

Adjunct Faculty Handbook

Western Oregon University

September 2006

Adjunct Faculty Handbook

Table of Contents

Introduction	
General Information	pg. 5
Salary	pg. 5
Contract Time	pg. 5
Benefits	pg. 5
Sick Leave	pg. 5
Vacation and Holiday Leave	pg. 5
Faculty I.D.	pg. 6
Offices and Mailboxes	pg. 6
Travel	pg. 6
Travel reimbursement	pg. 6
Keys	pg. 6
Division Professional Staff Directory	pg. 7
Building Schedule	pg. 8
Telephone Support	pg. 8
Parking	pg. 8
Completion of Contract (Departure Form)	pg. 9
Adjunct Faculty Member Roles and Responsibilities to the Division	
Faculty Designations	pg. 9
Communication with Division Chairs	pg. 9
Division Meetings	pg. 9
Faculty Evaluations	pg. 9
Books, Materials, Media and Curriculum Support	pg. 10
Technology	pg. 10
Copy Machine and Copyrighted Materials	pg. 10
Adjunct Faculty Member Roles and Responsibilities to the Students	
Syllabus Requirements	pg. 11
Class Roster	pg. 11
Dead Week and Final Exam Week	pg. 11
Grading Requirements	pg. 11
Class Meeting Times and Place	pg. 11
Class Cancellation	pg. 11
Student Travel to Off-Campus Locations for Class	pg. 12

Faculty Resource Guide

College of Education	pg. 13
College of Liberal Arts and Sciences	pg. 13
Division of Extended Programs	pg. 14
Teaching and Learning Resources for Faculty and Students	
The Center for Teaching and Learning	pg. 16
Office of Institutional Research, Planning & Assessment	pg. 17
The Campus Writing Center	pg. 17
The Registrar	pg. 19
Financial Aid	pg. 19
Scholarship Information on the Web	pg. 19
Academic Advising & Learning Center	pg. 19
Student Health and Counseling Center	pg. 21
International Students & Scholars' Affairs	pg. 22
Study Abroad & International Exchanges	pg. 23
Multicultural Student Services & Programs	pg. 23
Student Enrichment Program	pg. 24
Disabilities Services	pg. 25
Service Learning and Career Development	pg. 26
Faculty Scholarship Resources	
Faculty Development Grants	pg. 27
University Computing Services	
University Computing Services	pg. 28
User Accounts and File System Permissions	pg. 28
User Network Data Storage	pg. 28
Dial-up Internet Access	pg. 28
Campus Media Support	pg. 28
Open Access Computer Labs	pg. 28
The Graduate Office	
Admission to a Graduate Program	pg. 29
Admission to the University	pg. 29
Admission to a Program	pg. 29
Plan of Study	pg. 29
Candidacy	pg. 29
Final Exit Evaluation	pg. 29
Exceptions to Graduate Policies	pg. 29
Graduate Curriculum and Policy Procedures	pg. 30
Graduation	pg. 30
Wayne and Lynn Hamersly Library	
Reference and Information Services	pg. 30
Wolf and Orbis Cascade Alliance – The Online Catalogs	pg. 30
Electronic databases	pg. 31
Office and Off-Campus Access	pg. 31
Distance Education Services	pg. 31
Interlibrary Loan	pg. 32

Instruction for Classes	pg. 32
Tips for Successful Library Related Assignments	pg. 32
Circulation	pg. 33
Loan Periods	pg. 33
Renewals	pg. 33
Returns	pg. 33
Reciprocal Borrowing Agreements	pg. 34
Reserves	pg. 34
Collections	pg. 34
Books	pg. 34
Reference Collection	pg. 34
Periodicals	pg. 35
Audiovisual Materials	pg. 35
Best Practices and Borrowing Videos for Use in Your Classroom	pg. 35
K-12 Curriculum Materials	pg. 36
Government Documents	pg. 36
Microforms	pg. 36
University Archives & Robert W. Straub Archives	pg. 36
Collection Development	pg. 36
Subject Selectors and Faculty Library Liaisons	pg. 36
Requests for Purchases	pg. 37
Timeline for Ordering & Rush Orders	pg. 37
Library Facilities	pg. 37
Video Production Services	pg. 38
Print Shop	pg. 38
Ordering Textbooks and Course Packets	pg. 38
Other Important Resources	
Tuition Support for Faculty	pg. 39
Mindfulness Practice Center	pg. 39
Arts and Culture	pg. 39
Policies and Procedures	pg. 40
Union Contract	pg. 40
Faculty Information Website	pg. 40

Adjunct Faculty Handbook

Introduction

Welcome to Western Oregon University! We are very happy to have you join our teaching faculty. The adjunct faculty at Western add a valuable and important dimension to our academic program.

This handbook has been designed to assist you with your work at Western and includes basic helpful information.

General Information

Salary: All newly hired faculty members must complete an Employment Eligibility Verification sheet, (Form I-9) as well as other payroll information within the first three working days of employment. These forms are available from and must be returned to the Human Resources office, room 206 in the Administration Building. See the *List of Acceptable Documents for Employment Eligibility Verification* in the Appendix for more information.

All faculty are paid once a month on the last working day of the month. As an employee, you may elect to have your check deposited directly into your bank account or you may pick it up at the campus Payroll Office, third floor of the Administration Building, AD 305.

Contract Time (FTE): Each position will receive a Full Time Equivalent (FTE) designation for each term. FTE is a number used in determining the percentage of full salary received for each class. For each three credit hour class taught, you will receive .20 quarterly FTE or 20% of an equivalent full-time quarterly salary. Adjunct faculty typically teach two classes per term.

Benefits: Adjunct faculty teaching less than .50 FTE per term (quarter) are not eligible to receive retirement, sick leave or other benefits. If your teaching assignment is .50 FTE or above during any given term, you may be eligible for benefits during that term. These benefits, including health care, will require your attention. Please make an appointment to meet with the University Benefits Officer, Ms. Alice Sprague, spraguea@wou.edu, 838-8139, or with Heather Scott, Benefits Specialist, scotth@wou.edu, 838-8963, as soon as possible to discuss these benefits.

Sick Leave: If for any reason you cannot attend a scheduled class, you must notify the appropriate Division Chair and program area staff so that a sign can be posted and students can be notified. An adjunct faculty member is expected to attend every class for which they are being reimbursed. Leaves are not granted, except for illness or exceptional unforeseen conditions.

Vacation and Holiday Leave: The University recognizes the following holidays.

- Veteran's Day
- Thanksgiving (Thursday - Friday)
- Martin Luther King
- Memorial Day
- Fourth of July

Faculty I.D. Human Resources issues your Faculty I.D.

Offices and Mailboxes: Every attempt will be made to provide office space during the term(s) you are teaching at Western; however, it may be necessary to share an office with a colleague.

As a general rule, you will be provided a desk and a personal file cabinet for material storage. An e-mail address and computer access is provided. Individual telephone messages will be placed in your mailbox.

Each faculty member will be given a campus mailbox. The location of faculty mailboxes will depend upon your employing division. You will have access to the mailboxes until 5:00 pm. U.S. mail delivered to the campus mailroom by 3:00 pm will be postmarked and mailed the same day. Material sent UPS must be delivered to the campus mailroom by 4:30 pm in order to go out the next day.

The Division Administrative Program Assistants/Program Coordinators will assist you in obtaining office supplies, making copies, completing key requests, locating your office, mailbox, telephone extension, establishing your email account, and help you schedule SMART classrooms.

Travel: All employees who are required to operate a motor vehicle while on the job to conduct state business must complete a vehicle/driver authorization form and return it to the Campus Risk Management office prior to using the motor vehicle. These forms can be obtained from the Division Administrative Program Assistants/Program Coordinators. Permission to be reimbursed for your mileage when you use your own vehicle must be secured from the Division Chair and the Dean in writing.

Reimbursement: Travel reimbursement may be obtained with approval from the Dean's office. Faculty appointed at .5 FTE or more are eligible for Faculty Development Grants, funded through the Collective Bargaining Agreement, and awarded by the Faculty Development Committee. Travel policies and procedures are explained on the university website at www.wou.edu/admin/business/travel.index.html. All travelers must complete Pre-travel and Post-Travel forms which can be downloaded from the address just listed. The Division Administrative Program Assistants/Program Coordinators can offer you assistance with these forms.

Keys: Keys are issued by the Division. The Division Administrative Program Assistants/Program Coordinators can assist you with the necessary paperwork. Individual faculty members must go to the campus key shop in person to obtain a key. You may contact the Key/Lock services office at 88-952 for hours of service.

