



ADJUNCT

FACULTY RESOURCE GUIDE

USFSP College of Business
140 Harborwalk Avenue South
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Saint Petersburg, FL 33701
www.stpt.edu/cob
727-873-4154 (P)
727-873-4192 (F)

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FACULTY RESOURCE GUIDE

Introduction

On behalf of the faculty and staff of the College of Business at USF St. Petersburg, we would like to take this opportunity to welcome you to our beautiful waterfront campus. We hope that you enjoy teaching here and look forward to helping you become a member of our College or academic community. We have prepared this packet of materials to help and guide you. Please do not hesitate to ask your discipline coordinator or the Assistant Dean for Undergraduate Programs for any further help you might need. Please also feel free to let us know if there are additional materials that might be included in the packet.

We hope that your transition to working here in the College of Business is smooth and wish you every success in your teaching endeavors.



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Last Updated July 2011

COB - Contacts

COB - Administrators

Maling Ebrahimpour, Dean	873-4786 bizdean@stpete.usf.edu	BAY 111
Robert B. Thompson Assistant Dean for Undergraduate Programs	873-4494 rbthomps@mail.usf.edu	PNM 101A
Alison Watkins Associate Dean for Graduate & Certificate Programs	873-4086 awatkins@mail.usf.edu	BAY 111
Fadia Anani Assistant Director, MBA Program	873-4698 fza@mail.usf.edu	POY 217
John Jewell Director, Program of Accountancy	873-4110 jewell@mail.usf.edu	BAY 111
William T. Jackson Director, Sustainable Entrepreneurship & Innovation Alliance	873-4892 wtj@mail.usf.edu	PNM 103D

COB - Staff Assistants

Dean's Assistant	Rosemary Trukenbrod – 873-4700 rtrukenbrod@mail.usf.edu	BAY 111
College Human Resource Representative and College Budget Officer	Joneen Maczisz – 873-4791 jmaczisz@mail.usf.edu	BAY 111
College Facility Representative Office Manager Student Evaluations Change of Grades	Gert Anderson – 873-4992 ganders2@mail.usf.edu	DAV 108
College Administrative Assistant College Travel Delegate Textbook Orders Syllabi & CVs	Felicia Johanson – 873-4994 feliciaj@mail.usf.edu	PNM 101
MBA Enrollment Specialist	Madeline Vitale – 873-4496 mvitale@mail.usf.edu	BAY 111

QUICK REFERENCE LIST

Campus Computing	IT Techs	HELP DESK: 873-4357	7/29/11
Andrew Brown	873-4854	ambrown@mail.usf.edu	BAY 241
Robin Casey	873-4588	rcasey@mail.usf.edu	BAY 231
John Diaz	873-4612	jdiaz@mail.usf.edu	BAY 207
Gabe Enriquez	873-4184	gl@mail.usf.edu	BAY 207
Gevan Peacock	873-4386	gpeacock@mail.usf.edu	BAY 207
Jeff Reisberg (Dir)	873-4552	Reisberg@mail.usf.edu	Bay 241
Classroom Techs	A/V 873-4409	Phones are located in classrooms!	
Blackboard			
Academic Computing Tampa	Tampa Help Desk – 813-974-1222		
St. Petersburg	David Brodosi	873-4126	brodosi@nelson.usf.edu
	Tina Neville	873-4081	Neville@nelson.usf.edu
Adjunct Office PNM Bldg	Need to reserve in advance	PNM Conf Room can be used if not otherwise reserved	PNM CONF RM PNM 110
Proctoring	Office staff is not available to proctor for make-up exams; exams may be scheduled in the Adjunct Office or PNM Conference Room under Adjunct supervision		
Copier & Scantron Machines	Piano Man Bldg; self-service; rear hallway – copier & santrons	DAV 108 – Copier – Self-service	BAY 111 – Copier self-service
Adjunct Mail – Folders in filing cabinet drawer	PNM Rear Hallway LOOK FOR PARCELS in bin below	PNM Access Card – for use at front & back doors	See Felicia for processing request for PNM Access Card
CAMPUS POLICE	727-873-4140	To open locked classrooms	Phones are located in classrooms!
PNM – College Administrative Assistant	Felicia Johanson – 873-4994	feliciaj@mail.usf.edu	FAX: 727-873-4571 (PNM)
PNM (Front) Receptionist Desk	873-4546	PNM (Back) Student Desk	873-4841
College Office Mgr DAV 108	Gert Anderson 873-4992	Ganders2@mail.usf.edu	FAX: 727-873-4538 (DAV 108)
Assistant Dean	Bob Thompson – 873-4494	rbthomps@mail.usf.edu	PNM 101A

DISCIPLINE COORDINATORS – As of Fall 2011

ACCOUNTING:	John Jewell	jewell@mail.usf.edu	873-4110
	James Fellows	fellows@mail.usf.edu	873-4587
ECONOMICS:	Richard Smith	smithrb@mail.usf.edu	873-4943
ENTREPRENEURSHIP:	William T. Jackson	wtj@mail.usf.edu	873-4892
FINANCE:	Gary Patterson	pattersg@mail.usf.edu	873-4005
ISM:	Alison Watkins	awatkins@mail.usf.edu	873-4086
MANAGEMENT:	Scott Geiger	geiger@mail.usf.edu	873-4732
MARKETING:	Karin Braunsberger	braunsbe@mail.usf.edu	873-4082

COB Website: <http://stpete.usf.edu/cob/index.asp>

COB Faculty Resources: http://stpete.usf.edu/cob/faculty_resources.htm

- For a copy of this resource guide (Adjunct Faculty Resource Guide):
Navigate to: Administration, and then access the guide in .pdf format.

COB Faculty Directory: <http://stpete.usf.edu/cob/faculty/index.htm>



USFSP College of Business Mission Statement

The mission of the College of Business at USFSP is to educate current and future professionals in the effective management and ethical leadership of organizations. We engage in theoretical and practical research as well as provide service to both the University and external community. We meet the demands of our diverse student population by preparing them for an increasingly global environment with both undergraduate and graduate degree programs.

Program of Accountancy Mission Statement

The mission of the Program of Accountancy in the College of Business at USFSP is to develop responsible employees, licensed and other professionals, and leaders through accounting education and multidisciplinary learning, research, and service in a global environment.

Social Responsibility and Corporate Reporting (Program of Distinction)

The Program of Distinction in Social Responsibility and Corporate Reporting (SRCR) embraces the College of Business (COB) mission, vision and values, and brings further definition and life to these concepts. The SRCR Program establishes ethical behavior as a foundation for all work by and teaching in the COB, and reinforces this with activities which include faculty, students and outside communities. The SRCR Program emphasizes transparent financial reporting and effective corporate governance at its foundation, and looks beyond to consider all responsibilities to stakeholders, embracing corporate social responsibility, or “doing the right thing.” The SRCR Program is fully integrated into the MBA Program and elsewhere embedded in the COB curriculum.

MBA Program

USFSP College of Business offers one of the most dynamic Master of Business Administration programs in the southeast. MBA Concentrations are: Corporate Social Responsibility, Finance, Forensic Accounting, International Business, Managing Knowledge Resources, Management, and Marketing Strategy.

AACSB Accreditation

The USFSP College of Business is accredited by AACSB International – The Association to Advance Collegiate Schools of Business. AACSB International is the premier accrediting agency for bachelor's, master's, and doctoral degree programs in business administration and accounting, and as such is the most widely-recognized and sought-after endorsement of business schools. Less than one-third of U.S. business school programs and only 15 percent of business school programs worldwide meet the rigorous standards for AACSB accreditation. The College of Business is currently separately accredited in both business administration and accounting, and will undergo its reaffirmation of accreditation visit in Spring of 2013.

GETTING STARTED – HUMAN RESOURCE PROCESSES & PROCEDURES

There are many steps required for new faculty to be “put into the system.” Please refer to the checklist below to satisfy these requirements.

