

SUNY Canton 2019-2020

THE QUICK GUIDE for NEW FACULTY



**From Dr. Szafran.
SUNY Canton President**

Welcome to SUNY Canton! We know you will enjoy working with our faculty, staff, and students; as well as pursuing your professional career. SUNY Canton is a great place and has exceptional people working here, and we're glad that you're joining our community.

This "Quick and Easy Guide for New Faculty" is meant to help you make the transition to working at SUNY Canton. It provides some information about the College and our values, as well as information about how things work (pay, ID's, parking, etc.) and our academic structure. The material in this Guide comes from a variety of offices on campus in an edited form. Thanks to all who contributed!



More detailed information about many of these topics can be found on the College website.

www.canton.edu

Don't forget that your best source for information about the College, its students, how to be successful in the classroom, and how to become involved in scholarship and service is often from senior colleagues in your department, your Department Chair or your Dean. If you're really desperate, you can even call me at 315-386-7204 (office) or 770-880-5415 (home) or email me at president@canton.edu. I also send out a blog (*The Weekly Blab*) that talks about campus issues and events, and anything else that may have crossed my mind that week. I send out an email whenever another issue has been released. Hopefully, you'll find it to be useful.

I know I speak for everyone at SUNY Canton in welcoming you aboard, and offering you any help or support you may need.

Sincerely,

Zvi Szafran, President



ABC'S OF POLICIES AND PROCEDURES

ATTENDANCE:

For Faculty Absence- Inform Dean's office, reschedule class or provide assignment via Blackboard and record monthly attendance (See FORMS on SUNY website)

For Student Absence: Follow the policy in your syllabus. There is a policy from the Office of Vice President of Student Affairs/Dean of Students. Also, see Faculty Handbook or Student Handbook or contact VP of Student Affairs, Courtney Bish- bish@canton.edu

COMPUTER LABS: To make arrangements for use of a computer lab, complete a request on EMS <https://events.canton.edu/emswebapp/Default.aspx>. Library has a computer lab also.

COMPUTER LOAN: Students sign out loaners at the HELP DESK in Southworth Library. Printers are available.

DROP/ADD: Faculty signature is required only to **ADD** a student.

DISCIPLINE: Suggested options: classroom management, speak to the student after class, excuse student for inappropriate behavior; if student refuses, excuse class, call University Police@ 7777; inform Dean of Student's Office, document using RooSuccess). (See the Disruptive Student policy in the catalog.) Please consult with Department Chair or Dean for guidance.

EMERGENCIES: Weather or other related cancellations- see Canton website or www.canton.edu/weather
For FIRE DRILLS- check classroom for exit routes.

FIELD TRIPS: Inform department chair; complete T1 form: CAMPUS Forms.

GRADE RECORD KEEPING: Use Blackboard for grade management. Use UCanWeb for midterm and final grades. For assistance, CONTACT Registrar's Office. For tech support-386-7448

INCOMPLETES: A student must have valid reason; completed work prior to extension is satisfactory; delinquent work is not to exceed 10-20% of total required work. See Faculty Handbook for more clarification.

OFFICE HOURS: Commit at least one hour for each 3 hour course, and by appointment. Post courses and hours on office door and in your syllabus.

ACADEMIC INTEGRITY/PLAGIARISM: Is subject to a range of sanctions, including education/counseling/warning, reduced grade/F for assignment. See www.canton/bb/plagiarism_student.pdf or https://www.canton.edu/provost/pdf/Academic_Integrity.pdf or www.canton.edu/provost/pdf/faculty_handbook.pdf. Any charge should be reported to the Provost Office on the appropriate web form. (www.canton.edu/provost/integrity.html)

ROO SUCCESS: Communicated warnings for student attendance and academics. Copies go to faculty advisor and student.

STUDENT COURSE COMMENTS: Before students receive their Final Grades, they complete course comments from UCanWeb.

TEXTBOOK LOANS: Provide a copy of your text at Southworth Circulation Desk for student loan, if possible.



The most FREQUENTLY ASKED QUESTIONS asked by new faculty

- ***How specific should my syllabus be?***

RESPONSE: If you want less rehashing of your expectations for assignments, be very specific and avoid vague instructions allowing for student interpretation.

For example: Write short papers – clarify number of words, typed, references and types,

Keep a journal of your experiences- daily, weekly, reactions to ???

- ***Should I include a policies and procedures as part of my syllabus?***

RESPONSE: The consensus by experienced educators is that having a policy section of the syllabus is very wise. You will have less need to create on the spot. However consider your own classroom management style; too many policies can be difficult to manage. Initially decide what your attitude is regarding classroom behavior, attendance, cell phone use, etc. Seek advice from peers and your mentor.

