



**DEARBORN**

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**SCHOOL OF  
EDUCATION**

**LECTURER HANDBOOK**

**2009-2010**

**University of Michigan-Dearborn  
School of Education  
19000 Hubbard Dr.  
Dearborn, MI 48126-2638**

**[www.soe.umd.umich.edu](http://www.soe.umd.umich.edu)**

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## **DIRECTORY OF IMPORTANT CONTACTS**

For general assistance or information please call either Karen Claiborne (313) 593-3893 or Shirley Solomon (313)593-9951.

### **Key offices in the School of Education (SOE):**

<i>Office of the Dean</i>		253 FCS
Paul Fossum, Interim Dean	593-5435	
Gail Luera, Associate Dean	593-5098	
Mary Trepanier-Street, Associate Dean	593-5090	
Karen Claiborne, Administrative Specialist	593-3893	
Shirley Solomon, Administrative Assistant	593-9951	
Becky Dresselhouse-Nauss, Budget Analyst	593-1181	
 <i>Student Services Center</i>		262 FCS
Joann Otlewski, Certification Officer	593-5006	
Judy Garfield	593-5285	
Pat Parker	593-5091	
Elizabeth Morden	593-5090	
 <i>Curriculum Lab</i>		267 FCS
Paul Bielich	593-5329	
 <i>Field Placement</i>		261 FCS
Carolyn Williams, Coordinator	593-5094	
 <i>Faculty Support Services</i>		C 26 FCS
Sandy Kulka	593-5041	
 <i>Fairlane Center Security</i>	583-6565	Dock-North Bldg.
<i>Public Safety and Environmental Health</i>	593-5333	1300 CSS
 <i>Xerox/Mailroom</i>		C 32 FCS
 <i>Key offices at UM-Dearborn:</i>		
Office of the Registrar	583-6500	1169 UC
Mardigian Library	593-5400	593-5400
 <i>Bookstore (bstore@umd.umich.edu)</i>		
Peter George, Manager	593-5551	1255 UC
 <i>Campus Support Services</i>		
Photo ID cards	583-6330	1133 UC
Parking stickers	593-5480	1200 CSS
E-mail account (ITS)	593-3274	1141A SBCW
ITS Help Desk	593-4357	
Payroll	(734) 615-2000	Wolverine Tower

## **SOE Full Time Faculty**

<b>Faculty</b>	<b>Title</b>	<b>Discipline</b>	<b>Phone</b>	<b>Office</b>	<b>E:Mail Address</b>
Abadeh, Heidi	Assistant Professor	Special Education	313.593.4889	D9	habadeh@umd.umich.edu
Adler, Martha A.	Associate Professor	Reading/Language Arts and ESL	313.583.6418	C3	maadler@umd.umich.edu
Beyer, Bonnie	Professor	Educ. Administration	313.593.5583	D23	beyer@umd.umich.edu
Brunvand, Stein	Assistant Professor	Educ. Technology	313.583.6415	D7	sbrunvand@umd.umich.edu
Burke, Christopher	Associate Professor	Science Education	313.593.5319	C7	cjfburke@umd.umich.edu
Byrd, Sara	Assistant Professor	Special Education	313.593.5501	D21	sebyrd@umd.umich.edu
Douglas, Nancy	Associate Professor	Reading/Language Arts	313.593.5363	C13	ndouglas@umd.umich.edu
Duran, Mesut	Associate Professor	Instructional Technology	313.593.0981	D5	mduran@umd.umich.edu
Everett, Susan	Assistant Professor	Science Education	313.593.5133	C5	everetts@umd.umich.edu
Fossum, Paul	Associate Professor	Educ Foundations	313.593.0982	D13	pfossum@umd.umich.edu
Hill, Dara	Assistant Professor	Reading/Language Arts	313.593.4769	C27	kirdara@umd.umich.edu
Hong, Seong	Associate Professor	Early Childhood Educ	313.593.3613	C11	seong@umd.umich.edu
Kettel, Raymond	Associate Professor	Reading/Children's Lit	313.593.5092	C17	rpkettel@umd.umich.edu
Killu, Kim	Associate Professor	Special Education	313.593.5240	D11	kimkillu@umd.umich.edu
Lazarus, Belinda	Professor	Special Education	313.436.9136	D17	blazarus@umd.umich.edu
Luera, Gail	Associate Professor	Science Education	313.593.3762	253B	grl@umd.umich.edu
Moyer, Richard	Professor	Science Education	313.593.5099	C21	rhmoyer@umd.umich.edu
Poster, John	Professor	Social Studies	313.593.5093	C23	jposter@umd.umich.edu
Reynolds-Keefer, Laura	Assistant Professor	Educ. Psychology	313.583.6435	C9	lrkeefee@umd.umich.edu
Silverman, Katie	Assistant Professor	Early Childhood Educ.	313.593.5426	C1	kasilver@umd.umich.edu
Taylor, Julie	Associate Professor	Social Studies	313.583.6427	D1	julietay@umd.umich.edu
Thomas-Brown, Karen	Assistant Professor	Social Studies	313.583.6387	D3	karentb@umd.umich.edu
Thornton, Leslie	Associate Professor	Multicultural Educ	313.593.5482	D19	lthor@umd.umich.edu
Trepanier-Street, Mary	Professor	Early Childhood Educ	313.593.5040	C19, 250	mtrepani@umd.umich.edu

