# ITE Faculty Handbook

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Updated 4/16/09
CAMPUS LIFE

Athletic Tickets

In the spring, faculty receive a letter asking them if they want to purchase season tickets for football. Most other athletic events are free to faculty. Simply go to the box office and present your id. For further info, see http://www.sc.edu/policies/ppm/athl200.html

Benefits

The Benefits Office offers numerous orientation sessions for new faculty beginning in mid-August. The schedule is posted online http://hr.sc.edu/benefits/orientat.html. You'll also find links to different insurance and retirement options on this page. Please be sure to plan to attend the Benefits orientation.

Child Development Research Center (CDRC)

The CDRC is located on the 2nd floor of the Children's Center. The CDRC coordinates the link between the Children's Center and USC including scheduling student observations and research. Information is found by following links to Teaching and Research from http://www.sc.edu/childrenscenter/

Faculty Directory

The Faculty Directory for the University is found by following a link at the bottom of the home page. The College of Education Directory is found in a left-margin frame on the College of Education website: http://www.ed.sc.edu/

To establish a personal page, consult with your Administrative Assistant. She/He will help you connect up with one of our student workers who has expertise in this area. You can either learn from the student worker how to do this yourself, or "story board" your page for the student who can do it for you. Your Administrative Assistant can then upload the page for you and make sure that there is a link from your USC page.
To update your personal page, print out the current page and make changes on hard copy. Give the hard copy to your Administrative Assistant and she/he will update your page for you.

**Giving**

Faculty are invited to participate in several appeals throughout the year.

**Family Fund** - All ITE faculty and staff are encouraged to participate in the USC Annual Family Fund drive. Participation by a large portion of the faculty is tangible evidence of support and caring for the work that we do. Funds may be designated to benefit specific initiatives. A complete list of College of Education initiatives can be found at [http://www.sc.edu/development/familyfund/designations_ed.php](http://www.sc.edu/development/familyfund/designations_ed.php). The ITE account 1A3606 allows the Department through the Chair to sponsor events that require food as well as other expenditures not allowed through state appropriated funds. Contributing even a small amount is appreciated and payroll deductions are allowed.

**United Way** – USC along with all state employees participate in the United Way of the Midlands Winter Campaign beginning in February of each year. Donations may be designated to a program of your choice. You will receive a pledge form in the USC mail. Pledges should be sent via USC mail.

**Flower Fund** - ITE maintains a Flower Fund to remember colleagues in time of need and celebration. It is handled by Susan Wilkinson. You will be asked to contribute periodically.

**Miscellaneous** - There are routinely additional appeals, for example to provide a holiday remembrance for the custodial staff, to adopt a family for the holidays, etc.

**Meeting Spaces**

The second floor Administrative Assistant can help locate spaces for special events meetings. Off-campus locations are likely to charge a fee. Some on-campus classrooms are available at no cost, and the fee for Russell House space will be waived if the event is course-related and no classroom space on campus is available.

**Parking**
Apply for a USC parking sticker through VIP. There is no cost for a parking sticker for access to designated lots. The lot near Wardlaw is a D lot. Eligibility is based on years of service for all faculty and staff. There are a number of University fee based parking garages and lots. Maps and information are available from the USC Parking Services Office located at Pickens and Pendleton Streets or at (http://www.sc.edu/vmps/pendl.html). Applications are available from about May 15-July 15.

VIP

Many academic, employment, and personal functions can be addressed through the USC Visual Information Processing system at http://vip.sc.edu. To access VIP you'll need your SSN and your PIN. Your PIN for the first access is the numerical month and day of your birth (e.g. if you were born on 4 Feb 1973 the PIN is 0204). After the first login, you'll be prompted to change the PIN.

COE STRUCTURE INCLUDING SPECIAL PROGRAMS

College Standing Committees

College Steering Committee
College Faculty Affairs Committee
College Student Affairs Committee
Basic Programs Governance Committee,
Advanced Programs Governance Committee

Organization of ITE

ITE holds an election and recommends to the Dean a person they would like him/her to appoint as Department Chair. They do the same for an Associate Chair. The term of appointment is usually three years.

