



# **New Adjunct Information Department of Communication College of Arts and Letters**



*The University Of*

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T A M P A.

COLLEGE OF ARTS AND LETTERS

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# Onboarding

## Welcome!

We are happy to have you as part of the Department of Communication! This guide was created to help you get onboarded and prepare for class!

There is an official university Part Time Faculty Handbook which gives you a broader view of university policies. It can be found at <http://www.ut.edu/ctl/faculty/> (under Faculty Handbooks and Guides, then there will be PT and FT manuals in PDF). The manual is specific to the Department of Communication.

## Checklist

The following list gives you items that must be done ASAP and generally in what order. ***The specifics of those items are covered in the rest of this manual*** – this is just a quick way to show you what needs to be done right away.

### Checklist

- **Look at Workday every day to get through onboarding.** If you don't, you may miss something, like filling in your I-9 information and signing your contract, which could result in your termination.
- Send your original transcripts into the dean's office ASAP.
- Sign up for Orientation (once you get the dates).
- Get your Spartan Card.
- Get your parking decal.
- Get a gate access card if you plan on parking in gated lots.
- Order textbooks via the Barnes and Noble app on **MyUTampa**.
- Get building swipe access for your Spartan Card (if needed, see that section).
- Sign your contract electronically on Workday (usually the week before classes begin).
- Check your UT email **every day** after being told that it is active.
- Familiarize yourself with the UT Website. It is a great source for answers to questions.

## Transcript Reminder

University policy requires that it retains a copy of the official transcript of your **highest degree** earned in the field in which you will teach. This is essential in order to demonstrate the credentials of the faculty. Please send them directly to the **dean's** office (his administrative assistant). **Without this document, you will not be issued a contract.**

Deborah Massicotte  
The University of Tampa  
College of Arts and Letters, Dean's Office  
Box W  
401 W. Kennedy Blvd.  
Tampa, FL 33606

813-257-3269 dmassicotte@ut.edu

## New Faculty Orientation

Each semester the university offers orientation sessions for new all new faculty. You may have already gotten an email about it. Notify the Staff Assistant know if you have not. Orientations have been done a little differently each year. After COVID, they moved to a Zoom format, which is convenient for those of you who work during the day. If you participate in the live Zoom, you can ask questions of the presenters. If you can't make the live version, they record it. They usually have a session on IT and another on Policies and Procedures.

## Parking Permit

**Note – New faculty cannot get a permit until the first day of classes.** Until then, you will have to get a visitor's permit. You can find a link to it on the Parking Services page by [clicking here](#) (or visiting [www.ut.edu/about-ut/university-services/campus-safety/vehicle-registration-and-traffic-regulations](http://www.ut.edu/about-ut/university-services/campus-safety/vehicle-registration-and-traffic-regulations)).

Each fall you will need to order a new parking sticker which is good for a year at no cost to you. **You will receive a global email with a link** to sign up for your permit about three weeks prior to the start of the fall semester. If you were hired after that went out, go to the Parking Services page where you can find a link to apply for your permit. It takes a week or so to process, but you can print out a temporary permit that will be good until you get the real sticker. You are also allowed to get a second sticker (if you drive two cars, for example).

You may park in any faculty-staff lot. There are a number of gated lots (which require a gate card to enter) and two garages (which do not require a gate card). These are not noted on the parking map (except as gray areas), but you should familiarize yourself with the parking options

## Contracts

Contracts are handled through Workday and input by the dean's office (so our office staff does not know exactly when they will be released). They should start showing up ABOUT two weeks before classes begin. Sign your contract ASAP. If you do not sign your contract, you won't get paid. In fact, if you take too long to sign (and you will receive emails if this happens), you are not technically employed and can be removed from your class.

If you haven't already, read the above note about the Submit **and** Done buttons. This holds up a lot of people when they sign contracts. Even after you hit Approve. .

Please do not ask me when contracts come out. Just keep an eye out on your Workday inbox starting a couple of weeks before class. Then:

If your contract is in your Workday inbox, you have received it and should sign it.

If there is nothing in your Workday inbox, check again later. They are not all entered at once, so some will be released before others.

After signing your contract, there, I believe there is no receipt or confirmation. However, you should find it in the Personal Information worklet on your Workday home page. Then click "More" and finally "Worker Documents," and you will see it there. I have also included a handout in your folder about it.

### Parking Gate Card

The Staff Assistant will give you a form that you can take to the provost's office to get a parking gate card. This allows you access to any faculty/staff lot with a gate. The provost's office is in Plant Hall.

The parking garages do not require a gate card, and the faculty lot gates are opened after 5 pm.

Most of the lots with gates fill up very quickly in the morning, so if you teach during the day, you will probably be using a parking garage. If you teach at night, the gated lots should have spaces and the gates are up, so you may not even need a gate card depending on your schedule.

### Keys

Adjuncts will sign out a key to the Cass Annex by the Staff Assistant. You will need to return it if you discontinue employment with us permanently. This key is only for the Annex. You should not need keys for any other building.

If you forget your key and no one is around to let you in, call Facilities at 253-6227. Nights and weekends (when facilities might not be available), contact Campus Safety at 257-7777 (you might want to put their numbers in your phone).

# Preparing to for the Semester

## Excellent New Faculty Resource

There is a page on the website that probably answers a lot of questions you have, including ideas on preparing to teach. It's a great area to check out, especially if you are new to teaching.

<https://www.ut.edu/about-ut/university-services/information-technology-and-security/faculty-service-desk>

## Access to the Cass and Ferman Buildings

We try to keep our classes (particularly labs) in the Cass Building or the Ferman Center for the Arts (we will be getting our own new building in fall of 2023!). Both buildings require you to swipe into many of the doors using your SpartanCard.

If you are not assigned a class in these buildings, this section will not apply to you.

You should automatically have access to your rooms, as should your students. The Communication Staff Assistant is responsible for Cass, and the FMX/Music SA handles Ferman. If you have students add late or can't get in, contact one of us.

The outside doors of Cass do not require a swipe, but many of the classrooms/labs do.

## Office Structure

As a part-time instructor, your immediate supervisor will be that year's elected chair. The Staff Assistant is an employee of the Dean of the College of Arts and Letters.

