

REHB 574 Staff Training and Development
(Preparation for an Academic Career)
Spring 2017 Wednesday 1:00pm – 4:00pm

Professor

Keith B. Wilson, Ph.D.
Office: Rehn Hall Room 339A
E-mail : kbwilson@siu.edu
Phone : 618- 453-8237
Office Hours: Wed 8:00am – 8:45am
 or by appointment

Course Location: Rehn 323

Credit Hours: 3

Course Description:

The typical work assignment for a tenured or tenure-track faculty member involves teaching, research and professional service. The importance of each of these areas of faculty responsibility is determined by the mission and priorities of a given university/college. The synergy of these three critical roles of a professor will be explored along with traditional and emerging issues in academia.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Understand the integrated roles of teaching, research and service for a university/college professor;
2. Begin to develop a personal philosophy/style of teaching;
3. Begin to develop a line of research to launch an academic career;
4. Understand the opportunities of professional service in academia;
5. Understand the salience of time management in university life; and
6. Help determine if the pursuit of an academic career is the right one for you!

Required Texts:

Bain, K. (2004). What the best college teachers do. Harvard University Press: Cambridge, MA.

Svinicki, M. D. & M. McKeachie, W.J. (Ed.). (2014). McKeachie's teaching tips: Strategies, research, and theory for college and university teachers. Wadsworth: Belmont, CA.

Other supplemental readings will be provided on D2L.

Course Requirements and Expectations

Class Participation:

Class discussion and participation are extremely important given the nature of this course. Since this class is dependent upon class participation, it is important that you attend every class. It is expected, however, that all students will have read the material and will be prepared to discuss the material in class. Based on the readings, presentations and experiential activities, you are **expected** to assume an active role in this course. From time to time you may be asked to facilitate small group activities. NOTE: Attendance *does not* equate to participation; rather participation requires reading/reviewing assigned readings prior to class and contributing to class discussions. Students will be contacted between February 24th and March 31st if your participation grade is in jeopardy. If you are contacted about your lack of class participation, this will mean that you cannot earn the full participation percentage.

Attendance:

Class attendance **will not** be taken and students will not receive any credit for attending class. Attendance *does not* equate to participation; rather participation requires reading/reviewing assigned readings prior to class and contributing to class discussions.

E-mail:

All students should have an active SIU e-mail account no later than the second day of the course (January 25, 2017). We will only use your SIU email address to correspond by email. It is also the responsibility of the student to check their SIU e-mail account at least three times a week (Monday thru Sunday) and follow directions posted on D2L and e-mails sent by the instructor. Please notify the instructor as soon as possible if you are not receiving emails.

Grades and Expectations:

Grades will be assigned based on your performance on written assignments, oral presentations, and examinations. Please keep a back-up copy of your class paper (s)/assignments on disk/thumb drive or a cloud. Although this instructor(s) has never lost a paper, this will protect against papers that are misplaced.

Late Assignments

Unless otherwise indicated, ALL assignments will be accepted only through the Desire to Learn (D2L) course website. Please check D2L to make sure your assignment was uploaded correctly. Please see the instructor before assignment due date for extension on possible late assignments.

ALL assignments turned in late (i.e., after the deadline date and time) without prior approval from the Instructor, will that particular assignment, will receive a zero for that particular assignment. More specifically, unless otherwise indicated, assignments **must be** posted on D2L by 1:00pm of the due date. Please contact me via office phone (618- 453-8237), email address (kbwilson@siu.edu), or before or after class before the deadline for a possible extension on assignments expected to be late. Please do not wait until the last minute to upload or complete your assignments.

Cell Phones:

Cell phones and other electronic devices not used for note taking must be turned off during all class periods. Students caught texting during class will be asked to leave. No exceptions!

Course Materials and Assignments: VITAL Information

Course materials can be found under REHB 574-001 on D2L (online.siu.edu). All assignments will be posted in the "Assignments" folder in the Content Browser. To submit your assignments, you must upload your document to the appropriate drop box. You can access the list of drop boxes on D2L by clicking on "Activities" (which is located on the maroon banner at the top of the class page) and then selecting "Dropbox".

Please Load Assignment in Appropriate Folder

Assignments not loaded in the appropriate folder that are not turned in by the deadline will be considered late and receive no credit for that particular assignment.

