

Instructor Orientation Schedule: August 20th, 2019

Atrium and Auditorium, W. W. Wright Education Building

8:00-8:30

Continental Breakfast (Atrium)

8:30-8:40

Welcome (Dean Lemuel Watson)

8:40-9:00

Introduction (Dr. Jill D. Shedd)

9:00-10:00

Office of Student Conduct (Elizabeth Spotts)

10:00-11:00

Counseling and Psychological Services (Brandon Muncy)

11:00-11:10

Run, Hide, Fight (safety video)

11:10-11:25

Break

11:25-11:55

Office of Instructional Consulting (Dr. Rod Myers)

11:55-12:25

School of Education Library (Dr. Julie Frye)

12:25-1:10

School of Education Tour

1:10-2:00

Lunch

Share your orientation experience!

#SoEOrientation19



IU Office of
Teacher Education



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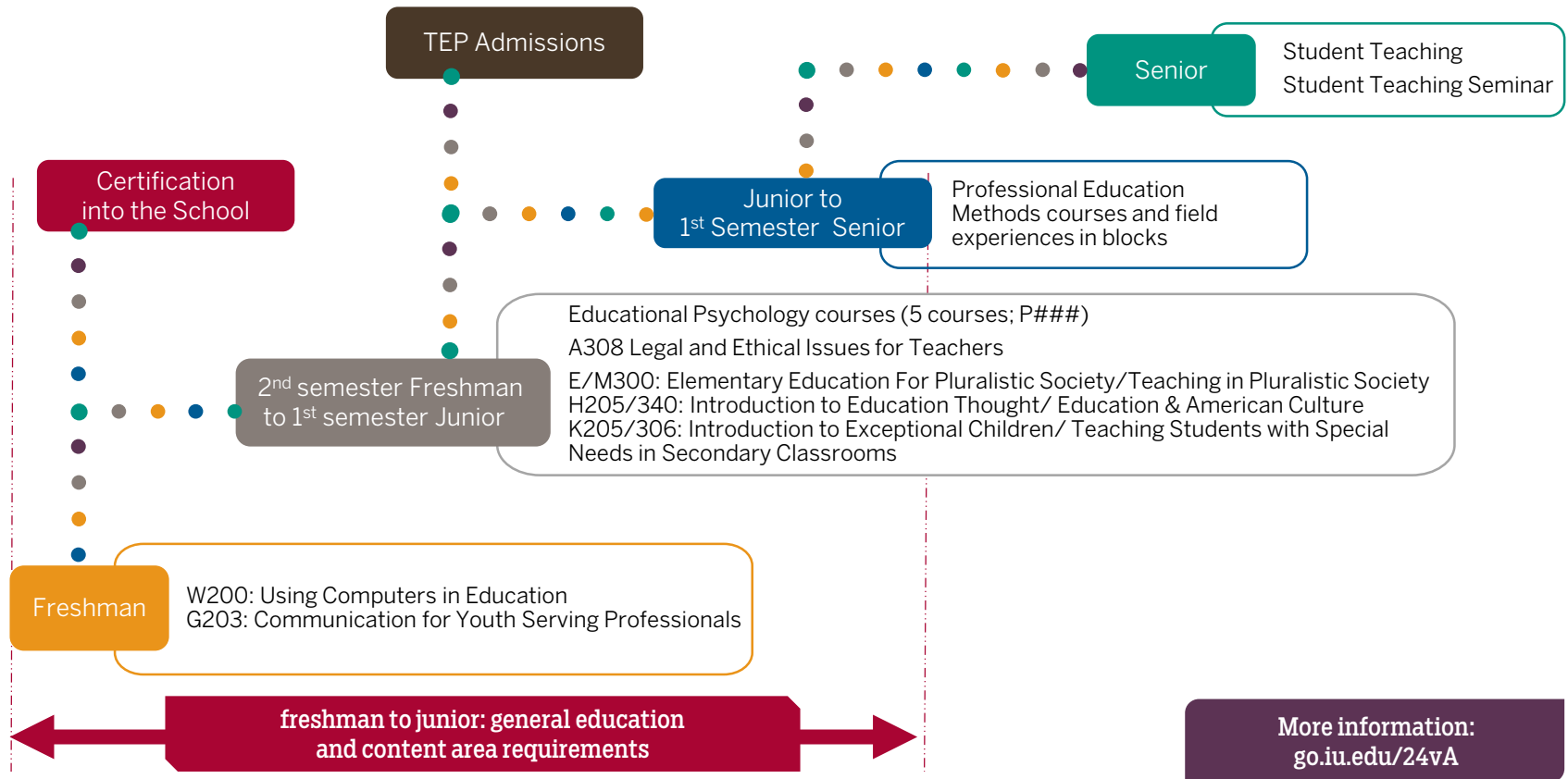
IU Teacher Education



