directories from home directories. If a class needs to work with larger files, limits for the class can be increased.

Campus Telephone Instructions

Welcome to Mesa State College. The following set of instructions are provided to help you get started using the campus telephone and voicemail services. You may also find this information in the campus directory, or online at <http://www.mesastate.edu/it/phone.html>.

New Employees:

As part of your check-in procedure, you will visit Information Technology to obtain a network account. At the same time, we will assign you a long distance code and, if needed, a State Calling Card. You will be given a Mesa State College Directory and user guides on how to use our system. We invite you to either stop by our switchboard, located in Room 214 of Lowell Heiny Hall, or call our operators by dialing 0, to introduce yourself and make sure they have your current information.

Emergencies:

Emergency 911 Dial-9-1-1 for FIRE and MEDICAL emergencies. If for any reason you make an accidental 911 call, do not hang up. Stay on the line and explain the situation to the emergency dispatcher. If you do hang up, do not use your phone to place another call. The emergency dispatcher must contact you and verify that there is or is not an emergency. If the emergency dispatcher cannot verify with you that there is not an emergency, then emergency personnel will be dispatched to your location.

Non Life-Threatening Emergencies Call 242-6707 (Grand Junction Police Dispatch).

Maintenance Emergencies For water leaks, lost keys, lock outs, power outages, etc. 24 hours a day and seven days a week, please call 254-4357 (HELP).

Telephone Calls:

Off-Campus Local Calls Dial 9 + seven digit number to place a local call.

Toll Free Calls Dial 9+1+800(or 888,877,866, etc.) + number to place a toll free call.

Long Distance Calls Dial 8+1+Area Code + Number. After a series of short beeps enter your MSC long distance authorization code to place a long distance call. Employees may not accept collect calls at any time. Faculty and staff may place personal long distance calls by dialing the toll free number on a personal credit card or a calling card. Calls related to the business of the College should be placed using a MSC long distance authorization code when on campus and a State calling card when traveling on business.

International Calls Dial 8+011+Country Code +City Code +Phone Number. After a series of short beeps enter your MSC long distance authorization code to place an international call. When placing an international fax dial the same as for an international call above except you will need to pause for additional time before entering your

long distance authorization code. It may be necessary to use a fax machine with a handset to place an international fax.

Telephone Information:

On-Campus Information Dial 0 for a MSC campus operator. Mesa State College operators have campus information only.

Off -Campus Information For local or long distance directory information dial 8+1+Area Code +555-1212 or 8-411 or 8-1-411. After a series of short beeps enter your MSC long distance authorization code. Your account will be charged \$0.75 for each call. An alternative is to use the Internet: www.qwestdex.com.

Transfer a Call During a call select "Start transfer?" in the display by pressing the check mark key. Dial the extension. If you want, announce the caller when the party answers or simply hang up before the party answers.

Conference Calls During a call, scroll through the prompts using the right arrow key and select "Start conference?" by pressing the check mark key. Dial the extension you want to add. After the new party answers, select "Conference?".

Additional Telephone Features Please refer to your Siemens telephone User Guide and Quick Reference Guide for additional information. These guides may be obtained from LHH 214.

Trunk Queuing During busy times on campus it is not unusual to be queued for an outside line. When all campus trunks are busy you will hear a single short tone. After hearing the tone, simply hang up. Your call has been placed in queue for the next available trunk in the order it was received. When an outside line is available you will hear a call back of three short rings. Answer the call back and the number is automatically redialed. Do not walk away from the phone; if you do not answer the call back your call will be dropped from the queue. If you need to leave please be considerate and dial ##1 to cancel Trunk Queuing.

Telephone Services:

Telephone Repair Contact the IT Help Desk at <http://helpdesk.mesastate.edu> or call Telecommunications at x1957 to report problems with your telephone or PhoneMail service.

Telephone Adds, Moves and Changes Contact the IT Help Desk at <http://helpdesk.mesastate.edu> or call Telecommunications at x1957. Please give notice of at least five working days for major add, moves, or changes to your phone service.

Telephone Training To schedule telephone and/or PhoneMail training, or for general telephone information please contact Telecommunications at x1957.

Voice Mail:

Overview The PhoneMail system is used to provide voice mail service. PhoneMail can be reached from any telephone by dialing x2200 on-campus or 248-2200 off-campus. Please refer to your PhoneMail User Guide for more detailed information. User Guides may be attained from the Information Technology Department at LHH214.

Setting Up PhoneMail Press your PhoneMail key (it should be the top button, right hand side). The system will prompt you to enter a password. If you are new faculty/staff your password should be defaulted to 111. If 111 does not work or you have forgotten your password, call x1957 and request that your password be defaulted. After you have entered the PhoneMail system using the default password (you will be told that you have entered an unsecured password), you will be prompted to select your own password, which must be 3-24 digits. No one

else has access to this password, including Telecommunications, so if you forget it you must call x1957 and request that your password be defaulted again.

Recording Name and Greetings Once you are in, the system will prompt you to state your name. Press 8 then 4 and simply state your name then hit * followed by the # key. You have two regular greetings you must record, an external greeting for off-campus callers and an internal greeting for your colleagues on-campus.

Both external and internal greetings should sound professional, although internal greetings may be more brief and less formal. To record your external greeting you must access your PhoneMail, choose option 8 (change answering options), then option 1 (to change your greetings), then option 1 again (to change your regular greetings), then 1 again (to change external greeting). Once you have reached this point you will hear your current greeting. The system will prompt you through the recording process. To record your internal greeting, you will follow the same process as above for external, except your last step will be number 2 (8-1-1-2).

The system greeting will still answer your calls until you select your regular greetings to do so. To select your regular greetings to answer use option 8 answering option, 1 personal greetings, 3 select which greeting to answer and finally your regular greeting (8-1-3-1).

MAVzone Information

MAVzone is MSC's web portal and provides single sign-on, personalized access to information, announcements and web services.

Log into MAVzone

Go to the Mesa State home page (<http://www.mesastate.edu>)

and click on the MAVzone link, or go to

<http://mavzone.mesastate.edu>

Enter your Novell username and password.



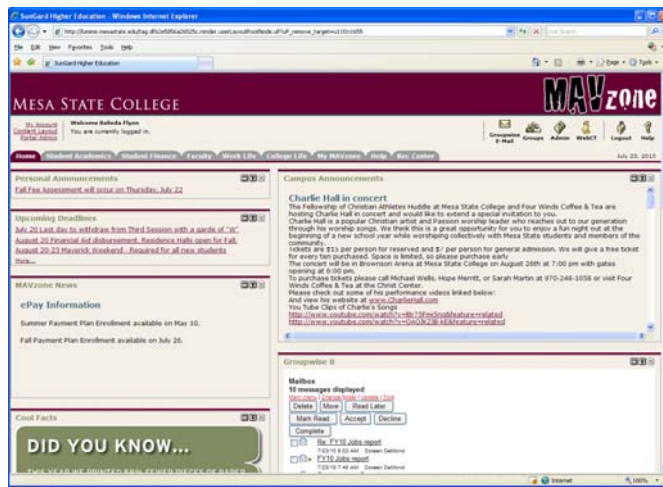
Tabs:

Home – News, Events, Email

Faculty – Rosters, Schedules, Advisee Info

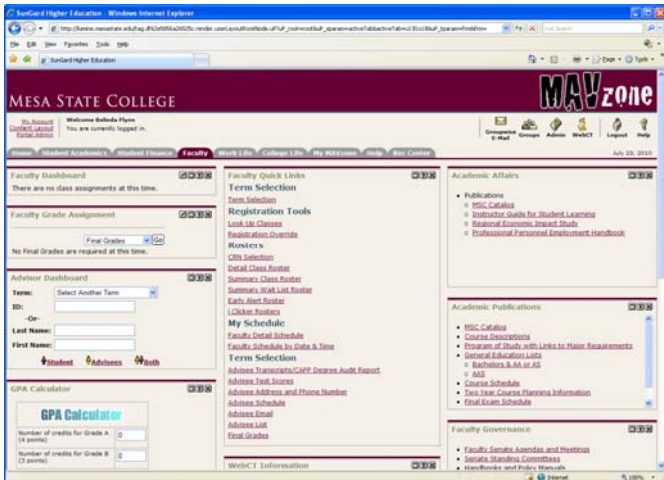
Work Life – Payroll, Tax, HR Info

Help – Communicate with the IT Help Desk



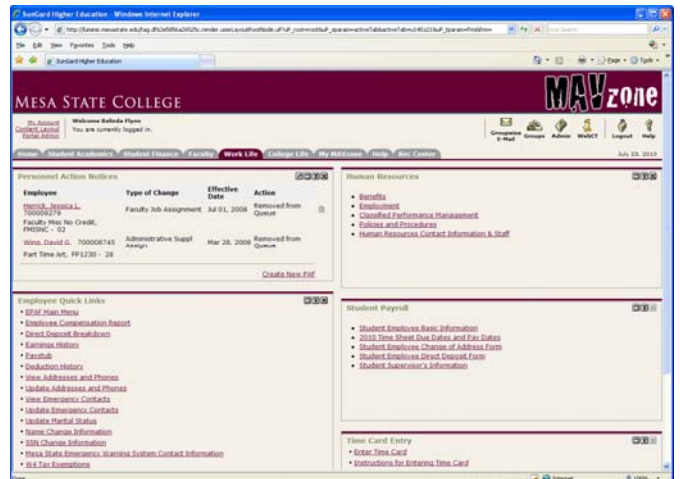
Single sign-on to Groupwise web email

View announcements, news, deadlines



Faculty Tab

Email students, enter grades, view rosters, verify schedule, view advisee information.



