

1992

# Faculty Handbook 1992

Nova University

Follow this and additional works at: [https://nsuworks.nova.edu/hsb\\_pgcoursecatalogs](https://nsuworks.nova.edu/hsb_pgcoursecatalogs)



Part of the [Business Commons](#)

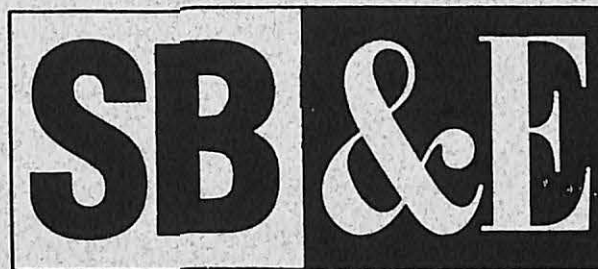
---

## NSUWorks Citation

Nova University, "Faculty Handbook 1992" (1992). *Huizenga Postgraduate Course Catalogs*. 197.  
[https://nsuworks.nova.edu/hsb\\_pgcoursecatalogs/197](https://nsuworks.nova.edu/hsb_pgcoursecatalogs/197)

This Student Handbook is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Huizenga Postgraduate Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact [nsuworks@nova.edu](mailto:nsuworks@nova.edu).

# FACULTY HANDBOOK



**SCHOOL OF BUSINESS  
AND ENTREPRENEURSHIP**

**1992**



**FACULTY HANDBOOK**

**Nova University School of Business and Entrepreneurship  
Ft. Lauderdale, Florida**

**Neuman F. Pollack, Ph.D., Dean**

**September 15, 1992**



## TABLE OF CONTENTS

Mission Statement.....	1
Equal Access/Equal Opportunity.....	2
Accreditation.....	2
University Regulations.....	3
Emergencies.....	3
Smoking.....	4
Hurricanes.....	4
Safety and Security.....	4
Standards for Faculty Performance.....	5
Administrative Responsibilities.....	7
Credentials.....	7
Instructional Materials.....	7
Class Rosters.....	7
Canceled Classes.....	8
Instructor Absence.....	8
Office Hours.....	9
Student Absences.....	9
Student Evaluation of Instruction.....	9
Evaluation.....	10
Syllabus.....	10
Grading System.....	10
Grade Appeal Procedure.....	12
Grades.....	13
Grade Changes.....	13
Incomplete Grades.....	14
Payment.....	15
Reimbursable Expenses.....	15
Faculty Executive Committee.....	15
Faculty Development Institute.....	16
Faculty Meetings.....	16
Instructional Support.....	16
Audio Visual Equipment.....	16
Duplicating and Photocopying.....	16
Copyright Law Guidelines.....	17
Support Services.....	21
Computer Lab.....	21
Office Supplies.....	22
Library and Information Retrieval Services.....	22
Policy on Videotaped Classes.....	22
Important Telephone Numbers.....	Addendum



### **MISSION STATEMENT**

The mission of the School of Business and Entrepreneurship is the advancement of professional development for individuals in Business, Government, and nonprofit settings at the Managerial and Executive levels. The school emphasizes Creativity, Innovation, and Productivity in human enterprise. The educational philosophy of the school is growth through the practical application of theory. The school projects an activist, interventionist strategy in the delivery and design of its programs in pursuit of this educational philosophy.

Neuman F. Pollack, Ph.D.  
Dean, School of Business  
and Entrepreneurship  
Nova University





## **STATEMENT**

The Nova University School of Business and Entrepreneurship Faculty Handbook should be used in conjunction with and considered a part of the faculty appointment. The information contained herein is subject to change, amendment, or deletion by the University as deemed appropriate.

## **EQUAL ACCESS/EQUAL OPPORTUNITY**

Nova University pledges to provide equal access to education and employment opportunity to all, regardless of sex, race, religion, age, national origin, handicap, or marital status. The administration of the university adheres to federal and state laws controlling equal access/equal opportunity. This pledge covers admissions, recruitment, financial aid, course offerings, extracurricular programs, facilities, counseling, advising, health services, athletics, and employment.

## **ACCREDITATION**

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor, Master, Doctoral, and Juris Doctor degrees.

## **UNIVERSITY REGULATIONS**

### **Emergencies**

In the event a job-related accident or illness occurs, the following procedures must be followed (please read in entirety):

Employee - Report all work-related accidents immediately to your supervisor, even though the injury may not require immediate medical attention or time lost from work. (Failure to report may delay a subsequent claim or result in a denial of claim.)

Employee and Supervisors - Immediately complete a yellow "Notice of Injury" form. Employee and supervisor both sign the form, and supervisor submits form intact to the Human Resources Department. If employee is unable to sign, supervisor should so indicate on the form and send it directly to the Human Resources Department. Failure to file a claim within (7) days of an injury can result in a substantial fine. (Employee will be sent a copy once the Human Resources Department has completed its portion.)

If medical treatment is necessary, call the Human Resources Department for referral and authorization for treatment. The medical facility or physician must be informed that this is a Workers' Compensation claim when employee arrives for treatment.

