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INTRODUCTION

We welcome you to the Off Campus Degree Program (OCDP) of the Department of Workforce Education and Development (WED) in the College of Education and Human Services. The Department defines its mission within the context of the University and College of Education: the preservation, transmission, and enrichment of knowledge and culture.

The WED OCDP Organizational, Training and Development (OTD) program is dedicated to continuous improvement in human performance and preparation of students for careers in workforce education, corporate training, development, technical, and occupational environments. Specifically, the Department’s mission encompasses the following:

- Prepare undergraduate students for professional, technical, instructional, and administrative roles in the workplace, both on-campus and off-campus at military bases and at various other sites.
- Contribute to the growing body of knowledge through research, publication and dissemination.
- Provide service to the publics served by the Department, College and University, in local, state, national and international activities.

The SIUC Bachelor of Science degree in Workforce Education and Development had its beginning in 1973 and is today one of the largest programs of its kind in the United States. The military service component of that program, first offered at Scott AFB in 1973, currently enrolls over 200 students each trimester, and has proudly graduated over 19,000 military personnel and civilians.

The purpose of this handbook is to provide useful information to adjunct faculty about academic policies, administrative procedures, and non-teaching duties. This handbook is designed to be an accompaniment to the SIUC Employee Handbook http://policies.siuc.edu/employees_handbook/, the SIUC Undergraduate Catalog http://registrar.siu.edu/catalog/undergraduatecatalog.php, and the University’s Student Regulations and Policies http://policies.siu.edu/other-policies/chapter3/

The following points are highlights of the more important informational pieces you will need to know in order to effectively function as a member of the SIUC WED OCDP team. We recognize, however, that there are numerous other concerns that students raise from time to time that are not addressed in this manual. In resolving any such concerns, you are asked to first consult the SIUC Undergraduate Catalog or the Policies site as indicated in the previous paragraph. If answers are not found there, then consult with the Chair of the Department of Workforce Education and Development or the Off Campus Degree Program Manager.

Thank you for your willingness to become part of the WED Off Campus Degree Program Team!
YOUR APPOINTMENT

Employment

Once you have been offered and have accepted a teaching assignment with our program, you will receive an electronic packet of appointment and assignment documents. This electronic packet will be sent from our administrative office at the main campus in Carbondale, Illinois, via email.

Annual ethics training is an Illinois state law requirement and a condition of your employment. You may read more about the state of Illinois Ethics Training [http://ethics.siu.edu/pdf/Why-Ethics.pdf](http://ethics.siu.edu/pdf/Why-Ethics.pdf). New hires or adjuncts who were not under contract when the annual state of Illinois Ethics Training was conducted in the Fall will be sent the Off-line Ethics Training Manual for completion with their appointment paperwork. Or, you may access the [Off-line Ethics Training Manual](http://laborrelations.siu.edu/_common/documents/labor-contracts/siuc-offline-ethics-training.pdf).

You may also find the following hyperlinks helpful.
SIUC Policies and Procedures [http://policies.siu.edu/](http://policies.siu.edu/)

Activating your SIUC Dawg Tag Number and Accessing SalukiNet/Self-Serve Banner

Once you have completed your employment packet paperwork and have received a contract, you will be assigned a 9-digit Dawg Tag by the University (850xxxxxxx). Your Dawg Tag number will never change and is also your SIU Network ID (siu85xxxxxx). You will use your Dawg Tag number to gain access to the SIUC student information system, SalukiNet/Self-Serve Banner. You will be able to retrieve your class lists and enter your grades at the end of the trimester. (See Appendix E).

A tutorial is available at the following link: [http://registrar.siu.edu/faculty/facultybannerinfo.php](http://registrar.siu.edu/faculty/facultybannerinfo.php). To begin, click on Logging into Self-Service Banner. To learn how to retrieve your class list, click on Viewing/Assessing Class Lists. See Appendix D.

It is imperative that as soon as you receive your Dawg Tag (new adjuncts) or after you sign a contract for a new trimester, you immediately access SalukiNet/Self-Serve Banner to print your class lists. By doing so, you will activate your account and prevent being locked out later in the trimester when you attempt to enter your final grades.

If you have any questions or problems accessing the system, please contact the Office of Information Technology at 618-453-5155. [http://oit.siu.edu/salukitech/](http://oit.siu.edu/salukitech/)

Compensation

Currently, adjunct faculty who possess a master’s degree are paid $2500.00 per course. Adjunct faculty who possess a doctoral degree are paid $3000.00 per course. Each appointment is for approximately a two-month timeframe. You will be paid in two equal installments on the first day of the month. The first monthly payment will depend upon the start and end date of the appointment. If you have any questions or concerns regarding your payments, please first contact Tammy Weston at the main campus. Depending upon the nature of the inquiry, she
may serve as a liaison to Payroll staff or she may request that you contact Payroll staff directly. Tammy’s phone is (618) 453-1961 and her email is tweston@siu.edu.