Division Professional Staff Directory

College of Arts, Letters and Sciences

Humanities Division

Debbie Braun
88906
HS 313
braund@wou.edu

Creative Arts Division

Karen Willis
88861
RA 101
willisk@wou.edu

Natural Sciences Division

Niki Winslow
NS 104
88206
winslon@wou.edu

Mathematics Department

Sharyne Ryals
AA 306
88465
ryalss@wou.edu

Social Sciences Division

Jeanne Deane
88288
HS 231A
deanej@wou.edu

Business and Economics Division

Dianna Hewitt
88722
WH 113
hewettd@wou.edu

Psychology Division

Linda Kunze
88344
TO 325
kunzel@wou.edu

Computer Science Division

John Marsaglia
88991
306C
jcm@wou.edu

College of Education

Teacher Education

Kris Dalton
88482
ED 2021
daltonk@wou.edu

Special Education

Delphine Freshour
88324
ED 137
freshod@wou.edu

Health & Physical Education

Sharon Hall
NP 115
88908
halls@wou.edu

Konnie Sayers
NP 115
88909
sayersk@wou.edu

Regional Resource Center

On Deafness
Rebecca (Becky) Graber
ED 220
88445
graberb@wou.edu

Building Schedule:

Campus buildings: 7:30 am - 7:00 pm (8:00 am to 5:00 pm during summer term)

Bookstore: 7:30 am to 5:00 pm (Monday-Friday)
10:00 am to 2:00 pm (Saturday)
Closed (Sunday)

Library: 7:30 am to 12:00 midnight (Monday – Thursday) *
7:30 am to 6:00 pm (Friday)
10:00 am to 6:00 pm (Saturday)*
Noon to Midnight (Sunday)*

Computer Lab: 7:00 am to 1:00 am (Monday - Thursday)*
7:00 am to 5:00 pm (Friday)*
Noon to 10:00 pm (Saturday)*
Noon to 11:00 pm (Sunday)*

(*) Reduced hours during summer term

Telephone Support: Information about the Intuity Voice Mail System and a copy of the most recent University directory is distributed to faculty mailboxes at the beginning of the fall quarter. Telecommunications is located on the first floor of the Administration Building, AD 102A. Teresa Bybee, Telecommunications Coordinator, 88010 bybeet@wou.edu.

Parking (Cashier's Office)

Parking permits are issued by the Cashier's Office, located on the 1st floor of the Administration Building, AD 102. Parking policies are explained in the Parking Permit Program brochure, which also includes a campus map (see *Parking Permit Program*). Parking permits for the 2005-2006 year are available online and may be payroll deducted when ordered online. Please follow the directions below:

1. Type in the following web address: <http://www.wou.edu/hr>
2. Click on Web for Employee
3. Click on WOU Web for Employees
4. Log in using your user ID and pin number. (If you do not have a pin number, please contact Human Resources at 8-8631)
5. Click on Employee
6. Click on Parking Permit

Then follow the instructions to order a parking permit.

If you indicate that you are going to pick up your permit, bring your ID to the Cashier's Office and let them know you ordered your permit online. If you are not using payroll deduction then you will need to pay for your permit at the time you pick it up.

If you are teaching one evening per week per term, it may be less expensive to purchase 10 one-day permits. Guest parking permits cannot be issued to adjunct faculty.

Questions: Contact Cheri Darby, Parking Services, darbyc@wou.edu or (503) 838-8267

Completion of Contract (Departure Form): Prior to leaving a position at WOU, it is necessary to obtain clearance signatures from several campus offices. The Faculty Staff Departure Form may be obtained from the Division Administrative Program Assistants/Program Coordinators or downloaded from http://www.wou.edu/admin/hr/forms/hr_forms.html. Departing employees must turn in keys to the Physical Plant and return the completed form to the Business Office before leaving campus so that their final paycheck can be processed.

Adjunct Faculty Member Roles and Responsibilities to the Division

Faculty Designations: The term Adjunct Faculty is designated for faculty who are hired on a temporary basis through local or regional searches. Although a doctorate is preferred, it is not required. Adjunct faculty may be hired part-time or full-time on fixed term contracts. Their responsibilities are usually limited to teaching courses and/or supervising field experiences. Adjunct faculty do not have to prepare promotion files, and do not usually have responsibilities for student advising or committee work.

Tenured and tenure-track positions are designated for faculty hired through national searches for permanent positions. The qualifications include completion of a doctoral program with a record of academic research and publication. The ranks of tenured and tenure track faculty are assistant professor, associate professor and professor. Promotion and tenure are earned through demonstration of teaching, scholarship and service.

Communication with Division Chair: Your Program Coordinator or Division Chair will assist you in getting started as a faculty member. He or she is available to answer questions about policies, paperwork, and general responsibilities, as well as to provide any assistance you may need.

Division Meetings: All Divisions have regular meetings and adjunct faculty are encouraged to attend. These meetings are the faculty's primary source of information on policies that affect classroom and university functions. Adjuncts are also welcome to attend college wide activities and meetings.

Faculty Evaluations: All teaching faculty are evaluated annually. Campus-wide evaluations are conducted once a year although faculty are always encouraged to conduct informal evaluations for the purpose of course improvement. If you are teaching during a term when the campus-wide evaluation is not scheduled, a special evaluation can be conducted upon request and may be used to make decisions regarding future hires. You will be expected to set aside time during one class period late in the quarter. Evaluations are given out and collected by persons other than the

instructor. For more information on how the evaluation is conducted, consult your Program Coordinator or Division Chair. The evaluation results will be available to you after final grades are submitted to the Registrar's Office.

Books, Materials, Media and Curriculum Support: Textbooks are usually ordered 6 - 8 weeks before a class begins. In most cases the Division will order the standard text for classes taught by adjunct faculty. Please check with your Division Administrative Program Assistants/Program Coordinators to make sure the text has been ordered. If you would like to use another text, please check with the Division Chair and tenured faculty who have taught the particular course. Please remember any materials used in a class should support the objectives of the class as identified in the course syllabi. Professor desk copies of the classroom text can be secured through the publisher with assistance of the university bookstore. Other materials or special supplies that are needed for your class must be approved by the appropriate Division Chair. Please do not automatically assume that the University will pay for teaching materials that you think are necessary for a particular class. If you are needing special supplies for your classes, ex: goggles, colored pencils, graph paper, lab manuals--please include those with your book orders or email the supply buyer at the bookstore.

Technology: Support for media such as overhead projectors or computer equipment, if not already located in the classroom is available by calling 838-8969. A curriculum lab, located in the Hamersly Library, houses curriculum materials and state adopted textbooks for faculty and student use.

Copy Machine and Copyrighted Materials: Each Division has copy facilities. You may leave material to be copied with the Division Administrative Program Assistants/Program Coordinators (48 hours in advance of class time) or, as in most cases, you may choose to do your own copying. You will need a code number to access any copy machine. Please be conservative in the use of copied material. Copying material should not be a substitute for purchasing copyrighted materials that are available in the Bookstore or through other common sources.

Please use campus facilities and equipment when making copies. Occasionally off-campus services may be necessary. Prior approval by the appropriate Division Chair is required for off-campus duplication services.

Faculty may not sell classroom materials directly to students. Classroom related materials such as texts, manuals, and/or instructional packets are to be sold by the campus Bookstore.

Instructional packets are recommended if you plan to extensively use photo-copied materials. Please abide by the following University policy if you plan to use instructional packets:

1. Prepare your materials so they are "photo-copy ready".
2. Take your photo-copy ready material to the Bookstore at least six weeks in advance of the date you need them.
3. Complete a "Request for Photocopied Materials" form (see copyright guideline).
4. The Bookstore will secure copyright clearance and sell these materials for you. Materials will be shelved with your class text(s).

Western Oregon University adheres to all copyright laws. Copyrighted materials are not limited to only print format, they may also include computer based materials. You may not copy extensive amounts of material from any published work without gaining clearance from the publisher (see copyright guideline).

Faculty may request that any material the library owns or has electronic access to be placed on reserve. We can also place faculty-owned books on reserve, as well as various kinds of electronic documents such as Internet sites, PowerPoint presentations, Word documents, and Excel spreadsheets. Articles from journals and other materials that are not owned by Hamersly Library may be placed on reserve for a single term. If the article is needed on reserve for *any* subsequent term, the library will assist the faculty member in gaining copyright clearance for the article.

Lori Pagel (pagell@wou.edu or 503-838-8881) is the library staff member for reserves. More information about placing materials on reserves is at <http://www.wou.edu/library/reserves/faq.htm>.

Adjunct Faculty Member Roles and Responsibilities to Students

Syllabus Requirements: Every class taught at Western Oregon University has an approved syllabus. Due to accreditation and program approval processes, an instructor is obligated to teach the topics normally covered in a course. Please review a master or traditional syllabus for the course you are teaching. You are free to determine how to teach each concept, the order of presentation and the methods used for evaluating students. Suggestions for improving the course are also welcomed. Many courses are sequenced; therefore, your course may have to cover certain material in order for your students to have the knowledge necessary for subsequent classes. If you have questions concerning the course you are teaching, please consult your Program Coordinator or Division Chair. Major syllabi changes are made through a formal application which has several approval stages. The committee review process is usually three to four months.

A syllabus guideline is included in your orientation packet. Please request a copy of the master or past syllabus to assure that you will be aware of essential or required topics for your course.

Class Rosters: You will receive several class rosters. Usually a tentative roster is available during the first week of class. A confirming class roster is available during the fourth week of classes (second week during summer term) and is used to check student enrollment. A final roster/grade report sheet is available during finals week.

Dead Week/Final Exam Week: "Dead week" is the week before finals (does not apply to summer term). Final examinations are not to be given during this week. Generally this is a time for students to get ready for examinations. All faculty are expected to hold a final evaluation experience during officially scheduled times during finals week.

Grading Requirements: Final grades are delivered electronically to the registrar. The Registrar's Office will issue you a Pin Number for the Faculty Pages on the WOU website. All class grades are due by the Monday after finals week. If you teach spring quarter and graduating seniors are enrolled in your class, you will receive special instructions concerning early grade reports. Questions regarding grading should be addressed to Rose Ann Riester, Registration Clerk, 838-8184, riester@wou.edu

Class Meeting Times and Place: Generally a three credit class meets 150 minutes per week. If you find it necessary to change the meeting time or place of class, you must request this change on a "Schedule Change" form. These forms are available in each Division Office. The University reserves the right to reschedule class meeting times or location as needed.