ITE has three standing committees:

ITE Steering Committee
ITE Curriculum Committee
ITE Diversity Committee
Faculty in the department are responsible for pre-service degrees in Early Childhood, Elementary, Middle Level and Secondary. They also offer an M.Ed in Early Childhood, in Teaching and in Language and Literacy. There are doctoral programs in Curriculum Studies, Early Childhood, and Language and Literacy. The current Ph.D. in Elementary and in Secondary is being revised to become a Ph.D. in Teaching and Learning (K-12).

In order to support these degrees, faculty are organized into five program areas:

Secondary  
Middle Level/Curriculum Studies  
Elementary  
Early Childhood  
Language & Literacy

Some faculty support more than one program area. Members of these programs can be found at http://www.ite.sc.edu/itechart.pdf.

Faculty from various program areas also support the M.Ed. in Teaching and will soon be supporting the under-development Ph.D. in Teaching and Learning (K-12).

**Teaching Fellows**

The South Carolina Teaching Fellows Program at USC-Columbia is a scholarship program for qualified South Carolina high school students who wish to pursue a degree in education and a career in South Carolina’s public schools following graduation. [http://www.ite.sc.edu/ite/teachingfellows/TeachingFellows.asp](http://www.ite.sc.edu/ite/teachingfellows/TeachingFellows.asp)

**FACULTY RESPONSIBILITIES**

The official listing of faculty responsibilities is included in the USC Faculty Manual  [http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)

**Administration**

While faculty govern academic programs, USC’s Board of Trustees has final authority for all matters related to USC. The Board appoints a President who serves as the chief executive officer. The President appoints a Provost who
serves as chief academic officer. The Provost appoints Deans who administer colleges and Department Chairs who administer academic units. The USC Policies and Procedures manual (http://www.sc.edu/provost/policies.shtml) provides details on all administrative policies. The Faculty Manual (http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf) governs academic and faculty matters.

**Annual Performance Review**

Faculty members in the Department of Instruction and Teacher Education are evaluated annually as required by law for all state employees. This process is referred to as Annual Performance Review (APR). Criteria for Tenure-Track and Clinical faculty APR are found by following links from ITE's “Information for Faculty” at http://www.ed.sc.edu/ite/FacultyInfo.asp

APR materials must be submitted by the second Friday after classes begin in January. Tenure-track candidates in ITE are evaluated annually on the basis of evidence of their performance in their three primary responsibilities: Teaching, Scholarship and Service. Clinical faculty are evaluated annually on Teaching and/or Administration and Service. They may also choose to be assessed on Scholarship. The review period for APR is the prior calendar year.

**Application for Tenure and Promotion**

Faculty may elect annually in April to apply for tenure and/or promotion. Untenured tenure-track faculty may only serve on the faculty for 7 years. They are required to apply for tenure after completing their 5th year. The tenure decision is made during their sixth year and usually announced by May of that year. If tenure is not granted, faculty have the 7th year to look for employment elsewhere. Tenured faculty may apply for promotion to Full Professor after four years in rank. The Tenure and Promotion Procedures and Criteria are available on the ITE Information for Faculty pages. The form required for maintaining tenure and promotion files as well as the files used for APR can be found on the USC University Committee on Tenure and Promotion page (http://www.sc.edu/tenure/)

**Conduct**

Instructional staff members shall refrain from engaging in romantic or sexual relations with students over whom they have academic or supervisory control.
Faculty Governance and Meetings

University governance rests with the faculty. USC Faculty Senate is comprised of Senators elected by academic units serving 3-year terms. The Faculty Senate meets monthly, usually Wednesdays at 3 pm during the academic year and once in the summer. Any faculty member may attend and participate in Senate meetings but only Senators may vote. All matters related to academic programs including the Faculty Manual are under the authority of the USC faculty through the Senate. The College of Education is also governed by faculty as prescribed in the College By-laws and typically meets twice a year, in August before classes begin (new faculty members from each department are introduced at this meeting) and on Reading Day in the Spring. Ad-hoc meetings may be called as needed through a Sanding College Committee.

ITE is governed by its by-laws and typically holds department meetings in August before classes begin and the first Friday of the month thereafter. Program areas function as described in ITE by-laws also typically meet once a month.