SIUC requires all employees to participate in the University’s direct deposit program. Earnings may be deposited into a bank account at the financial institution of choice, or employees may elect to have earnings deposited to the University’s designated debit card SalukiCash. Your initial packet of appointment paperwork will contain the required form for electronic direct deposit.

The first occurrence of pay following the input of an authorization for electronic deposit may be treated as a test transmission (commonly referred to as a “pre-note”). A paper check may be issued and forwarded (mailed via U.S. Mail) to your financial institution for manual deposit. Therefore, you should contact your financial institution before initiating any activity against your account. The second occurrence of pay will be electronic if there were no problems or changes as a result of the transmission. More detailed information concerning electronic deposit of payments may be found at http://hr.siu.edu/payroll/

The website http://hr.siu.edu/contact-us/payroll.php lists the names of the Payroll Specialists, their contact information, and with which section of the alphabet each specialist works. Additionally, the payroll homepage http://hr.siu.edu/payroll/index.php provides a great deal of useful information such as payroll schedules; how to correctly convey a change in your home address; how to correctly complete a W-4 form; and issuance of annual W-2 statements. It is very important that you correctly complete the W-4 form (an electronic form will be included in your initial electronic appointment packet). Information provided on the form affects the amount of federal taxes withheld from your payments. Information provided also affects Illinois taxation. If you are not a resident of the State of Illinois and do not wish for Illinois state taxes to be withheld from your payments, it is necessary to check the box by item #4 on the Illinois side of the W-4 form (Form IL-W-4). Failure to do so will result in Illinois state taxes being withheld.

Changing Your Contact and Other Information
If you need to make changes to information concerning electronic deposit; number of exemptions you wish to claim; home address, email, phone and/or cell numbers; or other similar information, contact Tammy Weston on campus. She will email the appropriate form to you. Tammy’s phone is (618) 453-1961 and her email is tweston@siu.edu.

It is also helpful to let us know if your home phone number and/or email address change[s].

Address Changes
For a number of reasons it is critical that you keep WED and SIUC staff apprised of changes to your home address. Completion and submission of a Change of Address Form is required to ensure that Human Resource staff and Payroll staff maintain your correct address in the University’s computer system. Failure to complete a Change of Address Form http://eforms.siu.edu/siuforms/info/hro1008.php will result in the annual W-2 form being mailed to an incorrect address. Complete the form and send the printed hard copy to Tammy Weston, Department of Workforce Education and Development, 475 Clocktower Drive, Pulliam Hall 212 Mail Code 4605, Southern Illinois University, Carbondale IL 62901-4605.
Tammy will make changes to your WED file before she sends it to the appropriate HR office on campus. Failure to notify WED staff prevents us from being able to contact you regarding teaching assignments; causes incorrect mailing of earnings statements; etc.

Travel Policies
A maximum of $500.00 for travel expenses, including transportation, lodging, and per diem may be reimbursed during the period of each appointment. Please refer to the Travel and Reimbursement Policies and Procedures booklet for more detailed information. The travel expense voucher is found at http://eforms.siu.edu/siuforms/forms/acp0303-fy17.pdf under the Travel section. If you have questions about travel policies and/or reimbursements, contact Tammy Kirchner at the main campus. Tammy's phone is (618) 453-1960 and her e-mail is tkirchner@siu.edu.

Accommodations
If the distance from your residence to the site where you are teaching requires overnight accommodation, please refer to the Travel and Reimbursement Policies and Procedures booklet or Travel Regulations http://as.siu.edu/_common/documents/travel/travelreg.pdf and Reimbursement Schedule for Mileage, Meals & Lodging http://as.siu.edu/common/documents/travel/reimbursement.pdf or more detailed information. You may also access this manual and other related information under Regulations, Policies, and Helpful links at the SIUC Procurement Services: http://procurement.siu.edu/.

Base/Site Access and Security
Please keep in mind that we are guests of a military host whose rules and regulations are to be followed without exception. Adherence to each site’s regulations applies to all guests, i.e. the right to search a vehicle, refuse admission, etc. Failure to adhere to rules may carry serious consequences. It is advisable to discuss with the Extended Campus Liaison or Program Advisor subjects such as authorized/unauthorized areas, changing terrorist threat condition (ThreatCon) levels, changing defense conditions (DefCon), etc.

