

2008

Procedures Manual

For Part-time and Adjunct Faculty



Where leaders are made

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Welcome from Dr. Scott Chadwick



Office of the Vice President for Academic Affairs

Bagen Hall 205 | phone 716-888-2120 | fax 716-888-2125

Welcome from Dr. Scott Chadwick

August 2008

Dear Faculty Member:

Welcome to Canisius College. We are grateful that you have chosen to support the mission of Canisius College to “educate the whole person through development of intellectual, moral, spiritual, and social qualities.” Collectively, we have a unique opportunity to share with our students our talents and skills in an environment that is intellectually stimulating and academically challenging.

Our institution relies on individuals like you to assist our academic departments in fulfilling our mission. We know you bring a rich and valuable set of experiences and backgrounds to the teaching and learning process, allowing us to offer our students what are often unique and wonderful educational experiences.

It is our goal to help you make your teaching experience the best that it can be. We have resources on campus to assist you with issues ranging from pedagogical strategies to classroom management to technology support. This “Procedures Manual” is designed for you to use as a guide to those resources. If questions arise that are not answered by the manual, our Center for Teaching Excellence is available for your use and consultation. The CTE is located in the lower level of Churchill Tower, 004. You can find their site on the web at www.canisius.edu/cte, and Dr. Pat Coward, the Director of the CTE can be reached at 888-2839.

Again, we are happy you have joined the Canisius community, and we welcome you warmly.

Sincerely,



Scott A. Chadwick, Ph.D.

Vice President for Academic Affairs

Campus Map

A campus map and campus directions are available on the last page of this manual. Additionally, there is a system of tunnels and bridges which connect many of the buildings on the main campus (Churchill Academic Tower, Old Main, Horan-O'Donnell Science Building, Student Center, Palisano Pavilion and Bosch, Frisch, and Eastwood Residence Halls), as well as overpasses connecting Old Main to the Wehle Technology Center and Churchill Academic Tower. This is very convenient in inclement weather, in the evenings and on weekends.

Parking

The Controller's Office (Health Science 225, ext. 2843) issues parking hangtags during the first few days of the semester. The fee is payable at the time of registration. You may pay by cash, check or by having the fee deducted from your paycheck. Hangtags are mailed to the same address as on your contract. Improperly parked or untagged vehicles are subject to City of Buffalo parking tickets. Locations approved for adjunct faculty parking are listed in the parking regulations brochure you will receive when you register for your hangtag.

If you are planning to have visitors on campus, it is your responsibility to contact Public Safety (basement of Bosch Hall, ext. 2330) before they arrive to make arrangements for a visitor's permit.

Public Safety

The Public Safety office provides campus emergency and security services; Canisius officers are sworn New York State Peace Officers. The emergency number on campus is 711. The office is open 24 hours a day and is located in the lower level of Bosch Hall (see map on last page), ext. 2330. Public Safety also provides a shuttle service to assist you in getting to your car in the evenings or for those wishing an escort in moving about the campus at night. Call ext. 3111 for service or use any blue light phone. You may have to wait a few minutes, but a Public Safety officer will accompany you to your desired destination even if your vehicle is parked off campus. Public Safety is the place to report any lost articles or to deliver anything of value that you may have found.

Safety Tips

- Park your vehicle in well-lighted areas. Look carefully inside your car before entering.
- While driving, keep doors locked and windows closed when possible.
- Always be sure your vehicle doors are locked and windows closed when parking vehicle.
- Do not leave valuables exposed to view in your parked vehicle.
- Accelerate and leave the area immediately if someone tries to enter your car while you are in it.
- Lock your doors and sound the horn repeatedly if stopped by another unknown vehicle.
- On campus, when working or studying alone after normal hours, keep office door closed and locked and keep emergency telephone numbers handy.

Coping with Classroom Health Emergencies

Every classroom should be equipped with a telephone, and all public hallways have telephones.

If there is a medical emergency, you should call one of these numbers:

**EMERGENCY NUMBER ON CAMPUS 711
 BUSINESS NUMBER ON CAMPUS 2330
 CALLING FROM AN OUTSIDE LINE 888-2330
 OR – USE ANY BLUELIGHT PHONE ON CAMPUS**

What should you say to the dispatcher?

Communication between the emergency scene and the Public Safety dispatcher is of the utmost importance. Remain **CALM**. The dispatchers are the life line and are trained to ask specific questions. They will dispatch the officers to the scene while they are taking your call.

1. **Caller should identify him or herself by name and title.**
2. **Caller should immediately state the exact location of the emergency.**
3. **Caller should state the nature of the emergency.**
4. **Caller should state the seriousness of the emergency.**
5. **Caller should give the approximate age and sex of the victim.**
6. **Caller should give additional information:**
 - Conscious and breathing?**
 - Alert and able to speak?**
 - Any known medical history?**
7. **Caller should remain on the phone with the dispatcher until all information is confirmed.**

University Crime Watch Training

The Department of Public Safety offers a forty-five minute training to faculty and staff on "The First Three Minutes of a Critical Incident." Any faculty member wishing to participate in this important training should contact the Director of Public Safety directly at extension 3197.

Human Resources Information

Adjunct Appointments

You will receive a contract for each semester you teach at the college issued by the appropriate dean and mailed to your home address before the start of the semester. Please return your signed contract to your Dean's office. Your contract will specify the course(s) and time(s) you are scheduled to teach, your compensation and the terms and conditions of your assignment. Your compensation will be determined by criteria such as teaching experience, degrees earned, employment experience, and special achievements.

All adjunct faculty assignments are issued on a semester-by-semester basis and carry no implied or expressed obligation by the college for continuation or reappointment. The college reserves the right to cancel any course or any adjunct assignment due to insufficient enrollment or departmental staffing needs.

Pay Periods

Adjunct faculty are paid twice each semester, in October and December of the fall semester and March and May of the spring semester. Summer pay dates are usually the fifteenth of the month. For questions, contact Natalie Klyczek, payroll supervisor, ext. 2841.

Direct Deposit

For your convenience, your paycheck can be deposited directly into your bank account. Direct deposit forms are available in the Human Resources Office (Bagen 108, ext. 2240). Pay stubs can be reviewed in your Banner self-service account via <http://www.canisius.edu/facultystaff/>.

Faculty ID Cards

You need a faculty photo ID card to use the college library and Koessler Athletic Center or to purchase tickets to college sporting and other events, etc. Your card can be used to enter Old Main for access to the faculty lounge. Cards are issued by the Department of Public Safety (basement, Bosch Hall, ext. 2330).

