Faculty Resource Guide

University of South Florida - St. Petersburg
College of Arts & Sciences
140 7th Avenue South, Davis Hall 108
St. Petersburg, Florida 33701
727-873-4156
https://www.usfsp.edu/coas
About USF St. Petersburg

Mission, Core Values 2
Vision, Strategic Plan, Accreditation 3
History 3-4
At a Glance 4

About the College of Arts & Sciences

CAS Mission 5
Staff 6
Organization Chart 7
Departments 8
Department Contacts 9
Undergraduate Programs 10
Master’s Programs and Certificates 11
Honor’s Program 12
Brewing Arts 13

Getting Started 14

Academic Calendar 15
Bayboro Account 15
Campus Computing 15
Canvas 15
Class Cancellation 16
Classroom Courtesy 17-18
Classroom Technology 19-22
eDisclose 23
Email Address 23
Emergency Numbers 23
Emergency Procedures/Gathering Areas 24-25
Evaluations 25
Faculty Handbook 26
FERPA 26
Field Trips 26-28
Final Exams 29
First Day of Attendance 29
GEMS/Paycheck/Direct Deposit 29
General Education Committee Philosophy 29-30
Grades 31
Harborside Listserv 31
Help Desk 31
ID Center 32
Judicial Affairs, Student Code of Conduct 32
Keys/Key Access Card 33
Library 33-34
Net ID 34
Office Hours 34
Parking 35
Payroll 35
Perks 35
Police Services 35-36
Proctoring 36
Record Retention 36
Retirement – TERP/Bencor 36
Senior Auditors 36-37
Students of Concern Assistance Team 37-38
Student Disability Services 38-40
Student Academic Grievance Policy 40
Student Success Center 40
Syllabus Checklist 40
Study Abroad Opportunities 41
Textbook Law 41
Title IX and VAWA 41
USF Policy and Regulation 41
Wellness Center 42
On behalf of the faculty and staff of the USFSP College of Arts & Sciences, we would like to take this opportunity to welcome you. We hope that you enjoy teaching here and look forward to helping you become a member of our College and academic community. We have prepared this guide to assist you with any questions you may have. If you have any additional questions, or need further assistance, please do not hesitate to contact us.

We hope that your transition to working in the USFSP College of Arts & Sciences is smooth and wish you every success in your endeavors.

The College of Arts & Sciences is USF St. Petersburg’s largest college, offering a wide range of academic programs. The College has a legacy of providing programs of excellence in a student-centered atmosphere. World-class research and creative activities are carried out in one of the most beautiful metropolitan campuses in the U.S. Take some time to explore our offerings, where “the world will recognize your degree and your professors will know your name.”
Mission

Inspire scholars to lead lives of impact.

Core Values

STUDENT-CENTERED SUCCESS
We provide a personalized experience for every student. We will grow by design to sustain academic programs that prepare our graduate and undergraduate students for work and life while retaining our intimate learning environment.

RESEARCH AND INNOVATION
Our faculty members conduct nationally and internationally significant research and scholarship. Faculty members convert individual and collaborative efforts into new knowledge to improve lives far beyond our campus and community.

INCLUSION OF DIFFERENCES
We seek divergent voices and tell untold stories. We actively recruit students, faculty, staff and administrators who bring global and domestic diversity to campus, with emphasis on representing our evolving regional demographics. We notice where conceptual differences synthesize, complement — or clash. In classes, in meetings and in public forums, we invite difficult dialogues to enable everyone to better understand different worldviews. We strive to create synergy.

COMMITMENT TO COMMUNITY
USF St. Petersburg connects seamlessly to St. Petersburg and the surrounding region. Our students enroll in the city as well as USFSP, bringing to the city the exuberance that only a residential campus culture can provide. Our community-based partners and mentors multiply opportunities for students and challenge faculty and administrators to recognize new areas for innovation and exploration. Together we shine.

CARE FOR NATURAL ENVIRONMENT
We celebrate our organic connection to the waterfront and cityscape. Through study and service, we serve as stewards for the plants, animals and systems that sustain us. We take seriously our commitment to become carbon neutral.
Vision

USF St. Petersburg will shine. USF St. Petersburg faculty and administrators will work shoulder-to-shoulder with students and community partners to build a better world. We will challenge ourselves to excel in research, teaching and service.

Strategic Plan

“Our goal is a vision for USFSP that focuses our resources to have a powerful impact in Pinellas County and beyond. We are eager to move forward and build on the vision of making USFSP one of the best public institutions in the region.”
– Regional Chancellor Wisniewska

Accreditation

SACS-COC: The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master’s levels.

History of USF St. Petersburg

USF St. Petersburg has a history rich with academic excellence, entrepreneurial spirit and ingenuity. Its founders opened the doors to students on Sept. 5, 1965, and throughout its history this academic cove on Bayboro Harbor has embraced enormous change as Florida’s need for higher education intensified.

USF St. Petersburg was the first regional higher education institution in Florida.

USF St. Petersburg’s early administrators were creative and ambitious, building support from the St. Petersburg City Council, St. Petersburg Chamber of Commerce, the Florida Legislature, the Board of Regents and intellectual leaders such as Nelson Poynter of the St. Petersburg Times, to lead the institution toward its current role as a graduate urban institution.

The first classes began for 260 freshmen on Sept. 7, 1965 in the old Maritime Service barracks. They also took classes in Tampa, and shuttles took students to and from the campuses.

In the late 1960s, then-USF President John Allen devised a plan to offer commuter students access to upper-level undergraduate and limited graduate programs, under the name Bayboro Campus. He put Lester Tuttle, a College of Education faculty member, in charge of the plan. Florida lawmakers made it an official branch campus in 1969. By the mid-1970s, the campus was offering a variety of upper-level undergraduate and some graduate courses.
Nelson Poynter participated in a groundbreaking for a much-expanded campus on June 15, 1978. He died hours later. The USF St. Petersburg library is named in his honor. The campus continued to grow through the 1980s, with new buildings and expanded course offerings.

In the late 1990s, lawmakers began the process that would lead to USF St. Petersburg becoming a separately accredited institution within the USF System. That led to a rapid expansion under interim VP/CEO Ralph Wilcox. The Florida Legislature made it official in 2002 with a law creating the University of South Florida St. Petersburg.

Its first residence hall broke ground in 2005. In 2006, USFSP was awarded separate accreditation by the Southern Association of College and Schools. Under the leadership of Regional Vice Chancellor Margaret Sullivan, the accreditation was reaffirmed in 2011.