The Extended Campus Liaison or Program Advisor will provide you with specific information as to how to obtain base access. You MUST have a RapidGate Credential to get on the base. It does not matter if you already have a military ID. Even as a contract or temporary employee of SIU, a RapidGate ID is required. It is advisable to go to the site on the Friday before class to ensure base access.

Course or Class Box (mail and other documents)
Site offices may or may not be open each teaching weekend depending on where you are teaching. If an office is not open, any information (mail or materials you have requested) will be put in an envelope with your name attached and placed in the course/class box which may be found in your classroom on Saturday morning between 7:30 and 8:00 a.m.

Non-Teaching Duties
Due to the accelerated nature of the program and its weekend format, you may be asked from time to time to:
• Distribute inter-office mail to the class you are teaching. It is recommended that you do so at the end of the Sunday class so that student discussions of returned items will not disrupt your class.
• Distribute newsletters, flyers, and notices to students from the main WED office or the base office.

Additional Assignments
As a general rule, you will be contacted by Tammy Weston concerning future assignments. If you desire to convey employment availability, please contact her.

WED OCDP Carbondale Campus Contacts
Contact information for on-campus staff may be obtained from the following website: http://ehs.siu.edu/wed/faculty-staff/staff.php. Appendix A provides information concerning who to contact about particular academic and administrative topics. Appendix C provides contact information for our main campus and site personnel.

WED OCDP Base/Site Contacts
Contact information for our site staff may be obtained from the following Website: http://extendedcampus.siu.edu/off-campuslocations. Appendix B provides contact information for each of our site personnel.

YOUR ASSIGNMENT
Course Syllabi
After you accept your teaching assignment, you will need to review your course materials at http://ehs.siu.edu/wed/department/courses/course-syllabi.php. Each traditional (seated) course is listed from WED 381 to WED 498. After you accept your teaching assignment, you will need to review your course materials at https://online.siu.edu. Processing of your contract will take a few weeks, so monitor your access periodically. Each course has a syllabus stating the required textbook, the course description, objectives, outcomes, grading and assignments. You may modify the syllabus by inserting your personal contact information and other relevant course related information. Any modification must still include certain course syllabus guidelines included in Appendix C.

As a professional you are expected to utilize appropriate instructional strategies and methods you have developed and honed during your professional career. However, the required textbook, course content, objectives and outcomes are not to be modified. Students from all our WED OCDP sites download the course materials including student manuals, from our WED Website/SIU online, https://online.siu.edu. Consistency of course delivery and products is mandated by our Department of Defense Memorandums of Understanding (MOU). Supplemental materials must be approved by the WED Chair at the main campus prior to use in the class. The Chair may be reached through the WED main office phone (618) 453-3321, or via e-mail by contacting Ms. Kim Prater (assistant to the Chair) at kprater@siu.edu.
Desk Copy of Textbook
It is the instructor’s responsibility to contact book publishers and request desk or instructor copies of textbooks. You can find the approved textbook listed with each course at http://www.ehs.siu.edu/wed/undergraduate/off-campus/textbooks.php. If you encounter any difficulties in this process, please contact Mr. Dale Grob in our administrative office at the main campus. Dale’s phone is (618) 453-1948 and his e-mail is dgrob@siu.edu.

Duplicating Services
In the event you need supplemental course materials duplicated, please give our site staff at least three (3) weeks lead time. Please work with Extended Campus Liaison or Program Advisor to make your own copies.

Audio-Visual Equipment Requests
Most of our sites have, at least have one PowerPoint projector and laptop computer, one overhead projector, and access to several VCR/monitor units for use by instructors on class weekends. Please notify the Extended Campus Liaison or Program Advisor, of your needs and he or she will attempt to accommodate you. You will be notified if the equipment you requested is not available.

SIUC Software Site License
Site licenses for some SIUC-owned software are available to download for one computer which you personally own on the following web site: http://oit.siu.edu/software/faculty-staff.

Software Piracy Policy Statement
Some institutional licenses permit copying for use on local area networks or on multiple machines, but such uses must be authorized in a license agreement commonly called a site license, which might include a network license or a limited-use license. It is the policy of Southern Illinois University that unauthorized copying of computer software will not be tolerated. Such copying is both unethical and illegal. University employees and students making, acquiring, or using unauthorized copies of computer software may be subject to University disciplinary sanctions as well as legal action by the copyright owner.