All of your assignments **MUST** be uploaded as a **Word** or a **Rich text format (RTF)** document. They **MUST** have one of the following file extensions: **.doc, .docx, or .rtf**. No exceptions. This is to ensure that your assignments can be opened and graded.

Course Policies**Accommodation/Students with Disabilities**

If you have a documented disability and need reasonable accommodations, **please contact the instructor during the first week of class** so that we can ensure that your needs are met in a timely manner. Students with disabilities must contact the University's Disability Support Services (DSS) at the beginning of the semester to inform them of the disability and obtain information about services that can facilitate learning. Please stop by their office in Woody Hall, or refer to the DSS website for further information: <http://disabilityservices.siu.edu/>.

Cheating: Although I do not expect that this will be a problem, any student caught cheating can expect, at minimum, serious penalties. Such penalties may include failure of the assignment and/or the course. Further disciplinary action may result per university policy.

Academic Dishonesty

You are responsible for making yourself aware of understanding the policies and procedures in the University Catalog that pertain to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is a reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Judicial Affairs. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with us if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. Students will receive an F on all assignments found to be plagiarized. **While we will cover plagiarism during the first, and second class period, please check with the instructors and or the APA 6th manual if you have any questions about what might be considered plagiarism.** We will also give students APA handouts to facilitate the use

of correct documentation to decrease possible plagiarism. **If a student plagiarizes two class assignments during the semester, he/she will fail the class.**

If I have evidence of any form of academic dishonesty, we will charge the student with violating the Academic Honesty Policy of the University in a report to the Office of Student Judicial Affairs. A student who is found responsible for an act of academic dishonesty will receive a failing grade in the course. Cheating consists of, but is not limited to, looking at another student's exam, using external aids (such as books, notes, conversation with others) when taking the exam, or plagiarizing the work of another person and submitting it as your original work. No course books or materials should be within the student's view during exams.

Emergency Class Cancellation

In the event that classes are officially canceled (due to an inland hurricane, for example), the following schedule changes will automatically be in effect:

- If the day canceled is a day on which an exam has been scheduled, then the exam will be given on the first day that classes resume. For example, if an exam is scheduled on Wednesday, and classes are canceled on Wednesday, the exam will be given on the following Wednesday. If the Thursday classes are canceled as well, the exam will be given on the Tuesday after that.

Building Emergency Response Protocols for Syllabus:

University's Emergency Procedure Clause:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT's website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Students with a Disability:

Instructors and students in the class will work together as a team to assist students with a disability safely out of the building. Students with a disability will stay with the instructor and communicate with the instructor what is the safest way to assist them.

Tornado:

During the spring semester we have a **Storm Drill**.

Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll. Students need to **be quiet in the basement** as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

Fire:

During the fall semester we have a **Fire Drill**.

Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your class is in. You must stay with your instructor so he/she can take roll. As soon as the building is all clear, you will be allowed to return to class.

These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.

Bomb Threat:

If someone calls in a bomb threat, class will be suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. **DO NOT USE YOUR CELL PHONES**. Some bombs are triggered by a cell phone signal.

Shooter in the Building:

If it is safe to leave, move to a safe area far from the building away from where the shooter is located. If anyone has any information about the shooter, please contact the police after they have gone someplace safe. Put in your cell phone the SIU Dept. of Public Safety 618-453-3771. If there is a shooter on campus you can call this number to report it. There will be a lot of calls going to 911 and the **SIU Police will get your call using 618-453-3771**. It is good to have this number listed in your cell phone for all emergencies here on campus.

If it is not safe to leave, go into a room, lock the door and turn out the lights. Everyone should spread out and not huddle together as a group. Don't stand in front of the door or in line of fire with the door. Students' chair and desks should be piled in front of the glass and door as a barricade and the teacher's desk, podium and anything movable can be pushed against the door. This is intended to slow down any attempts to enter the classroom. If it looks like the shooter is persistent and able to enter, make a lot of noise and have the students use everything in their backpacks to throw at the shooter to distract him.