**AT A GLANCE**

**BRAGGING RIGHTS**

- U.S. News & World Report ranks USFSP’s Online MBA at #15 in the nation and #2 in Florida. The magazine also ranked the program among the top 20 percent of Best Online MBA Programs for Veterans (2016).
- Affordable Schools.net ranked USFSP among its “25 Most Exclusive Public Bachelor’s Colleges by Admission Rate” (2016).
- USFSP’s Kate Tiedemann College of Business is accredited by AACSB International for both business and accounting, a double distinction held by only 1 percent of business schools globally.
- USFSP’s College of Education has earned accreditation under the National Council for Accreditation of Teacher Education (NCATE) standards through the Council for the Accreditation of Educator Preparation (CAEP) Accreditation System.
- USFSP students have unparalleled opportunities to engage in research and internships including positions with the Smithsonian, White House, NASA, and corporate and community leaders.
- In 2014, entrepreneur Kate Tiedemann donated $10 million to name the USFSP College of Business.
- In 2011, USFSP earned the university-wide classification for Community Engagement by the Carnegie Foundation for the Advancement of Teaching.
ABOUT THE USFSP COLLEGE OF ARTS & SCIENCES

CAS Mission

To embody the principles and activities of a research intensive liberal arts college, where our graduates will be well trained within their disciplines, and thus prepared for graduate of professional schools. Our students will have the critical skills, broad outlook, and civic awareness that will make them engaged and productive citizens. In short, our students will be recognized as citizen scholars.

Unit Goals/Strategies

1. Make significant and meaningful contributions to ongoing dialogues in our academic fields;
2. Expect our undergraduates and graduate students to engage in research – where feasible, in collaboration with faculty;
3. Cultivate a vigorous liberal arts culture by recruiting talented and diverse faculty and students, maintaining small class sizes, and mentoring those students we have;
4. Encourage free discussions, foster critical thinking, demand that our students write, and when possible, to work across disciplines;
5. Initiate and expand graduate programs and develop formal academic ties to other graduate programs within the University of South Florida system;
6. Introduce, as part of the mosaic of learning experiences at USFSP, civic engagement, service learning, and experiential learning into classes, when appropriate.
College of Arts & Sciences
Office of the Dean

Frank Biafora, Ph.D.
Dean
727-873-4292
fbiafora@mail.usf.edu

Susan Toler, Ph.D.
Associate Dean
727-873-4482
smtoler@usfsp.edu

Scott Burghart, Ph.D.
Assistant Dean
727-873-4540
burghart@mail.usf.edu

Mia Culbertson
Academic Program Specialist
727-873-4285
mculbertson@mail.usf.edu
Responsibilities
Social Media

Harriett Fletcher
Staff Assistant
727-873-4156
hfletch2@usfsp.edu
Responsibilities Faculty and Staff Support, ARC Petitions

Jyoti Rao
Internship Coordinator
727-873-4176
jyotirao@mail.usf.edu
Responsibilities: Internships, National and International Award Opportunities, Study Abroad, Mentor Opportunities

Paul Schulz
Manager, Fiscal and Business Administration
727-873-4426
schulz2@usfsp.edu
Responsibilities Budget Management, Purchasing Approval, Grants

Martin Seggelke, DMA
Academic Services Administrator; Adjunct Professor of Music
727-873-4615
Seggelke@mail.usf.edu
Responsibilities Course Scheduling, Tenure and Promotion, CAS Calendar

Marketa L. Teal
Graduate Admissions Recruiter
727-873-4770
mteal@mail.usf.edu, casgradinfo@usfsp.edu
Responsibilities Prospective grad students, GRE Prep Course oversight

Britani Williams
Fiscal and Business Analyst
727-873-4365
britaniw@mail.usf.edu
Responsibilities Purchasing, Travel, Reimbursements

Jennifer Woroner
Unit HR Administrator
727-873-4157
woronerj@usfsp.edu
Responsibilities Human Resources / Payroll, New Employee Orientation, Attendance and Leave Coordinator
College of Arts and Sciences
University of South Florida St. Petersburg

History (BA), Political Science (BA)
Chair: Michael Francis

Anthropology (BA),
Criminology (BA),
ISS (BA), Geography (BA)
Foreign Language & Culture (BA)
Chair: Jay Sokolovsky

Environmental Science &
Policy (BS, MS)
Admin Chair: Scott Burghart

Biology (BA),
Health Sciences (BS)
Chair: Melanie Reidinger-Whitmore

Psychology (BA, MA)
Chair: Mark Pezzo

Mass Comm (BA)
Journalism (MA)
On-Line Digital Media (MA)
Chair: Debi Elliot

Departments & Programs
14 Bachelors
5 Masters
4 Certificates

Master of Liberal Arts:
(a) in Florida Studies
(b) in General Studies

Verbal and Visual Arts
English Lit/Writing (BA) &
Graphic Design (BFA)
Chair: Lisa Starks-Estes

July 1, 2016
DEPARTMENT CONTACTS

• BIOLOGICAL SCIENCES
  CHAIR: Dr. Melanie Riedinger-Whitmore 727-873-4971
  ACADEMIC PROGRAM SPECIALIST: Kari Fuhrmann 727-873-4263

• HISTORY AND POLITICS
  CHAIR: Dr. J. Michael Francis 727-873-4418
  ACADEMIC PROGRAM SPECIALIST: Catherine Koziol 727-873-4395

• JOURNALISM AND DIGITAL COMMUNICATION
  CHAIR: Dr. Deni Elliott 727-873-4857
  ACADEMIC PROGRAM SPECIALIST: Casey Peterson 727-873-4881

• PSYCHOLOGY
  CHAIR: Dr. Mark Pezzo 727-873-4020
  ACADEMIC PROGRAM SPECIALIST: Mia Culbertson 727-873-4285

• SOCIETY, CULTURE AND LANGUAGE
  CHAIR: Dr. Jay Sokolovsky 727-873-4514
  ACADEMIC PROGRAM SPECIALIST: Mia Culbertson 727-873-4285

• VERBAL AND VISUAL ARTS
  CHAIR: Dr. Lisa Starks 727-873-4158
  ACADEMIC PROGRAM SPECIALIST: Catherine Koziol 727-873-4395
UNDERGRADUATE PROGRAMS

- Anthropology
- Art – Graphic Design
- Biology
- Criminology
- English
- Environmental Science & Policy
- Geography
- Health Science
- History
- Interdisciplinary Social Sciences
- Mass Communications – Journalism & Media Studies
- Political Science
- Psychology
- World Languages and Cultures

1. Concentrations include: Biomedical Sciences, Ecology and Evolution, General Biology, Marine Biology

2. Concentrations include: Literature & Cultural Studies, Writing Studies

3. Concentrations include: Environmental Policy, Environmental Science, Environmental Sustainability

4. Concentrations include: Communication Sciences and Disorders, Healthcare Administration, Integrated Health Sciences, Public Health

5. Concentrations include: Anthropology, Criminology, Economics, Environmental Policy, Geography, History, International Studies, Latin American Studies, Political Science, Psychology, Social Work

6. Concentrations include: French and Francophone Studies, Spanish and Latin American Studies, Dual Spanish and French Studies
Master’s Programs

- Conservation Biology (M.S.)
- Digital Journalism and Design (M.A.)
- Environmental Science and Policy (M.A.)
- Environmental Science and Policy (M.S.)
- Florida Studies (M.L.A.)
- Journalism and Media Studies (M.A.)
- Liberal Arts: Focused or Interdisciplinary Studies (M.L.A.)
- Psychology (M.A.)