To view the SIU Board of Trustees (BOT) Software Piracy Policy Statement in its entirety, refer to the following web site http://siusystem.edu/board-of-trustees/legislation/board-legislation-policies.shtml#5I

Class Lists
You may access your class list in SalukiNet. Once you have logged into SalukiNet, you may retrieve your class list in a pdf or csv format at the following website: https://sisweb.eis.siu.edu/sis/rsmart/PROD/content_main.php?mod=class_list_1
See Appendix D for the steps in this process.

A form for recording grades and comments until the official grade list is generated will also be provided. Please keep anecdotal records as necessary in the event of excessive absences or a grade dispute. After each class weekend, notify the office of student absences. The site has to provide this information to the VA and to the various Service Branches of the military.
Class Records
Faculty are required to maintain official class records that note attendance as well as grades. Please do not pass around a sign-in sheet. Attendance is to be taken by the instructor during the a.m. session of the class / during the class and again during the p.m. session of the class. It is recommended you do this for every a.m. session of the class and again during the p.m. session of the class. Student test performance records are to be maintained as well. Upon completion of the semester, these records are to be turned in along with final student grade reports.

Grading
You will enter your final grades in SalukiNet. See Appendix E for the steps in this process.

Letter Grades
The grades of A, B, C, D, and F are included in determining student grade point average.

A Excellent
B Good
C Satisfactory
D Poor
F Failure

Please be sure to include in your course syllabus how grades will be computed. Students are required to earn a C or higher in WED major courses.

Grade of “Incomplete” (INC)
An INC grade is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. All INC cannot be awarded unless the student has completed at least 50% of the assigned work. In our program, this situation can occur when a student is placed on temporary duty at the site or elsewhere, personal or immediate family health matters, or a death in the family. An INC must be changed to a completed grade within a time period not to exceed one term from the close of the term in which the course was taken. However, it is in your best interest to require the work be completed as quickly as possible and extensions of two weeks are reasonable if students had been engaged in passing work. Should the student fail to complete the course within the time period designated, not to exceed four months, the incomplete will be automatically converted to a grade of F and the grade will be computed in the student’s grade point average. Should you assign an INC, you must complete a Conditions for Removing INC Grade form which is available from the site office or use the online fillable form at http://gradschool.siu.edu/_common/documents/INC_Grade_Agreement.pdf. You will need to ensure proper distribution of the form. This form provides written notice to the University, the student, and to you of the exact requirements the student must fulfill in order to complete the course and the deadline for submitting the work. Print out the form for your records and also give a copy to the Extended Campus Liaison for our WED files.

Changing Grades
Grades given at the end of a course are final and may not be changed by additional work or submitting additional materials. When work is completed for a course in which an INC grade has
been given, **as the instructor of record**, you must complete and return to the base/site office a Change of Grade Form for the student. This form is available from the site office. This card is available from the site office. **Since you will no longer be under contract, the Grade Change Card must be signed by the WED Department Chair, The College Dean, and the University Provost.** It takes about 4 – 6 weeks for the complete process to occur. Please complete the form and send directly to Tammy Kirchner.

Confidentiality

Due to the nature of our program, you may not always be able to personally return student work. In the event you leave students’ graded assignments in the office to be picked up, please be sure that grades and comments are affixed on inside pages so that the confidentiality of students’ grades is maintained. SIUC is bound by federal regulations regarding the maintenance of confidentiality of student educational records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). The policy may be found in its entirety at [http://registrar.siu.edu/faculty/ferpafaculty.php](http://registrar.siu.edu/faculty/ferpafaculty.php)

Class Meeting Schedule

The current year’s seated class weekend meeting schedule may be accessed at the following website [http://ehs.siu.edu/wed/undergraduate/off-campus/useful-links.php](http://ehs.siu.edu/wed/undergraduate/off-campus/useful-links.php).

Attendance

Attendance in all class sessions is required. It is understood that students will occasionally be required to attend to military duty and miss class. Instructors are required to allow make-up work for up to two days of missed class. **If you notice a student is not attending, it is your responsibility to inform the site staff so the student can be contacted.** Students exceeding this limit will receive the grade of WF unless they officially withdraw from the course(s). Merely discontinuing attendance does not relieve the student from his/her obligation to the University nor does it excuse them from receiving a grade. It is the student’s responsibility to ensure that the withdrawal process is officially completed. Students who withdraw from a course by completing the necessary paperwork will be subject to published refund policy.