Silence all cell phones after one person in the room calls the police and informs them of their location and how many people are in the room. **Be quiet and wait for the police to arrive**. The police are looking for one or more shooters, and they have no way of knowing if the shooter is in the room people are hiding in. For this reason, when the police enter the room, no one should have anything in his/her hands and each person **MUST** raise his/her hands above his/her head.

Earthquake:

In the event of an earthquake, you are advised to take cover quickly under heavy furniture or crouch near an interior wall or corner and cover your head to avoid falling debris. Outside the

building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We do not recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.

Radiation Emergency:

A radiation emergency could come about due to a complete meltdown of a nuclear reactor core to our west, a catastrophic leak of material from nuclear weapons manufacturing facilities to our south, or as a result of a nuclear weapon being detonated in or around St. Louis, MO, or along the Ohio River valley between Paducah KY and Evansville IN.

Regardless of the source of the radiation, what you need to do in response is the same:

- **Get inside, Stay inside and Stay tuned** - Close and lock all windows and doors. Go to the basement or the middle of the building. Radioactive material settles on the outside of buildings; stay as far away from the walls and roof of the building as you can. If possible, turn off fans, air conditioners, and forced-air heating units that bring air in from the outside. Close fireplace dampers.
- Bring pets inside with you, if you can. Bring in any supplies from outside that your pets might need **for at least 24 hours**.
- If you were outside when it started, carefully remove your outer layer of clothing before entering the building, if you can. Radioactive material can settle on your clothing and your body, like dust or mud. Once inside, wash the parts of your body that were uncovered when you were outside. Then put on clean clothing, if you can. This will help limit your radiation exposure and keep radioactive material from spreading.
- Cover your mouth and nose with a mask, cloth, or towel if you must be outside and cannot get inside immediately.
- Vehicles do not provide good protection from radioactive material.
- Schools, daycares, hospitals, nursing homes, and other places have emergency plans in place to keep people safe at the facility.
- Providing shelter to someone who was outside during a radiation emergency can save their life without endangering your own. They will have to remove outer layer of clothes before they enter the building and wash the parts of their body that were uncovered. Give them clean clothing or coverings that you have. This will help limit their radiation exposure and keep radioactive material from spreading.

Hazardous Materials:

While there are many possible scenarios where hazardous materials spill, explode, are released into the air, and/or burn, a train derailment is the most likely cause of a serious incident.

Regardless of how the incident begins, the following guidance should be followed.

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

- **If you are asked to evacuate**
 - Do so immediately.
 - Take pre-assembled disaster supplies.
 - Help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.
 - Follow evacuation routes, temporary shelters, and procedures.
 - Don't leave your pets. If you evacuate take them with you.
- **If you are caught outside**
 - Stay upstream, uphill, and upwind!
 - Try to go at least one-half mile from the danger area.
 - Move away from the accident scene and help keep others away.
 - Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
 - Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.
 - Stay away from accident victims until the hazardous material has been identified.
- **If you are in a motor vehicle**
 - Stop and seek shelter in a permanent building.
 - If you must remain in your car
 - Keep car windows and vents closed
 - Shut off the air conditioner and heater.
- **If you are requested to stay indoors**
 - Bring pets inside.
 - Close and lock all exterior doors and windows.
 - Close vents, fireplace dampers, and as many interior doors as possible.
 - Turn off air conditioners and ventilation systems.
 - Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
 - Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
 - Use material to fill cracks and holes in the room, such as those around pipes.
 - If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

Rave Mobile Safety Alert System:

We recommend that you sign up for the Rave Mobile Safety Alert System. It is a system to alert you through emergency text messages on your cell phone and emails for emergencies on campus, weather reports and emergency school closures. You have to sign up for Rave Mobile Safety Alert System. Go to Saluki Net, go to my records tab, under SIUC Personal Records, click on View My SIUC Student Records, Under Main Menu click on Personal Information, click on View and Update Addresses and Phones, in the middle of the page click [Update Addresses and Phones], under phones click Primary: This will take you to Update Addresses and Phones – Update/Insert, under primary phone number for this address put in your cell phone and

submit. For more information, visit dps.siu.edu, contact SalukiTech at 453-5155 or salukitech@siu.edu.

CPR/Defibrillator and First Aid Class:

If you would like to take a CPR/Defibrillator and/or First Aid class, contact LaVon Donley-Cornett, lavong@siu.edu or call 453-7473.