The Department of Communication consists of four majors. You will be assigned a Program Director based on your primary area of instruction. The areas are Advertising and Public Relations (Ad/PR), Journalism (JOU), Communication, Media, and Culture (CMC), and Communication and Speech Studies (CSS). The director of each is a full-time faculty member who specializes in that area and will be working with his or her faculty on their schedules and other departmental matters. That person is also a great source of information if you have questions. They are elected yearly, as is the department chair. The chair is your immediate supervisor, but your Program Director takes some of the load off the chair by coordinating their particular area.

Currently they are:

Ad/PR – Juliet Davis

JOU – David Wheeler (while Jeff is on sabbatical starting SP22)

CMC – Alisha Menzies.

CSS – Kristen Foltz

## Your Personal Computer

Not all classrooms have instructor computers, so consider going to your classroom prior to the first day of classes to determine whether you need to bring your own laptop. You may prefer to use your own laptop instead of the instructor computer anyway.

Make sure you bring an external hard drive or flash drive to keep your work on (or use a cloud service). Do NOT store it on the UT servers. While that's convenient, they can crash just like any system and your work will be lost. Similarly, do not save work on classroom computers.

## Ordering Textbooks

We do not have assigned texts for classes. You are free to use whatever instructional materials you like. Or your Program Director may discuss your text with you. Some professors have favorite books for certain classes, and many are available to review from your Program Director or the office.

You do not have to use our bookstore; you don't even have to use a text. If you have other materials you wish to use or other places students can purchase your text, feel free to use them. Our representative from Pro-Copy leaves fliers in everyone's boxes each semester in case you want to put together a course pack (if you do not know what a course pack is, you can ask the Staff Assistant or your Program Director).

If you do want to adopt a text and have it available at the campus bookstore, that's fine too. Textbooks are **not** ordered through the department. They are ordered through Barnes and Noble's worklet in **MyUTampa**.



There are training videos on YouTube at the following links.

- [AIP - Admin Introduction - YouTube](#) - Overview of the site
- [AIP - Course List - YouTube](#) - How to submit a book order
- [AIP - Bulk Upload Training Video - YouTube](#) - How to submit multiple book orders at one time

Once you have adopted your texts, you will get a confirmation that will look like the screenshot below. You should also have the choice to check a box saying you are not requiring texts (at least from the bookstore). Please check that box if that's the case.



We are processing your adoptions

**THE UNIVERSITY OF TAMPA**

**Your Adoptions Have Been Submitted**

Hello Joseph,  
Thank you for submitting your adoptions! The following adoptions have been submitted to the bookstore for Fall (FA) 2021:  
**Section(s):** COM- Media Writing- 225-6, COM- Media Writing- 225-7

Title	ISBN	Edition	Required?
MediaWriting	9780429801686	5TH 19	REQUIRED
MediaWriting	N/A	5TH 19	REQUIRED

If there are any questions about your adoptions, your Bookstore Manager, Todd Urbanski, will be in touch with you. If you would like to contact the bookstore manager, please visit the [Contact the Bookstore](#) page within the Adoption & Insights Portal.  
Thank you,

This email was sent to: [javisinski@ut.edu](mailto:javisinski@ut.edu).  
© 2021, Barnes & Noble College, 120 Mountainview Boulevard Basking Ridge, NJ 07920  
**BNEC** [Terms of Use](#) | [Privacy Policy](#) | [CA Privacy Policy](#) | [Accessibility](#)

If you have questions about texts or how our bookstore runs (it is actually managed by Barnes and Noble), you can contact the manager, Todd Urbanski ([tm356@bncollege.com](mailto:tm356@bncollege.com)) 813-253-6230. The Staff Assistant ***cannot answer questions regarding issues or problems you might have with the bookstore or AIP. YOU MUST CONTACT TODD.*** If you have problems with him responding to you, try contacting the store manager, Courtenay Rhodes at [crhodes@ut.edu](mailto:crhodes@ut.edu).

You will get a notice from the bookstore requesting your textbook choice *very early*. Please try to order from the bookstore as soon as you can (or check the box saying you do not require a text). If you are waiting on your class assignment or having difficulty picking a text, that's understandable, and you will order when you can. Ordering late doesn't mean you won't be able to get your text, but it may not arrive before your class starts. **If you have to order books very late (within a month of classes), call Todd directly.**

If you require popular books (non-textbooks), like novels, you are able to order them through the bookstore. However, they are probably available easier and less expensively through Amazon or the students' preferred book outlets.

## Syllabi

You are free to create your own syllabus, but it must contain certain elements and meet ADA guidelines. The best way to start is by looking at another professor's syllabi for the same class and discussing it with your Program Director.

Make sure your syllabus contains:

- The course name, number, and section.
- Meeting times and room number.
- Semester.
- Your name and contact information.
- Textbook/reading requirements.
- Grading scale and related weighting (if used). See next section.
- Learning objectives (get from your Program Director).

The above is by no way an entire list. But it is a list of some very basic information that some people have left off their syllabus, causing confusion for students.

There is a section that is **required** to be included on your syllabus called Syllabus Disclosures. It is sent out each fall. If you were hired after it was released, the Staff Assistant will send out a Word doc so you can paste it into your actual syllabi, because it must be a part of it when you give it to students and send a copy the office.

Your syllabus must also follow accessibility rules. You will learn about this in Orientation.

You should also post your syllabus in Blackboard, making sure to update it with any changes and letting your students know.

### Syllabi to be Archived by the Department

You will be required to send the Staff Assistant your syllabi by the **end of the first week of classes**. You will get a reminder email at that time. Of course, you can send them sooner; just make sure they are in by the due date. **This is a university requirement.**

**Please format the file names and save as PDFs.** This is because the Staff Assistant must upload syllabi from all sections to the university server. Because we often have to look up syllabi at a later date, having them in the same format makes finding them easier, as there are hundreds.

If you are using a syllabus from a previous year that you haven't changed, or a template given to you by another faculty member, we still need your individual syllabi for each semester.

PDF File named in this way – COM XXX X – Last name.  
So, your class, section, and name

So, if I taught section 4 of COM 224, I'd name my syllabus: **COM 224 4 - Lockwood**

PLEASE follow this format. If you do not name the file correctly, they will be sent back.

### Workspaces and Computers for Adjuncts

There is one Mac and one PC for adjunct use in the Annex. We do ask that if you come in to work and are using your own laptop, that you leave the computer tables open for someone needing the computer (since you can use your laptop anywhere). Contact the helpdesk if you need to print from your laptop.