Tardiness

As a condition of our MOUs, classes begin promptly at 8 a.m. and typically end at 4 p.m. Students are given an hour for lunch and short breaks throughout the day at times that are mutually convenient to instructor and students. Lateness should not be tolerated. **Students are given an hour for lunch, typically from noon to 1pm, and a short 10 minute break every hour. Other break times may be arranged that are mutually convenient to instructor and students. Lateness should not be tolerated.**
Absences
Students who miss class because of a temporary duty military assignment (TDY) are required to make up missed course work. Similarly, students who miss class because of an illness or death in his or her family must make-up missed course work. Documentation of any absence is required. Be sure the Extended Campus Liaison and Program Advisor also receive the documentation. Dependent upon the situation, it will be needed to accompany administrative paperwork.

Cancellation of Class
Contractually and as a condition of our MOUs, you have agreed to teach a certain number of classes on scheduled days for a specified period of time. Do NOT take the assignment if you know in advance that you will be unable to teach on scheduled days. Students are given a schedule of class weekends upon acceptance to the program and plan their lives accordingly. In the event you cannot be present due to an extreme emergency, please notify the Extended Campus Liaison immediately.

Emergency Closings
On rare occasions, classes must be cancelled due to extreme weather conditions and even more rarely due to national and/or site security situations. Ask the Extended Campus Liaison or Program Advisor to share their emergency notification plan. Many, if not all, sites have a general information telephone line and in the event of inclement weather, most sites will announce closures on local radio stations.

If you are traveling a great distance and anticipate not being able to reach the site where you are teaching, please notify the Extended Campus Liaison as soon as possible and ensure that all students are notified via phone or e-mail. You will be given a list of student phone numbers and e-mail addresses prior to the first class. You will be required to make up the missed class at a time convenient to all students.

With regards to threatening weather conditions, students who must travel a distance to participate in the program are advised to use their own good judgment.

Room Changes
From time to time, students in classes have access to facilities that might be better than those assigned by the Education Center. Providing there is no charge for the classroom, you may move your class under the following conditions:

- The Extended Campus Liaison or Program Advisor are notified of the move immediately.
- A map and directions are placed on the assigned classroom board and door so that all students know of the move.
- Students who are absent are notified via e-mail or telephone of the move.
- Unless we have a memorandum of understanding with the particular facility commander, we will not be responsible for the room. The student who is allowed access to another facility is responsible for the maintenance of that facility and the behavior of all students in the class and must so inform the class.
Food and Drink
Most classrooms have signs posted if food and drink are not allowed. Please adhere to the posted policy. In the event there is no policy posted, please remind students to remove their own trash to appropriate receptacles and to clean their tables, desks, chairs, etc. If available, sweep and/or vacuum your classroom before you leave Sunday afternoon. Failure to leave classrooms clean at the end of the weekend has been a problem at some of our sites in the past and your vigilance is appreciated.

Emergencies
In the event of an emergency, please notify the appropriate personnel, i.e. security police, ambulance, fire, etc. Their numbers will be included in the package provided by the Site Coordinator. Please also notify the Extended Campus Liaison or Program Advisor as soon as possible and practical.

Faculty Development
WED has partnered with the Center for Teaching Excellence to provide training. Information will be sent to you when workshops are offered.

Instructor Evaluations
At a mutually agreed upon time, the Chair or Off Campus Program Manager, may visit your class to conduct an observation of your teaching and interaction with students. Teaching materials other than those provided by the Department must be pre-approved. Please provide a copy of your lesson plan and all handouts for the class prior to the first teaching weekend.

SIUC Student Conduct Code
The SIUC Student Conduct Code may be viewed in its entirety at http://srr.siu.edu/_common/documents/scc.pdf.

Academic Policies (Selected)
Verbatim from Section II. Standards
A. Acts of academic dishonesty:
   - Plagiarism, representing the work of another as one’s own work;
   - Preparing work for another that is to be used as that person’s own work;
   - Cheating by any methods or means;
   - Knowingly and willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research;
   - Knowingly furnishing false information to a university official relative to academic matters;
   - Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code.

Sanctions
Sanctions which may be imposed for a violation of the SIUC Student Conduct Code are listed in detail at http://srr.siu.edu/_common/documents/scc.pdf. See especially Section IV. Procedures
Applicable to Academic Dishonesty. Should a situation arise, please first ask the Department Chair for assistance to ensure consistency in compliance and application.

Academic Warnings
We hope that you will work closely with us in the academic and professional preparation of our students. Please notify the Extended Campus Liaison or the Program Advisor at your site if a registered student is not attending classes, if a student is present for class but his or her name is not on the official attendance sheet, or if a student is doing poorly in your class. They, too, will notify you if a student is on temporary duty, will otherwise miss a class, or be unable to complete the coursework.