For any time lost from work, time sheets or leave sheets should be marked under not paid leave and clearly marked "Workers' Compensation".

The Public Safety Office is to be notified by the supervisor or employee as soon after an accident or injury as possible. This office will conduct an investigation to determine possible causes, and make recommendations for what remedial action might be taken. (Day Phone: 476-8981; Nights and Weekends: 476-8999).

### **Smoking**

Smoking is not permitted in classrooms and offices on campus. Off campus location smoking rules must be honored.

### **Hurricanes**

In cases of natural disasters, such as a hurricane, please listen to local radio and/or television stations for cancellation of classes or the close of school. If you are uncertain of what to do, call the appropriate Program Director's Office.

### **Safety and Security**

Lock offices, desks, and filing cabinets when unattended. Report hazardous or unsanitary conditions to the manager of the area. Report loiterers, unusual activities, and odors such as gas or smoke to security. In leaving an office or classroom in the evening, try to walk to your car with a group of people or call security to escort you to your car. NOTE: The telephone number

for security when you are teaching on-campus in Davie is 476-8999.

## **STANDARDS FOR FACULTY PERFORMANCE**

### **Minimum Qualifications for Faculty Teaching Graduate Courses**

A. All faculty teaching one or more graduate courses must hold an earned doctoral degree in the subject field from a regionally accredited college or university.

B. The only exception to (A) above that may be considered on a case by case basis is an earned doctorate in a closely related discipline and a masters degree in the teaching field. The Dean will determine what related degrees are acceptable in meeting this requirement.

C. Faculty currently in the process of obtaining a doctoral degree in field may be allowed to continue to teach for a limited time if:

1. They have an official letter of acceptance to an appropriate graduate program at a regionally accredited college or university.

2. They agree to complete their doctoral program according to a timetable set by the Dean.

3. They demonstrate consistent progress toward meeting the deadline for completion of the dissertation and/or graduate course work needed.

### **Faculty Teaching Only Prerequisite Courses**

Faculty who teach prerequisite courses must have a masters degree

in a field related to their assignment AND classroom experience in a field related to their teaching assignment.

### **Classroom Instruction**

Faculty are expected to maintain a level of teaching excellence and to participate in other activities as deemed necessary by the Dean, Associate Dean, and Program Directors.

### **Course Preparation and Teaching Performance**

Faculty are expected to:

- o Demonstrate clarity of communication
- o Be enthusiastic
- o Organize all presentations
- o Conduct appropriate class discussions
- o Effectively use instructional methods and delivery techniques
- o Establish effective rapport with students
- o Show concern for students needs
- o Timely handle all responsibilities
- o Resolve classroom problems in accordance with University and SBE policies and procedures
- o Provide clearly written course syllabi which include the evaluation process, attendance policy, and methods and procedures for assessment of learning objectives.
- o Provide prompt feedback and interpretation of evaluation procedures and results.
- o Develop and/or use effective learning assessment techniques.

**Assess design effectiveness.**

- o Use appropriate and up to date course materials including learning objectives, text, and supplementary teaching materials and equipment.
- o Present up to date information/knowledge related to course objectives.
- o Assess course content.

## **ADMINISTRATIVE RESPONSIBILITIES**

### **Credentials**

Prior to employment and the issuance of an employment contract, all faculty must provide an official copy of all transcripts (beyond high school) and a current resume to the Appropriate Program Director. The official transcripts and resume will be forwarded to the Human Resources Department for retention in the Official Personnel File.

### **Instructional Materials**

Textbooks, instructor's manuals and course outlines are handled differently in each program. Contact your Program Director for exact information about obtaining this material. Suggestions for textbook changes should be made to the appropriate Program Director or Faculty co-ordinator designated by the Program Director.

### **Class Rosters**

Class rosters are issued by the Registrar's office. You should receive them from your Program Director. You should check your roll and note any students who are not in class. Likewise you should inform the Program Director of any students who are in class but who do not appear on the roll. Sometimes with late registration, the students do not appear on the roll for a few days. Approximately one month after the beginning of a course you should receive a final class roster.

### **Canceled Classes**

Sometimes a class which has been scheduled does not have sufficient enrollment to be taught. As students often register late, your Program Director may ask you to meet the class the first day that it is regularly scheduled. Your Program Director will notify you if your class must be canceled and students advised into an alternate course. The Program Director will also make arrangements for alternate or future teaching opportunities for you. As a general rule, cluster classes will not be cancelled once the cluster is established with an appropriate number of students.

### **Instructor Absence**

Whenever you cannot attend class, contact your Program Director immediately. If you know of an absence in advance, a special lesson (e.g., research in the library) may be assigned. In some cases an approved substitute may be located. Missed classes must be made up. Check with your Program Director for specific remedies



to this situation. All instructor absences need to be reported to your Program Director. In the event that the class is to meet off-campus (as in the case of a field trip), or must meet in a different classroom from the one originally assigned, (Media Center, etc.) the Program Director must be advised so that he/she can direct any students who were absent when the change was communicated. For this purpose as well, it is advisable that the instructor keep the names, addresses, and phone numbers of the students in the class. The instructor can communicate any changes directly.