Class Cancellation: In case of bad weather, the University will attempt to announce closure as early as possible. Local and regional radio and television stations will be notified. If the University is not officially closed by the administration, classes are expected to be held. Both faculty and students are encouraged to use their own good judgment in deciding their own safety in traveling during bad weather conditions.

If a class session is canceled due to inclement weather or due to an official University approved holiday, you are not obligated to make-up the lost time. However you should make every effort to cover all required materials/topics.

If you cannot attend a scheduled class due to illness or emergency, please notify the appropriate Division Chair and program area staff so that a sign can be posted. Program staff do not have the ability to telephone each student in your class to notify them of your absence.

If you cancel a class, the Division Chair is to be notified.

Student Travel to Off-Campus Locations for Class: The University does not routinely provide cars or vans to transport students to class related activities off-campus.

If your class must meet in another location, students should arrange their own transportation outside of class time. The instructor should make it clear that the University is not liable for any accidents that may occur during travel to an off-campus location. The owner and driver of the vehicle in which students are transported is responsible for any liability in the operation of the vehicle.

If a state owned vehicle is used, you must secure an index number from the Division Chair. This is a billing number to which rental costs will be charged. Permission to use a state vehicle or to be reimbursed for your mileage when you use your own vehicle must be secured in writing from the Division Chair and the Dean.

Faculty Resource Guide

College of Education

Dr. Hilda Rosselli, Dean

Administrative Assistant: Tiffany Smith, smitht@wou.edu

ED 201E, rossellih@wou.edu, 838-8471

The college of Education has three Divisions. They are:

Division	Chairperson	Location	Telephone
Health and Physical Education	Linda Stonecipher	NP 115	838-8366
Special Education	Hank Bersani Ph.D.	ED 221	8687
Teacher Education	Gwenda Rice	ED 203	838-8832

Students can declare undergraduate majors in several teaching (leading to licensure) and other professional areas including American Sign Language, Health, and Physical Education. The College of Education is also home to a Master of Arts licensure program for individuals with a baccalaureate degree, a Master of Science in Education for licensed teachers in areas including Deaf Education, Early Intervention/Early Childhood Special Education, ESL/Bilingual, Special Education, and Literacy. For more information on any of these programs, visit the College of Education webpage at www.wou.edu/education.

College of Liberal Arts and Sciences

Dr. Stephen H Scheck

Administrative Assistant: Kathy Hill, hillk@wou.edu

HS 234A, turner@wou.edu, 838-8226

The College of Liberal Arts and Sciences has seven Divisions. They are:

Division	Chairperson	Location	Telephone
Business and Economics	Hamid Bahari-Kashani	WH 113	88354
Computer Science	John Marsaglia	IT 312C	88480
Creative Arts	Diana Tarter	RA 101B	88593
Humanities	Carol Harding	HSS 315	88408
Natural Sciences and Mathematics	Lonnie Guralnick	NS 104	88206
Psychology	Joel Alexander	Todd 319	88344
Social Sciences	Summer-John Rector Fall-Kimberly Jenson	HSS 209 HSS 208	88288

Students can declare undergraduate majors in over thirty distinct fields in the College. Additionally, an Interdisciplinary major is available. The College of Liberal Arts and Sciences is also the home of the WOU Honors Program. Graduate students can pursue a Master of Arts or Master of Science degree in Correctional Administration and there are also opportunities to seek a Masters of Arts in Teaching (MAT) in Humanities, Science or Social Science. For more information in each of these areas, see our webpage at <http://www.wou.edu/las>.

Division of Extended Programs

Director: Dr. Don Olcott Jr.

Western Oregon University's Division of Extended Programs (DEP) is located in Terry House at the north end of campus. In collaboration with the academic colleges and support services, the division provides lifelong learning opportunities through responsive, flexible, and creative programs and services. DEP offers continuing professional development to educators in a variety of formats and in a wide range of disciplines and offers distance learning opportunities, courses, workshops, seminars, and conferences. DEP also manages the University Park Conference Center. DEP is led by Dr. Don Olcott, Executive Director, olcott@wou.edu.

Professional Development Programs in Education

DEP works collaboratively with the College of Education to provide educational opportunities for students throughout Oregon. Most of the courses offered are post-baccalaureate or graduate level which fulfill requirements for the Master of Science in Education degree or specific endorsements. Many of the programs are collaborative efforts with mid-valley school districts, the Oregon University System, Oregon Teacher Standards and Practices Commission, and local community colleges. Classes are offered on-campus, online and in a variety of school districts and include:

- Continuing Professional Development Program
- Continuing Teaching Licensure and Advanced Proficiency
- ESOL/Bilingual Endorsement
- Master of Science in Education
- Read Oregon – Collaborative for the Improvement of Literacy

Contact JoNan LeRoy, Associate Director, Education Programs, 503-838-8361, fax 503-838-8473, leroyj@wou.edu.

Distance Education

Many opportunities for degree completion, professional development, and personal enrichment are available. The division coordinates the Fire Services Administration program – a bachelor's degree that can be earned at a distance. Besides traditional classroom settings, distance learning at WOU is available in several formats and technologies. DEP delivers courses and programs via the Web, through modified face-to-face instruction, correspondence, broadcast television and videotape. The technology used to deliver a course determines how much flexibility students have regarding where and then they take classes.

Contact LaRon Tolley, Distance Education Manager, 503-838-8697, fax 503-838-8473, tolleyl@wou.edu.

Credit Overlay

The credit overlay program provides agencies, school districts, and companies the opportunity to request academic credit for professional development training sessions and courses if their curriculum meets these criteria:

- The content of the training or course is academically equivalent to college level coursework.
- The training or course meets minimum contact hour requirements for the course format; and
- The school district, agency or company retains responsibility for the total cost and management of the training or course.

When a credit overlay proposal is received DEP does the following:

- Reviews it for completeness and forwards it to the appropriate division and college for review and decision for approval.
- Notifies the sponsoring organization regarding the outcome of the review. If the proposal is approved DEP sends a registration and evaluation packet for the course to the sponsor.

Since the school district, agency or company is responsible for the cost and management for the course or training, WOU offers credit overlay for \$45 per graduate or undergraduate credit.

Contact Deborah Robertson, Professional Development Program and Project Manager, 503-791-3896, fax 503-838-8473, robertd@wou.edu.

Summer Session

DEP coordinates WOU's summer sessions, which begin one week following the end of spring term. Hundreds of credit courses are offered as well as an array of short courses. Planning begins during fall term and the schedule of classes is printed and distributed during winter term. Online registration begins in February.

Contact Angela Hendrickson, Program Coordinator, 503-838-8042, fax 503-838-8473, hendrica@wou.edu.

Non-credit Programs

These offerings include professional institutes and conferences, staff development, personal enrichment classes, and youth programs.

Contact Kate James, Non-credit Program Coordinator, 503-838-8831, fax 503-838-8473, jamesk@wou.edu.

Resources on Teaching and Learning

The Center for Teaching and Learning (CTL)

Director: Dr. Niki Young

The mission of the CTL is to facilitate opportunities to identify, implement, and disseminate innovative ideas for teaching and learning at Western Oregon University.

The Center provides professional development opportunities to faculty, including orientation programs and learning communities, promotes best practices in teaching and learning, and supports innovative teaching with technology.

The Center promotes a growing understanding of how students learn, how they develop intellectually, and how they move into the roles of contributing citizens and lifelong learners.

The Center works to strengthen relationships and foster cooperation within the learning community.

The Center offers a variety of services and resources, including confidential consultation services, and houses a library of materials on teaching and learning.

The Center for Teaching and Learning is located in the Instructional Technology Center, room 210 at 838-8895.

The Technology Resource Center of the Center for Teaching and Learning is located in ITC 204 and 205 and provides technology support to the campus. The phone number is 503-838-8965. Services and resources include:

- Training on software products, including Dreamweaver, PowerPoint, Photoshop, Final Cut Pro.
- Help using WebCT and other online tools.
- Color printing up to 42 inches wide and up to 2400 dpi.
- CD duplication of academic projects.
- Multimedia development assistance: if you want to develop a video, sound file, slide presentation, or some combination of these elements, we have staff to help. These products can be put on VHS, DVD, CD, cassette or on the Internet.
- Digital cameras and camcorders to checkout.
- Miscellaneous production equipment: die-cut machine, laminator, foreign language tapes, and paper supplies.
- Computer labs with PCs, Macs, scanners, color laser printers, and digital editing equipment.

There is no charge for services; users are charged only for supplies.

