

# Faculty News & Notes

## ATTENDANCE

UI does not automatically drop students for non-payment of fees. As an instructor, you are responsible for accessing your class roster and tracking attendance. If a student is listed on your roster but is not attending, it is imperative that you notify Carol or Alice at 282-7900. Do not wait until the end of the semester.

## REMINDERS

Send a copy of your syllabus to Debbie Caudle at [cauddebb@if.uidaho.edu](mailto:cauddebb@if.uidaho.edu) by January 15, 2008

Send a copy of your final exam to Debbie by May 9

Commencement  
May 1, 2008

7:30pm

Colonial Theatre  
498 A Street

UI classes do not meet May 1

## Copyright, Fair Use, E-Reserve

In the fast paced, ever changing technology and information society in which we live, providing up-to-date content to students can be challenging.

The University of Idaho encourages faculty to share a broad range of content area resources with their students.

Options that faculty may elect to use include websites that are maintained by experts in the field, journal articles or chapters from other textbooks.

Suggesting a website as a resource poses few risks to the faculty in regard to copyright infringement as long as he or she is not directly copying the material from that site but instead encouraging the

students to do further research and reading on that site. Students can easily be exposed to other viewpoints and better informed for class discussions. Additionally they may become "good consumers" of research.

Use of journal articles and chapters from other textbooks requires more caution on the part of the instructor. The Fair Use directive of the copyright law allows for use, by educators, of one chapter of a book or 10%, whichever is LESS and up to two journal articles from a particular issue of the journal without permission from the publisher. This means that faculty can copy and provide to the students this amount of material without infringing on the copyright.

Another idea to expand the resources for students is to place material on e-reserve at the UI Library. The staff at the UI Library are available to assist faculty with this process as well as to help manage the questions about copyright and fair use for the reserve and other materials. For more information on e-reserve, go to [www.lib.uidaho.edu](http://www.lib.uidaho.edu). Click on faculty services and then course reserve.

It is the responsibility of the faculty to be aware of, and in compliance with, the copyright laws. Help is available by calling the library, toll-free, at 888-884-3246 or by contacting Dr. Carol Baldwin, at 282-7983.

[www.vandalweb.uidaho.edu](http://www.vandalweb.uidaho.edu)

- Class rosters
- Midterm and final grade submission
- Student contact information
- Email entire class from inside the site
- Customize course evaluations
- Personal information (contact, payroll)
- View own transcript (if you have taken a UI class)

## We Are Here To Help

**Student Services Office**  
1784 Science Center Drive  
Idaho Falls ID 83402

**208/282-7900**  
**208/282-7929 FAX**

### Affiliate Faculty Web

Faculty Resources

[www.if.uidaho.edu](http://www.if.uidaho.edu)  
click on faculty, then  
affiliate faculty

<b>Security Police</b>	<b>221-0401 911</b>
<b>ISU/UI Student Services</b>	282-7900—open M-F 8a-5p, Wed until 7p 282-7909 or ifcheav@isu.edu
<b>Audio/Visual</b>	282-7825
<b>Canceled Class Hotline (call 282-7900 to post)</b>	282-7816
<b>Alice Allen, Academic Program Coordinator</b>	282-7986
<b>Dave Anderson, ITS</b>	282-7991
<b>Carol Baldwin, Associate Registrar</b>	282-7981
<b>Jeff Barnes, ITS</b>	282-7983
<b>Debbie Caudle, Undergraduate Advisor, Textbooks</b>	526-0947
<b>Valerie Hathaway, Library Services</b>	282-7982
<b>Mike Hilker, Payroll</b>	282-7946
<b>Michael Kennedy, Instructional Designer</b>	282-7900
<b>Carol Manwill, Evening Student Services</b>	282-7976
<b>Sara Moore, Business Manager</b>	282-7975
<b>Robert Smith, Associate Vice President</b>	282-7960
<b>Carol Spain, Management Assistant</b>	

## News Flash!

### UI Semester Schedule

Classes begin January 9  
and end May 9.

UI Spring Break is  
March 10-14.

Final grades are due May  
13, 12pm.

### ISU Semester Schedule

Classes begin January 14  
and end May 9.

ISU Spring Break is  
March 24-28

### Need to Meet at a Different Time, Day or Location?

Any meeting outside of  
the regularly published  
schedule must have prior  
approval by Carol Baldwin.  
Call 282-7991.

### Website Overhaul!

Take a look at our newly  
designed website at  
[www.if.uidaho.edu](http://www.if.uidaho.edu).

### Free Parking Permits for Affiliate Faculty

University of Idaho—Idaho  
Falls affiliate faculty are  
eligible for complementary  
parking permits for the se-  
mesters that they are teach-  
ing. All parking permit hold-  
ers must comply with the UP  
parking regulations. Permits  
are available at the Parking  
Office at the BSUB.

### Canceled Class Hotline

If you need to cancel a  
class due to illness, unex-  
pected travel, etc. call Stu-  
dent Services at 282-7900.  
We will post a sign on the  
classroom door and add the  
cancellation to the hotline  
(282-7825). In addition, if  
time allows, we will try to  
contact the students in the  
class.

[www.if.uidaho.edu](http://www.if.uidaho.edu)