#### **Office Hours**

Inform students when and where they can see you for advisement. It should be in the classroom before or after class for adjunct faculty. Full time faculty should have office hours in addition to those in the classroom. Faculty are also encouraged to interact with students via electronic mail.

#### **Student Absences**

Attendance rules are set by the program and should be administered fairly and equitably. Your attendance policy should be written clearly on the syllabus.

#### **Student Evaluation of Instruction**

At the end of the term, students evaluate instructors and the course. This is accomplished through a standardized evaluation

form. There is a comment section on the form for those students who wish to make any. You **MUST** leave the room for around ten to fifteen minutes to allow the students to fill out their evaluation in privacy.

### **Evaluation**

Instructors are encouraged to use several components in their evaluation of student performance; attendance and participation, periodic short written and/or oral assignment individual and/or group projects or presentation term papers, and examinations featuring essay type responses except in courses where they are not appropriate. Students must understand what is expected of them during the term at the outset. They should be informed of the criteria you will use to evaluate their performance. These expectations must be in writing.

### **Syllabus**

The syllabus is a contract between you and the students regarding lessons, attendance, late papers, and grading policies.

### **Grading system - Masters**

The grading system for the master's program is as follows:

GRADE		QUALITY POINTS
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0

C+	Acceptable	2.5
C	Poor	2.0
F	Failure	0.0
I	Incomplete	Given when most but not all coursework has been completed. Must be requested from the instructor. An incomplete grade contract must be executed and signed by student, instructor, and Program Director.

### Grading System - Doctoral

The grading system for the doctoral programs is as follows:

A	(4.0)	Excellent
B+	(3.5)	Very Good
B	(3.0)	Good
C+	(2.5)	Acceptable, but Weak
C	(2.0)	Poor
F	(0.0)	Failure
I	Incomplete--	Given when most but not all coursework has been completed. An I must be requested from the instructor and requires the completion of an Incomplete grade Form, which may be obtained from the program office.
W	Withdrawal--	Given after the second weekend of class at the request of the student for any reason or by the instructor when outstanding work is not submitted by the student and the student has not

requested an Incomplete.

### **Grade Appeal Procedure**

The grade appeal procedure for students is given below and should be followed in all instances, making sure each step is fully exhausted before going to the next step. In the doctoral programs the procedure must be initiated no later than one term after completion of the course requirements.

- Step 1: The professor should be contacted to discuss the grade disparity. (The problem should be resolved at this level if at all possible.)
- Step 2: The student must make appeal in writing to the professor, noting specific objections to the grade received. The professor must respond in writing, giving justification for the grade given. Copies of both communications should be forwarded to the Program Director.
- Step 3: An appeal committee will be appointed to mediate the dispute. The committee will review both written and oral arguments in the case. The committee consists of one administrative officer of the program, one faculty member who teaches in the program, and one student who is currently enrolled in the program.
- Step 4: The student and professor will be informed of the committee's decision and, barring no written objections by either party, the recommendation of the committee will be accepted.

**Step 5:** If written objections are received within 10 days, the matter will be referred to the Dean for review and resolution.

### **Grades**

You will receive the grade sheets before the last week of class. Check the grade sheets to make sure that the names are correct. Please report any irregularities to the Program Director. Grades should be submitted to the Program Director's office in accordance with instructions you will receive with the grade sheets. Do not publicly announce grades since this is a violation of federal law. The responsibility of notifying students of final grades rests with the Registrar's office. Students depend on grade submissions for taking advanced classes, for taking professional examinations, and for graduation. Late submissions create a hardship for these students and should be avoided. Final payment will be released only upon confirmation from the Program Director that grades have been turned in. Payment is normally made on the 15th. day of the month following the end of the term if the grades are in. Keep a copy of the grades when you submit them.

### **Grade Changes**

In order to change a grade, complete a grade change form available in the Program Director's Office. You have to attend to this personally, as students are not allowed to hand in grade change forms.

### **Incomplete Grades - Masters Programs**

You are responsible for developing procedures and notifying students about how they contact you once an incomplete grade has been contracted. You should follow the same procedure to change an incomplete grade as to change a grade as explained above. If students receive an incomplete and do not complete the work by the end of the succeeding term the grade is automatically changed to an "F". Incomplete grades should be given only as rare exceptions. The following are guidelines/suggestions:

- a. incomplete grades should only be assigned when more than half the work of the course has been successfully completed by the student.
- b. a student must have a compelling reason for extenuating circumstances (usually documented) in order to request an "I" (incomplete).
- c. a student must make a request directly to the instructor.
- d. the instructor must agree to be available to complete the grading at a later time during the term after which the "I" grade was given.

