

GETTING STARTED AS A NEW TEACHER IN THE FYWP AT UML

We've gathered this information as a resource to help you answer some of the questions that will arise as you get ready to teach at UML. Please use the "find" command to search for keywords related to any particular concerns. Wherever possible, we've included links to help you find information in other UML resources. The main [UML web page](#) will guide you to answers for many questions, and the [interactive campus map](#) will help you find your way around. If there is something that you can't figure out, please contact me directly, and I'll be happy to help. Feedback on and corrections to this information are always welcome.

Thanks, and welcome to the FYWP!

-Paula and Katherine

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INITIAL PAPERWORK

Your contract

Katherine (Katherine.Conlon@uml.edu or 978-934-4182) will prepare a contract for each part-time faculty member to sign. She will also have you read, sign, and initial a Terms of Employment form. Your contract will indicate your teaching schedule and the campus on which each class will meet. Classrooms are typically not assigned until very shortly before the semester begins.

Rate

The stipend for teaching a 3-credit course part-time in the English department is \$3500. Faculty can teach no more than two 3-credit courses in a semester. Supplemental Instruction sections are 2-credit courses; faculty can teach three of those in a semester. The rate for 2-credit classes is \$2333. Regardless of the type of course, the stipend includes teaching, preparation, grading & office hours (a minimum of one hour per week per class).

UCAPS: Establishing your Campus Identity

Katherine will ask you to fill in a form that will start the process of creating your campus identity. This will give you access to [ISIS](#), our campus student information system, it will create your UMass Lowell **e-mail address**, and it will allow you to get an **ID card**, which is also your **parking lot pass, library card**, and, in some cases, door key. You will need to bring this paperwork to the UCARD, Access and Parking Services (UCAPS) Office at University Crossing. Be sure to follow the directions that UCAPS gives you, including applying for your **parking sticker**. Access to e-mail and ISIS will be available to you a few weeks prior to the start of the semester.

HR/Payroll

There are several pieces of paperwork that you will need to complete at the HR office on campus, which is located on the first floor of Dugan Hall. This is called the Hiring Packet. This packet includes forms such as the I-9, which requires two forms of identification, the M-4 and the W-4, among others. You will also want to complete the paperwork that will set up direct deposit for your paychecks. Because of our two-campus locations, getting paper checks is impractical and can lead to delays in getting your pay. **Please use direct deposit.** Once you

are set up, you will be able to view your pay stubs or edit your personal HR information by logging on to HR Direct at <http://www.uml.edu/hr/hrdirect>.

Pay

Pay is bi-weekly, and split up across the contract period. Completing all your paperwork in a timely manner is critical, and will help ensure that your pay will start at the first of second pay period of the semester. To view the semester pay schedule, go to <http://www.uml.edu/hr/FAQ>.

Union

If the adjunct faculty union's collective bargaining, ongoing at this writing, is successful, you might be asked at HR to complete union membership paperwork, which should indicate the rate for dues.

PREPARING TO TEACH

Academic Calendar

The Registrar's Office publishes the official academic calendar. You'll find it online at http://www.uml.edu/registrar/calendars/academic_calendar.html. It includes the start & end dates for classes, the final exam period, holidays, and major deadlines (e.g., for students, the last dates to add, drop, withdraw; for faculty, the date by which a graded assignment is required, and, in some semesters, **holiday adjustment dates** when the University operates on a daily schedule that does not follow the actual day of the week).

Common Text Programming

Other dates of interest for planning your syllabus can be found on the FYWP and Common Text wikis. Please encourage your students to attend Common Text programming; we invite you to integrate these enrichment activities into your course whenever possible!

Information Literacy Session

The reference librarians will contact you about arranging your 101 or 102 class's visit to the library for Information Literacy instruction.

Book Orders

The FYWP does not require a specific textbook. Most faculty will order a reader/rhetoric and a handbook, but alternative choices that move students toward the learning objectives are fine. You can place book orders online at www.uml.edu/bookstore. Under the Faculty Services menu* at the bottom, click on "Online Adoptions." There's an option to Register if you're a new user. That brings you to a "Create User Profile" page, where the first thing you must enter is the "Bookstore Supplied Password." If you're teaching on North, the password is 1260, and if you're teaching on South, the password is 1261, but once you're in, you can still manually specify the campus for each course. Faculty (both part-time and full-time) should choose "Approver" where the form asks for your "Role."

*If this menu is not automatically displayed, go to "Customer Service," click on "Site Map" and then on "Contact Us," and the Faculty Services menu should appear.

Common Text

If you are teaching CWI in Fall or CWII in Spring, you will need to incorporate our current Common Text—a book we select each term—into your syllabus. Ideally, you'll have been able to join us for our pre-semester workshops. If not, you can consult the Common Text wiki (<http://www.commontext.wiki.uml.edu>) as a place to start, or, by all means, just ask! We also offer programming to go along with the CT that you might want to incorporate into your syllabus, so please check the wiki and watch for announcements.