Instructor and Course Evaluations
We expect that Instructor and Course Evaluations (ICEs) will be distributed, completed and returned for every class taught at our off-campus sites. At some time during the last class weekend, one student will be designated to conduct Instructor and Course Evaluations. At this time, you will be asked to leave the area so that the student designee can give instructions and collect the evaluations. The evaluations are placed in a stamped and sealed envelope by the student designee and mailed directly to the main campus for tabulation. You will receive a copy of the composite results in a few weeks in your SIUC Instructor and Course Evaluation Report.

Upon receiving the composite, please take particular note of the scores in the mean column. Any area receiving a mean score of 3.2 or lower should be of concern. You are encouraged to discuss low ICE results with the Department Chair. Your goal should be to make adjustments/improvements which will result in improved scores in the future.
Appendix A
Topic/Staff Referral Table

<table>
<thead>
<tr>
<th>Topic</th>
<th>Extended Campus Liaison</th>
<th>Department Chair</th>
<th>Deborah Barnett</th>
<th>Tammy Kirchner</th>
<th>Dale Grob</th>
<th>Tammy Weston</th>
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</thead>
<tbody>
<tr>
<td>Academic Policies</td>
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<td>Base/Site Listing</td>
<td>Address</td>
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<td>EC Liaisons</td>
<td>Program Advisor/Email</td>
<td>Fax</td>
<td>Timezone Difference</td>
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| NBK Bangor        | Navy College  
1042 Tautog Circle  
Silverdale, WA 98315  
Phone: (360)779-4691  
EC Liaisons: Roberta Scott and Judy Henneman  
Email: robiscott@siu.edu  
Fax: (360)779-2597  
PT: 2 hours behind IL | (360)779-4691 | robiscott@siu.edu  
Fax: (360)779-2597 | | | |
| JB Charleston     | 628 FSS/FSDE  
101 W. Hill Blvd.  
Joint Base  
Charleston, SC  
29404-4703  
Phone: (843)552-7320  
EC Liaison/Program Advisor: Vanessa Martin  
Email: charleston@siu.edu  
Fax: (843)760-1074 | (843)552-7320 | charleston@siu.edu  
Fax: (843)760-1074 | | | ET: One hour ahead of IL |
| NAS Oceana        | 902 E. Avenue  
Bldg 531 Suite 106  
Virginia Beach, VA 23460  
EC Regional Coordinator: Melinda Gainer  
Email: melinda.gainer@siu.edu  
EC Liaison: Lisa Jackson  
Email: Lelis1217@siu.edu  
Program Advisor: Meagan Chappell  
Email: Meagan.chappell@siu.edu | (757)422-4352 | Lelis1217@siu.edu  
Fax: (757)422-0249 | | | ET: One hour ahead of IL |
| NS Great Lakes    | 2221 MacDonough Drive  
Bldg 617 Rm 203  
Great Lakes, IL 60088-3012  
Phone: (847)689-0055/(847)689-0076  
EC Program Advisor: Forrest Robinson  
Email: greatlakes@siu.edu  
Fax: (847)689-8658 | | | | | ET: One hour ahead of IL |
| Scott AFB         | SIUC Representative  
(53)  
375 FSS/FSDE Bldg  
1650  
404 West Martin St. Rm 82  
Scott AFB, IL 62225-1607  
Phone: (618)746-4755/(618)256-3148  
EC Liaison: Kathleen Richey  
Email: krichey@siu.edu  
Academic Advisor: Jessie Slaughenhaupt  
Email: sjessie@siu.edu  
Fax: (618)746-2878 | | | | | |
| NAS Jacksonville  | PO Box 350489  
Jacksonville, FL 32235-0489 or  
Yorktown Avenue, Building 10  
NAS Jacksonville, FL 32212  
Phone: (904)771-4258  
EC Liaison: Trisha Stalnaker  
Email: trisha.stalnaker@siu.edu  
Fax: (904)542-5476  
ET One hour ahead of IL | | | | | ET One hour ahead of IL |
| Mayport NS        | 3604 Mayport Road  
Bldg 460 Rm 302  
Mayport, FL 32228 or  
PO Box 331218  
Atlantic Beach, FL 32233-1218  
Phone: (904)246-4549  
EC Liaison: Sally Haynes  
Email: shaynes@siu.edu  
Fax: (904)246-1471 | (904)246-4549 | shaynes@siu.edu  
Fax: (904)246-1471 | | | ET One hour ahead of IL |
| Pensacola, FL     | 250 Chambers Ave.  
Bldg. 634, Ste 13  
Naval Air Station  
Pensacola, FL 32508-5265  
Phone: (850)455-2449  
EC Program Advisor: Caroline Norris-Watson  
Email: pensacola@siu.edu  
Fax: (850)455-4602 | (850)455-2449 | pensacola@siu.edu  
Fax: (850)455-4602 | | | ET One hour ahead of IL |
| Groton NSB        | PO Box 74  
Groton, CT 06349-5074  
Phone: (860)446-9900  
EC Liaison: Email: groton@siu.edu  
Fax: (860)446-9448 | (860)446-9900 | groton@siu.edu  
Fax: (860)446-9448 | | | ET: One hour ahead of IL |
| Joint Base        | McGuire-Dix-Lakehurst  
87 FSS/FSDE  
3825 School House Road  
JB McGuire-Dix-Lakehurst, NJ 08641  
Phone: (609)723-4434  
EC Liaison: Cheryl Butters  
Email: mcguire@siu.edu  
Fax: (609)723-5704 | | | | | |