All Faculty (ALL), Full-Time Only (FT)

Note: Allow several days for this process

- (ALL) Provide two (2) official transcripts of terminal degree and Master's degree(s) conferred prior to interview and/or issuance of Letter of Offer.
- (ALL) Sign and return USFSP Letter of Offer from the Dean's office. Submit paperwork to College of Business Human Resources Representative, BAY 111.
- (ALL) The College HR Representative will facilitate setting up an appointment with the Human Resources Office (Bayboro, 2nd floor, BAY 206) for you to complete all necessary in-take forms:
 - a. New Employee Information Sheet
 - b. Direct Deposit Authorization Form (bank account information required)
 - c. Certification of Employability
 - d. Employment Eligibility Verification – I-9 Form (see **Appendix A** for list of approved documents; Social Security Card will be verified)
 - e. Form W-4
 - f. Demographic Data for OASIS

- (ALL) When necessary forms are completed, the Human Resources Office will enter the new employee information into GEMS (the HR Information System). GEMS will automatically assign an employee identification number.
- (ALL) The information is uploaded from GEMS to BANNER within 24 hours of the hire date (refer to your Offer Letter for hire date) to obtain a UNA#. NOTE: Even if new hire information is entered into GEMS prior to official hire date, the system will NOT upload the information until the hire date.
- (ALL) Within 24 hours the information is then loaded into the USF ID system. An ID card cannot be issued prior to that date.
- (FT) Contact Human Resource Benefits Representative to sign up for employee benefits. Note that there are time limits between your official date of employment and when your benefits must be activated. Depending on your hire date and payroll sequences, you may be required to pay for health insurance benefits in advance. Make an appointment with the benefits representative in the Human Resources Office ASAP.
- **An employee identification number and UNA # is needed before the following steps can be completed.**
- (ALL) To obtain USF ID Card
 - a. Present your letter of offer to the ID Card Center located on the second floor of the Nelson Poynter Memorial Library (<http://www.nelson.usf.edu/im/studentids.html>).
 - b. Payment for your USFCard is made at the ID Card Center. The ID Center accepts Visa, Master Card, or e-checks with no exceptions.
- (FT) Obtain office keys and building access cards from the college's facility representative.
- (ALL) Locate your mail drawer assigned by the college's facility representative.
- (ALL) Obtain a campus parking pass from cashier's office, Bayboro Hall – 1st floor. There are different levels of parking offered (Gold, Green) and faculty does pay for parking.
- (ALL) To create usernames, passwords, and computing identities go to the USFSP web site at www.stpt.usf.edu/computing/bayboro_account.htm.

Activate your USF NetID and email address.

- Have your USF ID card with you before beginning this process.
- Sign up at the [USF NetID](http://netid.usf.edu/) website (<http://netid.usf.edu/>).
- Follow the on-screen instructions carefully.
- The process of activating your NetID will automatically generate an email address for you. This email address will be your netid@mail.usf.edu.

Fill out and submit an Account Request Form.

- After activating your NetID, please fill out and submit an [Account Request Form](#). This form is a PDF document file that must be printed out. You may submit the form to Campus Computing by faxing it to 727-873-4160 or by dropping it off at the computer lab in BAY 226.

Please allow 24 to 48 hours for the account to be created and activated. You will be notified when this process is complete.

Log in to your office computer and email:

- **Computer:** To log in to your office computer or a classroom computer, use your new Bayboro domain account at the Windows Logon screen. Your username will be identical to your NetID, while your password will be the password you provided on the Account Request Form. If you need assistance with logging in, please call the Help Desk at 727-873-4184.
 - **Email:** To access your email, visit the USF Gmail Website. For reference, the Web address for this site is <http://mail.usf.edu/>. Please use a standards-compliant Web browser, such as Safari or Firefox for best performance.
- (ALL) Familiarize yourself with the university portal – MyUSF All Access log on located at the bottom right corner of the USFSP home page (www.stpt.usf.edu) and log on to access Blackboard, GEMS Self-Service, G-Mail and other USF systems from the Welcome to MyUSF page. Your email address needs to be associated with your Blackboard account. This step is performed by Academic Computing in Tampa (813-974-1222). Also, your courses need to be associated from OASIS Schedule of Classes to Blackboard. Therefore, your name MUST appear in the Schedule of Classes in order for your course to appear in Blackboard. Blackboard offers training information, and it is strongly suggested that you preview this information before your first class. While logged into Blackboard you can access this information by selecting the “help” tab. <https://learn.usf.edu/webapps/portal/frameset.jsp?useCas>
 - On-campus Blackboard training opportunities are offered periodically by Distance Learning and Instructional Media Services at the Nelson Poynter Library.
 - (ALL) Prior to the beginning of classes, check your classroom and access to Blackboard to be sure passwords and equipment are working properly. Be sure you can access the software desired from your classroom computer and that the overhead projector works properly, etc. For assistance, contact the college’s facility representative, St. Pete’s Campus Computing help line (873-4357), AV/Media services (873-4409), and/or Tampa’s Academic Computing help line (813-974-1222).
 - (ALL) Contact the Associate Dean for Undergraduate Programs to discuss classroom assignment issues, processes concerning student issues and any questions regarding the undergraduate program.

ADJUNCT FACULTY ANNUAL REVIEWS

For newly hired adjuncts with no experience teaching in the USF System, a mid-semester peer review of instruction will be accomplished by the discipline coordinator and will consist of a review of classroom instruction and an abbreviated student evaluation of teaching.

An annual review of each adjunct's performance occurs in the spring semester. The review covers courses taught during the previous academic year. Student Evaluations (ratings) and Student Written Comments are compiled by the COB Administrative Assistant and submitted to the Annual Review Committee for evaluation. The committee prepares a written report summarizing the adjunct's performance. The report is maintained by the Assistant Dean for Undergraduate Programs.

EXIT PROCEDURE

If you will not be teaching the following semester, we welcome the opportunity to meet with you and have an exit interview to reflect on your experiences during the semester. In addition, if you received an access card for the PNM Building, please return it to the College Administrative Assistant. In addition, please assure that the COB has up to date contact information so that we can forward your W-2.

BLACKBOARD (BB)

Blackboard is the university's direct online course link between you and your students. You will use Blackboard to manage your courses. You should post your syllabus on Blackboard, post course materials, supplemental reading assignments, and most importantly, post grades in Blackboard. There are many tools within Blackboard that can be utilized to facilitate communication between and among student groups and between you and your students.

Your email address needs to be associated with your Blackboard account. This step is performed by Academic Computing in Tampa (813-974-1222). Also, your courses need to be associated from OASIS Schedule of Classes to Blackboard. Therefore, your name MUST appear in the Schedule of Classes in order for your course to appear in Blackboard. Blackboard offers training information, and it is strongly suggested that you preview this information before your first class. While logged into Blackboard you can access this information by selecting the "help" tab. <https://learn.usf.edu/webapps/portal/frameset.jsp?useCas>

On-campus Blackboard training opportunities are offered periodically by Distance Learning and Instructional Media Services at the Nelson Poynter Library. (See sections related to First Day Attendance and e-Grades).

COURSE TEXTBOOK REQUISITIONS

Adjuncts may be assigned a textbook currently adopted for a course for continuity during an academic year cycle. Adjuncts may discuss and coordinate adoptions with the discipline

coordinator and the College Administrative Assistant.

Book Order Due Dates – designated by the Campus Bookstore (Barnes & Noble):

Spring Term: October 15

Summer Term: March 15

Fall Term: April 15

Submitting Course Textbook Requisitions

Course book orders are coordinated through the College of Business by the College Administrative Assistant for smoother interaction with the campus bookstore. All textbook requisitions must be submitted in writing. Official book order forms are distributed to faculty mailboxes. You may also receive book order forms electronically. Pursuant to Florida Legislature HB 603, effective July 1, 2008, the University, through its on-campus bookstore, is required to post all book adoptions on its website 30 days prior to the first day of class of each term.

Textbook requisitions can be submitted on the official order form, or via e-mail. All textbook requisitions must include the following: ***Title, author, edition, and ISBN number. In addition, please assure that bundled products are both useful and cost effective for students. If switching to a 'new' edition, please make every effort to assure that changes to the 'new' edition are substantive in nature.***

Submit the textbook requisition information to the College's Administrative Assistant by the given due date allowing ample time for the College to process the book orders in a timely manner. The information will then be submitted to the Campus Bookstore.