Duplicating

A photocopier is available in O'Leary Room 452 and in Falmouth Hall in the Economics Department (across the hall from English North) for your use for small jobs. You will be provided with a five-digit department code. Copy jobs greater than 50 pages must be sent to Central Duplicating, either electronically or in hard copy. Typically, your copies will require 48 hours notice (more during busy times of the semester), and they will usually be brought to your campus mailbox. There are restrictions on all copyrighted material; the policies and procedures for making copies are spelled out [here](#), where you will also find the form for submitting orders. . If you are teaching on North, the work/study students on North can assist you with picking up and dropping off copy orders. Katherine and the work/study students can assist you with this process on South.

For copies of electronic originals, send your document as an attachment to the duplicating office on the campus where you'll be teaching (copycenter_north@uml.edu or copycenter_south@uml.edu) to have it duplicated. When you send it, include in the body of the e-mail your name, "English Dept", the course numbers, how many copies you want, and any instructions like double-siding or stapling. Depending on the time of day and class location, North Campus faculty might want to pick things up at the Duplication window on the 2nd floor of Falmouth.

For hard copy originals, please fill out a duplicating form and leave it in the department office. We will have your copies made at the Central Duplicating Office either on North or South Campus. Please provide at least 24 hours advance notice during the semester and three days' lead time during busy semester periods.

Office space – North and South

We have offices on South on the 4th floor of O'Leary and on North in Falmouth 301 where you will have space to meet with your students during mandatory office hours and for conferences. If you require office supplies or access to a computer or printer, please ask Katherine.

Teaching with Technology

Smart Classrooms

Just about every classroom on campus is outfitted with baseline teaching technology, including an Internet-capable PC with electronic projection, including a document camera and multimedia capability.

TurnItIn.com

UML keeps an account with TurnItIn.com, and the FYWP strongly endorses its use as a teaching tool as well as a plagiarism detection tool. To have an account set up for your own use, please contact the Library's Database Management Librarian at Joseph_Fisher@uml.edu.

Blackboard

UML provides day-school access to the Blackboard Learning Management System through Continuing Education. If you have experience with Blackboard, you might be able to waive the required training workshop. To get started, contact Alena_Woods@uml.edu, Lisa_Panagopoulos@uml.edu, or Carrie_PowandaCroft@uml.edu.

Faculty Wikis

If you would like a wiki space for your course materials, visit <http://www.wiki.uml.edu/> and follow the simple directions for getting started. Wiki workshops are available, but the wiki engine is very basic and intuitive. Paula can also answer your questions on wikis.

Computer Labs for Class Meetings

CLASS also makes available several computer labs on campus. Some are drop-in labs available for student use, and others are available for faculty to reserve for a class meeting. Request a date in a lab at http://www.uml.edu/class/Computer_Labs/Lab_Reservation.html.

Communication with FYWP and the English Department

Open-door Policy

Whenever you have a question or concern, please don't hesitate to bring it up! If your concerns relate to teaching, students, academic or program policies, please address them to Paula. Administrative matters can be brought to Katherine's attention.

E-mail

Though we might have used your private e-mail to reach you before your ISIS account was activated, once the semester begins, the only e-mail address we'll use for you is your uml.edu address. **Please check your e-mail frequently.** To access your e-mail remotely, go to <http://exchange.uml.edu>. If you encounter problems with your e-mail, contact the IT Department Help Desk at 978-934-HELP.

Listservs

We have two listservs onto which we'll add you: All Things Writing (writing@listserv.uml.edu) and the English Department Faculty List (English-dept@listserv.uml.edu). We'll send messages to those lists, and you should feel free to post those lists with questions or to start conversations.

Mailbox

You'll have a mailbox in the department office on the campus where you're teaching, where

you'll receive notices and important paperwork. You should check it each time you're on campus.

ISIS: Rosters and Class Locations

ISIS will be a source of a lot of information regarding your classes, including rosters and class locations. It also allows you to send e-mails to your entire class. Go to <http://isis.uml.edu> to log in and to see instruction sheets for all of the functionalities you will need to use.

Talks about Teaching Writing and Department Meetings

During the course of each semester, we usually hold two informal gatherings that we call Talks about Teaching Writing. There are good times to share experiences, ask questions, seek and offer advice, and get to know your colleagues. Dates of upcoming TaTWs are announced repeatedly on the listserv. Additionally, all faculty are welcome to attend our regular department meetings, also announced on the listserv.

NAVIGATING THE SEMESTER: A TIMELINE

Submitting your Syllabus

The FYWP requirements for syllabi, including the learning objectives, can be found at the [Common Text wiki](#). We also strongly recommend that, in planning your course, you look at the course evaluation form on the CT wiki; it expresses the FYWP's expectations for your course. The wiki also offers ideas for exercises, assignments, and other teaching tools. When your syllabus is complete, please e-mail a clearly titled copy to writing@uml.edu. Your syllabus is due to your students in the first week of classes.

Posting your Office Hours

Please post your office hours in the Department office on the campus where you teach so that work/study students will be able to direct students to you.

Mandatory Writing Samples

We require all faculty to collect and evaluate in-class writing samples from all students during the first week of classes. Instructions for handling samples and the current prompt for classes working with the Common Text can be found on the [Common Text wiki](#).