## **ACADEMIC CALENDAR\*\***

**2009-2010**

### FALL 2009

Regular Registration Begins*	Monday, April 27
Labor Day (Holiday)	Monday, September 7
Freshman Convocation	Tuesday, September 8
Registration Ends	Tuesday, September 8
Classes begin	Wednesday, September 9
Late Registration Begins	Wednesday, September 9
Add / Drop Begins	Wednesday, September 9
Last Day to Withdraw from All Courses (with no penalty)	Wednesday, September 22
Late Registration ends	Wednesday, September 22
Last Day to Add / Last Day to Drop (with no penalty)	Wednesday, September 22
Last Day to Withdraw from All Courses (paying 50% tuition and premiums and 100% of all other fees.)	
Grade of "W"	Tuesday, October 6
Last Day to Withdraw from All Courses (paying 75% tuition and premiums and 100% of all other fees. Grade of "W"	Tuesday, November 3
Last Day to Drop (with penalty)	Tuesday, November 10
Thanksgiving recess	Thursday-Sunday, November 26-29
Classes resume	Monday, November 30
Classes end	Tuesday, December 9
Study Day	Monday, November 30
Examinations	Thursday-Saturday, December 17-19, Monday-Wednesday, December 21-23
Commencement	Sunday, December 20

### WINTER TERM 2010

Regular Registration Begins*	Thursday, November 5
Classes begin	Monday, January 11
Martin Luther King, Jr. Birthday-No Regular Classes	Monday, January 18
Spring recess	Sunday-Sunday, February 28-March-7
Honors Scholars Awards	Tuesday, March 23
Classes end	Friday, April 23
Study day	Saturday, April 24
Examinations	Monday-Saturday, April 26- May 1
Commencement	Sunday, May 2

## ***Final Exam Schedule***

: The final exam schedule is posted at [http://www.umd.umich.edu/rr\\_final-exam/](http://www.umd.umich.edu/rr_final-exam/)

\*Check <http://www.umd.umich.edu/registration> for preselected and early registration dates.

\*\*Dates are subject to change at any time by the Board of Regents.

## ***Lecturer Faculty Responsibilities:***

The major responsibility of part-time faculty is to teach, which includes course-related advising and such record-keeping as is essential to the effective completion of each course. Regular attendance at class is therefore the number one priority. If you know in advance that you will not be able to meet a class, you have an obligation to inform an Associate Dean and to make alternate arrangements for the class. Under no circumstance may a class be cancelled in advance without expressed concurrence of an Associate Dean.