Additional Adjunct Faculty Benefits

Tuition Waivers: Adjunct faculty are entitled to a tuition waiver for one course per semester of employment. The courses must be completed within the same academic year in which you teach.

Koessler Athletic Center: The Koessler Athletic Center facilities are open to faculty with a valid ID card. The facilities house a swimming pool, basketball courts, and weight/workout room. Rules governing the use of the center are posted in several areas around the building. The K.A.C program runs through the academic year (September through mid-May). The center's facilities and hours are modified during the summer months, and are closed during college holidays, Christmas and spring breaks. Activity areas may be used any time there are no instructional classes or special events scheduled. Please contact the Koessler Office for information regarding hours and available facilities (ext. 2950).

Classroom Procedures and Processes

Academic Calendar

The first day of classes is Monday, August 25. A full calendar for the academic year listing events, holidays and vacations is distributed by the Office of Student Records and Registrations (Bagen 106). Please check with your department secretary for the location of your mailbox. Occasionally, there are corrections to this listing that will be

shared with you via email and through the Office of Student Records www.canisius.edu/registrar/. An updated calendar is also available on-line at: www.canisius.edu/academics/academic_calendar.asp.

Fall 2007 Semester

August

27 Monday Classes begin.

September

2 Saturday Graduate Education classes in session
3 Monday Labor Day holiday – No classes
5 Wednesday Drop/Add period ends

October

6 Saturday Graduate Education classes in session
8 Monday Fall Holiday – No classes.
9 Tuesday Fall Holiday – No classes

November

16 Friday Last day to withdraw from a course.
21 Wednesday Thanksgiving Recess begins – No classes.
26 Monday Classes resume

December

7 Friday Undergraduate classes end.
8 Saturday Graduate classes end
10 Monday Final exams begin
14 Friday Undergraduate Final Exams end
15 Saturday Graduate Final exams end
20 Thursday Final grades available online

Spring 2008 Semester

January

14 Monday Classes begin
21 Monday Martin Luther King Day – No classes
23 Wednesday Last day to drop/add classes
Last day to apply for pass/fail option

February

16 Saturday Graduate Education classes in session
18 Monday President's Day Holiday – No classes
19 Tuesday President's Holiday – No classes

March

20 Thursday Easter Recess begins – No classes
31 Saturday Classes resume.

May

2 Friday Undergraduate classes end
3 Saturday Graduate classes end
5 Monday Final exams begin in all divisions
9 Friday Undergraduate final exams end
10 Saturday Graduate final exams end
14 Wednesday Graduate Commencement Ceremony
16 Friday Baccalaureate Mass
17 Saturday Undergraduate Commencement Ceremony

Class Syllabus and Calendar

A course syllabus is necessary for each class you will teach at the College, and a copy should be distributed to each student by the first or second class meeting. You may also consider placing the syllabus in the course management system for students to access electronically (see Faculty Center for Technology Support, p. 20, section for further information). Your syllabus serves as a contract between you as a representative of the College and the student. It is kept on file as the official

record of what the class requirements were and the material that was covered. Two copies of the syllabus for each course you are teaching must be submitted to your department chairperson; the department keeps one copy and one copy is forwarded to the appropriate dean. The Center for Teaching Excellence www.canisius.edu/cte/ will also provide assistance in syllabus preparation. Your department might have guidelines it requests that you include in your syllabus; consult with your chairperson to see if such guidelines exist.

The College allows great flexibility in setting up your syllabus, but some topics should always be included. Please include the following information:

Your Name, the Course Number and Department: This information helps to guarantee the student knows how to spell your name and how to locate you. Also share with students your Canisius e-mail address (see Faculty Technology Support Center, p. 20). It is also useful to indicate to students when it is appropriate to call (or not call) and how soon you will return e-mail messages.

Office Hours: The College encourages mentoring of students and open communication between faculty and students. Part-time faculty should consider keeping one to two office hours for each course they teach, and if possible, staggering the times to allow as much flexibility for students as possible. Let students know when and where you will be and how you can be contacted. Encourage students to use voicemail and email for communication. In addition, use of the course management system (Blackboard or ANGEL—see p. 20) can facilitate and enhance individualized contact with students by creating “virtual office hours.”

Students with Disabilities: The Office of Disability Support Services (DSS) will notify you that a student with a documented disability is registered for your class. Notification is generally placed in faculty mailboxes or delivered through campus mail and will provide what academic accommodations are available for that particular student. All students with disabilities are not registered with DSS. It is up to the student to disclose a disability and provide current and professional documentation to DSS. If you have a student about whom you are concerned or has disclosed a disability, please feel free to contact the DSS Office at 888-3748, and they are available to help assist with the matter.

In addition, it is strongly recommended that your syllabus have a statement that reflects that services are available for individuals with both cognitive and physical disabilities.

Wording may be as follows: *The Office of Disability Support Services serves as the college's advocate for students with disabilities and it responsible for arranging necessary support. Any student who needs academic accommodations should contact the office at (716) 888-3748. If you have a disability for which accommodations are necessary, please also inform the instructor. For more information about the DSS Office or academic accommodations, please visit www.canisius.edu/dss or call 888-3748.*

Special Circumstances: It is often wise to invite students to share with you in confidence any special situation that might complicate their progress in the course (critical family issues, sports participation, job responsibilities, travel, etc.). Effective communication will allow you and your students to maintain your standards even in the face of complications.

Materials Needed: List the textbooks you will be using, whether they are required or optional and any other materials they will need (see Bookstore information on page 14).

Learning Goals: A good course plan includes learning outcomes, which are “the knowledge, skills, attitudes, and habits of mind that students take with them from a learning experience” (Suskie, 2004). Some departments will have broad course goals for multiple section courses, and you may then define a specific set of learning goals you hope to achieve. Aim for goals that are neither too broad nor too specific. When possible, use concrete action words that describe what students should be able to do in explicit, observable terms. Once the learning goals are established, creating assignments, activities, and assessments becomes a straightforward process of connecting activities to goals. Contact the Center for Teaching Excellence for more information on this topic.

Assignments: Let students know the topics you will be covering and what is expected of them in terms of readings, written assignments, projects, etc. Tell them what your policy is regarding late assignments and indicate any penalties incurred due to missing or incomplete work. Please be reasonably specific.