You can also use the faculty break room and work area on the second floor of the Ferman building, although there are no computers in this space. You should have the required swipe access. If not, let me know. Alicia Gonzalez (on the fourth floor by the elevator) handles access for that building, but I can also give you access.

If there is not a computer open, there are a number of computer labs around campus. The closest is the Jaeb Computer Center, which is just down the walkway. This is also where the Help Desk is housed. For locations and hours of other computer labs, see: <https://www.ut.edu/technology/labs/>

## Safety Resources

### ❖ Smart Alert

If you sign up for this service, you will be notified by text when there is an incident on or around campus you should be notified about. Most importantly, it is used when we are facing threatening weather conditions. You can find the information here:

[https://www.ut.edu/about-ut/university-services/emergency/spartan-mobile-alert--\(smart\)](https://www.ut.edu/about-ut/university-services/emergency/spartan-mobile-alert--(smart))

### ❖ SOS Safe App

There is also an app you can download on your phone which will alert Campus Safety. This way you don't have to keep their number in your phone if you prefer. It has a variety of things you can use it for, so you might want to check it out:

<https://www.ut.edu/news-and-ut-life/ut-creates-new-safety-app-for-students-provided-by-911-cellular>

### ❖ COVID Policies (The Spartan Shield)

With the new variants becoming more common, we are almost back to where we were at the beginning of the pandemic. **Masks must be worn inside, even if you are vaccinated.** Note that you cannot ask a student if they are vaccinated. It's important that you familiarize yourself with the latest Spartan Shield COVID policies right away with the link below and keep up with what is an ever-changing situation.

<https://www.ut.edu/campus-life/student-services/dickey-health-and-wellness-center/covid-19-safety-and-education>

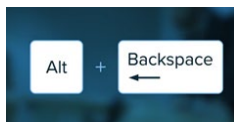
You might keep some disposables with you in case your students forget (we have them in the office).

### ❖ Computer Panic Button

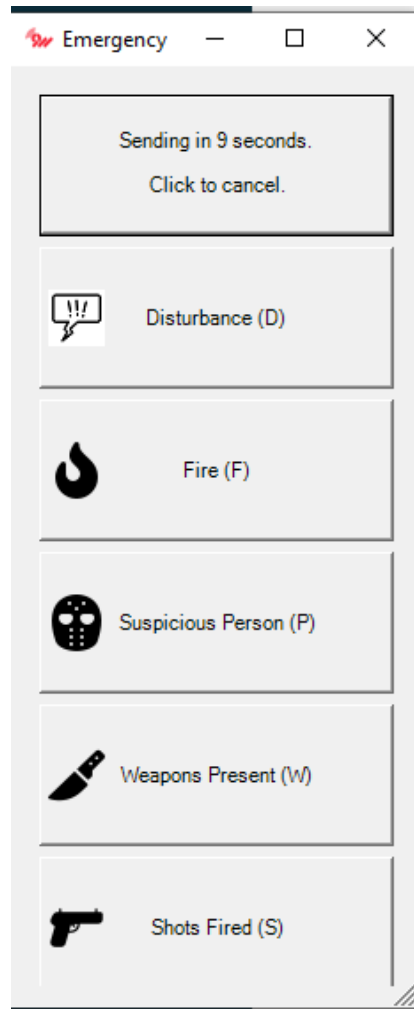
There should be a panic button on all instructor classroom computers. This can be activated if you don't feel comfortable using the phone or another action.

This feature allows you to activate the 911 cellular by double-clicking the app in your Windows task tray or Mac OS menu bar.

When you activate an alert, a menu will pop up. You can select any alert or do nothing and an alert will be sent automatically to Campus Safety in a few seconds. Use keystrokes below on Windows device to activate the panic button.



**Questions** - Contact the ITS Service Desk via [email](#) or (813) 253-6293 for assistance.



## ❖ Weather Considerations

If you are new to Florida, you may not be familiar with our weather issues.

**Hurricanes** – The official hurricane season runs from June 1 – November 30. Keep an eye on any storm developing in the Atlantic. The university also issues regular alerts about storms and how we will be affected in terms of closures. We rarely get hit straight on, but we are regularly on the outside and close enough to be hit by the bands.

**Lightning** – Florida is famous for its lightning (and not just the Bolts). Unlike up north where it tends to go horizontally across the sky, our lightning goes right for the ground. It is VERY dangerous. The university has a system called THOR which detects nearby lightning and will let out an alarm if it detects nearby strikes.

**Tornados** – With the storms comes the risk of tornadoes. The university issues alerts and warnings along with the National Weather Service.

**Summer storms** – It rains almost every day starting around May. They tend to crop up between about 2 and 4 pm. They may or may not come with lightning, but they cause a lot of flooding in streets, particularly in South Tampa. Occasionally they even bring hail. You should be aware of this if you have classes during this time. They rarely last long, so grab a coffee and the rain should end by the time you're finished.

There's a page on the website that will give you daily weather along with tropical alerts.

[Click here](#) or see <https://www.ut.edu/weather-station>



# Teaching

## Office Hours for Students

You are required to be available to speak with students outside of class, but since you do not have an office or work phone, you'll need to find an alternative way to meet students. There is an adjunct workspace on the second floor of Ferman with meeting spaces. There are also many places around campus, indoors or out, where you can talk. Most buildings have nice lobbies with tables and chairs. Also consider the library, Starbucks, Morsani, etc. Or you may use Zoom. While we are trying to move away from its use in the classroom, it is acceptable to meet with students this way.

## Waitlisted Students

It is common for students to contact you about getting into a section of yours that is closed or waitlisted. You are not able to add students. Tell students to contact **the registrar or their advisor**. For many courses, seats are held back for majors and graduating seniors, but students do not understand that; they see open seats and don't understand why they cannot get in. Again, this is handled by advisors and the registrar (and the final decision made by the chair). Neither you nor the office staff has any control here.

## Attendance

The university requires students to attend all classes (unless they have a valid, documented excuse). You can choose how or if you grade on attendance. It is best practice to take attendance daily, regardless. This shows the students you are keeping track of them. Also, you will need it if you have any student who will be on your mid-term progress report (see next section). There is now an Attendance section in Blackboard.

Due to COVID, you are also required to make a seating chart and make sure your students sit in the same places. This is so that RapidTrace (our contact tracing company) can identify students who may have been directly exposed to COVID positive students.

You will also have to fill out Mid-Term progress reports – see later section. They require attendance.