INDIANA UNIVERSITY
SCHOOL OF EDUCATION

Overview of School of Education Undergraduate Programs: 4 Years Progress

Where my class fits?



START OF SEMESTER INFORMATION Fall 2019

Greetings! Provost Lauren Robel and I welcome you back to campus for the start of the fall semester 2019. As you prepare for classes and other activities, we would like to remind you about several important matters and provide a single source for vital information and important dates. Best wishes for a successful semester!

Eliza Pavalko, Vice Provost for Faculty & Academic Affairs
<https://vpfaa.indiana.edu>

STUDENT CONDUCT AND SUPPORT

Academic Misconduct. If you suspect that a student has cheated, plagiarized or otherwise committed academic misconduct, refer to the *Code of Student Rights, Responsibilities and Conduct*: <http://studentcode.iu.edu/>.

Bias-Based Incident Reporting. Bias-based incident reports can be made by students, faculty and staff. Any act of discrimination or harassment based on race, ethnicity, religious affiliation, gender, gender identity, sexual orientation or disability can be reported through any of the options: 1) email biasincident@indiana.edu or incident@indiana.edu; 2) call the Dean of Students Office at (812) 855-8188; or 3) use the IU mobile App (m.iu.edu). Reports can be made anonymously if desired.

- *Many students are unaware of options for reporting bias incidents, so please consider adding information on how to report incidents to your course syllabi.*

Dean on Call. The Dean of Students office provides support for students dealing with serious or emergency situations after 5 p.m. in which an immediate response is needed and which cannot wait until the next business day. Faculty or staff who are concerned about a student's welfare should feel free to call the Dean on Call at (812) 856-7774. This number is not to be given to students or families but is for internal campus use only. If someone is in immediate danger or experiencing an emergency, call 911.

Boost. Indiana University has developed an award-winning smartphone app to help students stay on top of their schoolwork in Canvas. The app is called "Boost," it is available free to all IU students, and it integrates with Canvas to provide reminders about deadlines and other helpful notifications. For more information, see <https://kb.iu.edu/d/atud>. For your syllabus: **Students in this class are invited to use Boost, a free smartphone app developed at IU that provides notifications and reminders about schoolwork in Canvas. It is designed to help students keep track of assignment deadlines, important announcements, and course events all in one easy-to-use app. For more information, see <https://kb.iu.edu/d/atud> or <https://boost.iu.edu>.**

Counseling and Psychological Services. CAPS has expanded their services. For information about the variety of services offered to students by CAPS visit: <http://healthcenter.indiana.edu/counseling/index.shtml>.

Disability Services for Students (DSS). The process to establish accommodations for a student with a disability is a responsibility shared by the student and the DSS Office. Only DSS approved accommodations should be utilized in the classroom. After the student has met with DSS, it is the student's responsibility to share their accommodations with the faculty member. For information about support services or accommodations available to students with disabilities and for the procedures to be followed by students and instructors, please visit: <https://studentaffairs.indiana.edu/disability-services-students/>.

Disruptive Students. Instructors are occasionally confronted by uncomfortable or even threatening behaviors from students. An instructor's first obligation is to insure the immediate safety of the classroom. When in doubt, call IU Police at 9-911 from any campus phone or call (812) 855-4111 from off-campus for immediate or emergency situations. You may also contact the Dean of Students Office at (812) 855-8188. For additional guidance in dealing with difficult student situations: <https://ufc.iu.edu/doc/policies/disruptive-students.pdf>.

