


Handbook For Part-Time Faculty

real life  real learning



Dear Colleagues,

It is my pleasure to welcome you to the SUNY Cobleskill community!

Over the next several months, you will have the opportunity to engage with a diverse group of faculty, staff, and students from across the region and around the world. I hope that you will become involved on our campus – have a meal in one of the cafés or dining halls, participate in a scholarly discussion, or attend co-curricular events – and that you will find your teaching experience here a rewarding one.

To assist you in your role on campus, we have compiled this handbook for part-time faculty. It contains answers to many “frequently-asked questions” regarding academic policies and procedures and provides practical information for new faculty, ranging from how to navigate the campus to how to complete a timesheet.

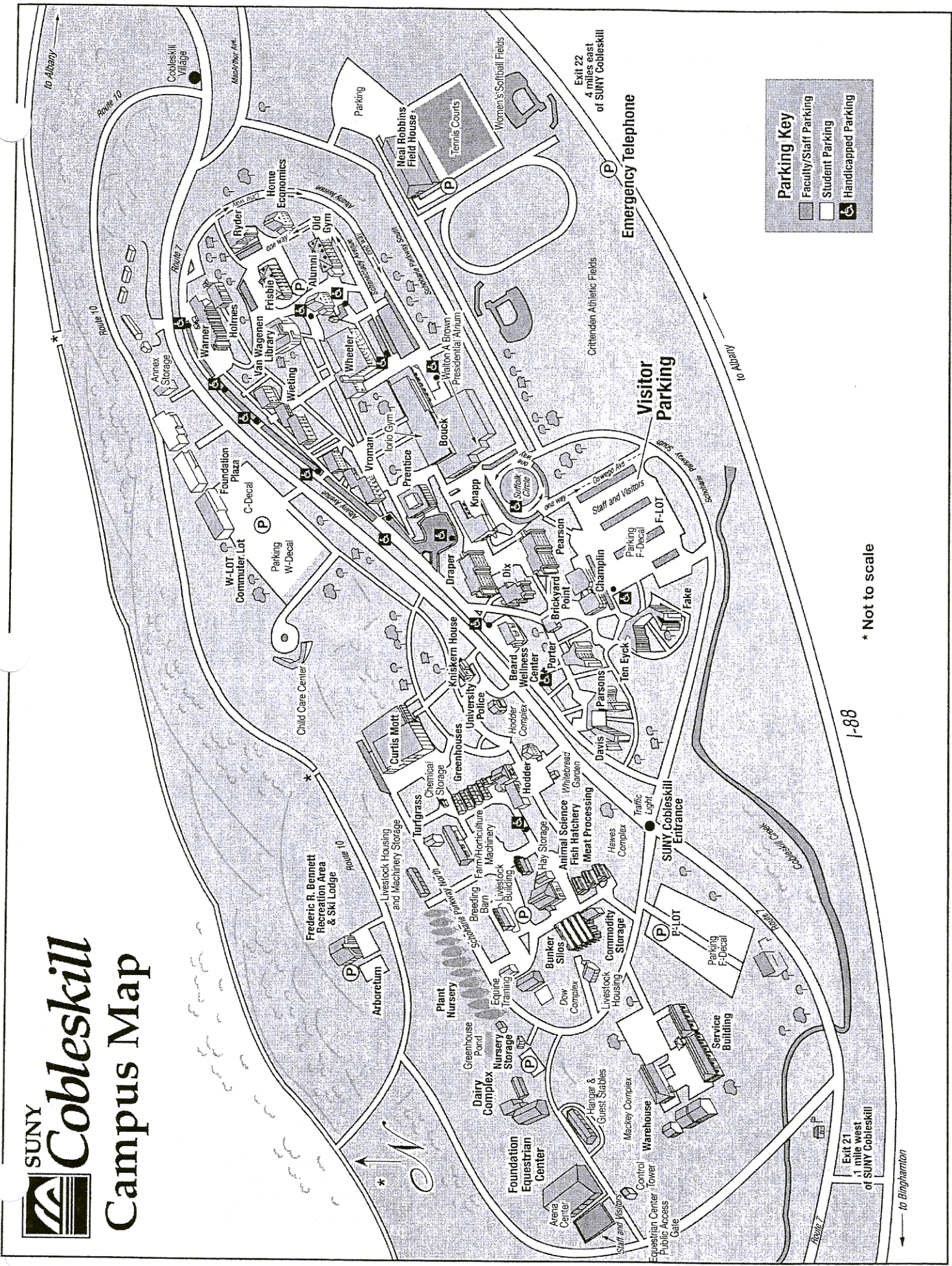
Please know that your colleagues are willing to assist as needed, so do not hesitate to contact your department chair or area secretary if you have any questions or concerns. We are also fortunate to have Ms. Candy Hofmann serving in the role of Part-time Faculty Liaison, so you may reach out to her for assistance, as well.

I look forward to working with you in the coming year and invite you to stop by my office in Wheeler Hall 217 – the coffee is on me!

Sincerely,

Susan J. Zimmermann, PhD
Interim Dean of Instruction

SUNY
Cobleskill
 Campus Map



Parking Key

- Faculty/Staff Parking
- Student Parking
- Handicapped Parking

* Not to scale

1-88

Exit 21
 1.1 mile west
 of SUNY Cobleskill

to Binghamton

Exit 22
 4 miles east
 of SUNY Cobleskill

Emergency Telephone

Visitor Parking

SUNY Cobleskill
 Entrance

to Albany

to Albany

Frederic R. Bennett
 Recreation Area
 & Ski Lodge

Foundation
 Equestrian
 Center

Equestrian Center
 Tower
 Public Access
 Gate

Control
 Warehouse

Service
 Building

Heaves
 Complex

Ten Eyck

Champlin

Staff and Visitors
 Parking
 F-Decal

F-LOT

Womens Softball Fields

Tennis Courts

Neal Robbins
 Field House

Women's Softball Fields

Presidential Alumni

Knapp

Beard
 Wellness
 Center

Porter

Davis

Livestock
 Housing

Commodity
 Storage

Hay Storage

Animal Science

Fish Hatchery

Meat Processing

Whitebread
 Garden

Hodder

University
 Police

Greenhouses

Chemical
 Storage

Turgrass

Livestock Housing
 and Machinery Storage

Plant
 Nursery

Greenhouse
 Pond

Nursery
 Storage

Equine
 Training

Breeding
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ACADEMIC CALENDAR 2010 - 2011