Faculty Desk/Review Copies

Faculty can review textbook materials before determining their use in the classroom. For your convenience, following is a listing of publisher contact information for the 4 major textbook publishers:

McGraw-Hill/Irwin Publishing: 800-338-3987
USFSP Rep: Lauren Rose
Lauren_rose@mcgraw-hill.com
813-433-4804
www.mhhe.com

Pearson/Prentice Hall: 800-677-6337
USFSP Rep: Chafika Landers
Chafika.Landers@pearson.com
727-688-0131
www.pearsonhighered.com

Cengage (Thomson/South-Western): 800-423-0563

USFSP Rep: Lisa Rumore

Lisa.rumore@cengage.com

813-373-3994

www.Cengage.com

Wiley:

800-225-5945

USFSP Rep: Akemi Williams

awilliams@wiley.com

727-252-8804

FIRST DAY ATTENDANCE, GRADES and STUDENT EVALUATIONS

Students who do not attend the first class session should be automatically dropped from the course by the instructor unless they have given prior notification to the instructor or a staff member in the College of Business.

First Day Attendance

The USF System has a policy of mandatory first day attendance which is taken through the Blackboard System. To access Blackboard from the USFSP Home Page (www.stpt.usf.edu) scroll the bottom right corner and locate the "Select a Login" box. Select "MyUSF All Access" which takes you to the "Welcome to MyUSF" page. Click on Blackboard and log in. In the middle of the screen you will see "Quick Course List". Locate the current term and below it find the course. Below the listed course choose "First Day" and follow instructions for taking and submitting First Day Attendance.

After the first week of the term, your roster of students will be updated in Blackboard.

Training in the use of Blackboard is offered periodically by Distance Learning and Instructional Media Services at the Nelson Poynter Library.

e-Grades

- Faculty are required to submit final grades for ALL students. Additionally, midterm grades are required for freshman students: these provide important indicators to our Advisors and Administrators. e-Grades are submitted using myUSF (Blackboard). Blackboard offers training information, and it is strongly suggested that you preview this information before your first class. While logged into Blackboard you can access this information by selecting the "help" tab.

<https://learn.usf.edu/webapps/portal/frameset.jsp?useCas>

Student Evaluation

Student evaluation is highly valued in the College of Business as a means to encourage feedback that enables us to maintain and enhance our reputation for excellence in teaching. Evaluation of undergraduate classes with 10 or more students and graduate classes with 5 or more students is mandatory. However, we encourage you to make student evaluation of all your classes routine.

Evaluation forms are distributed to faculty mailboxes three weeks prior to the end of the term. Detailed instructions are provided on the envelope containing the forms. It is a good idea to take a supply of #2 pencils to class on the day of the evaluation! You will need to appoint a student proctor to oversee the evaluation. The instructions provide detailed guidance for both yourself and the proctor. Our Office Manager coordinates student evaluations and will answer any questions that you may have about the process.

COURSE SYLLABI

A copy of the approved College of Business syllabus format is in **Appendix B** and is an accreditation requirement. An electronic copy of the template can be acquired from the College administrative assistant.

Course Syllabi are collected by the College every semester for accreditation purposes. Syllabi should be reviewed by the discipline coordinator. Once reviewed and finalized, submit syllabi electronically to the College Administrative Assistant at least one (1) week before the term begins. Syllabi should also be posted on Blackboard. It is necessary to submit syllabi for each course you teach, but not necessary to submit an individual syllabus for different sections of the same course.

Each course and syllabus must include, at a minimum, the objectives listed in the master course description (see the College Administrative Assistant for the Generic Syllabi (adopted 2010) for the particular course. Instructors may include additional objectives at their own discretion. Instructors should contact their discipline coordinator to determine if they need to provide an assessment of student outcomes for AACSB, SACS, and ALC assessment of student learning. All instructors teaching courses that utilize student performance data for assessment are required to work with the undergraduate committee to determine what data are needed and report such data in a timely manner.

OFFICE HOURS AND MAKE-UP EXAMS

You must designate hours during which you will be available for office conference with your students. These hours must be on regularly scheduled class days, and be adequate to ensure students have reasonable 'access' to you. You should include your office hours in your syllabus and post them on your office door. In addition, please provide an up to date copy of your office hours to the College administrative assistant.

Increasingly, students confer with faculty by e-mail. You should balance your expectations in this regard with the amount of scheduled and unscheduled time you allocate to office hours. At a minimum, you are expected to offer 1 hour per class section per week for consultation in your office. You should encourage students to make appointments to see you.

Make-up exams are to be scheduled and proctored by faculty. Faculty should reserve one of the COB conference rooms or arrange exams to be taken in an available office.

CURRICULUM VITAE

Your Curriculum Vitae or Resume will also be requested once a year in the fall and will be evaluated for academic and/or professional qualifications.

The College is required to maintain a record of faculty qualifications and achievements for accreditation purposes. You can update your CV outside the regular submission cycle at anytime. This will provide the College with the most up-to-date information, and enable significant achievements to be celebrated!

RECORD RETENTION AND DISPOSAL

Tests and exams, if not returned to the student, should be kept by the faculty member for one (1) year. The COB arranges periodic shredding days so that faculty can dispose of stale materials. The College Administrative Assistant will inform the faculty when a shredding day is scheduled. It is the faculty member's responsibility to box and move the materials to the appointed staging area. See **Appendix C** for more information.

COLLEGE OF BUSINESS PROGRAM SHEETS

Appendix D contains program sheets that detail the core and required courses for major programs within the College of Business. These worksheets are printed for student use to track academic progress. These program sheets are for your reference only. Program sheets are available to students in the Advising Center in Davis Hall.

COB – ACADEMIC ADVISING

The College of Business has three (3) academic advisors. Their offices are located in Davis Hall (DAV 134):

Stephanie Turner, smt@mail.usf.edu ext 3-4726

Julie Harding, harding@stpt.usf.edu ext 3-4029

TBA

The link for USFSP, Academic Advising is: <http://stpete.usf.edu/advising/directory.htm>

STUDENT DISABILITY SERVICES

Faculty should become familiar with the University's procedures and policies concerning students with disabilities. The following link to disability services may assist in this regard: <http://stpete.usf.edu/disability/>

CAREER CENTER

The Career Center helps students and alumni identify career goals and achieve career and life satisfaction.

Services include:

- corporate information sessions
- networking activities
- seminars and forums on such topics as resume writing, interviewing and networking skills, and business etiquette
- internships
- in-class presentations

The College has partnered with the Career Center to expand these services including the annual Career Expo (a career fair held in early spring semester). Students and Alumni can submit their resumes and search career and internship opportunities posted by Employers on Recruit-a-Bull, USFSP's web-based e-Recruiting program.

For more information, contact Barb Oliver at 727-873-4129 or oliverb@mail.usf.edu. You may also view information on the Career Center web page at <http://stpete.usf.edu/career/>.

ACADEMIC SUCCESS CENTER

When appropriate and to facilitate the success of our students, faculty may want to refer students to the Academic Success Center for tutoring and extra help. The following link will assist in this regard: <http://stpete.usf.edu/success/index.htm>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Appendix E is a summary of FERPA provided by the Family Policy Compliance Office, U. S. Department of Education. FERPA is a Federal law that protects the privacy of student education records. Faculty should become familiar with this law.

FREQUENTLY ASKED QUESTIONS ?



What should I do if I will not be able to attend class meetings or office hours?

Contact the College of Business Office Manager or any of the Administrative Assistants. A note will be posted on your office door and/or classroom doors immediately. If you are able, use Blackboard to post an Announcement to the students and – if you have time – use the ‘broadcast’ facility in Blackboard to send an e-mail message to them.

How can I find out about important dates?

The University academic calendar can be found on the USFSP home page of the home website: www.stpt.usf.edu and navigating to the Events icon at the bottom of the page. The College’s Administrative Assistants can also help with information regarding University holidays, drop/add dates, and other events.

I have a maintenance request. What do I do?

Our Office Manager coordinates all facility matters for the College of Business.