Reporting Conduct and Student Wellness Concerns. All members of the IU community including faculty and staff may report student conduct and wellness concerns to the Division of Student Affairs using an online form located at <https://studentaffairs.indiana.edu/dean-students/student-concern/index.shtml> or <https://studentaffairs.indiana.edu/office-student-ethics/file-a-report.shtml>.

Students needing additional financial or other assistance. The Student Advocates Office can help students work through personal and academic problems as well as financial difficulties and concerns in order to help students progress towards earning a degree. The Office also provides support and assistance to students in working through grade appeals and withdrawals from all classes. In addition to advising student on appeal and financial issues such as financial aid or tuition, they also have emergency funds for IU students experiencing emergency financial crisis <https://studentaffairs.indiana.edu/student-advocates/>.

Sexual Misconduct and Title IX – Syllabi Language. Faculty are considered Responsible Employees for purposes of Title IX, which means they have an obligation to report incidents of possible sexual misconduct known to them, to the appropriate Title IX Officials for their campus.

To help students understand your obligation and to inform them of their rights and available resources on campus, we advise that all instructors include the following message within their syllabi. If you use Canvas, a similar message will be available to import into your course through Canvas Commons (search for the “Sexual Misconduct & Title IX Syllabi Language”).

Language for Syllabi:

As your instructor, one of my responsibilities is to create a positive learning environment for all students. Title IX and IU’s Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:

*The Sexual Assault Crisis Services (SACS) at (812) 855-8900 (counseling services)
Confidential Victim Advocates (CVA) at (812) 856-2469 (advocacy and advice services)
IU Health Center at (812) 855-4011 (health and medical services)*

It is also important that you know that Title IX and University policy require me to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU’s Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist.

I encourage you to visit <http://stopsexualviolence.iu.edu/index.html> to learn more.

IMPORTANT INFORMATION FOR YOUR CLASSES

Academic Calendar. Classes begin on Monday, August 26. Classes will not meet on Labor Day (Monday, September 2) or on Friday, October 18 (Fall Break). Thanksgiving Break runs for the entire holiday week, Nov 23-Dec 2. For the academic calendar: <http://enrollmentbulletin.indiana.edu/pages/offcal.php>.

Course Attendance: Ideas to consider as you decide how to deal with attendance in your classes. <https://citl.indiana.edu/teaching-resources/teaching-strategies/attendance-engage/>.

Digital Access and Student Equality: Digital devices are increasingly important to student success, but not all students can afford current devices, potentially creating inequity among your students. If your class requires or is facilitated by student access to digital devices, you may want to encourage students to contact you if they experience a technology-related problem that interferes with their work in the course so that you can make sure they are aware of resources to help them succeed.

Please remind students of the many technology-related resources provided by the university, which include:

- Free on-campus [wireless internet](#) (wifi) access through the “IU Secure” network.
- Free software for [download](#) and for [cloud-based use](#).
- Free unlimited, secure [online storage](#) through Box (a great way to back up files).
- Free 24/7 IU tech [support](#) (e.g., email, Canvas, wifi, printing, device setup, etc.).
- Free in-person tech support at the Learning Commons in the Wells Library and in IMU room M089.
- Students can borrow laptops and tablets from the Learning Commons in the Wells Library (click here for [hours](#)).
- [Discounts](#) on devices from leading technology companies, including Apple, Dell, and Microsoft.

Disclosure of Student Records (FERPA). The 1974 Family Educational Rights & Privacy Act (“FERPA”) protects the privacy of students’ educational records and generally prohibits the release or disclosure of student records by school officials to any third party without the student’s prior written consent. Prior to communicating with parents or any third party about a student’s educational records (including grades, papers, performance, etc.) faculty must have obtained the necessary prior written consent from the student. The Office of the Registrar has compiled FERPA resources for instructors at <http://registrar.indiana.edu/policies/student-privacy-ferpa.shtml>. Reporting student concerns to university officials who have a “need to know” is allowed under FERPA.

