

WAYNE STATE
UNIVERSITY
COLLEGE OF EDUCATION

Fall, 2011

Dear Part-Time Faculty Member:

On behalf of the College of Education's faculty and staff, I welcome you to the campus and to a challenging and rewarding teaching experience at Wayne State University.

You will have the opportunity to share your knowledge, skills and expertise with our students. Your guidance and instruction will assist them in becoming reflective, innovative and effective urban educators, counselors, psychologists, administrators and researchers who will make positive professional contributions.

This handbook will clarify your role as a part-time faculty member and outline the various policies and procedures of the College of Education and Wayne State University. Please contact the Assistant Dean for the division in which you teach if you have questions regarding your assignment or procedures.

Again, welcome to Wayne State University. Your dedication, commitment to excellence and genuine concern for providing quality education will strengthen our programs and contribute to our students' success.

Sincerely,

Carolyn M. Shields, Ph.D.
Dean
College of Education

PURPOSE OF THIS HANDBOOK

This Part-Time Faculty Handbook has been prepared by the College of Education (COE) for the purpose of providing a ready reference of important information for part-time faculty regarding their assignment at Wayne State University. This publication is intended to provide a general view of the College of Education and should not be construed as a policy document. If there is a conflict between this handbook and official University policy, the language of the University policy shall prevail. You are urged to consult the official sources of policies and procedures for further information.

Wayne State University is an equal opportunity / affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or disability and expressly forbids sexual harassment and discrimination.

WAYNE STATE
UNIVERSITY
COLLEGE OF EDUCATION



The College of Education at Wayne State University

The beginnings of the College of Education go back more than a century. As early as 1868, the superintendent of schools in Detroit inaugurated an experimental normal training class for selected high school senior girls. The move was an attempt to better qualify prospective schoolteachers, who until that time had been granted temporary teaching certificates upon graduation from high school and passage of a certification exam. In 1881, as part of a national movement for teacher training beyond the high school level, the Detroit Board of Education established the Detroit Normal Training School, which offered a year of instruction for future teachers - one semester of theory and one of practice. Classes were held in the city's only high school, located in what is now Capitol Park.

From such small beginnings evolved Wayne State University's College of Education. Within a decade the Normal School was offering a two-year course of instruction, and by 1920, after several moves to new and larger quarters, the school became the Detroit Teachers College with a four-year degree program. By the early 1930s the College, housed in what is now Old Main, began to offer graduate courses, and by 1946 it had developed a doctoral program.

As the College grew, it joined with other growing city colleges in 1934 to become Wayne University, administered by the Detroit Board of Education. Detroit grew as well - from a moderate-sized Midwestern city to one of the major metropolitan areas in the country, center of vast industrial empires and melting pot for a great diversity of peoples. The University finds itself in the midst of this diversity and part of the metropolitan area's Cultural Center with its museums, libraries and other cultural institutions.

The College of Education, though it has not been directly part of the Detroit Board of Education since 1956 when Wayne became a state university, continues to work in partnership with the Board, using city schools as a laboratory for its students. Since 1960, the College of Education has had a building of its own, designed by renowned architect Minoru Yamasaki, who also designed the University's McGregor Memorial Conference Center next door to the Education Building.

The College of Education consists of four academic divisions: Administrative and Organizational Studies (AOS), Kinesiology, Health and Sport Studies (KHS), Theoretical and Behavioral Foundations (TBF) and Teacher Education (TED). The Division of Academic Services provides support services for these divisions.

The College of Education has one of the most respected field-based teacher education programs in the nation. Students spend a substantial amount of time developing teaching skills in public school classrooms before entering the formal student teaching phase of their programs. The National Council for Accreditation of Teacher Education (NCATE) has cited as a strength of the College:

Field experience and practicum are varied, providing excellent integration with children who are handicapped. Special education and regular education students work together in all phases of the program. Teaching of some methods courses in field-based settings provides distinct advantages to student teachers,

college supervisors, and the pupils involved. (Accreditation Action Report, National Council for Accreditation of Teacher Education, June 1984).

The academic programs prepare individuals for certification in teaching counseling, school psychology, and educational administration, and for teaching, administration, and evaluation and research in instructional settings. In addition, programs in health and sport studies prepare individuals to teach health and health-related topics at elementary, secondary, and post-secondary levels. The College also identifies significant problems confronting educators and designs and implements approaches to assist in finding appropriate solutions. Lastly, the College collaborates with area school districts and communities in matters related to education.

Professional laboratory experiences are important aspects of the programs in the College; they bring the prospective professional face-to-face with the realities of the classroom, the school and the community, as well as provide opportunities for participation in the study, research and analysis of contemporary education problems. To meet this need, the College operates the on-campus Early Childhood Center, an on-site counseling laboratory, and in conjunction with public schools, especially the Detroit Public Schools, other professional clinical sites are available. The College also collaborates with other universities and colleges relative to urban education, which is the focus of much research in the College.

TEACHER EDUCATION ACCREDITATION COUNCIL (TEAC)

The College of Education is in the process of obtaining national accreditation through TEAC. In order to obtain this accreditation in our initial certification programs, COE faculty examines the teacher candidates to determine if they are able to *understand* what the faculty claim they know and can do. Faculty also examines what they have *learned* through their monitoring and inquiry into our program's quality.

The overall TEAC Goal is to provide public assurance that our graduates are competent, caring and qualified; and that our faculty monitors and improves program quality. Program faculty of the College of Education initial certification program have identified the following claims that are aligned with our college mission:

1. Initial Certification Completers understand subject matter knowledge they will teach.

This claim is aligned to WSU COE competencies 1 and 2:

- **COE 1:** Knows the subject area content and best practices in those areas.
- **COE 2:** Organizes and implements effective instruction including the integration of content across curriculum areas.

2. Initial Certification Completers have pedagogical knowledge.

This claim is aligned to WSU COE competencies 2, 3, 4, 8, & 9.

- **COE 2:** Organizes and implements effective instruction including the integration of content across curriculum areas.
- **COE 3:** Utilizes appropriate classroom organization and management techniques to ensure a safe and orderly environment conducive to learning.
- **COE 4:** Provides a learning environment that engages students' creative and critical thinking
- **COE 8:** Selects appropriately from a variety of assessment strategies to evaluate student learning and uses this information to make informed curriculum decisions.
- **COE 9:** Utilizes school/district/community resources.

3. Initial Certification Completers know how to teach in a caring and effective matter:

This claim is aligned to WSU COE competencies 3, 4, 5, 7, and 10:

- **COE 3:** Utilizes appropriate classroom organization and management techniques to ensure a safe and orderly environment conducive to learning.
- **COE 4:** Provides a learning environment that engages students' creative and critical thinking.
- **COE 5:** Demonstrates knowledge of human growth and is committed to all students and their learning
- **COE 6:** Exhibits Professional Dispositions: Behaves in an ethical, reflective and professional manner participates regularly in College of Education sponsored learning communities and is committed to all students and their learning.

- **COE 7:** Understands and integrates varying perspectives to enhance students' awareness, respect and appreciation of diverse populations.
- **COE 10:** Communicates and interacts with parents/guardians/families to enhance student success.

The following three themes are woven throughout the above claims:

Learning how to learn (COE: 7, 8, 9, 10)

Multicultural (COE: 5, 6, 7)

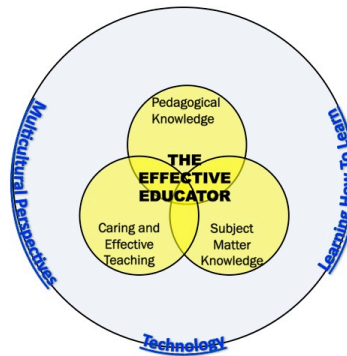
Technology (COE: 1, 2, 4, 9)

Wayne State University College of Education's Claims:



The Effective Urban Educator: Reflective, Innovative and Committed to Diversity

TEAC Claims



COE MERGER OF OUR MISSION AND TEAC QUALITY PRINCIPLES



For more information please contact Dr. Kathleen Crawford-McKinney (kmcrawf@wayen.edu) or visit the COE Website: <http://coe.wayne.edu/accreditation/index.php>

DEGREES AND CERTIFICATES

BACHELOR OF ARTS in Education with majors in the following areas:

- Art Education
- Bilingual - Bicultural (Minor)
- Career and Technical Education
- Early Childhood Education (Minor)
- Elementary Education
- English Education - Secondary
- Foreign Language Education – Secondary (BA only)
- Health Education
- Mathematics Education
- Kinesiology Education – with concentrations in:
 - Physical Education
 - Exercise Science
- Science Education
- Social Studies Education - Secondary
- Special Education - with concentrations in:
 - Cognitive Impaired
- Speech Education – Secondary

BACHELOR OF SCIENCE in Education with majors in all of the areas listed above except Foreign Language Education.

***MASTER OF ARTS IN TEACHING (MAT)** with majors in the following areas:

- Elementary Education - with concentrations in
 - Bilingual/Bicultural (minor)
 - Early Childhood Education
 - General Education- Elementary
 - Math
 - Science
 - Social Studies
 - Special Education K-12
- Secondary Education - with concentrations in
 - Art Education K-12
 - Bilingual-Bicultural Education (minor)
 - Career and Technical Education
 - English Education
 - English as a Second Language (minor)
 - Foreign Language Education
 - Health Education
 - Kinesiology Education K-12
 - Mathematics Education
 - Science Education
 - Social Studies Education
 - Speech Education

***MASTER OF ARTS with majors in the following areas:**

- Counseling
- Counseling Psychology
- School and Community Psychology
- Sports Administration
- Rehabilitation Counseling & Community Inclusion

***MASTER OF EDUCATION with majors in the following areas:**

Art Education – with concentrations in:
Art Education
Art Therapy
Bilingual-Bicultural Education-with concentration in
Bilingual-Bicultural Education
English Second Language
Career and Technical Education
Counseling
Early Childhood Education
Educational Leadership
Educational Psychology
Elementary Education - with concentrations in
Early Childhood Education
Language Arts and Reading
Mathematics Education
Science Education
Social Studies Education
English Education-Secondary-with concentration in
English Education
English Second Language
Evaluation and Research
Foreign Language Education-Secondary- with concentrations in
Foreign Language
Teaching English as a Second Language
Health Education
Instructional Technology
Kinesiology
Mathematics Education
Reading
Science Education
Social Studies Education - Secondary
Special Education - with concentrations in
Emotionally Impaired
Cognitively Impaired
Learning Disabilities
Autism Spectrum Disorder

POST-BACHELOR'S TEACHING CERTIFICATES with majors and minors in:

Elementary Education - with concentrations in:
Bilingual-Bicultural Education
Early Childhood Education
General Education- Elementary
Secondary Education - with concentrations in:
Art Education K-12
Bilingual-Bicultural Education (minor only)
Career and Technical Education
Dance (major only)
English Education
Foreign Language Education
Health Education
Mathematics Education
Music - Instrumental K-12
Music - Vocal K-12
Kinesiology K-12
Science Education
Social Studies Education
Speech

***GRADUATE CERTIFICATE PROGRAMS with majors in**

College & University Teaching
Advance Graduate Certification in School Psychology
Graduate Certificate in On-Line Teaching

***EDUCATION SPECIALIST CERTIFICATES with majors in**

Counseling
Curriculum and Instruction - with concentrations in:
Art Education
Bilingual - Bicultural Education
Career and Technical Education
Early Childhood Education
English Education
Foreign Language Education
K-12 Curriculum
Mathematics Education
Science Education
Social Studies Education
General Administration and Supervision
Instructional Technology
Reading
Special Education

***DOCTOR OF EDUCATION AND DOCTOR OF PHILOSOPHY with majors in**

Counseling
Curriculum and Instruction - with concentrations in
Art Education
Bilingual-Bicultural Education (Ed.D. only)
Career & Technical Education
Early Childhood Education
Elementary Education
English Education - Secondary
Foreign Language Education - Secondary
K-12 Curriculum
Mathematics Education
Science Education
Secondary Education
Social Studies Education – Secondary
Educational Leadership & Policy Studies
Educational Psychology (Ph.D. only)
School Psychology
Learning and Instruction Sciences
Evaluation and Research
Instructional Technology
Kinesiology (PhD only) - with concentrations in
Exercise & Sports Science
Physical Education Pedagogy
Reading, Language and Literature (Ed.D only)
Special Education

*For specific requirements, consult the Wayne State University Graduate Bulletin.

The College of Education Theme

The Urban Educator--Reflective, Innovative and Committed to Diversity

The College of Education's theme—"The Urban Educator as a Reflective, Innovative Professional" was modified in early 2003 by a vote of the Faculty and Academic Staff Assembly to include a reference to diversity to emphasize that a commitment to diversity is central to the College's mission.

The College of Education Mission

The College of Education has established as its central theme the statement above, a statement that characterizes the College's central mission. In turn, this mission reflects the general mission of the University: "...to discover, examine, transmit and apply knowledge that contributes to the positive development and well-being of individuals, organizations and society" (Wayne State University, 2001, p.1).

Programs offered students in the College, undergraduate through doctoral levels, are aligned with current research findings, standards developed by profession and specialty area organizations, policies of the state of Michigan, the University and College Strategic Plans (College of Education, 2001), a long history of professional practice, and continued involvement in institutions in a variety of traditional and non-traditional settings where our students are hired.



**COLLEGE OF EDUCATION
KEY PERSONNEL**

Dean's Office

Fax: 313-577-3606

<http://www.coe.wayne.edu>

Room 441, Education Building

Dr. Carolyn M. Shields Dean
441 Education Building
313-577-1620 cshields@wayne.edu

Lynn Ostrowski, Secretary to the Dean
313-577-8287 l.ostrowski@wayne.edu

Dr. Sharon Field Hoffman,
Acting Associate Dean, Research
313-577-8282 sharon.field@wayne.edu

Cam Liebold, Assistant to the Dean
313-577-3284 camliebold@wayne.edu

Joyce Martin, Budget Analyst, Research
313-577-3864 joyce.martin@wayne.edu

Room 421, Education Building

Shirley Walkowski, Director, Business Affairs
313-577-3883 swalkow@wayne.edu

Joe White, Personnel Officer
313-577-8285 joewhite@wayne.edu
Fax: 993-4289

Kim Miller, Personnel Specialist
313-577-8284 kim.miller@wayne.edu

**Education Technology Center
Room 114, Education Building**

Dr. Mary Waker, Director
313-577-8552 m.waker@wayne.edu
Fax: 577-8307

Kevin Carroll, Technology Specialist
313-577-9935 aa5375@wayne.edu

Keith Myszenski, Technology Specialist
313-577-2421 keith.myszenski@wayne.edu

COE Academic Services Division
Rooms 469 and 489 Education Building
313-577-1601 (Undergraduate Programs)
313-577-1605 (Graduate Programs)
Fax: 313-577-4944

Academic Services

Dr. Janice Green, Assistant Dean
489 Education Building
313-577-1605
jwgreen@wayne.edu

**Undergraduate
Admission/Certification, Clerical
469 Education Building 313-577-1601**

Patricia Hayes, Certification
313-577-1788 aa4606@wayne.edu
Daphne Cochran, Admissions
313-577-1601 ab9385@wayne.edu

Admissions and Certification Counselors

Janet Andrews, 313-577-1788
ac2590@wayne.edu
Ebony Green, 313-577-1601
egreen@wayne.edu
Fawne Allossery, 313-577-1601
allosseryf@wayn.edu

Graduate Admissions/Graduation/Employment
489 Education Building 313-577-1605

Edith Chirpka, Graduate Admissions
ab3465@wayne.edu
Sonya Landrum, Placement Coordinator
aj0044@wayne.edu

**Education Specialists, Masters and Doctoral
Program Services, 489 Education Building, 313-
577-1605**

Cynthia Ward 313-577-1605
ac2736@wayne.edu
Kevin Williams 313-577-1605
ae2921@wayne.edu
Paul Johnson 313-577-1605
ay3138@wayne.edu
LaSondra Dawn 313-577-1605
ag1646@wayne.edu

COE Academic Divisions

Administrative and Organizational Studies (AOS)

Fax: 313-577-1693

Dr. Alan Hoffman, Interim Assistant Dean
339 Education Building
313-577-1618 alanhoffman@wayne.edu

Michele Norris, Secretary
313-577-1728 mnorris@wayne.edu

Kinesiology, Health and Sport Studies (KHS)

Fax: 313-577-5999

Dr. Mariane Fahlman, Interim Assistant Dean
261 Matthaei Athletic Building
313-577-5998 m.fahlman@wayne.edu

Carol Salisbury, Division Secretary
313-577-4249 csalisbury@wayne.edu

Theoretical and Behavioral Foundations (TBF)

Fax: 313-577-5235

Dr. Alan Hoffman, Interim Assistant Dean
339 Education Building
313-577-1618 alanhoffman@wayne.edu

Teacher Education (TED)

Fax: 313-577-4091

Dr. R. Craig Roney, Assistant Dean
241 Education Building
313-577-0902 roney@wayne.edu

Sandra Jenkins, Division Secretary
313-577-8111 ac7424@wayne.edu

Office of Student Teaching

Dr. Sharon Sellers-Clark, Director
221 Education Building
313-577-1644 sesc@wayne.edu

Julie Osburn, Assistant Director
223 Education Building
313-577-0909 ak0804@wayne.edu

Lori Lucas, Student Teaching Coordinator
226 Education Building
313-577-1642 ac1272@wayne.edu

Michigan Basic Skills Test

Nancy Engels, Coordinator
229 Education Building
313-577-9677 nengels@wayne.edu

GENERAL INFORMATION

ACADEMIC APPROVALS

Students requiring "the Dean's Signature" should be referred to the Academic Services Division in the College of Education; Room 469 for undergraduate students and Room 489 for graduate students.