Course Assessment—Exams, Tests, and Quizzes: Explain when and how you will be testing students. Try to schedule several small assessments (such as quizzes, short reflection papers, or other low risk activities) early in the term. For freshman courses, this is especially important since you will be asked to complete student progress reports by the sixth week of the semester.

Assignment Calendar: It is helpful to include a calendar noting due dates for certain assignments, when major exams or projects will be given or due, which topics are to be discussed, etc.

Computation of Final Grade & Grading Scale: Share with students the weighting system you will use to compile their final grade. Include what final average constitutes a grade of A, A-, etc. Consult with the department chair for any departmental guidelines there may be.

Class Attendance: You are free to set up whatever policy you wish with respect to attendance, but you must share this information with the students at the beginning of the semester. A possible guideline, as noted in the College catalog, suggests that a student be permitted four absences in a class that meets twice a week and six absences in a class that meets three times a week. Consider carefully what the consequences will be should a student miss an

excess number of classes, and under what circumstances you would be willing to consider exigent circumstances.

Academic Dishonesty: Inform students of the consequences which may result from plagiarism and cheating in your class. These policies should be defined by your own professional judgment and the guidelines provided in the College catalog (see discussion under Standards for Academic Behavior).

Room Assignments and Class Lists

A copy of your official class roster(s), including names of students officially registered in the course(s) and room assignments for each of your classes will be found in your department mailbox or in the Faculty Lounge (Old Main - 109) mailboxes within a day or two preceding the beginning of the semester. Please be certain to use the class roster to verify attendance for the first few class meetings, at least. In addition, student names are automatically entered into the course management system ANGEL for your course (see p. 20).

It is critical to take attendance on a regular basis. You may be called upon by certain offices of the College to verify a student's attendance record in your class. For example, the Financial Aid Office may need to know when a student stopped attending your class in order to comply with federal guidelines. At the end of the semester a student must be listed on the roster from the Office of Records and Registration to receive a grade.

Please do not change rooms on your own; contact the Office of Student Records and Registration (ext. 2990) if you find it necessary to request a change. Please be aware that while every effort will be made to meet your needs, classroom space is limited, and it is not always possible to adjust room assignments at hours of peak use. If you are unable to find a classroom equipped with the necessary technology, contact the Center for Teaching Excellence to borrow lap top computers, LCD projectors and other technology.

Office Hours and Office Space

All faculty members are required to be available to students outside the time of the class meeting(s) for individual help and advisement. While each situation is different, it is recommended that the adjunct faculty member take seriously the obligation to provide whatever time is possible for this important responsibility. Some departments are able to provide adjunct faculty with office space for office hours; check with your chairperson to see if this is the situation in your area. The Faculty Lounge (Old Main - 109) has traditionally been used by some adjunct faculty for office hours and tutoring. While this is a reasonable option, it is not one which the students find particularly comfortable, especially during the busy daytime hours when many faculty members are using the room for discussion and relaxation purposes. An alternative space is the adjunct office space in Old Main—411. The room is secured with a coded lock, and you may call Veronica Serwacki at ext. 2150 to access the code. Some faculty find an empty classroom or a library study room as a meeting room for office hours. Whatever you decide upon

for your office hours, be sure to let your students and your department know where you can be located and at what times.

Class Cancellation by Instructor

At times an instructor may find it necessary to cancel a class due to an emergency or illness. You are asked to contact the Office of Student Records and Registration at a special faculty telephone number (888-3129) so that an announcement may be made on the Canisius Cancellation Line. You will be asked for certain information to verify the authenticity of the cancellation. The Office of Student Records and Registration will then list the information on line and on the Class Cancellation Information Line (888-3130), a special telephone number that students may call to verify whether a class has been canceled.

The list of daily class cancellations can also viewed on the web at www.canisius.edu/facultystaff.

It is helpful to make this call as early in the day as possible so that as much notice as possible may be given to students. If possible, you may also email students through the ANGEL course management system. Even if you use this method, you must still contact the Cancellation Information Line. Some departments may have additional procedures regarding class cancellation that you may be asked to follow. Check with your chairperson to determine if such procedures exist.

Class Cancellation by College/Snow Days

Occasionally, due to inclement weather or other emergencies, the College may need to cancel classes. The announcement will be made on various radio and television stations, including WBEN (AM 930), WEBR (AM 970), and WGR (AM 550), WKBW Channel 7, among others. This information may also be obtained over the Canisius College Closing and Weather Line (888-3131) as well as on the college web page www.canisius.edu/facultystaff.

Occasionally, day classes may be canceled, yet because of changing weather conditions, evening classes may be held as scheduled (or vice versa). The radio broadcasts will make a specific distinction between day and evening classes; the postponement of one does not necessarily guarantee the postponement of the other.

Drop/Add Forms and Withdrawal Forms

The first week of classes is drop/add week and students have the flexibility to change schedules by dropping and/or adding an open class, without your signature, on-line.

Students who add your class during drop/add week should show you a printed copy of their schedules with the current date to verify that they have registered for the course. You will receive updated class rosters the end of the second week of the semester verifying your final enrollment.

ANGEL users note: students are automatically added to the class roster when they add the course, but they cannot be removed after they have dropped the course by anyone other than the instructor.

If a course is closed, students must speak with you first. Students should have a registration permit with them. Sign the slip only if you are willing to take in another student. The student returns the form to the Office of Student Records and Registration. They will then register the students for your courses.

After drop/add week, however, a student wishing to leave your class must file a withdrawal form that you as the instructor must sign. A student may withdraw anytime from the second week until the twelfth week of the semester. After week twelve, the student must have permission of his/her Associate Dean in order to withdraw. Once the student completes the withdrawal process, you will receive final notification from the Office of Student Records and Registration. Please do not consider a student to have withdrawn until you receive official notice from the Office of Student Records and Registration.

Student Records

The College Catalog has a lengthy and detailed policy statement regarding student rights as required by The Family Educational Rights and Privacy Act of 1974, as amended (FERPA). If you have any questions about these rights, please refer to the Catalog or www.canisius.edu/registrar or contact the Office of Student Records and Registration.

Take care to keep students' progress, attendance, and grades confidential from other members of the class; do not post test grades or final grades in a public space (personal web page, office or classroom door, etc.). Graded papers should be returned directly to the student. DO not leave graded papers in a pile or pass graded papers around for students to retrieve their papers, and discuss such issues with students in private.