Disclosure of Textbook Information (DUE DATE, on or before November 1, 2019). In order for the University to comply with the 2010 Higher Education Opportunity Act, **it is imperative that every instructor on the Bloomington campus provide the IU Bookstore, either directly or through an administrator/assistant, with full information about all textbook and other course materials (retail price, ISBN number – or author/title/publisher if the ISBN is not available).** This information not only complies with federal law, but also saves our students money by providing them a single, easy to use, and comprehensive repository where information about textbook and course materials can be reliably retrieved.

Early Evaluations of Student Progress. The Bloomington Faculty Council requires all instructors of courses in which freshman or University Division sophomores are enrolled (as well as instructors of all General Education Common Ground courses) to submit letter grade evaluations for these students by Sunday after the sixth week of the semester: **Sunday, October 6, 2019.**

eTexts. eTexts can save your students money. For more information, see <http://etexts.iu.edu/>.

Exam Scanning. Bloomington Evaluation Services and Testing (BEST) provides an examination scanning service, using DigitalDesk, a program that provides faculty a large degree of flexibility in the analysis and management of their exams. Detailed DigitalDesk information and user guides are available in the Knowledge Base at (<https://kb.iu.edu/d/anzn>) or on the BEST website at <https://iubest.indiana.edu/resources/index.php>.

Final Examinations and Free Week. Final exams are given between Monday, December 16 and Friday, December 20, 2019. The week prior to the exam period (Monday, December 9 through Sunday, December 15) shall be free of major or final exams, except for practical tests at the end of lab periods. Paper projects may be due then only if assigned well in advance. Final exams are an important, indeed essential, part of the pedagogical process, and every course should contain a final exercise of some kind. Final exams must be given during the final examination period, at the time scheduled here: <http://enrollmentbulletin.indiana.edu/pages/finexpol.php?Term=1>.

Fire and Tornado Drills. Fire and tornado drills are a necessary precaution, even though they can be inconvenient for classroom instruction. If you teach a large class in a lecture hall, please inform the building manager in the building where your class is taught about the specific dates and times when you will be giving exams (no drills are held during finals week). Building managers will request that the date/time of the drill be changed to avoid testing periods for large classes. To identify a building manager, email psiadmin@iu.edu.

Instructional Responsibilities. Bloomington Faculty Council policy states that: *“Faculty members teaching courses have the responsibility to provide instruction as scheduled. Variations from the schedule may occur for a variety of reasons, including illness, professional activities and pedagogical considerations. When such variations occur, it is the responsibility of the faculty member both to provide equivalent academic activity for the students in the course and to notify the chairperson of the department offering the course of the change in schedule.”*

Students Missing Class. The Dean of Students Office will only provide absence letters for student hospitalization or family crises. This office (as well as the Office of Student Advocates) will no longer provide absence letters for students for other reasons. Absence policies for each course are determined by the instructor of record for that class and should be included in the course syllabus. For additional information about missed classes/exams for university-approved activities (including athletics <https://studentaffairs.indiana.edu/dean-students/attendance-concerns.shtml>).

Missed Class/Exam Policy for University-Approved Activities. For a statement by the Dean of Students: <https://studentaffairs.indiana.edu/doc/news/2017-missed-exam-policy.pdf>.

NEW! Medical Excuse Policy: As of August 1, 2019, the Indiana University Health Center (IUHC) will no longer provide excuses for students who miss classes, assignments, or tests secondary to short term illness, injury, or mental health problems. This revised policy is consistent with the policies of our peer institutions, and was strongly supported by the Bloomington Faculty Council.

The IUHC is willing to work with students who have ongoing or serious illness, injury or disability to provide care and documentation as necessary. The Disability Services for Students also specializes in assisting students with various disabilities to achieve their academic goals.

For more information on the new IUHC policy, see: <https://healthcenter.indiana.edu/about/excuse-policy.shtml>.

For considerations on attendance policies for your classes, see <https://citl.indiana.edu/teaching-resources/teaching-strategies/attendance-engage/>.