## Zoom in the Classroom

After the use of Zoom during the pandemic, students have found this to be an alternative to attending class. They may say they are sick, but they are willing to Zoom in. Remote attendance is no longer permitted. If there's a student with some special medical needs, ask the chair how to handle it. But basically, the university is operating as it did before COVID in terms of Zoom vs face-to-face instruction.

This also applies to you teaching. If you can't attend class, you may not Zoom class. Treat faculty illness as one would prior to the pandemic.

An exception to this is if you may hold office hours on Zoom.

## Testing Center

You may be given a form by a student at the start of the semester informing you of what special needs they may require you to accommodate. This is usually requesting to take the test at the Testing Center. If they need to do that, they will schedule a time to do it, which should be at the same time as your class if possible. You will then receive an email from the Testing Center (located in the Academic Success Center) to fill out and return along with a copy of the test. Within a day, the test will be sent to you via campus mail and put in your faculty mailbox.

Also, if a student is legitimately out sick during a test, and you are unable to have them take it with you, you can request they schedule to do it through the testing center. Just ask them to make an appointment as soon as possible so it doesn't prevent you from discussing test results in class.

## Student Athletes

You may have students who are on university teams that travel. They should bring you a form from their coach with the dates the student will be traveling. They are excused for these dates (unless it is an excessive amount of time, in that case consult with your Program Director or chair). You will sign a copy and get a copy for yourself.

## Grading

The department does not have an official grading scale. Some people use the basic 10-point scale (90-100 A, 80-89 B, etc.). Many people use the scale below.

Sample grading scale often used at UT

93-100 = A  
 88-92 = A/B  
 83-87 = B  
 78-82 = B/C  
 73-77 = C  
 68-72 = C/D  
 60-67 = D  
 0-59 = F

## Mid-Term Progress Reports

If you have a class containing freshmen, ROTC members, student athletes or students on academic probation, you will receive an email **and link** from the university around mid-term that will have a list of students in your class(es) who fit into these categories. It will ask for a quick report on their approximate grade at that time, behavior, and attendance.

## Communicating with Students

Email is the preferred method since you can respond at your convenience and have a record of your correspondence. If you want your students to be able to reach you by phone, it's up to you. **Please do not tell them to call the office to leave a message for you or accept assignments for you.** You are responsible for communicating with the students as there is no designated secretary for this.

If you have students handing in papers/projects/etc. or picking up materials from you, please make arrangements to handle this yourself. *The materials should go directly between you and the student.* Among the reasons for this is that if the material is handed to me or my assistant, your student could blame us for losing it. The office staff should not be handling student materials. If an emergency arises, please contact your Staff Assistant to arrange and discuss details.

Bottom line is that if the work is something you or the student can upload to Blackboard, that's your best bet. This also protects you from a student claiming to have handed in something and saying you lost it. If it's up on Blackboard, there is no question about if and when assignments are turned in. If they are having trouble uploading, have them email you the assignment so you know they did it on time, and they can try again to upload to Blackboard later.

## Classroom Technology

All classrooms should have a DVD/Blu-ray player and projector. Writing and production labs have computers for students and the instructor. Recently they have upgraded the projectors in many buildings and put in new speakers. Each classroom is different so again, be sure to verify prior to the first day of class what technology your room has.

If you are using your own computer, classrooms should have multiple adaptors so you can connect. If not, contact Media Services.

There are phones in each classroom, so if you need technical assistance, just call the Media Services help desk extension posted by the phone. They are usually very good about sending someone to help you quickly.

Note that Media Services takes care of A/V equipment (projector, DVD player, speakers, etc.) in the classrooms. IT generally takes care of computer problems.

## Academic Calendar

The academic calendar is available at <http://www.ut.edu/academiccalendar/>. This is a very useful page. It also shows you exam schedules, etc. Note holiday closings, withdrawal dates (with 50% refund and the most important – the last day to withdraw with no academic penalty), and Final's Week schedule.

There is also a Master Calendar which shows nearly every activity going on at the university. For now, just stick with the above.



## Cancelling class

If you need to cancel a class, you do not have to tell anyone or get permission. If possible, email your students to let them know, and it is good practice to let your Program Director know in case a student contacts them with questions. If it's during business hours (8:30 am – 5 pm), you can call or email the office (258-7446), and we may be able to put a sign on your classroom door for you. Just make sure you give your **name, class number, room number, and time**.

## Production Equipment

If you require your students to use production equipment, it will be checked out of the Cage. Warren Cockerham (257-7811) supervises that area, so please direct your questions about that to him. For Multimedia Lab inquiries, contact Corey George (257-1727).

## Attire

UT has no dress code for faculty. Work casual is always a good bet. Use your best judgement. Also, the classrooms and offices can vary widely in temperature, so be prepared for that all year. Layer.

## Service Animal Policy

UT has adopted a service animal policy due to the number of students bringing dogs to class. You can look up the policy on the faculty info site <http://www.ut.edu/ctl/faculty/>. Basically, SERVICE animals are allowed. Emotional Support Animals are NOT. Anybody can buy vests saying, "service animal" or "emotional support animal." This does not mean they are legitimate. If you have a student who brings a pet to class and are unsure how to handle it, let the Staff Assistant know. You are not allowed to ask the student why they require the animal. Also, Juliet Davis has a service dog if you have questions.

## Class Climate Surveys

These are the questionnaires given to students near the end of the semester to rate their experience with you and the course. They are sent a link which they fill out online. Sometimes a Global email is sent to faculty advising them that the surveys are live and encouraging them to have their students complete them.

## Final Exams

You can find the final exam schedule on the UT Website, and we usually try to post it in the adjunct work area.

A large portion of our students are from out-of-state (or country), and a good number of them travel home during breaks. They (or their parents) tend to make plans to leave before finals week. For years, many professors have handled this by giving finals on the last week of classes. However, the Provost is trying to change this. Attendance during finals week is required of students, and we are trying to impress this upon them and have them encourage their parents to make travel arrangements accordingly.

The best way to handle this is to make it very clear in your syllabus and in class that they are required to be here those days. Continue to remind them as these dates draws near.

The same goes for the two days prior to Thanksgiving. We give them Wednesday off as a travel day, but the university is open, and classes should be held the Monday and Tuesday of that week.

If your class does not have a traditional final exam but instead has a project or presentation, you should be able to allow them to turn those in before finals. If you have any questions, email your chair.