Office Hours

ITE requires every faculty member to be available to students at least ten hours a week outside of class. While this availability can include responding via e-mail, conferring with students on-site at pre-K to 12 schools, and meeting with students before or after off-campus classes, it must also include at least five hours of on-campus office availability spread over at least two days of the week. The Department Chair solicits information about faculty office hours at the start of each semester.

Post Tenure Review

Tenured faculty undergo a post-tenure review every 6 years. Specifics can be found at [http://www.sc.edu/tenure/post-tenurereview.shtml](http://www.sc.edu/tenure/post-tenurereview.shtml)

Third-Year Review

A Third Year Review for untenured faculty on tenure track is to be done by the Unit Faculty that will later review the individual for tenure and promotion. The purpose of the Third Year Review is to address the question: During the first three years at USC has the faculty member demonstrated performance in the areas of Teaching, Scholarship and Service that suggests that tenure and
promotion criteria will be met by the decision year? Procedures are found by following links from http://www.ed.sc.edu/ite/FacultyInfo.asp

The process for earning tenure or promotion requires (1) a review by at least 5 experts from outside the university and not directly connected to the applicant, (2) a vote by tenured or higher-ranked faculty, (3) evaluation by the Department Chair, Dean, Provost, and the 24-member University Committee on Tenure and Promotion, (5) approval by the President, and finally (6) action of the Board of Trustees. Faculty votes occur in October, the President or Dean announce decisions in early May and final Board approval occurs in June. The promotion or tenure is effective at the beginning of the following academic year. Faculty beginning service in January apply on a different calendar.

*Work Load*

Consistent with the USC Faculty Manual, the “normal teaching assignment shall be twelve hours or its equivalent.” ITE Tenure Track faculty are expected to engage in teaching, service, and scholarship and are released from teaching to perform scholarly and service duties. Clinical Track faculty are expected to engage in service as well as teaching or administration. Faculty work assignments are specified by the Department Chair.

**FUNDING**

*COE Office of Grants and Contracts*

All grants must be approved through USCeRA. Rhonda Stephens, Director of the Office of Grants and Contracts will assist. Her office is Wardlaw Room 123; Phone: 803-777-7761, Fax: 803-777-0762; stepherw@mailbox.sc.edu The mission of the College of Education Office of Grants and Contracts is to support the research and service endeavors of faculty through the provision of both pre-award and post-award services. Rhonda Stephens is available to answer questions and provide guidance during the grant writing process. http://www.ed.sc.edu/facinfo/grants/

*Risk Accounts*

USC allows us to establish fund accounts for projects that are likely (certain) to receive funding in the near future. For example, if we know you learned today that you will receive an NSF grant for $100,000 to begin on Nov 1 and you need
to begin expending funds that will be part of that project’s budget, we can establish an account for that project today, based on the proposal that was approved through USCeRA and any assurance you can offer that the funding will materialize. With that information, the Dept Chair or Dean can authorize what is known as a “risk-account” by setting a spending cap (say $20,000) and providing a fund that will back up that spending should the promised grant not materialize.

**INSTRUCTIONAL/COURSE REQUIREMENTS**

**Academic Bulletin**

You will want to familiarize yourself with the Undergraduate Studies Bulletin [http://www.sc.edu/bulletin/ugrad/](http://www.sc.edu/bulletin/ugrad/) and the Graduate Studies Bulletin [http://www.sc.edu/bulletin/grad/index.html](http://www.sc.edu/bulletin/grad/index.html). These documents describe the university’s offerings and academic policies. They are updated annually.

**Academic Calendar**

The official start day for USC faculty, and other important dates can be found by following links to the calendar from the Registrar’s website: [http://registrar.sc.edu/](http://registrar.sc.edu/)

**Academic Integrity**

The USC Office of Academic Integrity has numerous resources [http://www.sc.edu/academicintegrity/](http://www.sc.edu/academicintegrity/). Any violation of integrity by students should be reported.

**Auditing Courses**

All students attending a USC class must appear on the official class roll. Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. No record of audit shall appear on a transcript unless a student attends 75 percent of the classes. No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Office of Student Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit. Fees for auditing a course are the same as for regular enrollment. Additional specifics on this policy can be found in the Undergraduate Bulletin: Academic Regulations.
Class Meetings

Instructional staff members should meet their classes regularly at scheduled times. If unable to meet their classes, they shall notify the dean or department chair.