### **Incomplete Grade Make-Up - Doctoral Programs**

Students who receive a course grade of I have one term or four months after the term in which the I was assigned in which to make up the Incomplete coursework. There is a charge of \$25 for processing the grade change from an I to the grade earned. This charge will be posted to the student's financial records in the

Comptroller's Office. If the I is not changed to a grade by the instructor, and IW (Incomplete Withdrawal) will be recorded on the student's transcript. Credit for the course may be earned only by retaking the course at full tuition charge.

### **Payment**

Contracts will be sent to you. Contracts should be signed and returned immediately to assure prompt payment. Please be sure that the Program Director has your current address, telephone numbers, Social Security number, and W4 form for income tax purposes. You will also need to complete a form showing proof of citizenship or residency in the United States.

### **Reimbursable Expenses**

Expenses incurred with a teaching assignment (travel, lodging, food) are reimbursed consistent with University policy. Please consult your Program Director for specifics.

### **FACULTY EXECUTIVE COMMITTEE**

The faculty executive committee shall be elected annually from among full-time faculty. It shall consist of three members, one of whom shall be elected chair by a majority vote of full-time faculty.

The role of this committee is to prepare agendas for faculty meetings and provide recommendations to the Dean and Associate Dean regarding matters of academic policy and procedure. All full-time

and part-time faculty may make recommendations to the executive committee.

### **Faculty Development Institute**

Both part-time and full-time faculty are required to attend the annual faculty development institute. These are normally held in January or February for Doctoral faculty, while Masters faculty meet in April or May.

### **Faculty Meetings**

These are normally held each month from September to May. All full-time faculty should attend; adjunct faculty are welcome to attend.

## **INSTRUCTIONAL SUPPORT**

### **Audio Visual Equipment**

Audio visual equipment is available. You may contact the Program Director or cluster coordinator seven days before equipment is needed.

### **Duplicating and Photocopying**

The duplication of materials for use in class can be arranged through your Program Director. Three week (3) turnaround time is required to assure that your duplicating requests can be met. If you plan on distributing a substantial amount of materials (in excess of 50 pages per student), it is recommended that you compile



a packet that will be produced and sold by the University Bookstore. Please be advised that copyright laws are in effect. A description of these laws follows:

#### **COPYRIGHT LAW GUIDELINES**

....the fair use of a copyrighted work, including such use by reproduction in copies of phonorecords or by any other means specified by that section (Sec. 106) for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

The following are four criteria for evaluating the fair use of copyrighted materials in an educational setting:

- o the purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes,
- o the nature of the copyrighted work,
- o the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- o the effect of the use upon the potential market for or value of the copyrighted work.

#### **Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

chapter from a book, article from a periodical or newspaper, short story, short essay or short poem -- whether or not from a collective work, chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

### **Multiple Copies for Classroom Use**

Not to exceed in any event more than one copy per pupil in a course, multiple copies may be made by or for the teacher of the course for classroom use or discussion. The copying must meet the tests of brevity, spontaneity, and cumulative effects as defined below and must include a notice of copyright. NOTE: With the exception of a single copy of a cartoon, multiple copies of a single illustration per book or per periodical issue may be made.

### **Prohibitions**

Copying shall not be used to create, replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately. There shall be no copying of or from works intended to be consumable in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and consumable materials. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals. Copying shall not be directed by a higher authority or repeated with respect to the same item by the same teacher from term to

term. No charge shall be made to the student beyond the actual cost of the photocopying.

### **Records, Discs, and Audio Tape Recordings**

A single copy of a portion of a sound recording may be made by or for a student (i.e. song from a record, but not the entire recording). The copy can only be used in the educational context in which it was made and may not be sold or performed for profit.

A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

A single copy of the entire sound recording of copyrighted music or a portion thereof may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing oral exercises or examinations and may be retained by the educational institution or individual teacher.

**NOTE:** Making multiple copies of a sound recording is questionable and must not create or replace or substitute for anthologies, compilations, or collective works. The criteria of fair use, as stated above, must be carefully considered in such a case. Questions pertaining to multiple copies of sound recordings should be referred to the copyright proprietor for permission to copy. copy.

## **Films and Filmstrips**

A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student is attending.

A single copy of a small portion of a film or filmstrip may be made by or for a teacher for scholarly or teaching purposes. **NOTE:** Extreme care must be exercised in this instance as the small portion of the film or filmstrip may contain the very essence of the material in question. The fair use guidelines, as stated above, must be carefully evaluated before undertaking this kind of reproduction.

## **Computer Programs**

A copy or adaptation of a computer program purchased by a school can be made by or for a teacher if the copy or adaptation is created as an essential step in the use of the computer program in conjunction with a machine and it is used in no other manner or if the copy of adaptation is for archival (backup) purposes only. All archival copies must be destroyed if continued possession of the program becomes illegal. The lease, sale, or transfer of such copies or adaptations may only be undertaken with the express written consent of the copyright owner.

## **Copyright Infringement**

The copyright law specifies a normal penalty of from \$250 to

\$10,000 in statutory damages for each violation, but the penalty can be as much as \$50,000 for willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorney fees must still be borne by the individual and/or organization charged with the copyright infringement.