- ***Should use of cell phone be a policy as part of my syllabus?***

RESPONSE: A cell phone policy is easier to implement at the beginning of the course.

- ***Is an attendance policy of number of days of unexcused absences encouraged to be part of my in the syllabus?***

RESPONSE: It is essential to include an attendance policy and to maintain consistently. To back track and create later into the semester is difficult to implement. An example is to allow several unexcused absences and then a small sanction for each additional absence. The goal is to not have to apply the policy.

- ***Is a tardy policy necessary?***

RESPONSE: To have a policy requires good management of attendance; however you set a standard for respect of the learning environment when you consistently enforce a policy and students will comply with the reality of consequence.

- ***What should I know about our students?***

RESPONSE: It can be helpful to know about your students as individuals. SUNY Canton serves a wide variety of students.

- ***What if a student does not have a textbook?***

RESPONSE: First your syllabus should emphasize the expectation for the textbook. Encourage the student to arrange rental on line, borrow the textbook provided by you from the library, purchase a used text on Amazon or share a book with another student. If the problem persists after a week check with the student.

- ***How soon must I complete TASKSTREAM? {An expectation for ALL faculty after the first year}***

RESPONSE: Kirk Jones will guide you and help you complete Taskstream, course assessment after a Spring workshop for next Fall.

Kirk Jones, MacArthur Hall, Room 502, jonesk@canton.edu, x7605

- ***What is the expectation for completing the Roo Success?***

RESPONSE: It is important to intervene and communicate with a student (and their advisor) if they are at risk of poor performance.

- ***As a faculty advisor, what are my responsibilities?***

(not all first year faculty will have advisees)

RESPONSE: Contact your advisees ASAP to introduce yourself and to provide times they could drop in to meet you. Preparing for scheduling, students should sign up with you. Many faculty have a sign up on their office door. To prepare to advise, the following are your most valuable resources.

- Sharon Tavernier, 379-3954
- Go to www.edu/advising center/document/carp.pdf.

- ***What resources should I be familiar with that clarifies faculty responsibilities and professional expectations?***

1. ***Faculty Handbook*** found on the Canton website under the Faculty tab
2. ***Policies and Procedures Manual***
3. ***Personnel Handbook***

GETTING STARTED
WHAT TO KNOW AND DO



COPIER USE

CONTACT

VIP for Code,
policies and
procedures

ONE HOP SHOP

Miller Campus Center*

1. Parking Permit
2. Staff Id

KEYS

- Get K1 Form (Campus forms on Canton web
- Return form to your Dean
- Pick up keys @ Cooper* Service Complex

CONTACT
TAMMY CARR
x7186

HELP DESK

TECHNICAL SUPPORT

- Get your password and email account
- Classroom tech support

CONTACT
x7448/ helpdesk@canton.edu
Location: Southworth Library

TEXTBOOK

ADOPTION

CONTACT
David Akins: x7112
akinsd@canton.edu
Miller Campus Center
Textbook Center

**VERY
IMPORTANT
PEOPLE**

VIP's are the GO-TO for HELP

School of Business and Liberal Arts

Tina Demo, x7328, FOB 416

demot@canton.edu

School of Science, Health, & Criminal Justice

Kellie Harris, x7401, CH 125

harrisk@canton.edu

Nellie Lucas, x7401, CH 125

lucasn@canton.edu

Brienne Rose, x7401, CH 125

mcsor101@canton.edu

Canino School of Engineering Technology

Brenda Dean, x7402, NN 105

deanb@canton.edu

Jennifer Jones, x7411, NN 105

jonesj@canton.edu

**COURSE
SYLLABUS &
DESCRIPTION**

Templates and models
found @
www.canton.edu/provost
[ELECTRONIC COPY GOES
TO YOUR DEAN'S
OFFICE]

BLACKBOARD

For technical Support:
Help Desk x 7448
**For Online Learning
Support:**
Jerry Bartlett
x7963
bartlettj@canton.edu

UCanWeb

For class roster, Class schedule,
Student contact info., recording
Midterm and Final Grades, MTS

CONTACT: REGISTRAR x7042

PROVOST OFFICE

Dr. Peggy De Cooke and
Renee Campbell x7202
Erin Voisin x7838

OFFICE PHONE

For Pin#, set up, voice mail, out
calls

CONTACT
Mark Bicklhaupt x7200
bickelha@canton.edu

CAMPUS FORMS

<http://www.canton.edu/forms>
<http://www.canton.edu/provost>

All phone numbers begin with (315)386- if calling from off-campus phones.