July 2010

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Fall 2010 Classes
Begin August 30**

September

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Fall Break
October 9-12, 2010**

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Thanksgiving Break
November 24-28, 2010**

December

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Last Day Classes
December 17, 2010**

January 2011

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Spring 2011 Classes
Begin January 24**

February

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Spring Break
March 12-20, 2011**

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Last Day Classes
May 13, 2011**

Graduation May 14

June

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Fall 2010

New Students Arrive - August 26
 Continuing Students Arrive - August 29
 Classes Begin - August 30
 Fall Break - October 9-12
 Thanksgiving Break - November 24-28
 Last Day Classes - December 17

Spring 2011

All Students Arrive - January 23
 Classes Begin - January 24
 Spring Break - March 12-20
 Last Day Classes - May 13
 Graduation - May 14

COURSE/CLASSROOM OPERATIONAL INFORMATION

Office Hours: You are required to establish at least one office hour for each section you are assigned to teach. Obviously, the important thing to remember in regard to established office hours is that some students are not able to see you during any of the hours you have indicated. *Stated office hours should be a part of your course outline, should be posted on your office door (Document 1 or copy of faculty schedule), and submitted to your School Office. Also needed are your home address and telephone number—please indicate whether or not you will allow us to give this information to students.* You may submit this information electronically to your appropriate school secretary.

School of Agriculture and Natural Sciences

Amy Lauterbach 255-5324
Barbara Pierce 255-5323

School of Business

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Bonnie Imler 255-5428

School of Liberal Arts and Sciences

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Margaret Hayes 255-5892
Cindy Handy 255-5127

Duplication of Work: School secretaries are located in Bouck, Champlin, Curtis Mott, Holmes, Warner, Ryder, and Wheeler Halls. Faculty may ask the secretaries in their particular School/Area to type tests, course outlines, and class handouts. Materials to be duplicated may also be given to them. However, you must give the secretaries ample time in which to complete your requests. Some Schools require Duplication Work Request Forms to be filled out by the faculty for each project requested. (Document 2) Faculty may also take work directly to Mickey Shannon in Alumni Hall.

Class Rosters: You will need to pick up your class rosters from the School Office and/or class rosters are available up to the minute on Banner Web. Preliminary rosters are used and verification of enrollment is done after the add/drop period is over. New rosters are given to faculty during the second week of classes. The Registrar includes directions in your packet as to how to complete the verification of enrollment process.

Add/Drop Period: The section sizes or courses are controlled by the department offering the courses, and students are able to add/drop courses online prior to - and through - week one. On the first day of the new semester, students are allowed to contact individual instructors to gain permission to enter their closed sections. The add/drop form is used for this purpose and entrance into the section is gained only if you, as the instructor, consent to adding the student. Your signature serves as your approval. Your class roster at this time is controlled by you and additions and deletions should be made accordingly as you approve adds or drops. During the second week of class you will receive a class roster. You must take the time to verify the enrollment. (Document 3)

Verification of Enrollment: After the third week of classes, the Registrar will send an up-to-date roster that should include the add/drop transactions of the first two weeks of the semester. At this time, you will need to deal with: students who are appearing as registered on the official class roster but who are not in attendance, and those students who are not on the official roster but are attending class. It is imperative that the second group of students be sent to the Registrar to correct the error.

Advanced Scheduling: During the months of October and November in the fall semester and April in the spring semester, students meet with their advisors to pre-schedule for the succeeding semester. The form for this process must be reviewed and signed by the advisor. (Document 4)

Banner Web: On line tool for recording mid-term and final grades and provides instructors with access to student contact information, class rosters, student email addresses, etc. Training can be provided by Dr. Jiang Tan at extension 5869.

Student Schedule: An example of a student schedule is in the Document Section to familiarize you with what a student receives. The courses that the student is enrolled in are identified and the times and days of the week the student is in class are displayed. (Document 5)

Guidelines for Students on Academic Probation: A policy has been established by the College that requires the Registrar to obtain academic progress information regarding students on academic probation from the instructors of each course in which the student is enrolled. See Guidelines for Academic Probation. (Document 6)

Mid-term Grades: Faculty are required to submit a grade for every student. The academic calendar identifies the week in the semester considered as the mid-term. Each semester has 15 weeks and the mid-term is considered to be the halfway point of the semester. The Registrar's Office will give notification as to when grades should be posted electronically. Faculty should prepare some form of mid-term evaluation of their students and schedule this activity to take place during the sixth week of classes or at the latest during the seventh week. See attached for instructions when posting mid-term grades online. (Document 7 & 7A)

Warning/Withdrawal from Courses by Instructor: An instructor may warn or withdraw a student in a course because of excessive absences, cheating, plagiarism or violation of academic regulations and standards as stated in the course policies or the College academic code. The advisor is notified of the warning and the dean will inform the student in writing citing the reason(s) for the withdrawal. (Document 9-front & back)

Course Withdrawal: *Students may withdraw from a course without penalty through the tenth week of classes.* They need the signatures of the instructor and their advisor. The Course Withdrawal Form is presented to you by the student and the grade he/she is entitled to receive is a grade of "W". (Document 8) An instructor may withdraw a student at any time during the semester (Document 9-front & back)

Late Course Withdrawal: After the tenth week of classes, students may request to withdraw only when they are able to present reasons in writing to the instructor as to the *extenuating* circumstances which necessitate a withdrawal. Failing the course is not considered an extenuating circumstance. Documented illnesses or absences may be approved and the student allowed withdrawing without penalty. If a late withdrawal is granted, the instructor must submit the Academic Deficiency/Withdrawal Form (she/he cannot use the Course Withdrawal Form after the end of the stated withdrawal period). (Document 9-front & back)

Final Exams: Faculty are encouraged to give final exams or to have a major final project during the week designated for Final Exams. Faculty should not use the last week of classes to give the final exam. One copy of your final exam must be given to the School Office.