I need computer assistance. Who do I contact?

You may contact the College Administrative Assistant who can submit a service request, or you may contact the Campus Computing help line at 873-HELP (4357). Please visit their website for more information <http://stpete.usf.edu/computing/index.htm> You may also refer to the Quick Reference List on page 5 of this handbook.

How do I assign an “Incomplete” grade for a course?

You and the student will fill out the “Contract for Incomplete Grade” form available from the Office Manager or College Administrative Assistant. Place an ‘I’ for the grade on the gradesheet. When the student completes the course, fill out a “Change of Grade” form available from the Office Manager. The originals of both forms should be properly signed and returned to the Office Manager for processing.

What do I do about undergraduate student problems and/or conflicts?

Faculty are encouraged to resolve student issues among themselves and the student. When student issues arise, inform Assistant Dean for Undergraduate Programs or Associate Dean for Graduate & Certificate Programs, as appropriate, immediately. If the student and faculty member do not resolve the issue, the student can make an appointment with the appropriate assistant dean to discuss the matter further.

My Paycheck is directly deposited. Will I receive a pay stub?

Pay stubs are not printed for distribution. Payroll records are maintained through the GEMS Self-Serve system. The GEMS Self-Serve system can be accessed through the MyUSF All Access portal and selected on the Welcome to MyUSF page.

How do I find out about campus events?

Go to the Calendar of Events located on the USFSP home page at <http://stpete.usf.edu/calendars/index.htm>. You may also add your name to the appropriate Listserv to receive regular communication concerning campus matters as well as other vital information. You may also contact David Brodosi, brodosi@nelson.usf.edu, for additional Listserv information.

What technology is available in the classroom, and how do I find out how to operate it?

Support and maintenance of our classroom technology is provided by the Campus Computing staff. They can be reached on 3-HELP (727-873-4357) or following this link <http://stpete.usf.edu/computing/index.htm>

Guidance on the use of the technology in our classrooms can be found by following the link to Classroom Technology at http://stpete.usf.edu/computing/classroom_technology.htm. Here you will find links to specific instructions on the operation and use of the technology in each of our classrooms: click on the link to the room you will be using to read them. Information is also posted next to computers in the classrooms.

How do I book AV Resources?

Requests for audio-visual resources (projectors, TV/video etc) must be made at least 24 hours in advance using the <http://www.nelson.usf.edu/forms/imform.html> form available through the links on the Nelson Poynter Library home page.

What is the Policy on Consensual Relationships?

The USF policy on consensual relationships can be found in the [USF Policy and Procedures Manual](#) (Policy 1-022, revised 6/3/05)

Where can I find resources to get started with some research?

USF provides substantial support for research. Use the [Libraries](#) tab to find links to *Research Tools* (classes and tours, RefWorks (bibliographic software) training, subject guides etc) and *Services* (including Faculty Orientation, Library Instruction Requests, Copy Services and help with Faculty Reserves).

What is the policy on final examinations?

This is set out in the USFSP Faculty Handbook, as follows: The last six days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practica, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. (Policy 10-005).

What are the expectations about office hours?

You must designate hours during which you will be available for office conference with your students. These hours must be on regularly scheduled class days, and be adequate to ensure students have reasonable 'access' to you. You should include your office hours in your syllabus and post them on your office door. In addition, please provide an up to date copy of your office hours to the College administrative assistant.

Increasingly, students confer with faculty by e-mail. You should balance your expectations in this regard with the amount of scheduled and unscheduled time you allocate to office hours. At a minimum, you are expected to offer 1 hour per class section per week for consultation in your office. You should encourage students to make appointments to see you.

What if I have an emergency (medical, safety, fire, security) while in the classroom or on campus?

Call the USFSP Police Department at 873-4140 and/or Dial 911. Classrooms are equipped with telephones and emergency procedures information is posted.

Teaching Resources Recommended by the Teaching Committee, COB -USFSP

Books

Bain, Ken (2004). *What The Best College Teachers Do*. Harvard University Press. (USF-St Petersburg)

Barkley, Elizabeth F., K. Patricia Cross, and Claire Howell Major (2005). *Collaborative Learning Techniques: A Handbook for College Faculty*, Jossey-Bass. (USF-St Petersburg)

Davis, Barbara Gross (1993). *Tools for Teaching*, Jossey-Bass. (USF-Tampa)

Filene, Peter (2005). *The Joy of Teaching: A Practical Guide for New College Instructors*, The University of North Carolina Press. (USF-St Petersburg)

Fink, L. Dee (2003). *Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses*, Jossey-Bass. (USF-Tampa and online)

Kellough, Richard D. (1990). *A Resource Guide for Effective Teaching in Postsecondary Education*, University Press of America. (USF-St Petersburg)

Kirk, Delaney J. (2005). *Taking Back The Classroom: Tips For The College Professor On Becoming A More Effective Teacher*, Tiberius Publications. (USF-St Petersburg)

Tice, Stacey Lane, Nicholas Jackson, Leo M. Lambert, and Peter Englots (2005). *University Teaching: A Reference Guide for Graduate Students and Faculty*, 2nd edition, Syracuse University Press. (USF-St Petersburg)

Nilson, Linda B. (2003). *Teaching At Its Best: A Research Based Resource For College Instructors*, Anker Publishing Company, Inc., 2nd edition. (Tampa has 1st edition of this).

Brinkley, A (1999). *The Chicago Handbook for Teachers: A Practical Guide to the College Classroom*, University Of Chicago Press. (USF-St Petersburg and Tampa)

Barbara Walvoord (1999). *Effective Grading: A Tool for Learning and Assessment*, Jossey-Bass. (USF-St Petersburg and Tampa)

Stevens, Dannelle D. (2004). *Introduction to Rubrics: An Assessment Tool to Save Grading Time, Convey Effective Feedback, and Promote Student Learning*, Stylus Publishing (USF-St Petersburg and Tampa).

Journals with articles on teaching

- The Chronicle of Higher Education
- College Teaching
- Harvard Educational Review
- Journal of Accounting Education
- Journal of Education for Business
- Journal on Excellence in College Teaching
- Journal of Management Education
- Journal of Marketing Education
- New Directions for Teaching and Learning

Websites on teaching

www.delaneykirk.com (tips on teaching and classroom management)

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm>
(variety of teaching tips and class activities)

APPENDIX

A – I-9, Employment Eligibility Verification

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	5. Native American tribal document
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	6. U.S. Citizen ID Card (Form I-197)
	10. School record or report card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

APPENDIX

B – COB Course Syllabus Template

COURSE TITLE, PREFIX AND NUMBER
Syllabus – Term & Year

Instructor:		Office Hours:	
Office:		Monday:	
Office Phone:		Tuesday:	
Instructor's Homepage:	Optional	Wednesday:	
Fax:		Thursday:	
Email:		Friday:	
Classroom:			
Time:		By Appointment	

COURSE SPECIFIC SECTION

Course Prerequisite and Grade Requirements:

Prerequisite course name and number (if any), and any special grade requirements regarding passing certain courses with a "C" or better (for some majors); or a "C-" or better (required for graduation for College of Business core courses).

Course Description:

Course description from USF course catalog.

Course Objective(s):

Course objectives listing and narrative as desired – May be determined by individual disciplines for core Business courses.

Required/Supplementary Text(s):

Include title, author, edition, publisher, and ISBN.

Determination of Final Grade:

List all grade components and specifically how the student's final grade will be determined for the course (point values, weights, etc.). Also, include a separate description of each component of the course for which the student will receive credit. For example, you might briefly describe the type of exams and/or quizzes given, homework

assignments, required papers and projects, class participation and/or attendance (if graded).

Course Policies:

List all instructor requirements and expectations, including attendance policies, making up missed work or missed exams, preparation for class, and class conduct – including cell phone use.

Tentative Course Schedule/Outline:

List the scheduled chapter coverage for each day during the semester the class will meet, including due dates for assignments and homework, dates for quizzes and exams, and the “drop” date.