Office of Institutional Research, Planning & Assessment

Director: Dr. Jacqueline Kelleher

The Office of Institutional Research, Planning and Assessment maintains and implements an assessment system that provides accurate, consistent data on program quality, unit operations, and degree candidate performance at each stage of a program. Investigations range from applicant admissions, candidate proficiencies, and the competence of our WOU graduates in the workforce, to assessing the extent to which key programs are having an impact. The OIRPA strives to conduct comprehensive studies that support institutional teaching, learning, and development. Additionally, the OIRPA has designed an assessment plan that promotes and supports more thorough data collection procedures, rigorous expectations for all stakeholders involved with the preparation of WOU graduates, and higher standards for programs, experiences, and WOU students. Data from applicants, candidates, recent graduates, faculty, staff, and other members of the professional community are and will be generated through the use of multiple assessments from both internal and external sources and will yield descriptive information for planning and assessing institutional effectiveness. Under the WOU assessment plan model, data will be regularly and systematically collected, compiled, summarized, analyzed, and reported for the purpose of improving candidate performance, program quality, and department or division operations each academic year and compiled into reports every summer. OIRPA will use, develop, and test different information technologies and methods to improve its assessment system and develop a continuous feedback loop. The focal point of the assessment plan is to make evidence-based decisions as a community and to work with data as a form of inquiry and best practice. The three overarching objectives that ground the OIRPA initiatives in support of the WOU mission are:

Research – To collect and use meaningful data that will confirm what works and what does not, resulting in an impact on implementing, planning, reporting, moving forward as an institution, and securing the resources necessary to support the WOU strategic plan;

Planning – To provide planning teams and task forces accurate, relevant data that help identify WOU strengths and challenges and show how our efforts, processes, and products align with the needs of the region, state, and nation. Data will guide the setting of priorities, policies, and practices as part of strategic planning activities. Evaluation studies will be implemented to help us understand impact, future directions, and the merit and worth of current experiences; and

Assessment – To build and enhance the WOU capacity to assess student and program outcomes, set concrete/measurable goals for improvement, and track progress consistently toward meeting goals.

Contact Jacqueline Kelleher at 838-8334 or kellehej@wou.edu.

The Campus Writing Center

Director: Dr. Katherine Schmidt

The Writing Center is a space designed specifically for WOU students and their writing. The Center offers friendly and knowledgeable one-on-one assistance with writing projects from any

class and any level of instruction. Student-writers who visit the Center to brainstorm, write, refine, and/or revise their writing often discover that one thirty-minute session makes an incredible difference in the way they understand the particular assignment; and students who routinely visit the Center often experience profound changes in the way they understand themselves as writers, as thinkers, and as students.

The Writing Center offers both scheduled and walk-in appointments to all WOU students. Scheduled appointments are made by calling or visiting the Writing Center at least one day prior to the desired appointment date. A scheduled appointment promises the student-writer the opportunity to work with a writing consultant on a particular day and at a particular time.

Walk-in appointments function on a first-come, first-serve basis; however, all scheduled appointments are given priority over walk-ins. This means that during the busiest seasons (the weeks surrounding midterms and finals), student-writers discover it is best to make scheduled appointments to work with writing consultants.

Additionally, the Writing Center supports faculty by offering practical and theoretical discipline-specific support to faculty who teach Writing Intensive courses. Support services include the following:

- A pre-term Faculty Day in the Writing Center for faculty to develop, refine, and/or reconceptualize a writing assignment or a series of assignments with a faculty writing specialist.
- A practical and theoretically grounded workshop focusing upon writing-assignment design and the manageable, equitable grading of assignments; each faculty member in attendance develops a writing assignment and grading plan they can use in a future course.
- Individual consultations on syllabus and course design, writing assignments, in-class heuristics, and grading tools at any time throughout the year.
- Short, informal in-class presentations introducing students to the Writing Center and giving students the opportunity to ask questions about how the Center can meet their individual needs.

Additionally, the Center supports faculty by employing a disciplinarily diverse tutor population. The Center hires the most outstanding student-writers from various disciplines and is always eager to receive recommendations from you and/or your department.

Dr. Katherine Schmidt can be reached at schmidtk@wou.edu or 838-8234
Appointment Hotline: (503) 838-8286

Writing Center Hours ~ APS 301
Monday-Thursday, 9:00 a.m.-5:00 p.m.
Friday, 9:00 a.m.-3:00 p.m.

Writing Center Night Hours ~ Hamersly Library Rm 116
Sunday-Thursday 7:00-10:00 p.m.

www.wou.edu/las/humanities/writingctr

The Registrar

Director: Nancy France

The Office of the University Registrar serves Western's academic community by maintaining all course, schedule, and academic record data for the entire undergraduate and graduate curriculum. The Registrar's Office also coordinates classroom assignments; provides electronic class (web based) rosters at the beginning of each term and approves all undergraduate students for graduation.

The Registrar's Office receives and processes electronically submitted grades at the end of each term, usually several days after the last day of exams. When necessary, grade change forms are available in Division offices and should be forwarded to the Registrar's Office for processing. Students who receive a grade of "Incomplete" must have the grade changed to a traditional letter grade within one calendar year. If any additional time is necessary all students must petition the Registrar for an extension.

The University Registrar's Office is located in the Administration Building, Rm. 106 and can be reached by telephone at 838-8327 or by email at registrar@wou.edu.

Financial Aid

Director: Donna Fossum

The Financial Aid Office is located at Admin. 310. The director, Donna Fossum, can be reached at 8-8679 or fossumd@wou.edu. Students can reach the Financial Aid Office at 503-838-8475 or toll-free at 877-877-1593. The office e-mail is finaid@wou.edu.

The Financial Aid Office offers information about:

- Applying for and receiving financial aid
- Types of aid available at Western Oregon University
- Estimated costs of attendance
- Budgeting information
- Scholarship information
- Other resources to help pay for college

Scholarship Information on the Web

The WOU General Scholarship application form for continuing Western Oregon University students can be printed on line at: <http://www.wou.edu/student/scholarship.pdf>

The Oregon Student Assistant Commission Scholarship application form for Oregon residents can be found at: <http://www.getcollegefunds.org>. This website also links to other scholarship opportunities for Oregon residents.

[http://www.free-4u.com/oregon scholarships.htm](http://www.free-4u.com/oregon%20scholarships.htm) lists over twenty-five hot-linked sites for Oregon resident scholarships. This website brings many pop-ups with it.

The Academic Advising and Learning Center

Director: Karen Sullivan-Vance

The Center is located in the Academic Programs and Support Center, room 401.

Academic Advising:

Academic Faculty advisors, peer advisors and staff in Academic Advising will help students:

- Understand the requirements of the Liberal Arts Core Curriculum (LACC)
- Declare a major, a minor and become admitted to a program
- Choose an advisor in their field of study
- Select courses and plan a schedule for registration
- Understand academic policies and procedures
- Become familiar with critical dates and deadlines and their consequences.
- Contact the Academic Advising at 838-8428, advising@wou.edu, or for advising information, go to: www.wou.edu/advising.

Learning Center:

Coordinator: Judy Turner

The Learning Center is available to all WOU students free of charge. The Center offers peer tutoring in most academic subjects. Tutors are available for one time or on-going academic help. Services include:

- Peer tutoring in most academic subjects by appointment
- Drop in math tutoring hours
- Tutor assisted study groups
- Study skills evaluations done by appointment
- Resource study material for tests such as CBEST, PPST, PRAXIS, ORELA, and GRE
- Self-help center for improving study skills with handouts, videos and other resources
- Study Lounge area
- Computers with network access

Contact the coordinator at 838-8057 or turner@wou.edu. For Learning Center information, go to: <http://www.wou.edu/provost/aalc/learning/>

STUDENT HEALTH AND COUNSELING CENTER

Interim Director: Scott Perfect

Medical and counseling services are available at Western Oregon University's Student Health and Counseling Center located on Church Street across from the SW entrance to the Werner University Center. The Clinic is open Monday through Friday between 8:00 a.m. and 5:00 p.m. during the academic year. Summer session hours are Monday through Thursday between 8:30 a.m. to 12:30 p.m. Telephone 838-8313 for more information.

Student Health Center

Students who are registered for 9 credit hours or more pay a Health Service Fee each term and are not charged for routine office visits. Charges are assessed for medications, laboratory testing, medical supplies, certain physicals, women's health care annual exams, and special procedures.

The Health Service fee is comprised of two parts:

Part 1 of the fee supports the counseling center, medical facility and professional staff. Students who are registered for fewer than 9 credit hours may elect to pay part one of the Health Service Fee, which makes them eligible to receive service at the Health Center for that term.

Part 2 of the fee is for Automatic Basic Medical Insurance coverage. The university requires health insurance coverage as a condition of enrollment for any student taking 8 credit hours or more each term. Students taking 8 credit hours or less are not eligible for part two of the Health Service Fee, the Automatic Basic Medical Insurance coverage.

Students will see a physician or a mid-level practitioner by appointment. The Health Center offers a full range of clinical services. They include:

- Treatment of acute injury or illness and assistance with management of chronic illness
- Women's health care: breast exam, Pap smears, contraceptive counseling , pregnancy testing and counseling
- Allergy injections
- Immunizations
- Health Education: wellness education, stress reduction., nutrition and fitness counseling, drug and alcohol education
- Sexually transmitted disease treatment and counseling
- Confidential HIV testing

A Western Oregon University health history form must be completed by each student, showing current immunization dates. In fall 1992, the Oregon State Legislature passed a regulation requiring students at four-year institutions to have had a total of two measles immunization after the age of 12 months. Registration will be withheld for the second term of classes until the requirement is met. The regulation does not apply to those born prior to January 1, 1957. For more information telephone 838-8313.

Student Counseling Center

The Counseling Center provides professional, confidential counseling for Western students. Individual counseling, vocational exploration, support groups and workshops are offered. Consultation and referral resources are provided with medical, psychiatric and other treatment professionals. Counseling is designed to assist students in changing behaviors and addressing their individual concerns so that they can focus their energy on a successful and rewarding academic experience.