If it's necessary to move a class from its scheduled location or time slot, please be sure to inform the Department's Administrative Assistant and the Department Chair. Because occasionally we may need to contact you or a student in your class regarding an emergency, it is imperative that the Department Chair's office have accurate information on where and when your class is meeting throughout the semester.

Please also be sure to inform the Department Chair of any absence from a scheduled class meeting as well as the "compensating" activity for that absence.

Classroom Disturbances

Incidents in which students are disturbing classes seem to be increasing. The Student Judicial Programs Office has a very helpful page about this problem at http://www.sc.edu/osjp/facstaff_disruptive.html and includes suggestions for syllabus statements that might be proactive in avoiding nuisances such as persistent cell phone ringing, annoying text messaging, or rude/argumentative students. A statement such as "Any disrespectful or disruptive behavior may result in your being asked to leave the class, and may result in your dismissal with a "WF" (Withdraw Failing), and/or a referral to the Office of Student Judicial Programs" in your syllabus will help students understand your stance on this type of behavior. Other syllabus suggestions concerning classroom conduct can be found at http://www.sc.edu/osjp/facstaff_syllabus.html.

Course and Curriculum Development and Changes

Introduction of new courses and degree programs as well as course and program changes originate at the program level. After a program area approves a course or program change or a new course/program, the required documents are reviewed and approved by the ITE Curriculum Committee which then seeks approval of the full ITE faculty. Courses and programs leading to initial certification are reviewed and approved by the College Basic Programs Governance Committee. Graduate courses and program other than initial certification are reviewed and approved by the College Advanced Programs Governance Committee. Undergraduate courses and programs require Faculty Senate approval and graduate courses and programs require Graduate Council approval. Once approved at the final level, a change is made to the USC Bulletin. That change may impact students who enroll during the term when the
Bulletin is in effect. The forms for new undergraduate and graduate course or curriculum changes can be found at the Faculty Senate web site (http://www.sc.edu/faculty/ondocs.shtml) or the Graduate School’s web site (http://gradschool.sc.edu/DocLibrary ).

If the change does not involve a course or Bulletin language, it will not require approval from Grad Council and is routed thru the dept and final approval is given by the COE APGC Committee. Note: While course changes ultimately require a change to the Bulletin, proposals to change courses do NOT require the two-column “current and proposed” bulletin change document needed for all curriculum changes to the bulletin.

Course Evaluations

The College of Education Online Course Evaluation System is available at http://www.ed.sc.edu/courseeval/. Here you can view the standard course evaluation forms for regular and distance education classes as well as review past course evaluation results. You may add items including open-ended items and you can control the dates during which students may access the evaluation. The default opening date is one week before the last class and the default closing date is the last day of the exam period. You will be reminded several days prior to Reading Day that the system is active.

After mid-point in each semester, you should check the class list to ensure that it is correct. Report any discrepancies to the IT Director and changes will be made so that the class list is correct by the time the evaluations become available for students. You can do this by filling out a work order on line at http://www.ed.sc.edu/oit/.

If your return rate is at least 75%, the results can be considered trustworthy. This data becomes part of your annual review and is used, as appropriate, to inform promotion and tenure decisions, contract renewal decisions and salary increases.

It helps if students understand the importance of having their voices heard in these decisions, via the evaluation system. However, you may need to provide external incentives for students in order to have a high return rate.

Course Revalidation

The Department Chair is authorized to decide if a course is eligible for revalidation. The process is explained on this form: http://www.gradschool.sc.edu/doclibrary/documents/pre.pdf . The decision rests on whether the content of the course is stable over time (as appropriate today as
it was when the course was taken) and then the faculty member’s role is to
determine whether the student’s knowledge is sufficiently current. Some ways
this has been handled include:

- As a rule, technology related courses have not been revalidated. This is
  also true for EDUC 63x special topics courses. In many cases, students
  have been unable to say what they studied and name their instructor.

- Sometimes students have done something that makes it clear their
  knowledge base is current. For example, regional literacy coaches are
  expected to continue reading widely and deeply. Others continued to
  develop inquiry projects stemming from their work in the schools, and
  were able to write about their current inquiry and what they were learning.