**Business Program Learning Goals (Skill(s) and Perspectives)
Addressed in This Course:**

Mark the appropriate area(s) with a 1 to 5 ranking (with 1 being light treatment and 5 being the highest degree of integration), and briefly explain how you will specifically address the skill during the semester in your course.

1. Interpersonal and Communication Skills	2. Analytical and Critical Thinking Skills	3. Information Technology Skills	4. Reflective Thinking and Experiential Learning	5. Ethical and Social Consciousness	6. Multicultural Competence
1 to 5 ranking	1 to 5 ranking	1 to 5 ranking	1 to 5 ranking	1 to 5 ranking	1 to 5 ranking

Only list and explain below those (of the six) that will be covered in your course during the semester. A brief description of each of the six perspective areas is listed below under “**BUSINESS PROGRAM LEARNING GOALS**”. Example:

Interpersonal and Communication Skills – week 2, chapter 11 and the semester project

Information Technology Skills – week 3, chapter 12-14, and spreadsheet homework assignments

BUSINESS PROGRAM LEARNING GOALS:

(1) INTERPERSONAL AND COMMUNICATION SKILLS

- Written and verbal communication skills
- Working in a team/group environment

- Group and individual dynamics in organizations
- Influencing others toward a common goal (i.e. Leadership)

(2) ANALYTICAL AND CRITICAL THINKING SKILLS

- Problem solving skills (from the “defining the problem” step to “implementation”)
- Ability to evaluate, then choose, alternative strategies/courses of action
- Ability to prioritize
- Data analysis skills

(3) INFORMATION TECHNOLOGY SKILLS

- Basic computer proficiency
- Ability to conduct basic research using the Internet
- Ability to use word processing, presentation, and spreadsheet software

(4) REFLECTIVE THINKING AND EXPERIENTIAL LEARNING

- Applications Orientation
- Multidisciplinary approaches to solving management problems (ability to integrate learning from various Business disciplines)
- Service learning (may including community and University/College service)
- Internships
- Study Abroad Programs
- Personal professional development (etiquette, dress, professional conduct)

(5) ETHICAL AND SOCIAL CONSCIOUSNESS

- Corporate social responsibility
- Ethical and legal responsibilities
- Value systems
- Personal conduct

(6) MULTICULTURAL COMPETENCE

- Global awareness and understanding
- Diversity in both domestic and international contexts
- Cultural differences and their impact on economic/business environments

UNIVERSITY/COLLEGE OF BUSINESS SECTION

Academic Dishonesty:

See USF Policy on **Academic Dishonesty and Disruption of Academic Process** at www.usf.edu/catalogs/0304/adadap.htm

Because of the University’s commitment to academic integrity, plagiarism or cheating on course work or on examinations will result in penalties that may include a grade of “F” for the specific exam or course work and a grade of “F” or “FF” for the course. Any incident of academic dishonesty will be reported to the dean of the college. Definitions and

punishment guidelines for Plagiarism, Cheating, and Student Disruption of the Academic Process may be found at the web address listed above.

Students with Disabilities:

Please notify your instructor if you have a learning disability or require special assistance with this course. Confidential personal and learning assistance counseling are made available to students through the Division of Student Affairs. Contact R. Barry McDowell (873-4990) mcdowell@mail.usf.edu for more information (Disability Services Office located at TER200).

Religious Holidays:

Students who must miss an examination due to a religious holiday should notify the instructor during the first two weeks of class.

Copyrights:

Your policy toward the use of course materials goes here. For example, “students may tape lectures and use slides from the Web for their own study, but may NOT sell these materials to others.”

APPENDIX

C – Record Retention and Disposal

RECORD RETENTION AND DISPOSAL

Taken from Chapter 5, USF Faculty Handbook

"Tests and exams, if not returned to the student, should be kept by the faculty member for one year. "

Taken from USF Office of Registrar, Student Records Management Manual, Section III, Record Retention Guidelines

"Destruction/Disposal Guidelines

The disposal of Student Records must occur in accord with retention schedules, after destruction approval is granted and then in a secure manner. Any document (paper, form, microfilm, report, etc.) that contains personally identifiable student information, even if it is not considered to be an official student record, cannot simply be placed in the trash. Such documents include but are not limited to computer-generated reports/lists, microfilm/fiche, notes, letters/memos, and forms. There are three basic ways to dispose of paper documents that contain personally identifiable information. The appropriate method should be chosen for each office based on the volume of materials and the availability of shredders or recycling bins.

Shredding – any document with personally identifiable information can be shredded and then placed either in a recycle bin or in the trash.

Sensitive Material Recycling - locked recycling bins designated for confidential materials if they are available.

Burning – any document with personally identifiable information can be burned."

APPENDIX

D – COB Program Sheets

COLLEGE OF BUSINESS - ACCOUNTING

2011-12 catalog worksheet



Major Studies Code

Date of Eval: _____ Advisor Initials: _____

Student ID: _____

Name: _____

Catalog Year: _____ Gen Ed Met: _____ [] Yes [] No

FL AA: [] Yes [] No FLENT: _____

CLAST: [] Yes [] No

Transfer Hrs: _____ Summer Hrs: _____

COB Admission Requirements

- ▶ 60 Semester Hours Completed
- ▶ 2.50 GPA on all College Work
- ▶ 2.00 GPA on all Credit Attempted at USF
- ▶ 2.00 GPA in 7 State Mandated Pre-req Courses with no grade less than "C-"

Additional Requirements

- ▶ COB Approved International Course
- ▶ 30 of last 60 hrs earned at USFSP
- ▶ 48 Upper Level Hours
- ▶ Gordon Rule Math & Writing
- ▶ Minimum 120 Credit Hours to Graduate

USFSP College of Business
 Undergraduate Advising
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 VOICE: (727) 873-4511
 FAX: (727) 873-4411
<http://www.stpt.usf.edu/advising/>

- E. BUSINESS CORE ("C-" or better in each)**
 State Mandated Common Prerequisite Courses
 ACG 2021 Principles of Fin Acc (3)
 ACG 2071 Principles of Man Acc (3)
 ECO 2013 Macroeconomics (3)
 ECO 2023 Microeconomics (3)
 QMB 2100 Bus & Economic Statistics I (3)
 QMB 3200 Bus & Economic Statistics II (3)
 BUL 3320 Law and Business I (3)
 FIN 3403 Principles of Finance (3)
 ISM 3011 Info Systems in Organizations (3)
 MAN 3025 Principles of Management (3)
 MAR 3023 Basic Marketing (3)
 GEB 4890 Strateg Mgt & Dec Making (3)

F. MAJOR: (24 HRS)

Must meet COB admission requirements prior to registering for courses in ACCOUNTING major.

Required Accounting Courses:

- A grade of "C" (Not "C-") is required for ALL ACC courses.
- ACG 3103 Inter Financial Acc I (3)
 (PR: ACG 2071)
- ACG 3341 Cost Acc & Control I (3)
 (PR: ACG 2071)
- ACG 3113 Inter Financial Acc II (3)
 (PR: ACG 3103, ACG 3341)
- ACG 3401 Acc Info Systems (3)
 (PR: ACG 3103, ACG 3341)
- ACG 4632 Auditing I (3)
 (PR: ACG 3401, ACG 3113)
- TAX 4001 Federal Taxes I (3)
 (PR: ACG 3103, ACG 3341)

Plus 6 hrs upper level Accounting Courses:

- MIN 18 HRS of ACC at USFSP
BUSINESS ELECTIVES
 CGS 2100 Computers in Business (3)

- A. GENERAL EDUCATION REQUIREMENT**
 36 hours with a 2.0 GPA average requirement
 (see Liberal Arts Requirement for more details)
1. **ENGLISH COMPOSITION** MIN 6.0
 ENC 1101 Composition I
 ENC 1102 Composition II
2. **QUANTITATIVE METHODS** MIN 6.0
 MAC 2233 Business Calculus (PR: MAC 1105)
 * QMB 2100 Bus & Economic Stats I
3. **NATURAL SCIENCES** MIN 6.0

4. **SOCIAL SCIENCES** MIN 6.0
 * ECO 2013 Macroeconomics
 * ECO 2023 Microeconomics
5. **HISTORICAL PERSPECTIVES** MIN 6.0
6. **FINE ARTS** MIN 3.0
7. **AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA)** MIN 3.0

- B. LIBERAL ARTS EXIT REQUIREMENTS** MIN - 6.0
 MAJOR WORKS & MAJOR ISSUES
- * GEB 4890 Strategic Mgmt
- LITERATURE & WRITING** MIN 3.0 G.