Final Grades: During the last week of classes you will be informed from the Office of the Registrar as to the when final grades need to be posted online. Individuals not giving final exams should post their grades on the first day of the final exam period. The Addendum to the Grade Collection Form is located in the Document Section. See attached for instructions when posting final grades online. (Document 7 & 7A)

Special Projects: The various departments within your School have identified various 290 courses opportunities for students. These courses are independent studies and the credits they can earn are described in the document section of this handbook. Specific course identifications are found at www.cobleskill.edu. Select Academics, then College Catalog and finally Course Descriptions. A student must have completed thirty-three credits before being eligible to commit to a special project. Also, a student can use only four credits of special project credits towards the degree and must complete a Special Projects Form before they can be officially registered for such a course. (Document 10) Students should contact the appropriate Department Chair to sign up for a Special Project.

Accident Reports: Should an accident occur in your class you will need to file a form identified as CS-13. These forms are available in your School Office. (Document 11).

Documentation of Academic Records: Faculty must maintain records of student performance. Completed student examinations administered at the end of each semester must be retained for three years. Duplicate records of course evaluations and final course grades received by students must be retained for three years.

Class Cancellations: Faculty should inform their **School Secretaries** as well as their **Department Chair** in their area. Notices will be posted on Student Sharepoint and classroom doors.

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SUNY Cobleskill Weather Plan: There are occasions when a weather emergency will create the need for cancellation of classes, early dismissal or delayed start of classes. The Vice-President for Student Development and Collegiate Life, Steven Ackerknecht, will place an appropriate weather-related message on the campus voice mail system, campus e-mail and campus Weather Emergency Hotline 255-6000 by 6:00 am. Announcement will also be broadcasted over the following channels:

Capital News 9	WRVE The River
WNYT TV (13)	WGY 810 AM
WRGB TV (6)	WYJB B 95.5
WTEN TV (10)	WFLY 92
WXXA TV	

Attendance Sheets: If you are eligible to earn time accruals, please see the Secretary in your area for more information, forms, etc. (Document 12)

Course Syllabi/Outlines

During the first week of classes, a course outline is to be given to each student enrolled in a course. Copies are filed in the School or electronically. We need these on file for reference, and for instances in which other institutions need information for transfer credit. If you want examples of what others have done, these are on file in the School Office.

Outlines should specify:

- Course title, prefix designation (e.g. ARTS 100), credit hours of the course, prerequisite, date (which semester), and class hours.
- Name of the instructor, office location, telephone number and office hours.
- Textbooks and materials required.
- General objectives of the course, and when possible, exit skills, and other specific objectives.
- Learning outcomes and expectations must be clearly listed on the course outline/syllabus.
- Grading and evaluation system (including weighting of each component, e.g. 20 percent quizzes, 30 percent tests, etc.), list of term assignments such as papers, survey or research, intent to post grades by student identification numbers.
- Attendance Policy.
- Estimated expenses for required field trips, if any.
- Statement on cheating and/or plagiarism (See attached).

When appropriate, inclusion of the following should be considered:

- An outline of each session including: objectives of the session (knowledge, skills and/or attitude-type objectives); assignments, exams to be given; final exam date with any special instruction for field trips, films, and materials needed for a particular session.
- Help or make-up sessions, names of student tutor available, names of outside resource people or resource areas. Tutorial support can be obtained in the Center for Academic Support located in the Van Wagen Library (255-5872).
- Students with a documented disability who are requesting special accommodations must be registered with the Office of Disability Support Services and notify the faculty of their learning needs.

School Policy on Plagiarism to be included on syllabi

Plagiarism, or any type of cheating, will not be condoned. Both involve presenting others' work as your own, whether it be through copying a test, bringing in notes for an exam, or handing in papers either written by others or copied from sources, written or spoken, which are not acknowledged in the text.

Definition of Plagiarism

*Plagiarism is the use of someone else's ideas or words and passing them off as one's own. The word comes from the Latin *plagiarius*, meaning kidnapping. In an academic context, plagiarism is intellectual thievery. It is unethical and intolerable. This means that even if only three or four words in succession are taken from another text, they must be placed within quotation marks and properly documented. It also means that if the source is paraphrased, i.e. the ideas are rewritten, the original source must be given credit. Using another student's paper is plagiarism. Allowing another student to hand in a paper you wrote is condoning plagiarism and will be dealt with in the same manner as plagiarism and cheating.*

Penalties and Process

- 1. The School for Liberal Arts and Sciences Faculty will report all instances of plagiarism and other forms of cheating, along with any evidence, to the Dean of The School for Liberal Arts and Sciences. This evidence will be placed in the student's file.*
- 2. The faculty member has the option of imposing a number of penalties, including failing the student for the course and/or recommending the student be dismissed from the college. The faculty member may also require that the student see the Dean. In addition, the faculty member has the option to withdraw the student on the grounds of Academic Misconduct with a copy of the plagiarized material sent to the Dean and Vice President of Academic Affairs.*
- 3. Should the Dean discover that a student has cheated and/or plagiarized more than once, he/she will send the student's name to the appropriate School Dean (should the student not be an LAS major) and to the Faculty-Student Judicial Board with the recommendation that the student be dismissed from the college.*

Where Do I ?

When in doubt, your school secretaries may well be your best line of defense. Feel free to call:

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Check a Student's Record

A confidential file for each School student is kept in the School Office. Also, information may be obtained from the Banner System.

Find Academic Policies

Read the Academic Policies located on www.cobleskill.edu/academics and look for Academic Policies listing.

Get AV Equipment

Call the Library at 5841 to reserve equipment. Also, you may log a call to Information Technology Services Help for equipment assistance at <http://sharepoint/techsupport/>.