### **Permission to Copy**

If a question exists as to whether a particular act of copying might be in violation of the copyright law, it is prudent to request permission. A copy of each request must be kept on file in the Program Director's office.

The request should include the following information as appropriate:

- o Title, author, editor, or publisher, producer, or distributor
- o Edition, copyright and/or production year
- o Exact amount of material to be used (i.e. lines, running time, etc.).
- o References to the initial contact individual, by name, in the letter if the initial contact was made by telephone.
- o Nature of the use (i.e. how many times, when, and with whom the material will be used).
- o Number of copies to be made.
- o How the material will be produced.

### **SUPPORT SERVICES**

#### **Computer Lab**

The Main Campus has a computer lab for the use of students. You may wish to require students to type their papers. Students have access to Word Processing and other programs in these labs. The current policy is that all SBE students must own or have access to personal computers.

#### **Office Supplies**

If you should require supplies for your class activity please contact the Program Director. These offices stock most supplies which you might need. In the event that they do not have what you need, approval by a Program Director is required to make any purchases. Do not take this responsibility upon yourself. Failure to get approval will result in not getting reimbursed by the University.

#### **Library and Information Retrieval Services**

Both the University and the Information Retrieval Services Department offer on-line services. Please call them directly if you need to avail yourself of such services.

#### **POLICY ON VIDEOTAPED CLASSES**

In accordance with the University's Copyright & Patent Policy, any videotaped class, lecture, or presentation, conceived, prepared, or participated in, by a full or adjunct faculty member or staff person, shall be regarded as the sole property of the School of Business and Entrepreneurship (SBE), when the videotape is directly or indirectly related to the endeavor in which the Faculty or Staff

person is employed, or the videotape is developed by the faculty or staff member as part of his or her regular duties, or the faculty or staff member is commissioned specifically to develop the videotape materials, provided that the school (SBE) has not entered into a contract with the express provisions to the contrary.

### IMPORTANT TELEPHONE NUMBERS

Neuman Pollack, Dean	475-7644
Bonnie Bowers, Assistant to Dean	475-7644
Robert Preziosi, Associate Dean	476-8912
Diane Schleich, Assistant to the Associate Dean	452-1431

Master's Programs	Charles Blackwell, Director	475-7482
Accounting	Anker Andersen, Director	476-8913
MBA in Financial Services Manage- ment	Ricardo Mejias	475-7480
MBA in Real Estate Quality & Tech- nology	William Harrington, Director	370-5622
M.S. in Management of Quality & Technology	William Harrington, Director	370-5622
International Programs	Herb Johnson, Academic Director	370-5608
Health Services Administration/ Public Administration/ Human Services	Daniel Austin, Director	475-7475
Doctoral Programs	Gene Brady/Director	452-1585
	Ron Needleman, Director of Research	475-7301
University Public Safety/Security		476-8999



## CLUSTER COORDINATORS

### I.

### MBA PROGRAM

<u>CLUSTER NAME</u>	<u>COORDINATOR</u>
Atlanta, GA	Mr. John Neyhart (404) 455-7662
AT&T Paradyne/ St. Petersburg	Dr. Frank Nickels H: (813) 784-4951
Birmingham, AL	Dr. Paul Doran H: (205) 979-6558
Boca Raton/Delray	Ms. Sue Crance H: (407) 482-1377
Cedar Rapids, Iowa	Mr. Bob McDonell H: (319) 377-4714
Cocoa/Brevard	Ms. Ramah Chansen H: (407) 984-7964
Coral Springs	Ms. Lee Krosser H: (305) 749-2899
Fort Myers	Mr. Leo Boisvert H: (813) 772-4144
FP&L Sarasota	Mr. Barry Anderson O: (813) 379-7280
Freeport, Bahamas	Dr. Arthur Roach H: (809) 352-7880
Gainesville	Mr. Ed Dice H: (904) 378-2329
Jacksonville (American Transtech)	Ms. Carol Crismond H: (904) 287-7827
Jacksonville (Southern Bell)	Mr. Bruce Turner O: (904) 350-5274
Miami (Northwest)	Ms. Nancy Frazier

	H: (305) 264-1975
Miami (South)	Mr. Corey Gold O: (305) 596-6523
Miami (South)	Ms. Nancy Frazier H: (305) 264-1975
Montgomery, Alabama	Mr. Aaron Lucas H: (205) 277-6519
Ocala	Mr. Joe Johnson H: (904) 351-0657 O: (904) 351-7242
Orlando	Ms. Dolores M. Moore O: (407) 851-7220
Rubbermaid/ Winchester, VA	Ms. Martha Clark H: (703) 665-2101 O: (703) 665-8286
Sarasota/Bradenton	Ms. Jean Lynch H: (813) 359-3226
Southern Bell/ Pompano	Mr. William Spade H: (305) 565-8618
Tallahassee	Ms. Phyllis Burkhardt H: (904) 893-2218 O: (904) 222-5052
Tampa	Ms. Kathy McGhee H: (813) 867-6172
Tampa/GTE	Dr. Frank Nickels H: (813) 784-4951
West Palm Beach	Ms. Dianne Charloff H: (407) 575-3982