### Entering Final Grades

You will receive a Global email with the deadline for entering final grades, and it should also appear as an announcement on your **MyUTampa** landing page. **You must enter grades by the deadline, or you are in violation of your contract.**

If you enter your grades before the deadline and need to make a change, you can. Updates can be made by you until the deadline.

Make sure you enter grades for *all* students. It's not unusual to miss one student and end up on the missing grade list. This is not a good list to be on.

If you miss the deadline, you will get a note from either the chair or Staff Assistant which you should act on **immediately**. You must **CONTACT THE REGISTRAR** at this point to enter grades. There is nothing that I or your chair can do on your behalf.

### Course Preferences Assignments and Scheduling

Schedules are created well in advance. For example, during the summer semester, the next year's fall schedule is being put together. Program Directors for each concentration (CMC, Ad/PR, JOU), put together their own area's part-time instructors' schedules which is overseen by the chair.

Before the Program Directors begin putting together a schedule, they will contact you to find out your course preferences and availability. This includes when you can and cannot teach, which classes you prefer, etc. There will be a deadline. Each PD may have a different way of doing this. You may receive an email directly from them or you may receive a questionnaire you fill out. It is very important you fill these out and return them as soon as you can, as this can increase your chances of getting the classes/times you prefer.

When the first draft of a schedule is finished, either the Staff Assistant or your Program Director will send out course assignments to every faculty member so you can see what you are teaching. If you have a conflict or issue with it, you need to **address it with your Program Director ASAP**. If you do not, they may not be able to accommodate you. If you can't reach them, contact your chair.

Once the schedule goes live, you can also check that.

### Building Physical Address

While the university has names for all the buildings and mail codes for various areas, you should note that each building has a physical street address, **and these are needed if you should require emergency services by calling 911**. The physical address of each building is posted by the phone in your classroom. Cass Annex is 607 UT McNeel Court.

### **Special Classroom Needs/Changing Classrooms**

The classroom you are assigned should fit the needs of your class (e.g., writing lab for writing class). If for some reason it doesn't, say you are teaching a film course and there is no media player), let your Program Director or chair know right away. This is usually the only way you will be allowed to change rooms – if it's even possible. Otherwise, what you're assigned is what you get.

### **Financial Drop**

About three weeks into the semester, students who have not paid their tuition, whether due to financial aid problems or their parents forgot to write the check, are taken off the schedule until they resolve their account. This is primarily a scare tactic. The students' seats are held in your class, so there is no way they will get moved out based on another student adding the class. Remind them that their seats are being held, so they must keep coming to class, even if it has been dropped. As soon as they sort their financial situation out, their classes will appear again. It is rare for a student to not be able to come back to class.

You will get a Global email reminding you of this when the time comes each semester.

### **Student use of Mobile Devices and Electronics in Class**

Use of electronics in the classroom is up to you.

These days, most students take notes on their computers, so if you choose to prohibit computer/tablet use in class, keep that in mind. Asking them not to use their phones is reasonable.

Many students also use ear buds to listen to things via Bluetooth from their computer/phone/etc. In this case, you should probably ask them to take them out. Otherwise, chances are they aren't listening to you at all.

# Common Software Applications

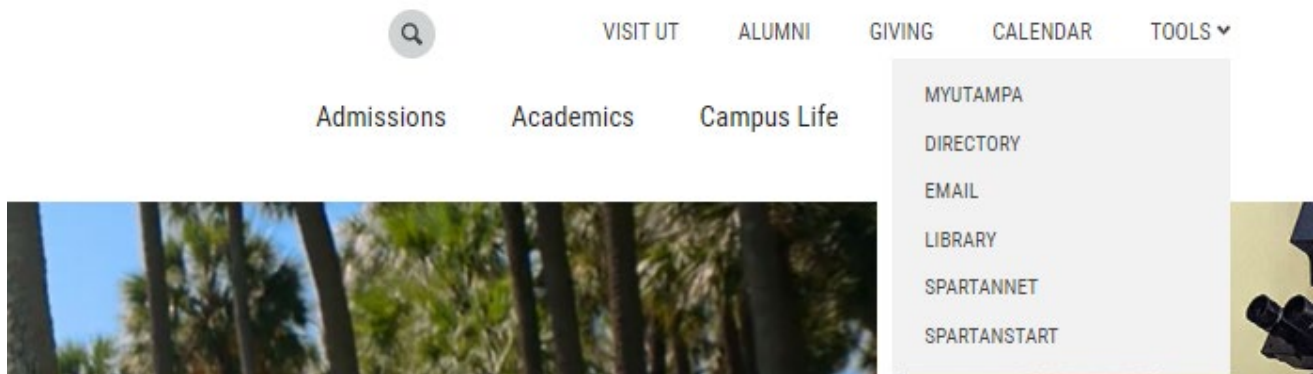
## Understanding MyUTampa, Okta and Workday

Okta is a platform that organizes a number of applications in a single place with a single sign-on. The university has rebranded it as **MyUTampa**. This is just Okta running under a different name.

Logging in from your own device using Wi-Fi either on or off campus is covered in the next section. This describes logging in from an ethernet wired computer on campus. It's mostly the same.

To get to **MyUTampa**, go to the main UT site ([www.ut.edu](http://www.ut.edu)), click on Tools, and the drop-down menu will give you a number of places to go. **MyUTampa** is among them.

This is what the drop-down menu from Tools looks like on the main page:



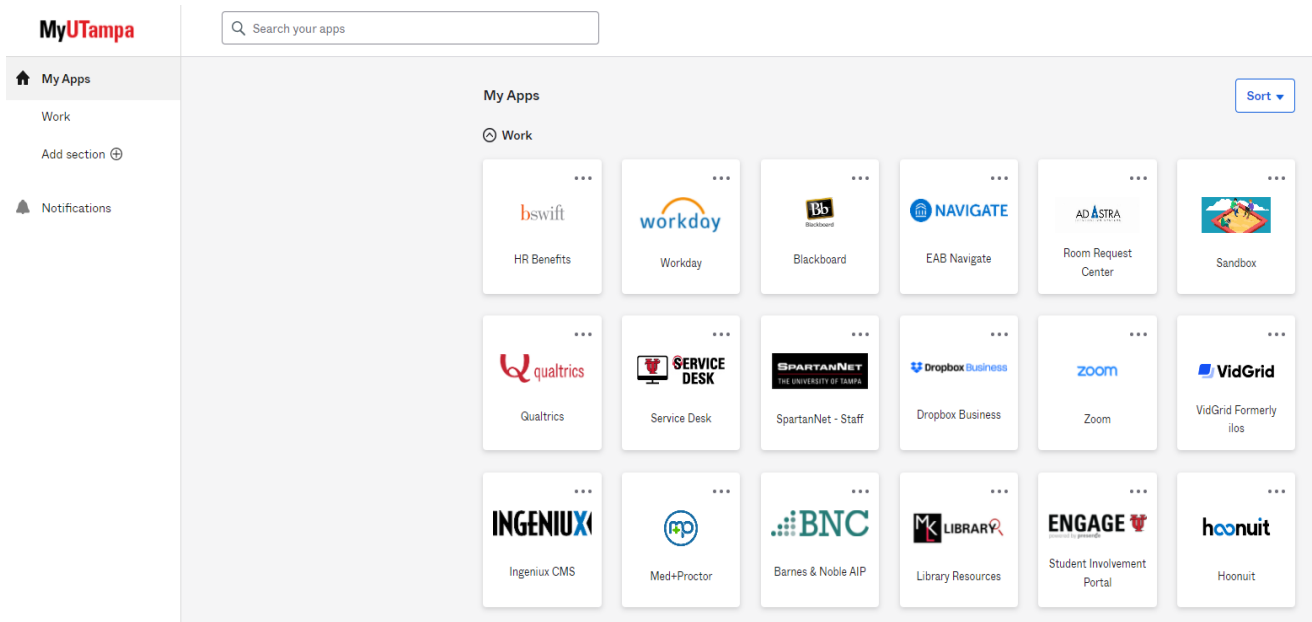
As you can see, you can also sign onto your email and a few other apps here. Those will be discussed later.

**Signing on with your own device** – If you plan on using your own device to access UT applications, Okta also has a security management app (**Okta Verify**) which you will need to download to your phone to authenticate that the person signing on is you.

BEFORE you start logging into Workday, open the app. When you click on Workday with your computer, it will send both a code and the choice of “it’s me,” and “it’s not me” to your phone. Usually just tapping “it’s me” will open Workday on your computer.

On campus, you’ll usually use our Wi-Fi, which tends to allow you on without authentication. You can also plug your laptop into an ethernet line if available.

This is what it looks like *after* you log into **MyUTampa** (keeping in mind this is my dashboard, so I probably have different applications than you might see).



If you have Sandbox, this is an inactive version of Workday where you can practice working without affecting the live version (it is kept fairly up to date, mimicking the live app). If you do not have it and feel it is something you could use, let ITS know, and they will see that it is added.

Other apps you might use here would be the IT Service Desk (discussed later), BNC (ordering books), VidGrid (videos for class), SpartanNet (a list of resources), Zoom, and any other relating to your particular situation.

**SpartanNet** is a valuable resource for faculty. It's a list of links to some of the most important pages you might need to reference.

## UT Website

Take some time to familiarize yourself with the UT Website. **Many of your questions can be answered there.** There is a directory which will give you contact information on just about everyone. I would say that the majority of questions I get from faculty can be found on the Website.

Useful pages will be the Academic Calendar, Directory, and Campus Map. I'm sure you will also use others. Since our website can be a little hard to navigate, you might want to just search what you're looking for before you hunt for a link. Bookmarking helpful pages can streamline getting back to them in the future.

## UT Email

If you haven't gotten it already, you will soon be sent an email on how to sign into Okta/**MyUTampa**. At that time, you can set up your email. You will be using Office 365. To get your email, click on Tools, and you will see it in the drop-down menu. Then click on Email Account Online. (This may eventually move to **MyUTampa**).

If you are hired well in advance of your start date, you will not be able to access your email until *about* 45 days before the semester. The Staff Assistant will get your Okta/**MyUTampa** login information from HR and send it to you, which will allow you to use your email and begin your Workday onboarding.

Once you have an active UT email, you should try to check it EVERY DAY. This is the primary way that we contact you. Once your official UT email is active, we will discontinue use of your personal email.

***Even if we are on break, you should still check your email.*** If you do not, you may miss your course assignments or information relating to your contract status. We work way ahead, so you will find things like course preference requests and due dates showing up well in advance of a new semester. You will also receive university-wide announcements, messages from others in the department, and, of course, emails from students (sometimes well before and after the semester). In August, you will get information about your parking and other important messages several weeks before the semester.

Also, after the semester is over and we are in break, summer, or you aren't teaching the next semester, **please continue to check your email**. If a student has a final grade question or dispute, they may email you, or you may receive an email from the department regarding an issue from the previous semester.

Consider putting an out of office auto-reply on your Outlook mailbox during breaks.

It is easy to forward your UT mail to whatever personal address you wish, (you just can't reply to the sender). There is also a way to access your actual UT account through your smartphone, allowing you to respond to the messages directly. This is the best way to do it. Most phones make adding your account very easy.

**Global Email.** You will regularly receive campus-wide emails called Globals. While Global emails may often contain information that is of no interest to you, many have *very important* information. Also, please take the time to read email thoroughly. It's a good idea to have folders set up in Outlook to keep email you might want to refer to later.

## Workday



This is a work management system that UT began using in late 2016 and have been rolling out different modules of it as faculty and staff are trained and data migrated.

In early 2020, the student-facing modules were rolled out, so this part is fairly new to both students and faculty/staff. Also, staff training was interrupted by COVID, so we're still learning. But there is a Wiki (Help Worklet) that should have all the information you and your students need.

Besides onboarding and signing your contract each semester, you will also find your tax information, your class roster, and the schedule here.

This is NOT meant to be a full training manual for Workday. I just wanted to include what you will be using right away. There is a help feature in the app, and training is available for all our apps.

## Class Roster

Note that your official class roster is in Workday. Blackboard is supposed to sync with Workday, but do not rely on Blackboard for your roster. *Always refer to Workday as it is the official roster* and is kept up-to-date.

To view your class roster:

Go to Workday

Click on the Teaching chicklet (you won't get this until the first day of the semester)

From the drop-down menu, click My Assigned Courses, and they should come up.

Click on one and you'll see your current class.

## To see the schedule (and your class information)

Go to Workday

Click on the Teaching chicklet

Then Live Course Search

Starting Academic Period: Future

2021-2022 Academic Year

2021 Fall Semester (not the 7-week version, the whole term)

Scroll down to COM, JOU or SPE depending on your course, and you should see all the information.