- C. GENERAL ELECTIVES**
 (if required)

- D. REQUIRED NON-BUSINESS HOURS**
- 1) SPC 2600 or SPC 2608 or COM 3110
 2) ENC 3250 or ENC 3310
 3) Behavioral Science/Humanities
 4) Political Science or Ethics
- Acceptable Non-Business Range: 54-60
 * Does not apply to 54 hour Non-business requirement.

H. NON-COUNTABLE HOURS (Unusable)

MIN 33 Business Hrs earned at USFSP
 Acceptable Business Range: 60-66 Hrs

COLLEGE OF BUSINESS - ECONOMICS

2 11-12 catalog

A. GENERAL EDUCATION REQUIREMENT

36 hours with a 2.0 GPA average requirement
(see Liberal Arts Requirement for more details)

1. ENGLISH COMPOSITION
ENC 1101 Composition I
ENC 1102 Composition II
MIN 6.0
2. QUANTITATIVE METHODS
MAC 2233 Business Calculus (PR: MAC 1105)
* QMB 2100 Bus & Economic Stats I
MIN 6.0
3. NATURAL SCIENCES
MIN 6.0

F.

4. SOCIAL SCIENCES
* ECO 2013 Macroeconomics
* ECO 2023 Microeconomics
MIN 6.0
5. HISTORICAL PERSPECTIVES
MIN 6.0
6. FINE ARTS
MIN 3.0
7. AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA)
MIN 3.0

G.

- B. LIBERAL ARTS EXIT REQUIREMENTS
MAJOR WORKS & MAJOR ISSUES
MIN - 6.0
- * GEB 4890 Strategic Mgmt
LITERATURE & WRITING
MIN 3.0

H.

- C. GENERAL ELECTIVES
(if required)
- D. REQUIRED NON-BUSINESS HOURS
1) SPC 2600 or SPC 2608 or COM 3110
2) ENC 3250 or ENC 3310

Acceptable Non-Business Range: 54-60
* Does not apply to 54 hour Non-business requirement.

E. BUSINESS CORE ("C-" or better in each)

State Mandated Common Prerequisite Courses

- ACG 2021 Principles of Fin Acc (3)
- ACG 2071 Principles of Man Acc (3)
- ECO 2013 Macroeconomics (3)
- ECO 2023 Microeconomics (3)
- QMB 2100 Bus & Economic Statistics I (3)
- QMB 3200 Bus & Economic Statistics II (3)
- BUL 3320 Law and Business I (3)
- FIN 3403 Principles of Finance (3)
- ISM 3011 Info Systems in Organizations (3)
- MAN 3025 Principles of Management (3)
- MAR 3023 Basic Marketing (3)
- GEB 4890 Strategic Mgt & Dec Making (3)

MAJOR: (24 HRS)

Must meet COB admission requirements prior to registering for courses in ECONOMICS major.

- Required Economics Courses: 2.0 min gpa
- ECO 3101 Intermediate Price Theory OR
 - ECP 3703 Managerial Eco (formerly ECO 3100) (3)
 - ECO 3203 Intermediate Macroeconomics (3)
- Plus 15 hrs upper level Economics courses
(may include FIN 3233)

- MIN 15 Econ Hrs earned at USFSP
- BUSINESS ELECTIVES (3)
- CGS 2100 Computers in Business (3)

NON-COUNTABLE HOURS (Unusable)

MIN 30 Business Hrs earned at USFSP

Acceptable Business Range: 60-66 Hrs

ECN

Major Studies Code

Date of Advisor Initials:
Eval: _____

Student ID: _____

Name: _____

Catalog Year: _____ Gen Ed Met: [] Yes [] No

FL AA: [] Yes [] No FLENT: _____

CLAST: [] Yes [] No

Transfer Hrs: _____ Summer Hrs: _____

COB Admission Requirements

- ▶ 60 Semester Hours Completed
- ▶ 2.50 GPA on all College Work
- ▶ 2.00 GPA on all Credit Attempted at USF
- ▶ 2.00 GPA in 7 State Mandated Pre-req Courses with no grade less than "C-"

Additional Requirements

- ▶ MIN 30 of last 60 hrs earned at USFSP
- ▶ COB Approved International Course
- ▶ Minimum 120 Credit Hours to Graduate
- ▶ 48 Upper Level Hours
- ▶ Gordon Rule Math & Writing
- ▶ Minimum 120 Credit Hours to Graduate

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http://www.stpt.usf.edu/advising/

COLLEGE OF BUSINESS ENTREPRENEURSHIP

2011-12 Catalog worksheet

A. GENERAL EDUCATION REQUIREMENT

36 hours with a 2.0 GPA average requirement (see Liberal Arts Requirement for more details)

1.	ENGLISH COMPOSITION ENC 1101 Composition I ENC 1102 Composition II	MIN	6.0
2.	QUANTITATIVE METHODS MAC 2233 Business Calculus (pr. MAC 1105) * QMB 2100 Bus & Economic Stats I	MIN	6.0
3.	NATURAL SCIENCES	MIN	6.0
4.	SOCIAL SCIENCES * ECO 2013 Macroeconomics * ECO 2023 Microeconomics	MIN	6.0
5.	HISTORICAL PERSPECTIVES	MIN	6.0
6.	FINE ARTS	MIN	3.0
7.	AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA)	MIDDLE MIN	3.0

B. LIBERAL ARTS EXIT REQUIREMENT MAJOR WORKS & MAJOR ISSUES

* GEB 4890 Strategic Mgmt	MIN	3.0
LITERATURE & WRITING	MIN	3.0

C. GENERAL ELECTIVES (If required)

D. REQUIRED NON-BUSINESS HOURS

- 1) SPC 2600 or SPC 2608 or COM 3110
- 2) ENC 3250 or ENC 3310

Acceptable Non-Business Range: 54-60

* Does not apply to 54 hour Non-business requirement.

E. BUSINESS CORE ("C-" or better in each)

State Mandated Common Prerequisite Courses

ACG 2021 Principles of Fin Acc	(3)
ACG 2071 Principles of Man Acc	(3)
ECO 2013 Macroeconomics	(3)
ECO 2023 Microeconomics	(3)
QMB 2100 Bus & Economic Statistics I	(3)
QMB 3200 Bus & Economic Statistics II	(3)
BUL 3320 Law and Business I	(3)
FIN 3403 Principles of Finance	(3)
ISM 3011 Info Systems in Organizations	(3)
MAN 3025 Principles of Management	(3)
MAR 3023 Basic Marketing	(3)
GEB 4890 Strategic Mgt & Dec Making	(3)

F. MAJOR: (24 HRS)

Must meet COB admission requirements prior to taking courses in the ENT major

Required Ent entrepreneurship courses:

A grade of C- or better required for all 8 major courses	
ENT 4XXX New Venture Creation	(3)
MAN 4802 Entrepreneur & Small Bus Mgt	(3)
MAN 4804 Small Bus Mgt Counseling	(3)
MAN 3301 Human Resource Mgt	(3)
Plus 12 hrs - see catalog for elective options	(3)
MIN 15 major hours earned at USFSP	(3)

G. BUSINESS ELECTIVES

CGS 2100 Computers in Business	(3)
--------------------------------	-----

2.0 min gpa in major

H. NON-COUNTABLE HOURS (Unusable)

MIN 33 Business hrs earned at USFSP

Acceptable Business Range: 60-66 Hrs

ETB

Major Studies Code

Date of Eval: _____ Advisor Initials: _____

Student ID: _____

Name: _____

Catalog Year: _____ Gen Ed Met: _____

FL AA: [] Yes [] No FLENT: _____

CLAST: [] Yes [] No

Transfer Hrs: _____ Summer Hrs: _____

COB Admission Requirements

- ▶ 60 Semester Hours Completed
- ▶ 2.50 GPA on all College Work
- ▶ 2.00 GPA on all Credit Attempted at USF
- ▶ 2.00 GPA in 7 State Mandated Pre-req Courses with no grade less than "C."