Issues encountered during the college years include:

- Interpersonal relationships
- Depression
- Performance anxiety
- Addictions and crisis such as death, personal loss and divorce

If you have paid the Health Service Fee for the current term (see Student Health Center) you are eligible to receive services in the Student Counseling Center. You can receive six individual counseling sessions per academic year. Any additional individual sessions are charged separately. For more information telephone 88313.

International Students & Scholars' Affairs

Director: Neng Yang

The Office of International Students & Scholars' Affairs promotes scholarly exchanges through a special designation from the Department of State. The Office coordinates reciprocal visiting scholar exchanges between the U.S. and participating institutions around the world.

The Office is responsible for maintaining the current J-1 Exchange Visitor's program designated by the U.S. Citizenship and Immigration Service to coordinate the reciprocal visiting scholar exchanges on campus. Under the regulation established by the USCIS, the Office of International Students & Scholars is required to organize at least five faculty members to give lectures, workshops and presentations overseas, and to welcome at least five visiting scholars from international institutions to Western Oregon University each year.

The Office will be organizing a summer exchange program to China in the summer of 2006. This initiative will bring Western Oregon faculty to China to teach at participating educational institutions for a period of one to two weeks. Similar programs are in being developed with institutions in Korea, Russia and Taiwan. For more information, please contact Neng Yang, Director of International Students & Scholars, Tel: 503-838-8590, Fax: 503-838-8435, Email: yangn@wou.edu

Study Abroad & International Exchanges

Director: Michele Price

The Study Abroad and International Exchanges Office provides diverse international programs and opportunities to students, faculty, and staff, and supports the university's goal of "encouraging the greater participation in and advancement of programs that facilitate understanding and the exchange of people and ideas in international, multicultural, and cross-cultural arenas."

Students may participate in a variety of study abroad programs and international internships. With locations in Europe, Asia, Central and Latin America, Africa, Australia, and New Zealand, these programs provide students an intense cultural, educational, and professional experience. Students who study abroad or who participate in international internships increase their global awareness, develop problem solving skills, and gain experience that helps them achieve their personal and career goals. Study abroad programs and international internships are not just for students who are studying foreign languages. WOU offers programs at sites that do not have a language requirement, and a number of programs are offered in English speaking countries. Qualified students may study or work abroad for a few weeks, a summer, a quarter, a semester, or a year and continue to earn credit toward their degrees. In addition, they may use their financial aid toward program expenses.

Faculty have an opportunity to apply to teach abroad through Western Oregon University's partners, the Northwest Council on Study Abroad and the Cooperative Center for Study Abroad, and they are highly encouraged to take advantage of these opportunities. The Study Abroad and International Exchanges Office offers assistance with the application process. In addition, faculty may develop proposals to lead study abroad programs. The materials and the process for developing such proposals are included in the faculty section of the Study Abroad and International Exchanges website. Faculty also will find a guide on the website for establishing international exchange.

The director of the Office of Study Abroad and International Exchanges is the campus representative for both the student and faculty Fulbright Programs and the Rhodes Scholarship program. In addition, the office has a variety of resource materials about international opportunities for faculty and students.

For more information, visit the Study Abroad and International Exchanges web page: www.wou.edu/studyabroad. Contact: Michele V. Price, Director, Study Abroad and International Exchanges, APS 501, Tel. 503 838-8493, FAX 503 838-8435, pricemv@wou.edu.

Multicultural Student Services & Programs

Director: Anna Hernandez-Hunter

The Multicultural Student Services & Programs office, located in the APSC Bldg, strives to create an environment that is supportive, educational, and which celebrates individuals' unique

backgrounds and experiences. Our events, programs and services assure students will not only find support to obtain their educational goals, but will also receive encouragement to share and learn about their own cultural heritage and those around them.

Our services include:

- Assisting prospective students and families with the admissions and university processes.
- Organizing and presenting workshops focused on preparing students to enter higher education.
- Providing personal support and guidance to currently enrolled students.
- Assisting with the general academic and career advisement.
- Making students aware of scholarship and financial aid opportunities.
- Connecting students to educational resources on and off campus.
- Networking and establishing communications with community-based organizations.
- Coordinating the Diversity Achievement Scholarship Program.
- Advising the Multicultural Student Union (MSU) and Movimiento Estudiantil Chicanos de Aztlan (MECHA).
- Assisting MSU with the organization and implementation of campus-wide cultural events including: Dia de los Muertos, MSU Pow-Wow, African American Awareness Celebration, Women of Color Conference, Nuestra Fiesta Latina, and the Chicanito Tour.

If you have any questions or need more information, please contact:

Anna Hernandez-Hunter, Director 503-838-8195

Fax: 503-838-8435 E-mail: hernana@wou.edu

Multicultural Student Union or MECHA

503-838-8403

Fax: 503-838-8427 E-mail: msu@wou.edu mecha@wou.edu

Student Enrichment Program

Director: Don Boderman

What is the student enrichment program?

The Student Enrichment Program (SEP) is designed to assist students in finding success in their college experience. SEP students benefit from academic, career and personal advising, computer availability, progress monitoring, success seminars, and tickets to campus cultural events. The program also offers three courses for credit: ICS 103 – “Becoming A Master Student,” ICS 105 – “Becoming A Critical Thinker,” and ICS 106 “Becoming A Career Planner”, and ICS 109- “Summer Bridge.”

What are the program goals?

SEP helps students:

Develop skills necessary to excel in college.

Work with various departments on campus and understand university policies and procedures.

Maintain a GPA necessary to achieve their individual goals.
Make a commitment to WOU and integrate into the campus community.
Discover ways to achieve autonomy and maintain a sense of confidence.
Access resources and advocate for their own success.

Who is likely to benefit?

Students often enter college without being completely prepared. Inadequate preparation in writing and math, inadequate study skills and/or a lack of confidence, and long absences from school are all typical concerns that new students may experience. The SEP staff focuses on working with each student's individual needs. Eligibility to participate in the Student Enrichment Program is determined by federal guidelines. *Students may qualify for this program if they meet one or more of the following: Neither parent has earned a baccalaureate degree; student meets federal low-income guidelines; or has a documented disability. Students must also demonstrate an academic need.*

How do students apply?

Fill out an online application (www.wou.edu/SEP) or give us a call at 503-838-8550 and we'll send an application form. If a student meets the federal eligibility guidelines, an intake interview will be scheduled, which lasts about an hour. If selected for the program students must make a commitment to take a minimum of two of the free SEP courses offered, meet with an advisor at least twice per term and take advantage of the resources available to participants and follow the recommendations of SEP staff members in the development of a plan for success at Western Oregon University.

What services are available?

SEP offers the following free services:

- Assistance working with various departments on campus and understanding university policies and procedures
- Academic advising for students as they proceed through the Liberal Arts Core Curriculum (LACC), choose a major and file a degree plan
- Support advising for personal concerns and career goal setting
- Basic math instruction to provide the skills needed to enroll in math courses that fulfill degree requirements
- Individualized instruction with professional staff in reading, speech, study skills, writing and critical thinking skills
- Peer mentor program to orient incoming participants to SEP services
- Summer Bridge program orienting new students to a successful life at WOU
- Panel programs or regional graduate school visits each term
- Seminars on topics of interest to students, such as: Study skills, stress management, campus and community resources, time management, deciding a major, financial aid, graduation requirement and study abroad opportunities
- Cultural enrichment activities to help students broaden their awareness and get to know other students

- Availability of laptop and desktop computers, cassette recorders, calculators, Franklin spellers, printed materials and a resource library
- Block schedules for incoming freshman students
- Organized programs to promote interaction among SEP participants

Where is the program located on campus?

The Student Enrichment Program is located on the second level of the Academic Programs and Support Center (APSC 201), located on the corner of Monmouth Avenue and Jackson Street. Our office hours are 8 a.m. to 5 p.m., Monday through Friday.

Student Enrichment Program
 Western Oregon University
 Monmouth, OR 97361
 503.838.8550 (Office)
 503.838.8028 (Fax)
www.wou.edu/SEP

Don Boderman, Director, 503.838.8551, boderman@wou.edu
 Beth Doughman, Coordinator of Instruction, 503.838.8030, doughmb@wou.edu
 Andrea Haisch, Educational Advisor, 503.838.8031, haischa@wou.edu
 Letitia Voyles, Educational Advisor, 503.838.8032, voylesl@wou.edu
 Chelea Holdt, Office Coordinator, 503.838.8699, holdtc@wou.edu

Disability Services

Director: Phil Pownall

The Office of Disability Services (ODS) helps ensure that all students with documented disabilities have access to academic programs and services at Western Oregon University. ODS arranges all accommodations in compliance with the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act (ADA), as amended.

All accommodations are based on current documentation that states the nature of a disability and the functional impacts of that disability for an individual. Some of the services provided to students include text in alternative formats, American Sign Language Interpreting, notetaking and alternative examination accommodations. ODS functions as resource for faculty, staff and students on issues of disability law and accommodations at the post secondary level.

For further information, please contact the Office of Disability Services in the Academic Programs and Support Center at ext. 88250 or email us at ods@wou.edu.

Service Learning and Career Development

Director: Michael J. Hampton

The Office of Service Learning and Career Development connects students with the community, the workforce and the world through experiential education. Resources help students discover a

well-suited major, build a resume, search for meaningful employment, find an internship, engage in volunteerism, apply and get into graduate school, conduct informational interviews, and network with recruiters.