Add/Drop

The [academic calendar](#) provides the semester's deadline for students to add and drop classes. Students have some discretion about changing their classes, so you might find that your class roster will change without your having done anything. **You should not give permission numbers for your courses**; if a student cannot register on his or her own, it likely means either that your section is full (even if students on your roster have not shown up) or that the student does not have the prerequisite course. Direct students to bring their concerns to Paula.

Students with Disabilities

You might receive a notice in your campus mailbox informing you that a student in your class has a disability. That notice will specify the accommodations to which the student is entitled. If you have any questions or concerns about working with students with disabilities, please bring them to Paula.

Attendance Notifications

You will receive four e-mail messages in the first weeks of the semester asking you to name any students who have missed your class. This is a requirement of the FYWP; please respond to these e-mails immediately.

Midterm Advisory Grades and Special Progress Reports

ISIS allows faculty to give students non-binding midterm advisory grades. The FYWP recommends that you use this functionality for students who are doing poorly at midterm. At midterm, you might also find, in your campus mailbox, advising reports from campus programs such as Athletics and Goler. Please take care to complete and return these forms promptly.

Course Evaluations

We require you to collect student evaluations from every section you teach. The FYWP course evaluation forms and complete instructions for administering and submitting evaluations are detailed on the [Common Text wiki](#).

Final Exam

FYWP courses share a common final exam period. You might see references to the Registrar's "Final Exam Matrix," but you must disregard that schedule. Whether you are giving a traditional

exam, taking in or handing back portfolios, or conducting some other form of evaluation, the FYWP requires that you are on campus during the final exam, and that you make your availability clear to all of the students on your roster.

Submitting Final Grades

Final grades are due to be submitted via ISIS 48 hours after the scheduled final exam. The University's [grading policies](#)—including the procedures for handling grade disputes and grade changes—are detailed in the online catalog. **Please do not give a student a grade of Incomplete (INC) without explicit, prior clearance from the FYWP.** Please be sure to save a copy of your grades as a file, and if you have any questions, don't hesitate to ask.

Follow-up

Because UML policy gives a student disputing a final grade thirty days to notify the instructor, and then requires the instructor to respond within fourteen days of that notification, we ask that you continue to check your UML e-mail after the end of the semester.

Thinking ahead

During the semester, you will receive a form in your campus mailbox that asks for your availability for teaching in the following semester. Course assignments are always contingent upon positive course evaluations, enrollment, and funding, and courses are never guaranteed. **Please do not rely upon ISIS to tell you your next semester's schedule. ISIS automatically replicates its schedule based on past semesters and is NOT ACCURATE in this situation. If we have a section for you, you will receive an individual, official e-mail offer from Paula.**

TROUBLESHOOTING

Questions

Please remember that we're here to support your teaching. If you encounter any difficulties whatsoever, please do not hesitate to bring them to our attention! Bring questions related to your teaching, your students, or FYWP requirements and practices to Paula, and bring questions related to resources or contractual and administrative matters to Katherine.

On-Campus Emergencies

If there is a health or safety emergency on campus, please dial x2911 or 978-934-2911.

Plagiarism

Because this is a serious problem, we ask that you take care to prevent, detect, and respond to instances of plagiarism. While University and FYWP policies leave room for your discretion in how you deal with each case you encounter in terms of grade reductions and penalties, you are required to report cases of plagiarism to the Vice Provost for Undergraduate Education. The University's [Academic Integrity policy](#), and the required paperwork for reporting incidents of academic dishonesty are available for you and for your students in the online catalog.

Disruptive or Distressed Students

If you have any difficulty with a student, or believe a student to be in distress, please don't hesitate to bring that to Paula's attention.

Missed Classes

If you miss a class, please notify Paula, and notify your students in advance if possible. If you miss class due to unforeseen circumstances, please make every attempt to e-mail your students, even with short notice, from within ISIS. Because the North Campus office does not have regular coverage, it is a good idea, if you're teaching on North, to exchange cell phone numbers with another instructor who teaches close by you so that that person can post a note for your students.

Inclement Weather Closings

If the University is closed due to inclement weather, an announcement will be posted on the main UML web page at <http://www.uml.edu>. We recommend that you sign up for notifications at www.uml.edu/notify. You can also dial the campus Snow Line at 978-934-2121.

CAMPUS RESOURCES

Tutoring and Academic Support

UML's Centers for Learning and Academic Support Services ([CLASS](#)) has locations in Southwick Hall on North and in the O'Leary Library on South. They provide peer tutoring for many subjects, including sessions by appointment with Write Place tutors. Their schedule,

which varies semester to semester, is available online. Additionally, CLASS offers students study skills workshops and advising services.

Library and Media Services

The UML libraries' catalog and electronic databases are searchable online at <http://libweb.uml.edu/>. The Division of Media Services manages video holdings and videos on demand, and they also book rooms equipped with instructional media and consult on media production projects. Their main office on South can be reached at 978-934-4557, and their North office at 978-934-3202.