Field Trips

We all have felt the tangible good of extra-classroom experiences that bear on our learning. Please keep the following rules in mind when you take your class on a field trip:

- field trips should have the approval of the department chairperson;
- they should have educational value as their primary goal;
- they should involve experiences that are not available on our own campus;
- they should not conflict with other course instruction;
- they should be directly related to the content of your course.

Progress Reports and Deficiencies

After approximately the sixth week of the semester you will be asked to complete a progress report for each freshman, transfer student, student athlete, international student or student in academic difficulty in your classes. Progress reports help the students' advisor to assess how well the student is progressing and whether

tutoring or other intervention is needed. In order to do a thorough job in completing the reports, it may be very helpful to have students complete several types of assessment early in the semester (quizzes, tests, writing assignments, projects) so that your judgment of the student may be based on several specific assessment instruments.

At about week nine of the semester you will be asked to file a deficiency report for those students who are having significant academic difficulty or who are in danger of failing your course. The Office of Student Records and Registration will send deficiency notices to these students, alerting them to their situation and recommending that they contact you. A deficiency notice does not remain a part of a student's academic record; its purpose is to compel a student to evaluate his/her commitment to the course. It also serves as a reminder that if he/she feels the need to withdraw from the course, the deadline is approaching.

Course Evaluations (Adjunct faculty):

Adjunct faculty are required to conduct formal course evaluations in each of their classes. Please consult with your department chair for further information.

Final Exam Schedule

Normally, a final exam should be given in each course during the final examination period. To omit the final examination requires the prior approval of the department chair. The schedule of the final exams is posted approximately three weeks before the end of the semester. You will receive a copy of the schedule in your mailbox, and it is available on-line through the web page of the Office of Student Records and Registration. Please be aware that the College requires instructors to file two copies of their final exam(s) with their department.

Grade Submission

At the end of each semester you will be required to submit a grade for each student through the BANNER system. You can access BANNER through the college main web page. Your email user name and password will give you access. Detailed instructions will be sent out by the Office of Student Records near the conclusion of the semester.

Incomplete Grades:

Special situations sometimes arise in the awarding of grades, and guidelines for these situations are listed on an information sheet distributed by the Office of Student Records & Registration. In particular, if a student has not completed the course work, you as an instructor cannot solely on your own initiative assign the grade of "I" for "incomplete." You must appeal to the appropriate dean who alone will determine if the student may receive a grade of "I," with additional time allocated for the completion of the course work. Documented medical and family problems often provide the basis for awarding an incomplete.

Grade Changes:

If it is necessary to change a student's grade, because of miscalculation or because the student has completed outstanding work, file a "change of grade" form with the appropriate associate dean.

Academic Policies

The following statements are summaries of important College policies that may directly affect you in your career here. Full information concerning each of these policies may be found in the College catalog and on line at www.canisius.edu/catalog/academic.asp.

Harassment:

Harassment of any type is contrary to the philosophy of the College and will not be tolerated. The College's brochure regarding sexual harassment provides a detailed discussion of this sensitive issue. Brochures can be obtained in Student Affairs, the Library Reserve Desk, the Office of Campus Ministry, and the Personnel Office.

Smoking:

The College provides a smoke-free atmosphere for its employees and students. Ashtrays are provided outside the doors of buildings for those wishing to smoke outside. You are asked to be courteous and conscious of those around you and to use the receptacles if you smoke.

Standards of Ethical Conduct:

Canisius College requires all of its executive officers, administrators, faculty, staff, student employees and others who act on behalf of the College to maintain the highest standards of ethical conduct in their dealings with persons both inside and outside the College. Please contact Human Resources for a copy of the Canisius College Standards of Ethical Conduct approved by the Board of Trustees in May, 2004.

Student Complaints:

If you need assistance in dealing with a student who has a complaint concerning a grade, an assignment or another topic, contact your chairperson. S/he can help you to identify solutions and can direct you through the proper chain of command for dealing with the situation.

Access to Student Records:

You may encounter situations in which you feel the need to review a student's record. Student records are open to members of the faculty who have a

legitimate need to know their contents, except where review is prohibited by special policies such as those governing medical records. Please refer to the College catalog for a full description of the College policy regarding review of student records.

Faculty Services

Administrative Support for Faculty

The Secretarial Center, located in Churchill Tower, room 315, is available to provide administrative support and word processing services to all faculty, offering clerical support in revising pre-existing course documents and creating new ones (syllabi, handouts, and exams); book manuscripts, professional articles, and book reviews, all of which comprise the major workload.

Assignments are made directly from faculty, via e-mail from them, and/or by way of the telephone and phone mail, as well as through inter-office mail. The Center has a mail tray on the counter in the mail room, to the right of the entrance. The Center is able to work in Microsoft Word XP, Excel, and PowerPoint formats

Telephone: 888 2235
E-mail: biglers@canisius.edu
Mail box: Faculty Lounge #194.

Fall and Spring Semester hours: Monday – Thursday 9:00 am – 2:00 pm
Summer Schedule: Tuesday through Thursday 9:00 am – 2:00 pm

Bookstore and Textbook Orders

Researching and Selecting Your Text: *Books In Print* is available both in hard copy and on line through the library for your convenience as you select texts for your course. *Books In Print* on-line offers a variety of search options if you need to do extensive investigation of possible texts. It also offers information on book length, prices, availability, etc. In some instances, reviews of the text are also available. Please contact the Reference Desk (ext. 2910) for the password.

Book Orders: The College Bookstore, located in the basement of the Student Center, will place your order for both the required and supplementary texts used in your courses. Please place your order as promptly as possible. The bookstore web site offers “e-doption” which allows you to place your order on line (www.canisius.edu/about/bookstore.asp). In some instances, the bookstore will accept phone orders. Since adjuncts are sometimes hired relatively close to the start (or even at the start) of a semester, the bookstore is generally cooperative in speeding up the ordering process by taking telephone orders. You may also want to take advantage of the availability of used copies of texts to help reduce costs to your students. The bookstore staff can help you determine whether used copies are available. While the bookstore makes every effort to ensure accuracy and quality, it is wise to double-check your order. You may want to call to confirm that

the order has arrived or stop by the bookstore to check in person. Confirming your order often saves time and confusion. If you have questions concerning the availability of a particular text or have a problem concerning textbooks, please call ext. 2335. You will also find a complete list of Bookstore hours and policies posted in the Bookstore and on the web site at www.canisius.edu/about/bookstore.asp.