Work Life Tab

Payroll, address, tax information

Mesa State Instructional Technology and Telecommunications

Location: Library 124-132

Phone 248-1734

Help Desk Phone: 248-2111

Website: www.mesastate.edu/it/mediaserv/index.htm

Hours of Operation: 7:30 am – 5:00 pm

Instructional Technology provides audio visual, video conferencing, and distance education support for Mesa State faculty and staff. Specific services include: installation and maintenance of smart classroom technology for computer projection and DVD/VCR playback; duplication and transfer of visual and audio media; installation and maintenance of video conference equipment.

Instructional technology also has the following equipment for temporary, check-out use by faculty and staff: overhead projector, laptop computer, DVD/VCR, cassette tape recorder, TV, and a portable PA system.

Contact Information:

To report problems with smart classroom technology, schedule a video conference, reserve equipment, or request training on the use of equipment you may:

Email: mediaeq@mesastate.edu

Telephone: 970-248-1734

Submit a help desk ticket: <http://www.mesastate.edu/helpdesk>

Complete the request form on our website:

<http://www.mesastate.edu/it/mediaserv/index.htm>.

-or-

Stop by our office, Library 132, and fill out a request form

Staff:

Chuck Locke

Media Specialist

Library 125

248-1478

clocke@mesastate.edu

Vacant

Assoc. Dir. of Instructional Tech & Telecom

Library 126

248-1995

Tom Krouse

Telecom Technician

Library 130

248-1938

tkrouse@mesastate.edu

Turnitin Quickstart

Go to <http://www.turnitin.com>

Click “Create account”

Faculty:

Use account ID: **44757** and account password: **msc44757** to join.

Student:

Instructor provides a class ID number and a class enrollment password.

Now what?

When you create your user profile and join an account or class, you can login to your unique Turnitin homepage. For details on using Turnitin once you are logged in, please visit Support – Learn & Get Help: For details on using Turnitin once you are logged in, please visit Support – Learn & Get Help: <http://www.turnitin.com/static/support.html> and/or the Help Center: http://www.turnitin.com/static/knowledge_base/knowledge_base.html.

Turnitin Products licensed for MSC

OriginalityCheck – improper citation or potential plagiarism detection tool.

PeerMark – online peer-reviewing tool.

GradeMark – paperless grading tool.

GradeBook – online gradebook tool (information about GradeBook is located in the instructor’s manual: http://turnitin.com/resources/documentation/turnitin/training/en_us/Instructor_Manual_en_us.pdf).

WebCT Integration – products accessible within WebCT.

Turnitin: One Comprehensive Solution for Evaluating Written Work

OriginalityCheck™

The screenshot displays the Turnitin OriginalityCheck interface. The main window shows a student's paper titled "To Speak or Sign: Choosing Cochlear Implants" with various text segments highlighted in red and yellow, indicating matches with sources. A "Cluster View" sidebar on the right lists the sources and their respective match percentages: 1. [Source] 36%, 2. [Source] 22%, 3. [Source] 18%, 4. [Source] 13%, 5. [Source] 10%, 6. [Source] 8%, and 7. [Source] 5%. The paper content includes text about sign language and cochlear implants, along with an anatomical diagram of the ear.

OriginalityCheck shows the student's paper in its original format, including styled text, graphics and photos. Instructors can "drill down" into the sources of matches to make fast, informed decisions about whether or not matches are problematic.

24/7 Accessibility



Turnitin is a web-based solution that you can access from anywhere and at any time using your browser. There's no software to install or maintain.

Teachable Moments



Reinforce proper research and citation methods and deter plagiarism with Turnitin OriginalityCheck.

World's Best Solution



Did you know that over 50% of unoriginal work comes from other student papers? With a database of over 125 million student papers, Turnitin is the only technology capable of detecting purchased papers, cheat sites and student collusion.

Preventing Plagiarism

OriginalityCheck allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides instructors with the opportunity to teach their students proper citation methods as well as to safeguard their institution's academic integrity.

Features and Benefits

- Scans 3 extensive databases
 - 13.5+ billion web pages
 - 130+ million student papers
 - Thousands of newspapers, magazines, books & scholarly journals
- Encourages proper citation
- Shows side-by-side comparison with color-coded matches
- Includes option to print report

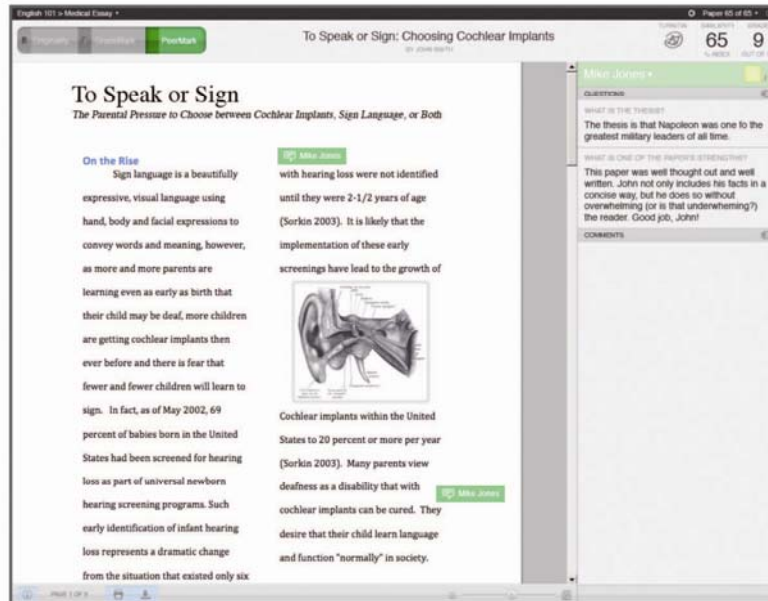
Academic Integrity

"I love how it is used as a teaching tool rather than simply as a way to catch cheating students. My students understand that the responsibility is on them to avoid problems rather than for me to catch them. Students seem to be plagiarizing less and less, at least by copying and pasting from the Internet."

College Writing Instructor

Turnitin: One Comprehensive Solution for Evaluating Written Work

PeerMark®



When students review other students' work, they see the fully-formatted paper, a side panel of comments and editing marks, and questions provided by the instructor that help students to focus their feedback and provide substantive comments.

Easy Paper Distribution



With online, anytime, anywhere access and automated paper distribution, peer reviewed assignments are possible even in the largest courses.

Collaborative Feedback



Assign sets of standardized questions to ensure that students receive consistent feedback in their peer reviews.

Anonymous Reviews



Choose between anonymous or non-anonymous peer reviews, along with many other customizable options.

Peer Reviewing

PeerMark gives instructors the ability to create peer review assignments that students use to evaluate and learn from one another's work. Peer reviews can be assigned as online homework rather than taking valuable class time. These assignments provide a unique and valuable framework for students to develop critical thinking and writing skills.

Features and Benefits

- Automates paper distribution
- Allows for anonymous reviews
- Encourages learning from peers
- Engages students through participation
- Helps students grasp core course material
- Provides pre-loaded assessment questions—or create your own
- Access anytime, anywhere

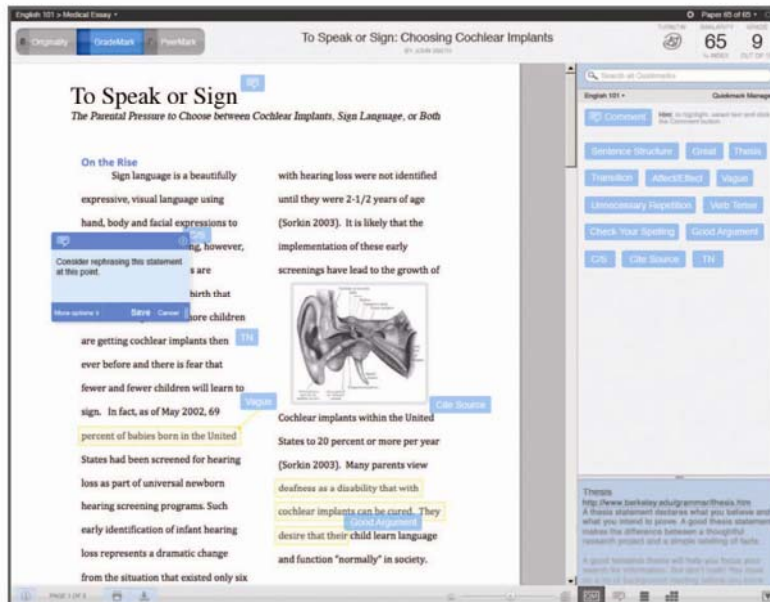
Engages Everyone

PeerMark "allows me to deliver the considerable cognitive benefits of the peer review experience to my introductory class of 1,000 students. Only this brilliant tool allows me to do so without being swamped by administrative overhead."

Prof. John Mitterer, Brock University
(Recipient of the Brock Distinguished Teaching Award)

Turnitin: One Comprehensive Solution for Evaluating Written Work

GradeMark®



GradeMark provides a customizable side panel of drag-and-drop comments and editing marks, with options to create your own. Viewing the paper in its original format allows you to easily check formatted citations such as block quotes!

Standard & Custom Marks

Grade student work quickly and efficiently by adding editorial highlights, custom comments and QuickMark™ editing marks directly on the paper.

Customized Rubrics

Create and implement fully customizable grading rubrics in minutes.

Performance Tracking

Easily analyze student performance over time to identify areas of concern, or track improvement with comprehensive statistics and graphs.

Paperless Grading

GradeMark is a set of innovative, paperless grading tools that allow instructors to leave the days of red ink and stacks of papers behind. GradeMark is a time-saving alternative to traditional pen-and-paper grading, making it easy for instructors to give students the valuable, time-sensitive feedback that's so essential in building quality writing skills.

Features and Benefits

- Save time compared to traditional methods
- Grade & mark-up in real time
- Works with all subjects
- Provides 100% paperless system
- Apply editing marks & comments
- Choose from pre-loaded or customized marks & comments
- Customize & share rubrics
- Share editing marks & comments
- Track grades with gradebook
- Assess students over time
- Export class data

Time Saving

"My teachers feel that GradeMark is a tremendous time saver, saving around 30% of their time in grading and commenting on papers online."