The Service Learning and Career Development website provides 24/7 access to career assessment tools; job, internship and volunteer online listings; and a variety of service and career-related links and relevant resources. Our mission serves the following objectives:

- To assist students in their realistic self-assessment of interests, values and skills
- To assist students in their understanding of the linkages between self-knowledge and potential career paths
- To assist students in their exploration of, participation in, and critical evaluation of experiential learning opportunities such as internships, job shadows, volunteer opportunities and employment
- To assist students in their learning and applying skills for a successful job search or graduate/professional school admissions.

Information about Service Learning & Career Development services available to faculty to assist in and outside the classroom can be found at www.wou.edu/career/faculty.html.

For more information telephone 838-8432.

Faculty Scholarship Resources

Western Oregon University encourages and supports scholarly efforts by faculty. The following is illustrative, but not an exhaustive list of available support. You are encouraged to discuss these, and other, resources with your Division Chair.

Faculty Development Grants

Each Fall Term faculty members receive an information packet detailing that year's Faculty Development Award process. The information is also available on the web at: www.wou.edu/provost/faculty_development.html.

Two rounds will occur for travel (Fall and Spring)

One round will occur for Major Research Grants (Winter)

Workload Reassignment – apply in Winter for following academic year

Eligible Faculty

- All tenured and tenure track faculty covered under the Collective Bargaining Agreement may apply for all categories.
- Fixed term faculty with a teaching appointment of .5 FTE and above may apply for Category I and II grants.
- Fixed term faculty with a teaching appointment of 1.0 FTE for more than one year may apply for Category III.

Funds are available in four separate categories:

Category I – Professional Travel to Conference-Service in Official Capacity
Category II – Professional Travel to Conference/Workshop-Attendee Only
Category III – Research/Major Projects
Category IV – Workload Reassignment

University Computing Services

Director: Bill Kernan

University Computing provides computer and information technology services to students, faculty and staff in support of instruction and academic administration. The UCS Service Request Line Help Desk Line at x88925 is staffed 24 hours a day, 7 days a week to respond to user questions and problems. The staff of University Computing maintains the network and all its applications. The department also coordinates technology purchases, oversees the computer labs, and maintains and repairs computers on campus. University Computing services also works individually with users to develop programming customized to user needs, upon request

User Accounts and File System Permissions

User accounts are managed to insure that everyone has access to the tools and information they need to do their jobs. Shared accounts are created to ease the exchange of information between people and offices when necessary. All accounts are secured by permission protocols to insure privacy and integrity of stored information. Any questions about accounts can be directed through our UCS 24-hour Help Desk Line x88925.

University Network Data Storage

Every effort is made to protect network data. Incremental backups are performed nightly and full backups are performed monthly. Custom backups (ex. hourly, 4x-daily) are done on request. Backups are stored offsite.

Dial-up Internet Access

For information and instruction on how to establish an internet connection from your home, see <http://www.wou.edu/admin/ucs/dialin>

Campus Media Support

With 24 hour notice Campus Media Support can deliver, setup, and supply training and support for instructional media equipment needed anywhere on campus. For a list of equipment available and subsequent fees go to <http://www.wou.edu/admin/ucs/>

Open Access Computer Labs

With 14 open-access computer labs located around campus students have ready access to word-processing, desktop publishing, spreadsheets, video editing and electronic communications on both Mac and PC platforms. Other services provided in the main computer lab in APSC 101 are basic application support, student network account assistance and print credit available for purchase. For locations of labs and other information go to <http://www.wou.edu/admin/ucs/labs/labs.htm>

The Graduate Office

Director: Joe Sendelbaugh

The Graduate Office is located in the Administration Building, Room 202. Joe Sendelbaugh is the Director. He can be reached at 88730. All Graduate Office thesis/professional project guidelines, forms, important submission dates, and policies are available on the web at: www.wou.edu/graduate

Admission to a Graduate Program

Admission to any graduate program at Western Oregon University is a two-step process:

Admission to the University

Every graduate student must formally apply to be admitted to the University. This application is done through the Admission Office (APS 408)-(503) 838-8211

Admission to a Program

All master's degree programs have a separate application process. Acceptance by the University does not guarantee that a program will accept you. The reverse is also true, a student may be accepted by a program but still will not meet the entrance standards of the University. A list of program contact persons can be found on the Graduate web page.

Plan of Study

The Plan of Study is the contract between the University and the student, which clearly lists all courses needed for the master's degree. This document must be signed by the student and advisor(s). If a graduate student is seeking federal financial aid, a Plan of Study must be developed before they begin classes. If the student is not seeking federal financial aid, a Plan of Study is developed usually at the time of candidacy.

Candidacy

A formal application to become a graduate candidate is required. This form is available in the Graduate Office or on-line. WOU policy is to admit graduate student to candidacy after they have completed 12 hours graduate study and before they start their last 15 hours of graduate study. After a student is accepted as a candidate, the Graduate Office will begin to track your progress after formal admission as a Graduate Student Candidate.

Final Exit Evaluation

All graduate students must complete one or more final exit evaluations. Common exit evaluations are written comprehensive examinations, theses, portfolios, field studies and professional projects.

The final decision whether one or more exit evaluations are required for any particular master's degree will be made by the director of graduate studies.

Exceptions to Graduate Policies

All requests for an exception to graduate policy must be submitted on a graduate petition. Most petitions are reviewed by the Faculty Senate, Graduate Studies Committee. The committee's

decision is final. The Graduate Studies Committee usually meets on the third Tuesday in October, November, January, February, April, and May. Usually one special meeting is called during summer term to review petitions that may affect summer graduation.

Graduate Curriculum and Policy Procedures

All graduate curriculum and policy is reviewed by the Faculty Senate, Graduate Studies Committee. The Committee then makes its recommendation to the Faculty Senate concerning new courses, curriculum and/or entrance/exit requirements. Faculty can be find curriculum related forms in the Faculty Handbook.

Graduation

Every graduate student must apply to graduate. Graduate student must apply for graduation 10-15 weeks before they plan to graduate. All degree requirements must be met or must be in progress during the term the student wishes to graduate.

Please note: dates for submission of your application to graduate, thesis, final report of orals and written comprehensive examinations are established early in the year. These are very important dates, and each graduate student is responsible for checking with the Graduate Office regarding these dates. These dates are fixed and cannot be adjusted.

The Graduate Office web site at: www.wou.edu/graduate provides electronic copies of all student forms, manuals, important due dates, and major graduate student policies.

Wayne and Lynn Hamersly Library

Dean: Dr. Gary Jensen

Hamersly Library

Video Production Services

Print Shop

University Archives and Special Collections

WEB SITE: www.wou.edu/library

Reference and Information Services

Library and Media Services supports the teaching and learning process of the Western Oregon University community by providing information resources and services and supporting their integration into the education experience. The Library and Media Services web site provides detailed information about our services and policies, as well as providing access to a wealth of information available in the print, audiovisual, and electronic resources included in our collection. Reference librarians and staff are trained to help library users identify topics, find and use appropriate resources for research, and evaluate information. Reference assistant is provided on a walk-in basis by telephone at 503-838-8899 and through email at refdesk@wou.edu

Wolf and Summit—The Online Catalogs

WOLF is Western Oregon University Library's online catalog, providing information about books, periodicals, videos, scores, sound recordings, government documents, and other materials

included in the library's collection. Summit is an online catalog that combines information about materials included in the collections of more than 30 academic libraries in Oregon and Washington into a single unified database. In addition to WOU, Summit participants include: all seven Oregon University System institutions, Oregon Health and Science University (OUSU), all public universities in the state of Washington, selected community colleges and private institutions such as Reed College, Willamette University, Linfield College, and Lewis and Clark College. A complete list of Summit participants is available via the Summit web site.

Current WOU faculty, staff and students may request books and selected other materials (such as audiovisual materials) via the Summit catalog. Materials normally arrive at the Hamersly Library Checkout Desk within two or three days. WOU faculty, staff and students can also designate another participating library as the pick up location for materials requested, if that is more convenient. WOU faculty, staff and students can also visit other Summit libraries and check out materials in person by presenting their WOU ID cards. Borrowers can return materials directly to the loaning library or to the Hamerly Library Checkout Desk.

NOTE: Periodicals (journals, newspapers, and magazines) cannot be requested through Summit. Articles from periodicals that are not included in the WOU library's collection, can be requested through interlibrary loan.

Electronic databases

The Library subscribes to many databases that index and abstract articles published in journals, magazines, and newspapers. Some of these full-text databases in our collection include: EBSCO's Academic Search Premier, ERIC, JSTOR, LexisNexis Academic, and PsycARTICLES. We also purchase and provide access to other types of electronic resources including electronic books, encyclopedias and dictionaries, literary texts (poetry, short stories, and plays), government documents, and statistical data. The Journal Articles and Databases link on our website provides access to both a complete alphabetical and subject listing of all of the databases to which we subscribe. Access to trial databases under consideration for purchase is also provided through our website. We encourage teaching faculty to explore and provide feedback regarding our database offerings. If you know of a database that you would like us to consider, please contact your subject selector or Camila Gabaldon-Winningham, Collection Development Librarian, at gabaldonc@wou.rdu or 503-838-8653.

Office and Off-Campus Access

Online resources linked to our web site are available throughout campus at any networked computer workstation. This includes faculty offices, computer labs, library workstations, classroom workstations and student residence halls/apartments. Resources can also be accessed from off-campus by current faculty, staff, and students. In order to access subscription resources, you will be asked to enter your last names and campus ID numbers. For assistance with off-campus access, contact the Hamersly Library Reference Desk at 503-838-8899.

