



## New Instructor Information

1. For a 3<sup>rd</sup> trimester course, often seniors graduate a week earlier than the last day of class; either plan on this regarding the final or let the students know early what your expectations are, and we will support you fully.
2. Cancelling broadcast courses – please do not cancel any of your broadcasts except for the Observed Holidays/Breaks given to you. If you cannot teach, please use a guest lecturer.
3. Parking – parking is not provided for any of our instructors or adjunct instructors; everyone pays/provides for their own parking (we too must pay for parking). Visit [parking.usu.edu](http://parking.usu.edu) for more information. There is a \$45/semester pass for adjuncts to park on campus – let me know if this is what you would like and I can get it for you.
4. Do not schedule exams that take more time than for which the broadcast is scheduled. We cannot extend the broadcast time because other broadcasts are used in each classroom (by USU and other institutions).
5. Grades are due 96 hours after the last day of class. Give the grade the student earned by the end of the term. You can always do a change of grade later. To enter grades:
  - a. Go to <http://www.usu.edu/myusu>
  - b. Click on the “Login to Access (Banner)” link
  - c. Enter your A number in the User ID field
  - d. Enter your Password and click the Login button
  - e. Click on the “Faculty Services” tab at the top of the page
  - f. Click on the “Final Grades” link in the menu
  - g. Select the correct term and click the Submit button
  - h. Choose the appropriate course from the drop down list of courses or enter the CRN
  - i. Select the grade for each student.
  - j. Click the Submit button
6. Incompletes
  - a. Please do not give a grade of Incomplete. Give the grade the student currently has in the course. If a change is required, a change of grade form can be filled out.
7. Exams
  - a. Not all locations have computer-based proctored exam capabilities.
  - b. We recommend exams be paper based, during class time, proctored by the facilitator.
8. Contacts
  - a. All things concurrent enrollment:
    - i. Yulese 435-797-8223 [concurrent@usu.edu](mailto:concurrent@usu.edu)
    - ii. Toni 435-797-0834 [toni.gibbons@usu.edu](mailto:toni.gibbons@usu.edu)
  - b. Instructional Design and Canvas:

- i. Center for Innovative Design and Instruction (435) 797-9506  
[cidi@usu.edu](mailto:cidi@usu.edu)
    - c. Evaluations
      - i. Yulese 435-797-8223 [concurrent@usu.edu](mailto:concurrent@usu.edu)
- 9. Assemblies, sporting events, senior job fairs, parent teacher conferences, etc.
  - a. Being a broadcast instructor means you may be teaching students located at up to 14 different high schools all at the same time. This means up to 14 different bell schedules, vacation dates, pep assemblies, sporting events, etc. There simply is no way that you can be expected to accommodate all these different schedules. As such, hold class on the dates and times given to you from the concurrent enrollment office. High school students desiring to do well in your course will make the proper arrangements to attend your classes.
- 10. Site facilitators – the high school staff member who controls the equipment in the high school.
  - a. What can you expect them to do?
    - i. Manage the audio/visual elements in the room (adjust the sound and camera).
    - ii. Manage the students – make sure they are quiet and respectful.
    - iii. Proctor quizzes and exams
    - iv. Hand out documents and materials you send to them via email or in Canvas, collect and scan assignments to send back to the instructor.
  - b. What they cannot do:
    - i. Grade quizzes or exams