Walter Loblein
Principal
Chatfield Senior High

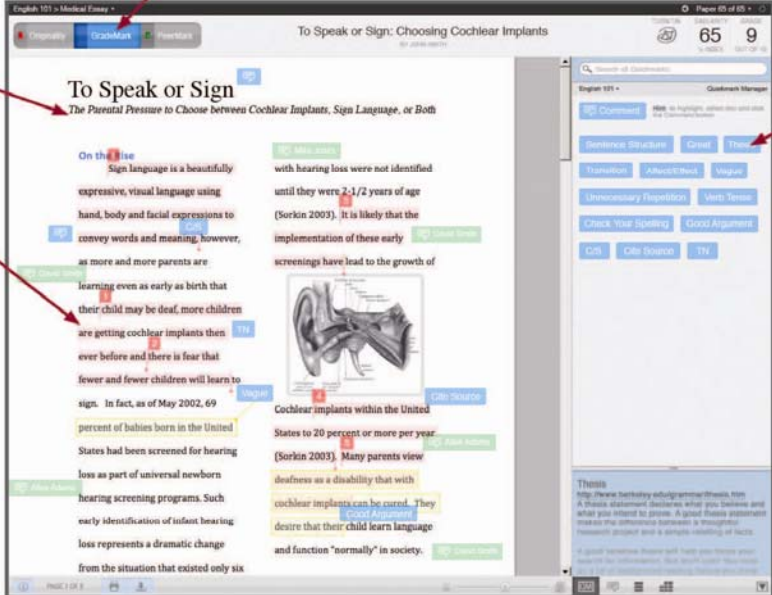
NEW! View all feedback simultaneously on the formatted paper

Turnitin2 is the only solution that provides the ability to view the student's paper in its original format, with styled text, graphics and photos. Now, formatted citations such as block quotes are a snap to spot! Additionally, instructors and students can view one or two layers of comments, or combine all three layers for a comprehensive view and deeper insight.

Combine feedback from OriginalityCheck, GradeMark, and PeerMark for one comprehensive view.

View the paper in its original format.

Color-coding differentiates feedback from each service.



Side panel contains specific tools for the service that is active (OriginalityCheck, PeerMark or GradeMark).

Instructors can:

- Set up classes
- Make writing assignments, including drafts, revisions and reflections
- Set milestone dates
- Check papers for originality using OriginalityCheck
- Arrange PeerMark reviews
- Add GradeMark comments
- Grade a paper
- View class grading reports
- Provide rich, multifaceted feedback on every paper
- Assess student progress by viewing submission history

Students can:

- Submit drafts, revisions and reflections
- View originality results from OriginalityCheck
- Engage with classmates using PeerMark
- View instructor's GradeMark comments
- Receive rich, multifaceted feedback on every paper

Enrich your students' learning with Turnitin2!

Family Educational Rights and Privacy Act (FERPA)

General Policy

The Family Educational Rights and Privacy Act (FERPA) provides students who are enrolled in an institution of postsecondary education the right to inspect, review, and challenge their educational records. Mesa State College has the responsibility of maintaining and protecting the confidentiality of students' official educational records. Mesa State College also supervises the access to and/or release of educational records of its students. FERPA covers enrolled and former students, including deceased students. Students who are not accepted to Mesa State College, or if accepted, do not attend, have no rights under FERPA.

Privacy

No person shall have access to, nor will Mesa State College disclose any personal identifiable information from, a student's records without the written consent of the student except:

1. To school officials, including faculty, staff, and student workers, who have a legitimate educational or administrative interest in the records (i.e., performing appropriate task related to position, student's education, service, etc.).
2. To other schools in which the student seeks to enroll.
3. To certain officials of the U.S. Department of Education, and state and local educational authorities, in connection with certain state or federally supported educational programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the College.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To accrediting organizations to carry out their functions.
8. To comply with a federal judicial order or a lawfully issued subpoena having jurisdiction over Mesa State College (upon reasonable effort to notify the student of the order or subpoena in advance of compliance, unless ordered by subpoena not to do so).
9. To parents of an eligible student who claim the student as a dependent (according to Internal Revenue Code of 1954, Section 152) for income tax purposes on their most current federal tax return.
10. To appropriate parties in a health or safety emergency (if necessary to protect the health and safety of students or other persons).
11. After completion of the College disciplinary process, to parents of students under 21 years of age, and to certain victims of student misbehavior as defined by FERPA.
12. As it relates to Directory Information unless the student restricts Directory Information in writing.

Directory Information

Mesa State College may, without the consent of the student, release to persons outside the institution information designated as Directory Information in accordance with the provisions of FERPA. Directory Information shall include information in an educational record which would not generally be considered harmful or an invasion of privacy if released, including but not limited to:

1. student name, address, telephone number
2. date and place of birth
3. major fields of study
4. participation in officially recognized activities and sports
5. weight and height of athletic team members
6. photograph
7. dates of attendance to include enrollment status (i.e., full time or part time)
8. degrees and awards received
9. most recent educational institution attended
10. e-mail address

Note: *At any time, a student may request to the Registrar's Office that Directory Information not be released to other parties without written permission. This request will be honored until the student requests in writing that Directory Information be disclosed.*

Access to Student Educational Records

FERPA provides current, former students, and parents of dependent students the right to inspect, review, and challenge their educational records. Students are permitted to inspect and review their educational records within a maximum of 45 days after the request is received. Students may not review financial information received from their parents or guardians, confidential letters and recommendations placed in their files prior to January 1, 1975, academic records containing information regarding other students, administrative, disciplinary, law enforcement, student health records, and/or records which are maintained in the sole possession of the maker. While students who have a financial hold or past due account (all holds included) have a right to inspect their academic records, no transcript will be released to the student or other party until holds are reconciled. Bankruptcy, however, removes any financial obligations the student has to Mesa State College.

Refusal to Provide Copies

Mesa State College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

Procedure to Correct Records

Upon review, a student may request to the Registrar, in writing, to have his/her educational records amended due to inaccuracies, misleading information or a violation of privacy rights. If the request is denied, the student will be notified in writing and informed of the right to a formal hearing with a hearing officer who is a disinterested party. This hearing officer may, however, be an official of the College. Should a hearing be requested, the student may pick up the appropriate forms at the Registrar's Office. The decision of the hearing officer will be final.

Annual Notification

Students will be notified of their FERPA rights annually through publication in the student handbook and the College catalogue.

FAQ: Class Rosters, Registration, Graduation, and Deadlines

Class Rosters

1. How do I run an online roster for my classes?

This is done through your MAVzone account on the Faculty tab. If you trouble access MAVzone, contact the Help Desk at 248-2111. If you have questions about your roster, please contact the Registrar's Office.

2. How do I best use the class roster?

At first, use the roster as a list of the students that should be there on the first day of class. Because students add/drop/withdraw from courses, this list changes over the semester. The online roster is the most up-to-date list.

An important fact to keep in mind is that the online class roster is effective at the exact second you process it. If student adds or drops after you requested the online roster, the change won't appear on your printed list. You can run the online class roster as often as you like.

Once classes start there are several add/drop deadlines that play an important role in your roster management: The deadline to add classes without a signature, the deadline to add classes with a signature and the deadline to drop classes. We suggest using the deadlines, www.mesastate.edu/registrar/dates.html, and the instructions on the next two pages to best manage your roster.

Before the end of the second week, it is suggested that you run another online class roster and check it for the following:

- If a student is attending but NOT on the roster, please inform the student that she/he needs to file the paperwork to add your class.
- Opposite of that, if a student is NOT attending but on the roster, please consult your department head as to the preferred method of action.

You will do the same for the hard copy roster sent to you from the Registrar's Office one or two days after the class census (the last day to drop a class).

3. On the class roster, what's the difference between the "WL" and "RE" and "RW"?
"RE" and "RW" stand for registered and "WL" stands for waitlisted.

4. How does the waitlist get processed?

When a seat opens, the first person on the waitlist is sent an e-mail via MAVzone with a deadline to add the course (72 hours prior to the week before classes, 48 hours the week before, 24 hours once classes start). The student adds the course through MAVzone or the Registrar's Office. If they fail to add the course within the deadline, it moves to the next person on the list. During summer and winter breaks, the Registrar's Office reserves the right to process the waitlist manually to aid in enrollment.

Exception: Courses with lecture/lab components are processed by the Registrar's Office. There are times when a lab opens, but the preferred lecture remains closed. To alleviate the issue, the first student on the waitlist who can enroll in their preferred lecture and lab without a registration error is added to the class.

5. Will the waitlist work all the way through add/drop?

No. The waitlist works up until the last day students can add without an instructor signature (3-5 days into the class). After that deadline, the only way a student can add the class is to get your signature on the "Change of Schedule" form (add/drop slip). After the third week of classes, the students who are still waitlisted will be deleted from your roster by the Registrar's Office.

Adding a Student to a Class

The deadlines to add a class are listed at www.mesastate.edu/registrar/dates.html . Registration information, course listings, and related links can be found at www.mesastate.edu/register.

1. What if a student wants to add my class(es) before the semester starts?

A student can add/waitlist class(es) through their MAVzone account prior to the first day of the semester. The only problem occurs when the class is closed or has special restrictions. The instructor has the right to override a student into their class (described below) if the class/classroom has seats left, the student meets the requirements, or an exception is granted due to special circumstances.

2. What if a student wants to add my class(es) after the semester has started?

There are a few days in the beginning of each part of term that a student may still add class(es) online. After that deadline, an instructor signature is required for any add until the course census using the "Change of Schedule" form (add/drop slip).

Note: The policy that allows students to add classes for the first few days of class also includes an opt-out possibility. Please speak with your department head if adding classes without your signature is problematic during the first week.

3. What if a student wants to add my class after the add/drop deadline?

In general, this is not allowed. Special circumstances must exist, the department head must approve it, and the student must have been attending the course. The student must submit documentation to the Registrar's Office for final approval.