**II. MASTER OF ACCOUNTING PROGRAM**

<b><u>CLUSTER NAME</u></b>	<b><u>COORDINATOR</u></b>
Fort Myers	Ms. Patty Schofield H: (813) 772-9004

Fort Pierce

Ms. Nora Catano  
H: (407) 340-3087

Gainesville

Mr. Larry Veatch  
H: (904) 375-3079

Orlando

Ms. Barbara Clinton  
H: (407) 886-1255

South Miami

Mr. James Sudbury  
H: (305) 233-8208

Tampa

Ms. Barbara Perry  
H: (813) 654-6453

West Palm Beach

Mr. Howard Turetsky  
H: (407) 744-8832

**III.**

**HEALTH SERVICES ADMINISTRATION**

**CLUSTER NAME**

**COORDINATOR**

Jackson Memorial Hospital

Ms. Linda Parnall  
H: (305) 757-4979

West Palm Beach

Ms. Sally Chester  
H: (407) 586-4342  
O: (407) 881-2768

**IV.**

**MASTER OF SCIENCE IN HUMAN SERVICES PROGRAM**

Port St. Lucie

Mr. Victor Granello  
O: (407) 871-5207

V.

DOCTORAL PROGRAMS

CLUSTER

CLUSTER ADVISOR

Arkansas	Rick Casey H: (501) 885-3432 O: (501) 754-3839 UNIX NAME: cccasey
Birmingham	Dr. Paul Doran O: (205) 853-1200 X-1261
Davenport, Iowa	James Wiegand H: (309) 344-3839 UNIX NAME: ccwiegand
Ft. Lauderdale I, II	Dr. Gene Brady O: (305) 452-1585 UNIX NAME: brady
Ft. Walton Beach	Patsy Mitchell H: (904) 678-2934 O: (904) 882-8787
National Cluster	Dr. Gene Brady O: (305) 452-1585 UNIX NAME: brady
New England	Robert F. Wiesenauer H: (603) 532-9322 O: (603) 899-4159 UNIX NAME: ccbobw
N. Indiana	Dr. Philip Kemp Nova line (Home) (708) 653-1647 UNIX NAME: cckemp
Orlando	Dr. James Kelley H: (904) 761-9260

Phoenix

Dr. Gerry Bedore  
H & O: (602) 566-2960  
UNIX NAME: ccbedore

Potomac Cycles I, II

Dr. David Morton  
Nova Line:  
(301) 953-7724  
UNIX NAME: ccmorton

Roanoke, VA

Dr. Paul Pullen  
H: (703) 985-0891

Seattle

Cliff Butler  
H & O: (206) 782-9583  
UNIX NAME: ccbutler

Spartanburg

Dr. Philip McGee  
H: (803) 474-2459  
O: (803) 877-2500

## ***APPENDICES***



**Date:** \_\_\_\_\_ **Academic Unit:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Term:** \_\_\_\_\_  
**Instructor:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Location:** \_\_\_\_\_

	Student Name	SS#	Daytime Phone Number
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

**Number in Section:** \_\_\_\_\_

**Signature of Professor** \_\_\_\_\_

**Date Signed** \_\_\_\_\_





3301 College Avenue  
Fort Lauderdale, Florida 33314  
(305) 475-7677



## A-V EQUIPMENT REQUEST

### EQUIPMENT NEEDED

---

---

---

---

---

---

### DATES NEEDED

### TIMES NEEDED

### BUILDING

### ROOM NUMBER

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Please note instructor (user) of equipment:

\_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

CMT USE ONLY

CONFIRMED BY \_\_\_\_\_ DATE \_\_\_\_\_

FINAL DISTRIBUTION:

CMT

REQUESTER

CONFIRMATION TO USER



Master's \_\_\_\_\_

CONTRACT FOR ADJUNCT FACULTY

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Dear \_\_\_\_\_

Nova University, Inc., hereby agrees to your faculty appointment at the following location:

\_\_\_\_\_ for one section of \_\_\_\_\_  
(course number and title)

Your schedule of class meeting dates is:

\_\_\_\_\_

Compensations for these services will be \$ \_\_\_\_\_. This assignment also requires occasional staff and planning meetings, or office hours, and attendance at exams. Please note that if ten or fewer persons register for any given class on campus, the remuneration will be \$150 per student if the class is not canceled.

Your contract is subject to acceptance of your credentials by our Administration. It is fully understood that no follow-up assignments are guaranteed. Indicate your acceptance by signing and returning a copy of this document within TEN DAYS after receipt thereof. Your signature also indicates that you have read and accepted the administrative and accounting procedures provided by the program office.

**ADDITIONAL TERMS**

Airline Tickets will be supplied by Nova University. Please contact our Travel Coordinator regarding all airline reservation arrangements. Reimbursement includes surface transportation, motel, and meals, when applicable.