ACADEMIC SERVICES DIVISION

469/489 College of Education

Assistant Dean: Dr. Janice W. Green – jwgreen@wayne.edu

Phone: 313-577-1605 (Graduate programs), 313-577-1601 (Undergraduate programs)

Fax: 313-577-4944

The Academic Services Division is responsible for admitting undergraduate and graduate students into College of Education programs. The division is also responsible for maintaining College of Education student files, processing and certifying graduation, and processing certification. In addition, the division provides a placement service for graduates seeking employment in the field of education.

Academic Services provides information and advice concerning programs, admission procedures, registration, administrative and teaching certificates, and general University policy. You may contact the Academic Services Division if you have questions regarding academic policies and procedures.

Other services provided by this division include preparation of the Schedule of Classes and evaluation of transcripts. The unit also maintains curriculum guides and community college equivalency tables, approves official plans of work, and monitors the College probation system.

Undergraduate Advisors: Janet Andrews, Ebony Green, & Fawne Allossery 313-577-1601

Graduate Advisors: Kevin Williams, Cynthia Ward, Paul Johnson & LaSondra Dawn 313-577-1605

Macomb Outreach: Sherry Cormier-Kuhn 313-577-1605

Students may schedule an appointment or come in for walk-in advising on Tuesdays from 9:00am to 4:00pm.

ACCESS ID and WSU E-Mail

All Wayne State University students and employees receive a unique AccessID, which is their personal key to a comprehensive electronic communications environment developed by the Computing & Information Technology (C&IT) division.

Your AccessID provides you with a free e-mail address on WSU's e-mail system. The format of the AccessID is AccessID@wayne.edu; for example: xy6789@wayne.edu.

Your name and WSU AccessID are automatically listed in Wayne State's Electronic Directory, so anyone on the Internet can find it. You, too, can search the Electronic Directory for other people at WSU. The listings of WSU employees include job title, department, and phone number.

For more information about Access IDs, go to:

<http://computing.wayne.edu/policies/emailpolicy.php>

How do I get an AccessID?

Computing & Information Technology (C&IT) automatically assigns you an Access ID when you are hired as a new employee. If you don't know what your Access ID is, you can find it in the following location:

* You can find it by searching for your name in WSU's Online Directory.

<http://www.ucomm.wayne.edu/~fsd/index.html>

* or call the C&IT Help Desk at 313-577-4778 to obtain your AccessID over the phone.

Please note that your initial Access ID password is your PID number found on your university OneCard. This password can be changed when you have activated your account (see below). Keep in mind that anyone can find your Access ID in the WSU Electronic Directory and send you e-mail. However, as long as you keep your password private, only you can read your e-mail or access the other AccessID services using your ID. **Do not share your Access ID password.**

Activating your AccessID account:

1. Open your Web browser.
2. Go to WSU Pipeline (pipeline.wayne.edu).
3. Login using your AccessID.
4. Follow the prompts.

Step 2: You will be prompted to change your password. Make it something easy to remember because you'll need it for many things at WSU. AccessID passwords must be from six to ten characters in length.

Step 3: If you have another email address that you prefer, you also can set mail forwarding. That way mail sent to your AccessID will be forwarded to your preferred email address.

ADMINISTRATIVE AND ORGANIZATIONAL STUDIES DIVISION (AOS)

3 South Education Building

Interim Assistant Dean: Dr. Alan Hoffman – alanhoffman@wayne.edu

Division Secretary: Ms. Michele Norris – mnorris@wayne.edu

Phone: 313-577-1728

Fax: 313-577-1693

The Division of Administrative and Organizational Studies (AOS) has as its primary goal the development and enhancement of leadership and technology in educational systems, organizations, and institutions.

It is within the scope of this division to study emergent trends and educational innovations; to develop rationales for supporting educational change; and to present viable programs of study for advanced students in education that will enable them to function skillfully as educational leaders in facilitating change, and in developing and conducting ongoing programs. Two program areas (General Administration and Supervision, Educational Leadership and Policy Studies) and Instructional Technology are under the guidance of this division.

Degree and Certificate Programs

MASTER of EDUCATION with majors in Educational Leadership and Instructional Technology

EDUCATION SPECIALIST CERTIFICATE programs with majors in General Administration and Supervision and Instructional Technology

DOCTOR of EDUCATION with majors in Educational Leadership and Policy Studies and Instructional Technology

DOCTOR of PHILOSOPHY with majors in Educational Leadership and Policy Studies and Instructional Technology

GRADUATE CERTIFICATE with majors in College & University Teaching and On-line Teaching

ATTENDANCE POLICY

Classroom Attendance Policy

When attendance forms a basis for a portion or all of a course grade, students must be provided with explicit written information concerning that fact during the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It should be recognized that there may be certain situations where the student may not be permitted to make up the absence(s). This policy shall be applicable to all courses within the University, regardless of setting.

Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is wasteful of both student and University resources. Those students who consistently receive excessive marks of "I" (Incomplete) and "W" (Withdrawal) may be refused the privilege of further registration by the dean or dean's designee of their school or college. Students experiencing attendance difficulties should seek counseling from appropriate college or University offices.

Faculty Absence

Faculty members are expected to meet their classes each session throughout the semester. **The assistant dean must approve any departure from the academic calendar.** If you are ill or have an emergency, please call the assistant dean or the division secretary so that a notice can be posted for your students. If you are unable to reach the assistant dean and the division secretary, call the Office of the Dean at 313-577-1620 to report your absence.

Student Absence

University policy allows students to miss class without penalty to observe religious holidays. Policies regarding other absences and make-up work are to be determined by you and are to be stated in your course syllabus.

BOOKSTORE

Barnes & Noble

Located at the corner of Cass and Warren Avenues

From campus dial 7-2436; off-campus dial 313-577-2436

The bookstore includes a book department, supply department, textbook ordering, computer software, course packs, clothing and emblematic merchandise. Faculty members showing their WSU OneCard will receive a 10% discount on all clothing, emblematic items, supplies and reference or paperback materials. You may present a copy of your letter of offer or your original pay stub in lieu of a WSU OneCard. Call for hours. See additional information, including faculty services, at www.wayne.bkstore.com.

CANCELLATION OF COURSES

The College of Education reserves the right to cancel, postpone, or combine classes, and to change instructors consistent with the new collective bargaining agreement, Article XIV, C 1. and C 2. Should it become necessary to cancel or reassign your class, you will be notified by the division in which you teach via your WSU E-mail or by phone within the appropriate timelines. If you are in doubt as to the status of your class, contact the division secretary for assistance. If you find that you are unable to teach a class that you have agreed to teach, you should contact the assistant dean or division secretary as soon as possible. Giving less than four business days notification may impact future assignments as outlined in Article XIV, C 2. i.

If you receive a paycheck for a class that you are not teaching, you should return the check to the division secretary or make arrangements with her/him to repay the amount owed. Contact the assistant dean or division secretary if you have questions.

COURSE SYLLABUS

There is a standard College format for preparing a course syllabus. You are required to use this format, which is found at the back of this booklet. See the division secretary if you require assistance.

At the beginning of each semester, provide the division secretary with an electronic copy of your current syllabus. The syllabus must be distributed to students at the first meeting of the class for the semester. Distribution of the syllabus and additional course handouts is most easily accomplished through Blackboard.

STUDENTS WITH DISABILITIES

Wayne State University and the College of Education are committed to providing students with disabilities an equal opportunity to benefit from its programs, services, and activities. All printed course materials must be made available in alternative formats upon request, and all course syllabi must include specific text regarding these alternative formats. (See course syllabus format at the back of this booklet.) If you need assistance in providing these services to disabled students, please contact the office of the assistant dean of your division, or the Student Disability Services (SDS) office at 1600 David Adamany Library, 313-577-1851.

EDUCATION TECHNOLOGY CENTER

114 College of Education

Director: Dr. Mary Waker – m.waker@wayne.edu, 313-577-8552

Department phone: 313-577-1840

Fax: 313-577-8307

The Education Technology Center (ETC) provides technology support for College of Education faculty and students. The ETC provides audio and video equipment, mobile computer projection carts, and mobile wireless laptop carts for classroom use in the Education Building. Lab computers, including a wide variety of software programs, scanners, and printers are available for COE faculty and students. If you are teaching in the Education Building, you can make arrangements to use equipment in your classroom or reserve a computer classroom free of charge by filling out an Equipment/Room Request Form in Room 114 Education or by sending an e-mail request to coesupport@wayne.edu. Equipment should be reserved at least one day in advance of the date you need it. ETC will do its utmost to meet all requests, but equipment and labs are available on a first-come, first-serve basis. Faculty needing training on the use of equipment should contact Mary Waker at 313-577-8552 or via email at m.waker@wayne.edu. Further information on equipment is available at <http://www.coe.wayne.edu/etc> under the Faculty Information Quick Link.

Equipment Security:

Audio, video and computer equipment must not be left unattended in open classrooms. Faculty will be required to sign out the equipment **personally** even if a student is picking up the equipment. Students will NOT be allowed to sign out equipment. It is the faculty member's responsibility to ensure that equipment checked out of ETC is returned before the Center closes in the evening. (Lab hours are posted in Room 114 Education and are also available online at <http://www.coe.wayne.edu/etc/>). For classes ending after ETC hours, special arrangements can be made with the ETC Coordinator, Donna Carroll, 313-577-8116, to ensure equipment is stored in a secure area overnight.

Stolen items should be reported immediately to Public Safety, ext. 7-2222, to Mary Waker at 577-8552, and to your division's Assistant Dean.

ETC Laboratories:

A general-purpose computer lab is available in the College of Education's Room 114 and **may be used only by COE students and faculty**. There is no charge for using the computers and only a nominal fee for laser or color printing. Students must sign in at the ETC front desk and provide a valid WSU OneCard to use the lab facilities. A limited number of video viewing stations are also available in 114 Education.

Laboratory hours are posted each term in Room 114. The general-purpose lab has both Macintosh and Windows-based computers. In addition, there are four computer classrooms in the Education Building:

<i>COE computer laboratory</i>	<i>112 Education</i>
<i>COE computer laboratory</i>	<i>114.6 Education</i>
<i>COE computer laboratory</i>	<i>116 Education</i>
<i>Instructional Technology (IT) computer lab*</i>	<i>384 Education</i>

**Access is limited. Contact Ms. Michele Norris for access information (577-1728).*

Please note that the use of the classroom computer labs is by reservation only. Contact Donna Carroll at 577-8116 or decarroll@wayne.edu, or complete a Room Request Form (available in Room 114) to reserve a computer lab.

EMERGENCIES

7-2222, Public Safety

If an emergency illness or accident occurs during your class, instruct a student to call Public Safety (ext. 7-2222) from the nearest telephone immediately. Campus phones in the College of Education are located outside of Room 489, the 3rd and 2nd floor west student lounges, in the basement on the elevator wall, and at the southwest outside entrance to the Education Building. From a cell phone call 313-577-2222. **Do not leave the ill/injured student. Please report the emergency (report *any* non-emergency accident/injury) giving the person's name and social security number to the assistant dean within 24 hours after the incident occurs to complete a "Report of Injury" form.**

Automatic Emergency Defibrillators have been installed on the southwest interior wall abutting the elevators on each floor of the College of Education building. Installed in locally alarmed boxes, (you will still need to call Public Safety @ 577-2222) they are adjacent to the men's rest room on each floor. These defibrillators automatically lead you with step by step voice instructions through their emergency use.

If an accident or injury occurs during a daytime class between the hours of 8:30 a.m.-5:00 p.m. in the College, notify Assistant Dean, R. Craig Roney, Room 241 on the 2nd floor or Assistant Dean, Shlomo Sawilowsky, Room 341 on the 3rd floor and Public Safety at 7-2222 (577-2222). In the Matthaei Building, notify Assistant Dean, Sarah Erbaugh, Room 261, or call 577-5998. The nearest emergency campus phones at the Matthaei Building are located at the building entrances.

If you have an emergency in an evening class in the College of Education, instruct a student to use any of the house/campus phones in the basement at the elevators, the fourth floor across from room 489, the second and third floor west student lounges, or handicapped southwest door on outside wall of building, and to contact Public Safety for assistance (ext. 7-2222).

If you are in an on-campus building other than the College of Education, familiarize yourself with the location of the nearest house/campus phone or blue WSU emergency phone. If these telephones are not available, send a student to the nearest pay telephone to dial 911. When the 911 operator answers, inform them of the emergency and ask that they contact WSU Public Safety immediately.

Faculty members assigned to teach at off-campus extension centers should visit the center office at the time of the first class meeting to receive an instructor's folder with information pertinent to that particular center. Familiarize yourself with the emergency procedures for that center. At an off-campus site, the emergency call for assistance will be made to 911 unless otherwise instructed by the center staff. As the instructor, you should assume the responsibility of seeing that the ill/injured student's family is contacted in case of emergency. You should notify the assistant dean within 24 hours of the incident.

Public Safety officers will transport ambulatory patients to either Detroit Receiving Hospital or the University Health Center. The Department of Public Safety does not provide ambulance service, but utilizes the Detroit Fire Department Emergency Medical Service to handle any injury that is not minor in nature.

All emergencies should be reported immediately to the Department of Public Safety, i.e.:

All crimes	Missing/stolen property
Automobile accidents	Suspicious persons
Injured persons	Vandalism
Break-ins or burglaries	Fire/smoke/explosions
Broken gas/water mains	Severe electrical hazards

More information can be found on Public Safety's Web page: <http://www.police.wayne.edu/>

EQUALITY OF OPPORTUNITY

Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities.

This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or handicap, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination.

Wayne State University complies with the Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as Amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, and Michigan Public Act 453.

Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Director of the Office of Equal Opportunity, 4324 F/AB, Wayne State University, Detroit Michigan 48202; telephone (313) 577-2280.

FREEDOM OF INFORMATION ACT

Michigan's Freedom of Information Act (PA 242) provides that a member of the public, in accordance with certain guidelines, has a right to inspect and receive copies of public records maintained by the University. A public record is broadly defined and includes written documents, pictures, recordings, punch cards, magnetic cards, etc., which are maintained by the University in the course of official responsibilities. However, certain records are exempt from disclosure.

The Media Relations Office, 3100 Academic Administration Building, is the designated office responsible for accepting requests for public records, and the Director of that office is the University officer in charge of providing this service. Under the statute, a fee can be charged for records released and is based on the cost of labor involved in the search, examination and duplication of records, as well as the mailing costs.

Because of the legal requirement that the University respond to Freedom of Information Act (FOIA) requests within five business days of receiving them, a copy of any FOIA request received by any university office should be forwarded to the Media Relations Office on the day that it is received.

KINESIOLOGY, HEALTH AND SPORT STUDIES DIVISION (KHS)

261 Matthaei Building

Interim Assistant Dean: Dr. Mariane Fahlman – m.fahlman@wayne.edu

Division Secretary: Carol Salisbury – csalisbury@wayne.edu

Phone: 313- 577-4249

Fax: 313-577-5999

The Kinesiology, Health and Sport Studies (KHS) Division provides courses at the undergraduate level in several professional areas: Kinesiology (teacher certification and exercise science) and Health Education (teacher certification.) The division provides programs at the master's level in three areas and a doctoral program in Kinesiology. Additionally, the division offers courses in driver education and lifestyle fitness enhancement. The Lifestyle Fitness Activities program is designed to serve the general student population, and courses are open to both undergraduate and graduate students. Courses in these areas may be used to meet degree and curricular requirements of the various schools and colleges of the university. Students are advised to consult their academic advisors in their respective schools or colleges prior to registration.