- If the students had not stayed current, they were set up with readings for a
  current version of the course.

- In other cases, students were given a recent final exam, with the
  expectation of a passing grade.

**Course Scheduling**

ITE submits their Fall and Summer schedule of courses in February and their
Spring courses in September. The process begins at the program level. Program
Coordinators work with faculty to list all the courses and required information
including instructor assignments and preferred location, days, and meeting times.
The schedule proposal is submitted to the Associate Department Chair who
works with the Chair to list all courses within the USC Master Schedule
([http://registrar.sc.edu/html/Course_Listings/](http://registrar.sc.edu/html/Course_Listings/)). The information for Fall and
Summer courses is due to the Associate Department Chair in January and the
information for Spring courses is due in August. This gives the Associate and the
Department Chair enough time to obtain clarifying information and gives the
Department’s Administrative Assistant a reasonable amount of time to upload the
appropriate information.

On-campus classes using the Standard USC Schedule are given priority in room
assignments. Unless there is a compelling reason, all classes should adhere to
the standard schedule to avoid conflicts and ensure preferred meeting space.
Information on scheduling at USC can be found at

ITE works with other Wardlaw based departments to give priority to Wardlaw
faculty who want to teach in Wardlaw classrooms. Courses on the standard
schedule and with enrollments at or near the room capacity receive priority for
room assignments.
If schedule changes are needed after the schedule is submitted, faculty should work through Program Coordinators to propose changes to the Associate Department Chair.

**Distance Education**

J-Prefix Courses

If you intend to offer a course through "distance education" (any course for which the instructional delivery is electronic and students participate from other than an on-campus or local classroom), the course will need to be scheduled through USC's University Instructional Services division. This should be done using the same deadlines for course schedule submission from program areas (early September for Spring courses and late January for Summer and Fall courses). You may submit the required form yourself at www.sc.edu/uis/de/schedule_form.htm or you can work with an Administrative Assistant who can enter the form information for you. It is advised that you do this personally as you know best the requirements of the course. If you do it yourself, please print and supply the Department Chair’s Administrative Assistant with a copy of the completed form.

If you intend to offer a USC course using a distance education delivery method for the first time, the course must be approved for "technology-assisted instruction delivery." The Graduate School form for this is at www.sc.edu/uis/de/schedule_form.htm and the Faculty Senate (undergraduate courses) form is at http://www.sc.edu/faculty/senate/documents/telecommunication_delivery_proposal.pdf The forms require ITE Curriculum Committee and Dept approval followed by COE BPGC or APGC approval before going to the Faculty Senate or Grad Council.

**Exams**

Final examinations shall be given in accordance with the published schedule and shall not deviate from it without prior approval from the dean. All deviations shall be reported to the registrar by the dean.

No quiz, test, or examination shall be given during the last class session before the regular examination period. In any course that meets two or three times a week, no quiz, test, or examination shall be given during the last two class sessions before the regular examination period. In any course that meets more than three times a week, no quiz, test, or examination shall be given during the last three sessions before the regular examination period.
Instructional staff members shall retain final examinations for one semester and should review graded examinations and papers with their students, if the student desires. They should grade and, as appropriate, return examinations promptly.

**Grades and Assessment**

At the beginning of each term, instructional staff shall state clearly the instructional objectives of each course they teach. They shall seek to fulfill these objectives and give examinations consistent with them. Instructional staff shall follow the course descriptions published in the University Undergraduate Studies Bulletin and Graduate Studies Bulletin. Instructional staff should, upon request, provide students an evaluation of their progress before the free drop date.

**Grade Forgiveness**

Every currently enrolled fully-admitted, degree-seeking undergraduate earning a "D+," "D," "F," or "WF" in a USC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the USC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked. Additional specifics on this policy can be found in the Undergraduate Bulletin: Academic Regulations.

**Grading Scale**

Neither the College nor Department has adopted a uniform grading scale. "A", "B+", "B", "C+", "C", "D+", and "D" represent passing grades in order from highest to lowest. "F" represents failing performance. "WF" is assigned for student withdrawal from a course after the penalty deadline prescribed in the Master Schedule of Classes. (See section on "Dropping A Course."). The grade of "WF" is treated as an "F" in the evaluation of suspension conditions and grade point average computation. "W" is assigned for student withdrawal from a course after the late registration period but before the penalty date.