Online Course Questionnaire (OCQ). The OCQ will be administered in all courses. It consists of 11 campus-wide questions that students answer for each class. Responses to these questions are shared with instructors, department chairs, deans, vice provost for undergraduate education (VPUE), and the vice provost for faculty and academic affairs (VPFAA). Responses to the four campus core questions are expected to be reported by faculty for tenure and promotion. For more information on OCQ see <https://surveys.iub.edu/OCQ/>. BFC Policy on OCQ can be found at <http://vpfaa.indiana.edu/policies/bloomington/instructional-responsibilities/online-courses.shtml>.

Religious and Civic Observances. Instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. For our policy on religious observances, suggestions for its implementation, forms to be used by students requesting accommodations and a five-year calendar of religious holidays: <https://vpfaa.indiana.edu/faculty-resources/teaching-resources/index.html> (scroll down to Religious Observances).

FACULTY INFORMATION, RESOURCES AND DEADLINES

Award Nomination Deadlines. To find upcoming deadlines for nominations/applications for VPFAA awards (Outstanding Junior Faculty, Provost Professors, Distinguished Service, Patten Lecturers, Sustainability Awards, etc.) see <https://vpfaa.indiana.edu/faculty-resources/awards-lectures/awards/index.html>.

Conflict of Interest and Commitment. University policy (ACA-17) requires that all academic appointees must disclose, in writing, to their chair or dean, outside professional activities that may interfere with their teaching, research or service. This includes teaching for another university, including online teaching. It also requires that anyone responsible for the design, conduct, or reporting of research, regardless of funding, must complete the annual disclosure form, even if you have no outside interests to report: <https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html>. The form can be found at: <https://compliance.iu.edu/compliance-areas/conflicts-of-interest/disclosure.html>.

Digital Measures Activity Insight (DMAI). DMAI has replaced the Faculty Annual Reporting (FAR) system. Faculty can access their DMAI at any time during the year, but at a minimum, are required to enter information on their 2019 activities by **January 15, 2020**. All questions regarding to Digital Measures Activity Insight may be directed to dmhelp@iu.edu.

Emergencies: To report an emergency, call the IU Police Department at 9-911 from any campus phone or (812) 855-4111 from off campus. For information about campus emergency preparedness: <http://protect.iu.edu/emergency>.

Faculty Writing Groups. VPFAA sponsors roughly 20 three-hour Faculty Writing Groups throughout the semester. These writing groups meet weekly to help build accountability and community and are open to all faculty with full-time appointments. The application deadline for Spring 2020 is November 1, 2019. For more information on writing groups, contact Laura Plummer, Director, Scholarly Writing Program, lplummer@indiana.edu or (812) 855-5337, or visit: <https://vpfaa.indiana.edu/faculty-resources/professional-development/scholarly-writing-program.html>.

Family Leaves. IU's policy on paid family leave for academic appointees can be found at <https://policies.iu.edu/policies/aca-50-paid-family-leave-academic-appointees/index.html>. Feel free to contact vpfaa@indiana.edu with any questions.

National Center for Faculty Development and Diversity (NCFDD). NCFDD is an independent center designed to help faculty increase research productivity, maintain work-family balance, and create networks of support. As part of IU's institutional membership, graduate students, postdocs, and all faculty have access to NCFDD's weekly "Monday Motivator" email, monthly webinars, and an online forum to focus on strategies for developing productive research and writing habits. To access these resources, sign up as part of the IUB community at <https://www.facultydiversity.org/>.

Scholars' Commons. The IU Scholars' Commons in the Wells Library provides researchers a centralized location where faculty can consult with experts on copyright issues, human subject research, data management plans, and attend Scholars' Commons workshops. Visit <https://libraries.indiana.edu/scholars-commons> to learn more. Faculty may also apply for Information Literacy Grants (<https://libraries.indiana.edu/apply-instructional-grant>) to support the design or redesign of undergraduate courses to incorporate information literacy/fluency concepts.

RAVE Guardian Safety App: IU is launching RAVE Guardian, a free mobile app (from google play or the apple store) for students, faculty and staff. The app turns your smartphone into a personal safety device that can access many safety resources as well as reaching police. For more information, see the description at: <https://protect.iu.edu/emergency-planning/communication/guardian.html>.