4. What are the special restrictions attached to classes?

"Pre-requisite Error" – Check the college catalog to see the class prerequisites.

"Co-requisite Error" – The college catalog will list the classes that should be taken at the same time.

This will also appear if the student took the co-requisite in a prior semester.

"Instructor Permission" – The class is usually limited to students meeting specific criteria, consult your department head if the course schedule lists your class with a "P".

"Class Restriction" – The catalog will list if the class should be taken during a specified student level (i.e., sophomore, junior, senior). The system only counts classes that are completed from prior semesters in the total credit hours.

"Open - Waitlisted" or "Closed - Waitlisted" – The class is closed. If open, the first person on the waitlist has first priority into the class. The student should add themselves to the Waitlist.

5. How do I override a closed class or other restrictions?

You can grant a student permission to register for your classes by entering an override through MAVzone or by signing the appropriate override form. After the override is submitted, the student must then register for the class. This is necessary as class registration incurs a financial obligation. Since the name won't appear on your roster until they register, you may want to print a copy of the override or write down the name of the student for your record keeping.

To enter an override through MAVzone, go to the Faculty tab, choose "Registration Override", and then follow the prompts. Although you can search for the student by name, it would be helpful to know their student ID number.

- GENERAL – Overrides the typical problems such as pre-requisite, instructor permission, student-level restriction, and major restriction.
- COREQ – Overrides the student into a class without the co-requisite as well as the overrides covered by "GENERAL".
- DUPLICATE – Overrides the student to take the same course abbreviation twice (i.e., HIST 396 and HIST 396) as well as the overrides covered by "GENERAL". Typically used on topics courses with different subjects.
- CLOSED – Overrides a closed class as well as the overrides covered by "GENERAL". Before overriding this limit, be sure the room capacity/seats allow you to add the student. If you choose not to override the closed class, a student can keep checking through their MAVzone account to see if an opening is created because another student dropped the course.

The paper form is as follows:

- "Change of Schedule/Special Permission" (a.k.a., add/drop slip) – Contains the same overrides noted above (instructor), but adds Time Conflict (student) and Maximum Hours Override (advisor). Fill out the form, sign next to the appropriate overrides. The student must submit the form to the Registrar's Office with a valid photo ID.

6. What are the precautions to overriding students into your class(es)?

Before you grant permission to add a class, you may want to:

- Check to see if the student is on the waitlist. If not on the waitlist, determine if special circumstances would warrant overriding the waitlist.
- Check with your department head as to the preferred number of students in the course and how many students may be too many.
- If the course has any special restrictions, you will want to question the student to verify s/he meets the requirements for your course.

- Make sure all the course information is filled out properly on the add slip and it matches the CRN and course you are teaching.
- If there are no physical seats left in the classroom, the student will need to wait until somebody drops the course. You may suggest the student waitlist for the class so they can get e-mail notification when the class opens.

Student Drop/Withdraw Information

The deadlines to drop/withdraw are listed at www.mesastate.edu/registrar/dates.html.

- 1. What if a student wants to drop my course before the drop deadline (class census)?**
Students can drop class(es) through their MAVzone account without your signature up until the class census date. Because you will not see the students who are dropping your course, you may need to check your roster for enrollments.
- 2. What if a student doesn't show up the first two class periods?**
You have a right to drop a student if they do not show up for the first two class periods. This is not mandatory, but your option. To drop the student, you must fill out a "Change of Schedule" form and bring it to the Registrar's Office. In this scenario, the student signature is not required.
- 3. What if a student wants to drop my course after the drop deadline?**
At that point in time the student is withdrawing from the class and they must have your signature on a "Change of Schedule" form. The student must bring the completed form to the Registrar's Office.
- 4. What is the difference between dropping and withdrawing from a class?**
From a student's perspective, they have the possibility of receiving a refund if they do so before the drop deadline. If a student withdraws from a course, she/he will not receive a refund and "W" shows on the transcript as long as the student does so prior to the withdraw deadline. A "W" does not compute into a student's GPA. A student withdrawing after the withdraw deadline will not receive a refund and will receive an "F" which is computed in the GPA.

From an instructor perspective, a student who drops will not show up on your roster after she/he turns in the form. A student withdrawing will continue to show on your roster. At the end of the semester the student will appear on your grading list with a "W" or "F", as appropriate.
- 5. What if a student wants to drop/withdraw from all their classes?**
There is a different form for this that does not require instructor permission. The student should pick up a "Total Withdrawal" form in the Registrar's Office and follow the instructions from there.

Graduation

The graduation paperwork process starts at the beginning of the student's last year. The deadline to file an "Intent to Graduate" for spring graduation is in the preceding September 15th. For fall completers, it is the previous February 15th. A student can pick up an instruction packet with their "Intent to Graduate" in the Registrar's Office.

Human Resources

The Department of Human Resources at Mesa State College exists to provide high quality, person-centered services that ensure the timely and equitable recruitment, orientation and training of, and provision of benefits to the employees of Mesa State College.

The Staff of the Department of Human Resources commits itself to providing services in a manner which addresses the individual concerns and needs of each prospective, current, and former Mesa State College employee who requests assistance from our office.

As an essential partner in developing and executing organizational strategy, Human Resources is here to assist in hiring and retaining a dedicated and professional staff and assuring compliance with state and federal laws.

Contact Human Resources for purposes of:

- Sick Leave Reporting and Family and Medical Leave issues and responsibilities
- Investigation of allegations of discrimination or harassment involving faculty, students, or staff
- Obtaining answers to questions on benefits, including health and dental insurance, travel accident insurance, disability, vision, etc
- Reviewing position descriptions of administrative staff
- Performance evaluations
- Staffing concerns

Staff:

Barbara Case King, Director of Human Resources, 248-1266
Jill Knuckles, Benefits and Compensation Manager, 248-1426
Lee Schmalz, HR Specialist, 248-1655
Shannon Mims, HR Specialist, 248-1093
Karen McClelland, Professional Staff Assistant, 248-1820

For additional information, visit us on the web: <http://www.mesastate.edu/hr/index.html>

Mesa State College Bookstore

Located in the College Center

The MSC Bookstore is the only official supplier of course materials for Mesa State College. In addition to faculty-requested course materials, the store sells school and art supplies, MSC clothing and gifts, reference materials, snacks and greeting cards. The store is a self-funded auxiliary service returning revenue to Mesa State College.

To keep student costs as low as possible, the store stocks as many used copies of textbooks as possible. Faculty can assist in this endeavor by limiting requests for textbook bundles, and by timely completion of textbook orders. The store does not re-sell Instructor Editions, International Editions, or other texts marked as “Not for Resale”.

Please check with us to learn if any of your titles will be available as a rental or in eBook format, or to learn more about alternate format course materials.

The store can provide temporary desk copies to instructors. However, all free Instructor’s Editions must be ordered directly from the publisher. In most cases, the department assistant will have the order information.

The bookstore staff consists of:

- Tracy Brodrick, General Manager (x1415)
- Ryan Stewart, Textbook Department Manager (x1347)
- Carol Patten, Supply Department Manager (x1342)

Your **MSC Bookstore** is here to provide the details of your college life. We offer one-stop back to school shopping to help you prepare for the upcoming year, as well as everyday necessities for throughout the semester.

In the bookstore, you’ll find:

- * Textbooks (of course!)
- * Backpacks
- * Reference Books
- * Greeting Cards
- * Health & Beauty Convenience Items
- * The Largest Selection of Mesa State Clothing & Gifts anywhere
- * MUCH MORE!
- * Study Guides & Solutions Manuals
- * School & Art Supplies
- * General Books
- * Snacks & Beverages

On our website (www.mesastate.edu/bookstore), you’ll find:

- * Software at Academic Prices (through our online partner).
- * Textbook Ordering, for shipment to your door.
- * Textbook Reservations, for easy in-store pickup.
- * Select clothing & gift items.

The Mesa State Bookstore is more than just a convenient shopping outlet. Your purchases make it possible for us to provide jobs for students, support student organizations & activities, advertise in student publications, and provide support to the campus in many other ways. Thank you for help!

If you ever have any questions, comments, or concerns, please let us know. We’re here for you!

Bookstore FAQ'S

We send out requests for textbook orders twice a year, in October and in March. Why do we ask for information so early?

The earlier we receive your book requests, the sooner we can begin researching your orders. This allows us time to discover any problems with your titles, and to notify you ahead of time of those problems. It also allows us to begin sourcing used books. And it ensures we are able to maintain compliance with textbook reporting regulations.

Why do we need so much information for a textbook order?

Each piece of information on the book order form enables us to make a more accurate buying decision, as well as ensuring that we have the exact book you've requested.

Where do we purchase textbooks?

Our students are our best source of used books, so they are our first resource. Next, we purchase books from several national textbook wholesalers. Finally, we order directly from the publisher.

Because our students are our first source, it is vitally important that we receive your book orders on time. We cannot purchase books if we do not have an order; if we do not have an order before Buy Back, we will be unable to offer your students the best price on their used books.

Are textbook packages a better deal for students?

Sometimes. If each piece of material included in the package is required for and actually used in your course, then the package could be a better deal. If each piece of material is not necessary for your course, however, the package may not be a better value for your students. Used books are almost always the best value, and packages are nearly always available as new only. **If you need course-specific access codes instead of, or to supplement your text, please include that information on your textbook adoption form.**

Are custom books a better option?

Not necessarily. Custom books are only used on this campus, and have no market value nationally. If the books are not used again, or used in conjunction with a single-use item like an access code, the books will have no resale value.

What about non-text materials?

If you have any non-text materials (dictionaries, art supplies, rock hammers, etc.) required for your classes, please let us know so we may ensure the correct items & quantities are available for your students.

Do I need to request books or access codes for online classes?