In the case of an emergency—sudden illness, an accident, or other unforeseen delays—every effort should be made to contact the Dean’s office so that, if possible, alternate arrangements can be made or an official cancellation may be effected

It is inevitable that some students will have difficulty with materials covered in lectures, with routine homework, and/or with major assignments. It is therefore expected that every faculty member will be available for out-of-class time(online and in person) for private conferences with students.

## ***Collegial Advisor:***

The program coordinator responsible for the course you are teaching serves as an informal advisor and helpful resource person. These experienced faculty members will be available to answer questions, give advice, discuss assignments and examinations and possibly even visit some classes upon invitation. The part-time faculty should consider this mentor one of many professionals who would be happy to be of assistance.

## ***Class List:***

Your class list/waitlist will be in your faculty mailbox before your first class. If you need assistance in determining who should be permitted to enroll in the course from the waitlist, see Associate Dean Mary Trepanier-Street. A final class list will be in your mailbox after the drop/add period. Please make sure that all of your students are on the final class roster. If there is a discrepancy, please make sure the student has officially registered for the course.

## ***Course Syllabi:***

Your course syllabus must include the Teaching for Understanding statement, the statement of Academic Conduct, and the Disabilities statement (see page 7 and 8). A copy of your syllabus must be emailed to Karen Claiborne at [kwilk@umd.umich.edu](mailto:kwilk@umd.umich.edu) in the first two weeks of the term to be filed in the Dean’s Office. A copy of each syllabus from each class for each term is required to be on file. Please note the term and year for the course on the syllabus. Syllabi

should be correlated with the Michigan Curriculum Framework Standards or Grade Level Expectations ([http://www.michigan.gov/mde/0,1607,7-140-28753\\_38684---,00.html](http://www.michigan.gov/mde/0,1607,7-140-28753_38684---,00.html))

### ***Plagiarism:***

The Faculty Senate and the Provost have collaborated to develop a strategic response to issues of academic integrity. One element of this strategy is the provision of plagiarism detection tools for comparison of student work with available electronic resources. The UM-D Provosts office has licensed campus-wide access to Turnitin.

Any item submitted electronically by your students can be processed by Turnitin. Turnitin will compare student work to millions of previous student submissions, to online resources in the public Internet and to materials in some licensed databases, including Proquest. Turnitin will provide an “originality report” for each submission, potentially linking to and displaying possible suspect resources.

To register for a Turnitin account, go to:

<http://library.umd.umich.edu/services/faculty/plagiarism.html> and click on passwords, setup files, and more information.

Your syllabus should contain notice that, at your discretion, any or all papers submitted in your course may be submitted to a plagiarism detection service.

If you have a student who is guilty of plagiarizing an assignment, please review the School of Education Academic Hearing Board information at <http://www.soe.umd.umich.edu/311301/>, and complete the form on page 7 of the document. One copy of the form along with supporting evidence goes to the student and a second copy goes to Associate Dean Gail Luera. All instances of plagiarism will be kept on a School of Education and UM-D database.

### ***Final Grades:***

All UM-D faculty submit final grades electronically. This method of grading is secure. In order to utilize Web grading, you need to have a User ID (your UMID), PIN (this random six-digit number may be obtained in person at Registration and Records (1169 UC) or via email to [registrars@umd.umich.edu](mailto:registrars@umd.umich.edu)), and be assigned as the course Primary Instructor. Complete web grading information is available at Web Faculty Resources, <http://www.umd.umich.edu/1110/>. Web grading is activated on or near the last class day of the term. If at any point you need help with web grading contact the Registrar’s Office at (313)593-5200. Generally, grades are due within 48 hours after you have given your final exam.

### ***Course Evaluations:***

Three weeks prior to the end of each term, a packet of student course evaluations will be placed in your mailbox for distribution to students. Directions for distribution, proctoring, and collection will be attached to the packet. Once you have posted your grades on line, you are free to examine the course evaluations completed by the students. The evaluations must be read in the

School of Education Building and must be returned to the Faculty Support Secretary, Sandy Kulka, in room C26 FCS. Once the course evaluations have been processed, they will be returned to you.