Certificate Programs

- Creative Writing
- Food Writing and Photography
- Geospatial Science
- Infant-Family Mental Health
Honor’s Program

The Honors program encourages the rigorous pursuit of honors scholarship among students who are considered the best and brightest undergraduates at the university. We have developed a curriculum designed to bring out the talents and abilities of students and professors. We emphasize small classes where students and teachers can freely exchange ideas.

In small seminar-style classes, students receive individual attention from a distinguished faculty member. They engage in intellectually stimulating discussion and course work designed to foster the development of critical thinking skills and excellent written and oral expression. Specifically designed honors seminars span the sciences and humanities and offer an unusual amount of freedom to explore an interdisciplinary approach to the acquisition of knowledge.

Students from all USF St. Petersburg disciplines are encouraged to participate in this unique program of distinguished study. Admission to the Honors Program is based upon our assessment of your potential for superior academic achievement. Indicators of this potential include: outstanding achievement in high school or college, superior scores on standardized tests, the ability to write well, and keen intellectual curiosity. To apply, please complete an application (.pdf) and submit it to:

Dr. Thomas Smith  
Director, Honors Program  
USF St. Petersburg  
140 Seventh Avenue South, SNL100  
St. Petersburg, FL 33701  
(727) 873-4583  
twsmith2@usfsp.edu
Brewing Arts
https://www.usfsp.edu/brewing-arts/

A recent study by the Brewers Guild of Florida on the economic impact of craft beer highlights that Florida is a relative latecomer to the craft beer scene and that we have just seen the beginning of craft beer.

Total economic impacts (including direct, indirect and induced effects) were estimated at $301 million in 2012 and $432 million in 2013, with predictions that before long we could see as many as 500 breweries contributing to a total impact upwards of $2.5 billion in the state. Recognizing this potential, the University of South Florida St. Petersburg College of Arts and Sciences has collaborated with numerous local and national breweries to create a unique on-line course and hands-on training program in the Brewing Arts. Lead sponsors of this program include 3 Daughters Brewing and Great Bay Distributing.

The Brewing Arts program will provide participants with the foundational knowledge and hands-on training for a successful career in the fast growing industry of craft brewing. The program is designed for those who range from 1) hobbyists and enthusiasts looking to make their passion into a career to 2) those who wish to work in a brewery, to 3) those who may aspire to open a brewery one day.

The USFSP brewing arts program is an online program that provides participants with the foundational knowledge and hands-on training for a successful career in the fast growing industry of craft brewing. And the best part is, you can complete the program from anywhere on the globe.
GETTING STARTED

Welcome to the College of Arts & Sciences!

Please see the following steps to get started to be entered into the USF payroll system and given access to your course:

• Please have two official transcripts reflecting the terminal and/or master’s degree be sent to Jennifer Woroner, DAV 100.
• Please sign your letter of offer and return to Jennifer Woroner.
• Please look out for an email from hireright to conduct a background check and complete the information requested.
• Jennifer Woroner will contact you to set up an appointment to meet with her for a brief orientation and Human Resources to complete payroll paperwork. At this appointment please bring the documents with you to complete an I-9 Form.
• After you meet with Human Resources, the information will be entered into GEMS and then an employee identification number will be issued. The information is uploaded from GEMS to Banner within 24-48 hours of the hire date.
• Next, present your letter of offer to the USF ID Card center located in the Nelson Poynter Memorial Library on the second floor and have them take your picture and then receive your USF ID card.
• After you receive your USF ID card, you are able to create a user Net ID and password and able to receive an email address. Please see the campus computing new hire website: http://www.usfsp.edu/computing/newhires/
College of Arts & Sciences
Information, Policies and Procedures

Academic Calendar
The academic calendar can be found on the following website:
https://www.usfsp.edu/academic-calendar/

Bayboro Account
A Bayboro Account is a domain user account that allows faculty and staff to access office computers, classroom computers, and shared drives. Your Bayboro username is matched so that it is the same as your USF NetID username. Your Bayboro Account is a separate account from your USF NetID account with access to separate resources.

http://www1.usfsp.edu/computing/service_requests/bayboro_account/bayboro_account_request_form.htm

Campus Computing
For all questions related to campus computing, please see the following website:
http://www.usfsp.edu/computing/newhires/

CANVAS
http://www.usf.edu/atle/technology/canvas.aspx

Canvas related issues are supported by the USF Tampa Help Desk (866) 974-1222 or help@usf.edu.

How to use Canvas, visit the Canvas Help Center:
http://guides.instructure.com/s/2204/m/4152/1/57126-how-do-i-publish-my-course
CLASS CANCELLATION POLICY

University of South Florida St. Petersburg
College of Arts & Sciences
Office of the Dean
Class Cancellation Policy
Fall 2014

The reputation and integrity of the University of South Florida St. Petersburg, College of Arts & Sciences, Department and each academic program rely on every class being conducted according to the schedule. However, there are times where a class may have to be cancelled due to an emergency. The decision to cancel classes should be taken very seriously in all situations.

1. USFSP / College of Arts & Sciences Cancellation of Classes:
   - All official information regarding campus closings, class cancellation, evacuation and repopulation of the campus will be communicated through the following:
     - Main USFSP website, www.usfsp.edu
     - The USFSP Emergency Information line (727) 873-4636
     - USFSP personnel e-mail
     - MoBull Messaging
     - And other media outlets
   - If USFSP closes for inclement weather conditions, faculty do not need to contact students.

2. Faculty Member Decision to Cancel a Class for emergency reasons**:
   - Post cancellation notification on Canvas
   - Contact Department Chair
   - Contact Dean’s Office at (727) 873-4156 to notify class cancellation (e-mail Harriett Fletcher: hfletch2@mail.usf.edu)
   - Contact the College of Arts & Sciences Attendance and Leave Coordinator at (727) 873-4157 regarding sick leave policy and usage of sick leave (e-mail Jennifer Woroner: woronerj@mail.usf.edu)

3. Faculty Member Decision to Cancel a Class for Anticipated Absence:
   - Contact Department Chair regarding approval and discussion of alternative assignments
   - Contact Dean’s Office at (727) 873-4156 to notify regarding absence
   - Announce to students well in advance and on syllabus if possible

** Faculty who repeatedly cancel class will be asked to meet with the Department Chair and Dean of the College of Arts & Sciences
CAS Classroom Courtesy

Since faculty from all colleges, departments and programs share classrooms; it is assumed that basic courtesies are extended to other faculty in order to ensure an optimal learning environment for students as well as an optimal teaching environment for faculty. The guidelines outlined in this document establish basic courtesies that are reasonable to assume we extend to others and others extend to us.