Degree and Certificate Programs

BACHELOR OF SCIENCE *in Education* with major in Kinesiology

BACHELOR OF SCIENCE *in Education* with major in Health Education

BACHELOR OF ARTS *in Education* with a major in Kinesiology

BACHELOR OF ARTS *in Education* with a major in Health Education

MASTER OF EDUCATION with major in Health Education

MASTER OF EDUCATION with major in Kinesiology and concentrations in exercise and sport science, kinesiology pedagogy, and wellness.

MASTER OF ARTS IN TEACHING with a major in Health

MASTER OF ARTS IN TEACHING with a major in Kinesiology

MASTER OF ARTS with major in Sports Administration and with concentrations in interscholastic athletic administration, intercollegiate athletic administration, professional sports administration, recreation administration and commercial sports administration.

DOCTORAL IN KINESIOLOGY with concentrations in Exercise & Sport Science and Physical Education Pedagogy.

LIBRARIES

The University Library System includes:

The David Adamany Undergraduate Library

5155 Gullen Mall

313-577-8852

www.lib.wayne.edu

The David Adamany Undergraduate Library faces Gullen Mall and is just south of the Student Center Building. It is designed to enhance and enrich the learning experience of undergraduate students by helping them to master the skills necessary for academic success and for success as information literate citizens. The library provides access to 500 computers, a 24-hour study center, course reserves, and hands-on opportunities for learning how to use multimedia and electronic information resources.

The Arthur Neef Law Library

474 Ferry Mall

313-577-3925

<http://www.lib.wayne.edu/lawlibrary/>

The Neef Law Library is located toward the north end of the campus on Ferry Mall in the Law School Building. It houses collections in law and related fields of study with over 550,000 volumes of books, journals, microfilms, videotapes, computer software and legal databases.

The Oakland Center Library Services Center
33737 West 12 Mile Road, Farmington Hills
248-553-6632
<http://www.lib.wayne.edu/info/maps/ocl.php>

A small collection of course reserves and reference materials is available, as well as access to all the databases available on main campus.

The Purdy/Kresge Library
5265 Cass Ave.
Reference Desk: 313-577-6423
<http://www.lib.wayne.edu/info/maps/pk.php>

The Purdy/Kresge Library meets the academic needs of junior and senior students and graduate students in the humanities, social sciences, liberal arts, education, business, and economics. The Purdy/Kresge Library contains approximately 1.4 million books, 13,000 current serials, extensive microfilm collections, and a large government document collection. It is located on Gullen Mall, adjacent to the Recreation Center.

The Science and Engineering Library
5048 Gullen Mall
313-577-4066
<http://www.lib.wayne.edu/info/maps/sel.php>

The Science and Engineering Library contains over 600,000 volumes with 3,000 current journal subscriptions in the physical and natural sciences, computer science, mathematics, engineering, nursing, and nutrition and food science. Its holdings include one of the largest technical journal collections in southeastern Michigan as well as a large map collection. It is located on Gullen Mall just north of the Life Sciences building.

The Vera P. Shiffman Medical Library
32 East Canfield
313-577-1088
<http://www.lib.wayne.edu/shiffman>

The Shiffman Medical Library is located in the Detroit Medical Center, on Canfield between Brush and John R, adjacent to Scott Hall. Its collections cover the health sciences (except nursing) with over 285,000 volumes, microfilms, CD-ROMs and software and 2,950 active journal titles. Network and dial-in access to MEDLINE is supported. The Shiffman Library's Multimedia Pharmacy and Allied Health Learning Resources Center is located Eugene Applebaum College, 313-577-1279

All library units offer reference and information services. Library orientation, library skills instruction, and specialized research assistance are available by appointment. To obtain a WSU library card simply present 1) verification of your employment with WSU (e.g., WSU OneCard or copy of your letter of offer), and 2) a picture ID (e.g. driver's license).

Interlibrary loan and document delivery provides access to items not available in the collections by requesting them from other sources. These services are available to Wayne State University faculty, staff and students at no charge. Self-service copiers are located in each library. Copies of articles retrieved from the University library collections may be ordered for later pick-up for a small fee. Each library operates a Course Reserve Desk. Faculty may place their materials or the library's materials on reserve for restricted use for designated periods.

WSU Library Loan Policies/Penalties

The standard (non-research) loan period is twenty-eight days; faculty, staff, and students may renew this loan up to three times. Semester-long research loan periods are available upon request.

All loans are subject to a recall policy. If the borrower is notified that loaned material is requested by another user or required for in-house use, he/she has ten days to return the item(s). Those whose materials are recalled may request to borrow them again after the materials are returned to the library by the subsequent user. For lost books, the borrower must pay the replacement cost and a \$10.00 processing fee.

MAILBOXES

You will have a mailbox assigned to you by the division in which you teach where students can leave messages or papers. You will also receive dated campus announcements and other information in your mailbox. **It is important that you check your mailbox on a weekly basis.**

OFFICE SPACE

Suitable space will be provided to fulfill the office hours requirement. The large number of full and part-time faculty prohibits the assignment of private office space to individual part-time faculty. However, each division does have office space that is shared by part-time faculty where you can work, meet students and leave materials. See the division secretary for the location.

OFFICE OF TEACHING AND LEARNING (OTL)

Technology Resource Center, Purdy/Kresge Library www.lib.wayne.edu

Phone: 313-577-1980 & 313-577-1983

Hours: 8:30 a.-5:00 p.m. Monday through Friday

<http://www.otl.wayne.edu>

The Office of Teaching and Learning (OTL) is a center for the enhancement of teaching and learning at Wayne State University. It provides professional development resources and support services for faculty. In addition to a multimedia lab, the OTL includes a Reading Room with books, journals, and an article archive; an electronic catalog of annotated citations; and bibliographies by topic. The OTL also sponsors a series of faculty workshops and individual consultations. For more information, call the phone numbers above or visit the OTL website.

ONECARD

The WSU OneCard is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty and staff with access to a wide variety of campus services. The card can be used for parking, door access, as a library card, for copying and printing services as well as for food and bookstore purchases.

Part-time faculty who are new hires should go to the OneCard Service Center located on the 2nd Floor of the Welcome Center, Room 257, 42 West Warren, and present a picture ID and a copy of your letter of offer from your department indicating the effective date of your hire, your position, department and college. Upon presentation of these items you will be issued a temporary OneCard. After you have received your first paycheck present the paycheck stub and temporary OneCard to the OneCard Office and a permanent OneCard will be issued to you.

For hours of operation and any questions about the acquisition or use of the WSU OneCard please call the OneCard Office at 313-577-CARD, or access the OneCard website at <http://www.onecard.wayne.edu/>

PARKING

Part-time faculty members are given sufficient parking on their WSU OneCard to accommodate the number of sessions per course taught (except for those classes meeting on the same day) for each semester. This enables you to park free of charge for each class session at any of the student-access surface lots or student-access parking structures across campus. For a list of these lots and their hours of operation, go to:

<http://parking.wayne.edu/>

and click on the appropriate option (Student parking, Faculty & Staff Parking, etc) in the left side bar.

Parking tickets issued by Public Safety on University property are eligible for a discount rate if paid within 15 days of issuance. Tickets may be paid at the Parking and Transportation Services Office, 42 W. Warren, Welcome Center, Room 257, 313-577-3704.

PAYROLL AND PERSONNEL INFORMATION

Part-time Faculty may not be appointed more than 50% time (8 credit hours or equivalent service load)

Persons holding an appointment as graduate teaching assistant, graduate research assistant, Rumble Fellow, or graduate fellow may NOT also be appointed as part-time faculty except with the approval of the Dean of the Graduate School.

Personnel Records

Employee Data Form - Upon initial appointment, personnel are required to submit a completed Employee Data Form providing, among other things, your name, home address, telephone number, citizenship status, sex, ethnic identification, emergency contact information, college degrees earned, professional licensures and certifications, and fluency in other languages. Changes in any of this data are reported on this form. It is available in the College's Personnel Office, Room 421 Education Bldg., 313-577-8284, or online at: <http://hrms.wayne.edu/hrms/forms.htm>. This form must be signed, dated, and returned to Room 421.

Academic Vita - New appointees are required to submit a current academic vita detailing college degrees earned, honors received, state-issued professional licenses and certificates held, and publications and/or other creative works, together with a chronological accounting of educational and employment history. Degree and professional status changes should be reported to the division secretary and supported with an updated vita. Vita should be signed and dated and submitted to Room 421.

Name/Address/Telephone Number Change - Changes in your name, address, telephone number (s) and degree status should be reported as early as possible. Changes in your name, marital status, address and telephone should be done via WSU **Pipeline** by selecting the **Employee** tab, **Employee Self Service**, *View Personal Info*. Select the information you want to Update. Degree and professional status changes should be reported to the division secretary and include an updated vita.

Payroll Processing

Disabled Person and U.S. Veteran Survey—the University's Office of Equal Opportunity requires that all University employees, including part-time faculty, who are U.S. citizens or permanent residents, complete a Disabled Person and U.S. Veteran Survey as a requirement for processing paychecks. If you have not yet completed and turned in this document (see form at the back of this booklet), please do so and submit it to Kim Miller in Room 421 Education Building. **You will not be paid until this form has been submitted.**

Income Tax Withholding Forms - All new University employees, and those who have not been employed by WSU within the preceding twelve (12) months, must complete federal, state, and local tax withholding forms. If

you wish to make changes in your deductions, you may request forms from the College's Personnel Office, 421 Education, 313-577-8284 or the University Payroll Office, 3800 Academic/Administrative Building (A/AB), 313-577-2138. Questions regarding your tax withholding amounts should be directed to the University Payroll Office at this same number.

I-9 - Verification of Employment Eligibility (I-9) - All new University employees are, in accordance with the 1986 Immigration Reform and Control Act, required to complete a form I-9, Employment Eligibility Certification, and provide verification of citizenship resident status, identity, and authorization to work. **WSU requires that all part-time employees renew their I-9 employment verification every three years.** If you receive a letter asking you to renew your I-9, please do so immediately to avoid a missed paycheck. If your I-9 expires ON or BEFORE the beginning date on your Letter of Offer and you are not currently on WSU's payroll on that beginning date, you must renew your I-9. **You will not be paid if your I-9 verification has expired.**

Citizens and permanent residents are required to complete this document IN PERSON, presenting identification, at the College's Personnel Office, 421 Education Building, 313-577-8284 between 8:30 a.m. and 5:00 p.m. **You will not be paid without a current I-9 on file.** I-9 paperwork for non-immigrant aliens (non-citizens who are not permanent residents) is completed at the Office of International Students and Scholars, 42 W. Warren, Suite 416, 313-577-3422.

Letter of Offer - A Letter of Offer and an Employment Agreement is prepared and mailed to all part-time faculty for your current assignment. If your letter arrives without the indicated enclosures or if you have a question about your paperwork, call the College's Personnel Office, 421 Education, at 313-577-8284. Contact the division secretary if you have not received a letter by your first day of work or if the information contained in the letter is incorrect. You will not be paid without this paperwork.

Waivers - Waivers are required for the following conditions:

1) Part-time faculty may not teach more than 8 credit hours or work more than .50 FTE (full-time equivalent) *cumulatively* at WSU. Please inform the division secretary of ALL assignments you will work at WSU during your contracted dates of service to avoid payment problems. Also inform her if you are enrolled in a degree program at WSU. There is no waiver for this maximum.

If you're employed at WSU in a 12-month classification, you are limited to .25 FTE per term for overload assignments. 12 month academic employees are limited to a cumulative overload payment of 25% of the annual salary for the academic term (formula: annual salary x 3 terms x 25% = maximum cumulative overload earnings per term). If you're employed in a 9 month classification, the formula for fall and winter is: annual salary x 2 terms x 25% = maximum cumulative overload earnings per term. There is no waiver for these maximums.

2) If your degree is below Master's degree level, you must have a waiver in order to teach.

Pay Dates and Payroll Distribution

Regular Pay Dates - Pay dates are every other Wednesday. There are eight pay dates per semester during Fall and Winter terms for part-time faculty. There are three pay dates during the Spring term, three pay dates during the Summer term and six pay dates for the Spring/Summer term. All assignments are paid on ONE paycheck except during the Spring/Summer semesters where it is possible to receive more than once check if you are paid on different calendars. The division secretary will inform you regarding the check distribution procedures for your division. Get to know your check destination/distribution code, which is in the upper right corner of your check stub.

Paycheck Distribution - Paychecks for part-time faculty who are teaching courses off the main campus will be automatically mailed to the address by the division secretary.

If you are teaching a course on the main campus your paycheck will be sent to your division secretary for distribution. Each division has its own procedure for paycheck distribution. You should check with your division secretary if you have questions about your paycheck and how it will be dispensed to you.

Direct Deposit--You may enroll at any time of the year to have your paycheck sent to the banking institution you designate via Direct Deposit. To sign up for new or to make changes to current direct deposit, Log on to **WSU Pipeline** Click on: The **Employee Tab**. Click on: *More Employee Services* Click on: *Pay Information* Click on: *Update Direct Deposit (Your current direct deposit information if any will be displayed)*. Complete all required information. More information is available on Payroll's web site:

http://www.wayne.edu/fisops/index.php?Payroll_Office:Payroll_Check_Direct_Deposit

Paycheck Distribution During Holiday Closure - This year's pay dates are not affected by University Closure. When a payday does fall on a holiday:

- 1) Those employees who normally have direct deposit will have their net pay deposited in their bank accounts as usual. Their pay stubs will be sent to the department for regular distribution when the University reopens.
- 2) Employees whose net pay is not direct deposited will receive updated Information on the distribution of paychecks during holiday closure via your WSU email address and on **WSU Pipeline** prior to the holiday.

Payroll Advance

If your payroll is delayed, you might be eligible for a payroll advance. This procedure will pay you 60% of the delinquent amount owed to you. See Kim Miller in the College's Personnel Office, 421 Education Building, 313-577-8284, to inquire about your eligibility and to complete the necessary paperwork.

PLAGIARISM

Plagiarism by students is an increasing problem at Wayne State University, as it is at many institutions. The College of Education has purchased a site license so that faculty can check students' work against online databanks to ascertain if it is their own work or it has been plagiarized. The site is TURNITIN.com, which has been available since 1996 and is used by many universities worldwide. It designed to be used for academic coursework only. If you want your course to be included in this plan, please inform the program coordinator or assistant dean of your division. If you suspect or determine a student has committed plagiarism, contact the program coordinator or assistant dean.

A statement regarding plagiarism must be included on your course syllabus. See syllabus format at the back of this booklet.

POST OFFICE

Addressing Mail to WSU Campus

When mailing to WSU campus or giving someone your campus address, remember to give the name of the *division /department* as well as the *building and room number* for inclusion in the address. The zip code should also be included (48202-3489). Do not have mail addressed to you simply at "Wayne State University". Sample:

NAME
DIVISION/DEPARTMENT
ROOM# College of Education

Wayne State University
5425 Gullen Mall
Detroit, Michigan 48202-3489

Postal Convenience Center
Student Center, Room 50 lower level
313-577-3484

Limited postal services are available from 8:30 p.m. until 3:30 p.m., Monday through Friday. U.S. Mailboxes are located on the first level of the Student Center with pick-up at 4:00 p.m. Monday through Friday. Please call to verify hours.

SECRETARIAL SUPPORT

Faculty members share secretarial support services. The assistant dean will assign a secretary to you to type and duplicate needed material, or order audiovisual equipment for your classes. Please submit the work for completion at least one week in advance since many people are sharing these same services and resources.

SECURITY

WSU is a very safe campus and you should have no reason to be apprehensive. However, it always pays to be cautious and aware of your immediate surroundings. If you see someone who looks suspicious or who is behaving inappropriately or in a suspicious manner, do not hesitate to notify the WSU Department of Public Safety at 313-577-2222. If you are using a campus phone dial **7-2222**.

The University has installed outdoor emergency telephones throughout the campus. These emergency telephones are identified by bright blue lights. The phone closest to the College is on the west side of the building near the entrance.

