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Graduate Management Programs Additional Terms and Conditions for Adjunct Faculty 6/1978

Nova University

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GRADUATE MANAGEMENT PROGRAMS



Additional Terms and Conditions for Adjunct Faculty

INTRODUCTION

These instructions have been prepared as a means of orientation for our new faculty and they are to be read in conjunction with the latest Bulletin for Graduate Management Programs.

All instructors should have a copy of the schedule indicating the meeting time and place for your class. If you do not understand the schedule, please discuss this with Mrs. Skoda in my office. My entire staff is available to support your work in order that you may operate at your greatest instructional effectiveness. At the same time, as we have grown and have to deal with several instructors we have devised a system of guidelines which you will need to follow.

I. Preparation of the Course Syllabus

Please submit your course syllabus organized in the eight categories listed below; the headings and wording are not optional - *they are required.*

Heading

Month/Year

A course syllabus prepared for behavioral
objectives and learner outcomes for
Graduate Management Programs at Nova University

- I. Course # and title.
- II. Instructor: name, title, rank, address, office and residence telephone numbers.
- III. Course Description: (From catalog - revise if needed)
- IV. Course Objectives: (Be very specific with these educational goals. Between 15 and 20 typed single spaced lines)
- V. Course Activities to Meet Objectives: (Description of course plan to include test and evaluation procedures, grading system, help sessions, et cetera)
- VI. Textbooks and Reading Materials Required: (Suggested titles for purchase)
- VII. Assignments:

Session One	Topics & Readings
Session Two	" "
Session Three	" "
Session Four	" "

VIII. Supplementary Reading List (Library References)

Since it is our policy to have the syllabi available for the next registration period one month in advance, we would appreciate your submission of your rough copy of the course syllabus no later than six weeks before your class begins.

If you are only revising a previously used syllabus, our task is simplified and less time is required.

Please submit a list of reference titles (shelf list of approximately 30 books or journals) which should be ordered by the library and/or kept on reserve for your course; remember the need to update this list periodically.

Instructors may obtain a complimentary desk copy from the program office the first time they teach a course. Further complimentary copies will only be available in the event of a new edition or change in text.

II. Textbook Selection

Please be aware of the long lead times required to order textbooks. As a result of this, we do not make major changes in text each registration period for the notification period is approximately three months in advance of the course starting date. Should you find a desirable text *after* the commitment of our book order to our supplier, we can request a supplementary order with Air Freight handling which greatly increases the cost of the order, but we cannot cancel the books that were designated for the course as this would cause a loss to our supplier.

III. Typing Support

The earlier you can submit your typing for course handouts, the better. We wish to have all of our handouts prepared prior to the start of the course. By doing your work on a timely basis, my staff will distribute handouts with the course syllabus and you can be assured that all students have them.

For handouts to be distributed during the course, please allow a minimum of one week's processing time prior to the scheduled class date for my office to complete the work. Also, be sure you notify us to look for old masters and to either destroy these or modify them when re-typing is submitted.

IV. Xerox Support by Staff

All xeroxing for courses should be completed well before the course starts. If you have a need to copy materials after the course begins, please allow us one week in advance for copying. Our xerox budget is modest and we do not expect any instructor to take advantage of it by excessive use.

V. Policy on Handouts and Course Materials

This relates to all exams, quizzes, assignments, handouts, or course materials of any kind; a duplicate copy or a master copy shall be placed in the master course file which will be maintained by Mrs. Skoda in the program office.

VI. Policy on Tests

It is our policy and a condition of our accreditation that class time not be used for major test purposes. There is no problem with administering a 15 minute quiz, but longer tests, for example, from one to three hours for mid-term or final exams *shall be scheduled outside of the four instructional class weekends*. Please coordinate your test schedule for mid-term and final exams with my office as rooms should be reserved, exam booklets ordered, etc. Mid-term exams are usually scheduled one week after the second class session, and final exams are scheduled for the fifth weekend. You may give take-home exams for certain courses for which they are considered appropriate. All final exams are to be written in exam booklets. These booklets are available at the local bookstores and will be provided by the students.