Distance Education Services

Faculty teaching WOU courses at an off-campus site or via the Internet, as well as the students enrolled in these courses, are eligible for the same library services as on-campus faculty and students. This includes reference and research assistance, access to subscription databases,

Summit borrowing privileges, and interlibrary loan services. Individuals who reside in the vicinity of another Summit participant can arrange to pick up materials at the library, instead of at the WOU Checkout Desk. We also offer home delivery of books, articles and documents to off-campus faculty members or students upon request. Our distance education page is at www.wou.edu/library/distance offers a detailed description of the services available.

Interlibrary Loan

Hamersly Library borrows from and lends to libraries throughout the country through interlibrary loan (ILL). ILL is used for books unavailable in our library or Summit libraries and for all articles not in the Hamersly Library's print or electronic collections. The service is for all WOU faculty, staff, and students and is subsidized by the library. Most articles arrive within three to five days, most books within two weeks. We deliver journal articles to you electronically. Increasingly, databases integrate interlibrary loan request capabilities into their systems. At this printing, three of our vendors offer this service: FirstSearch (including WorldCat, ERIC, Medline, GeoRef, ArticleFirst and many other databases), EBSCOHost (Academic Search Premiere, ERIC, and other databases), and CSA (the Biological Sciences Collection of databases). Look for buttons or links that read "ILL" or "Interlibrary Loan" (usually at the individual item level rather than the list level). For article requests not found through one of these databases, the library's Web site has a request form.

Instruction for Classes

The faculty librarians teach library skills and information retrieval, use, and evaluation. The librarian plans the class sessions with the course professor to meet the objectives of the class. Instructional content ranges from orientation (appropriate for Freshman Experience-type classes) to tool-based workshops and to information concept discussions, from basic instruction in research methods to more advanced, discipline-specific models. To schedule one or more instructional sessions for your class, contact the subject selector for your discipline (see below under Collection Development). For general classes or questions about library instruction or information literacy, contact Bryan Miyagishima at miyagib@wou.edu or 503-838-8892.

Tips for successful library-related assignments

The library is a dynamic place! Services, delivery methods, and database selections change periodically, and coursework should be updated accordingly. Also, before using an assignment you developed at another institution, verify that we have the sources you mention. The librarians can help review your assignments and make suggestions for updated or alternative sources. As with any discipline, students respond to library-related assignments that have meaning and context. They need to be clear on how the assignment fits into the goals of the course. If your whole class will be consulting one or several books that are not in the reference collection, put the books on reserve.

If you have a class Web site, post your library-related assignment. Students will often ask the reference librarian for help but not be sure what is being asked of them. It is helpful for us to see your wording of the assignment, and students may not have their paper copy handy. The admonishment of "no use of Web resources" in an assignment is a tricky one for students, since the library uses the Web to deliver its subscription databases, many with full-text scholarly

journal articles. Help students understand the difference between these restricted, high-quality and reliable areas of the Web and the general World Wide Web.

In assignments that call for “journal articles only, no popular magazines,” the use of trade/professional publications is unclear. Please tell students whether or not they can use publications geared toward practitioners (i.e., *Athletic Business*, *Elementary School Teacher*, *Instrumentalist*) rather than scholars.

Circulation

Please bring your WOU faculty ID card with you to the library to check out materials.

Loan Periods

WOU books and documents

Faculty	6 months (plus 2 renewals)
Students	3 weeks (plus 2 renewals)

Audiovisual materials

Faculty	1 week (or negotiable)
Students	1 day

Periodicals

Faculty	3 days
Students	1 day

Summit book loans	3 weeks (1 renewal)
Special short term loans	3 days (no renewals)
Interlibrary loans	Determined by lending institution
Reference materials	In-library use only (please ask for exceptions)
Reserve materials	Loan period varies from 2 hours to 7 days
Online eReserves materials	Available from any computer at any time
K-12 curriculum materials	1 week (plus 1 renewal)
State-adopted textbooks	In-library use only
Laptop computers and other equipment	4 hours

Renewals

Borrowers may renew most items for an additional one or two loan periods. This may be done online through “View Your Library Record” in WOLF. Materials may also be renewed by phone at 503-838-8902 or in person at the Checkout Desk. If another borrower has requested the item, renewal is not possible. Summit materials may be renewed once in the same manner. Renewals for interlibrary loan items may be requested by calling 503-838-8884 at least three days before the item is due so that we can request the renewal from the lending library.

Returns

Materials may be returned to the bookdrops, or, for a receipt, to a Checkout Desk staff member. Bookdrops are located near the Checkout Desk, outside the west entrance and in the east parking lot. Reserve materials should be returned directly to the Checkout Desk.

Reciprocal Borrowing Agreements

As an alternative to ordering materials through Summit or interlibrary loan, WOU faculty, students, and staff may visit the other Summit libraries and check out materials in person by presenting their WOU ID cards. Borrowers can return the materials to the loaning library or to the Hamersly Library Checkout Desk.

Reserves

The reserve collection is made up primarily of high-use items with limited loan periods to allow for rapid turnover and/or ease of access. Hamersly Library manages both paper-based reserves and electronic reserves (eReserves), and students search both formats simultaneously in WOLF by professor's name or by course number. We hold print reserve materials behind the Checkout Desk; students can access eReserves from any computer, on or off campus, at any time. Because the eReserves system requires authentication as a current WOU student, faculty, or staff to view materials, we are able to provide this electronic access in compliance with copyright laws.

In addition to materials placed on reserve by faculty for a specific course, the reserve collection includes previous master's comps and publications by and about Western Oregon University (history, culture, governance, plans and policies, etc.).

Faculty may request that any material the library owns or has electronic access to be placed on reserve. We can also place faculty-owned books on reserve, as well as various kinds of electronic documents such as Internet sites, PowerPoint presentations, Word documents, and Excel spreadsheets. Articles from journals and other materials that are not owned by Hamersly Library may be placed on reserve for a single term. If the article is needed on reserve for *any* subsequent term, the library will assist the faculty member in gaining copyright clearance for the article.

Lori Pagel (pagell@wou.edu or 503-838-8881) is the library staff member for reserves. More information about placing materials on reserves is at <http://www.wou.edu/library/reserves/faq.htm>.

Collections

Books

Circulating books are shelved by Library of Congress call numbers on the second and third floors. The library has a juvenile collection of children's and young adult literature located in the north reading area of the second floor. It includes picture books, fiction and nonfiction titles and Newbery, Caldecott and other award winners.

New acquisitions to Hamersly Library are on display in the first floor lobby area.

Reference Collection

Electronic reference resources include many general and specialized indexes and abstracts of periodicals, newspapers and books on all topics. Some contain full-text articles. Librarians have prepared subject guides highlighting particular Web resources.

Print reference resources are located in the reference area on the first floor. These include general and specialized encyclopedias, almanacs, atlases, directories, dictionaries, statistics, literary criticism, brief biographies, telephone books, Oregon college catalogs, maps and some print indexes and abstracts.

Periodicals

The current issue of all periodical and newspaper titles is displayed alphabetically in the north reading area of the first floor. Back issues of print newspapers are close by, at the north end of the reference collection on the first floor. Back issues of print journals and magazines are filed in alphabetical order by title but split between the first and second floors. Selected date ranges of some titles are on microfilm or microfiche.

The library has greatly expanded the available titles in the periodical collection through online access. Databases such as JSTOR, Academic Search Premiere, Academic Universe, American Chemical Society Journals, Education Abstracts, Criminal Justice Periodical Index and others provide full-text articles (or even full-content, including pictures and other graphics) from many journals, newspapers and magazines that are in addition to the library's print collection.

To determine the local availability of a desired periodical, consult the online *Journal Title Search*, available from the library's Web site.

Audiovisual Materials

An educationally-oriented collection of videos, DVDs, audiocassettes, and CDs, along with respective playback equipment, is housed on the second floor. Audiovisual materials can be borrowed by students (one day loan) and faculty and staff (one week loan, or negotiable). Faculty can book the item by finding it in WOLF and clicking on the link "Book this item (WOU Faculty only)." *Please Note:* As of Summer 2004, we are no longer delivering AV materials to or picking them up from classrooms. For delivery of equipment to classrooms, please contact Nathan Sauer at 503-838-8960.

Best practice in borrowing videos for use in your classroom:

Book as early as possible. Booking the item alerts the Checkout Desk staff that the video is scheduled if someone else wants to check it out. We can then shorten or deny the loan to that patron, depending on how far in the future your booking date is. Booking the item also allows us to pull it from the open shelves the day before you come to check it out. Last minute bookings (less than a day) may not give us the time we need to pull the item or to track it down.

Request early if the video you want is not held by Hamersly Library. Increasingly, videos are available for loan through the Summit consortium, but often with a short-term loan period--3 days for both students and faculty. Library staff can help you time the borrowing request to meet your classroom need. Also, if the video is not available through Summit, your early request gives us time to track down copies from other venues.

Consider putting a Hamersly Library-owned video on reserve, or a personal copy of a copyright-cleared video.

Please bring your faculty ID with you to the Checkout Desk.

K-12 Curriculum Materials

Curriculum materials for elementary and secondary schools, as well as the Oregon state-adopted textbooks, are on the second floor, west side.