\_\_\_\_\_  
(Accepted)

Approved:

\_\_\_\_\_  
(Social Security #)

\_\_\_\_\_  
(Academic Program Director)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Center Director)

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

THE ALBANY RECORD

WEDNESDAY, JANUARY 1, 1884

CONTRACT FOR INCOMPLETE GRADE  
(All information and signatures must be completed)

STUDENT \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
\_\_\_\_\_ WORK PHONE \_\_\_\_\_  
COURSE NUMBER AND TITLE \_\_\_\_\_  
TERM/YEAR \_\_\_\_\_ LOCATION \_\_\_\_\_  
LETTER GRADE TO DATE \_\_\_\_\_ % OF TOTAL GRADE TO DATE \_\_\_\_\_  
LETTER GRADE FOR COURSE IF REQUIREMENTS BELOW ARE NOT COMPLETED \_\_\_\_\_

I understand and agree to comply with the following requirements for the satisfaction of the course objectives listed below. Upon completion of these requirements, or on the date specified below, my course grade will be changed from an Incomplete to my earned letter grade.

Specific requirements are:

- 1.
- 2.
- 3.
- 4.

TO BE COMPLETED BY \_\_\_\_\_  
(Specify date up to 6 months after last class)

_____ Student	_____ Date
_____ Instructor	_____ Date
_____ Director, Masters Program	_____ Date

Copies: White-Academic Division; Yellow-Instructor; Pink-Student;  
Goldenrod- Registrar; Blue-Cluster Coordinator

THE UNIVERSITY OF CHICAGO  
LIBRARY

100

100

100

100

100

100

100

100

100

100

# Change of Grade Form

Student Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Course #	Course Title	Credit Hours	Term and Year Taken
			Original Grade <input type="text"/>
			change to
			New Grade <input type="text"/>
Original Instructor _____			
Person Authorizing Change _____			

If the person authorizing the change is different from the original instructor, the Center Director's signature is also required.

Center Director's Signature \_\_\_\_\_

Academic Unit \_\_\_\_\_

NOTE: Instructor—Please include a brief explanation for grade change.



Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

Page 14

**Course and Instructor  
Evaluation Form**

Cluster: \_\_\_\_\_

Term: \_\_\_\_\_

Course Number/Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Please circle your responses to the right of each question. Please be fair and honest in your responses, as the continued improvement of the program depends on the feedback that you and other participants are able to provide to us at Nova.

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. With regard to previous course work: (1) I was adequately prepared for this course;<br>(2) courses taken elsewhere did not prepare me adequately; (3) courses taken at Nova<br>did not prepare me adequately. | 1 | 2 | 3 |   |
| 2. The outside-of-class workload in this course has been: (1) 0-2 hours/week;<br>(2) 2-5 hours/week; (3) 5-10 hours/week; (4) over 10 hours/week.  | 1 | 2 | 3 | 4 |
| 3. The class has met for the scheduled number of hours: (1) all of the time;<br>(2) most of the time; (3) less than 1/2 of the time; (4) never met for scheduled hours.  | 1 | 2 | 3 | 4 |
| 4. Class homework assignments were: (1) just about right; (2) confusing at times and not<br>appropriate for objectives; (3) too long for time frame; (4) too short.  | 1 | 2 | 3 | 4 |
| 5. The course included: (1) many practical applications; (2) a few practical applications;<br>(3) almost no reference to practical use of the material taught.   | 1 | 2 | 3 |   |
| 6. The textbook was: (1) used extensively; (2) used extensively with supplemental materials;<br>(3) used only for homework assignments; (4) hardly used at all.  | 1 | 2 | 3 | 4 |
| 7. The objectives of the course were: (1) defined and met; (2) defined but not met;<br>(3) never presented.  | 1 | 2 | 3 |   |

---

Please rate each characteristic of this instructor against your background  
of prior work ( where possible) and circle a number to the right corresponding  
to the five ratings shown.

- |   | Outstanding | Clearly<br>Above<br>Average | Average | Clearly<br>Below<br>Average | Poor |
|---|-------------|-----------------------------|---------|-----------------------------|------|
| 8. I would describe the instructor to friends or other students needing this course as:                           | 1           | 2                           | 3       | 4                           | 5    |
| 9. The instructor's knowledge of the material was:  | 1           | 2                           | 3       | 4                           | 5    |
| 10. The instructor's ability to teach the subject was:  | 1           | 2                           | 3       | 4                           | 5    |
| 11. The instructor's personality and style (dynamic, motivating, pleasant, etc.) was:                             | 1           | 2                           | 3       | 4                           | 5    |
| 12. The instructor's preparation for each class was:  | 1           | 2                           | 3       | 4                           | 5    |
| 13. The instructor's encouragement of class participation appropriate to the<br>course content and structure was: | 1           | 2                           | 3       | 4                           | 5    |

PLEASE BE SURE TO COMPLETE THE BACK OF THIS FORM

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 14. The instructor's ability to establish a student-centered atmosphere was:                                       | 1 | 2 | 3 | 4 | 5 |
| 15. The instructor's ability to organize topics in a logical manner was:   | 1 | 2 | 3 | 4 | 5 |
| 16. The instructor's knowledge of current practices in applied settings<br>(schools, organizations, business) was: | 1 | 2 | 3 | 4 | 5 |
- 
- 

PLEASE USE THIS SPACE TO MAKE ADDITIONAL EXPLANATORY COMMENTS IN THE FOLLOWING AREAS:

AREA A: The instructor (pro, con, constructive suggestions).

