

Cleveland State University



College of Liberal Arts
and Social Sciences

School of Communication

GENERAL INFORMATION MANUAL

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STAFF INFORMATION

Ext.	Support Staff	Office
6991	Baker, Rashelle	MU 229
4630	Madden, Sarah	MU 233
2116	Thorp, Sandy	MU 227

For assistance, please review the specific duties of each office staff. If not listed please see Rashelle in MU 229.

Rashelle Baker
CRC Budget Department Budget Faculty and Staff Personnel Faculty Grants Faculty Travel Information Faculty, Staff, and Student Payroll Course Scheduling Scheduling of Rooms

Sandy Thorpe
Faculty Start-up Grants Graduate Program Special Projects Miscellaneous Forms Assistantship Budget Grade Changes Key Request

Sarah Madden
Book Request Cleveland Stater Budget Copying Faculty Evaluations Internships/Certificates Office Supplies Undergraduate Program Independent Studies

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TEXTBOOK ORDER FORMS / DESK COPY

Cleveland State Bookstore distributes Course Book Information Request forms to the School of Communication every semester, advising faculty to order their required books by the deadline given.

A staff person will distribute request forms in all faculty mailboxes approximately 2 months before classes begin.

Faculty must complete request with Author, Title of Book, Edition and **MOST IMPORTANTLY PUBLISHER & ISBN** and returned to assigned staff by the given deadline.

If a DESK COPY or INSTRUCTOR'S MANUAL is needed, the instructor should note so by email or on the comment line of the course book information request with the above mentioned book information noted.

If you need to change a book request, please contact Bookstore Manager at X2128 and inform the assigned staff if a desk copy or instructor's manual is needed.

SYLLABUS

All faculty members should provide the office with two (2) copies of their syllabus, which will be kept on file in the front office (MU 233).

The following information should be included on all syllabus:

1. Title of the course and number of semester credits;
2. Instructor's name, office room number, office telephone number and office hours;
3. Statement of course goals;
4. Required texts;
5. A course calendar, indicating lecture/discussion topics, reading assignments, due dates for exams, quizzes, papers, etc.;
6. Methods used to determine the final course grade and any special attendance requirements.
7. See JPR Director for Writing Across the Curriculum (WAC) courses special addendum.

If requesting copying from staff, please give at least 5 working days notice.

CLASS PERMISSION ASSIGNMENTS

Only the faculty instructing the course can give permission for students to override closed courses and pre-requisites.

To give permission to override a closed course or pre-requisite please email staff members the student's name, CSU ID# and allow 24hrs to enter into the PeopleSoft system.

Student should be informed to allow two (2) business days before trying to register, unless it is the last day to register.

FACULTY EVALUATIONS

All colleges utilize a form for students to provide course/instructor evaluations **during the twelfth week of classes**. Continuation of a lecturer's services during successive academic terms requires satisfactory teaching evaluations. The School of Communication developed the BUDDY SYSTEM that assigns other faculty to administer evaluations of others who are instructing courses at the same time.

1. Buddy list will be distributed in mailboxes around the tenth week of classes. Check your buddy list and make arrangements to administer course evaluations during the twelfth week of classes.
2. After evaluations are administered, put in envelope provided and give to front office staff (MU 233).
3. After the semester is over and course grades have been entered, the hand written open-ended evaluations are distributed in faculty mailboxes.
4. Once the evaluation summaries are received from the Testing Center, (usually 2 weeks after the following semester), a copy of the Individual Faculty's Evaluation and a copy of the Course Evaluation Summary will be distributed to you for your records.

All evaluation materials needed, (pencils, open-ended questions, college evaluation questions, and green scan-tron sheets), that will be available in each classroom.

FINAL EXAMINATION

Final examinations must be administered and graded within the time limits specified by the University.