**Grade Submission and Changes**

Grades are submitted through VIP (log in to [https://vip.sc.edu/](https://vip.sc.edu/) and follow the link to Academics). Grades can be posted beginning about one week before the end of the semester. All grades are to be submitted no later than seventy-two hours...
after the date of the scheduled final examination. Grades for graduating students may be required earlier than other grades, but in no case shall faculty members be required to submit grades before noon of the day after the final examination. All students listed on the grade sheet shall be given a grade.

USC complies with federal privacy law by ensuring that faculty who have access to student information know what they can and cannot do legally. Before you are able to enter grades thru VIP for the first time you are required to take and pass a test on FERPA regulations. FERPA prohibits, for example, the common practice of returning student work by placing all graded assignments in a common box or area for students to pick up because this practice gives students access to information about peers’ graded work. FERPA also addresses what you may or may not tell parents who inquire about their child’s academic work.

**Graduate Council**

Graduate degree program changes that require Graduate Council action include course changes, new courses, or changes to the Bulletin description. A form for each of these is available from [http://www.gradschool.sc.edu/doclibrary/doclibrary.html](http://www.gradschool.sc.edu/doclibrary/doclibrary.html). There are many forms on this page, which are listed in alphabetical order addressing the three types of changes.

**Outreach Course Contracts**

The College of Education Office of Educational Outreach (OEO) assists faculty in developing course or degree program proposals. In this way, districts, grant projects, agencies, or other entities can contract for USC services. OEO also assists in planning contract for certification renewal (sometimes referred to as Continuing Education Units) credit. If you plan to be involved in courses offered by contract to districts, through PDS, or through any other initiative or grants, please seek assistance from the OEO staff.

In the past, USC has offered courses for graduate credit through contracts (as low as $4000 per course). The contracts always covered the cost of the instructor. Our goal in these outreach efforts was to offer our services in a manner that allowed the College to "break-even" and provide the help we know will improve teaching and learning in our state at the lowest cost while paying our faculty fair compensation for their work.

At this time, the College must pay $135-per-credit to USC for each student enrolled in our courses. (This fee will likely rise in years to come though the University might be persuaded to exempt outreach courses at some time in the future.) Each 3-sh course we offer generates a $405-per-student charge. This
means that for us to offer a course for 25 students, the College must not only pay the instructor's salary and fringe, but also $10,125 in charges back to USC. Therefore, under these circumstances, if we want to offer credit-bearing course work (graduate or undergraduate), there are two options. Alternately, the course can also be offered, not for graduate credit, but for recertification credit. The two graduate and one recertification options are as follows:

Choice #1 - Offering USC courses for graduate or undergraduate credit

Option A: Set the price so that it covers the instructor's salary/fringe AND the $135-per-credit-per-student fee.

This means that even employing the least expensive instructors, the lowest contract course price we can set is $13,000 for 25 students. There is a lot of variation in price since the fee depends on enrollment and administrative expenses, but, regardless, the cost will be significantly higher than the $4000 districts and others have come to expect. Recently, the SDE SCRI project which for years has offered USC graduate credit for courses offered to coaches has now chosen to offer credit from another SC higher education institution because it could not afford the USC price.

Option B: Use the South Carolina Certified Teacher Rate to set contract course prices as it is an approved tuition rate (currently $305-per-credit) which sufficiently covers the instructional costs and fees.

Choice #2 - Offer recertification or renewal credit instead of course credit

Many entities seeking our expertise are not necessarily interested in graduate or undergraduate credit and will be happy to receive renewal/recertification credit. In those cases, we can enter into contracts for services at a much lower rate and similar to the $4000 contract. This is what happened with courses for SCRI teachers: districts are being given the option to continue to work with USC and receive recertification credit instead of graduate credit.

The cost of these contracts includes the cost of instruction (salary, fringe, misc) as well as an administrative fee for documenting the experience. Please note, though, that the documentation for recertification or renewal credit will come in the form of "hours of participation in a professional development experience involving xxxx," and this experience will not involve a USC credit-bearing course that appears on a transcript.