Wayne State's Public Safety officers are highly trained professionals; officers hold at least a baccalaureate degree and are commissioned as police officers after training at a state-certified police academy. Any matter requiring the services of a police officer can be reported to the Department of Public Safety at any hour of the day or night at 76 West Hancock or by calling 313-577-2222, or 7-2222 from a campus phone.

Please review the above information with your students.

SEXUAL HARASSMENT POLICY

It is the policy of Wayne State University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

The laws of the State of Michigan prohibit discrimination in employment and in education and provide that discrimination because of sex includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (a) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
- (b) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.
- (c) Such conduct or communication has the purpose or effect of substantially interfering with an

individual's employment, public accommodations or public services, educational, or housing environment. (MCLA 37.2103 (h))

In the area of speech, what the law and this policy prohibit is speech as action: that is, sexual communication which is either directly coercive as demanding favors, or indirectly coercive, as rising to that level of offensiveness which interferes substantially with the victim's education or employment. The determination of what level of offensiveness is actually coercive, and therefore unlawful and prohibited by this policy, will in some cases be difficult. A significant element in the determination is provided by the fact that an unequal power relationship underlies sexual harassment. The more unequal the relationship, the more the risk is of substantial interference with the victim's education or employment.

In the area of physical contact, physical contact that is unwelcome is so gravely offensive that it always has the effect of substantially interfering with the victim's employment or educational environment. Employees and students should not take for granted that they are welcome to touch other employees or students, since if their contact is in fact unwelcome, they will be in violation of the law and of this policy. (WSUCA 2.28.06.010-2.28.06.080)

SMOKING POLICY

No smoking is permitted in any building owned, leased or rented by the University except for housing in individual units. The policy also applies to all Matthaei Physical Education Center facilities, both indoors and outdoors, as well as university vehicles.

No smoking is permitted within a reasonable distance of any building entrance or exit. "Reasonable distance" is defined as an area which does not hinder entry/egress to any building and which does not/will not cause/allow second-hand/environmental tobacco smoke to enter the building. **Please use receptacles provided for used smoking materials.**

STUDENT EVALUATION OF TEACHING

Students in all classes are given the opportunity to evaluate faculty teaching, subject to certain exceptions as granted by the dean. This policy does not apply to students in individual directed studies courses, in individual directed readings courses, in master's thesis or doctoral dissertation supervision courses, and in other one-to-one teaching situations in which the confidentiality of student evaluations cannot be maintained.

Student Evaluation of Teaching forms should be distributed during the last four weeks of classes of Fall and Winter terms and during the last two weeks of classes in Spring/Summer term. Guidelines are provided on the envelope containing the evaluation forms.

Method of Evaluation

The faculty member must give notice in advance of the class meeting at which the students will complete the evaluation of teaching form. This opportunity must occur within the last three weeks of regular classes during the Fall and Winter semesters and during the last week of regular classes during the Spring/Summer semester. You may pick up a supply of forms from the division secretary.

To assure the confidentiality of student evaluations of teaching pursuant to existing University policy, the faculty member must designate a student to distribute and collect the evaluation of teaching forms. Evaluation guidelines are provided on the envelope containing the evaluation forms. The student must be instructed to turn in the completed forms to your division secretary and given the directions and telephone number to contact him or her.

Students shall be given not less than fifteen (15) minutes of "in class" time to complete the student evaluation of teaching (SET) form. SET forms are not to be completed at home, or during examination periods. No student can

be asked or requested to sign his/her name to a SET form, although a student may do so if he/she wishes. The instructor should not be present in the room while students are completing the forms.

The results of the evaluations are available to you, to the College committee(s) charged with making personnel decisions and to the assistant dean and other appropriate administrative officers for the purpose of assessing the individual's teaching performance and for the purpose of program review. It is critical that the anonymity of the students be preserved.

STUDENT RECORDS, RELEASE OF

The University recognizes admission and academic records of students as being privileged and has a policy designed to ensure that this information is not improperly divulged without the consent of the student. The University is subject to the federal Family Education Rights and Privacy Act and has promulgated regulations pursuant thereto. Copies of the regulations and a list of student records maintained by the University are available for inspection in the Office of the Registrar. The University reserves the right to provide anonymous academic information to other schools and colleges when it is to be used for curriculum evaluation purposes.

TEACHER EDUCATION DIVISION (TED)

241 College of Education

Assistant Dean: Dr. R. Craig Roney – rronney@wayne.edu

Division Secretary: Ms. Sandra Jenkins – ac7424@wayne.edu

Phone: 313-577-0902

Fax: 313- 577-4091

The Division of Teacher Education (TED) emphasizes the development of competence in instruction and the improvement of curriculum at all levels and in many kinds of educational institutions.

Degrees and Certificates and Post-Bachelor's Certificates

BACHELOR OF ARTS and BACHELOR OF SCIENCE in Education with majors in:

Art Education, Career and Technical Education, Elementary Education, Early Childhood
English Education - Secondary, Foreign Language Education - Secondary
Mathematics Education, Science Education, Social Studies Education - Secondary
Special Education - with concentrations in:
Speech Impaired, Cognitive Impaired
Speech Education – Secondary (pending state approval)
Special Endorsements in early childhood, middle level and Bilingual Education.

MASTER OF ARTS IN TEACHING with majors in:

Elementary Education - with concentrations in:
Bilingual-Bicultural Education, Early Childhood Education, Mathematics
Science Education, & Social Studies Education
Secondary Education - with concentrations in:
Career and Technical Education, Bilingual-Bicultural Education,
English Education, Foreign Language Education, Mathematics Education,
Science Education, Social Studies Education
K-12 Education – with concentration in:
Art Education – (Secondary Certification required)
Kinesiology – (Secondary Certification required)
Special Education – (Elementary Certification required)

MASTER OF EDUCATION with majors in:

Art Education - with concentrations in
Art Education, Art Therapy
Bilingual-Bicultural Education – with concentrations in
Bilingual-Bicultural Education
English as a Second Language

Career and Technical Education
Early Childhood Education
Elementary Education - with concentrations in
 Literature for Children, Early Childhood Education,
 General Elementary Education, Language Arts and Reading,
 Mathematics Education, Science Education, Social Studies Education
English Education: (Secondary) – with concentrations in
 English Education: Secondary
 English as a Second Language
Foreign Language Education – (Secondary) with concentration in
 Foreign Language: Secondary
 English as a Second Language
Mathematics Education
Reading
Science Education
Social Studies Education
Special Education - with concentrations in
 Emotionally Impaired, Learning Disabilities, Cognitive Impairment and Autism Spectrum Disorders

EDUCATION SPECIALIST CERTIFICATE with majors in:

Curriculum and Instruction with concentrations in
 Art Education
 Bilingual-Bicultural Education
 Career and Technical Education
 Early Childhood Education
 Elementary Education
 English Education
 Foreign Language
 K-12 Curriculum
 Mathematics Education
 Science Education
 Social Studies Education
Reading
Special Education

DOCTOR OF EDUCATION and DOCTOR OF PHILOSOPHY with majors in:

Curriculum and Instruction - with concentrations in
 Art Education, Bilingual-Bicultural Education (Ed.D. only),
 Career and Technical Education, Early Childhood Education,
 Elementary Education, English Education - Secondary,
 Foreign Language Education - Secondary, K-12 Curriculum,
 Mathematics Education, Science Education, Secondary Education,
 Social Studies Education - Secondary
Reading, Language and Literature (Ed.D. only)
Special Education

POST-BACHELOR'S TEACHER CERTIFICATES with majors and minors in:

Elementary Education - with concentrations in:
 Bilingual-Bicultural Education, Early Childhood Education,
 General Elementary Education
Secondary Education - with concentrations in:
 Art Education, Bilingual-Bicultural Education, Career and Technical Education
 Dance, English Education, Foreign Language Education, Mathematics Education
 Music - Instrumental K-12, Music - Vocal K-12, Kinesiology K-12, Health Education
 Science Education, Social Studies Education, Speech

TELEPHONES

Long-Distance Calls

- University policy requires that all long-distance calls on university telephones be approved by and registered with the assistant dean
- Bill-to-third-party and collect calls to university extensions are prohibited

Most buildings on campus are equipped with "house/campus" phones. These telephones have restricted dialing access to campus phone numbers only. Dial 7-2222 to reach Public Safety from any emergency phone.

THEORETICAL AND BEHAVIORAL FOUNDATIONS DIVISION (TBF)

339 College of Education

Interim Assistant Dean: Dr. Alan Hoffman – alanhoffman@wayne.edu

Division Secretary:

Phone: 313-577-1805

Fax: 313-577-5235

The Division of Theoretical and Behavioral Foundation (TBF) includes degree and certificate programs (M.A., MEd, Educational Specialist Certificate, Graduate Certificate, Doctor of Education and Doctor of Philosophy) in Education Evaluation and Research, Counseling, Educational Psychology, School and Community Psychology, Marriage and Family Psychology, and Rehabilitation Counseling.

Degrees and Certificates

MASTER OF EDUCATION with majors in Educational Evaluation and Research, Counseling, and Educational Psychology.

MASTER OF ARTS with majors in School and Community Psychology, Counseling Psychology, Counseling, and Rehabilitation Counseling

DOCTOR OF EDUCATION with majors in, Educational Evaluation and Research, and Counseling

DOCTOR OF PHILOSOPHY with majors in Educational Psychology, Educational Evaluation and Research, and Counseling.

EDUCATION SPECIALIST CERTIFICATES with majors in Counseling.

GRADUATE CERTIFICATE in Advanced Graduate Certification in School Psychology

UNIVERSITY CLOSURE

Weather Emergency or other Emergency Closure

Occasionally severe weather will necessitate the closing of the University. Instruct your students to listen to the radio or television, or call **313-577-5345** to see whether or not classes are meeting. Announcements for evening classes are also made over radio station WDET-FM (101.9) and will be carried on the University's telephone information line, 313-577-1121. **Faculty do NOT cancel classes.**

University Holiday Observances

The University observes the following legal and special holidays. Refer to the academic calendar of the schedule of classes for days designated as official make up days.

Labor Day

Observed on the first Monday in September.
There is no makeup day.

Thanksgiving Day Recess

(fourth Thursday in November and the following day)

Thursday and Friday closure:

Note: The Tuesday and Wednesday preceding the holiday are designated as Thursday and Friday class days. If your class normally meets on Tuesday or Wednesday, you will not hold class on these days. Refer to the academic calendar in the schedule of classes.

Holiday Recess

All offices in the University are closed December 25 through January 1.

Classes are not affected. If a payday falls within this period, see page 23 for information on paycheck distribution.

Martin Luther King Holiday

(third Monday in January)

Observed on Monday. Classes are suspended and University offices are closed. Refer to the academic calendar in the schedule of classes for makeup day.

Memorial Day

(last Monday in May)

Observed on Monday. Classes are suspended and University offices are closed. Refer to the academic calendar in the schedule of classes for makeup day scheduled as Monday class day.

Independence Day

(fourth of July)

Observed on actual holiday. Classes are suspended and University offices are closed. Refer to the academic calendar in the schedule of classes for makeup day.

NOTE: Alternative arrangements must be made for students regarding observance of special religious holidays.

APPENDIX

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ACADEMIC APPEALS PROCEDURE

In matters where a school/college's final decision is based upon the evaluation of a student's academic performance, and *when review procedures available to the student within the college have been exhausted*, the student may request that the Provost review the decision. A written Request for Provost Review must be made by the student himself/herself, with a copy sent to the dean of the college, postmarked within thirty calendar days of the postmark of the college's final decision. The Provost's review of the college's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.

The student may also file with the Provost a Request for a Postponement of the effect of the college's final decision. Such a request must be postmarked within seven calendar days of the postmark of the college's final decision, and a copy must be sent to the dean of the college. Upon receiving a Request for Postponement, the Provost will immediately contact the dean. Unless the college demonstrates clearly and convincingly that the injury to the college or to third persons that would result from such a postponement would outweigh the injury to the student from denying postponement, the effect of the decision rendered by the college will be postponed until the date that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the dean of a decision regarding the Request for Postponement within three school days after receiving the request.

The Provost upon a showing of good and sufficient cause may grant exceptions to this procedure.

ACADEMIC FREEDOM

Recognizing that the quest for ideas and values transcends the formal aspects of education, the Wayne State University Board of Governors has adopted the following statement:

'It is the policy of Wayne State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation.

'Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful democratic means for change are available.' (Official Proceedings of the Board of Governors, December 20, 1962, WSUCA 2.42.02.)

'Institutions of higher education are conducted for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

'Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

'The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

'The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject.

'The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.' (Official Proceedings of the Board of Governors, November 15, 1961, WSUCA 2.42.01.)

COLLEGE OF EDUCATION STUDENT GRADE APPEALS POLICY

1.0 Policy

- 1.1 Each academic unit shall establish written student grade appeal policies and procedures. The following policy guidelines are provided to assure the establishment of procedures that will provide for the prompt, fair and equitable resolution of grade appeals.

2.0 Basic Principles

- 2.1 Instructors are expected to evaluate student work according to sound academic standards. Equal demands should be required of all students in a class (although more advanced work is expected from graduate students than from undergraduates), and grades should be assigned without departing substantially from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process.

- 2.2 Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; 2) sexual harassment; or; (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.
- 2.3 These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Due Process statute.

3.0 Appeal of Grades

- 3.1 Students should raise grade appeals in writing within thirty (30) calendar days following official notification of grades for the term in which the disputed grade was awarded, whenever informal review fails to resolve a dispute. The student's first appeal shall be directed to the instructor. Further appeals shall be directed to the assistant dean and then to the dean.
- 3.2 Students shall be notified in writing of the department/college's decision regarding the appeal within 60 days of lodging the formal appeal.
- 3.3 Students/faculty may contact the Ombudsman at any time for assistance with any problem associated with a grade decision or grade appeal.

4.0 Procedures Within the College of Education

4.1 INFORMAL APPEAL

Whenever possible, a dispute about grades should be resolved informally between the instructor and the student.

4.2 FORMAL APPEAL PROCESS

4.2.1 Initiation of Appeal

If the informal process fails to resolve the dispute, the student must submit a written statement detailing his/her objections, along with supporting documentation, to the appropriate assistant

dean within 30 calendar days following notification of grades for the term in which the disputed grade was awarded.

4.2.2 Assistant Dean Review

The assistant dean shall review the complaint and provide a copy to the instructor. The instructor shall be invited to reply in writing to the objections of the student. The assistant dean may convene an ad hoc special review committee (or charge an existing committee) to advise on any dispute. The recommendations of review committees will be advisory to the assistant dean.

4.2.3 Response to the Appeal

Within 30 calendar days of lodging the formal appeal, both parties to the dispute will be notified in writing of the decision and its rationale or the reason for a delay in the decision. The instructor must be consulted before a decision is made to change the grade and be notified in writing prior to notification of the student if the decision is to change the grade or otherwise accommodate the student. The student and/or the instructor may appeal the decision to the Dean within 10 calendar days of receiving the response. The decision should not be implemented until the appeal process has been completed.

4.3 DEAN'S OFFICE REVIEW

Appeals to the dean must be filed within ten days of the student receiving the response. The dean must respond to an appeal within 30 days. The dean or dean's designee may convene an *ad hoc* committee (or charge an existing committee) to advise on an appeal. The recommendations of the review committee will be advisory to the dean. The dean's decision is the final decision at the college level.

4.4 CONDUCT OF MEETINGS

Any meetings held in relation to the appeal shall provide parties the opportunity to present additional information orally or in writing. No additional persons should be permitted at such meetings without advance approval by the chair or dean and appropriate and written notification to all parties involved.

5.0 Provost Review

5.1 In matters where a College's final decision is based upon the evaluation of a student's academic performance, and when review procedures available to him/her within the College have been exhausted, the student may request the provost to review that decision on the record. A written Request for Provost Review must be made by the student himself/herself, with a copy to the dean of the College, postmarked within thirty calendar days of the postmark of the College's final decision, which is sent to the address provided by the student in the College's review procedures. The provost's review of the College's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.

5.2 The student may also file with the Provost a Request for a Postponement of the effect of the College's final decision. Such a Request must be postmarked within seven (7) calendar days of the postmark of the college's final decision, and a copy must be sent to the Dean of the College. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean. Unless the College demonstrates clearly and convincingly that the injury to the college or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the College will be postponed until the date that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the Dean of her/his decision regarding the Request for Postponement within three school days after receiving the request.

- 5.3 Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause.

6.0 Monitoring

- 6.1 Copies of unit procedures for student grade appeals shall be filed with the Office of the Senior Vice President and Provost.