Yes. We offer online ordering and shipping to better serve all of our students. In addition, an important part of the service the bookstore provides is information. The more information available regarding required/recommended materials, the better prepared your students can be for your class. Many students may prefer to support their campus by shopping in the bookstore, rather than purchasing online from another source. Other students may have a third party purchasing their materials, and may have no other option for purchases.

Advising & Academic Services

Mesa State College provides a full range of support services for students who may need additional help during their college years. Advising & Academic Services provides services for students who may need educational or career counseling, tutoring services for a difficult course, examinations required for entry into a specific academic program, or access services for those students with documented disabilities.

The **Advising & Career Center** is here to assist students and alumni in attaining their educational and career goals. These are some of the services that are provided:

- Advising
- Career Assessments
- Career Fairs
- Workshops (resume, cover letter, and interviewing skills)
- MAVJobs
- Career Resource Corner
- On-campus employer recruiting programs

Millie Moland, Director of Advising & Academic Services LHH 127 x1177

Tutorial Services is committed to helping students achieve their academic goals by providing **FREE**, walk-in peer tutoring services in a variety of subject areas. The primary goals of Tutorial Services are to help students become more independent with their learning and to create opportunities for student success. Peer tutors accomplish these goals with individuals and small groups by:

- Offering study tips
- Giving feedback on student assignments
- Reviewing concepts, types of problems, and rules
- Offering encouragement
- Helping students follow an instructor's directions and use their textbooks, syllabi, and materials more effectively
- Introducing students to many self-help and campus resources available to them
- Reinforcing what students already know and understand

Robyn Rose, Coordinator of Tutorial Services Mod H x1392

The **Testing Center** provides a variety of testing services such as

- Assessment of academic skills in college level courses (ACCUPLACER)
- Credit by examination programs (CLEP)
- Major Field Test (MFT) assessments in selected major programs
- General Education Degree (GED)
- Examinations required for admission to graduate and professional schools
- Proficiency, licenses, and certifications (nursing, teaching, or other fields)
- Correspondence proctored examinations

Terri Wise, Coordinator of Testing Services Houston Hall 106 x1261

Educational Access Services provides support for students with documented disabilities. Contact EAS for documentation guidelines and help to plan appropriate accommodations. Accommodations for students with documented disabilities include, but are not limited to:

- Testing accommodations
- Textbooks in alternate formats
- Adaptive software and equipment
- Note taking assistance
- Classroom furniture modifications

Nancy Conklin, Coordinator of Educational Access Services Mod F x1856

Behavioral Clinical Services Brochure



We are on call
24/7
for crises and emergencies.

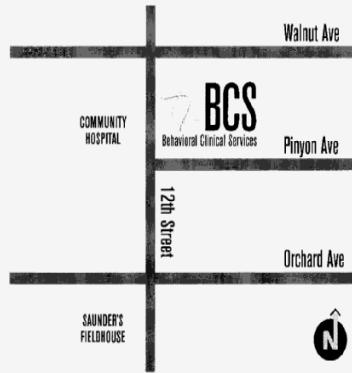
241-6500

COUNSELING STAFF

Dr. Tom Curtin, Ph.D.
Dr. Jack Andersen, Psy.D., CACIII
Carol Guerrie, M.Ed.
Pershial Jackson, M.A.
Carl Willoughby, M.A., LPC
Carolynn Sonda, M.A., LPC

241-6500

Call between 8AM - 6PM
on Monday through Thursday
or between 8AM -12PM on Friday
to schedule an appointment.



BCS
Behavioral Clinical Services

2004 N. 12th Street / Ste 47
Grand Junction CO 81501
970.241.6500 TEL
970.243.8835 FAX
behavioralclinicalservices.com



New Address for BCS: 1005 N 12th Street
Grand Junction, CO 81501

Behavioral Clinical Services Brochure

Mesa State's Student Assistance Program is here to help you with difficult life situations and transitions.

Professional counselors are available for visits during the day and evening to accommodate your schedule.

We are on call 24/7 for crises and emergencies.

We are also available for education or therapy groups on campus.

NO ADDITIONAL COST!

Your student fees include 6 sessions per academic year... there is no extra cost to you for this counseling.

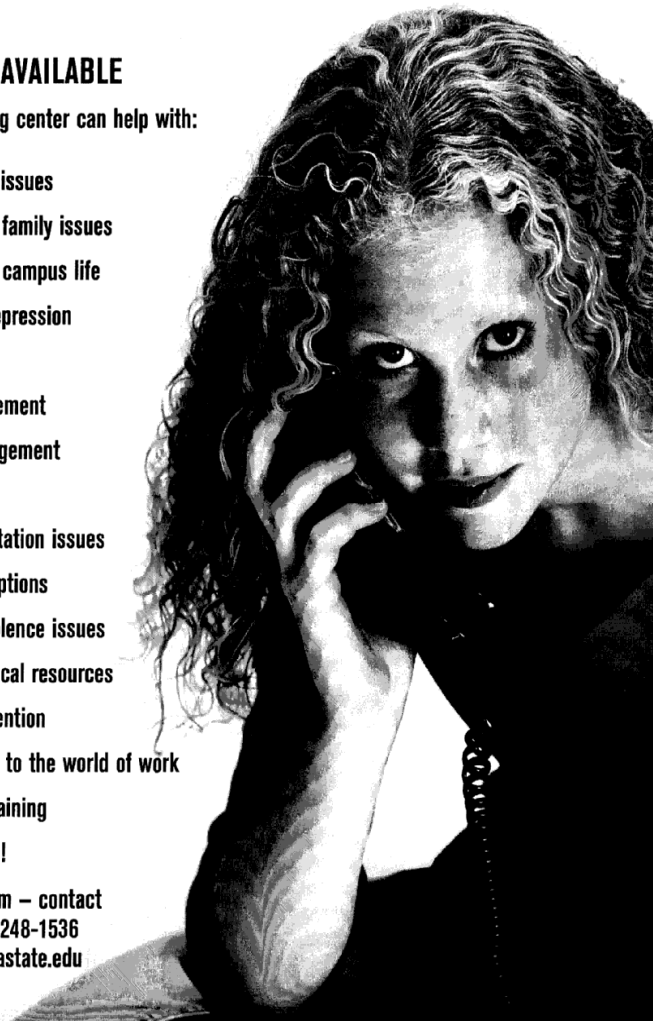
SERVICES AVAILABLE

Your counseling center can help with:

- relationship issues
- couples and family issues
- adjusting to campus life
- anxiety & depression
- addictions
- time management
- stress management
- grief & loss
- sexual orientation issues
- pregnancy options
- domestic violence issues
- referral to local resources
- crisis intervention
- transitioning to the world of work
- relaxation training

...and more!

**AWARE program – contact
MSC Housing, 248-1536
housing@mesastate.edu**



Academic Year Calendar

Fall Semester 2010

Aug. 2	Residency petitions due to Tuition Classifications Officer (Admissions Office)
Aug. 23	First day of classes
Sept. 7	Last day to add or drop a full semester class
Sept. 7	Fall census – date after which credit hours are counted in COF attempted hours
Sept. 13	Late Start session begins
Sept. 15	Deadline for filing Intent to Graduate Form with Registrar’s Office for spring and summer graduates
Oct. 18-19	Fall Break – NO CLASSES
Oct. 20	Second module classes begins
Oct. 20	Last day to withdraw from full semester classes with a grade of “W”
Nov. 1	Priority registration for spring 2011 begins
Nov. 24-26	Thanksgiving Holiday – NO CLASSES
Dec. 10	Last day of classes
Dec. 13-16	Final examinations
Dec. 16	Fall semester ends

Spring Semester 2011 (including January Term)

Jan. 3	Residency petitions due to Tuition Classifications Officer (Admissions Office)
Jan. 3-14	January Term
Jan. 17	Martin Luther King, Jr. Day – NO CLASSES
Jan. 18	First day of classes
Feb. 2	Last day to add or drop a full semester class
Feb. 2	Spring census – date after which credit hours are counted in COF attempted hours
Feb. 7	Late Start session begins
Feb. 15	Deadline for filing Intent to Graduate Form with Registrar’s Office for fall graduates
Mar. 14-18	Spring Break – NO CLASSES
Mar. 21	Last day to withdraw from full semester classes with a grade of “W”
Mar. 21	Second module classes begin
Mar. 28	Priority registration for summer and fall 2011 begins
May 6	Last day of classes
May 9-12	Final examinations
May 12	Spring semester ends
TBA	Commencement

Additional Calendar Information:

1) A three-year campus-wide calendar is found at:
http://www.mesastate.edu/academics/documents/MS_Calendar.pdf

2) A more detailed faculty calendar can be accessed at:
http://www.mesastate.edu/academics/documents/Faculty_Calendar.pdf

3) A two-year course planning calendar is available at:
http://www.mesastate.edu/academics/documents/Course_Matrix_Master_Two_Year_Cycle.pdf

Student and Academic Policies Guide

http://www.mesastate.edu/shared/documents/2010-2011_Academic_Policies_Guide.pdf

Table of Contents

Student Conduct, Rights, and Responsibilities General Statement	3
Code of Conduct	3
Student Conduct Authority	5
Student Conduct Policies	5
Sanctions	7
Interim Suspension	8
Appeals	8
Interpretation and Revision	9
Access to Student Educational Records	9
Alcohol and Drug Policy	10
Campus Policy regarding alcohol/drug use	10
Canvassing	11
Chalking	12
Directory Information	12
Educational Records	13
Electronic Mail	13
Immunization Policy for Measles, Mumps, and Rubella	14
Mesa State College Computer Policy	14
Software Copyright and Compliance Policy	15
Network Security	16
Proof of Identification	16
Retention of Student conduct Records	16
Sales and Solicitations	17
Sexual Assault, Rape, Date Rape, etc.	17
Reporting Sexual Assault	18
Sexual Harassment	19
Sexual Harassment and/or Discrimination	20
Changing Living and Academic Situations	20
Weapons Policy	20
ACADEMIC INTEGRITY	
Statement of Principle	21
Student Responsibility and Expectations	21
Definition of Academic Dishonesty	22
Sanctions for Academic Dishonesty	22
Appeal of Sanctions for Academic Dishonesty	23
Student Grade Appeal Procedure	25

Vail Tutor

http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor_guide/

Academic Integrity

(excerpt from *Student and Academic Policies Guide*)

Statement of Principle

The faculty, administration, and students of Mesa State College support the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity.