The Office of Educational Outreach (www.ed.sc.edu/oeo) staff can answer individual questions or work with you to set contract prices for courses or services. ITE faculty members have a great deal to offer our state's teachers and OEO will work to see that our expertise can be provided at a reasonable cost.
Plagiarism

Plagiarism cases brought to the attention of the Dept Chair continue to decrease. This may be a result of faculty including a statement in their syllabus regarding what constitutes plagiarism, that it is not tolerated, and the consequences should it occur. Policy and procedures for Student Academic Responsibility including many different issues of academic integrity and student behavior in class can be found at http://www.sa.sc.edu/carolinacommunity/housing.htm#Academic%20Responsibility. The Safe Assignment function on Blackboard is a tool to identify and prevent plagiarism.

Syllabi

Be sure your syllabus clearly lists all academic requirements, due dates, and how performance on tests and assignments will be reflected in students' final grade. For 500- and 600-level courses, the syllabus must distinguish between requirements for undergraduate and graduate students (even if the class is populated with only one type of student).

If you have an attendance policy that impacts students' grades, be sure that it is consistent with the USC Bulletin policy and clearly stated on the syllabus. (NOTE: for undergraduate courses, the USC policy is that "absence from more than 10% of scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty." Absence for fewer than 10% of classes should not incur a penalty.)

Please send your Administrative Assistant your current course syllabus so it can be posted on-line with those from your program area. Also please work to keep the most current syllabus posted online.

Technology Classrooms

Wardlaw and have several classrooms with projection systems: Wardlaw 110, 122, 126, CDRC 219 and 227. Wardlaw 110 and the CDRC also have SMART Boards. Some of these classrooms are equipped with a computer. You may need to bring a laptop which can be borrowed from Instructional Support. They can help with requests for other classrooms and equipment. http://www.ed.sc.edu/ois/room_equip.asp
Textbook Orders/Book Stores

Textbook orders are submitted at the University of South Carolina Bookstore (Barnes & Noble College Booksellers) on-line at https://secure.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView?storeId=10052&jspStoreDir=ConsumerDirectStorefrontAssetStore&catalogId=10001&langId=-1&langId=-1&krypto=2tCxhrs6TtnbPbzfZYp3RqznhzBqdi70i5izuqBhMRJo63qAamgVi9mHHUxYI0Oz034M3nmcbZdth%0AzPH8pOX1qQ%3D%3D

RESOURCES FOR STUDENTS

PRAXIS I

South Carolina Code of Laws related to Praxis I:
Title 59, Chapter 26, Section 20 part (e) and Title 59, Chapter 26, Section 30, part (A)(1): http://www.scstatehouse.net/code/t59c026.htm

The law requires a "basic skills examination" and the first one used was known as the EEE. The law gives the SC Board of Education through the SC Department of Education the authority to select the exam and set the performance standards. Currently Praxis I is the exam and the minimum scores set by the SC Board can be found at www.ets.org/praxis

Praxis I is a state mandated requirement that we as faculty at a state university are obligated to use (documentation below) and Praxis I success is most likely when problem areas can be identified early and addressed.

Students enrolled in EDTE 201 and EDEC 201 are required to show that they have either exempted Praxis I (by scoring 1650 on the SAT or 24 on the ACT), have taken the Praxis I exams, or have registered for the Praxis I exams as a condition for passing the course.

Useful information that you might want to share with students related to Praxis I can be found on the webpage maintained by the Office of Student Affairs at http://www.ed.sc.edu/SA/Undergrad%20SA%20Praxis%201.htm

The law states that students may not take the exam more than four times. Current practice allows students to take the test once each calendar month up to 6 times per 12-month period. There is also a statement in the law about requiring anyone who does not pass a section to "complete a remedial or developmental course from a post-secondary institution in the subject area of any test section not passed and provide satisfactory evidence of completion of this required
remedial or developmental course to the State Superintendent of Education” before taking an exam for the 3rd time. Lastly it states that after failing a 3rd time, the student must wait 3 years before taking it a 4th and final time. These regulations are not consistently enforced.