The Bookstore also:

- extends a 10% discount to all faculty on non-textbook merchandise;
- will special order books you would like for personal use;
- provides "Buy Back" services of used desk copies;
- offers academically discounted software programs;
- helps you to arrange for desk copies;
- provides title search information with the computer or *Books in Print*.

Center for Teaching Excellence

Located in the basement of Churchill Tower (004), the Center for Teaching Excellence (CTE) provides all faculty an array of services designed to enhance their teaching and student learning. For faculty who have been assigned level 2 and 1 classrooms, the CTE has lap top computers and portable LCD projectors to check out; in addition, the CTE has a stock of desk top computers, one of which has high-end soft ware capabilities (Photoshop, SPSS, etc.) available to all faculty. This multi-media lab is connected to the Faculty Technology Support Center (FacTS) 003 Churchill Tower.

The CTE also provides many programs over the course of the semester, including:

- mentoring program for new full-time faculty,
- faculty learning communities,
- Scholarship of Teaching and Learning awards
- workshops, guest speakers, teaching demonstrations,
- a lending library of books, journals, video tapes and other teaching resources of interest to college teachers,
- confidential classroom observations and consultations at faculty members' request.

All programs are advertised through campus email and via faculty mailboxes. If you are not getting their notices, check the website www.canisius.edu/cte or call the office at ext 3720.

Adjunct Faculty Travel Grant

The College recognizes that an actively engaged academic community translates into positive classroom experiences for faculty and students alike. And the College wishes to encourage our adjunct faculty members to continue to pursue their intellectual interests to that end. Therefore, any adjunct faculty member who has contributed at least two (2) semesters of service to the College over a three-year period will be eligible to apply for up to \$300.00 reimbursement for travel to and registration in an academic conference in his or her discipline, or in the general topic of pedagogy and college teaching. Individual adjunct faculty may apply for such funding once every two years.

Applicants are encouraged to first seek funding through the academic department with which they are affiliated, as well as through the appropriate Dean's office before seeking funding from the Adjunct Travel Grant. Funding from either source will not impact the decision to fund an applicant; rather, it will be used to supplement funding from these other sources up to the total cost of travel to the conference. In addition, the fund will not be available for those adjunct faculty members seeking to engage in individual scholarship (e.g. visits to libraries or other research-related sites).

The Travel Grant budget is limited; therefore, adjunct faculty members are encouraged to make their applications as soon as they are aware of the conference they wish to attend. Once the budget has been expended, grants will no longer be available; grants will be made on a "first come, first served" basis.

Applicants must submit the Adjunct Travel Grant application form to the Director of the Center for Teaching Excellence; the form is available on line in pdf format from the CTE website (www.canisius.edu/cte). Examples of both forms follow this page.

Please contact the CTE at ext. 3720 for further information or questions.

ADUNCT FACULTY TRAVEL GRANT: REQUEST FOR FUNDING

Name of Faculty member: _____ Department:_____

Semesters of service in the past three years:

Purpose of travel (Name of conference and participant's role):

Destination:

Mode of travel:

Total estimated cost of the conference (include travel):

Amount requested: \$_____

(up to \$300.00 from the Office of Academic Affairs, administered through the Center for Teaching Excellence)

→Applicant is encouraged to consult with department chair to secure funding before making application to the Adjunct Travel Fund.

Approval of Chair can provide funding up to \$_____.
 unable to provide funding

Signature_____

Approval of Dean can provide funding up to \$_____.
 unable to provide funding

Signature_____

Please attach documentation to the application. Examples of acceptable documentation include announcements or invitations to conferences, etc.

Upon your return, please submit relevant original receipts for reimbursement. Typically, reimbursement is sent within a week of the business office receiving the request.

Funding from the Center for Teaching Excellence is limited to \$300 to an individual within a two-year period. Additional funds may be secured from the Dean or department to augment the grant from Academic Affairs/CTE. Funds will be available on a first come, first served basis until the budget is expended. Faculty may apply for funding only in the budget year when the travel has occurred (budget year will run from June 1, 2008 to May 31, 2009).

Faculty Technology Services Center:

The ITS FacTS (Faculty Technology Services) Center was established to make help with technology in teaching and learning more accessible to full and part-time faculty. The location, adjacent to the Center for Teaching Excellence, allows for collaboration with events and services such as:

- Consultation in the effective use of technology tools for classroom use
- Instruction in using learning management software
- Support for use of Instructional Technology Classrooms (ITCs)
- Seminars in academic technology
- Assistance with multimedia production
- Training for effective use of laptops and tablet PC instructional tools

All full and part time faculty are welcome to stop in for quick questions or longer tutorials. Consultation on using learning management software, plagiarism detection software, graphics and video editing, scanning, PowerPoint and other Office software have been popular topics. More information about technology resources for instruction and research, including the *ITS Guide to Services for Faculty and Staff* and a list of ITCs, can be found at:
<http://www.canisius.edu/its/faculty.asp>

Faculty Spaces and Faculty Mailboxes

Adjunct Office:

Office space has been set aside for adjunct faculty on the 4th floor of Old Main—OM-411. It contains small cubicles, desk space, a computer and printer for class preparation, and a telephone. The primary purpose of this office is a safe space for faculty to meet with students and to do course preparation. This is a shared office space, so be considerate of those who may be meeting with students or doing other course-related activities. The door lock is accessible by a code that is changed each semester; contact office of the Dean of Arts and Sciences, ext. 2154 for the code.

College Mailboxes:

Each faculty member is assigned a mailbox, which may be used by administrators, other faculty, and students for sending notices, information, and messages. Most full-time and adjunct faculty with offices in the Tower have mailboxes in the Old Main Faculty Lounge. Consult your chair to find the location of your mailbox. Use the interdepartmental mail slot for those who do not have a personal mailbox. To expedite delivery by mail room employees, please label the envelope with name and department, not room number or location. Check your own mailbox regularly for mail concerning administrative matters and campus flyers regarding College events of interest to you and your students. Your initial class list(s) with your room assignment(s), updates of the lists(s), progress report forms, final grade form(s), and other notices from the Office of Student Records will be delivered to your

campus mailbox. **Note: Mailboxes are located below names. Because the mailboxes are not secured, it is not recommend that students hand in papers or tests through the mailboxes.**

Department Mailboxes

Some full-time and adjunct faculty, especially those whose departments are not housed in Churchill Tower, will find they have a mailbox in their department as well. Please check with your department secretary to see if this is the case.