Get a Coby Card

Go to upper level of Champlin Dinning Hall or call Coby Card Office at 5886. The Coby Card is your official SUNY Cobleskill photo ID card.

Get Campus Phone Numbers

Phone listings for the campus are updated and distributed each semester or available from Employee Sharepoint at <http://sharepoint/employees/default.aspx>. Click on Campus Documents and then Rosters, Phnelists & Calendars.

Get College Forms

These forms are available in your School Office and some forms are located on the computer system under Coby Forms. To get to these, go into Word, click on file and then click on "New." This will bring up a number of template options, including Coby forms and Human Resources forms.

Get Copies Made

For items in which you need only a small number of copies (i.e. five copies of a single page), there are copy machines in the School offices. For larger orders, take the material to Mickie Shannon who runs the large copiers in Alumni Hall (Extension 5607 or 5633 with questions). The print shop can usually do things fairly quickly. You may leave the work with a secretary who will take it over for you, but please give ample time to complete your printing request.

Get a Course Description from the College Catalog

Read the course descriptions located on www.cobleskill.edu/catalog and view courses or courses within a particular department.

Get My E-mail

There are computers available in Wheeler 110, in the Library Main Floor (Sunday-Thursday open till Midnight) and in the basement of Warner Hall. You may use these computers at any time there is not a class.

Get My Mail

Faculty mailboxes are usually located in the building area you are assigned office space or in the School Office.

Get My Pay Check

You do need to know that we are on a lag system, which means that we get paid for two weeks of work two weeks *after* the period ends. Direct deposit slips are distributed to your mailbox. Cashable paychecks must be signed for by the employee at the Human Resources office located in Knapp Hall 126 from 7 am - noon and 1 pm - 5 pm with SUNY Cobleskill photo ID card (Coby Card mentioned above). The official New York State payday is Wednesday (bi-weekly).

Get Office Supplies

Supplies are available in your School Office. Office hours are from 8:00 a.m. to 4:15 p.m.

Go to Eat

There are three major areas for faculty and staff: Located in the center of Campus is the Prentice-Courtyard Café a cafeteria/food court upstairs in Prentice Hall which serves from 8:30 am -10:00 pm Monday – Thursday and 8:30 am – 2:00 pm/2:00 pm to 7:00 pm limited menu Friday. Champlin Hall located on the west end of Campus serves from 7:00 am -7:00 pm M-F and 9:30 am – 7 pm Saturday & Sunday. Sandella's (located in Bouck Hall) serves from 9:00 am -10:00 pm M-F & 10:00 am - 2:00 pm Saturday. Check sharepoint on the College's web page for specials. Warner Hall Express (Warner Hall) is a small café which is open from 8:00 am -2:00 pm M-F and also Hodder Café (Hodder Hall) is open from 9:00 am - 1:00 pm M-F.

Go to Get Help With My Computer

Call the Help Line at 5800.

Get help with Angel, Banner Web or General Computer Software Training

Call Jiang Tan at 5869.

Go to Get Help with My Telephone

Call Chad Hisert at 5899.

Go to Get Something Fixed

When you encounter a problem a Work Order Request may be done by your School Office, or ask one of the school secretaries to help.

Go When I Locked Myself Out of My Office

Obtain the Master key from the School Office or department chairs. If after hours, call the University Police Department at 5317.

Park

Parking permits (decals) are obtained from Ms. Dorothy Lawyer, University Police Department at 255-5317. One-day Visitor Passes are available in your School Office.

Schedule Final Exams

Your department chair and school office will have information about a date and time for your final (December 13-December 17, 2010).

Send Campus Mail

Mail--campus or off-campus--may be deposited in the School Office, outgoing mail box or in the mailroom located lower level of Bouck Hall.

Services for Students with disAbilities

Information for Faculty and Adjuncts

Many of your students will be requesting academic accommodations for your courses. These accommodations might include extra time on tests, a note taker, and /or enlarged handouts and readers. This information outlines the procedures students follow to obtain their accommodations.

Course Syllabus:

I recommend that each faculty member includes in their course syllabus a statement that says "If you are a student with a documented disability and are requesting special accommodations, you should be registered with the Office of DisAbility Support Services located in Van Wagenen Library."

Before any student with a disability receives accommodations from you, you should ask to see the student's accommodation form that is issued from my office. This form will list the accommodations that the student will receive. It will also let you know who is registered with my office. You do not have to accommodate students who haven't shown proof that they've submitted the proper documentation to me.

Extended Time Testing in the Center for Academic Support and Excellence (CASE)

Testing Procedures I

Prior to taking any test in the Center for Academic Support and Excellence (CASE) the student must identify him/herself to you and be registered with the DisAbility Support Services Office (DSS). Professors should see a student's "Accommodation Form" before testing in CASE.

Steps to Request Testing at CASE:

1. The Student should pick up a "Test Scheduling Form" from the DisAbility Support Services Office or one online.
2. The student should fill out the student portion of the form.
3. The student should give you the form to fill out and sign.
4. The student should return the form to the DSS Office at least 3 days before the exam.
5. The student needs to fill out a form for each exam he/she plans to take at the Center for Academic Support and Excellence. If the exams are given on a weekly basis the student may fill out only 1 form with the dates for the weekly exams.
6. If the scheduled test is cancelled, the student needs to notify:
Kyla Titus, Disability Support Services Assistant at 5870 or Lynn Abarno, Coordinator of DisAbility Support Services (DSS) at 5282.

Common Testing Accommodations:

- Extended time in a distraction reduced environment
- Test reader – Most of our tests will be scanned and read by the Premier reading software program. We use very few staff readers.
- Use of a computer for essay exams.

The student's eligibility for accommodations depends on the Coordinator's review of the documentation.