I. Seating Should Never Be Moved Between Classrooms: Each classroom has an established seating capacity. In some cases, this capacity is set according to fire code, and in others it is set according to the number of seats that a classroom can comfortably hold. Specific classrooms require specific types of furniture. Given these circumstances, it is important that no seating is added to or removed from any classrooms. When seating arrangements are altered in a classroom, it causes either a shortage of seats for the class following yours, or an overcrowded classroom (creating a violation of ADA standards).

II. Moving Seats Within a Classroom: If there are pedagogical reasons that warrant the movement of seating arrangements in a classroom, seating may be altered. However, the seating arrangement must be returned to its original layout prior to the instructor’s exit.

III. Leaving Classroom Technology/Whiteboards as Found: Since many faculty members require time to set up technology or prepare materials before teaching a course, it is necessary that instructors ensure that classroom technology is returned to its original state. This means that instructors should log off of the computer, return the projector screen to its “up” position, configure the audio & visual settings to reflect the “standard” settings, and erase any and all marks on the whiteboard. If pressed for time, instructors could designate students to assist with erasing the board.

IV. Leaving & Entering Classrooms at Scheduled Times: Since there is a scheduled meeting pattern that each course falls within, it is necessary that faculty ensure that they both: a) End their course at or before its
scheduled time and b) Ensure that students are out of the classroom at the course’s scheduled end time. It is understood that students often wish to meet with their instructor directly after a course. These meetings are strongly encouraged, but - in an effort to be considerate of those waiting on the classroom to begin the next course - the instructor should encourage the student to meet with them outside of the classroom (the faculty member’s office could be an ideal location). It is also strongly encouraged that this information be posted in the syllabus so that students are aware of this in advance.

V. Food & Drinks are not allowed in the Classroom: Countless hours are spent by our maintenance staff to ensure we have a clean classroom environment. When students and faculty bring food or drinks into the classroom there are inevitable spills on the carpeting, or food left over the weekend, resulting in unwanted bugs and odors. Unfortunately, people also leave their trash behind for other to pick up after them. Please do not bring food or drink into the classroom.

VI. Classroom Courtesy at a Glance: • Seats or desks should never be moved from one classroom to another. • Seating arrangements, if altered, should be returned to their initial state before exiting the classroom. • Faculty must exit or enter the classroom promptly at the end of the scheduled class time. If students would like to engage in problem solving or conversation with the instructor, it should be done outside of the classroom (perhaps in the faculty member’s office). • Instructors must sign out of computer and return technology to its original state. • Notes, drawings, instructional text, etc. must be erased upon departing the classroom. • Food and drink are not allowed in the classroom.
CLASSROOM TECHNOLOGY

IN THE CLASSROOM

Campus Computing and Instructional Technology Services work together to provide and support technology in the classrooms.

- Campus Computing provides support for the computer and telephone:

  Office of Campus Computing
  Office: BAY 226
  Phone: (727)873-4357

Instructional Technology supports the projector and other A/V equipment:

  Nelson Poynter Library, second floor, POY 221
  Monday—Thursday, 8:00 AM to 7:00 PM
  Friday, 8:00 AM to 5:00 PM
  Closed Saturday and Sunday
  Phone:(727) 873-4409
Classroom Technology Instructions

Instructors should schedule an orientation session with Campus Computing before using classroom technology equipment. A Bayboro domain account is required to log on to the classroom computers. Please read the technical support section at the end of this document for contact information.

Classroom Equipment:
- One ceiling-mounted projector
- One media presentation switcher with sound amplifier
- One DVD and VCR player
- One document projector, where available
- Auxiliary cables for USB peripherals, VGA video input, and sound

Using the Classroom Computer

1. Press the power button \( \Box \) on the computer and the monitor to power them up.
2. Press the “CTRL + ALT + DEL” keys on the keyboard, or click “Switch User” button, to unlock the logon screen.
3. Type your Bayboro username and password to log on to Windows.

4. Lower the volume on the media presentation switcher by adjusting the volume control knob.
5. Power up the ceiling projector by pressing the “ON” button on the presentation switcher.
6. Press the “PC” button on the presentation switcher to project the computer display.

Please turn off the projector when you are done.
Connecting a Laptop Computer

1. Make sure your laptop is completely turned off – not in sleep or standby mode.
2. Plug the VGA display cable and the audio cable lying on the top of the computer cabinet into your laptop's corresponding display port and headphone jack. Some laptops may require a display adapter to connect the VGA cable.

![Image of VGA and audio cables](image)

3. Lower the volume on the media presentation switcher by adjusting the volume control knob.
4. Power up the ceiling projector by pressing the “ON” button on the presentation switcher.
5. Press the “LPTP” button to set the projection source to your laptop computer.

![Image of projector control panel](image)

6. Power up your laptop.

If the your laptop does not detect the projector, look for a display control feature on your laptop’s keyboard. Some laptops will activate additional output sources using a keystroke combination, like “Fn + F8.” See your laptop’s user guide for more information.

Playing a DVD or VCR Tape

1. Lower the volume on the media presentation switcher by adjusting the volume control knob.
2. Power up the ceiling projector by pressing the “ON” button on the presentation switcher.
3. Press the “DVD” or “VCR” buttons to set the projection source to the video format of your choice.

![Image of projector control panel](image)

4. Press the power button on the VCR/DVD player to power it up.
5. Insert the VCR tape or DVD disc.
6. Press the play button on the VCR/DVD player to start the video.
Playing a Music CD
1. Press the power button on the computer and the monitor to power them up.
2. Press the “CTRL + ALT + DEL” keys on the keyboard, or click “Switch User” button, to unlock the logon screen.
3. Type your Bayboro username and password to log on to Windows.
4. Lower the volume on the media presentation switcher by adjusting the volume control knob.
5. Power up the ceiling projector by pressing the “ON” button on the presentation switcher.
6. Press the “PC” button on the presentation switcher to project the computer display.
7. Open the computer’s optical drive tray and insert the CD.
8. In most cases the CD will begin to play automatically. Otherwise, locate and execute the Windows Media Player application in the Taskbar’s Start Menu.

Note: Windows also has a volume control icon on the right end of the Taskbar, near the clock. Use this to adjust the output volume for additional amplification.

Help & Technical Support Information

Please do not disconnect or reconfigure the classroom technology equipment. If you cannot get the equipment to work properly, the support resources below are available to assist you.

Instructional Media Services
The Instructional Media department is responsible for classroom audiovisual equipment. This includes devices such as projectors, VCRs, and DVD players. For assistance with AV equipment, please direct your questions to the contact information listed below.

Email: im@nelson.usf.edu
Phone: (727) 873-4409
Web: http://www.nelson.usf.edu/im

Campus Computing
Campus Computing is responsible for classroom computers and network connections. This includes support for computer peripherals such as monitors, keyboards, mice, CD/DVD drives, or USB devices. It also includes support for network resources, such as network drives. For help with classroom computers or network resources, please direct your questions to the contact information listed below.