Additional Requirements

- ▶ COB Approved International Course
- ▶ MIN 30 of last 60 hrs earned at USFSP
- ▶ 48 Upper Level Hours
- ▶ Gordon Rule Math & Writing
- ▶ Minimum 120 Credit Hours to Graduate

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COLLEGE OF BUSINESS - FINANCE

2011-12 catalog worksheet

A. GENERAL EDUCATION REQUIREMENT

36 hours with a 2.0 GPA average requirement
(see Liberal Arts Requirement for more details)

- | | | |
|---|-----|-----|
| 1. ENGLISH COMPOSITION | MIN | 6.0 |
| ENC 1101 Composition I | | |
| ENC 1102 Composition II | | |
| 2. QUANTITATIVE METHODS | MIN | 6.0 |
| MAC 2233 Business Calculus (PR: MAC 1105) | | |
| * QMB 2100 Bus & Economic Stats I | | |

- | | | |
|---------------------|-----|-----|
| 3. NATURAL SCIENCES | MIN | 6.0 |
| | | |

- | | | |
|---------------------------|-----|-----|
| 4. SOCIAL SCIENCES | MIN | 6.0 |
| * ECO 2013 Macroeconomics | | |
| * ECO 2023 Microeconomics | | |

- | | | |
|----------------------------|-----|-----|
| 5. HISTORICAL PERSPECTIVES | MIN | 6.0 |
| | | |

- | | | |
|--------------|-----|-----|
| 6. FINE ARTS | MIN | 3.0 |
| | | |

- | | | |
|---|-----|-----|
| 7. AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA) | MIN | 3.0 |
| | | |

- | | | |
|-----------------------------------|-----|-----|
| B. LIBERAL ARTS EXIT REQUIREMENTS | MIN | 6.0 |
| MAJOR WORKS & MAJOR ISSUES | | |

* GEB 4890 Strategic Mgmt
LITERATURE & WRITING

	MIN	3.0

- | | | |
|----------------------|--|--|
| C. GENERAL ELECTIVES | | |
| (If required) | | |

- | | | |
|-------------------------------------|--|--|
| D. REQUIRED NON-BUSINESS HOURS | | |
| 1) SPC 2600 or SPC 2608 or COM 3110 | | |
| 2) ENC 3250 or ENC3310 | | |

Acceptable Non-Business Range: 54-60

* Does not apply to 54 hour Non-business requirement.

E. BUSINESS CORE ("C-" or better in each)

State Mandated Common Prerequisite Courses

- | | |
|--|-----|
| ACG 2021 Principles of Fin Acc | (3) |
| ACG 2071 Principles of Man Acc | (3) |
| ECO 2013 Macroeconomics | (3) |
| ECO 2023 Microeconomics | (3) |
| QMB 2100 Bus & Economic Statistics I | (3) |
| QMB 3200 Bus & Economic Statistics II | (3) |
| BUL 3320 Law and Business I | (3) |
| FIN 3403 Principles of Finance | (3) |
| ISM 3011 Info Systems in Organizations | (3) |
| MAN 3025 Principles of Management | (3) |
| MAR 3023 Basic Marketing | (3) |
| GEB 4890 Strategic Mgt & Dec Making | (3) |

F. MAJCR: (21 HRS)

Must meet COB admission requirements prior to registering for courses in FIN major.

Required Finance Courses: 2.0 min gpa

- | | |
|--------------------------------|-----|
| FIN 4303 Financial Inst & Mkts | (3) |
| FIN 4504 Prin of Investments | (3) |
| FIN 4414 Adv Corporate Finance | (3) |

Plus 12 hrs upper level Finance courses
(three of these must have FIN prefix)

- | | |
|--|-----|
| | (3) |
| | (3) |
| | (3) |
| | (3) |

MIN 15 FIN hrs earned at USFSP

B. BUSINESS ELECTIVES

CGS 2100 Computers in Business (3)

H. NON-COUNTABLE HOURS (Unusable)

MIN 30 Business hrs earned at USFSP

Acceptable Business Range: 60-66 Hrs

FIN

Major Studies Code

Date of Eval: _____
Advisor Initials: _____

Student ID: _____

Name: _____

Catalog Year: _____
Gen Ed Met: _____

FL AA: [] Yes [] No FLENT: _____

CLAST: [] Yes [] No

Transfer Hrs: _____
Summer Hrs: _____

COB Admission Requirements

- ▶ 60 Semester Hours Completed
- ▶ 2.50 GPA on all College Work
- ▶ 2.00 GPA on all Credit Attempted at USF
- ▶ 2.00 GPA in 7 State Mandated Pre-req Courses with no grade less than "C-"

Additional Requirements

- ▶ COB Approved International Course
- ▶ MIN 30 of last 60 hrs earned at USFSP
- ▶ 48 Upper Level Hours
- ▶ Gordon Rule Math & Writing
- ▶ Minimum 120 Credit Hours to Graduate

USFSP College of Business
Undergraduate Advising
140 Seventh Avenue South
St. Petersburg, FL 33701-5016
VOICE: (727) 873-4511
FAX: (727) 873-4411
<http://www/stpt.usf.edu/advising/>

COLLEGE OF BUSINESS - INFORMATION SYSTEMS MANAGEMENT

2011-12 catalog worksheet

A. GENERAL EDUCATION REQUIREMENT

36 hours with a 2.0 GPA average requirement (see Liberal Arts Requirement for more details)

1. ENGLISH COMPOSITION	MIN	6.0
ENC 1101 Composition I		
ENC 1102 Composition II		
2. QUANTITATIVE METHODS	MIN	6.0
MAC 2233 Business Calculus (PR: MAC 1105)		
* QMB 2100 Bus & Economic Stats I		
3. NATURAL SCIENCES	MIN	6.0

4. SOCIAL SCIENCES	MIN	6.0
* ECO 2013 Macroeconomics		
* ECO 2023 Microeconomics		

5. HISTORICAL PERSPECTIVES	MIN	6.0
6. FINE ARTS	MIN	3.0

7. AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA)	MIN	3.0

B. LIBERAL ARTS EXIT REQUIREMENTS MAJOR WORKS & MAJOR ISSUES

* GEB 4890 Strategic Mgmt	MIN	6.0
LITERATURE & WRITING	MIN	3.0

C. GENERAL ELECTIVES (If required)

D. REQUIRED NON-BUSINESS HOURS
1) SPC 2600 or SPC 2608 or COM 3110
2) ENC 3250 or ENC 3310

Acceptable Non-Business Range: 54-60
* Does not apply to 54 hour Non-business requirement.

E. BUSINESS CORE ("C-" or better in each)

State Mandated Common Prerequisite Courses

ACG 2021 Principles of Fin Acc	(3)
ACG 2071 Principles of Man/Acc	(3)
ECO 2013 Macroeconomics	(3)
ECO 2023 Microeconomics	(3)
QMB 2100 Bus & Economic Statistics I	(3)
QMB 3200 Bus & Economic Statistics II	(3)
BUL 3320 Law and Business I	(3)
FIN 3403 Principles of Finance	(3)
* ISM 3011 Info Systems in Organizations	(3)
MAN 3025 Principles of Management	(3)
MAR 3023 Basic Marketing	(3)
GEB 4890 Strategic Mgt & Dec Making	(3)

F. MAJOR: (24 HRS)

Must meet COB admission requirements prior to registering for courses in ISM major.

Required Management Information Systems Courses:

A grade of "C" (Not "C-") is required for 5 required courses.

ISM 3232 Bus App Development	(3)
ISM 3113 Sys Anlys & Design	(3)
ISM 4212 Database Admin	(3)
ISM 4220 Bus Data Comm	(3)
ISM 4300 Managing Info Res	(3)
Plus 9 hrs approved ISM electives:	
	(3)
	(3)
	(3)

MIN 18 ISM hrs earned at USFSP
* ISM 3232 (Bus App Dev) may be taken concurrently with ISM 3011.