Student Responsibility and Expectations

Mesa State College is a community of scholars sharing similar academic values and expectations. The primary academic responsibility of the College is to seek and state the truth as it is understood. To this end, faculty will present course content in a balanced manner that honors different viewpoints, exercises self-discipline and judgment in using, extending and transmitting knowledge, and practices intellectual honesty.

A value fundamental to the principle of independent learning is the requirement of honesty and integrity in the performance of academic assignments, both inside and outside the classroom. By submitting work which is not your own, you may forfeit the opportunity to continue as a student. Each student accepts the responsibility of maintaining honor in all aspects of academic study and the support of this principle as it applies to others.

You, as a student, accept the following statements as a part of your obligation to the Mesa State College academic community:

1. Never intentionally represent the works or ideas of others as your own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work, paraphrasing and/or quoting material without properly documenting the source be it from a hard document or internet web page;
2. Never use unauthorized material, falsified, altered, or fabricated information in an academic assignment or campus related activity;
3. Never take someone else's ideas during a discussion or from a lecture without citing the individual and the circumstances of the lecture or discussion;
4. Never infringe upon the rights of other students by removing material from the library without authorization, defacing or destroying library materials, or similarly abusing library privileges. Such acts are considered to be academic dishonesty and will be treated as such;
5. Never give or receive assistance on an examination, quiz, term paper, or project unless specifically authorized by the instructor to do so;
6. Never forge an academic document;
7. Never misrepresent your identify or allow others to represent you when communicating electronically (e.g., email messages; distance-based classes), through mail, or over the phone concerning any academic-related activities including homework, examinations, papers, etc.

8. Never submit in whole or substantial portions of either written or oral academic work which has previously earned credit, when submission is made without instructor authorization;
9. Respect the rights of other students in the area of computer usage. Specifically, every student has a right to privacy and a fair share of resources. Any abuse of these rights or unauthorized access to another student's computer program is considered academic dishonesty.
10. Take appropriate action, as dictated by personal honor, upon becoming aware of a violation of academic integrity. This includes reporting the violation to the faculty member, the department head, confronting the student(s) involved, or exerting some form of peer pressure or social sanction.

Definition of Academic Dishonesty

The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic dishonesty. Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty.

Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to:

1. Forgery/fabrication/falsification/plagiarism of academic documents
2. Intentionally impeding or damaging the academic work of others
3. Assisting others in acts of academic dishonesty
4. Cheating in the classroom
5. Unauthorized attendance
6. Multiple submissions
7. Unauthorized collaboration

Sanctions for Academic Dishonesty

Students who have been sanctioned as a result of academic dishonesty should understand that they have violated the Mesa State College Code of Conduct and are subject to appropriate disciplinary actions under that Code which may include suspension from Mesa State College.

When acts of academic dishonesty occur, appropriate members of the academic community must understand and investigate to determine the facts and, if there has been academic dishonesty, decide on the degree of dishonesty and the sanction(s) that should be imposed.

Faculty members have the authority to impose sanctions for academic dishonesty. Incidents of academic dishonesty include, but are not limited to, plagiarism (submitting another's work as one's own) and cheating during exams (consulting a textbook, internet, notes, and/or other sources without permission). Professors have the leeway to handle such incidents as they see fit; they are not required to involve parties other than the offender(s). The penalties that lie within a professor's prerogative include giving a reduced grade or failing the student for the plagiarized assignment/compromised exam, or failing the student for the course.

Incidents of academic dishonesty entailing a punitive action that is either uncontested by the student, or contested unsuccessfully, should be recorded and submitted through the Department Head to the Office

of Academic Affairs. The Office will keep these reports on file. The sole purpose of the file is to determine whether a student, reported for academic dishonesty, has committed comparable infractions in another class or classes during his/her academic career. A student's record in the file will be expunged once s/he has graduated or a period of five years has passed since the reported incident.

Students have the right to appeal decisions against them. If the matter was handled between student and professor alone, the student can direct an appeal to the Department Head. If the matter was handled by an Academic Dishonesty Committee, the appeal is directed to the Office of the Vice President for Academic Affairs.

Students who observe or believe that there is academic dishonesty in a course may file a written complaint with the responsible faculty member. In instances when this is not possible or the faculty response does not resolve actions that are deemed to involve academic dishonesty, the written complaint should be then filed with the responsible Department Head.

In instances when actions that involve academic dishonesty can not be resolved within the appropriate department, the written complaint should be directed to the Academic Dishonesty Committee. The point of contact for that complaint is the Assistant Vice President for Academic Affairs.

Appeal Procedure for Sanctions for Academic Dishonesty

Students have the right to appeal sanctions for academic dishonesty made against them.

Step 1 – Instructor Level: Meet with the Instructor

It is always best to try to resolve the dispute at the lowest possible level. The student is encouraged to discuss the incident with the course instructor, as well as direct their appeal in writing to the faculty member who imposed the sanction. (For example, it is possible that the situation was misunderstood, in which case the instructor will rectify the error.)

The written appeal must include:

1. A description of the incident
2. A description of what occurred during the informal resolution process;
3. Any relevant documents the student would like to be reviewed as part of the appeal process;

Step 2 – Department Head (or designee) Level: Meet with the Department Head (or designee)

If the student is dissatisfied with the instructor's response, or is unwilling to approach the instructor, the student may appeal the decision to the department head in writing. The department head will serve as a mediator between the instructor and the student to resolve the dispute. The department head will conduct an investigation and make a recommendation based upon mediation.

Step 3 – Academic Dishonesty Committee: Meet with the Academic Dishonesty Committee

When the decision regarding the appeal is not resolved to the satisfaction of either the student or the instructor, either the student or the instructor may appeal in writing to the Academic Dishonesty Committee (ADC). The committee is to protect the rights of both the student and instructor when such situations arise. The point of contact for that complaint is the Assistant Vice President for Academic Affairs.

To conduct an appeal to the ADC, the student or instructor must submit his/her case in writing to the Assistant Vice President for Academic Affairs, chair of the ADC, within one month of the initial adverse decision. The ADC will consist of the chair, three members of the College's faculty, and a student representative appointed by the Associated Student Government (ASG). No later than two additional calendar weeks from the filing of the appeal, a hearing will be convened that includes the student, the instructor, the authority to whom the appeal was directed. All materials reviewed by the ADC are protected, where appropriate, by Family Educational Rights and Privacy Act (FERPA) regulations.

When cases occur during summer or the January Term, the ADC will consist of three faculty members at-large. The committee can rule as to the gravity of the incident and the corresponding degree of punishment. Penalties up to and including expulsion of the student from the College may be imposed.

A decision will be issued no later than one calendar week from the date of the hearing. (Note: The above timeline may be subject to change should the procedure, or a portion thereof, include school breaks. That said, the intent of the College is always to reach a decision in as timely a manner as possible.

Step 4 – The Vice President of Academic Affairs (VPAA) Level

In instances when the ADC issues a sanction that is being appealed, the appeal should be directed to the Vice President for Academic Affairs. The student who wishes to have an appeal considered by the VPAA must submit an appeal within one calendar week following the adverse decision of the ADC. There is no appeals process beyond the level of the Vice President for Academic Affairs.

Student Grade Appeal Procedure (excerpt from *Student and Academic Policies Guide*)

It is accepted as academic principle that the grade assigned by an instructor is inviolable and not generally available for appeal. If a student feels that he or she has been unfairly graded, the student may appeal. The burden of proof rests upon the student.

The student must demonstrate in writing that the grade was unfair based upon one or more of the following conditions.

1. The grading decision was based on something other than course performance, (unless the grade was a result of penalty for academic dishonesty).
2. The grading decision was based on standards that were unreasonably different from those applied to other students in the same section of that course.
3. The grading decision was based on standards that differed substantially and unreasonably from those previously articulated by the instructor.

Step 1 – Instructor Level: Meet with the Instructor

It is always best to try to resolve the dispute at the lowest possible level. The student is encouraged to talk about the grade with the course instructor, as well as direct their appeal in writing to the faculty

member who imposed the sanction. (For example, it is possible that the grade was assigned based on a computational miscalculation, in which case the instructor will rectify the error. Correcting such mistakes is not considered a grade change under this policy.)

The written appeal must include:

- a. A statement addressing how the appeal meets one or more of the three criteria necessary for a formal grade appeal;
- b. A description of what occurred during the informal resolution process;
- c. Copies of all graded materials from the course that are in the student's possession;
- d. Any relevant documents the student would like to be reviewed as part of the appeal process;
- e. A copy of the course syllabus.

Step 2 – Department Head (or designee) Level: Meet with the Department Head (or designee)

If the student is dissatisfied with the instructor's response, or is unwilling to approach the instructor, the student may appeal the grade to the department head in writing. The department head will serve as a mediator between the instructor and the student to resolve the dispute. The department head will conduct an investigation and make a recommendation based upon mediation.

Step 3 – Academic Grade Appeal Committee: Meet with the Academic Grade Appeal Committee

When the decision regarding the grade appeal is not resolved to the satisfaction of either the student or the instructor, either the student or the instructor may appeal in writing to the Academic Grade Appeal Committee (AGAC). The committee is to protect the rights of both the student and instructor when such situations arise. The point of contact for that complaint is the Assistant Vice President for Academic Affairs.