Dining Services

The Old Main Snack Bar (basement of Old Main) is a convenient and reasonably priced place to eat. Food service is also available in the Student Center in the Faculty Dining Room and the Economou student dining hall, and in the Palisano Pavilion with limited hours. During the academic year the snack bar is open well into the early evening, allowing both faculty and students to purchase food and drinks before the start of evening classes. Chartwell's Dining Services can be reached at ext. 2565.

Faculty Lounge

The Faculty Lounge is located on the first floor of Old Main (OM -109), the main academic building. It is the location many adjunct faculty use to get organized before classes. Faculty Lounge amenities include comfortable reading chairs, study carrels, a computer for checking e-mail and other internet services, campus telephones, a small kitchen with coffee maker, refrigerator, microwave, limited storage space and a coat closet. It is also the main location for faculty mail boxes.

Golden Choice Account

You may want to open a Golden Choice Account. A Golden Choice account allows you to make purchases on campus in the dining halls, bookstore, and library for copy machines and in vending machines.

You can open an account by going to the Student Accounts Office. Golden Choice deposits must be prepaid by either cash, check, MasterCard, Visa or Discover. New accounts can be opened with a minimum of \$25 and increased as needed in increments of \$25. Your account is set-up immediately and you use your college ID card to make purchases. Golden Choice purchases are taxable at the cash registers.

Golden Choice funds are refundable when the account is closed with the Student Accounts Office.

Duplication Services and Copyright Issues

Canisius College is committed to abiding by all copyright laws that relate to media. If you have any questions related to copyright, please consult with personnel in the Library (ext.2910), ITS (ext. 2443) or Media Center (ext. 2590).

Departmental copying facilities vary considerably, and you will need to contact your department secretary regarding your department's policies. Some departments send all their copying to the College Print Shop, a minimum of 24 hours, depending on the size of the job, is necessary for completion of the work. Some departments do all their own copying on the department's own machine. You may be asked to turn the materials over to the support staff in advance of the date the materials are needed, or you may be asked to do the work yourself.

View the College's Print Shop website: www.canisius.edu/printshop for their hours and instructions on how to email your printing request forms and digital files. The Printshop is located in the basement of Bagen Hall, BA 02, ext. 2135. If you need to use the Print Shop for your copy needs, please be aware of the following:

- **Department Copy Support:** Some departments ask that you drop off the material(s) to be copied with the department's support staff, and the staff will take the work to the Print Shop. The staff will need to know whether you want back-to-back copying, collating, staples, paper clips, etc. in order to complete the necessary paperwork which must accompany all Print Shop copying jobs.
- **Print Shop Copy Support:**
 - **Twenty-five copies or fewer:** In other instances you may need to take the material to the Print Shop yourself. If you need twenty-five or fewer copies, you may complete the job yourself at the Print Shop's self-service machine. You will need your department's organization number in order to bill the copies properly (see dept. secretary).
 - **More than twenty-five copies:** For jobs larger than twenty-five copies you will need to leave the materials for the Print Shop staff to duplicate. The turn-around time for the Print Shop varies. At peak times -- just before or during the start of the semester -- the Print Shop staff is likely to need particularly generous time frames of at least a few days.
 - **Drop Box:** A drop box is located in the door of the Print Shop to allow you to drop off your printing after hours. Request forms are available outside the Print Shop, or you can download the form from our website.
 - **Completed Jobs:** Please contact the Print Shop staff if you cannot pick up your order before closing. Other arrangements can be made.
 - **Last-Minute Copy Support:** If you need to copy materials at the very last minute for a class, and your job is too big for the Print Shop's self-service machine or the Print Shop is not open, you may get "emergency" assistance from the Office of the Associate Dean (BA

103), which may be able to provide copies. Instructors who teach in the evening may use the services in Bagen 103 for emergency duplication services.

- Transparencies for Overhead Projectors: Most offices can easily produce their own transparencies using standard copiers or computer workstations. The Print Shop is equipped to make color transparencies and it can both enlarge and reduce images. Note that if your classroom is equipped with an Elmo document camera, transparencies are unnecessary and you may use original documents. Contact the Media Center or the FacTS Center for further information.

LIBRARY

Library Services

Faculty, Students and General Library Use: Students and faculty alike must have a valid ID card in order to check out materials from the library. Students are allowed to check out circulating materials for four weeks and to renew books for four weeks. Faculty are allowed to check out books for six months.

Reserve Desk: The reserve desk is located on the main level of the library. You may make materials available to your students on a reserve basis. Any material from the College's own collection may be put on reserve, including print materials and videos. You may also put personal copies on reserve. Books from other libraries may not be put on reserve. There are various forms of reserve including library-use-only reserve and overnight reserve. You will want to consult with the reserve librarian to determine which policy is best for you and your students. You should allow the reserve staff preparation time to record, process and put your materials on the shelf. Usually two or three weeks are necessary, especially at peak periods.

Library Instruction/Information Literacy Classes: The library staff provides library instruction classes tailored to the needs of different disciplines. You are encouraged to include library staff whenever students will engage in research. Contact Kristine Kasbohm at ext. 2915 or use the library website to arrange library instruction sessions. You may arrange a specialized presentation by conferring with the reference staff.

Research Projects - Suggestions from Library Staff: When assigning a research project you will want to review what is available in the College's holdings and, if necessary, consult with the library staff in order to be certain you have a clear understanding of what is available in the subject area. Canisius Library has extensive holdings, but, on occasion, instructors have been unaware that a project they've assigned to students would be difficult to complete given the library's own holdings. The collections, development and acquisitions librarian would be happy to learn of any needs you might have. The library also has access, through "ConnectNY," to a number of private college libraries in the state of New York.

In addition, the library staff will be able to offer more effective support to you and your students if you see to it that the reference staff has copies of your assignment. If you have asked your students to complete a research project, you no doubt have given them a reasonably detailed handout of instructions for completion of the project. Such handouts usually include a discussion of the type of research paper to be completed (a survey, an analysis), the appropriate scope and area of research, as well as nuts and bolts information regarding documentation style and other matters relating manuscript preparation.