CONFIDENTIALITY OF EDUCATIONAL RECORDS

The University recognizes the importance of ensuring the confidentiality of student records and in accordance with the federal Family Educational Rights Privacy Act of 1975 has adopted a policy governing the release of information from educational records to persons within and outside of the University community. Conditions of access to student records are set forth in Revised Guidelines for the Release of Student Information from Education Records (July, 1975).

Except as otherwise provided in the document, the guidelines embody three principles fundamental to the student's right to privacy.

Students shall have access to information being maintained about them by the University units.

The University will release no information to any person without the written consent of the student about whom the information is being maintained. Such written consent must be signed and dated by the student and must specify the information to be released, the reasons for the release, and the name or names of the person or persons to whom the information is to be released.

A student may authorize in writing the release of any information maintained about him/her to any person he/she chooses.

Information about students maintained by university units shall be released only to university employees when the information requested is necessary to perform university duties or when the student has given written permission for release of the information.

A comprehensive list is published annually of the university's educational records; the type of information contained therein which is directly related to students, and the name and position of the official responsible for the maintenance of each such record. Copies of the guidelines are available for consultation in the offices of deans, directors, and department chairpersons, and in the Office of the General Counsel.

OBLIGATIONS OF FACULTY AND STUDENTS TO THE INSTRUCTIONAL PROCESS

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficiency of the instructional process are to be preserved. Pursuant to this understanding, the following statement was adopted by the Academic Senate (formerly University Council) on October 6, 1982 and approved by the Provost:

Responsibilities of Faculty Members:

1. To contribute to and remain abreast of the latest developments in their fields;
2. To continually pursue teaching excellence;
3. To treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status or handicap;
4. To encourage differing viewpoints and demonstrate integrity in evaluating their merit;
5. To adhere regularly and punctually to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes;
6. To establish and maintain appropriate office hours [or a system for meeting with students];
7. To present, early in the term, the following course information:
 - (a) course objectives and general outline;
 - (b) classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers, and other projects);
 - (c) grading policy;
 - (d) where appropriate, a schedule of class-related activities, including class meetings and laboratory sessions;
 - (e) lists of texts and/or other materials needed for the course;
 - (f) late enrollment, withdrawal and other special policies.
8. To provide and adhere within reasonable limits to the written syllabus of the courses;
9. To know course matter thoroughly and prepare and present the material conscientiously;
10. To be informed of University services and recommend their use to students when advisable;
11. To follow these policies concerning written work and grades:
 - (a) grade and return written work promptly;
 - (b) submit final grades by the scheduled time;
 - (c) allow students to examine written materials not returned within the term (e.g., final exam, major term paper) and retain such materials for one academic term in accordance with unit policy;
12. To implement unit procedures for student evaluation of faculty teaching, with attention to preserving student anonymity;

13. To behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

Responsibilities of Students:

1. To fulfill conscientiously all assignments and requirements of their courses;
2. To attend classes regularly and punctually;
3. To maintain a scholarly, courteous demeanor in class;
4. To uphold academic honesty in all activities;
5. To notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment;
6. To discuss with instructor any class-related problem and follow established procedures in the resolution of these problems;
7. To adhere to the instructor's and general University policies on attendance, withdrawal, or other special procedures.

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the head [assistant dean] of the academic unit should be contacted. If this contact fails to satisfy the complaint, the college's published procedures should be followed. Although the University Ombudsperson is not a direct part of the appeal process, students and faculty may consult the Ombudsperson at any point during such proceedings.



STUDENT CODE OF CONDUCT

1.0 PREAMBLE

- 1.1 The primary purposes of the Student Code of Conduct are to promote campus civility and academic integrity and to provide a framework for the imposition of discipline in the University setting. The code gives general notice of prohibited conduct and of the sanctions to be imposed if such conduct occurs. The code should be read broadly, and is not designed to define misconduct in exhaustive terms. The code specifies the rights of the student and the rights of other parties to the procedure.
- 1.2 As provided by the Board of Governors in WSUCA 2.31.01, "Student Rights and Responsibilities," and as mandated by academic tradition, the students of Wayne State University possess specific rights and responsibilities. Students are expected to conduct themselves in a manner conducive to an environment that encourages the free exchange of ideas and information. As integral members of the academic community, students have the right to expect that their rights are protected from arbitrary, capricious and malicious acts on the part of other members of the academic community. This Student Code of Conduct is designed to assure that students who are alleged to have engaged in unacceptable conduct receive fair and impartial consideration as specified in this code.
- 1.3 Students are accountable both to civil authorities and to the University for acts which constitute violations of both the law and this code. In such cases disciplinary action at the University will normally proceed while civil or criminal proceedings are pending, and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been invoked, dismissed or reduced.
- 1.4 Final authority in student disciplinary matters is vested in the President or his/her designee.
- 1.5 The Office of the Ombudsperson is available to advise students at any stage in the proceedings provided for in this code. To assure that students are aware of that availability, whenever charges are initiated against a student or student organization, the Student Conduct Officer will provide the student (or representative of the student organization) with a copy of a memorandum prepared by the Ombudsperson explaining the Ombudsperson's role.

2.0 DEFINITIONS

When used in this code:

- 2.1 "Academic misbehavior" means any activity which tends to compromise the academic integrity of the institution or subvert the education process. Examples of academic misbehavior include, but are not limited to: (1) cheating, as defined in Section 2.3; (2) fabrication, as defined in Section 2.5; (3) plagiarism, as defined in Section 2.8; (4) academic obstruction, as defined in Section 2.10; (5) enlisting the assistance of a substitute in the taking of examinations; (6) violation of course rules as contained in the course syllabus or other written information provided to the student.
- 2.2 "Aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to normal University or University sponsored activities.

- 2.3 “Cheating” means intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.
- 2.4 “Distribution” means sale or exchange with an intent to profit.
- 2.5 “Fabrication” means intentional and unauthorized falsification or invention of any information or citation.
- 2.6 “Institution” and “University” mean Wayne State University.
- 2.7 “Organization” means a number of persons who have complied with University requirements for recognition.
- 2.8 “Plagiarism” means to take and use another’s words or ideas as one’s own.
- 2.9 “Student” means a person who has enrolled in or is auditing a course or courses, or who has enrolled in or is taking a special program sponsored by any unit of the University, or who has taken or audited a course or courses at the institution on either a full-time or part-time basis. A person who withdraws from the University after engaging in conduct which may have violated the Student Code of Conduct is considered a “student” for purposes of this Code.
- 2.10 “Academic obstruction” means any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.
- 2.11 “University premises” means buildings or grounds owned, leased, operated, controlled, or supervised by Wayne State University or Wayne Housing Authority.
- 2.12 “Weapon” means any object or substance designed to cause injury, or incapacity, including, but not limited to, all firearms, pellet guns, switchblade knives, knives with blades three or more inches in length, and chemicals such as “Mace” or tear-gas.
- 2.13 “University-sponsored activity” means any activity on or off University premises, which is initiated, aided, authorized, or supervised by the University.
- 2.14 “Sexual misconduct” means non-consensual sexual touching, including, among other things, non-consensual oral sex.
- 2.15 “Technology resources” means any and all technologies that produce, manipulate, store, communicate, or disseminate information. These resources include, but are not limited to, wired and wireless data, video and voice networks, computers for processing information, and other devices for storing and archiving information.
- 2.16 Unless otherwise noted, “days” means school days and days Wayne State University is open for business and not calendar days.
- 2.17 “Faculty” applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, adjuncts, and Academic Staff with teaching duties.

3.0 PROSCRIBED CONDUCT – STANDARDS AND JURISDICTION

- 3.1 The focus of inquiry in disciplinary proceedings is to determine if the student is in violation of the prohibited conducts outlined in the Student Code of Conduct. Formal rules of evidence are not applicable, nor will deviations from prescribed procedures or deadlines invalidate the decision or proceeding, unless significant prejudice to a student or to the University results.
- 3.2 The Student Code of Conduct shall apply to conduct that occurs on University or Housing premises and at University or Housing sponsored activities that occur on or off-campus.
- 3.3 Each student shall be responsible for his/her conduct from the time she or he has notified the University that he/she will attend the University through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment and even if their conduct is not discovered until after a degree is awarded.
- 3.4 The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

3.0 PROHIBITED CONDUCT

The following conduct is subject to disciplinary action when it occurs on University or Housing premises, or in connection with a University course or University documents, or at a University-sponsored activity.

- 4.1 All forms of academic misbehavior.
- 4.2 Forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.
- 4.3 Physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.
- 4.4 Unauthorized use, unauthorized possession, or unauthorized storage of a weapon.
- 4.5 Intentionally initiating a threat, or false report or false warning, of fire, explosion, or other emergency.
- 4.6 Disorderly behavior that interferes with activities authorized, sponsored, or permitted by the University such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.
- 4.7 Violation of the terms of any disciplinary sanction imposed in accordance with this code.
- 4.8 Illegal use, possession, manufacture or distribution of drugs.
- 4.9 Theft of property or services, or intentional or reckless damage to property, of the institution, or of a member of the institutional community, or of a visitor to the University.
- 4.10 Knowingly possessing stolen property.
- 4.11 Conduct that is a crime under the criminal law of the State of Michigan or the United States.

- 4.12 Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.
- 4.13 Knowingly furnishing false information to the institution.
- 4.14 Intentional obstruction or disruption of institutional activities or functions.
- 4.15 Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.
- 4.16 Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.
- 4.17 Misuse or intentional disruption of the University's technological resources.
- 4.18 Any form of sexual misconduct.
- 4.19 Failure to comply with published University regulations or policies. Such regulations or policies include but are not limited to: a) University statutes prohibiting discrimination and sexual harassment; b) Regulations relating to entry and use of University facilities; c) Regulations relating to sale or consumption of alcoholic beverages; d) Regulations relating to use of vehicles and electronic, amplifying equipment; e) Regulations relating to campus demonstrations; f) Regulations relating to misuse of identification or parking cards; g) Regulations relating to residing in the University's residence halls and apartments.
- 4.20 Abuse of the Student Code of Conduct system, including but not limited to:
 - a) Deliberate falsification or misrepresentation of information before a Hearing Committee Panel or before a dean in an informal conference;
 - b) Disruption or interference with the orderly conduct of a Hearing Committee Panel proceeding.

5.0 DISCIPLINARY SANCTIONS

Students found to have committed an act, or acts of misconduct may be subject to one or more of the following sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in this code. More than one sanction may be imposed for any single violation.

- 5.1 Disciplinary Reprimand. Notification that the student has committed an act of misconduct, and warning that another offense may result in the imposition of a more serious sanction.
- 5.2 Disciplinary Probation. A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes specified requirements or restrictions (as, for example, restrictions upon the students representing the University in any extracurricular activity, or running for or holding office in any student organization) for a specific period of time as determined in the particular case.
- 5.3 Loss of Privileges. Denial of specified privileges for a designated period of time, but not limited to, the privilege of participating in non-academic activities or student organizations on campus.
- 5.4 Discretionary Sanctions. Assignments, essays, service to the University, or other related discretionary assignments.

- 5.5 Residence Hall Suspension. Separation of the student from the residence halls for a definite period of time, or until the student demonstrates that she/he has satisfied conditions established for return determined at the time of suspension.
- 5.6 Residence Hall Expulsion. Permanent expulsion of the student from the residence halls.
- 5.7 Suspension. A denial of the privilege of continuing or enrolling as a student anywhere within the University, and denial of any and all rights and privileges conferred by student status, for a specified period of time. At the termination of the suspension the student will be entitled to resume his/her education without meeting any special academic entrance requirements.
- 5.8 Expulsion. A permanent denial of the privilege of continuing or enrolling as a student anywhere within the University, and permanent denial of any and all rights and privileges conferred by student status.
- 5.9 Restitution. The requirement that a student make payment to the University or to another person or group of persons, or to a student organization, for damage caused as a result of violation of this code.
- 5.10 Transcript Disciplinary Record. An entry onto the student's transcript, permanently or for a specified period of time indicating that the student has been found to have engaged in prohibited conduct, pursuant to Section 4.0 of the Student Code of Conduct. The entry shall also designate the sanction imposed.
- 5.11 Other Sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above.
- 5.12 Among the factors that will be considered in the determination of what sanction is appropriate is whether there have been repeated or aggravated violations. Among the factors that may be considered in mitigation are whether the student has been straightforward, and taken responsibility for his/her acts; the nature of the offense and the severity of any damage, injury, or harm resulting from it; and the lack of past disciplinary record of the offender. Because a primary purpose of this code is to protect the University community, a claim that a violation was committed as a matter of "innocent fun" shall not be viewed as a factor in mitigation.
- 5.13 Attempts to commit acts prohibited by this code shall also be punishable.
- 5.14 Students who have left the University, and who, after leaving the University, have used forged University transcripts or other University documents, or have used University transcripts or other University documents with unauthorized alterations, may be subject to one or more of the following sanctions:
- a) The refusal to provide any further transcripts or other documents;
 - b) The refusal to provide any further transcripts or other documents except directly to institutions or employers;
 - c) The denial of any further enrollment;
 - d) An entry onto the student's transcript, permanently or for a specified period of time.

6.0 COMMUNICATION OF NOTICES TO STUDENTS: APPEALS AND APPEARANCES BY STUDENTS

Except as provided in Section 10.1, all notices to students which are provided for by this code shall be sent by first-class mail (not certified or registered) to the student's address filed by the student at the time of last registration. If the sender of the notice has actual knowledge that a different address is correct, the sender shall also send a copy to that address. Copies of written notices may also be hand-delivered to the student.

All written appeals or requests for review must be signed and submitted by the student herself/himself (not by an advisor or an attorney). Sections 15.9 and 14.3 of this statute provide, respectively, that any party may bring an advisor or an attorney to a formal hearing held pursuant to Section 15 of the statute, and that a student, or the representative of an intra-college organization, may bring an advisor or attorney to an Informal Disciplinary Conference. These sections specify the role of the advisor or attorney at the hearing or conference. All appearances by the student except for Section 15 hearings and Section 14.3 conferences shall be by the student herself/himself except that the Student Conduct Officer may, in her/his discretion, permit the student to bring an advisor or attorney if, because of a language impediment, disability, or other special circumstance, the presence of an advisor or attorney would improve the quality of the fact-finding conference, and if the student notifies the Student Conduct Officer of the name of the advisor or attorney, and the reason the student desires the presence of an advisor or attorney, at least 48 hours prior to the conference. The Student Conduct Officer may revoke her/his permission for the presence of an advisor or attorney at any time if, in her/his judgment, it is not improving the quality of the conference.

7.0 INTERIM SUSPENSION

Whenever there is evidence that the continued presence of a student on University premises poses a substantial threat to that student or to others, or to the stability and continuance of normal University functions, the President, Provost or his/her designee, and after consultation with the Office of the General Counsel, may suspend the student for an interim period pursuant to these disciplinary procedures. In matters of academic misconduct, the Provost's designee will ordinarily be the student's Academic Dean; in matters of nonacademic misconduct, the Dean of Students. Notice of the interim suspension shall be mailed to the student. The interim suspension may be made immediately effective, without prior notice, and may provide for complete exclusion from University premises except for the appearance provided for in Section 7.1, which appearance may be scheduled to occur at the Public Safety headquarters.

7.1 A student suspended on an interim basis shall be given an opportunity to appear personally before the University officer who suspended the student, or before his/her designee, within five school days from the date of the interim suspension. Notice of the time and place of the appearance shall be included in the notice of suspension. The University officer shall hear the student regarding the following issues only:

- a) The reliability of the information concerning the student's conduct;
- b) Whether the conduct and surrounding circumstances reasonably indicate that continued presence of the student on the campus poses a substantial threat to the student or to other individuals or to the stability and continuance of normal University functions.

7.2 Within two school days following the opportunity for an appearance provided for in Section 7.1, the suspending officer or his/her designee shall issue a written determination as to whether or not the suspension should continue, and whether a formal charge should be filed. The suspension may not be continued for more than ten school days after the determination unless a charge is filed within the ten school days.

7.3 The suspending officer or his/her designee shall, within the two school days referred to in Section 7.2, mail to the student a copy of the determination concerning the suspension.