## Workday Hints:

**Alerts:** Note, if you get an "Alert" in Workday, this is something that needs to be taken care of through a department other than the IT helpdesk, usually. An Alert is telling you that something you have entered (or not entered) isn't being accepted by Workday. If you click on it, it will tell you what's wrong. They look like this:



Often, however, you can enter items with alerts. Try hitting submit/done/enter (whatever the orange button in the lower left says). If it accepts it, it was something you did not have to deal with. If it's still there, reach out to the area you were working on (payroll, registration, etc.) Or contact ITS (see its section below).

**Errors:** They also have “Errors,” which are things you have done wrong and need to fix yourself.

**Finish clicking all submit-related buttons:** Most importantly, you will get an orange button, usually in the lower left, which says **SUBMIT or DONE or OK. OR you may have to click several.** Among the major mistakes people make is that they do not complete whatever task they are doing because they didn't click all the “submit” and “done” buttons. When you finish a task, you may have TWO buttons to click. So do not exit Workday until nothing is left for you to do. You can tell this by a message on the screen saying your task has been moved on to another person, and your Workday mailbox will be empty.



### **Refreshing Workday**

When you finish a task in Workday, you may see it still sitting in your Inbox. Click the UT in the upper left corner, which will refresh the screen and clear out things you have done. This is very important to know because it's another issue causing confusion.

### **Workday Help/Wiki**

In the meantime, especially since I'm not supposed to train people in Workday, you can look things up in the Workday Help worklet (which is usually referred to as the Wiki, even though it technically isn't a wiki – but if you year that, it's the Workday Help worklet).

### **Students with Questions about Workday**

Workday student went live for fall 2020. Students who were enrolled prior to that will also be new to the system (they used to use SpartanWeb, which is now gone). They get training during their orientation, however, Workday is not always a very intuitive application, so you may get questions from students for which you do not know the answer. Please refer them to the Workday Help app or have them call the IT Helpdesk. Explain that Workday is new to you as well, so you are all learning it together. So far, they haven't had a lot of issues with it.

*Please do NOT ask students to contact the Staff Assistant for help. Send them to the student IT help desk.*

### **Questions About Tech**

Besides the ITS information on the next page, there is a flyer in the back of this manual with numbers to call based on your issue.



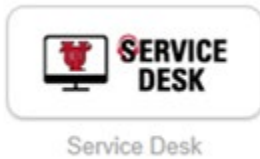
## Other Computer Applications

More information on Workday and Blackboard will be covered later in this manual. But first, let's deal with what you might need to take care of ASAP as a new hire.

### ITS (Information Technology and Security)

The help desk is located in the Jaeb Computer Center. You can walk in for help, call, or email them.

They have recently implemented a new way to request service. This is available in **MyUTampa**. Their flyer information follows.



*It's everything to find quick solutions to technical issues when you are in a rush and overwhelmed by new student questions.*

#### **Well, you are in luck Service Desk is here**

ITS is adding additional functionality to the Service Desk portal to find quick solutions and receive immediate answers by searching our new Knowledge Base.

#### **Browse at your leisure.**

You will find several excellent articles, and we are continuously adding new solutions daily, so come back and visit often.

#### **Can't find the solution you need?**

Submit a new incident, and we will provide prompt service for resolving your issue.

#### **Enough already, take me there!**

The Knowledge Base is easy to find. Login to [MyUTampa](https://www.ut.edu/technology/) and click on the Service Desk widget. Once in the service desk portal, you will see a new tab labeled Knowledge Base.

Also, you can refer to their page which tells you all about ITS and media services offered, how to sign on, how to get help, etc.

<https://www.ut.edu/technology/>

## Blackboard

Blackboard is our course management system. Access to it resides in **MyUTampa**. **You are required to use Blackboard** (this began during COVID and will probably continue since it's a good idea to have materials online for students, plus we're tightening restrictions again). A course shell will be automatically generated for your classes each semester. They come out within a week or two of the start date. You should receive an email letting you know it's there.

Note: In late December 2021 (after this manual will be complete), Blackboard will be undergoing a major change; a complete redesign. This section will be fully updated to reflect that.

You access Blackboard through **MyUTampa**. After you log in there, you will see the Blackboard worklet (or chicklet or button, whatever you want to call it).

If you need instruction on how to use it, it is covered during your orientation. There are also guides and videos on Blackboard. You can also contact ITS and schedule an individual training session. If you have never used Blackboard, I strongly suggest you make use of these materials before the semester.

**Making your course available** - When your course shell is created, it is NOT made available to students. This allows you to set it up before letting them jump in. When you are ready, go to Customization (left menu), choose Properties, and the option to make the class available is part way down the page. It is recommended that you do this as soon as your syllabus is ready (about a week before class) so students can sign in to see what you expect.

Blackboard will auto-populate all your students. **However, sometimes it will NOT remove students who drop; you will have to do that yourself** (Again, Blackboard does not sync with the registrar's office; only Workday does, so that's where you will find your official roster). By about the third week of classes, drop/add and financial drops will be done, so you might want to compare your Workday roster to Blackboard and clear out any students who have dropped.

While training you in Blackboard is beyond the scope of this manual, it is important to note some changes that were instituted after COVID to help faculty. The main change is including a number of "how-to" and best practices lists in your main Blackboard menu (which are pre-set to be hidden from students). These elements not only help with Blackboard, but they are also a guide to setting up your class. This can be quite useful if you are unfamiliar with Blackboard or even if you've been using it, you can find some great tips there. They cannot be seen by students.

If you look at the next page, you will see an example.

- The section with the Steps is the primary area for helping you prep your class.
- The next two sections are for you and your students to use (note that the example is from one of my classes, so I've added a couple of elements).
- The fourth section covers how to build alignment tables. This may or may not be something you use.
- Course Management is available to only you and is what you use to work with elements such as grading.

You can arrange the elements as you like, and make certain elements hidden from students until you are ready to show them. Unfortunately, you are no longer able to customize colors, buttons, etc.



### **The Center for Teaching and Learning**

The Center for Teaching and Learning (CTL) is a great resource for you and your students. And you can go to the Blackboard website for learning videos or look it up on YouTube.

<http://www.ut.edu/ctl/systems/>.

### **Training on Computer Applications**

It can be overwhelming with all the applications you need to learn, and the training that will be mentioned below. The Center for Teaching and Learning is a great place to reach out to if you are having issues learning these things. Here's their page on computer programs:

<http://www.ut.edu/ctl/systems/>.