To conduct an appeal to the AGAC, the student or instructor must submit his/her case in writing to the Assistant Vice President for Academic Affairs, chair of the AGAC, within one month of the initial adverse decision. The AGAC will consist of the chair, three members of the College's faculty, plus the College's Registrar. No later than two additional calendar weeks from the filing of the grade appeal, a hearing will be convened that includes the student, the instructor, the authority to whom the appeal was directed. All materials reviewed by the AGAC are protected, where appropriate, by Family Educational Rights and Privacy Act (FERPA) regulations.

When cases occur during summer or the January Term, the AGAC will consist of three faculty members at-large. The committee can rule as to the gravity of the incident and the corresponding degree of punishment. Penalties up to and including expulsion of the student from the College may be imposed.

A decision will be issued no later than one calendar week from the date of the hearing. (Note: The above timeline may be subject to change should the procedure, or a portion thereof, include school breaks. That said, the intent of the College is always to reach a decision in as timely a manner as possible.

Step 4 – The Vice President of Academic Affairs (VPAA) Level

In instances when the AGAC issues a sanction that is being appealed, the appeal should be directed to the Vice President for Academic Affairs. The student who wishes to have an appeal considered by the VPAA must submit an appeal within one calendar week following the adverse decision of the AGAC. There is no appeals process beyond the level of the Vice President for Academic Affairs.

Who, What, Where, When, How?

Question/Issue/Interest	Who to Contact/Additional Information	Office	Location	Phone (970)248-
Academic Probation	Registrar's Office	Registrar's Office	LHH 121	1555
Academic Records	Registrar's Office	Registrar's Office	LHH 121	1555
Add/Drop Forms	Registrar's Office	Registrar's Office	LHH 121	1555
Advising (Academic)— General (undeclared students)	Millie Moland.	Advising & Academic Services	LHH 128	1177
Accommodation for Students with Disabilities (Educational Access Services)	Nancy Conklin. Students must request accommodation for a documented disability at the beginning of every semester it is needed.	Educational Access Services	Mod F	1826
Benefits	Jill Knuckles.	Human Resources	LHH 239	1426
Bishop Campus (WCCC)	Brigitte Sundermann, VP, Community College Affairs	Bishop Campus	2508 Blichmann Avenue	255-2600
Bookstore	Tracy Brodrick, Bookstore Manager	Bookstore	College Center	1422
Campus Security	Sgt. Pua Utu; Officer Pat Richardson - For non-emergencies: 970/242-6707 - For emergencies: 911		Development Center	242-6707 or 911
Career Advising	Diane Kull.	Advising & Career Center	LHH 132	1491
Computer Support – Computing & Network.	Gene Seitz.	Information Technology	LHH 217	1747
Computer Support – Telecommunications	Brian Arcand.	Information Technology	Library 126	1995
Canceling (missing) a Class During Semester	Follow department procedure.			
Dean of Students	See Vice President for Student Services.			
Developmental Studies	Sherry Shreiner	Bishop Campus	WCCC, 2508 Blichmann Avenue	255-2600
Dining Services	Bookcliff Café and Dining Hall in the Maverick Pavilion	Sodexo	Maverick Pavilion	1742

Question/Issue/Interest	Who to Contact/Additional Information	Office	Location	Phone (970)248-
	Jazzman's – Academic Classroom Building. Chez Lena at Bishop Campus (operated by culinary arts students and faculty). See weekly campus e-mail describing daily selections for upcoming week.	Sodexo Bishop Campus	Academic Classroom Building, 1 st floor Building B	255-2641
Distance Learning and WebCT	Kristyn Rose and Javier Leung.	Extended Campus Program	Mod C1, C4	1379 or 1380
Extended Campus Program	Ben Keefer. Coordinates off-campus programs and the college's on-line course delivery.	Extended Campus Program	CSA 108	1384
Faculty Employment Information	Barbara Case King.	Human Resources	LHH 240	1266
Faculty Senate	2010 – 11 Officers: Gayla Slauson (Business), President; Carlos Elias (Music), Vice President; Patti Ward (Radiologic Technology), Secretary.			
Facilities Problems	Facilities help line.	Facilities Services	Facilities Serv Bldg.	254-4357 or 1465
FERPA (Family Educational Rights & Privacy Act)	Holly Teal (Registrar). Federal protection of educational records.	Registrar's Office	LHH 121	1555
Financial Aid Questions	Curt Martin, Director	Financial Aid Office	LHH 115	1065
Grades and Grade Changes	Complete the Grade Change form from the Registrar's Office; change must be submitted in person.	Registrar's Office	LHH 121	1555
Graduate Programs	Steve Werman, Assistant Vice President for Academic Affairs and Director of Graduate Studies	Academic Affairs	LHH 208	1909
Help Desk (Information Technology)	Single point of contact for computing assistance. Call x2111 or email: helpdesk@mesastate.edu	Tom Orrell	Library Computer Lab	2111 or 1885
Instructional Technology (Includes audio-visual support (e.g., movies, videos, audiotapes, etc.)	Chuck Locke. (email: mediaeq@mesastate.edu). Instructional Technology will deliver equipment on request, or equipment may be picked up and returned. Equipment includes: VCR/TVs, slide projectors, 16mm film projectors, audio cassette and CD players, computer data projectors and laptop computers.	Instructional Technology	Library 124	1734

Question/Issue/Interest	Who to Contact/Additional Information	Office	Location	Phone (970)248-
International Student Exchange Program (ISEP)	Tim Hatten (Business), Faculty Program Coordinator Jessica Oviatt, Program Assistant	Academic Affairs	LHH 209	1463
Keys (note that building access is via MAV Card)	Preston Ellis. Report lost or stolen keys to Facilities Services immediately. Your keys are your responsibility; there is a significant charge for any lost keys.	Facilities Services	Facilities Services Building	1465
Library Material Check-out	Requires MAV card.			
Library Instruction	Barbara Borst. Instruction available to assist classes with research and more effective use of library resources.	Tomlinson Library	Library 202	1872
Mathematics Assistance	Robyn Rose, Tutoring Center Coordinator. Can request list of courses for which tutoring is available.	Tutoring Center	Mod H	1392
MAV Card	Kathryn McMillan. Campus ID used for building access and communication services. Used at library, recreation center, athletic events, computer labs, campus dining hall, Bookcliff Café, & Café a la Cart. No initial charge for card: \$15 for replacement card. Used as a debit card when linked to a Wells Fargo Checking Account. Report lost or stolen card to department administrative assistant immediately.	MAV Card Office	Hamilton Recreation Center Room # 151	1059
Montrose Campus	Joey Montoya Boese, Director.	Montrose Campus	234 South Cascade Avenue, Montrose	970/249-7009
Parking	Bryan Davis. Academic year general and reserved parking decals needed for specific faculty & staff lots. Paid via payroll deduction.	Parking Services	Hamilton Recreation Center Room # 151	1912
Payroll	Shanon Hawkins. The pay period for full-time faculty is August through July. Monthly pay checks are issued on the last working day of the month, except for the combined June/July payment on July 1. After your first paycheck, monthly payments are made by direct deposit into your bank account.	Business Services	LHH 105	1140
Recreation Center	Michael Wells. Available to all faculty, staff, and students. Includes intramural and club sports programs; open recreation; and fitness/ wellness for monthly fee.	Campus Recreation	Hamilton Recreation Center	1592
Removing a Course from the Class Schedule	Academic department head.			

Question/Issue/Interest	Who to Contact/Additional Information	Office	Location	Phone (970)248-
Reserving Library Materials	Vivian Hawkins. Reserve forms at library's circulation desk; materials put on Reserve in about three days.	Tomlinson Library	Circulation Desk	1244
Sponsored Programs	Cindy Lueb. Directs and coordinates applications for grants and contracts as well as post-award activity.	Sponsored Programs	LHH 201	1424
Student Academic Issues	Steve Werman, Assistant VP for Academic Affairs.	Academic Affairs	LHH 207	1909
Student Conduct Issues (disciplinary, health, etc.)	John Marshall, Vice President for Student Services.	Student Services	LHH 107	1366
Student Health Services	Behavioral Clinical Services. A referral is needed from Office of Student Services in LHH 107.		1005 N. 12 th St.	241-6500
Telephone	Brian Arcand.	Information Technology	Library 126	1995
Textbook Order Forms	Academic department administrative assistant; due date notices are announced each semester. Ryan Stewart, Textbook Dept. Manager.	Bookstore	College Center	1347
Transcripts	Registrar's Office.	Registrar's Office	LHH 121	1555
Transfer Services	Carrie Hinds (Admissions Office). Robert Cackler (Registrar's Office) formally evaluates transcripts for credit.	Center for Transfer Services	Admissions Office 010	1232
Travel Requirements	Department administrative assistant. Inquire about requirements <u>prior to</u> making travel arrangements with administrative assistant or the purchasing office.	Purchasing Office	Facilities Services Building	1337
Tutoring	Robyn Rose, Tutoring Center Coordinator. Can request list of courses for which tutoring is available.	Tutoring Center	Mod H	1392
Veteran's Issues	Barbara Williamson, Veterans Certifying Official. http://www.mesastate.edu/academics/documents/FAQsforStudentVeterans.pdf	Registrar's Office	LHH 121	1855
Vice President for Student Services	John Marshall.	Student Services	LHH 107	1366
WebCT Training	Kristyn Rose, Coordinator of Distance Learning, and Javier Leung, Instructional Design Specialist.	Extended Campus	LHH 217	1379
Withdrawal by Student from Class(es)	Registrar's Office.	Registrar's Office	LHH 121	1555
Writing Assistance	Robyn Rose. Can request list of courses for which tutoring is available.	Tutoring	Mod H	1392

APPENDIX: SAMPLE SYLLABUS

<http://www.mesastate.edu/academics/newtomsc.html>

Mesa State Home

Academics Home

+ Academic Programs

Academic Departments

+ Student Resources

Faculty Resources

Academic Policies

Student Showcase

Academic Affairs Staff

New to Mesa State Orientation

[New to Mesa State Resource Guide](#)

Sample Syllabi

[ARTE 101 Two-Dimensional Design](#)