Email: helpdesk@usfsp.edu
Phone: (727) 873-4357
Web: http://usfsp.edu/computing
eDisclose

The eDisclose system enables employees to meet their annual Florida Code of Ethics for Public Officers and Employees (FCOE) disclosure and acknowledgement responsibilities; likewise, eDisclose enables supervisors, managers, and senior managers to meet their review responsibilities for employee disclosures of nepotism and outside activity. Use the eDisclose Login to get started today.

http://www.usf.edu/audit-compliance/resources/edisclose.aspx

EMAIL ADDRESS

Please see the following website regarding obtaining an email address: https://www.usfsp.edu/computing/newhires/

USF EMAIL AND USFSP ALIASES

USF email accounts are created when your USF NetID account is activated. To begin using your official USF email account, log into mail.usf.edu with your USF NetID username and password and agree to the USF Acceptable Use Policy and Google’s Terms of Service. Your USF email account begins with your USF NetID and ends with @mail.usf.edu. We use Google Apps for our messaging and collaboration applications, including email and calendar services.

USFSP email aliases will be in the form of your_NetID@usfsp.edu. Individual (or personal) USFSP email aliases are created, for eligible faculty and staff, after the online Bayboro Account Request Form has been completed and received by Campus Computing.

Emergency Numbers:

If immediate safety is a concern, call the Campus Police at (727) 873-4140 OR 911.

Office of the Dean, College of Arts & Sciences 727-873-4157
Office of Student Conduct (727) 873-5027
University Police Department (727) 873-4140
Wellness Center (727) 873-4422
USFSP Victim Advocate (727) 698-2079
AFTER HOURS
Mental Health

- Call (727) 873-4422 to speak to an on-call counselor 24 hours a day
- Contact campus police at (727) 873-4140

Community Crisis Hotlines
- Pinellas County Help Line: 211 or (727) 210-4211 (crisis counseling and community referrals)
- Hillsborough County Crisis Hotline: (813) 234-1234
- National Crisis Hotline: 1-800- SUICIDE
- Suicide Hotline: (727) 791-3131
- Winn Team: (727) 548-5733 (crisis referral for mental health and substance abuse)

Emergency Procedures/Gathering Areas

Emergency Notification
Normally the University’s first responders (University Police) are the ones who confirm the existence of an emergency event of a threat. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, University Police will contact the Emergency Operations Center (EOC) Director or his/her designee. The EOC Director or his/her designee will, without delay, and taking into account the safety of the campus community, collaborate with the Public Information Officer to determine the content of the notification and initiate emergency notifications to alert all of the campus community, unless the notifications will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In the event of an emergency one or more of the notification methods may be employed. The USFSP notification methods currently include:

MoBull text message
visit the MoBull web page for instructions on how to log in with your NetID to update or subscribe to this emergency communications service. The service is free; however, standard text messaging rates may apply. Check with your carrier for details on your plan. It is strongly recommended that all faculty, staff and students in the USF System subscribe to this important service.
E-mail message to employees and students
Update on USFSP homepage – http://www.usfsp.edu
Emergency Information phone line (727) 873-4636
The USFSP Cisco Unity voicemail system can instantly send a voice mail message to all office phones.
E-mail message to news media outlets

Evacuation
The purpose of evacuation drills is to prepare occupants for an organized evacuation in case of a fire or other emergency. At USFSP, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with location of exits and the sound of the fire alarm facilities equipped with alarm systems. In addition to educating the occupants of the building about the evacuation procedures during drills, the process also provides the University an additional opportunity to test the operation of fire alarm system components. Evacuation procedures are tested annually.

Procedures to Report Emergencies on Campus
Any emergency situation involving a threat to life or property should be immediately reported to the University of South Florida St. Petersburg Police Department (USFSPPD). The caller should stay on the line until the Dispatcher terminates the call. Do not hang up! The Dispatcher will summon police, fire or medical assistance. Dial (727) 873-4140 or 911 to report an emergency on campus

Gathering Areas:

Evaluations
Student Evaluation of Teaching
Evaluations are conducted online in the last few weeks of each semester. Students are notified via email sent from the evaluation services department in Tampa and provided a link to access the online evaluation survey. Students are able to enter comments as well. The online evaluation system, eXplorance Blue, emanates from USF Tampa. Please remind your students that eXplorance Blue is their means of evaluating the course and please encourage students to participate in the online evaluation process, and it is strongly suggested that faculty post reminders and/or send emails to students letting them know the start and end dates.
Evaluation of Teaching
by Department Chair

Adjuncts are not evaluated in the FAIR System. However, department Chairs will complete an evaluation during the first semester of teaching, as well as periodically on an annual basis.

Faculty Handbook

Please see the Faculty Handbook: https://www.usfsp.edu/academic-affairs/faculty-resources/faculty-handbook/

**Please specifically Chapter 5 for Instructional Policies.

FERPA - The Family Educational Rights and Privacy Act

A federal privacy law that gives parents certain protections with regard to their children’s education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.


FIELD TRIPS

If you take your students off-campus for a “field trip” during class time, please have each student complete:

- Waiver of Liability
- Medical Questionnaire

Please give copy of forms to Dean’s Office and keep other copy for your use.

If taking multiple field trips, please have students only complete forms once.

The forms can be found on the College of Arts & Sciences’s website: https://www.usfsp.edu/coas/resources/faculty-affairs/faculty-forms/
RELEASE AND WAIVER OF LIABILITY AND ASSUMPTION OF RISK

OFF-CAMPUS PROGRAM

INSTRUCTOR _________________________ PROGRAM DATE(S) __________

STUDENT NAME ______________________ U# _________________________

In consideration of the permission granted by the University of South Florida to participate in the above program, I hereby assume the risk of inconvenience and harm and release the State of Florida, the State Board of Education, The Florida Board of Education, the University of South Florida Board of Trustees and the University of South Florida, as well as the agents, employees, and members of the aforementioned from all actions, causes of action, damages, claims or demands which I, my heirs, executors, administrators or assigns may have against any and all of the aforementioned for any and all personal injuries know or unknown which I have or may incur by participation in the above stated program and for all damages to my property.

I certify that I am physically and emotionally capable of full participation. I realize that I am responsible for any injuries to persons or property that may be incurred as a result of my participation in this program.

The undersigned acknowledges and understands that in the event he/she becomes detached from the group, fails to meet a departure vehicle, or becomes sick or injured, the undersigned will bear all financial responsibility to seek our contact, and reach the group at its next available destination; and, the undersigned understands that he/she shall bear all costs attendant to contacting and reaching the program site.

I expressly agree that the foregoing Release and Waiver of Liability and Assumption of Risk is intended to be as broad and inclusive as is permitted by Florida law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that the University of South Florida requires that I document my medical insurance policy information however, if I am unable to provide such documentation I release the State of Florida, the State Board of Education, The Florida Board of Education, the University of South Florida Board of Trustees and the University of South Florida, as well as the agents, employees, and members of the aforementioned from responsibility if I incur any personal injuries while participating in this program.