If you are teaching an online course, Karen Claiborne will send you an email with a URL to the student evaluations. Instructors are then to let students know the URL so that they can complete their course evaluations online.

### ***Make-Up Exams:***

If you have a student who needs to make up an exam and you are unable to accommodate him/her yourself, please contact Sandy Kulka. If Sandy is not available, please contact Karen Claiborne. We will do our best to locate a staff person to proctor the exam for you. You will be notified who the volunteer is by phone. It will be your responsibility to contact the staff person and make date/time arrangements and then pass this information on to the student taking the exam. This service should be used on an emergency basis only.

### ***Sample Syllabus:***

Course Number, Section and Course Title

Term

Course Meeting Time and Room

University of Michigan-Dearborn

School of Education

Professor Name

Contact numbers

Email

Office Hours

Course Description: (from the catalog)

Course Objectives: (Suggestions)

To know and understand

To compare and contrast

To demonstrate understanding of

To integrate

To apply

Required Textbooks and Materials:

Recommended Materials:

Tentative Class Schedule:

Week # or Date

Week # or Date

Week # or Date

Assignments:

- 1.
- 2.

SAMPLE Grading Scale:

A+	98 - 100 points (Grad. Only)	C+	80 - 82 points
A	95 - 97 points	C	77 - 79 points
A-	92 - 94 points	C-	74 - 76 points
B+	89 - 91 points	D+	71 - 73 points
B	86 - 88 points	D	68 - 70 points
B-	83 - 85 points	D-	65 - 67 points
		E	64 and below

### ***Statements to be included in syllabus:***

#### **Statement on Academic Integrity:**

The University of Michigan-Dearborn values academic honesty and integrity. Each student has a responsibility to understand, accept, and comply with the University's standards of academic conduct as set forth by the Code of Academic Conduct, as well as policies established by the schools and colleges. Cheating, collusion, misconduct, fabrication, and plagiarism are considered serious offenses. Violations will not be tolerated and may result in penalties up to and including expulsion from the University.

Adopted Council of Deans, August 2000.

(Also, include a statement that describes the penalty you will impose for students who plagiarize, such as, "Any student who plagiarizes will earn a zero on that assignment. If plagiarism occurs a second time, the student will receive a failing grade for the course. All instances of plagiarism will be reported to the Associate Dean.

Your instructor will use Turnitin software designed to detect plagiarism. You will need to enroll in the course on the Turnitin.com website and submit all assignments to the site. Your instructor will give you the class ID and enrollment password.")

#### ***Teaching for Understanding:***

"The School of Education at the University of Michigan-Dearborn has adopted the Teaching for Understanding model as its framework for educating our future teachers. It is a distinct method of teaching and learning, rooted in a specific way of looking at and explaining the world. Teaching for Understanding begins with the assertion that knowledge is constructed. This means that people shape, form, or "construct" their own worlds. People determine what is "real," what is "necessary," and what has meaning. In Teaching for Understanding teachers and students change the ways in which they approach information, each other, and the learning experience. No longer "fountains of knowledge and information," teachers are called on to be learners in their own classrooms. Students are called on to be teachers of self and others. Cooperative relations among students and the instructor are a means for students and the instructor to

construct knowledge. Teaching for Understanding includes the following approaches to discourse and social interaction. Classrooms are places where:

- Students and teachers acquire and construct knowledge collaboratively
- Orthodoxies of pedagogy and “facts” are continually challenged
- Conceptual understanding of subject matter is the goal

Teachers function as guides, coaches, and facilitators by posing questions, challenging thinking, and leading in the examination of ideas and relationships between concepts and experience.

Based upon the Teaching for Understanding model, this course will promote active student learning and the construction and development of knowledge through lectures, readings, small and large group discussions, small group activities, field based learning, and projects that require the application of knowledge.”