Print vs. Internet Sources: The age of the Internet has created new opportunities for conducting research as well as a host of related problems. Novice researchers and writers, excited by the access the Web provides to unique sources, are not fully aware of the importance of evaluating a source's authority and may not recognize that not all sites on the Web are equally authoritative. Please be aware that the College's homepage includes guidelines for evaluating Internet sources and the College's reference staff can assist you further in this area. In addition, you may want to limit the percentage of Internet sources a student uses in a research project to ensure a diversified research experience as well as quality research from other than electronic sources and sites.

Use of Interlibrary Loan: The College's interlibrary loan is intended to help faculty, students and staff conduct thorough research and do so with efficacy and efficiency. The Internet in combination with online journal article allows researchers unprecedented access to research materials from other libraries and institutions. Students and faculty are likely to find materials they wish to order from other libraries via interlibrary loan. Students are not always aware, however, that getting material through interlibrary loan can be time consuming. If they are relying heavily on interlibrary loan they need to plan their time carefully.

INFORMATION TECHNOLOGY SERVICES (ITS)

Help and Assistance

Faculty, students and administrators may call X2299 to reach the ITS Help Desk. The Help Desk staff handles all technology issues from answering quick technology-related questions to dispatching "emergency" help to technology classrooms. The Help Desk is located in Wehle 101.

Computer and E-Mail Accounts for Faculty and Students

All faculty and students, both full and part time, automatically receive a username and password that provides access to electronic mail (Griffmail), Novell Netware file servers, and the Angel Learning Management System. In addition, faculty will use the same username/password combination to login to our Online Services for submitting grades and student advising. Should you require computer-supported work in your course, be aware that all students have access to PCs and Mac computers, and circulating PC laptops in the Library. In addition, residence hall

labs are accessible to resident students and some departmental computer labs may be accessible to majors in particular departments. Any problems or questions relating to computer and email accounts should be referred to the ITS Help Desk at X2299.

Angel Learning Management System and Supplementary Course Material

Canisius uses ANGEL as its Learning Management System. Faculty and students can login to ANGEL with their email username and password. All courses are automatically set up with a course shell and activated on the first day of the semester. Student enrollments in the course shell are also handled automatically. Faculty can post course material, links to websites, grades, and discussion boards which can be accessed by students from any internet-connected computer. Faculty workshops in ANGEL are offered throughout the year and announced via email, in NetGazette (www.canisius.edu/netgazette) and the CTE web site. Contact the FacTS Center in CT-003 for additional instructions in ANGEL use.

Instructional Technology Classrooms:



Our Instructional Technology Classrooms (ITCs) provide faculty with state-of-the-art equipment to use in their instruction. These ITCs range from VCR/TV combinations to computer/projector combinations to full teaching computer labs. To identify which classrooms have the equipment you would like to have, click on the "What's In My Classroom?" button found on the left-side of the Media Center (www.canisius.edu/mediacenter) or the ITS Faculty/ Staff (www.canisius.edu/its) web pages. Drop down menus allow you to search for your classroom by either level of classroom technology or by building. You'll find a listing of equipment, as well as instructions for use for each of the ITCs on campus.

Problems in Instructional Technology Classrooms:

If you experience a problem during your class or require technical assistance, contact the ITS Help Desk at X2299. If the Help Desk personnel are unable to provide you with assistance over the telephone, an ITS staff person will be dispatched to assist you in the classroom.

During the regular academic year, the Help Desk opens at 8:00 am Monday through Friday and closes at 6:30 pm Monday through Thursday; 4:30 pm on Friday. The Help Desk is not open on weekends. Changes to the schedule are published each week at <http://www.canisius.edu/its/helpdeskhours.asp>.

Training for classroom technology:

If you wish to schedule one-on-one training in a classroom, contact the Media Center Main Office at X2590.

Touch Panel Passwords:

The Creston Touch Panels found in some of the classrooms in Old Main, Lyons Hall and the Koessler Athletic Center are password protected. The code needed to access the technology found in these rooms is 63520.

ITC Classroom FAQs

Q: Why is there no overhead projector in my classroom?

A: Classrooms equipped with a document camera usually do not have an overhead projector, as the document camera can be used to display transparencies via the LCD projector. Training in the use of document cameras can be arranged by contacting the Media Center at X2590.

If you are scheduled for a room that does not have an overhead projector and you would like one to use for your class, contact the Media Center to make arrangements for the semester.

Q: What should I do if my overhead projector image is dim or the overhead projector is not working?

A: Contact the Help Desk at X2299 so that the lamps or the overhead can be replaced.

If this occurs during hours when no support is available and you decide to take an overhead projector from another classroom, please be sure to return the borrowed overhead projector to its room of origin after your class ends. Also, please leave a message with the Help Desk at X2299 letting us know what room the problem overhead projector is in, so that we can address the situation as soon as possible.

Q: Can I move the lectern or television cabinet in my classroom?

A: Classroom lecterns and television cabinets should not be moved, as doing so can disconnect, or even destroy, the cables connecting the equipment. If there is a problem with the position of these items, please contact the Media Center to discuss the matter. We can either make the requested adjustments or suggest alternative classrooms that might better fit your teaching style.

Q: What should I do when the LCD projector displays a CLEAN FILTER message?

A: Please contact the Media Center at X2590) to let us know that the device needs to be cleaned; any cleaning would be done in between classes. This message shouldn't interfere with the use of the LCD projector during your class period, as it generally will go away after a few moments.

Q: In general if I have a technology problem while teaching a class in an ITC what should I do?

A: If you encounter a problem in an ITC during a class, please call the Help Desk, X2299. If the Help Desk personnel are unable to provide you with assistance over the telephone, an ITS staff person will be dispatched to assist you in the classroom.

Media Center

Instructional Technology Classroom Support

The Media Center supports the audio visual technology in the four levels of instructional technology classrooms –ITCs on campus. We provide training, assistance and on-site classroom support via the ITS Help Desk- call extension 2299. Check out our website at www.canisius.edu/mediacenter/ for more classroom technology information.

Video/Multimedia Production

The Media Center produces instructional, informational and promotional video programs for the college community. The production team has expertise in videography, non-linear editing, computer graphics, special effects and audio production. We now offer DVD authoring and conversion services. Our facilities include a TV studio, editing lab and audio recording booth.

Video and Audio Duplication

Video duplication services are available for the following video formats: VHS, Hi-8, 8 mm, Digital 8, Mini DV, BetaCam, and DVCAM. We also have high speed audio cassette and CD duplication services. Our new service includes DVD duplication which includes four-color printing from your artwork. The Media Center can also do digital media transfers from your analog media.