*Will be taken care of at New Faculty Orientation



STUDENT SUPPORT SERVICES



Faculty can make a difference in supporting the welfare of our students. Often you are the first to notice a change in a student's demeanor, work ethic, excess tardiness and/or absenteeism. Fortunately, there are exceptional support services for our students. YOU can be proactive by reaching out, and encouraging the student to get the appropriate support. YOU can initiate by assisting the student in making a referral. YOU are on the front line to advocate for our students' well being. YOU can be the difference!

Student Accessibility Services

- Notifies faculty on Banner email of a student in his/her class to receive ADS
- Uses intercampus email for additional information on a student
- Provides Services: Alternative Testing, Academic Counseling, Consultation, Self Advocacy
- Provides Faculty Resources: Disability Resource Sheet, Guidelines for alternative testing
- Serves as a National Voter Registration Agency
- Contact: Meghan Riedl, 379-7392, riedlm@canton.edu, Miller Campus Center, #235

Advising Center

- Assist students with transition into college ACADEMICS.
- Oversee freshmen FYEP class (First Year Experience)
- Supplement and complement the efforts of Faculty Advisors
- Contact: Sharon Tavernier, 379-3954, taverniers@canton.edu, Miller Campus Center, #221
- Contact: Marianne DiMarco-Tempkin, 379-3954, dimarcotemkinm@canton.edu, Miller Campus #221

Counseling Center

- Offers short term counseling through individual and group sessions.
- Accepts referrals from faculty
- Assists with intervention
- Go to the Counseling Services website for referral process
- Contact: Melinda Miller, Director, 379-7314, millerem@canton.edu, Miller Campus Center, #225

The Educational Opportunity Program

- Advocates for students who meet the required expectations - academic and economic need
- Provides financial support and academic counseling
- Requires students to take EOP course
- Contact: Walvi De Jesus, Director, 379-7115, dejesusw@canton.edu, Miller Campus Center #234A.s

TRIO a grant program, part of the Student Support Services (SSS)

- Provides eligible students (nearly 200 students yearly) tutoring and academic counseling.
- Offers the opportunity to join Chi Alpha Epsilon, a national honor society for SSS students
- Contact: Brenda Miller, Director, 379-7406, millerb@canton.edu, Miller Campus Center, #233.

Tutoring Service

- Offers Professional and Peer Tutoring to ALL students
- Assists with study skills and specific academic needs such as writing, math/science and accounting/business.
- Check for more General Studies Lab schedule through the Southworth Library website
- Contact: Johanna Lee, Director, 379-7910, leej@canton.edu, Southworth Library, #125

A Quick and Accessible List of “Help”ful PERSONS OF INTEREST



| | | |
|---|------------------|------|
| ACADEMIC ADVISING & FIRST YEAR EXPERIENCE | Sharon Tavernier | 3954 |
| ATHLETIC DIRECTOR | Randy Sieminski | 7528 |
| BLACKBOARD | Help Desk | 7448 |
| CAREER SERVICES | Julie Parkman | 7119 |
| COUNSELING SERVICES | Melinda Miller | 7314 |
| EOP | Walvi De Jesus | 7115 |
| GRANTS DIRECTOR | Betsy Rohr-Adams | 7951 |
| HEALTH SERVICES | Shanna White | 7333 |
| HELP DESK | | 7448 |
| HUMAN RESOURCES | Suzan McDermott | 7611 |
| INSTITUTIONAL RESEARCH | Sarah Todd | 3975 |
| INSTRUCTIONAL TECHNOLOGIST | TBA | 7880 |
| SOUTHWORTH LIBRARY | | 7228 |
| ONLINE TECHNOLOGY (Blackboard) & ONLINE COURSES | Jerry Bartlett | 7963 |
| | Matt Nichols | 7303 |
| | David Scovil | 7190 |
| REGISTRAR | Memorie Shampine | 7616 |
| RESIDENCE LIFE | John Kennedy | 7513 |
| STUDENT ACCESSABILITY SERVICES | Meghan Riedl | 7392 |
| STUDENT AFFAIRS/VP for Student Affairs | Courtney Bish | 7120 |
| STUDENT CONDUCT OFFICER | Kristen Robert | 7102 |
| TELECOMMUNICATION (TEICOM) | Mark Bickelhaupt | 7200 |
| TEXTBOOK CENTER | David Akins | 7112 |
| TRIO- Student Support Services | Brenda Miller | 7406 |
| TUTORING SERVICES | Johanna Lee | 7910 |
| UCANWEB | Registrar | 7402 |
| | Help Desk | 7448 |
| UNIVERSITY POLICE (Acting Chief) | Alan P. Mulkin | 7777 |
| PROVOST OFFICE (Asst. to Provost) | Renee Campbell | 7202 |

NOTE: Phone number exchanges are 315-386-7 or 315-379-3 when calling from off campus. When dialing on campus, input only the last four digits. (as noted above)