VII. Quality Standards

Each instructor assigning written papers shall inform students that we use APA style and that English and grammar shall be of graduate quality for all students (foreign students are not exempted!). Writing standards are written up as a handout which you should be familiar with and which all students receive in their first class at Nova University.

You should make every effort to discourage plagiarism and help students by encouraging them to employ standard reference techniques. It is up to our instructors to enforce our honor code for written materials and quizzes. Please report any discrepancies to our office.

Mid-term and final exams may be open or closed book. We do recommend your presence or the presence of a proctor. Call our office and we will arrange to have a Graduate Assistant supervise the taking of your test, if needed.

VIII. A/V Equipment

Please provide us with a master schedule for the date, time and place of needed A/V equipment before the term begins. Should you need equipment after the term has started, we request that you give us one week's notice in advance. For insurance sake, we prefer these requests in writing.

IX. Computer Utilization

For certain courses for which simulations are available or for courses employing quantitative techniques, students may use the computer center. For example, the center has many statistical packages available and students can have access to the terminals during non-business hours. Please notify our office in advance so that we can arrange for an authorize computer usage.

X. Grading Policy

Graduate Management Program uses these grades in the MBA and HRM programs:

A	Excellent
B	Good
C	Acceptable
I	Incomplete
F	Failure
W	Withdrawal up to third class weekend/Withdrawal because course work not turned in.

Grades are due into the program office one week after the fifth weekend of class with *no exceptions* as computer batch processing requires that we treat all grades as one item.

It is very easy to abuse the grade of "I" and it only should be assigned when, in the opinion of the instructor, a student has completed *a majority of the course work*; otherwise, he should be given a "W" as a final grade, (attendance alone does not justify an Incomplete when little or no course work is completed). A Grade of "I" will automatically revert to an "F" if work is not completed within six months after the end of the term in which the "I" was received. We will not accept grades verbally or over the telephone. (Please use the appropriate change of grade form when submitting a new grade to replace an "I".) It is most important that you save your class records for a minimum of a year in the event that a student later challenges a grade.

Instructors should become familiar with the Grievance Procedure for challenges of the grade assigned so that you will understand the necessary steps and be aware of the necessary documentation to retain.

XI. Attendance Records

Each instructor shall maintain attendance at each class meeting and we request that you reconcile your attendance with the program office after each weekend. This may be done via a telephone call or a written memo. (Instructors for off-campus clusters may send in their attendance records at the end of the term.)

XII. Notification of Published Schedule Changes

Any changes from the published schedule affecting either rooms or meeting dates should be reported to the program office and cleared in advance of the contemplated change. If there are extenuating circumstances which lead to the unavoidable absence of an instructor for one of the four class weekends, we will reschedule the make-up class for the fifth weekend. It is our preference that a substitute instructor be assigned for a class that you know you must miss. The substitute instructor must be approved by the program office via a formal review of his credentials and only then will he be allowed to fill-in for the contracted instructor.

XIII. Learning Technology Lab and Libraries

The business titles, texts and journals, are housed in the Behavioral Science Library in the Mailman Building. The librarian there will provide you with an orientation and assistance. Please have her explain the use of DIALOG and encourage your students to use it for their research.

We have video tape T.V. (color) as a learning tool for those courses where observation and feedback are useful; or for cases for class as part of learning design. We also have a limited (16 mm) film library.

XIV. Instructor Hours

Please be available at least one half hour before your assigned class period as students or administrators often wish to see you before class. In lieu of holding office hours, you will have to make yourself available for telephone conferences with students. You may request that students call you at reasonable, specified, hours and it is important that you return calls if messages are left.

Instructors who are continuously late for class, or those who release their classes early, are considered to have breached their contract with us by failing to provide instruction for the full class period and many have part of their salary forfeited.