I, the undersigned, am at least 18 years of age. I have read this Release and Waiver of Liability and Assumption of Risk and understand all of its terms and recognize and accept any risk associate with the program.

IN WITNESS WHEREOF I have executed this Agreement on the day and year first written below.

<table>
<thead>
<tr>
<th>Participant’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance Company (If applicable)</th>
<th>Policy Number</th>
</tr>
</thead>
</table>
COLLEGE OF ARTS & SCIENCES
CONFIDENTIAL MEDICAL QUESTIONNAIRE

OFF-CAMPUS PROGRAM ____________________________________________________________

_________________________________________ ________________________________
INSTRUCTOR ___________________________ PROGRAM DATE(S) ________________

STUDENT NAME ________________________________________________________________

1. General state of health:    ____ Excellent       ____ Good       ____Fair       ____Poor

2. Do you have any specific physical condition or general health concerns that might limit your activity? If so, please describe below:

3. Do you have any chronic illness?
   ___ Heart condition
   ___ High blood pressure
   ___ Diabetes
   ___ Dietary restrictions or allergies? If yes, please list ____________________________
   ___ Migraine headaches
   ___ Other (Please specify) ____________________________________

4. Do you require any regular medications? If so, please explain. Do you have a sufficient supply for the entire trip?

5. Have you been in good health during the past 12 months?

6. Are there any other precautions or requirements that the program director(s) should know about?

7. Person to contact in the event of a medical emergency?

<table>
<thead>
<tr>
<th>Name (Relationship)</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Final Exams

Academic Scheduling and Space publishes a Final Exam schedule each fall and spring semester approximately three weeks after the first day of classes. The Final Exam Schedule is available on USFSP’s Academic Calendar. Please see the following website for Final Exam Schedule information:
https://www.usfsp.edu/academic-calendar/

First Day of Attendance

USFSP has a policy of mandatory first day attendance. Attendance is taken using Canvas. Select, “USF First Day Attendance” in the left side menu.

GEMS/PAYCHECK/DIRECT DEPOSIT

Payroll is maintained through GEMS. GEMS can be accessed through the myUSF portal. Pay stubs are not printed or distributed. However, you can logon to GEMS and print out a pay stub if needed. For more information on accessing your paycheck and the payroll schedule please see the following website: http://www.usf.edu/business-finance/controller/payroll/aboutyourpaycheck.aspx

GENERAL EDUCATION COMMITTEE PHILOSOPHY

General Education is the cornerstone of academic life at the University of South Florida St. Petersburg. It is shaped and inspired by the faculty’s commitment to give our students the broad liberal arts education they need and deserve.

A liberal arts education provides students with broad knowledge of major areas of human learning, it instills and refines quantitative literacy and reading, understanding, reasoning, and communication skills, and it develops and strengthens essential intellectual virtues: curiosity, a healthy skepticism, intellectual honesty, the imagination to understand and fairly consider the perspectives of others, and the willingness and ability to constructively evaluate their own ideas and arguments. Such an education allows students to appreciate the cultural and biological diversity of an increasingly interconnected world, provides them with critical thinking skills to engage issues shaping our global economy, environment, and lives. It thereby
prepares them to continue their intellectual, cultural, and personal development long after college.

General Education courses in mathematics, social sciences, humanities, communication, and the natural sciences lay the groundwork for a quality liberal education. All require students to write clearly and think critically. We further encourage faculty to incorporate, where appropriate, discussion of diverse cultural perspectives and significant ethical debates into their respective discipline’s general education courses.

Students explore a range of subjects, many outside their anticipated field or major. These courses encourage the development of a habit of inquiry that is flexible, disciplined, and able to grasp multiple perspectives; it is scholarly while understanding that the force of ideas extends beyond the classroom. A sound General Education curriculum empowers students to pursue a liberal arts education by giving them the academic tools required for success in their respective majors and minors.

<table>
<thead>
<tr>
<th>Communications</th>
<th>Humanities</th>
<th>Mathematics</th>
<th>Natural Sciences</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>ARH 2000</td>
<td>MAC 1105</td>
<td>ANT 2511</td>
<td>AMH 2020</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>ARH 2050</td>
<td>MAC 2311</td>
<td>BSC 1005</td>
<td>ANT 2000</td>
</tr>
<tr>
<td>MMC 3602</td>
<td>ARH 2051</td>
<td>MGF 1106</td>
<td>BSC 2010</td>
<td>ANT 2410</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>MGF 1107</td>
<td>BSC 2085</td>
<td>CPO 2002</td>
<td></td>
</tr>
<tr>
<td>LIT 2000</td>
<td>STA 2023</td>
<td>CHM 2020</td>
<td>ECO 2013</td>
<td></td>
</tr>
<tr>
<td>MUL 2010</td>
<td></td>
<td>CHM 2045</td>
<td>GEA 2000</td>
<td></td>
</tr>
<tr>
<td>PHI 2010</td>
<td></td>
<td>ESC 2000</td>
<td>POS 2041</td>
<td></td>
</tr>
<tr>
<td>PHI 2630</td>
<td></td>
<td>EVR 2001</td>
<td>PSY 2041</td>
<td></td>
</tr>
<tr>
<td>THE 2000</td>
<td></td>
<td>EVR 2217</td>
<td>SYG 2000</td>
<td></td>
</tr>
<tr>
<td>WOH 2030</td>
<td></td>
<td>GEO 2200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty teaching one of the courses listed above should reach out to their Department Chair and the General Education Committee Chair for instructions on requirements associated with the course.
**GRADES**

Final Grades must be submitted for all students electronically. In addition, mid-term grades are required for all 1000, 2000, and 3000 level courses: these assist in providing important indicators to the advisors and administrators. E-grades are submitted through Canvas. Change of Grades and Incomplete grades are both accomplished in the e-grades module of Canvas.

Please see the following helpful video on submitting egrades:
https://www.youtube.com/watch?v=18F4WVEzBkl&feature=youtu.be

Here are helpful Frequent Asked Questions answered on Gradebook:
http://guides.instructure.com/m/4152/c/23849

**Harborside Listserv**

Please see the following website to subscribe to the Harborside – News Listserv:
https://www.usfsp.edu/human-resources/for-new-hires/harborside-listserv/

This is one way to stay informed of announcements and information about your colleagues and upcoming university activities.

**Help Desk**

The campus computing help desk is located in Bayboro Hall room 226 at 727-873-HELP. Their hours are 8:00am – 5:00pm Monday through Friday. For contact information:
https://www.usfsp.edu/computing/#tab-id-3
USF System Policy Regarding USF ID Cards for USFSP

It is the policy of the University of South Florida that all Students, Faculty, Administrative and Professional (A&P), University Support Personnel System (USPS) and OPS personnel must obtain and carry the USF ID card while on-site. Courtesy cards are available upon request to temporary USF employees, volunteers, and staff members of University related entities. Retired USF employees are entitled to a retiree card.