Government Documents

Hammersly Library is a complete depository for current Oregon documents issued by various state agencies. These are separate from the book collection and are housed on the second floor north. They are arranged by agency and their call numbers are found in WOLF. The library has a limited collection of U.S. documents selected on the basis of relevance to WOU's curriculum. Many of these materials are integrated with the regular book collection, but some are housed on the second floor north near the Oregon documents.

Increasingly, both state and federal government documents are available in full text online. The library Web site has links to help you find these documents, and additional help is available at the Reference Desk.

Microforms

Microfiche and microfilm collections, along with readers and printers, are housed on the first floor. In addition to back issues of newspapers and periodicals, microform collections include ERIC documents, criminal justice microfiche and government documents.

University Archives and Robert W. Straub Archives

In the University Archives, staff can help locate information, photographs and other materials about past and present student life, university activities, history of campus buildings and biographical information about former faculty and alumni. The Robert W. Straub Archives houses a collection of materials concerning the career of former Governor Robert Straub.

Collection Development

Subject Selectors and Faculty Library Liaisons

The library's collection budget is distributed among departmental funds, each of which is managed by a librarian serving as a "subject selector." All requests for library materials need to be routed to the appropriate subject selector listed below:

Roy Bennett (LIB 117-B, bennetr@wou.edu or 503-838-8893): Business, Social Sciences (except History)

Camila Gabaldón (LIB 117-D, gabaldonc@wou.edu or 503-838-8653): Natural Sciences, Computer Science, Health & Physical Education

Shirley Lincicum (LIB209-A, lincics@wou.edu or 503-838-8890): History, Creative Arts

Bryan Miyagishima (LIB 208-B, miyagib@wou.edu or 503-838-8892): Education (except Health & Physical Education), Mathematics

Jeanne Rockwell-Kincanon (LIB 117-C, kincanonj@wou.edu or 503-838-9493): Humanities & Gender Studies

Library liaisons are teaching faculty who serve their academic departments and the library by coordinating orders coming into the library and by helping the faculty set priorities for library

purchases. Please contact the appropriate subject selector if you would like to designate a library liaison for your department.

Requests for Purchases

The librarians strive to constantly improve the library's collections. We encourage faculty to submit purchase requests in whatever format is most convenient. Periodically, librarians will send Choice review cards to the departmental faculty, and you may return the ones you wish to order. Choice Reviews Online is available through the library's databases, and you can search by subject area, keyword, and by many other variables for the historical and current reviews. You may also mark up publishers' catalogs, or send complete or incomplete citations via email or other means. WOLF also provides an opportunity to request purchases, through the "Recommend Books" button in the Web version or the "Help & Suggestions" area of the telnet version.

Timeline for Ordering & Rush Orders

The library's ordering activity is framed by the July-June fiscal year. Ordering begins sometime in the fall, and we aim to have all books arrive the same fiscal year that they were ordered. Because the average turnaround between ordering and arrival is eleven weeks, we send our last book orders by early spring.

(The turnaround is this long because our vendor can provide books to us more inexpensively by not maintaining a warehouse and buying directly from the publishers.)

Rush orders can be filled at any time throughout the year, at which time we rely on a faster (but more expensive!) service such as Powell's Books or Amazon.com.

You may use WOLF to check on the status of your order. Please direct questions regarding the collection or its development to your subject selector or to Camila Gabaldón at gabaldonc@wou.edu or 503-838-8653.

Library Facilities

The Hamersly Library, open in September 2000, is almost 75,000 square feet and nearly triple the amount of space in the former library building. The driving factors in the design were more seating space for students, more collection space and better student access to computers and other multimedia equipment. Briefly listed here are some of the features.

FULLY ADA ACCESSIBLE: Workstations with special software, CCTV, TTY, portable listening device.

COMPUTING SPACE: Desktop workstations, WOLF/Summit standup terminals, campus network connections, and laptops available to check out.

CLASSROOMS AND LAB: Computer classroom with 25 student workstations and instructor's suite of equipment and a demo classroom with instructor's suite available for incidental scheduling. Computer classroom used as a lab when not scheduled.

MEDIA EQUIPMENT: TV monitors and VCRs, DVD, CD, and cassette players.

DIGITAL MICROFORM READERS/PRINTERS: Will print to paper or download to email, disk, etc.

DUPLICATION: Scanners are on first floor; printers and photocopiers are on first and second. Many departments have photocopying cards held at the library for their faculty and staff.

STUDENT LOUNGE: Open 7:30 a.m. to 2 a.m. daily, vending machines, and campus network connections (summer hours vary).

GROUP STUDY ROOMS: Seventeen rooms may be reserved or used on a walk-in basis. All have white boards and media equipment.

CONFERENCE ROOMS: Various sizes are available.

QUIET FLOOR: Third floor is designated as the quiet floor. *Note: the first floor is an instructional area and is likely to be active and relatively noisy.*

EXHIBITS: All three floors have exhibit spaces for art and other materials.

RESERVATIONS: Library's Web site has calendars through which you can make reservations, or call the information desk at 503-838-8418.

Video Production Services

VPS offers many services to support the university's mission. Video conferences between remote sites and the campus are available in a studio facility which accommodates with 28 people. Satellite downlinking capabilities include program taping as well as transmission to the Hamersly Library and other campus locations. VPS staff provide audiotape, videotape and disc duplication service through the Print Shop. A multimedia production team covers university events and classroom-related activities. Studio and field productions include sport events, lectures, and many other campus events. Videographers offer consultation to clients who are planning projects.

VPS operates and provides technical support for WIMPEG, the community access cable channel in the Monmouth-Independence area. WIMPEG is a partnership between the university and cities of Monmouth and Independence. A community billboard features campus and community events. Visit www.wimpeg.org for an online billboard submission form and more information about the channel, including the weekly schedule.

Video Production Services is located in room IT004 at the Instructional Technology Center and is open 8 a.m. to 5 p.m., Monday through Friday. Telephone 503-838-8431.

Print Shop

The campus Copy Center, located in ITC 112, provides services in digital high-speed duplication, offset printing, digital color copying, collating, binding and heavy-duty stapling. Also provides customer service for audio and video duplication operation of Video Productions Services. The phone number is 503-838-8431.

Ordering Textbooks and Course Packets

Texts and course packets can be ordered from the bookstore. Order forms can be obtained from the bookstore or the Division office. To submit orders electronically please contact the bookstore.

The following information is required for book orders: the ISBN number, the class in which the text will be used, the CRN number, the number of sections for which texts will be needed, the

author(s), the title and edition, the publishing house, cloth or paper binding, and if the text is required or optional.

Deadlines for ordering textbook:

- May 15 (for Fall term).
- October 15 (for Winter term).
- January 15 (for Spring term).
- April 15 (for Summer term).

To order course packets or copies of publications for sale in the bookstore, submit the request to the bookstore. A copy of the original needs to be given to the text buyer. For copyright permission the number of copies and pages should be given to the buyer to obtain permission.

Other Important Resources

Tuition Support for Faculty

Faculty and staff members whose appointment is equivalent to half time or more may register for up to 12 credits at 25% of resident undergraduate tuition and applicable fees. Faculty members may transfer their right to tuition support to a spouse or to a dependent child, retirees are not eligible to transfer their benefits to family members. This tuition support is available at any university in the OUS system.

Mindfulness Practice Center.

The Mindfulness Practice Center is open to faculty, staff, and students on Monday, Wednesday, and Friday noon from 12:00-12:30. We are located in the Health and Counseling Center Conference Room. Our mission is to sustain a center to practice mindfulness (present moment awareness) on the campus of W.O.U.

Take time to unwind and renew yourself by living in the present moment. Join us and learn how to apply mindfulness to your personal and professional life.

The Arts

The College of Liberal Arts and Sciences is home to many talented artists, musicians, actors, and dancers. There are abundant opportunities to attend shows, plays, displays and concerts. Check out the following:

- The Smith Fine Arts Series
- The Campbell Hall Gallery
- The Theatre/Dance Season

Policies and Procedures

For a list of WOU's policies and procedures, go to <http://www2.wou.edu:7777/pls/wou2/policy.publicview.TOC> .

Faculty Handbook

The Faculty Handbook can be accessed at <http://www.wou.edu/provost/handbook.html>.

Union Contract

See the Provost's website <http://www.wou.edu/provost/> for the latest collective bargaining agreement between the WOUFT and the University.

Faculty Information Website

<http://www.wou.edu/admin/ucs/facultyinfo/> provides hot links to:

- Web for Employees
- Faculty Evaluations
- Schedule of Classes
- Faculty/Staff Directory Search
- Faculty Handbook
- Room Schedules
- Submit a message to the Faculty Information Website.

University Advancement and the WOU Foundation

The Office of University Advancement and the Western Oregon University Foundation support the educational, research and community service missions of the university by building understanding and awareness of the university and increasing its financial resources.

Alumni relations, business-industry liaison; fund raising from private foundations, alumni, business, and friends of the university; legislative liaison; and gift planning services are just a few of the activities of University Advancement.

The WOU Foundation is a private 501(c)3 organization which accepts and manages gifts in support of the university.

University Advancement and Foundation campus activities also include the Jensen Arctic Museum, Smith Fine Arts Series, Wolfpack Athletics Club, Parents Club, Retirees Association, Emeritus Society, and Gentle House. Gentle House is owned and operated by the WOU Foundation and is available for campus gatherings, as well as for rental to outside groups.