More About Testing

- Tests are proctored at CASE between the hours of 8:00 AM and 4:00 PM (except for finals week). Exams must be completed by 4:00 PM. If the instructor schedules a test for a time during which the Center for Academic Support and Excellence is not open, it is up to the student to arrange with the instructor a convenient time for taking the test.
- Students must realize that part of the reason they are testing in an alternative setting is to allow them extended time. When scheduling the test with the instructor, students should pick a time in their schedule that allows them time and a half or double time to complete their exam. The allotted time is determined by the student's documentation.

Students WILL NOT BE ALLOWED TO LEAVE AND RETURN TO COMPLETE THE TEST AT A LATER TIME **unless** they have written permission from the instructor.

- No walk-in testing will be allowed. Prior arrangements must be made. Students also need to realize that some types of tests such as laboratory practical exams cannot be taken in an alternative setting due to the nature of the test.
- Students are expected to uphold the integrity of the testing process. If a student violates any rules of testing, loss of extended time testing in the Center will result.

Services

The student with a disability must register with the Coordinator of DisAbility Support Services to receive some services. The services that the coordinator gives to a student are based on the submitted documentation. Listed below are some of the services available to documented students:

- Extended time on tests/quizzes in a distraction-reduced environment
- Use of a reader/scribe for tests/quizzes
- Use of a computer and specialized software
- Loan of equipment

- Tutors (available to all students)
- Note-takers
- Advocacy aid
- Study skills assistance (available to all students)
- Pre-registration advisement
- Priority course registration
- Enlargements of course materials
- Adaptive technology
- Tape-recording of lectures (student must sign a policy agreement form) in the office of Disability Support Services before he/she can tape classroom lectures.

Confidentiality

- Often students with a disability will share with you information about their disability. This information should be treated as medical information and handled under the same strict rules of confidentiality.
- Students with a disability are given the opportunity to sign a release form that gives me permission to share information with you on a need-to-know basis.
- It is important for all of us to know that we cannot disclose any information to anyone- parents, other teachers, Deans etc. without the written permission of the student. Be careful when parents call you and ask about their son's/daughter's progress or grades.

Document, Document, Document

If you have a student with a disability who is a concern, I strongly recommend that you document your communications with the student and the parents. At a later date, you may be asked for information about the student at a dismissal meeting or a disciplinary hearing etc. Keep good records!

Final Note:

Please feel free to contact me with any of your questions or concerns. I can be reached at 255- 5282, email- abarnolk@cobleskill.edu or visit me in Van Wagenen Library (upper level). My assistant, Kyla Titus, can also help you with any questions. Her number is 255-5870. I hope you find this information helpful. Enjoy your semester!

Lynn Abarno, Coordinator
DisAbility Support Services

**For further information, go to our website:
www.cobleskill.edu/disability**

Request for Tests at the Center For Academic Support (DSS Office)

Lynn Abarno 255-5282

Kyla Titus 255-5870

1. Fill out student section (Part One). **REMEMBER TO ALLOW YOURSELF EXTENDED TIME!**
2. Meet with your instructor; agree on a time to take the test and what accommodations will be used.
3. The instructor **MUST** fill out Part Two for information on preferred delivery and return of test methods.
4. **RETURN THIS FORM TO THE DSS OFFICE AT LEAST 3 DAYS BEFORE THE TEST IS TO BE TAKEN. (TESTING TIMES: Monday – Friday 8 a.m. to 4 p.m. only.**
(A test may not begin any later than 2 p.m. to allow completion by 4 p.m.)

PART ONE:

(Please print)

Student name: _____

Phone: _____ **Cell phone:** _____

Course: _____

Instructor: _____

PART TWO:

Arranged Test Date: _____ **Arranged Test Time:** _____

Student Accommodations (circle all that apply):

Dictionary, reader, scribe, enlargements, other: _____
(We will assume all courses allow use of calculator unless otherwise stated.)

Test Delivery to Academic Support Center (check one):

- _____ **Instructor deliver** to DSS Office (before test date)
- _____ **Student pick-up** from instructor and carry to DSS Office (**MUST arrive in a sealed envelope**)
- _____ **E-mail** to DSS Office at: DisabilitySupportServices@cobleskill.edu

Test return to Instructor (check one):

- _____ **Instructor pick-up** from DSS Office (test cabinet)
- _____ **Student carry test back** to instructor immediately (**MUST arrive in a sealed envelope**)
- _____ **Proctor return test to instructor by campus mail** (May take longer than other methods)
- _____ **Return electronically**

Instructor signature: _____ **Date:** _____

Office Location: _____

Making a Connection to Van Wagenen Library
at SUNY Cobleskill
cobyweb.cobleskill.edu/library
(518) 255-5841

Librarians are available to give you an orientation to our college library if you would like. Please just stop at the Circulation Desk and ask for one of us.

Circulation Desk (5864):

This is where:

- you borrow and return material (you'll need your SUNY Card).
- you'll pick up your Interlibrary Loan (ILL) books.
- you arrange to have things placed on Reserve for your students.

Reference Desk (5866):

This is where:

- you'll ask for any assistance you require from a librarian
- you learn how to sign up for Interlibrary Loan
- you learn about subscription databases available in your subject specialty

Library Instruction:

Contact Francine Apollo at 5858; Fran coordinates campus Information Literacy activities. A librarian will collaborate with you on instruction needs you want addressed for the benefit of your students. Instruction can be provided in your classroom or in the library. Plan ahead please, we are under renovation.

Please browse the library website and feel free to contact us if you have specific needs or questions. The librarians each have liaison responsibility for Schools/ Departments and are prepared to assist you.