The USF ID card is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the gym, the pool, the purchase of parking decals, obtaining passes for University sporting, etc.

St. Petersburg ID Card Center: Library (POY 221) Phone Number: 727-873-4409

For more information on the ID Center: http://lib.usfsp.edu/service/usf-id-card-center/

Judicial Affairs

Student Code of Conduct

The University of South Florida System (USF System) values a community based on the principles of integrity, civility, and respect. As such, the USF System community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document which describes behavior that is counteractive to these principles and how the USF System will hold students accountable for those inappropriate behaviors.

Students are responsible for compliance with all public laws as well as USF System rules, policies and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The USF System may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal justice process.

For more information on the USF Student Code of Conduct:
Keys/Key Access Card

Many of the doors at USFSP are equipped with an electronic locking system. This allows locks to be programmed to automatically lock and unlock on a schedule. Key cards, also known as proxy cards provide access to secured areas. With this system, authorized users, such as USFSP Police, can instantly implement a campus-wide “lock down” in the event of an emergency.

You should check with your department chair to determine if you will need a key card. To request a key card, you will need to complete the following steps:

- Complete the Key Card Authorization Form.
  http://www1.usfsp.edu/computing/files/form/KeyCard_USFSP_Form.pdf

- Pay the $10 fee of the key card online and print a copy of the receipt.
  https://secure.touchnet.com/C20235_ustores/web/store_main.jsp?STOREID=79&SGLESTORE=true

- Attach the copy of the receipt to the Key Card Authorization Form and submit both to the Help Desk in BAY 226.

You will be notified when your key card is ready for pickup. To replace lost or damaged card you will need to pay the $10 fee and submit a copy of your receipt to the Help Desk in BAY 226. It is your responsibility to notify Campus Computing immediately in the event of a lost key card so that it can be disabled.

If you need a key for your office and/ or lab or have any questions, please contact Harriett Fletcher at 727-873-4156.

Library

The Nelson Poynter Memorial Library offers a variety of services to support students, faculty and staff. Please see their website for more information:  http://lib.usfsp.edu/services/

USFSP Digital Archive:  Digital Archive@USFSP is the open access digital archive for the faculty, students and staff of the University of South Florida St. Petersburg. Open access journals, conference or other presentations, pre and post-print articles, instructional resources, student projects, theses, dissertations, and university archival materials are all candidates for deposit. For more information, contact digcol@nelson.usf.edu
OLITS: Online Learning and Instructional Technology Services Department serves as a model of excellence in providing integrated support for pedagogy and technology that supports university research, teaching, and learning. We are dedicated to working with students, faculty, and staff to create a collaborative approach to instructional and curriculum development, to design new classroom learning environments, and to harness the power of technology in order to achieve academic and research excellence. The department is organized into the following units: Online Learning Support Services and Classroom Technology Support Services. http://lib.usfsp.edu/online-learning/

NET ID/PASSWORD

Using your USF NetID, you will be able to log into university information services with a single username and password, such as, USF Email, MyUSF, and CANVAS; along with registering devices on the wireless networks.

- Activate your USF NetID account
- Learn more about your USF NetID and the access it provides
  https://www.usfsp.edu/computing/newhires/

Office Hours

Each faculty member is responsible for designating hours during which he or she will be available for office conference with students. These hours will occur on regularly scheduled class days and shall be of adequate number and length to ensure students of reasonable access to the faculty member. Office hours are to be announced during a “class period” (whether face-to-face or in technology-enhanced learning environments) during the first week of classes and shall also be included in all syllabi and, where appropriate or practical, posted on the office door. College offices must be notified of these regularly scheduled office hours. If changes are necessitated because of absence or change in schedule, they shall be announced and posted in advance if possible, and communicated to the College office. Additional office hours may be arranged with students at mutually agreed upon times.
Parking

Parking Services supports the University’s vision, strategies and goals by providing exceptional customer services to our students, staff, faculty, and visitors. We will strive to be a model in the Parking and Transportation industry by using sound business practices, implementing current technology and training and ensuring parking is available for everyone at USFSP.

For more information on Parking Services: https://www.usfsp.edu/administrative-and-financial-services/parking-transportation/
Location: Bayboro Hall (BAY) Room 132

Payroll

The University of South Florida pays on a bi-weekly payroll cycle. Each pay period begins on Friday and ends two weeks later on Thursday. You will be paid for that pay period one week later on Friday. Please see the following website for the payroll schedule:

Perks

The Employee Perks & Discounts Program is just one of many benefits offered at USF St. Petersburg. Employees and retirees can receive various discounts for goods, services and recreation. Please see the following website for information on perks:
https://www.usfsp.edu/human-resources/for-employees/benefits/perks/

Police Services

USF St. Petersburg (USFSP) Police Department is a fully accredited state law enforcement agency providing professional police services and protection to the university community 24
hours a day, 7 days a week. Our goal is to provide a safe and secure environment that supports the USFSP Mission Statement, “Inspire scholars to lead lives of impact”. For additional information on Campus Safety and Preparedness, Reports and Reporting Suspicious Activity as well as helpful resources: https://www.usfsp.edu/university-police-department/#tab-id-3

**Proctoring**

As a reminder, USFSP faculty allowing students to take exams outside of the regularly scheduled course times must make sound efforts to proctor the exams themselves. Proctoring is available through the Student Success Center. However, this is for exceptional cases only. A Proctoring Request Form must be completed: https://www.usfsp.edu/success/files/2014/09/SSCProctoringRequestForm.pdf Return it to the SSC at least two days prior to the expected exam. It is the student’s responsibility to schedule the proctoring appointment. Students who have not made an appointment will not be permitted to take the test.

**Record Retention**

All tests and exams (if not returned to the student) should be kept by the faculty member for one (1) year.

**Retirement – TERP/Bencor**

The University of South Florida System offers both a qualified retirement plan for part-time, seasonal and temporary employees not covered by the Florida Retirement System, as well as the opportunity to save for retirement utilizing 403(b) plan and 457 deferred compensation plan. Temporary employees are automatically enrolled in the Temporary Employee Retirement Plan (TERP) upon employment. For information about the plans: https://www.usfsp.edu/human-resources/for-employees/benefits/retirement-plans/temporary-employee-retirement-plan/

**Senior Auditors**

USF St. Petersburg welcomes Florida residents who are 60 years or older to discover course enrollment opportunities and lifelong learning. This program allows you to register for up to three undergraduate level courses offered by the College of Arts and Sciences, tuition-free, on a space available basis.
Persons 60 years of age or older, who can validate that they have been Florida residents for at least one year as of the first day of classes, may enroll tuition free as audit students. Registration is on a space-available basis and in some instances requires departmental approval.

Senior Audit Students should never register themselves. Registration is processed by USFSP Registrar’s office. The Registrar’s Office will process registration forms by 5:00 PM on the 6th day of the semester. Students do not need to be present as forms are processed automatically. Registration forms submitted prior to the 6th day of the semester will be held until the registration date. No registrations will be processed after the 6th day of the term.