Keep the Jordan River Clean – stormwater program. The Jordan River is a key feature to the Bloomington campus. Please do your part to help keep it clean and preserve habitat for the future. Follow this link to complete a stormwater survey: <http://apps.ehs.iu.edu/waste/survey.cfm>. For more information on "Keeping the Jordan River Clean", follow us on facebook at: <https://www.facebook.com/iu.stormwater>.

SoE Emergency Information

Trained Personnel in First Aid & CPR

Matt Boots	856-8032	2100
Leslie Chrapliwy	856-3503	2116
Marlene Gardner	856-8010	4125
Cyndi Herrera	856-8322	4042
Amber Hill	856-8068	4156
Caree Jent	856-8520	1000
Vicky Lewis	856-8455	2276
Lori Parker	856-8071	4152A
Aimee Polk	856-8033	4070
Sean Price	856-2314	2048
Christine Richards	856-8733	2120
Chanel Stickles	856-8284	3044
Joshua Wappes	856-8491	2002
Cyndi Wedemeyer	856-8371	4228A

Floor Wardens:

Basement: Amy King

Floor 1: Janet Fox, Joshua Wappes

Floor 2: Lori Parker, Sean Price

Floor 3: Chanel Stickles, Marlene Gardner

Floor 4: Cyndi Herrera, Kathy Murphy

First Aid Kits and Automated External Defibrillator (AED)

There are 4 AED units on floors 1-4 of the building. AEDs are located near the atrium or directly above it on the higher levels.

The First Aid Kits are located at:

- Teacher Education Front Desk Suite 1000
- SoE Library Front Desk Room 1163
- Duplicating Office/ETS Room 1238
- Center for Human Growth Room 0001
- Instructional Systems Technology (IST) Room 2276
- Center for Research Learning and Technology Room 2048
- Curriculum and Instruction (C&I) Room 3140
- Language Education Room 3044
- Educational Leadership & Policy Studies (ELPS) Room 4228
- Office of Graduate Studies Room 2128
- Dean's Suite Suite 4105
- Counseling and Ed Psychology (CEP) Room 4003

● **Sign Up for IU Notify in Emergency Notifications in [One.iu.edu](https://one.iu.edu)** ●

Tornado and Thunderstorm Warning

Follow these procedures if a tornado or severe thunderstorm warning has been issued.

Keep away from windows and stay on high alert during severe thunderstorms. If advised to seek shelter, occupants should go to restrooms, center stairwells, hallways, offices or classrooms, all of which should be inside rooms without windows and located on the lowest level of the building or other rooms in the buildings designated as Tornado Shelters. These are typically non-lab classrooms on the interior with no windows. It is always preferable to get to the lowest level possible.

Remember:



- One long whistle blast indicates that you should seek shelter immediately.
- Three short whistle blasts indicate that it is safe to return to your classroom or office.
- If you are outside when you hear the siren, take cover in a building close by.

Evacuation Routes & Meeting Places

Maps of evacuation routes are displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. In case of fire, meet on the bottom level of the Jordan Avenue parking garage. After roll call, evacuees shall proceed to the Auditorium on 7th Street.

Find the full Emergency Plan and Evacuation Floor Plans on <https://education.indiana.edu/about/emergency/index.html>



EMERGENCY PROCEDURES

TORNADO

SEEK SHELTER

- Move to an interior room on the lowest level
- Stay away from windows and exterior doors
- Listen to a weather radio for updates
- Stay away from hazardous materials



FIRE

EVACUATE

- Pull the fire alarm
- Call 911
- Leave the building, CLOSE DOORS behind you
- If unable to exit the building go to the nearest stairwell or place of refuge, don't use elevators
- Assemble in designated area



ACTIVE SHOOTER

RUN - HIDE - FIGHT

- Call 911
- Leave the building
- If evacuation is not possible, **hide** in a concealed place
- Lock and barricade door, turn off the lights.
- Wait for law enforcement
- As a LAST resort, overpower the shooter



