

University of Idaho at Idaho Falls
POLICIES AND PROCEDURES
Academic Year 2007-08

The following is provided as a brief overview of policies and procedures of interest to faculty at the Idaho Falls Center.

1. Updated **class lists** can be retrieved by the instructor via VandalWeb at (www.vandalweb.uidaho.edu). Student VandalMail email addresses are also located at this site.
2. Instructors are required to maintain a weekly **attendance log**. The log should be submitted to the Student Services Office at the end of the semester for each class taught. Attendance and participation are considered to be an important part of the instructional process.
3. A detailed **syllabus** must be provided to the students at the first class period. Please make your students aware of any prerequisites. A copy of the syllabus must be on file with the Student Services Office prior to, or concurrent with, the start of the semester.
4. At the end of the semester, instructors are required to **submit** a copy of the final exam, the attendance log, and final grades. Final grades are entered via the web (www.vandalweb.uidaho.edu).
5. Classes are expected to **meet** as scheduled and for the full time period allotted. Instructors are encouraged to give at least 2 exams per semester as well as weekly assignments. Any requests for **class meetings outside of those published** in the schedule must be approved by Carol Baldwin, Associate Registrar at 282-7991.
6. Please notify the Student Services Office if any **student has not attended** the first two class periods without notifying you and if any student has missed four classes without arrangements for makeup. We will then attempt to contact the student.
7. **Textbooks** are available at the University Place Bookstore in the Bennion Student Union Building (282-7940). Students may also purchase books through an outside vendor of their choice. The text or texts chosen should be prominently listed on the syllabus. The Idaho Falls Textbook coordinator, Debbie Caudle, can be reached at 282-7983
8. **Audio/visual equipment** is available for classroom use. Due to the heavy demand on the equipment, faculty are encouraged to contact the AV office well in advance of need. Equipment request forms are available in the CHE building hallway next to the a/v office on the 2nd floor. The AV office can be reached at 282-7909 or by emailing at ifcheav@isu.edu.
9. The library in Moscow has many online services available including interlibrary loan and full text articles in .pdf format. The library can be accessed via the UP library links found at www.if.uidaho.edu. The **INL Technical Library** and the **University Place Library** are housed in the Tingey Administration Building. All are available for student and faculty use. The **UI Librarian**, Valerie Hathaway, can be reached at 526-0947.
10. **Copy** machines are located in the Tingey Administration Building and in the Student Services Office in the SUB. Both are available for faculty use. Copyright compliance is the responsibility of the instructor.
11. A **UI staff** member in the Student Services office is on duty to assist students and faculty from 8a-5p M-F. Limited services are also available on Wednesday evenings until 7pm. Times vary in the summer and during holidays. Feel free to stop by or call 282-7900 with questions.
12. **Faculty stipends** are paid in two installments. The first installment will not be paid until the course syllabus is on file with UIIF. The final payment is disbursed after grades and any other required documents are submitted. The University is required to withhold Social Security and income taxes from stipends. Instructors are required to sign a contract and complete the necessary payroll forms before the end of the first week of the semester. Instructors with questions are encouraged to contact the Sara Moore, Business Manger, at 282-7976.
13. **Parking** is available in the lots adjacent to the CHE, TAB and SUB. Permits are required and can be purchased at the SUB Parking Office. Overflow parking is available in the Freeman Park spaces marked as such. Parking in "No Parking" zones will result in a ticket or towing at the owner's expense. Parking in a handicapped spot without the appropriate tag will also result in a ticket or towing at the owner's expense. The parking Office can be reached at 282-7811.
14. **Smoking** is not permitted within any building at University Place nor in the area immediately surrounding the buildings.
15. **Questions?** Call the Student Services Office at 282-7900.