The Senior Citizen Tuition Waiver covers a maximum of twelve credit hours per term and is applicable only if the student registers for these courses during the designated registration period. Academic credit is not awarded, examinations are not required and grades are not assigned. A USFSP parking permit is required to park in any campus lot. Instructor approval may be required and not all courses are available for audit status. Additional expenses, such as books and miscellaneous supplies may be required for class participation and are the responsibility of the auditor.

**SOCAT - STUDENTS OF CONCERN ASSISTANCE TEAM**

We are dedicated to ensuring that USFSP is a safe and caring community.

The Student of Concern Assistance Team (SOCAT) offers guidance, resources, and referrals to USFSP students who are experiencing a distressing situation which significantly impacts academic or personal success.

SOCAT coordinates referrals to campus and community resources, develops action plans for student success, oversees the Student of Concern process, and provides education and outreach to university and community members.

Our goal is to intervene before a student reaches crisis level and ensure the safety of both the student and the USFSP community.

To access the SOCAT Referral Form:
https://www.usfsp.edu/dos/socat/for-faculty-and-staff/
TIPS FOR SUPPORTING AND ENCOURAGING STUDENTS:

- Request to see the student in private (as long as there is not a concern for safety).
- Briefly acknowledge your observations and perceptions of the student’s situation and express your concerns directly and honestly.
- Listen carefully to what the student is troubled about and try to see the issue from their point of view without agreeing or disagreeing.
- Follow up with the student to see how they are doing.
- Help the student identify options for action and explore possible consequences. If possible, offer to phone or accompany the student to the appropriate resources.
- Avoid labeling the student’s behavior or the issues presented.
- Inform the student about what can be gained by meeting with a counselor or other professional to talk about their problems.
- Be open about the limits on your ability to help the student.
- If the student appears to be in imminent danger of hurting themselves or others, call the USFSP Campus Police at 873-4140 immediately. Afterwards, complete the Student of Concern Referral Form HERE to alert the SOCAT Case Manager of the issue for follow-up.
- Do not promise to keep threats to self or others a secret.

Student Disability Services

Federal and state legislation ensure that all qualified persons have equal access to education regardless of the presence of any disabling conditions; access also means providing students with the tools they will need to be successful in higher education.

Accommodations for students with disabilities are designed to, “level the playing field,” not provide unfair advantages over other students. Reasonable accommodations may include: use of a note taker, extra time for tests in a private location, permission to tape record lectures, use of an interpreter or captioning, use of adaptive technology and special classroom furniture. Failure to make accommodations for students with disabilities can place the university in violation of statutes resulting in costly penalties.
Process for Provision of Accommodations:

- Student registers with the Office of Student Disability Services
- Student provides current, medical documentation of the disability
  If the documentation is adequate, the accommodations will be approved and a memorandum will be provided for each professor for each semester.
- Student is responsible for presenting the memorandum to the professor at the beginning of the semester.
- If testing accommodations are provided, the student is responsible for scheduling the test and completing the Test Assistance Request Form in conjunction with the professor.
- Accommodations may be requested at any point in the semester. Accommodations are not retroactive.

Sample Syllabus Statement:

It is recommended that instructors include a statement on the syllabus informing students of the available services. For example,

“Students in need of academic accommodations for a disability may consult with the office of Student Disability Services to arrange appropriate accommodations. Students are required to give reasonable notice prior to requesting an accommodation.”

Note Taking:

If a student requests a note taker, please make the following announcement to the class or on Blackboard:

“The Student Disability Services office has a paid job available for a student in this class to prepare a copy of class notes. Interested students should go to the SDS office – SLC 1203.”

It is very important that a note taker be recruited as soon as the course begins so that the accommodation can be provided in a timely manner.

Testing Accommodations:

Faculty may choose to administer tests and quizzes themselves as long as the student receives the assigned accommodations. Otherwise, Student Disability Services will provide the testing area in conjunction with the instructions from the professor. For evening classes, arrangements will need to be made for the student to take the exam earlier as our facility closes at 6pm. The student is responsible for scheduling all exams early in the semester, and completing the Test Assistance Request Form several days before the exam.
**Course Accessibility:**

For students who are blind/low-vision, reserve front row seats. Videotapes, movies, and streaming video should be open or closed-captioned. If the class is scheduled for a field trip, ensure that the site is accessible for students in wheelchairs or with other mobility issues. Also, transportation provided by the university must be accessible. All Faculty are encouraged to contact the Office of Student Disability Services with suggestions, concerns or need for clarification about accommodations.

For more information: https://www.usfsp.edu/disability/faculty-and-staff-resources/

**Student Academic Grievance Procedure**

Please see the following Policy number 10-002 https://www.usfsp.edu/hp/files/2014/08/Academic_Grievance_Procedures.pdf

**Student Success Center**

The Debbie Nye Sembler Student Success Center is located in DAV 107. The mission is to help students achieve their highest learning potential by assisting them in developing strong, lifelong learning strategies and skills in a safe and positive environment. Please send your students, no appointment is needed (727) 873-4632.

**Syllabus checklist**

The syllabus check list is located on the faculty resources page on the College of Arts & Sciences website: https://www.usfsp.edu/coas/resources/faculty-affairs/faculty-forms/

Please make sure you email the College and Department a copy of your syllabus.
Study Abroad Opportunities
The University of South Florida St. Petersburg Education Abroad Office, in partnership with USFSP academic units and colleges, is here to help faculty develop and coordinate education abroad programs for our students. Education abroad programs offer academic instruction that is either provided by a USFSP faculty member, or within specially-contracted host institutions. Guide for proposal development, deadlines and assistance: https://www.usfsp.edu/education-abroad/for-faculty/

Textbook Law
It is the duty of course instructors to adopt textbooks and order desk copies prior to the semester of study. Below is a collection of publishers popular with faculty in the College of Arts and Sciences, along with the best way to obtain desk or exam copies of textbooks. https://www.usfsp.edu/coas/resources/textbook-resources/

For the Textbook Tutorial, please see the following:

Title IX and VAWA
The University of South Florida System (USF System) community is most successful when it is based on respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free of discrimination and sexual harassment, including sexual violence. As part of the effort to maintain an environment that is comfortable for all people, the USF System establishes this Policy.

USF Policy and Regulation
For more information on current policies as they pertain to USF St. Petersburg as well as an index of all current USF System policies and regulations: https://www.usfsp.edu/policy-and-regulation/
Wellness Center

The Wellness Center supports USFSP faculty and staff by providing professional services that enhance the learning environment and interpersonal interactions across campus. The following services are offered to faculty and staff:

- Consultation Services
- Don’t Cancel Class
- Wellness Services
- Employee Assistance Program

Ph: (727) 873-4422
Student Life Center (SLC)
Room 2200
http://www.usfsp.edu/wellness/for-faculty-staff/