8.0 HEARING COMMITTEE PANELS

- 8.1 Academic Misbehavior Committee Panels: At the beginning of each academic year, each college of the University, including the Graduate School, shall establish two standing panels, one of students, and another of faculty from the college. Each panel shall contain a minimum of eight and a maximum of twenty-four members. The faculty panel shall be selected by the faculty governing body within the college and the student panel shall be selected by the student governing body within the college. The respective governing bodies shall determine how large a panel, within these limits, is desired. If either governing body fails to act by October 15, the Academic Dean shall determine the size of the panel and shall select the panelists. Vacancies occurring during the year which bring the size of the panel below eight shall be filled within one month of the vacancy's occurring by the appropriate faculty body or student body, or, if they fail to act, by the Academic Dean.
- 8.2 Non-Academic Misbehavior Committee Panels: The Academic Senate and the Student Council shall each establish a standing panel for the purpose of processing cases involving individual students or student organizations charged with non-academic misbehavior. Each panel shall contain a minimum of eight and a maximum of twenty four members. Appointees to the Committee Panel will normally serve for three years, unless the Academic Senate or the Student Council specifies a shorter term, except that student appointees will not continue to serve after they graduate. If the Student Council or Academic Senate fail to act by October 15, the Provost shall determine the size of the panel and shall select the panelists. A vacancy occurring during the year which brings the size of the panel below eight shall be filled within one month of the vacancy by the Student Council or the Academic Senate. If the Student Council or Academic Senate fail to act, the Provost then shall fill the vacancy.
- 8.3 The Dean of each college or his/her designee and the presidents of the Academic Senate and Student Council shall report the names of the panelists to the Provost and the Student Conduct Officer no later than October 20 of each academic year, and shall report vacancies and replacements to the Provost and the Student Conduct Officer as soon as they occur.

9.0 STUDENT CONDUCT OFFICER

The President of the University, or his/her designee, shall appoint an individual to act as Student Conduct Officer. The Student Conduct Officer shall direct and coordinate matters involving student discipline and shall be available to answer questions concerning the procedure to be followed in implementing this code. It is not the role of the Student Conduct Officer to be the proponent of any party.

The Student Conduct Officer shall maintain disciplinary files in the name of the student respondents. Except where litigation or administrative proceedings are pending regarding the matter, if a student is found not to be in violation of the charges his/her file shall be sealed, and after three years shall be destroyed. The files of students found in violation of any of the charges against them will be retained as a disciplinary record for the duration of time specified in the sanction, but no less than five years. If the sanction includes a Transcript Disciplinary Record pursuant to Section 5.10, disciplinary records shall be retained permanently if the transcript entry is permanent, or, if the entry is for a specified period of time, for five years after the end of that period. Disciplinary records may be retained for as long as litigation or administrative proceedings are pending regarding the matter.

The Student Conduct Officer shall keep a list of the hearing panels in all colleges and in the Academic Senate and Student Council, and shall report promptly to the Provost, and to the appropriate dean or president, any college or Academic Senate which does not have in place a current, complete panel.

The Student Conduct Officer shall prepare an annual report for the Board of Governors describing how this code has functioned during the year and, if the Student Conduct Officer believes changes are desirable, recommending those changes.

10.0 PRELIMINARY PROCEDURE

Any person may initiate charges against one or more students or a student organization believed to have violated this code, by filing charges with, and by providing information pertinent to the case, to the Student Conduct Officer, both in writing. The charge must be made within a reasonable time after the alleged misconduct has occurred. The Student Conduct Officer will coordinate the adjudication of both academic and non-academic misbehavior violations of the Student Code of Conduct.

10.1 ACADEMIC MISBEHAVIOR – PRELIMINARY PROCEDURE

- a) When a faculty member is persuaded that academic misbehavior has occurred, the faculty member may, without filing a charge, adjust the grade downward (including downgrading to a failing grade) for the test, paper, or other course-related activity in question, or for the entire course. In such instances, the faculty member shall either orally notify the student (or each of the students, if more than one student is involved), in the presence of the department or unit head, of the downgrading and the reason(s) for it, or provide the notice by first-class mail as provided in Section 6.0, with a copy to the department or unit head. If the faculty member provides oral notice to the student, the faculty member shall provide the department or unit head with a written statement of the action taken. In any case, the faculty member shall provide the student with a copy of this Section 10.1 and a copy of the memorandum prepared by the Ombudsperson, explaining the Ombudsperson's role, referred to in Section 1.5. In the case of written notice, the copies shall be mailed with the notice. In the case of oral notice, the copies shall be hand-delivered to the student in person, or mailed, within five school days.

The student may appeal the action by filing with the department or unit head a statement in writing, within ten school days of oral notice or postmark of the written notice. The department or unit head shall give the student an opportunity to appear personally before him/her within fifteen school days of the postmark of the student's statement, and shall notify the student of her/his decision, in writing, within ten school days of the opportunity for an appearance. In a departmentalized college where the unit head is not the Academic Dean, the student may appeal to the Academic Dean, in writing, within ten school days of the postmark of the unit head's decision.

Where the department or unit head is the faculty member, then, in a departmentalized college where the unit head is not the Academic Dean, the student may appeal directly to the Academic Dean, in writing, within ten school days of the oral notice or postmark of the written notice, from the faculty member.

The Academic Dean shall notify the student of his/her decision within ten school days of the postmark of the student's appeal. The Academic Dean's decision shall be final.

Where the Academic Dean is the faculty member, the student may appeal directly to the Provost, in writing, within ten school days of the oral notice or postmark of the written notice from the faculty member.

- b) If the faculty member in whose course the alleged infraction occurred perceives it as warranting discipline in addition to that provided for in Section (a) the faculty member may also file academic misbehavior charges.

In the case of academic misbehavior charges against a student, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college in which the student is enrolled. In the case of graduate students, this will be the subject-area college, not the Graduate School, unless there is no subject-area college. If the student is not enrolled in a college, the Student Conduct Officer shall forward the copy of the charges to the Dean of the College of Liberal Arts and Sciences. If the Student Conduct Officer determines that another college has primary concern with the matter, in which case he/she shall assign the matter to that college, and forward the charges to the Dean of that college.

In the case of academic misbehavior charges against a student organization that the Student Conduct Officer finds is an intra-college student organization, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college.

In the case of academic misbehavior charges against “related students,” as defined in Section 13.2, if the students are enrolled in more than one college, the Student Conduct Officer shall determine which college has primary concern with the matter, shall assign the matter to that college, and shall forward the charges to the Dean of that college

- c) The Provost or his/her designee may approve expedited due process procedures applicable to students enrolled in short-term, non-credit access programs, up to and including removal from the subject program.

10.2 NON-ACADEMIC MISBEHAVIOR PRELIMINARY PROCEDURE

Charges of non-academic misbehavior made against students or student organizations will be adjudicated in the Dean of Students Office.

10.3 NON-ACADEMIC MISBEHAVIOR-HOUSING AND RESIDENCE LIFE

Because of the special communal relationship of the residence hall living environment, University Housing may adjudicate and sanction students for minor policy infractions as proscribed in Housing handbooks, contracts, licenses, policies and regulations.

In order to maintain the consistency of Housing’s administrative hearing process, the Student Conduct Officer or his or her designee shall meet regularly with the Director of Housing or his or her designee to review nonacademic misbehavior cases that occur within the Residence Halls.

The Director of Housing, or his or her designee, may, initiate non-academic misbehavior charges with the Student Conduct Officer at any time.

10.4 WITHDRAWAL OF CHARGES

In all cases, the charge may be withdrawn only by the charging party. It may be withdrawn at any time prior to the notice provided for in Section 11.7, but may not be withdrawn thereafter.

11.0 FACT-FINDING PROCEDURES

- 11.1 Upon receipt of the charges, the Student Conduct Officer shall initiate an investigation, which must include an opportunity for the student(s), or representative(s) of the student organization, to participate in a fact-finding conference with the Student Conduct Officer, and may include a conference by the Student Conduct Officer with the person making the charges, in order to determine whether further proceedings are appropriate.

- 11.2 A notice shall be sent to the student(s) or to representative(s) of the student organization, with a copy to the Dean of Students or the Academic Dean, within ten school days of the Student Conduct Officer's receipt of the charges, and at least five school days prior to the conference. The notice shall contain the following information:
- a) The alleged infraction;
 - b) The nature of the evidence submitted;
 - c) The time and place of the conference;
 - d) A copy of this code, with a statement that it is the governing policy and that the student should retain it for use throughout the proceeding.
- 11.3 Should the student(s) or representative of the student organization fail to appear at the fact-finding conference or fail to inform the Student Conduct Officer that he/she is waiving his/her right to the fact-finding conference, the Student Conduct Officer may take action as described in section 11.5.
- 11.4 Upon request, the student(s), or representative of the student organization, and the charging party, may review the documents, statements, or other material in the Student Conduct Officer's case file.
- 11.5 Within ten school days following the fact-finding conference, the Student Conduct Officer shall decide:
- a) that no further action will be taken; or
 - b) in the case of academic misbehavior, charges made against student(s) or against a student organization that the Student Conduct Officer has determined, pursuant to section 10.1(b), to be an intra-college student organization, that the matter will be referred to the Dean of the college in which the student is enrolled or the student organization is based; or
 - c) in the case of academic misbehavior charges made against two or more students (called "related students" in this statute) where the students are enrolled in more than one college, that the matter will be referred to the Dean of the college with primary concern, as determined pursuant to section 10.1(b);
 - d) in the case of non-academic misbehavior charges made against a student(s) or against a student organization that the matter will be referred to the Dean of Students.
- 11.6 The Student Conduct Officer will notify in writing the student or representative of the student organization, the Academic Dean or the Dean of Students and the person bringing the charge, of his/her determination, within the ten school days specified in Section 11.5. If the Student Conduct Officer determines the case should be referred, the Student Conduct Officer shall, forward the original file to the Academic Dean.
- 11.7 a) If the Student Conduct officer concludes that there is a sufficient basis to forward a charge for further proceedings, the Student Conduct Officer may, but need not, concurrently propose to the charged party a recommended disposition of the charge. If the Student Conduct Officer does so, he/she will advise the charged party in writing of the recommendation, that he/she has the option

to accept or decline the recommendation and the consequence of accepting the recommendation. The recommended disposition will not be forwarded to the Dean of Students, but only to the charged party.

b) The charged party may accept or decline the recommended disposition. If the charged party elects to accept the recommended disposition, he/she must do so in writing within ten school days. If the charged party accepts the recommended disposition, then the Student Conduct Officer will notify the Dean of Students of the disposition, and no further proceedings will be had. If the charged party declines the recommended disposition, then the matter will proceed as if no recommendation had been made.

12.0 PROCEDURE IN NON-ACADEMIC MISBEHAVIOR CASES

- 12.1 The Dean of Students shall notify the student that he/she may either meet with him/her in an Informal Disciplinary Conference pursuant to Section 14.0 of the Student Conduct Code or choose to have the decision and/or sanction of the Student Conduct Officer heard by a formal Hearing Committee convened by the Dean of Students pursuant to Section 15.0 of the Student Conduct Code. If the Dean of Students is the charging party, the Provost or his or her designee shall notify the student that he or she may either meet with him/her in an Informal Disciplinary Conference or if the student chooses, convene the formal Hearing Committee to review the case.

13.0 PROCEDURE IN ACADEMIC MISBEHAVIOR CASES

- 13.1 If, after reviewing the information transmitted by the Student Conduct Officer, the Academic Dean decides that further action shall be taken, and that the charges are sufficiently serious that it is possible that the alleged misconduct might result in a permanent disciplinary record, suspension or expulsion pursuant to sections 5.7, 5.8, 5.10 of this code, he/she shall initiate the Hearing Procedure, pursuant to Section 15. All other cases shall be resolved by an Informal Disciplinary Conference, pursuant to Section 14.
- 13.2 Charges against two or more related students arising out of the same or substantially overlapping sets of facts shall be heard together by the same Committee, pursuant to Section 15, or in the same Informal Disciplinary Conference procedure, pursuant to Section 14, unless the Academic Dean determines that separate hearings or procedures should be held.
- 13.3 If the Academic Dean has determined that further action shall be taken, he/she shall, in writing, so notify the student, or the intra-college student organization, within ten school days of receipt of the referral.

In cases where the Academic Dean has decided that the charges are sufficiently serious that the alleged misconduct might result in a permanent disciplinary record, or a suspension or expulsion pursuant to sections 5.7, 5.8, or 5.10 of this code, he/she shall notify the student (with a copy to the Student Conduct Officer) that the Hearing Procedure, pursuant to Section 15, has been initiated. In all other cases, the Academic Dean shall notify the student or the intra-college student organization (with a copy to the Student Conduct Officer) that the Informal Disciplinary Conference procedure has been initiated. In hearing procedure cases, the Academic Dean's notice to the student shall include the statement that the student may elect instead to have the case resolved pursuant to the informal disciplinary conference provided for in Section 14, and that, in such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 18 shall not be applicable.

In the case of related students offered this choice, if any student desires a hearing procedure, all students will be afforded a hearing procedure in accordance with Section 15.

The Academic Dean shall advise the student to contact the Academic Dean's office within ten school days of the postmark of the Academic Dean's notice, in order to schedule the Informal Disciplinary Conference or the opportunity to strike names from the panels, as provided for in Section 15.2 (in hearing procedure cases). The Academic Dean shall forward the charges to the student and shall refer the student or organization to the copy of this code that has previously been provided.

- 13.4 If the student or a representative of the student organization does not respond to the Academic Deans within the time specified in Section 13.3, or if the student or representative fails to schedule the Informal Disciplinary Conference, or the opportunity to strike names from the panels, within fifteen school days of the postmark of the Academic Dean's notice, the Dean may decide the matter on the basis of the information provided by the Student Conduct Officer. If the Academic Dean sustains the charges the Dean shall decide the appropriate sanctions as specified in Section 5. The Academic Dean may take note of previously imposed sanctions when making his/her decision regarding sanctions. The Academic Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing. The decision of the Academic Dean shall be final. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Academic Dean's notice to the Registrar.
- 13.5 Students referred to the hearing procedure may elect instead to have their case resolved pursuant to the informal disciplinary conference provided for in Section 14. In such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 16 shall not be applicable.

14.0 INFORMAL DISCIPLINARY CONFERENCE

Students or student organizations subject to, or electing to participate in, an Informal Disciplinary Conference before the Academic Dean or his/her designee or the Dean of Students shall be accorded the following procedure:

- 14.1 The student or representative of the student organization shall have access to the case file, prior to and during the conference.
- 14.2 The student or representative of the student organization shall have an opportunity to respond to the evidence and to call appropriate witnesses.
- 14.3 The student or representative shall have the right to be accompanied and assisted by an advisor or attorney only in the manner provided in Section 15.9 of this code.
- 14.4 The Dean shall render a decision within ten school days. If the Dean sustains the charges, the Dean shall decide the appropriate sanctions as specified in Section 5. The Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing, within ten school days. The decision of the Dean shall be final. The Dean shall, at this time, return the original file to the Student Conduct Officer. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Dean's notice to the Registrar.

15.0 HEARING PROCEDURES

- 15.1 In general hearing procedure cases the hearing committee shall be convened either by the Academic Dean or the Dean of the Students. The committee shall consist of three faculty members and two students.

- 15.2 The student or related students may strike a maximum of two names from each panel, before the committee is drawn from the panels. If related students fail to agree as to the names (if any) to be stricken, then no names shall be struck.
- 15.3 In the first case of the year, the Dean shall begin with the first person remaining on each list after the student's opportunity to strike. Thereafter, the Dean shall begin with the first person who did not serve on the previous committee who remains on the lists after the opportunity to strike. The Dean shall proceed alphabetically through the lists until he/she has obtained three faculty and two student panelists who are able to serve. These five persons shall constitute the Committee. They shall elect the Committee Chairperson. The Dean shall brief the Committee regarding its responsibilities and regarding procedure under the statute. The Dean shall provide the Committee with necessary staff.
- 15.4 The Committee shall conduct a fair and impartial hearing.
- 15.5 The student shall be given notice of the hearing date at least five school days in advance of the hearing, and shall be accorded access to the case file, pursuant to Section 11.4, prior to and during the hearing.
- 15.6 The student and the charging party should be present at the hearing. If the student fails to appear, the hearing may proceed without him/her, and if the charging party fails to appear, the hearing may proceed without him/her.
- 15.7 Both the student and the charging party shall have the opportunity to be heard. The student may not be required to testify against herself/himself. Both the student and the charging party shall have the opportunity to question opposing witnesses.
- 15.8 The Dean may subpoena witnesses upon the request of either party or on his/her own motion. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.
- 15.9 Any party may bring an advisor or an attorney to the Disciplinary Conference with the Dean or to the Hearing, provided that in order to be permitted to do so, the party must notify the Dean, in writing, of the name of the advisor or attorney at least 48 hours prior to the hearing. The role of the advisor or attorney during the hearing is solely to counsel and assist the party; the advisor or attorney may not participate actively in the conduct of the hearing.
- 15.10 The Chairperson may, in her/his discretion, permit participation by an interpreter or other assistant if, because of a language barrier, or impediment, or disability, or other special circumstance, such participation would improve the quality of the hearing. The Chairperson may revoke his/her permission of the participation by assist or interpreter at any time if, in his/her judgment, it is not improving the quality of the hearing. The party must notify the Academic Dean or the Dean of Students, in writing, of the request for an interpreter or assistant at least 48 hours prior to the hearing.
- 15.11 Hearings will be closed to the public, except that, in the discretion of the Chairperson, an open hearing may be held if requested by the student. In the case of related students, if any student in the group desires a closed hearing, the hearing shall be closed.
- 15.12 The Chairperson shall exercise control over the hearing to avoid needless consumption of time and

to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts a hearing or who fails to adhere to the rulings of the Chairperson may be excluded from the proceedings.