Satellite Teleconferencing and Videoconferencing

We have a satellite system which includes a Motorola digital receiver and steerable C- band antenna. This system enables us to downlink programming and send the program via our campus cable system on channel 17. We also have a Polycom point-to-point IP based videoconference system. The mobile system includes a 27" monitor, camera, codec, 2 microphones, document camera and a remote system control with a graphical user interface.

Audio Visual Equipment Loan

Our equipment inventory includes: video camcorders- VHS, mini-DV, tripods, digital still cameras, audio recorders, CD players, microphones, screens, overhead projectors, and slide projectors

Check out our Media Center website for more information
www.canisius.edu/mediacenter/ .

Telephone Services

Phone Mail:

All full-time faculty have campus phones with voicemail services in their offices. Adjunct faculty may have a telephone or may share a telephone if an office is provided. Upon request, all adjunct faculty may have a voicemail account, so you can have easy access to messages from your students without circulating your home phone number. The ITS staff will help you set up an account. (Please contact ITS, ext. 2441).

On-Campus Calls:

You may call any on-campus number from campus phones, but you may not use public campus phones to dial off-campus numbers. Simply enter the 4-digit extension number you wish to reach. In an emergency contact Public Safety by dialing 711.

Off-Campus Calls:

Full time faculty can make local calls by dialing "9" to get an outside line from office phones. If an adjunct faculty member needs to make an off-campus local call and does not have an office telephone, check with your department secretary concerning using the phone in that office. If you need to make a local call and can not find a telephone with local capability, you may pick up any campus phone, dial the on-campus operator "0", identify yourself and the operator will place the local calls.

Long Distance Calls

Authorization codes, with the approval of the department chair are available for those who need to make Canisius College business long distance calls. Contact ITS, ext. 2441 for further information.

Canisius College Telephone Directories

ITS publishes a campus telephone directory. Because it may include faculty and staff home information, it is to be used on campus only.

STUDENT SERVICES

There are many offices available at the College to serve students' needs on a variety of levels. Listed below are some of the offices offering support for problems most often affecting students. If you have a student who has a question, problem or need that is beyond the scope of your expertise, it may be wise to direct the student to one of these offices.

Career Center:

This office can provide assistance in helping students locate job and internship opportunities. Job search and career assistance is provided during college and after graduation. Additionally, the Career Center is a resource for faculty and staff

in developing career development activities and for information sharing in discipline related areas. The office offers a wide variety of career services including:

- Assistance in helping students decide on a college major
- Administration and analysis of interest and personality assessments
- Development of a resume and cover letter
- Access to on-line job and internship postings
www.collegecentral.com/canisius
- Access to the alumni career connections network
- Handouts and seminars on everything from job search strategies to networking
- On campus recruitment for jobs and internships
- Communicating internships, job openings, and career programs involving employers and alumni to campus community
- Class presentations and activities on career exploration, experiential opportunities, and job and graduate school search
- The free services of the Career Center are available to all students and alumni of Canisius College. The office is located in OM 013. Appointments can be made by calling ext. 2475.
- Faculty can contact Career Center staff directly for career resource support.

Counseling Center:

Frisch Hall 001 (tunnel level) Ext. 2620
www.canisius.edu/counseling

The Counseling Center is committed to developing the personal and academic potential of Canisius College students by providing comprehensive counseling services and outreach education to support the emotional health and development of our students. Professional counseling services are available to all registered students to address issues that may interfere with their academic success and personal growth.

In addition to individual and group counseling, the following services are available through the Counseling Center:

Consultations for faculty, staff, students and parents.
Referrals to community resources.
Outreach education for the Canisius College community.
Evaluations for medication.
After hours for crisis intervention and mental health emergencies.

Students who access counseling services are assured confidentiality, unless is it apparent that the student may do harm to self or others. A student's privacy and confidentiality are carefully guarded and protected by state laws and professional ethical standards. No information about participation in counseling becomes part of any official record.

Counseling services are of no additional cost to registered students. Appointments are made by phone at x2620 or in person at the Counseling Center in the tunnel level of Frisch Hall, (located in the same office suite as the Student Health Center).

Disability Support Services:

Any student with documented disabilities may receive assistance from this office. Services include notetaking and testing facilities, among others. [see page 7 for more details on DSS services].

Office of Multicultural Programs:

This office offers co-curricular programs designed to celebrate the various cultures, ethnicities and traditions that contribute to the College community.

Student Advisement Center:

This office assists students in planning schedules and selecting courses appropriate to their degree programs. It primarily provides assistance to freshmen and students who have not yet chosen a major. The staff provides assistance for students on an individual basis and is dedicated to aiding student success and growth. They consult other offices on campus and work closely with faculty members to identify potential problems and provide support for students. Additional support is provided for special student populations, including probationary students and undeclared students. If students express uncertainty about their academic programs or choice of courses, have them contact the Center in Bagen Hall, Room 103 at ext. 2148

Tutoring:

Students needing assistance in writing or math courses can receive free peer tutoring in the Writing Lab or in the Math Tutoring Center. The Tutoring Center and the Math Tutoring Center are located on the third floor of Old Main, providing academic support to undergraduate students at Canisius. Their primary goal is to create an open atmosphere of learning for students who need one-on-one peer assistance. The centers assist students in numerous academic disciplines through a variety of tutoring techniques by addressing their individual needs in a constructive environment. Each semester the centers publish their schedules of hours for tutoring in subject areas outside their doors, the Tutoring Center at OM 317 and the Math Tutoring Center at OM 318. Faculty are encouraged to refer students to the tutoring centers when they believe it might be beneficial to the students' academic progress and performance.

USEFUL TELEPHONE NUMBERS

Academic Affairs	2120
Bookstore	2335
CAMPUS CLOSING INFO LINE	3131
Center for Teaching Excellence	3720
Class Cancellation Line	3130
Computer Help Desk	2299
Counseling Center	2620
Dean of Arts and Sciences	2150
Dean of School of Education & Human Services	3294
Dean of Wehle School of Business	2160
Disability Support Services	3748
Facilities Management	2250
Faculty Technology Services (FacTS Ctr.)	2443
Human Resources	2240
Identification Cards	2330
Library info/hours	2900
Media Center	2590
Office of Academic Records and Registrar	2990
Parking	2330
Payroll	2847
Public Safety	2330
Secretarial Center	2235
Shuttle Bus	3111
Tutoring Center	2485
Weather Line	3131
Writing Lab	2485