# The Cass Annex

The Cass Annex is our primary faculty office building (also known as “the trailer”). Most of the COM professors are here, with the exception of Speech faculty, Journalism faculty, and the Dean of the College of Arts and Letters’ who are in the Ferman Building. All but the dean will be moving to our new building when it’s finished around F22.

If you teach primarily in speech, you will probably use Ferman (FCA) as your “base.” Your classes may be closer to FCA, and your mailbox located there.

Everyone else should be in the trailer. Note that we should be moving into our new building (technology, next to GHS) in the fall of 2022. At that point, all our concentrations’ faculty members will move there, and our primary classrooms will also relocate from Cass.

## Cass Annex Outside Phone

Students and visitors are required to use the phone to call their professor for entry. All the numbers are listed by the phone. We have prominent signs asking people NOT to knock, otherwise someone would be knocking every few minutes which is a disturbance to any adjuncts working in that area. Do not feel you must answer the door. People wanting to get in the building have the option of calling the office, and one of us will let them in – if we’re in. But again, we are trying to reduce the number of times any of us has to get up and open the door. If you have a student coming to see you, try to keep an eye out for them.

## Printer

There is a printer at the front of the building in the adjunct area and a color copier in the break room. The adjunct computers should be able to print to both. If you want to print from your laptop, contact the Helpdesk. Paper is kept in the break room.

## Copier

There is a copier in the back of the building. There are two ways to log into it. The first is to type in all your logon information that you would use on the computer. This is time consuming, so it’s much easier to access your PIN.

You get your PIN by logging onto (from a wired UT computer) <https://printing.spartans.ut:9192/user> at which point you will get a sign-in block. Sign in as you would the computer. That should take you to the PaperCut app. In the upper-left corner click “show” and your PIN code will appear. It is unique to you and already assigned. If you feel your code has been compromised, you may go into PaperCut at any time and change it.

You may have to try this several times before you get the sign-in and finally reach PaperCut. It’s just some quirk of the system, so try a few times before calling the helpdesk.

Please do not share your code with others! Remember this is not a departmental code, but instead an individual code. Please store it somewhere safe that only you can access. Plus, the university tracks the number of copies you make. We also ask that you limit the use of of color copies.

If you have any questions or concerns, please contact the IT Help Desk at 813-253-6293 or email [servicedesk@ut.edu](mailto:servicedesk@ut.edu).

Note that we have over 70 people sharing the copier, so if you have large copy job, make sure you get in early enough (or a day ahead of time) to get it done in case someone else is doing the same thing.

If you really run into trouble, you can use a copier in a different building. They should all accept your access code or login.

Please note that neither the Staff Assistant nor student assistant(s) handles copying for part-time (and rarely full-time) faculty, except under emergency circumstances. However, we are happy to help you with your initial log in. We also change toner and the waste container, help with jams, etc.

### Mailboxes

You will be assigned a mailbox in the front of Cass Annex (unless you teach speech exclusively – in that case your mailbox will be in Ferman). Remember to check your mail every week or so, especially if you order desk copies or book catalogs from publishers (packages too large to fit in your box will be set on the little table to the right of the mailboxes).

If you have anything sent to you on campus, make sure you indicate your mail code as **106 F** (in addition to the UT main address, of course). This code is what tells our on-campus post office where you are.

Please clear out your mailbox at the end of each semester or we reserve the right to dispose of any materials left

### Supplies

There should be plenty of office supplies in the breakroom as well as some basics in the adjunct desks. Letterhead is stored in the plastic drawers by the adjunct mailboxes. More printer paper is in the breakroom. We stock most everything you should need. If you need anything special (within reason), please ask. Finally, please take only what you need.

### Kitchen

There is coffee, hot tea and a water cooler available in the break room. Please feel free to help yourself. There is also a refrigerator and microwave. We do ask that you *keep the area clean* to avoid insects. Plus, we do not have a janitorial service (only daily trash can emptying). It's up to all of us to clean up after ourselves in the breakroom.

### Campus Food

The main eating facilities here are in Vaughn Center (cafeteria, mini food court) and in Morsani Hall (students may call this Stadium, since the Morsani name is relatively new). Morsani has a large food court and a sit-down restaurant. There is also ample space for student meetings.

There is a Starbucks on the first floor of the ICB building.

Vending machines are scattered throughout campus. Sykes and Jaeb are probably closest.

Each semester, Global emails are sent out listing all of the campus dining facilities and their hours. If you plan on using these, please keep this email. I also try to keep it posted around the Annex.

# Training and Policies

Your orientation should cover these. You can also find more information in the UT Website. This is just a quick overview.

## Orientation

When you attend New Faculty Orientation, they will cover several areas as listed below and the required training. Or you may be sent an email on taking online training. In any case, you should familiarize yourself with it. There is a page on the web site with all the training information you might need at

<https://www.ut.edu/spartannet/information-technology-and-security/upcoming-faculty-training>

## FERPA

Federal Educational Rights and Privacy Act. This law requires faculty and staff to treat students' education records in a legally specified manner to maintain their privacy. It's the educational equivalent to HIPPA for health privacy. The primary concern is that student grades and other information is not available to anyone but the students and certain acceptable personnel (such as the professor, registrar, etc.). Parents are not allowed to be given information about their student's grades unless they have a permission form on file. You will find a discussion of FERPA online at <http://www.ut.edu/registrar/ferpa/>. Please read this before you begin teaching.

On Blackboard there is a link under MY ORGANIZATIONS called UT Staff Training. Click on that for more information on subjects available for training.

## Title IX

This covers sexual misconduct and relationship violence policies as well as discrimination issues. As faculty, you may recognize signs of this or even become the person to whom a student confides about a related situation. We want UT to be a safe and comfortable place for students – as well as faculty and staff. You can find more information at: <https://www.ut.edu/studentconduct/titleix/>

## ADA Compliance and Accessibility

You may also have to take a quick online training session on this subject as well. I believe all these things are explained during orientation. If not, you may receive an email from the Staff Assistant on where to go to do this training along with a quick guide put together by Professor Juliet Davis.

There is a page by the Center for Teaching and Learning covering this subject:

<http://www.ut.edu/ctl/accessibility/>

## When you leave us

Please remember you will have to turn in your parking gate card and key. You can drop them by the office, campus safety, or mail them to the office (Box 106F).

Have a great semester(s) here at UT!