Francine Apollo – School of Business and Computer Science

Peter Barvoets – School of Agriculture and Natural Sciences

Katherine Brent – School of Liberal Arts & Sciences: Mathematics, Natural Sciences, Physical Education

April Davies - School of Liberal Arts & Sciences: Early Childhood, Exploratory, Humanities, Social Sciences

NAME _____

HOME ADDRESS _____

ROOM NO. _____ OFFICE PHONE _____

HOME PHONE _____

SPRING _____ FALL _____

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(1) 8:00					
(2) 9:00					
(3) 10:00					
(4) 11:00					
(5) 12:00					
(6) 1:00					
(7) 2:00					
(8) 3:00					
(9) 4:00					
(10) 5:00					
6:00 7:00 and after					

Print Request Form Print Request Form

Name: _____ Date In: _____

Account #: _____ Due Date: _____

Print Job Description: _____ Phone #: _____

Sides	# Originals	# Finished Sets	<input type="checkbox"/> Black/White Copier
<input type="checkbox"/> single	_____	_____	<input type="checkbox"/> Color Copier
<input type="checkbox"/> back to back			

Paper Type	Size	Colors	Finishing	Fold
<input type="checkbox"/> 20# Xerox	<input type="checkbox"/> 8 ½ x 11	<input type="checkbox"/> White <input type="checkbox"/> Ivory	<input type="checkbox"/> Collate	<input type="checkbox"/> Letter
<input type="checkbox"/> 20# Color	<input type="checkbox"/> 8 ½ x 14	<input type="checkbox"/> Blue <input type="checkbox"/> Pink	<input type="checkbox"/> Staple	<input type="checkbox"/> Z
<input type="checkbox"/> 67# Card Stock	<input type="checkbox"/> 11 x 17	<input type="checkbox"/> Golden <input type="checkbox"/> Salmon	<input type="checkbox"/> Uncollated	<input type="checkbox"/> 1/2
<input type="checkbox"/> Crack-n-peel	<input type="checkbox"/> 12 x 18	<input type="checkbox"/> Green <input type="checkbox"/> Yellow	<input type="checkbox"/> Drill	<input type="checkbox"/> 1/3
<input type="checkbox"/> NCR _____ part		<input type="checkbox"/> Gray <input type="checkbox"/> Lilac	<input type="checkbox"/> Cut	<input type="checkbox"/> 1/4
<input type="checkbox"/> Brite Paper _____			<input type="checkbox"/> Bind	<input type="checkbox"/>
<input type="checkbox"/> Special Paper _____			<input type="checkbox"/> Pad	Custom:
<input type="checkbox"/> Transparency			<input type="checkbox"/> Laminate	
			Lg. ___ ft	Sm. ___ ft

Special Instructions: _____

Thank you!

↓ *Office Use Only* ↓

For Jobs that need Graphic Design : Graphic Design Time: _____

Job Quotes include 3 proofs – additional proofs are \$5.00 each

(Initial) Proof #1 _____ Proof #2 _____ Proof #3 _____

Signature of Approval: _____ Date: _____

B&W Copier Copying Cost: _____ Other Costs: _____

Color Copier Finishing Cost: _____ _____

Wide Format Price per piece _____ Total Cost: _____

Job # _____

COURSE SELECTION FORM

Print **all** your selections in this section. Please include **all** course information. Be sure to include lab and testing sections.

This area is for use in your planning only.

CRN	COURSE #	TITLE	CR	Hour	Monday	Tuesday	Wednesday	Thursday	Friday	
				8						
				9						
				10						
				11						
				12						
				1						
				2						
				3						
				4						
				5						
				6						
				7						
				8						
				PRINT STUDENT NAME (LAST, FIRST):						STUDENT ID #:
				MAJOR:						TOTAL CREDITS:
				ADVISOR SIGNATURE:						
				Comments:						
				Approved for more than 19 credits						STAFF USE ONLY
				No. of credits _____ Advisor's Initials _____						Initials
										Date



View Student Schedule

Faculty Name & ID#
Fall 2010
Aug 12, 2010 12:55 pm

Information for Student Name

Current Schedule

Total Credit Hours: 16.000

CRN	Course Number	Title	Reg. Stat	Credits	Grade Mode	Date Range	Days	Time	Location	Assigned Instructor
24035	COMM 108 BSR	Intro Mass Media:Comm Info Age	RE	3.000	Normal	Aug 30, Grading 2010 - Dec Mode 17, 2010	TR	11:00 am - 12:15 pm	Warner Hall 109 (WA)	Pamela J. Collins
23468	COMM 240 A	Television Studio Production	RE	3.000	Normal	Aug 30, Grading 2010 - Dec Mode 17, 2010	TR	3:30 pm - 4:45 pm	Warner Hall 209 (WA)	John McNerney
24548	ENGL 101 L	Composition I	RE	3.000	Normal	Aug 30, Grading 2010 - Dec Mode 17, 2010	MWF	2:00 pm - 2:50 pm	Wheeler Hall 214 (WH)	Tammy L. Rehberg
24498	FFCS 199 B	Foundation for College Success	RE	1.000	Normal	Aug 30, Grading 2010 - Dec Mode 17, 2010	MW	1:00 pm - 1:50 pm	Alumni Hall 201 (AL)	Chester J. Burton
24321	MATH 101 FSR	Introduction to College Math	RE	3.000	Normal	Aug 30, Grading 2010 - Dec Mode 17, 2010	MWF	11:00 am - 11:50 am	Wheeler Hall 216 (WH)	Ronald H. Lower
24489	PSYC 111 M	General Psychology	RE	3.000	Normal	Aug 30, Grading 2010 - Dec Mode 17, 2010	MWF	10:00 am - 10:50 am	Warner Hall 111 (WA)	Amy B. Corbett

RELEASE: 7.6S1

Guidelines for Students on Academic Probation

A student whose cumulative average is below a 2.00 is on academic probation.

The maximum permissible credit load for a student on probation will be 15 credit hours. (This is to include courses which are being repeated to raise a C-, D, D+ or F grade.) Any exceptions to this regulation must be approved by using the change of status form.

When repetition of a grade is required, a student on probation is encouraged to repeat any C-, D, D+ and F grades at the first available opportunity. (Early Childhood majors, see Academic Code, Section K, 11.30.)

Faculty will be able to view student mid-term grades on-line after the seventh week of the semester.

A student on probation is expected to schedule regular conferences with his/her advisor and course instructors. The student should also take full advantage of other services available such as the Center for Academic Support and Excellence, Career Development Center and math tutoring.