Final Exam Schedule

During the last week of Classes

Class Meeting Time	Final Exam Day	Time
8:30a-9:35a MWF	Monday	8:30a-10:30a
8:00a-9:50a TTh	Tuesday	8:30a-10:30a
9:45a-10:50a MWF	Wednesday	8:30a-10:30a
10:00a-11:50a TTh	Thursday	8:30a-10:30a
11:00a-12:05p MWF	Friday	8:30a-10:30a
12:15p-1:20p MWF	Monday	1:00p-3:00p
1:00p-2:50p TTh	Tuesday	1:00p-3:00p
1:30p-3:20p MW	Wednesday	1:00p-3:00p
1:30p -3:20p MW	Wednesday	1:00p-3:00p
2:30p-3:45p TTh	Thursday	1:00p-3:00p
2:45p-3:50p MWF	Friday	1:00p-3:00p
4:00p-5:50p MW	Monday	4:00p-6:00p
4:00p-5:50p TTh	Tuesday	4:00p-6:00p
6:00p-7:50p MW	Wednesday	6:00p-8:00p
6:00p-7:50p TTh	Thursday	6:00p-8:00p
8:00p-9:50p MW	Monday	8:00p-10:00p
8:00p-9:50p TTh	Tuesday	8:00p-10:00p

8:00a-noon SAT	Saturday	8:00a-Noon
noon-5:00p SAT	Saturday	1:00p-5:00p

FINAL GRADES & GRADE CHANGE FORMS

Final Grades are to be inputted into the system **48 hours after each exam. The final deadline for all grades is the following Tuesday after finals week by 11:59pm.** Please provide a copy of your grades to the Administrative Offices for departmental records.

Grade change forms are available in the Administrative offices. These forms can only be distributed to faculty. Students are not allowed to pick up Grade Change Forms for faculty. Grade Change Form must be hand delivered to the Registrar's Office in (Fenn Tower 408). The receipt of the grade change form is to be kept in the administrative secretaries office for departmental record.

Grade/Quality Point Categories: **A = 4.0** **A - = 3.7** **B+ = 3.3**
 B = 3.0 **B - = 2.7** **C+ = 2.3**
 C = 2.0 **D = 1.0** **F = 0.0**

I	= Incomplete (to be given only when, for acceptable reasons and with advance notice, a student has not completed all assignments, but can pass the class upon successfully completing their work.
X	= Student stopped attending classes without explanation or notice
NA	= Student never attended the class
**	= No recorded grade

COPYING

To request copying from an office staff person, please complete the **COPY REQUEST FORM** located in the COPY/MAIL ROOM. There is a **24 hour turn around** time for most copy jobs

Please allow **(5) working days** turn around time to complete copying for **syllabus, exams,** and assistance preparing **course materials** for large classes with more than **20 students.**

Copying books in their entirety: Limit one book (up to 300 pages/copywriting law limits apply) per semester per faculty member. ***10 working days turn around time.***

At the beginning of each FALL SEMESTER you will be given a Copy Machine I.D. code. This code is not to be given to anyone to use. Everyone's code will have a set limit listed below.

Full Time Faculty: 5,000 copies per semester
 Part Time Faculty: 2,500 copies per semester
 All copying requests must be submitted to office staff in MU 233.

SUPPLIES

Based on the yearly budget, various supplies will be available to faculty. Please request all supplies needed via email to the administrative coordinator.

OFFICE HOURS / DOOR CARDS

Two (2) Door Cards will be distributed to each faculty member in their mailboxes. The cards are to be completed and distributed as follows: One is to be posted outside of your door and the other is to be returned to the administrative secretary during the first week of classes. A list of all faculty office hours will be distributed and posted, one week after classes begin. Faculty should notify Administration in advance, if they cannot meet their office hours.

Faculty	Weekly Hours
Administrative w/ course release	7
Full-time & Term Faculty	5
Part-time Faculty	2

DOOR CHECK POLICY

For your safety and to protect your personal property, please lock your doors when exiting your office, even if you are just stepping out for a few seconds.

Doors will be checked at the end of each business day around 4:45 p.m. If offices are found unlocked and empty, they will be locked immediately for your protection.

EMERGENCY

1. ***Who do I call if there is an EMERGENCY?*** University Police, extension 2111
2. ***Who do I call if my classroom is locked?*** University Police, extension 2020
3. ***Who do I call to arrange for Escort Service?*** University Police, extension 2020

PHONE & VOICE MAIL INFORMATION

Campus calls: dial extension only

Local calls:

- ◆ To make a local call within the (216) area code dial (8) and then the phone number.
- ◆ The department is charged \$.08 cents for every local call made and \$.65 for (411) information calls
- ◆ There is no charge for (800) calls.