XV. Method of Reimbursing Expenses

A. Flat Allowance: We prefer to give you a flat allowance for out-of-town travel which will cover travel mode and motels but not meals. This allowance will be added to the agreed amount for contractual services. It then becomes your responsibility to save your expense vouchers and deduct your expenses for your own tax return. In some cases, when travel expenses are expected to be very high, as for example, travel out of the country, please make arrangements to receive your flat allowance in advance.

B. Reimbursement of Actual Expenses - Save all expense vouchers and submit them at the end of the course. The mileage allowance for personal automobile travel is \$0.12 per mile and the comptroller's office usually bases this on published mileage between cities. Payment may require 60 days from time of submission of expenses.

XVI. Travel Reservations

Send this office a written memo if you want us to make special travel or motel reservations. For out of town instructors, airline tickets will be pre-paid awaiting your departure at the airport. Check with Mrs. Skoda for details. For instructors travelling from the Ft. Lauderdale area, tickets will be available for pick up at the office or they will be mailed to you directly.

We normally deal with several motels in the area that charge

us a special rate. Please find out from our staff which motels these are, as they require advance notification to qualify for our special rate.

An apartment is available on-campus (Apartment No: 105B) for the use of Graduate Management Program instructors. As it is convenient to our classrooms, reservations for this apartment will be on a first come first serve basis. Occasionally, faculty are given the option of cooperatively sharing this apartment. Please reserve the apartment with Mrs. Skoda. Also, please call the office if you need directions from Ft. Lauderdale or Miami International airports.

XVII. Instructor Credentials

For new instructors, we must have on file a resume and three letters of recommendation from professional sources. For old instructors, we suggest you update your file periodically by sending us your current resume. It is very important that we be notified about any change of address and telephone number for either your residence or your office.

XVIII. Course Evaluations

All instructors will be given course evaluations to distribute at the conclusion of each course. It will be the students' responsibility to turn in evaluations to the program office. We will have a summary of evaluations approximately one month after the term ends and we will schedule a post-class conference to review these with you either by meeting or telephone.

XIX. Graduate Assistants

For our experience, certain courses create more difficulty for students than others. In order to preserve enrollment and increase instructional effectiveness, we schedule intermediate help sessions which are conducted by a graduate assistant for these courses between major class weekends. Please distribute written instructions to your class for these voluntary help sessions. Above all, it is the instructor's responsibility to coordinate the activities to be covered in the help sessions with the graduate assistant by giving him specific information as to topic coverage, homework collection, homework grading, review of sample test material, etc. In addition, graduate instructors should coordinate with the counterpart undergraduate instructor of the Graduate Management Program prerequisite course as a means of insuring instructional continuity and coverage.

Instructors who have previously taught for us will make recommendations for the appointment of their graduate assistant for the next term. We will give this recommendation primary consideration when making our appointments.

XX. Contracts

All contract must be signed before class begins. Normally the contracts will be prepared about 15 days in advance of the course.

Please read the cancellation clause which exists in every contract reserving our right to cancel a section or to operate the class as a Directed Individual Study (D.I.S.)

XXI. Payment for Services

Effective July 1978, all adjuncts will have to complete a Nova employment application and W-4 form for the Personnel Department. Your pay check will be distributed approximately two weeks after you have submitted final grades, exams and/or papers for your course. This check will now reflect the deduction of withholding and social security taxes and you will have to claim the social security contribution as an excess payment from a second employer upon your individual tax return.

XXII. Administrative Matters

Students often ask instructors questions regarding administrative policies as well as requesting program counseling. Please advise students that you do not represent official university or program policy and that they should seek advice from the program office on matters regarding transfer of credit, program options, thesis vs. experience paper option, D.I.S. courses, etc.

XXIII. Emergencies: In the event of an emergency, the program director's residence telephone number is (305) 587-4048.