MEDICAL EMERGENCY

STAY CLEAR

- Call 911
- Provide the location, nature of injury or illness, current condition of the victim and other requested information
- Do not move the victim unless in immediate danger
- If trained—adminster first aid, CPR/AED



IU BLOOMINGTON

EMERGENCY: Police/Fire/EMS

911

NON-EMERGENCY:

- IUPD-Bloomington.....812-855-4111
- Facility Operations..812-855-8728
- EH&S.....812-855-2004
- IUEMC.....812-855-2004
- INLOCC812-855-9758

INFORMATION: protect.IU.edu

UTILITY FAILURE

IDENTIFY LOCATION

- Call Facility Operations or IUPD to report issues
- Be prepared to provide failure type and location
- University officials may evacuate a building due to utility failures



SUSPICIOUS ACTIVITY

SEE SOMETHING, SAY SOMETHING

- Object is out of the ordinary
- Person is behaving strangely
- Gut feeling that something is wrong
- If you see something suspicious, do something
- CALL 911



HAZARDOUS MATERIALS

STAY BACK

- If life-threatening, pull the fire alarm, evacuate and call 911
- If non-life-threatening, call 911 and provide information on type of incident and location.
- If you come into contact with a hazardous material, decontaminate and CALL 911



BOMB THREAT

REMAIN CALM

- Get as much information as possible from the caller—location of device, what it looks like, what will cause it to explode.
- Note background sounds, gender of caller, and any notable characteristics of the caller's voice.
- CALL 911



During an emergency, always CALL 911 first!

Instructor Resources

Go to this page for answers to questions like these:

- What are **official semester** dates and holidays?
- What **accommodations** should I make for religious observances?
- What are **final exam** and grading policies?
- What resources for students should I list in the **syllabus**?
- What are **university policies** for faculty and students?
- What are expectations for **professional conduct**?
- What are students' **rights and responsibilities**?
- What information on students can I share with others (**FERPA**)?
- What is the policy on **consensual relationships**?
- What are resources for **victims of sexual assault and harassment**?
- How do I recognize **plagiarism**?
- How do I file an alert on a student who's having **problems in the classroom**?

go.iu.edu/24vF



What to include in my syllabus?

A typical syllabus gives information about:

- The instructor (name, office, office hours, telephone, email)
- The objectives of the course
- Instructional resources (books, films, speakers, etc.)
- Course topics, assignments, and tests
- Evaluation policies (policy on make-up examinations, the exact weighting of tests, papers, class participation and so on, for the calculation of the course grade).

Instructors may also wish to add a statement of their personal policy concerning academic misconduct. For campus policies, see the Code of Student Ethics.

Your syllabus should include the following links to resources for students:

- Teaching Technology Lab (TTL)
- Office of Disability Services for Students (DSS)
- Counseling and Psychological Services (CAPS)
- Writing Tutorial Services (WTS)
- Sexual Misconduct and Title IX (See SoS Provost Memo 2019)

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INDIANA UNIVERSITY
SCHOOL OF EDUCATION

Meet the Head of the Education Library! She's here to help you...

- Dream up ideas, ideas, ideas
- Provide educational materials and resources for your class(es)
- Co-Design inquiry-based, and hands-on activities
- Teach inquiry-based sessions at any stage in the research process
- Consult with you/your students on finding the best scholarly sources
- Co-assess inquiry/research projects
- Support your professional writing
- Share space
- Group study
- Private conference room



Julie Marie Frye, PhD

Education 1160

(812) 856-8594

jmfrye@indiana.edu



[@iulibeduc](https://twitter.com/iulibeduc)



SCHOOL OF EDUCATION

INSTRUCTIONAL CONSULTING

Dr. Rod Myers

Raj Sankaranarayanan

Room: 2250 or 2224

Hours: 9-5, M-F

Phone: (812) 855-3146

Email: ic@indiana.edu

Canvas Clinics

Wednesday - Aug 21 @ 10–12 p.m.

Thursday - Aug 22 @ 2–4 p.m.

Friday - Aug 23 @ 2–4 p.m.

Stop by ED 2025