Long Distance Calls:

- ◆ *Full-time faculty* will be allocated \$100 per year for business long distance calls. The School Director's approval is needed for amounts over the limit (special projects/grants). Interstate calls are considered any calls outside of the (216) area codes.
- ◆ *Part-time Faculty & Graduate Assistants:* Must receive approval from the Dept. Chair.

Voice Mail: dial 2001, enter Pass code:(see administrative Coordinator for pass code), enter (P) to play messages, (G) to change greeting, etc...

- ◆ *Full-time faculty* may change their access code. for all sharing a office.
- ◆ *Part-time Faculty & Graduate Assistants:* Must remain at the standard (1234) code, so that messages can be accessed by others sharing the same office space.

Outside Message Retrieval: Call 687-2001 ~ Dial your extension ~ Once Voice Mail starts press the star (*) key.

EMAIL/VIKING SYSTEM INFORMATION

Please contact IS & T Help Desk at x5050

COMPUTER LAB

The School Computer Lab located in MU 222 is available during office hours posted by the department. These hours will be located on the door of the lab.

If you need to use the lab, and there is no attendant in the lab, please get the computer lab codes from a staff person in the administrative offices. While you are in the lab, no undergraduate students are allowed to work on the computers, unless you are willing to be responsible for them. If you choose to be responsible for any other students in the lab, they have to vacate the lab when you leave. *NO EXCEPTIONS. Copier Codes will be changed periodically and distributed to all faculty members. A copy of lab codes can be obtained by any staff member*

NOTE:

Only Faculty, Staff and present **Graduate Assistants** have access to the computer labs when available.

Students may use the School's computer lab during open hours, and **ONLY** when **monitored by a graduate assistant or a faculty member.**

ROOM RESERVATIONS

All rooms are reserved through the Administrative Coordinator's office. Rooms can only be reserved through a faculty member. Graduate students, student groups, and outside organization must have a faculty member or advisor reserve rooms. The faculty member reserving room(s) must be present and responsible for opening and locking of rooms to secure equipment and furniture.

CATI LAB USE RULES

1. **All faculty** must request the use of the CATI Lab through the Director of CRC. It is advisable to make these requests at the beginning of the term, as the CATI lab is experiencing very heavy usage. Even if you wish to use the CATI during your scheduled class time, you cannot assume that the room is available. The only exception to this would be if a class is officially scheduled to meet in this room (e.g. Content Analysis).
2. Only **local telephone** calls are to be charged to the department unless written approval is obtained from the School Director. Other long distance charges will be billed to the individual faculty member or grant assigned.
3. When students are using the CATI Lab, it needs to be supervised by a faculty member or a trained lab monitor. Please **do not** open the CATI Lab for students and leave them unsupervised.
4. A Research Assistant will be assigned to CRC, and as such, is to be working on money-generating projects of the department. The Research Assistant is not to be asked to monitor the CATI Lab for classes or faculty's individual research.
5. A Graduate Teaching Assistant can be assigned to assist faculty using the CATI lab and the Computer Lab for their classes. Please inform the Graduate Director in writing at the beginning of the term, if GA assistance will be needed. The Graduate Director and the CRC Director will try to accommodate your request.

FACSIMILE

School of Communication Fax Number : (216) 687-5435

The general fax machine is located in our main office located in MU 233. ***If the fax machine is in use or not available***, you may put your fax request in the mailroom on the work desk.

MAIL

The Mail Room is located in MU 235, where every faculty person has a mailbox listed in Alphabetical Order by Full –Time Faculty, Part –Time Faculty and Graduate Assistants.

Mail is distributed and picked up twice a day. (Around 10:00 a.m. and around 1:00 p.m.)

All outgoing mail should be put in the door pocket of the main office. After 1:00 p.m. please give to main office assistant. After 5:00 p.m. please leave in the mailroom on the work desk by the door.