Appendix B
Workforce Education and Development OCDP Base/Site Listing
<table>
<thead>
<tr>
<th>Moreno Valley, CA</th>
<th>NB San Diego (32nd Street)</th>
<th>NAS North Island</th>
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<tbody>
<tr>
<td>14340 Elsworth Street</td>
<td>3975 Norman Scott Road</td>
<td>Southern Illinois University</td>
</tr>
<tr>
<td>Units 117 &amp; 118</td>
<td>Bldg 3280 Rm B-113</td>
<td>PO Box 180081</td>
</tr>
<tr>
<td>Moreno Valley, CA 92553</td>
<td>San Diego, CA 92136</td>
<td>Coronado, CA 92178</td>
</tr>
<tr>
<td>Phone: (951)653-6700</td>
<td>Phone: (619)238-4742</td>
<td>Phone: (619)-435-6445 or 619-435-0621</td>
</tr>
<tr>
<td>WED Coordinator: Doug Owens</td>
<td>WED Coordinator: Doug Owens</td>
<td>WED Coordinator: Doug Owens</td>
</tr>
<tr>
<td>Email: <a href="mailto:ddowens@siu.edu">ddowens@siu.edu</a></td>
<td>Email: <a href="mailto:ddowens@siu.edu">ddowens@siu.edu</a></td>
<td>Email: <a href="mailto:ddowens@siu.edu">ddowens@siu.edu</a></td>
</tr>
<tr>
<td>EC Liaison: Crystal</td>
<td>EC Site Coordinator: Aubree Delfin</td>
<td>EC Program Advisor: Vacant</td>
</tr>
<tr>
<td>Caliaham</td>
<td>Email: <a href="mailto:aubreedelfin@siu.edu">aubreedelfin@siu.edu</a></td>
<td>Email:</td>
</tr>
<tr>
<td>Email: <a href="mailto:crystal.caliaham@siu.edu">crystal.caliaham@siu.edu</a></td>
<td>EC Program Advisor: Vacant</td>
<td>Fax: 619-437-8759</td>
</tr>
<tr>
<td>Fax: (951)653-6600</td>
<td>PT: Two hours behind IL</td>
<td>PT: Two hours behind IL</td>
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<td>PT – (2 hours behind)</td>
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Appendix C
Course Syllabus Guidelines

During the first week of each semester, students enrolled in any course offered through the university should receive a written syllabus outlining specific aspects of the course. At a minimum, the syllabus should contain the following:

- Course number and title
- Name(s) of instructor(s)
- Office hours of Instructor(s)
- Instructor’s office location, phone number and e-mail address, where available and appropriate.
- Adjunct faculty should provide a contact location or telephone number.
- Course meeting times and location(s)
- Course description and objectives
- Dates of major evaluations, including examinations, papers, performances, or formal presentations and similar activities
- Grading policy, including the weight given to each graded component and the grade or mark that will be assigned to students who do not officially withdraw from the course before the drop deadline
- Schedule of topics covered and other class related activities (or procedures for determining them)
- List of texts and other suggested or required reading materials
- Other course policies - e.g., attendance, make-up exams, and safety issues pertinent to the class

The following is repeated from Section III. A. Syllabus section:

As a professional, you are expected to utilize appropriate instructional strategies and methods you have developed and honed during your professional career. **However, course content, objectives and outcomes are not to be modified.** Students from all 15 of our WED OCDP sites download all required course materials from the same site. Consistency of course delivery and products is mandated by our Department of Defense Memorandums of Understanding (MOUs). Supplemental materials must be approved by the WED Chair at the main campus prior to use in the class. Dr. Hagler may be reached through the WED main office phone (618) 453-3321, or via email through Ms. Kim Prater (assistant to the Chair) at kprater@siu.edu.
Appendix D
Process for Accessing Class Lists in SalukiNet

From the SIUC home page http://siu.edu select *SalukiNet* (upper right-hand corner of page)

1. Login to SalukiNet and enter your Network ID (siu85xxxxxxx and password, ie your Dawg Tag# preceded by siu).
2. Under the search area and to the right (below the magnifying glass icon), use the drop down arrow to choose your role as Faculty.
3. Using the search bar, you can type in “View Class List”.
4. Chose the box that is labeled, “Faculty – View Your Class List.
   a. Choose the course as displayed.
   b. View your class list in either PDF or CSV.