- 15.13 Hearings will normally be recorded. However, this code does not require that hearings be recorded, and the failure to record all or part of a hearing, or the technical inadequacy or loss of any recording made, does not invalidate the hearing or the procedure. Whether or not a recording is made, the decision must include a summary of the testimony, and shall be sufficiently detailed to permit review by the President or his/her designee.
- 15.14 The Chairperson may exclude witnesses other than the charging party and the charged party from the hearing during the testimony of other witnesses.
- 15.15 Formal rules of evidence shall not apply in disciplinary proceedings conducted pursuant to this code. The Chairperson shall admit all matters into evidence which reasonable persons would accept as having persuasive value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
- 15.16 Affidavits shall not be admitted into evidence unless signed by the affiant and notarized, and shall not be admitted in any case unless the Chairperson finds that there is good cause to accept an affidavit instead of actual testimony.
- 15.17 The Committee may be advised by a representative of the Office of the General Counsel, except that if the Office of the General Counsel shall have acted in the case as proponent of any party, then the Committee shall be advised by independent, outside counsel.
- 15.18 A decision by the Committee that the charges are sustained must be based upon a preponderance of the evidence at the hearing. (A preponderance of the evidence is that which is sufficient to convince the Committee that it is more probable than not that the student's alleged misconduct occurred.)

16.0 HEARING BY THE COMMITTEE

The Academic Dean or his/her designee, or the Dean of Students shall convene the Committee within 15 school days of the student's response provided for in Section 13.3, except where the academic calendar makes a longer interval appropriate. The Dean or designee shall be present at the hearing but shall not be present during the Committee deliberations. A simple majority of the Committee members shall be present for the hearing. If a majority of the members are not present, the student may decide to proceed with the hearing before those members who are present, or to reschedule the meeting. In the case of related students, if 50% or more of the students prefer to proceed, the hearing shall proceed.

- 16.1 Within ten school days of the hearing, the Committee shall prepare and send to the Dean its decision, including a summary of the hearing and of its decision-making process. If the Committee sustains the charges, it shall recommend a sanction or sanctions.
- 16.2 If the Committee sustains the charges, then, within five school days, the Dean shall decide appropriate sanctions as specified in Section 5. The Dean may adopt the sanctions recommended by the Committee or may impose sanctions more or less severe than those recommended by the Committee. The Dean shall notify the student, the charging party, and the Student Conduct Officer of the decision and the sanction(s), in writing, within the five-school-day period. The Dean shall return the original file to the Student Conduct Officer. In those cases in which the nature of sanction(s) requires notice to the Registrar, Student Conduct Officer shall forward the dean's notice to the Registrar.

17.0 STUDENT ORGANIZATIONS

- 17.1 Any member of a group of related students can elect to have his or her charges heard separately from the rest of the group by making a written request to the Student Conduct Officer within five school days of receiving notice of the charges filed against the group. If a request is not made within five school days, the ability to have the case heard separately is waived. This section does not apply in cases of charges filed against student organizations.
- 17.2 A student organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.
- 17.3 As a part of the decision in the case, the officers or leaders or any identifiable spokespersons for a student organization may be directed to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in the organization's behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this code both by the officers, leaders or spokespersons for the organization and by the organization itself.
- 17.4 Sanctions for organization misconduct may include revocation or denial of recognition, as well as other appropriate sanctions pursuant to Section 5 of this code.

18.0 APPEAL PROCESS

- 18.1 If as the result of a formal hearing process, a sanction is imposed the student or representative(s) of the organization may request the President or his/her designee to review the decision on the record. A written Request for Review must be signed and submitted by the student or representative himself/herself (not by an advisor or an attorney) to the Student Conduct Officer, with a copy to the Dean of the college, or the Dean of Students postmarked within twenty school days of the postmark of the college's final decision. The Student Conduct Officer will forward the appeal, with the record, to the President or his/her designee. Appellate review of the college's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.

The President or his/her designee may affirm, reverse or modify the decision or the sanction, or, in unusual circumstances, may send the matter back to the college. The President or his/her designee shall notify the student, the Dean, the charging party, and the Student Conduct Officer of the decision, in writing, within a reasonable time.

- 18.2 In individual cases (not organization cases), the student may also file with the President or his/her designee a Request for Postponement of the effect of the Dean's final decision. Such request must be postmarked within seven school days of the postmark of the Dean's final decision, and a copy must be sent to the Dean.

Upon receipt of a Request for Postponement, the President or his/her designee will immediately contact the Dean. Unless the college or the Dean of Students demonstrates that the injury to the college or University or to third persons that would result from a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the Dean will be postponed until the date that the President or his/her designee issues a decision regarding the underlying Request for Appellate Review.

The President or his/her designee will inform the student and the Dean of his/her decision regarding the Request for Postponement within three school days after receiving the request.

Exceptions to this procedure may be granted by the President or his/her designee upon a showing of good and sufficient cause.

18.3. The decision of the President or his/her designee shall be final.

19.0 INHERENT AUTHORITY

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community, including the right, in cases of a perceived threat of danger, to act to bar students from the campus without prior notice.

Amended by the Wayne State University Board of Governors, November 30, 2005.

UNIVERSITY GUIDELINES FOR ASSISTING PERSONS WITH BEHAVIORAL PROBLEMS

All members of the University community are expected to conduct themselves in a manner that is conducive to an environment that encourages the free exchange of ideas and information. However, from time to time, the University is called upon to assist individuals who are displaying behavior which:

1. threatens themselves or others; and/or that
2. severely impairs their ability to function within the university environment; and/or that
3. makes impossible the proper functioning of an academic program through obstructive or disruptive behavior.

To ensure respect for the legal rights of every person, the University seeks, through referral or intervention, to guarantee that appropriate professional care is available for those who become disruptive.

Recurring Problems: When a person's apparent mental health problem severely impairs his/her ability to function in the University, a faculty or staff member should request that... [the assistant dean]... confer with the distressed person.

To provide assistance and respond to disturbing or threatening behavior, procedures outlined in Wayne State University's Student Code of Conduct Policy may be invoked. This policy lists prohibited conduct and outlines sanctions, which may be imposed. The policy is designed to protect the rights of students and the rights of other members of the university community. For further information regarding judicial procedures at the university or for copies of the Student Code of Conduct policy, please contact the University's Student Conduct Officer at 313-577-1010.

There may be occasions when a faculty member notices that a student is exhibiting behavior indicating a possible need for individual assistance and/or referral for professional help. Some symptomatic behaviors might include an increasing lack of motivation, isolation, sudden absences from class, symptoms of depression or hostility, weight loss, inappropriate behavior or comments, etc. If you would like to discuss a student's situation in connection with mental health concerns or would like a referral for professional assistance you may contact:

Counseling and Psychological Services (CAPS)
552 Student Center Building
5221 Gullen Mall
313-577-3398
Fax: 313-577-9628
www.caps.wayne.edu

For emergency situations, when it appears that a person is going to harm himself/herself or someone else, contact:

Public Safety.....313-577-2222
From a campus phone, dial 7-2222

STUDENT RIGHTS AND RESPONSIBILITIES

Upon the recommendation of the Student Council (formerly Student-Faculty Council), the Academic Senate (formerly University Council), the President-Deans Conference (now Council of Deans), the President and the Board of Governors in January, 1967, approved the following statement of Student Rights and Responsibilities for the University (WSUCA 2.31.01):

Preamble

A student of this university is both a citizen and a member of an established academic community. His/her years as a university student constitute a significant and unique phase of intellectual growth and social development.

The association of a student with a university brings with it certain rights and privileges and likewise imposes obligations and responsibilities. For instance, a student has the right to competent instruction, good counseling, and adequate facilities, and in all areas he/she has the right to expect the highest degree of excellence possible within the resources of the University. A student also has the right to protection from unreasonable and capricious actions by faculty, administrators and student organizations. He/she has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, the administration, and fellow students.

In addition to such general rights and responsibilities, the following specific student rights and responsibilities are held to be indispensable to the full achievement of the objectives of a university in a free society.

Student Rights

1. Each student has the right to be considered for admission, advancement, degrees, honors, and all academic and co-curricular activities and benefits without regard to ancestry, religious or political belief, or country of origin.
2. Each student has the right to know the rules by which he/she is governed insofar as a written set of specific rules is possible--through the medium of a clear and precise written exposition of the rules, given proper publicity. Each student has the right to advocate changes in any rule by which he/she is governed.
3. Each student has the right to be advised in writing of charges that might lead to disciplinary action in nonacademic matters. Each student has the right to a fair hearing before final disciplinary action is taken.
4. Each student has the right to free inquiry and scholarly investigation, and the right to discuss, exchange, and publish any findings or recommendations, either individually or in association with others, provided he/she makes no claim to represent the University without due authorization.
5. Each student has the right to organize, join, and participate in recognized campus organizations, subject to the University rules governing such organizations.
6. Each student has the right to a voice in democratic student government within the university and its several schools, colleges and divisions. Likewise, each student has the right to advocate any policy or change in existing policy in all matters affecting students.
7. Each student has the right to be secure in his rights as a citizen without prejudice to his/her standing in the university, provided he/she makes no claim to represent the university without due authorization.

Student Responsibilities

1. Each student has the responsibility to comply with the rules governing students at the university.
2. Each student has the responsibility, when acting as a member of a student organization, to observe the university's rules governing such organizations.
3. Each student has the responsibility, when participating by work or act in any program, whether individually or in association with others, not to claim, without due authorization, that he/she is an official representative of the university.
4. Each student has the responsibility to support academic integrity.
5. Each student, as a member of society, has the responsibility to conduct him/herself in accordance with generally accepted standards of conduct as embodied in society's laws and regulations.
6. Each student, as a member of the University community, has the responsibility to conduct him/herself in a manner that sustains in all areas of University life the atmosphere necessary for the broad educational purposes of the University community.
7. Each student has the responsibility to respect innovation and individual differences and to conduct him/herself so as not to violate the rights of other students and members of the administration and faculty.

Residual Rights and Responsibilities

The enumeration of these rights and responsibilities shall not be construed to alter other rights and responsibilities inherent in the basic education philosophy of the University.

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION

Course Syllabus Format*

Division: _____

Program Area: _____

Course #: _____

Course Title: _____

Section #: _____

Term/Year: _____

Course Location: _____

Day: _____ Time: _____

Instructor: _____

Office Address: _____

Office Hours [and where to call to make an appointment]:

Office Phone #: _____ Home Phone #: [optional]: _____

e-mail: _____ Website: _____

*Use as much space as necessary for each entry.

Course Description [from catalogue]: _____

Course Outcomes [expected knowledge, skills, dispositions these should be related to the conceptual framework, as well as state and national standards]: _____

Required Text(s): _____

Additional References: _____

Course Assignments: [In addition to describing each assignment, indicate how it will be evaluated. If a grading rubric has already been developed, that might also be included here]:

Class Policy [regarding attendance, submission of assignments, use of cell phones, etc.].

Plagiarism:

Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references, including those from the internet must be submitted with assignments.

Class Schedule [meeting dates and assignment due dates]:

Grading System [rubric for final grades, i.e., points, etc]:

Undergraduate Grades:

A B+ C+ D+ F

A- B C D

 B- C- D-

Graduate Grades:

A B+ C+ F

A- B C

B-

General Note on Grading

The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For undergraduates and post-degree students C grades will be awarded for satisfactory work that satisfies all course requirements; B grades will be awarded for very good work, and A grades will be reserved for outstanding performance. [For graduate students B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance.] Please note that there is a distribution of grades from A-F within the College of Education and that plusses and minuses are recorded and distinguish distinct grade point averages.

Withdrawal Policy

- Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
 - o WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
 - o WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
 - o WN will be awarded if no materials have been submitted, and so there is no basis for a grade
- Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the study day.

Student Disability Services

Please have faculty place the following statement on syllabi:

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interests to get your accommodation letters as early in the semester as possible.

Religious Observance Policy:

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

COURSE SYLLABUS

DIVISION: Teacher Education
PROGRAM AREA: Elementary Education
COURSE: ELE 3200 (24557), Literature for Children
CREDIT: 3 Semester Hours
TERM: Winter, 2008
LOCATION: 319 Oakland Ctr.
TIME: Tuesday, 1:25 pm- 4:20 pm
INSTRUCTOR: R. Craig Roney
287 College of Education
OFFICE HOURS: Monday, 1:30-3:00 pm; Wednesday, 3:00-6:15 pm
By appointment only [Call (313) 577-0902]
PHONE: (313) 577-0928
E-MAIL: rroney@wayne.edu
FAX: (313) 577-4091

COURSE DESCRIPTION: Literature appropriate for use with children from preprimary through middle school.

COURSE OUTCOMES: The College has established as its central theme *"The Effective Urban Educator: Reflective, Innovative and Committed to Diversity."* Consistent with this theme, the course introduces students to a variety of children's literature available for use by teachers, to information regarding the literary and artistic components of quality literature, and to innovative strategies for employing literature in the PS-Grade 8 curriculum. This knowledge serves as foundational information for reflective professionals as they make reasoned decisions regarding the use of literature in the curriculum. Special attention is paid to literature which reflects the needs and interests of all children but especially those living in metropolitan, multi-ethnic settings. Specifically, the course is designed to address the following objectives:

1. Students will develop an appreciation for children's literature as a legitimate and important part of the general field of literature.
2. Students will develop a basic sense of the history of children's literature including an understanding of the major literary awards for children's literature. [NCATE/ACEI Std. 1]
3. Students will become aware of notable authors & illustrators of literature for children and the variety of formats and genre of literature available for use by children (particularly those living in a metropolitan setting), grades ps-8, and will be able to categorize books into appropriate genre. [NCATE/ACEI Stds. 1, 2.8]
4. Students will develop an awareness of literature that exposes children to human diversity based on ethnicity, gender, socioeconomic status, etc. [NCATE/ACEI Stds. 1, 2.8, 3.2]
5. Students will develop an understanding of the literary elements of fiction (plot, character, theme, setting, point of view). [NCATE/ACEI Std. 1]
6. Students will develop a basic understanding of the structure & types of non-fiction appropriate for children, grades ps-8. [NCATE/ACEI Std. 1]
7. Students will develop an understanding of the various media and artistic elements (space, line, form, color, etc.) used in the creation of illustrated books for children. [NCATE/ACEI Std. 1]
8. Students will understand and be able to apply criteria in selecting books for children, grades ps-8, based on their needs and interests. [NCATE/ACEI Stds. 1, 3.2]
9. Students will know how to use specific professional reference texts to locate children's books on a specific topic for children, grades ps-8; to locate review articles of specific children's books; and to locate poetry by its first line, title, author, or subject. [NCATE/ACEI Std. 2.8]

10. Students will develop an understanding of a variety of strategies for employing children's literature in the elementary and middle school curriculum. [NCATE/ACEI Stds. 1, 2.8, 3.2, 3.4, 4]

11. Students will improve their ability to think at higher levels, particularly the ability to think analytically and evaluatively. [NCATE/ACEI Std. 3.3]

REQUIRED READING:

Roney, R. C. (2001). *The story performance handbook*. Mahwah, NJ: Lawrence J. Erlbaum Associates, Publishers. (Chapters 1, 2, 4, and 6 only are required reading. **Two copies of the text are on reserve in Kresge Library.**)

Gebhard, S. (Nov./Dec., 2006). The lost boys (and girls): Readers in Neverland. *Journal of Teacher Education*, 57 (5), 454-463.