Other Relevant Information

1. If you need help improving your writing skills, SIUC offers free tutoring services to all students. Contact the Writing Center at 618-453-6863 for more information.
2. If you wish to drop this course for any reason, SIUC designates a final date by which you can do this. It is your responsibility to ensure that the drop process is officially completed. Please visit the Registrar's page at <http://registrar.siu.edu/> for important dates regarding dropping the course. The absolute last day that you can withdrawal from a class (which will result in a "W" grade) is **Sunday, April 2nd 2016**.
3. A grade of incomplete will be given only under the conditions specified in the Graduate Catalog.

Class Assignments and Exams

CV (Due February 1, 2017)

Students will be expected to submit an updated CV based on class discussions and readings.

Criteria for Evaluating the CV

1. Is it informative
2. Is it attractive
3. Is it complete
4. Clear and looks like an academic CV for a faculty member

Teaching Presentation (April 5 & 12, 2017)

Students will be expected to do a 45-50-minute teaching presentation on a topic that is covered in one of the rehabilitation institute department classes.

Criteria for Evaluating the Teaching Presentation

1. Presentation has to be at least 45 minutes.
2. Topic selected
3. The level of clarity and organization of your presentations
4. Logical
5. Power Point slide must be professional
6. Ability to answer questions
7. The student preparedness for the presentation (e.g., research)
8. Try not to read directly from slides

Research Presentation (April 19 & 26, 2017)

Students will be expected to do a 45-50-minutes research presentation that would cover: 1) Introduction 2) Literature review 3) methods used in their study or studies that they will be critiquing 4) results 5) conclusion 6) and to answer the so what question. You may present data from a completed project or present a research proposal for a future investigation.

Criteria for Evaluating the Teaching and Research Presentations

1. Presentation must be at least 45 minutes.
2. Upload your presentation to the class folder at least 24 hours before your presentation.
3. Organization of presentation
4. The level of clarity and organization of your presentations
5. Originality of presentations
6. Ability to answer questions in a professional manner.
7. Try not to read directly from the PowerPoint slides...

Exams:

There will be two (2) exams in this course. **Exam I (15% of final grade)** will be the Midterm exam and **Exam II (15% of final grade)** will be the Final Exam.

The dates and times of these exams are as follows:

Exam Name	Date	Time
Exam I: Midterm Exam	Wednesday March 1 st	1:00pm - 4:00pm
Exam II: Final Exam	Wednesday May 10 th	1:00pm - 4:00pm

Grading Scale

Students are responsible for ensuring that assignments are complete (i.e., assignments are completed and uploaded to the appropriate D2L drop box). The breakdown of the grading scale based on assignments and exams is as follows:

Assignments	
Research Presentation	20%
Teaching Presentation	20%
Class Participation	15%
CV	15%
Exam I (Midterm)	15%
Exam II (Final Exam)	15%

Grading Scale

A = 90-100
 B = 80-89
 C = 70-79
 D = 60-69
 F = 59 and below

Schedule of Topics and Assignments

Date	Topic	Readings & Assignments
1/18/17	Introduction/Overview of Class Syllabus	Syllabus
1/25/17	Expectations: Selecting the right mentor	
2/1/17	CV: Types and origination	CV Due
2/8/17	Teaching: Class preparation. How to make class more effective	McKeachie and Svinicki 1, 2,3 & 6 Bain Chapter 1, 2, 3 & 4
2/15/17	Teaching: TA and Co-teaching	McKeachie and Svinicki page xxi Bain 5, 6 & 7
2/22/17	Teaching Classroom management	McKeachie and Svinicki 14, 18, 25 & 26
3/1/17	Mid-Term Exam	
3/8/17	Dissertations: The process...Research Agenda	
3/15/17	Spring Break: No Class	Spring Break: No Class
3/22/17	Finding and keeping a faculty job	
3/29/17	Grant Writing	
4/5/17	Student Teaching Presentations	Teaching Presentations
4/12/17	Student Teaching Presentations	Teaching Presentations
4/19/17	Student Research Presentations	Research Presentations
4/26/17	Student Research Presentations	Research Presentations
5/3/17	Wrap-up and debrief	
5/10/17	Final Exam	Final Exam