INSTRUCTIONS FOR USING BANNER WEB FOR FACULTY

You can either go directly to the Banner Web for Faculty with the following URL:

https://bannerweb.cobleskill.edu/pls/prod/twbkwbis.P_GenMenu?name=homepage

or by following these directions:

Go to www.cobleskill.edu.

Click on Academics

Click on FACULTY – located in the orange banner at the top of the screen

Click on Banner Web located below COBYNET – SUNY Cobleskill's Information Network

Click on [Click here to securely login](#)

Enter your SUNY Cobleskill ID or Social Security Number and your six-digit PIN. You may have to change your PIN if this is the first time you are accessing the Banner Web for Faculty. If so, follow the prompts on the screen.

Click on Faculty & Advisors

Click on appropriate semester posting of Midterm Grades or Final Grades

Be sure to select Fall 2010/Spring 2011 as the term or the appropriate semester and click submit

Choose the Course/CRN and click submit

Enter the grades for each student listed and click submit. To enter grades for the next page, look for Records Sets and click the next group of students, enter their grades and click submit. Continue to enter grades for all students enrolled in the course.

If you have more than one course, scroll to the bottom of the window and click on CRN Selection. Choose your next CRN and continue to enter grades for the students. Don't forget to click Submit after each page of grades you enter.

When all of your final grades have been submitted, click on Exit (at the top right of the screen). Be sure to close the browser down completely to ensure security of your account.

If you do not post your final grades by the deadline date/time, you will be required to submit a change of grade form to the Registrar's Office for each student in your course(s).

You must report a grade for all students on the class roster. A grade of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, or U is required for each student. Grades of "I" are to be submitted only when there is insufficient information in a course with which to assign a grade. If a student has not been attending your course, you should issue a grade of "F."

- The class roster includes all college and course withdrawals and add/drops that were processed by our office.
- The roster lists all students who are officially enrolled in the class. Students who are listed on the roster but are not in attendance should be given a grade of "F."
- Students who are in attendance but are not listed on the class roster are not enrolled in the class. Please send an e-mail message to registrar@cobleskill.edu with the course name and number, the name of the student, and the final grade to be issued.

FINAL GRADE INFORMATION

All students will receive a grade for all courses in which they are officially enrolled.

The following list of grades are recommended ranges which are associated with grades for graduation or transfer credit purposes. Each faculty member will list specific grading policies for their courses in the course outline for each course. Letter grades and their points are as follows:

Letter Grade	Grade Points	Percentage
A	4.00	92.1 or higher
A-	3.67	89.5 - 92.0
B+	3.33	86.9 - 89.4
B	3.00	82.1 - 86.8
B-	2.67	79.5 - 82.0
C+	2.33	76.9 - 79.4
C	2.00	72.1 - 76.8
C-	1.67	69.5 - 72.0
D+	1.33	66.9 - 69.4
D	1.0	59.5 - 66.8
F	0	Less than 59.5 (Fail)
I	0	Incomplete
S	0	Satisfactory
U	0	Unsatisfactory
W	0	Withdrawal

Students are able to access their final grades via Banner Web for Students. We do not mail final grades and we are

not permitted to give grades over the phone.

COURSE WITHDRAWAL FORM

Last Name	First	Student Number	<div style="border: 2px solid black; padding: 5px; background-color: #e0e0e0;"> This transaction is not official until received in the Registrar's Office. Return immediately upon receiving signatures. </div>	
Address:		Phone:		
Upon verification by the Registrar's Office, a copy will be forwarded to the Department Office and Advisor				
CRN	Course	Instructor's Signature	Date	Advisor's Signature
Comments:				Registrar's Staff: _____ Date: _____

ACADEMIC DEFICIENCY/WITHDRAWAL FORM

Student Name _____ Today's date _____
Last First Middle

Local Address _____ ID # _____

Major _____ Advisor _____

Course _____ Instructor _____
No./Lab Course Title

WARNING: This is to inform you that your work in this course is below standard.

Absences (Number _____)

Missing reports, lab exercises, etc.

Poor Quiz/Test grades

Inadequate preparation for classes/lab

Comments:

WITHDRAWAL: With a grade of "W" by the recommendation of the Instructor.

WITHDRAWAL: With a grade of "F" by the recommendation of the Instructor.

Absences (Number _____)

Missing reports, lab exercises, etc.

Poor quiz/test grades

Inadequate preparation for classes/lab

Academic Misconduct (send copy to VP for Academic Affairs)

Comments:

If you wish to appeal this withdrawal, please send your written appeal to the Department Chair listed below within seven (7) days of the date below. If you appeal, please notify your instructor that you are appealing and continue to attend this course until a decision on your appeal is made.

Copies to:

Student
Instructor
School
Advisor
Registrar

Signature of Department Chair

Date

(Instructor Instructions on Backside)

PROCEDURE FOR USING ACADEMIC DEFICIENCY/WITHDRAWAL FORM

- This form is used to warn a student of an academic deficiency or as a request to withdraw a student from a class.
- *The faculty member is expected to complete the top portion of the form by supplying the name of the student, date, student ID number, course number/section/title, and instructor.*

WARNINGS

1. The instructor should complete the "**WARNING**" section of the form and **MAKE TWO COPIES**.
2. The instructor should give one copy to the student, retain one copy for his/her records, and give the **ORIGINAL** to the School Office for processing.

WITHDRAWALS

1. The instructor should complete the "**WITHDRAWAL**" section of the form, indicating a grade of "**W**" or "**F**".
2. The instructor should submit the form to the Department Chair for signature.
3. The School Office will forward copies to all indicated on the bottom of form (including the student). This form serves as a letter to the student upon request by an instructor to withdraw the student with a grade of "W" or "F".
4. This form can also be used by a faculty member to initiate a student withdrawal from a course **due to academic misconduct**. The faculty member is expected to make such a request by indicating the reason in the comment section. **A copy MUST be sent to the VP for Academic Affairs.**
5. Laboratory instructors are expected to apprise the lecture instructor of their decision to withdraw a student.