McGee, L. M. Schickedanz, J. A. (May, 2007). Repeated interactive read-alouds in preschool And kindergarten. *The Reading Teacher*. 60 (8), 742-751.

Reese, D. (Jan. 2007). Proceed with caution: Using Native American folktales in the classroom. *Language Arts*. 84 (3), 245-256.

ADDITIONAL REFERENCES:

Generic Children's Literature Texts:

1. Galda, L., Cullinan, B. (2006). *Literature and the child*. (6th ed.). Belmont, CA: Wadsworth.
2. Kiefer, B., Hepler, S., & Hickman, J. (2007). *Charlotte Huck's Children's literature in the elementary school* (9th ed.). New York: McGraw-Hill
3. Norton, D. (2007). *Through the eyes of a child*. (7th ed.). Columbus, OH: Merrill.
4. Sutherland, Z. & Arbuthnot, M. H. (1997). *Children and books*. (9th ed.). Boston: Allyn & Bacon.

Specialty Materials:

Children's Needs/Interests:

1. Hillman, S. (1991). What developmental psychology has to say about early adolescence. *Middle School Journal*, 23 (1), 3-8.
2. Wood, P. & Hillman, S. (1992). Developmental issues of very young adolescents. *Middle School Journal*, 22 (7), 14-19.

Literary/Artistic Analysis:

1. Lukens, R. (2007). *A critical handbook of children's literature*. (8th ed.). Pearson Education.
2. Robb, L. (2004). *Nonfiction writing: From the inside out*. New York: Scholastic.
3. Shulevitz, U. (1985). *Writing with pictures: how to write and illustrate children's books*. New York: Watson-Guptill.

Classroom Uses:

1. Moir, H. (Ed.). (1992). *Collected perspectives* (2nd ed.). Boston: Christopher-Gordon.

2. Simonetta, K., Hackett, N., & Ward-Callaghan, L. (2001). Newbery and Caldecott mock elections. Chicago: Association for Library Service to Children.

Diversity/Multiculturalism:

1. Harris, V. (1993). Teaching multicultural literature. Norwood, MA: Christopher-Gordon.
2. Harris, V. (1997). Using multicultural literature in the K-8 classroom. Norwood, MA: Christopher-Gordon.
3. Kruse, G. & Horning, K. (1991). Multicultural literature for children and young adults. Madison, WI. : Cooperative Children's Book Center. [Write to: Wisconsin Dept. of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841, (1-800-243-8782)]

Related Journals:

The Horn Book (reviews, theoretical articles)
School Library Journal (reviews, practical articles)
The Reading Teacher (reviews, theoretical & practical articles)
Language Arts (reviews, theoretical & practical articles)
Book Links (practical articles)

RESOURCES:

BROWN SUGAR & SPICE [P.O. Box 74363, Romulus, MI 48174/(313) 729-05001]

THE OLIVE PRESS [5727 Dunmore/west Bloomfield, MI/48322/(810) 855-6063]
Multicultural Books & Teaching Resources.

COURSE ASSIGNMENTS:

1. Book Lists/Readings:

For **each** of the following genre (Traditional, Fantasy, Contemporary Realistic, Historical Fiction, Biography, Non-Fiction, Poetry) read **at least 5** books for younger children (grades ps-3) and **at least 3** books for older children (grades 4-8)- a minimum total of 56 books. As part of this booklist you will be expected to read a minimum number of books from the **Selected Booklist** that will be provided to you (the minimum numbers are as follows: 3 books for younger children and 2 books for older children **in each of the seven genre**). **By April 15**, submit the list of books read using the required format.

In both the younger and older categories, let there be a nice balance of books for all ages of children within that category. In the younger category, for example, 2 picture books intended for pre-schoolers - kindergartners, 2 picture books intended for first - third graders & 1 chapter book intended for second & third graders would be a good balance. For the older category, one picture book appropriate for children in this age bracket, 1 chapter book for fourth - sixth graders, and one chapter book for seventh - eighth graders would be a good balance.

Required Format:

- Typed (No exceptions)
- Books categorized by genre (i.e., Traditional, Poetry) & by younger/older categories
- Number consecutively the books read in each genre/grade category
- Use the following bibliographic format for each book listed:
Title. Author. Illustrator. Publisher. Date of Publication.
- Place a star (*) to the left of each of the books listed that are taken from the Selected Booklist.

Example of Required Format:

Contemporary Realistic Fiction

Younger

1. Nobody Asked Me if I Wanted a Baby Sister. Martha Alexander. Same. Dial. 1971.
- *2. Peter's Chair. Ezra Jack Keats. Same. Harper. 1967.
3. Storm in the Night. Mary Stolz. Pat Cummings. Harper. 1988.
4. etc.

Older

- *1. Bridge to Terabithia. Katherine Paterson. Crowell. 1977.
2. The Watsons Go To Birmingham-1963. Christopher Curtis. Delacorte. 1995.
3. etc.

Historical Fiction

Younger

- *1. Sarah, Plain and Tall. Patricia MacLachlan. Harper. 1985.
- *2. Crow Boy. Taro Yashima. Same. Viking. 1955.
3. Ox-cart Man. Donald Hall. Barbara Cooney. Viking. 1979.
4. etc.

Older

1. Thunder on the Tennessee. G. Clifton Wisler. Dutton. 1983.
- *2. My Brother Sam is Dead. Janes and Christopher Collier. Four Winds. 1974.
3. etc.

2. Examinations:

Fundamentals Examination: This exam will involve material covered in those lectures designated as "fundamentals" and the required reading. You will be expected to have both a nominal knowledge of the concepts and generalizations covered in these lectures and the required reading but also be able to apply your understanding when interacting with children's literature. **Examination date is March 4.**

Readings (Final) Examination: This examination will cover all lecture material not designated as "fundamentals" but will involve skills which you have developed over the course of the entire term and will involve the children's books you have read and listed on your book list. For the books you read, you should know the plot or content of each book, should be able to apply fundamental concepts to them and should be able to provide a rationale for each book's use with younger/older children based on their needs, interests, and developmental traits. **Examination date is Thursday, April 24 from 1:20-3:50 pm. (Note that this is a departure from the normal meeting date and time.)**

During the exams you will be able to use all handouts provided in class and any *personal notes* you have taken in class and on the books you read but may not use any books (please don't bring any books to class), either children's or professional, or any photocopies of book reviews, published book summaries, etc.

3. Reading Aloud Performance:

Each student will choose a book (some exclusions apply) to read aloud to the class following the guidelines in Part I of The Story Performance Handbook. Additional details are provided in the handout on the performance. Modeling of the process will take place at the start of each class beginning with the second class period. **Performances will take place from March 18-April 15.** The following are the excluded books:

- Whose Mouse Are You by Robert Kraus
- Arrow to the Sun by Gerald McDermott
- The Hunter I Might Have Been by George Mendoza
- The Chick & the Duckling by Mira Ginsburg

Jim & the Beanstalk by Raymond Briggs
Crow Boy by Taro Yashima
Chickens Aren't the Only Ones by Ruth Heller
Owl Moon by Jane Yolen
Freight Train by Donald Crews
The Little Red Hen by Paul Galdone

Picture Books analyzed in *The Story Performance Handbook (Rosie's Walk, Pink & Say, Humbug Rabbit, White Dynamite & Curly Kidd, Deep in the Forest, The Surprise, The Stonecutter)*

4. Library Reference Project:

Details of this project will be provided on Jan. 8. **Due: Feb. 19. Note that this project may be revised but the final deadline for submission of any drafts is Feb. 19. If no draft of the project is handed in by the deadline, a grade of "E" will be assigned. Also, if you choose to revise you must hand in all previous drafts unless otherwise indicated by the instructor. The instructor will not read or grade a revision unless the required previous drafts are submitted.**

GRADING SYSTEM:

1. Booklist/Readings: A grade for the booklist will be based on the quantity (at least the minimum number of books required including the minimum number of books from the "Selected Booklist"), quality (books by acclaimed authors and/or illustrators), balance by age (see the note above about balance within category), and appropriateness both in terms of age and genre (I wouldn't expect to see *Where the Wild Things Are* in the "Older" category and under "Traditional," for example). In general, you want to avoid putting on your list books that are cheaply constructed (the kind you find frequently in retail stores) **There are some publishers that you should avoid entirely (Western, Golden Books, Walt Disney, for example)**. If you follow the guidelines, you should expect a grade of A. If not, you should expect a grade of B or less.

Submission of the booklist assumes that you personally have read completely each book on your list. If it is determined via the final examination that this isn't the case, the grade you receive on the booklist will carry substantially reduced weight when configuring your final course grade. It is expected that the booklist is an honest representation of your reading for the course.

2. Examinations: Grades on the exams will depend on your ability to recall and/or apply the knowledge you've gained regarding children and their literature throughout the term. They will also depend on your ability to think analytically and write effectively and efficiently. If you have developed a basic understanding of children's literature and are able to apply what you have learned via clear, commonly acceptable writing, you should expect a grade of A on both examinations. If not, you should expect a grade of B or less.
3. Reading Aloud Performance: A grade for the assignment will depend primarily on the quality of the preparation completed **prior to the reading**, and secondarily on your reading performance. Preparation must be thorough and completed according to guidelines provided in class.
4. Library Reference Project: Grading criteria will be provided on Jan. 8.
5. Class Participation. Your final grade will be affected significantly if attendance in class is poor. The expectation is that you attend every class.
6. Final Grade. The final course grade will be derived as a composite of the various individual assignment grades with indications of growth regarding your ability to think at higher levels as a major factor (see objective # 11). I don't average the individual assignment grades nor establish value percentages for each assignment to arrive at a final grade. All assignments are important. Therefore, all grades are important. In assigning a final grade, I look for patterns of growth across all assignments. For example, if you were to earn all checks on the Library Reference Project, a D on the first exam, a B on the Performance, an A on the Booklist, and a B+ on the second exam, your course grade would likely be a B or B+ depending on how much growth was noted on specific

responses to individual items in each of the assignments. I keep detailed notes on your performance on each assignment so that I can monitor your growth over the course of the term.

7. **General Note on Grading.** The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For undergraduates and post-degree students C grades will be awarded for satisfactory work that satisfies all course requirements; B grades will be awarded for very good work, and A grades will be reserved for outstanding performance. Please note that there is a distribution of grades from A-F within the College of Education and that pluses and minuses are recorded and distinguish distinct grade point averages.

Undergraduate Grades:

A	B+	C+	D+	F
A-	B	C	D	
	B-	C-	D-	

8. **Plagiarism:** Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.

9. Attention Students with Disabilities: If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interests to get your accommodation letters as early in the semester as possible.

CLASS POLICY:

You must attend each class session and actively participate in small group activities.

Withdrawal Policy

- Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
 - o WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
 - o WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
 - o WN will be awarded if no materials have been submitted, and so there is no basis for a grade
- Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the study day.

CLASS SCHEDULE:

<u>Date</u>	<u>Topic</u>	<u>Notes</u>
Jan, 8	Fundamentals: Course Introduction. Comments on taking notes on the books you read. Professional Resources, Library Reference Project. Reading Performance Assignment. Literary Awards.	
Jan. 15	Fundamentals: History of Children's Literature, Children's Needs & Interests, Demonstration of Aging/Staging Books,	Have read "Ages & Stages" & "History" charts, Text: pp. 8-14.
Jan. 22/ Jan. 29	Fundamentals: Literature Format, Literary Elements; Demonstration of Identifying Literary Elements in Books, Students Practice Identifying Literary Elements,	Have read "Plot/ Character Overview," Text: pp. 9-11.
Feb. 5	Fundamentals: Artistic Elements	
Feb. 12	Fundamentals: Traditional Genre Types: Traditional Lit., Fantasy, Contemporary Realistic Fiction	Have read "genre" handouts
Feb. 19	Fundamentals: Historical Fiction, Biography	Due: Lib. Ref. Proj.
Feb.26	Fundamentals: Nonfiction, Poetry Reading Aloud Performance (Revisited)	Have read Text: Chap. 2, 4.
March 4	Fundamentals Examination	
March 11	SPRING RECESS- NO CLASS	
March 18	Performances Introducing Books to Children: Reading Aloud. Storytelling, Book Talks, AV Aids Introduced & Demonstrated	Have read Text: Chap. 1, 6, Gebhard, McGee/ Schickedanz Articles.
March 25	Performances Uses: Literature Extension & Response, Author/Illustrator Studies	Have read Conceptual Framework Handouts. Bring art materials to class

		(ex. Crayons, markers & art paper to draw on).
April 1	Performances Uses: The Language Arts: Speaking/ Listening- Book Discussion, Book Discussion Modeled	Have read discussion handouts
April 8	Performances Uses: Reading- Big Books Writing- Patterned Writing	Have read multi- ethnicity Handout; Reese article.
April 15	Performances Uses: The Arts & Sciences, Dealing With Diversity Organizing for Instruction	Due: Book List
April 24 (Th) 1:20-3:50 pm	Readings Examination, Course Evaluation	Bring a #2 pencil; a self-addressed, stamped envelope if you want your test back.

The Mark of “I” Incomplete

The mark of “I” - Incomplete, is given either to an undergraduate or a graduate student when he/she has not completed all the course work as planned for the term and when there is, in the judgment of the instructor, a *reasonable* probability that the student can complete the course successfully *without again attending regular class sessions*. The responsibility for completing all course work rests wholly with the student. The mark of “I” will be changed to a letter grade only when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the chairperson of the department or other instructional unit. The mark of “I” shall not be changed to an “F” unless, after receiving the “I”, the student’s subsequent work is of such quality that the overall average for the course is below passing. Work must be completed within one calendar year. There are NO extensions. Any unchanged mark of “I” will, within one calendar year from the time it was received, be changed to a grade of “F” or failure. This will not be changed after the “I” is replaced.

The mark of “I” is inappropriate if, in the instructor's judgment, it will be necessary for the student to attend subsequent sessions of the class regularly. Should regular attendance become necessary, the student must register for the class for the term in which attendance is planned. In the event of a second registration for the course, the mark of “I” for the original election will be considered as a Withdrawal (W), and the student will be assessed tuition and applicable fees for the second registration.

Incompletes will revert to a failing grade after one calendar year for both Undergraduates and Graduate Students. That means that work must be completed within one calendar year – there will be no extensions.

The “X” Grade

The “X” grade (formerly used for failure to complete course requirements) is eliminated. Students who do not complete their course requirements, or do not withdraw appropriately (in a timely matter), should receive a failing grade.

The Mark of “W” Withdrawals

Students who request withdrawals beginning with the 5th week of the term will now receive one of these notations:

- WP – Withdrawal with a passing grade earned to date
- WF – Withdrawal with a failing grade earned to date
- WN – Withdrawal never attended, or no graded work to date

We except that students will be able to make requests to withdraw on Pipeline, and that you will be able to approve the request on Pipeline.

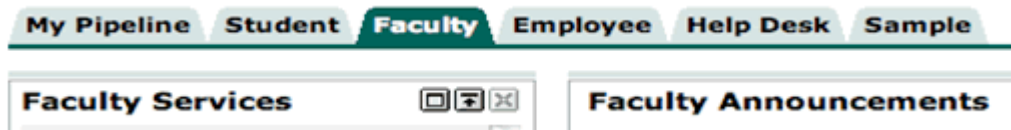
The Mark of “F” Grade

The failing grade for Undergraduates will now be F, rather than E. Students will need to see an advisor to repeat the same course a third time. Students who have repeated three different courses overall will need to see an advisor to repeat any fourth course.

Responding to a Student's Request to Withdraw

1) Log into <http://www.pipeline.wayne.edu>

2) Click the "Faculty" tab



3) On the right hand side of the Faculty page, click the student's request for withdrawal.

A screenshot of the "My Workflow Worklist" window. It contains a table with the following data:

Workflow Name	Activity	Created	Details
Student: Scott Owczarek class (ACC 7130 901) withdrawal request Ready	Class Withdrawal Request	27-Sep-2006 11:34:01 AM	

At the bottom of the window, there are three buttons: "Refresh", "Show Entire Worklist", and "Open SCT Workflow".

4) Make your decision by selecting the appropriate radio button and clicking the "Complete" button.

A screenshot of a form for responding to a withdrawal request. It features four radio button options:

- WP Withdrawal with a passing grade earned to date
- WF Withdrawal with a failing grade earned to date
- WN Withdrawal never attended, or no graded work to date
- Deny Request

At the bottom of the form, there are three buttons: "Complete", "Save & Close", and "Cancel".