The screen should look like this: 
https://sisweb.eis.siu.edu/sis/rsmart/PROD/content_main.php?mod=class_list_1

A tutorial is also available at the following Web site: 
Appendix E
Process for Entering Final Grades in SalukiNet

1. Login to SalukiNet and enter your Network ID (siu85xxxxxxx and password, ie your Dawg Tag# proceeded by siu).
2. Under the search area and to the right (below the magnifying glass icon), use the drop down arrow to choose your role as Faculty.
3. Using the search bar, you can type in “Enter Final Gradest”.
4. Chose the box that is labeled, “Faculty – Enter Your Grades”.
5. Choose “Enter Final Grades” option.
6. Select term and year from the drop down menu and submit
7. Select CRN from drop-down window (lists courses for which you are the instructor for the current term)
8. As a note, watch for the information icon and warning icon and read messages for guidance. For instance, there is a 15-minute time out if you do not save any of your work.
9. If you have more than 25 students in your class, there will be multiple record sets. Select a record set.
10. You will work in the *Grade field* and *Last Date Attended* field (if you have a WF grade)
11. As a note, NEVER populate the Attended Hours filed.
12. Populate the grade field across from each student’s name. Use the drop down box.
13. Scroll down the page and *Submit* often. Watch for note at bottom of page that your changes were successful. Or, Reset if you need to clear all entries. None of your work will be saved if you are timed out (after 15 minutes).
14. In the *Rolled column* you will see a Y or a N. If no, you can change your grades. If yes, the grades have been “rolled” or posted to the Banner SIS system and you will need to fill out a grade change card. During exam week (on-campus exam week, not off-campus), grades will be rolled at the end of every day.
15. If you enter a WF grade, you will also need to enter a Last Date Attended date.
16. You may also access tutorials as needed:
   a. From the SIU home page http://siu.edu select *SalukiNet* (located upper right-hand corner of page)
   b. Login to SalukiNet and click on the *MyCourses* tab
   c. Click on *Faculty and Advisors*
   d. Click on *View Online Banner Tutorials*
   e. Scroll down and click on *Faculty Tutorials*
   f. Select the *Enter Final Grades* icon

A tutorial is available at the following web site: http://registrar.siu.edu/faculty/facultybannerinfo.php.
Appendix F
Helpful University and WED Web Sites

Southern Illinois University (SIUC): http://siu.edu
SIUC Policies and Procedures: http://policies.siu.edu
SIUC Student Conduct Code: http://srr.siu.edu/_common/documents/scc.pdf
SIUC Student regulations and policies: http://policies.siu.edu/other-policies/chapter3/
SIUC Undergraduate Catalog: http://registrar.siu.edu/catalog/undergraduatecatalog.php
SIUC Morris Library: http://www.lib.siu.edu/
Using Morris Library from a distance: http://www.lib.siu.edu/distance-learning
SIUC Writing Center: http://write.siu.edu/
Writing Center for Instructors: http://write.siu.edu/resources/instructors/index.php

*Note: Our OCDP students may work with a writing tutor online. They will need to create an account http://siu.mywconline.com/ and make an appointment with a tutor two-days in advance https://siu.mywconline.com

WED home page: http://ehs.siu.edu/wed/
WED OCDP home page: http://ehs.siu.edu/wed/undergraduate/off-campus
WED OCDP On-campus staff: http://ehs.siu.edu/wed/faculty-staff/staff.php
WED OCDP Current year’s class schedule: http://ehs.siu.edu/wed/undergraduate/off-campus/useful-links.php
WED OCDP locations and courses resources: http://ehs.siu.edu/wed/undergraduate/off-campus/locations/
WED OCDP Approved Textbook List: http://ehs.siu.edu/wed/undergraduate/off-campus/textbooks.php
SIUC Information Technology Policies: http://oit.siu.edu/policies/
SIUC Software Site Licenses: http://oit.siu.edu/software/faculty-staff/index.php