G. BUSINESS ELECTIVES

CGS 2100 Computers in Business	(3)
--------------------------------	-----

2.0 min gpa in major

H. NON-COUNTABLE HOURS (Unusable)

MIN 33 Business hrs earned at USFSP

Acceptable Business Range: 60-66 Hrs

ISM

Major Studies Code

Date of Eval: _____ Advisor Initials: _____

Student ID: _____

Name: _____

Catalog Year: _____ Gen Ed Met: _____

FL AA: [] Yes [] No FLENT: _____

CLAST: [] Yes [] No

Transfer Hrs: _____ Summer Hrs: _____

COB Admission Requirements

- ▲ 60 Semester Hours Completed
- ▲ 2.50 GPA on all College Work
- ▲ 2.00 GPA on all Credit Attempted at USF
- ▲ 2.00 GPA in 7 State Mandated Pre-req Courses with no grade less than "C-"

Additional Requirements

- ▲ COB Approved International Course
- ▲ MIN 30 of last 60 hrs earned at USFSP
- ▲ 48 Upper Level Hours
- ▲ Gordon Rule Math & Writing
- ▲ Minimum 120 Credit Hours to Graduate

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COLLEGE OF BUSINESS - MARKETING

2011 /2012 catalog worksheet

A. GENERAL EDUCATION REQUIREMENT

36 hours with a 2.0 GPA average requirement (see Liberal Arts Requirement for more details)

1. ENGLISH COMPOSITION
ENC 1101 Composition I
ENC 1102 Composition II

MIN 6.0

2. QUANTITATIVE METHODS
MAC 2233 Business Calculus (Pr: MAC 1105)
* QMB 2100 Bus & Economic Stats I

MIN 6.0

3. NATURAL SCIENCES

MIN 6.0

4. SOCIAL SCIENCES

MIN 6.0

* ECO 2013 Macroeconomics
* ECO 2023 Microeconomics

5. HISTORICAL PERSPECTIVES

MIN 6.0

6. FINE ARTS

MIN 3.0

7. AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA)

MIN 3.0

B. LIBERAL ARTS EXIT REQUIREMENTS MAJOR WORKS & MAJOR ISSUES

* GEB 4890 Strategic Mgmt

LITERATURE & WRITING

MIN 3.0

C. GENERAL ELECTIVES (if required)

REQUIRED NON-BUSINESS HOURS

1.) SPC 2600 or SPC 2608 or COM 3110
2.) ENC 3310 or ENC 3250

Acceptable Non-Business Range: 54-60

* Does not apply to 54 hour Non-business requirement.

E. BUSINESS CORE ("C-" or better in each)

State Mandated Common Prerequisite Courses

ACG 2021 Principles of Fin Acc

(3)

ACG 2071 Principles of Man Acc

(3)

ECO 2013 Macroeconomics

(3)

ECO 2023 Microeconomics

(3)

QMB 2100 Bus & Economic Statistics I

(3)

QMB 3200 Bus & Economic Statistics II

(3)

BUL 3320 Law and Business I

(3)

FIN 3403 Principles of Finance

(3)

ISM 3011 Info Systems in Organizations

(3)

MAN 3025 Principles of Management

(3)

MAR 3023 Basic Marketing

(3)

GEB 4890 Strategic Mgt & Dec Making

(3)

MAJCR: (21 HRS)

Must meet COB admission requirements prior to registering for courses in MKT major.

A Grade of "C" (Not "C-") is required for ALL MKT courses.

Required Marketing Courses:

MIN 15 MAR hrs earned at USFSP:

MAR 3613 Marketing Research

(3)

MAR 3400 Professional Selling

(3)

MAR 4824 Marketing Mgmt Problems

(3)

Plus : 12hrs upper level MKT courses:

(3)

(3)

(3)

(3)

BUSINESS ELECTIVES

CGS 2100 Computers in Business

(3)

Required Business Elective

(3)

NON-COUNTABLE HOURS (Unusable)

MIN 30 Business hrs earned at USFSP

Acceptable Business Range: 60-66 Hrs

MKT

Major Studies Code

Date of Eval: _____
Advisor Initials: _____

Student ID: _____

Name: _____

Catalog Year: _____
Gen Ed Met: [] Yes [] No

FL AA: [] Yes [] No FLENT: [] Yes [] No

CLAST [] Yes [] No

Transfer Hrs: _____
Summer Hrs: _____

COB Admission Requirements

- ▶ 60 Semester Hours Completed
- ▶ 2.50 GPA on all College Work
- ▶ 2.00 GPA on all Credit Attempted at USF
- ▶ 2.00 GPA in 7 State Mandated Pre-req Courses with no grade less than "C-"

Additional Requirements

- ▶ COB Approved International Course
- ▶ MIN 30 of last 60 hrs earned at USFSP
- ▶ 48 Upper Level Hours
- ▶ Gordon Rule Math & Writing
- ▶ Minimum 120 Credit Hours to Graduate

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AFFILIATED MAJOR IN ECONOMICS

2011-12 catalog worksheet

A. GENERAL EDUCATION REQUIREMENT

36 hours with a 2.0 GPA average requirement
(see Liberal Arts Requirement for more details)

- | | | |
|---|-----|-----|
| 1. ENGLISH COMPOSITION | MIN | 6.0 |
| ENC 1101 Composition I | | |
| ENC 1102 Composition II | | |
| 2. QUANTITATIVE METHODS | MIN | 6.0 |
| * QMB 2100 Bus & Economic Stats 1 | | |
| 3. NATURAL SCIENCES | MIN | 6.0 |
| | | |
| 4. SOCIAL SCIENCES | MIN | 6.0 |
| * ECO 2013 Macroeconomics | | |
| * ECO 2023 Microeconomics | | |
| 5. HISTORICAL PERSPECTIVES | MIN | 6.0 |
| | | |
| 6. FINE ARTS | MIN | 3.0 |
| | | |
| 7. AFRICAN, LATIN AMERICAN, MIDDLE EASTERN, OR ASIAN PERSPECTIVE (ALAMEA) | MIN | 3.0 |
| | | |

B. LIBERAL ARTS EXIT REQUIREMENTS MAJOR WORKS & MAJOR ISSUES

- | | | |
|-----------------------|-----|-----|
| LITERATURE & WRITING | MIN | 3.0 |
| | | |
| FOREIGN LANGUAGE EXIT | MIN | 8.0 |
| | | |

D. GENERAL ELECTIVES

(may include up to 27 business hours)

*does not count toward the 87 non-eco hrs

Minimum non-economics hours = 87

E. REQUIRED ECONOMIC COURSES:

("C-" or better required in each course)

- ECO 2013 Macroeconomics (3)
- ECO 2023 Microeconomics (3)
- QMB 2100 Bus & Economic Statistics I (3)
- QMB 3200 Bus & Economic Statistics II (3)
- ECP 3703 Managerial Economics ## (3)
- ECO 3203 Intermediate Macroecon (3)

ECONOMICS ELECTIVES: 15 hours : 2.0 min gpa

These courses must have prefix of ECO, ECS, ECP or may include FIN 3233

- (3)
- (3)
- (3)
- (3)
- (3)

ECO 3101 may be substituted for ECP 3703 but students will not receive credit for both ECO 3101 and ECP 3703.

Minimum economics hours = 33

ECO

Major Studies Code

Name: _____

Cat. Yr.: _____ Gen Ed.: [] Yes [] No

FL AA: [] Yes [] No FLENT: _____

Tr. Hrs.: _____ Sum. Hrs.: _____

CLAST [] Yes [] No

▶ 2.00 GPA on all Credit Attempted at USF

▶ 2.00 GPA on all college work

Additional Requirements

- ▶ USFSP residency
- ▶ 48 Upper Level Hours
- ▶ Gordon Rule Math & Writing
- ▶ Minimum 120 Credit Hours to Graduate

USFSP College of Business
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FAX: (727) 873-4411
<http://www.stpt.usf.edu/advising>

Date of

Eval: _____

Advisor _____

Initials: _____

Student _____

ID: _____

APPENDIX

E - FERPA

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920