[BIOL 101 General Human Biology](#)

[BUGB 101 Introduction to Business](#)

[CHEM 311 Organic Chemistry I](#)

[EDUC 442 Integrating Literacy across the Curriculum](#)

[ENGL 111 Composition](#)

[ENGL 254 Survey of English Literature I](#)

[HIST 102 Western Civilization](#)

[KINE 220 Methods of Dance](#)

[MATH 119 Pre-calculus](#)

[MUSA 233 Woodwind Pedagogy and Materials](#)

[NURS 403/403L Public Health Nursing](#)

[POLS 101 American Government](#)

[PSYC 233 Human Growth and Development \(including an online version\)](#)

[SOCO 260 General Sociology](#)

[SUPP 101 Introduction to Higher Education](#)

[TECI 180 Network Fundamentals](#)

[THEA 250 Acting III: Stage Movement](#)

[THEA 403 Teaching Drama and Speech](#)

General Physics

Physics 111 – 001

Spring 2010

Instructor:	<i>Dr. Chad A. Middleton</i>	Classroom:	<i>Houston Hall 131</i>
Office:	<i>Medesy Hall 161</i>	Time:	<i>MWRF 9-9:50 am</i>
Office Phone:	<i>(970) 248-1173</i>	Office hours:	<i>MF 3-4 pm</i>
E-mail:	chmiddle@mesastate.edu		<i>TWR 10-11 am</i>
Webpage:	<i>www.mesastate.edu/~chmiddle/</i>		

Required Text:

College Physics Vol. 1 by Serway & Vuille, 8th edition, Thomson Brooks/Cole (ISBN 9780495554745)

Course Objective:

The objective of this course is to provide you with a solid foundation in the physics of classical mechanics, particularly, Newtonian mechanics, thermodynamics, and wave motion, for students in the life sciences. Through this physics endeavor, you will obtain an increased conceptual understanding of physical phenomena and gain sharpened quantitative analytical skills which will last with you long after you leave this course.

*"Education is what remains after one has forgotten everything he learned in school."
--Albert Einstein*

This course is part of MSC's general education curriculum. Course content is designed to meet the following objectives of MSC's general education program:

1. Be able to think critically and creatively.
2. Have knowledge of the natural world and an understanding of scientific methods.

From the catalog...

"A survey of physics fundamentals. Topics include mechanics, electricity, magnetism, thermodynamics, sound, optics, and modern physics. Problem solving is emphasized."

"Prerequisite: a mastery of algebra and trigonometry."

Source: 2009-2010 MSC Catalog, pp. 146

Course Requirements:

Assignments

- There will be *daily* assignments consisting of roughly 2-3 homework problems. Some of these assignments will be collected randomly at the beginning of class.
- Late assignments will *not* be accepted.

Examinations

- There will be four in-class exams administered throughout the semester and a *cumulative* final.
- Each exam will consist of several physical problems which will be somewhat similar to those assigned as homework. These problems will be designed to test your problem solving skills as they relate to the course material.
- Exams may contain multiple-choice questions. These questions will be designed to test your conceptual understanding of the material at hand.

Grading:

Your grade for this course is based on the following activities, weighted as shown

4 Exams	50%
Homework Assignments	30%
Final Examination	20%

Grading Scale:

- All graded work will be assigned a numerical score. You may estimate the corresponding letter grade by computing a percentage score and comparing it with the table below:

Percentage Score	Letter Grade	Percentage Score	Letter Grade
90-100	A	45-59	D
75-89	B	Below 45	F
60-74	C		

Accommodation for Students with Physical and Learning Disabilities:

- In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities. Please meet with the instructor the first week of class to make arrangements. Nancy Conklin, the Coordinator of Educational Access Services, can be contacted at 248-1826, or in person in Houston Hall 101

Academic Integrity:

- For MSC policy on such matters, please refer to page 42 of the 2009-10 MSC catalog.

Factors for Success in this Course:

1. **Attendance:** Regular class attendance is **expected** and **highly** recommended. You are responsible for all material discussed in class. It is in your best interest to *always* attend class and arrive on time – this class begins promptly at 9:00 am!

- 2. Reading Preparation:** Topics discussed in class will, for the most part, closely follow the book. A reading of the text will help reinforce the physical concepts presented to you in class. In addition to text, the book also contains several example problems that may prove useful when doing the homework.
- 3. Homework:** A true understanding of physics is much more than merely memorizing equations. You must be able to *do* physics i.e. *you must be able to solve physical problems*. You should think of every problem as a test of your understanding of the material at hand. Solving the homework problems will help to prepare you for the exams and should not be taken lightly. You are encouraged to discuss homework problems with your classmates. Working problems with your peers *can* be an excellent learning method, however, anything turned in must be your own work.
- 4. Tutoring:** I am in my office and available to you everyday (see above schedule for times) to answer questions and assist you on any difficulties you may be having with your homework. In addition, MSC offers *free* tutoring. If you are having difficulty with course material, please see the Tutoring Services Program (Houston Hall 110).

Course Calendar

This is a TENTATIVE course calendar ONLY! The actual course can (and most likely will) deviate from the calendar listed below!!

Date	Subject	Reading
Wed, Jan 20	Pre-Diagnostic Exam	1.1-1.5
Thurs, Jan 21	Ch. 1 : Introduction	1.6-1.9
Fri, Jan 22	Ch. 1 : Introduction	2.1-2.2
Mon, Jan 25	Ch. 2 : Motion in 1D	2.3-2.4
Wed, Jan 27	Ch. 2 : Motion in 1D	2.5-2.6
Thurs, Jan 28	Ch. 2 : Motion in 1D	
Fri, Jan 29	Ch. 2 : Motion in 1D	
Mon, Feb 1	Ch. 2 : Motion in 1D /Ch. 3 : Vectors and 2D Motion	3.1-3.2
Wed, Feb 3	Ch. 3 : Vectors and 2D Motion	3.3-3.4
Thurs, Feb 4	Ch. 3 : Vectors and 2D Motion	
Fri, Feb 5	Ch. 3 : Vectors and 2D Motion	
Mon, Feb 8	Ch. 3 : Vectors and 2D Motion	4.1-4.2
Wed, Feb 10	Ch. 4 : The Laws of Motion	4.3-4.4
Thurs, Feb 11	Ch. 4 : The Laws of Motion	4.5-4.6
Fri, Feb 12	Ch. 4 : The Laws of Motion	
Mon, Feb 15	Ch. 4 : The Laws of Motion	
Wed, Feb 17	Review	
Thurs, Feb 18	Exam 1 (Chapters 1 - 4)	
Fri, Feb 19	Ch. 5 : Energy	5.1-5.2
Mon, Feb 22	Ch. 5 : Energy	5.3-5.4
Wed, Feb 24	Ch. 5 : Energy	5.5-5.6
Thurs, Feb 25	Ch. 5 : Energy	
Fri, Feb 26	Ch. 5 : Energy	
Mon, Mar 1	Ch. 6 : Momentum and Collisions	6.1-6.2

Wed, Mar 3	Ch. 6 : Momentum and Collisions	6.3-6.4
Thurs, Mar 4	Ch. 6 : Momentum and Collisions	
Fri, Mar 5	Ch. 6 : Momentum and Collisions	
Mon, Mar 8	<i>Spring Break – No Classes</i>	
Wed, Mar 10	<i>Spring Break – No Classes</i>	
Thurs, Mar 11	<i>Spring Break – No Classes</i>	
Fri, Mar 12	<i>Spring Break – No Classes</i>	
Mon, Mar 15	Review	
Wed, Mar 17	Exam 2 (Chapters 5 & 6)	
Thurs, Mar 18	Ch. 7 : Rotational Motion & the Law of Gravity	7.1-7.2
Fri, Mar 19	Ch. 7 : Rotational Motion & the Law of Gravity	7.3-7.4
Mon, Mar 22	Ch. 7 : Rotational Motion & the Law of Gravity	7.5
Wed, Mar 24	Ch. 7 : Rotational Motion & the Law of Gravity	7.6
Thurs, Mar 25	Ch. 7 : Rotational Motion & the Law of Gravity	
Fri, Mar 26	Ch. 8 : Rotational Equilibrium & Dynamics	
Mon, Mar 29	Ch. 8 : Rotational Equilibrium & Dynamics	8.1-8.2
Wed, Mar 31	Ch. 8 : Rotational Equilibrium & Dynamics	8.3-8.4
Thurs, April 1	Ch. 8 : Rotational Equilibrium & Dynamics	
Fri, April 2	Review	
Mon, April 5	Exam 3 (Chapters 7 & 8)	
Wed, April 7	Ch. 9 : Fluids	9.3-9.4
Thurs, April 8	Ch. 9 : Fluids	9.5-9.6
Fri, April 9	Ch. 9 : Fluids	9.7
Mon, April 12	Ch. 9 : Fluids	
Wed, April 14	Ch. 9 : Fluids	
Thurs, April 15	Ch. 10 : Thermal Physics	10.1-10.2
Fri, April 16	Ch. 10 : Thermal Physics	10.3-10.4
Mon, April 19	Ch. 10 : Thermal Physics	10.5
Wed, April 21	Ch. 10 : Thermal Physics	
Thurs, April 22	Ch. 11 : Energy in Thermal Processes	11.1-11.2
Fri, April 23	Ch. 11 : Energy in Thermal Processes	11.3-11.4
Mon, April 26	Ch. 11 : Energy in Thermal Processes	11.5
Wed, April 28	Ch. 11 : Energy in Thermal Processes	
Thurs, April 29	Ch. 11 : Energy in Thermal Processes	
Fri, April 30	Ch. 11 : Energy in Thermal Processes	
Mon, May 3	Review	
Wed, May 5	Exam 4 (Chapters 9 - 11)	
Thurs, May 6	Post-Diagnostic Exam	
Fri, May 7	Final Review	

****Final Exam: Wednesday, May 12 at 8 - 9:50 am****