Adopted by SOE Faculty 1998

### **Students with Disabilities:**

The University will make reasonable accommodations for persons with documented disabilities. Students need to register with the Disability Resource Services (DRS) every semester they are taking classes. DRS is located in the Counseling and Support Services, 2157 UC. To be assured of having services when they are needed during the term, students should register no later than the end of the add/drop deadline of each term.

### ***Lecturers' Employee Union (LEO):***

Your Lecturer appointment is subject to the terms and conditions of a collective bargaining agreement between the University of Michigan and the Lecturers' Employee Organization/AFT/MFT & SRP Local 6244, AFL-CIO. Article IV of that Agreement, Union Security, requires that all Employees subject to the Agreement pay either union dues or a representation service fee to the Union. Employees may satisfy this condition of employment by either authorizing the deduction of dues or fees from their paycheck, by signing a card provided by the Union, or by making direct payments to the Union. Please direct any questions or concerns about Union Security to the Lecturers' Employee Organization at (734) 995-1813 or [office@leounion.org](mailto:office@leounion.org). More information about the union is available at <http://www.hr.umich.edu/leo/>

### ***Mailboxes:***

Lecturer mailboxes are located in the second floor C and D wings in Fairlane Center South.

### ***UM-ID Card and Number:***

Every staff and faculty member (including adjunct faculty) of the University of Michigan is required to have a UM-ID card and number (Standard Practice Guide 601.13). This card and number are for identification, access to resources, and submission of grades.

The UM-ID card and number are important for library resources. The bar code on the card is necessary to check items out of the library. In addition, the library has over 15,000 electronic journals in complete text available over the Internet to authorized users. Identification of those users is by last name and the 8-digit UM-ID number. With this number, you can access these journals and electronic books anywhere you have Internet access. Instructors have remote access to the same electronic resources their students enjoy.

Campus faculty and staff can obtain a new or replacement Photo ID card at the Information Desk in the University Center. Please call 313-593-0541 for hours of operation. An Identification Card Request and Change Form must be filled out when requesting the first card or to change any card information. These forms can be obtained at the Information Desk or from the Mcard website.

### ***Parking Permit:***

You will need a parking permit to park in staff lots or the parking structure. Go to the UMD home page/faculty and staff/campus services/parking (<http://www.umd.umich.edu/5158/>) to obtain the parking permit form. If you cannot access the form on line, please contact Karen Claiborne to have a form mailed to you. There is a nominal charge each term. The charge is based on your percentage of effort for each term.

### ***Email accounts:***

After your new employee paperwork has been processed and you have been assigned a UMID number, you need to set up an e-mail account. Please contact Linda McLachlan at 593-3274 (1141 Computer Wing) for an appointment. Linda is available from 8:30 a.m.-4:30 p.m. (except between 1:00 and 2:00 p.m.) Monday through Friday. If it is not possible for you to come to campus during those hours, you can fill out an application anytime the computer lab is open. Your application will be accepted by the lab tech and given to Linda for processing the next day.

### ***Student Services Center:***

Open Monday through Thursday from 8:00 a.m.-6:00 p.m. and Friday 8:00 a.m.-5:00 p.m.

### ***Adjunct Offices:***

Cubicle space in both the C and D wings are assigned for Lecturer use. The doors to the faculty wings will be open from 6:00 a.m.-10:00 p.m. Monday-Friday. If you need weekend access, please contact Karen Claiborne for a key.

### ***Photocopy Machine:***

There is a Copier located in C32 and in D28 FCS. It has an Electronic Copy Monitor and copying can be performed only after a valid ECM password is entered. Your valid ECM

password is the last four digits of your social security number. Once you have finished making copies **BE SURE TO DEACTIVATE YOUR PASSWORD**. You can deactivate your password by holding down the P (counter) button while pressing the C (clear quantity button).