SPECIAL PROJECTS APPROVAL FORM - 290A

Liberal Arts and Sciences

NAME _____ Fall _____ Spring _____

STUDENT NUMBER _____ MAJOR _____

CAMPUS ADDRESS _____

NUMBER OF CREDITS SPECIAL PROJECT IS TO BE TAKEN FOR: _____ 1 _____ 2 _____ 3

CREDITS EARNED IN SPECIAL PROJECTS TO DATE: _____

TOTAL NUMBER OF CREDITS EARNED AT COBLESKILL: _____ GPA: _____

SPECIAL PROJECT REQUESTED (DEPARTMENT: _____ /Course No. _____)

PURPOSE: The purpose of Special Project Courses is to provide students with the opportunity to pursue, via independent study, additional subject matter and/or skill development not otherwise available to them in regular course work. Generally, the projects should be of a unique nature which would be accomplished in conjunction with advisors in the student's major field. It is expected that students requesting to do a Special Project will have completed at least 30 credit hours of college work and will have a 2.00 or higher cumulative average. Students may take only 3 credits in any one semester and may apply only a total of 4 credits of Special Projects towards meeting the degree requirement.

PROPOSAL: Describe the project you are interested in developing and the procedure you will follow in conducting the study. Please use the back of this form to continue your proposal.

Approved _____ Date _____
Project AdvisorApproved _____ Date _____
Faculty AdvisorApproved _____ Date _____
Department Chairperson

- 1 - Student
- 2 - Project Advisor
- 3 - Faculty Advisor
- 4 - Department Chairperson
- 5 - Program Area (All copies to be made by Program Area Office)
- 6 - Registrar

STATE UNIVERSITY OF NEW YORK
REPORT OF ACCIDENT OR INJURY
 (OTHER THAN A MOTOR VEHICLE ACCIDENT)

CS-13
 C2128-681

Campus:				2. Date and time of accident:				3. Date of report:				To be completed by Safety Supervisor			
28 _____				Mo.	Day	Year	Time	Mo.	Day	Year	4. File ID: _____				
5. Did accident involve personal injury: A) Yes B) No				6. Victim status: A) Student B) Faculty/Staff				C) Patrol Officer D) FSA				E) Patient F) Vendor G) Visitor H) Other (specify _____)			
7. Name of office/department where employee is regularly assigned: _____															
8. Sex: A) Female B) Male				9. Date of birth: _____				10. Name of victim (PRINT LAST NAME, FIRST, MIDDLE)				_____			
11. Marital status: A) Single C) Separated E) Unknown B) Married D) Divorced				12. Social Security Number: _____				Local address: _____				Tel: _____			
13. Job title and grade: _____															
14. Employment date: _____				15. Was victim in authorized area: A) yes B) No C) Unknown				Home Address: _____				Tel: _____			
16. Reporter of accident: A) Faculty/Staff B) Victim C) Other (specify) _____															
18. General area of occurrence: A) Dorm B) Dining hall C) Student union D) Academic E) Gym F) Admin. G) Maint. Bldg. H) Road I) Parking Lot J) Grounds K) Hospital L) Other _____				17. Name of reporter of accident: (PRINT LAST NAME, FIRST, MIDDLE)				_____				Address: _____			
19. Specific area of occurrence: _____ Room: _____ Tel: _____															
20. If physical injury, part of body injured: (ONE ONLY, MOST SERIOUS)															
A) Abdomen F) Elbow K) Hand P) Lip U) Teeth Z) Other (specify) _____				B) Ankle G) Eye L) Head Q) Neck V) Thigh _____				C) Arm H) Face M) Hip R) Nose W) Toes _____				D) Back I) Finger N) Knee S) Shoulder X) Trunk _____			
E) Chest J) Foot O) Leg T) Spine Y) Wrist _____				21. If physical injury, type of injury: (SELECT ONE ONLY)				A) Abrasion F) Concussion K) Puncture P) Other (specify) _____				B) Amputation G) Cut L) Swelling _____			
22. If physical injury, extent: A) Fatal B) Major C) Minor				23. If physical injury, nature: A) Temporary B) Permanent				24. Accident A) Athletic C) Job related B) Academic D) Other _____				25. Were safeguards provided: A) Yes B) No			
27. Are there witnesses: (List in narrative) A) Yes B) No				28. Medical assistance rendered: A) First aid by staff B) Infirmary C) Hospital D) Ambulance E) Other _____				26. Were safeguards in use: A) Yes B) No.				29. Name and address of physician: _____			
30. Name and address of hospital: _____															
31. Has employee returned to work: A) yes B) No If yes, date: _____															
32. Employee have restricted duties: A) Yes B) No															
33. Supervisor notified: A) Yes B) No Date and time: _____				34. Name of Supervisor: _____				_____				_____			

NARRATIVE: (Only give a brief description of who, what, when, where, how, etc.) List witnesses names and addresses.

Report completed by:	Title:	Date:
Safety Supervisor's signature:	Title:	Date:



State University of New York
College of Agriculture and Technology
Cobleskill, New York 12043

TO: Payroll Office (After Supervisor's Approval)

FROM: _____

SUBJECT: Faculty Record of Attendance for Month of _____ 20____

- () No Chargeable Absences (Please complete Record of Leave Accruals)
- () Chargeable Absences as follows:

SICK LEAVE USED (Indicate Dates)

RECORD OF LEAVE ACCRUALS
(Please Complete)

	SICK LEAVE
BALANCE: Beginning of Month	
TIME EARNED: <i>(Refer to Art. 23 in Agreement)</i>	
SUBTOTAL	
TIME USED DURING MONTH	
BALANCE: End of Month	

(Employee Signature) Date:
(To be submitted no later than the fifth day of each month)

(Supervisor's Signature) Date:
PLEASE FORWARD TO PAYROLL OFFICE

This record of attendance and leave is required pursuant to Article 23.4 of the Agreement between the State of New York and UUP. Sick leave credits may not exceed 200 days.