AREA B: Course content, text, lectures, discussion, etc. (pro, con, constructive suggestions).

AREA C: Course administration such as assignments, scheduling, exams, grading, etc. (pro, con, constructive suggestions).

AREA D: Thoughts, feelings, reactions, experiences I have had related to this course. (Please make any additional comments here and use extra paper if necessary.)

**Thank you for your time**



**NOVA UNIVERSITY**

SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

3301 College Avenue  
Fort Lauderdale, Florida 33314  
(305) 475-7300

DOCTORAL ☐  
MASTER'S ☐  
DIRECTOR ☐  
BANKING ☐

## REQUEST FOR REIMBURSEMENT

NAME: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

CLUSTER SITE: \_\_\_\_\_

(Please do not write below)

### EXPENSES:

AIR TRAVEL \$ \_\_\_\_\_

HOTEL \$ \_\_\_\_\_

MEALS \$ \_\_\_\_\_

GROUND TRANSPORTATION \$ \_\_\_\_\_

MILEAGE (27.5¢ per mile) \$ \_\_\_\_\_

PRINTING-XEROXING \$ \_\_\_\_\_

EQUIPMENT RENTAL \$ \_\_\_\_\_

TELEPHONE \$ \_\_\_\_\_

POSTAGE \$ \_\_\_\_\_

### OTHER EXPENSES:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES: \$ \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

### NOTE:

PLEASE ATTACH ALL ORIGINAL  
RECEIPTS AND YOUR AIRLINE  
PASSENGER COUPONS TO THIS  
REIMBURSEMENT REQUEST FORM.

White Copy - Accounts Payable  
Canary Copy - Dept.  
Pink Copy - Instructor/Coordinator

THANK YOU.



**NOVA UNIVERSITY**  
SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

**EXPENSE REPORT**

NAME \_\_\_\_\_ WEEK ENDING \_\_\_\_\_

NO. \_\_\_\_\_

	SUN	MON	TUES	WED	THURS	FRI	SAT	
DATE								TOTAL FOR W.
CITY								
BREAKFAST								
LUNCH								
DINNER								
LODGING								
TELEPHONE								
AIR, RAIL, ETC.								
CAR RENTAL								
XEROXING								
EQUIP RENTAL								
POSTAGE								
CAR EXPENSE								
MISCELLANEOUS								
TOTALS								

DATE	CAR EXPENSES	AMOUNT

DATE	MISCELLANEOUS EXPENSES	AMOUNT





**School of Business and Entrepreneurship Master's Programs  
Resource Material Request Form**

**Instructions**

Please fill in your name, etc., and complete one or more of the following request forms so that we may meet your needs.

Instructor: \_\_\_\_\_ Site: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Name of Course: \_\_\_\_\_ Room Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Photocopying** (Please: No staples in materials to be printed)

Please make \_\_\_\_\_ copies of the attached \_\_\_\_\_ pages of printed material. \_\_\_\_\_ paper color  
back-to-back copy \_\_\_\_\_ one side only \_\_\_\_\_ collate \_\_\_\_\_

I have allowed about 10 to 15 days turn-around time for this material to be copied and returned to me or the cluster coordinator. (Please indicate return address.)

**Material requested for free examination**

Please order the following items so that I may examine them. I will fill out a brief evaluation on them. I will also assure their return to the publisher or agent within 15 days, or I will request the school to purchase them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Film/videotape rentals-Norma Gardner** (requires program director's approval)

☐ **Rental** ☐ **Preview**  
Show Date Preferred Date  
Alternate Date \_\_\_\_\_

Please order the following films/videotapes for my module:

Film/Videotape Title: \_\_\_\_\_  
Request Date: \_\_\_\_\_ Film Source: \_\_\_\_\_  
Date Needed: \_\_\_\_\_ Costs: \_\_\_\_\_ Signature: \_\_\_\_\_

**Audio-visual equipment**

Type of Equipment: \_\_\_\_\_  
Location: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_  
Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Time Needed: \_\_\_\_\_

Special Note to OFF-CAMPUS Instructors: It is impossible to deliver audio-visual equipment from the main campus Learning Technology Center to external sites. However, with sufficient notice (four weeks or more), arrangements can be made for loans or rentals via cluster coordinators. Please request approval on rentals from our main office.

**Please Note:** For OFF-CAMPUS requests, please have your site coordinator approve and sign this form before sending to the School's Master's Programs.

\_\_\_\_\_  
(site coordinator's signature)