Duplication of class materials (i.e. syllabi, tests, etc.) can be arranged through Sandy Kulka.

### ***Paychecks:***

Paychecks are issued at the end of each month (the last working day). Fall term pay is disbursed, September, October, November, and December. Winter term pay is disbursed, January, February, March and April. In the summer term, your pay schedule will depend on the nature of the course you are teaching. If you are teaching a Full Term course you will be paid four times (May, June, July and August). If you are teaching during Half Term Session I, you will be paid May and June. If you are teaching during Half Term Session II, you will be paid July and August. Paychecks will be mailed to your home or direct deposited (we recommend direct deposit). If you choose to receive direct deposit, go to: <http://wolverineaccess.umich.edu/> and select employee business, enter your UM unique name and kerbos password, look under payroll compensation and select direct deposit to enter your banking information. . If you do not receive a paycheck due you by the end of the first month you are teaching, please notify Becky Dresselhouse-Nauss at [beckydn@umd.umich.edu](mailto:beckydn@umd.umich.edu) or 313 593-1181 immediately and she will trace its location. If you are paid on a per student basis, please inform Becky immediately if you add students or if students drop the course.

### ***Mileage Reimbursement:***

The travel reimbursement form for mileage is available at (<http://www.umd.umich.edu/mileage/>) You can complete the form in total, and it will calculate automatically. Use fund 10000, dept 918000, prog OPERA, class 11000. You also need to complete the “purpose of trip” box (i.e. “on-site student teaching supervision”).

Print out completed form and put it in the tray marked “Mileage Reimbursement Forms” in Becky’s office, 253D FCS.

### ***Address/Personal Data Form:***

If your address or personal data changes, you need to update your University record. Go to: <http://wolverineaccess.umich.edu/> and select employee business, enter your UM unique name and kerbos password, look under campus personal information. Please make a copy of the information for the Shirley Solomon so that your file can be updated.

### ***UM-D Bookstore Information:***

For a variety of bookstore services available to faculty, please go the UM-Dearborn Bookstoreweb page at <http://umd.bncollege.com/>. Arrangements for course packs can be made with Melisa Wilson at Copy Express (313) 593-5576 (1290 University Center).

### ***Mardigian Library:***

Log onto the Mardigian Library web page at <http://library.umd.umich.edu/> to access library resources available to faculty.

### ***Classroom Scheduling and Maintenance:***

All classroom changes must be authorized and recorded by Registration and Records (R & R). It is very important that the Registrar's Office knows where courses are being held. There are times when the Registrar's office is contacted regarding locating a person on campus due to an emergency. If instructors move courses on their own without notifying the Registrar's office, it will be impossible for them to locate students and teachers when these emergencies occur. It is also important for event scheduling that we know what rooms are in use and what rooms are available. If a room change for a course is needed, the instructor needs to report this to the department by contacting Karen Claiborne. The department in turn, will relay this information to R&R via e-mail. Please do not contact R & R yourself.

Classroom maintenance and scheduling is a daunting task. The effort includes making sure that classrooms are maintained with the proper teaching aids (whiteboard markers, erasers, etc.) and the accurate number of seats. To do this requires the assistance of everyone involved. If you experience a problem with seating or regular maintenance, please report this to Karen Claiborne each time the problem is found.

Please do not encourage moving classroom furniture from room to room. Facilities Management counts chairs each evening in all the classrooms and will correct discrepancies when they occur. Furniture that is moved early in the morning will make it appear that the inventories are not being done. Some courses are taught in a format that requires the furniture be moved around within the room for discussions. In many cases, the chairs are not put back in the original configuration when the class is over. This causes the following class to have to put the furniture back. In the spirit of collegiality, please leave things as you find them in your classroom.

### ***Inclement Weather***

Information on whether the campus is open or closed due to inclement weather or for any other emergency situation is always available by calling the Campus Closure Information Line, (313) 436-9157 or checking the UM-Dearborn homepage at [www.umd.umich.edu](http://www.umd.umich.edu)