Our students who do not pass Praxis I almost always have difficulty with the Reading and Writing test. In a review of the scores of these students, Ed Dickey noticed that nearly all students who had not achieved the minimum score had not had ENGL 101 or 102 at USC or those who did had earned a C in one or both. One action we might wish to consider is that any student not passing the Reading or Writing test be required to take ENGL 101 and 102 on the USC-Columbia Campus. This would be in compliance with the law and is consistent with data that we have indicating 101 and 102 completion with B or better relates to Praxis I success. Ed cautions that his data was old and his analysis was not statistical.

**Scholarships and Awards**

Here is the link to info on COE Scholarships - [http://www.ed.sc.edu/students_pdf_files/Scholarship_Listing_2008-2009.pdf](http://www.ed.sc.edu/students_pdf_files/Scholarship_Listing_2008-2009.pdf). The deadline is Nov 3 and the COE page on this is at: [http://www.ed.sc.edu/asf.asp](http://www.ed.sc.edu/asf.asp) which includes the application.

**SCHOOL PARTNERSHIPS**

The Office of School-University Partnerships and Clinical Experiences works to facilitate positive collaborative relationships between USC’s educator preparation programs and over one hundred forty P-12 schools in Columbia and surrounding communities.

Professional Development Schools (PDS) are unique collaborative partnerships between local schools and universities, creating a continuous examination and renewal of teacher education and preK-12 schooling. The mission of each PDS is to provide an exemplary learning community where all students learn at a high level and future teachers receive the best possible preparation for their roles as educators, administrators, and counselors.

For information on initiating a partnership with a school see Dr. Bruce Field: phone 803-777-3029, Wardlaw 220.
STAFF SUPPORT

Conference Planning Office

Bryan Burgin is the Director of the College of Education Office of Conferences. Inform this office of ANY conference you are planning. Their free services include advice and review of hotel and catering contracts.

This office can also plan and facilitate conferences of any size anywhere.
Phone: 803-777-9448  Email: coeconferences@gwm.sc.edu

TEACHING SUPPORT

Blackboard

USC uses the Blackboard course management system. Blackboard is accessed at https://blackboard.sc.edu/webapps/portal/frameset.jsp by using your USC Network User Name and Password. Blackboard Help can be reached by emailing bbsupport@sc.edu or 803.803-777.6015.

Please be sure that the e-mail address in your “Personal Information” within Blackboard (in the TOOLS tab on the My USC opening page) has accurate information, in particular, that “Email” has your new @mailbox.sc.edu address or your alias and NOT the old gwm address.

There is sometimes a delay in granting students in contract courses access to Blackboard. When a contract course is scheduled to begin, prepare a list of the students who you know will officially enroll in the class but who are not yet on the official roll as well as their e-mail addresses. Include the course designator, number and title as well as the official term and year for the course (Fall, Spring, Maymester, Summer I, or Summer II). If you are not sure about the course details, refer to the EC-60 or check with the Administrative Assistant who helped you prepare the course contract information. Send this information to bbsupport@sc.edu along with a request that you need Blackboard-only usernames for the listed students because they need access while their official enrollment paperwork is being processed and ask for a reply with the assigned temporary usernames and passwords. Blackboard Support can create temporary student accounts that eventually will be unnecessary when students are officially enrolled.

Departmental Support
The department offers various forms of support for faculty. Each program area is supported by an Administrative Assistant and by a Graduate Student. The Administrative Assistants are supported by work study students. Faculty can leave work requests in designed boxes in both Wardlaw 107 and 216. Administrative Assistants determine what work can be done by whom and assure that all requests are handled in a timely manner.

Desk Copies

Your Administrative Assistant can order desk copies for adopted texts and also titles you would like to consider. Note that requirements differ for returning examination copies if texts will not be adopted.

Instructional Support

The COE Office of Instructional Support Services Center is located next to the Training Center and is the place for faculty, staff, and students to obtain instructional and administrative materials. Services include the procurement of instructional supplies and office supplies; printing and copying; the loan of equipment to students conducting field work (through a grant-funded project); the procurement and record keeping of software licenses; and mail services for the College. http://www.ed.sc.edu/ois/

Office Supplies

ITE Administrative Assistants maintain supply cabinets for consumable items required by faculty for teaching, research, and service. Faculty are expected to exercise moderation in consumption as the department's office supply budget is part of the broader operating budget that funds travel and student assistants. Each Administrative Assistant maintains an assortment of office supplies (in 107 for faculty on the first floor, in 216 for faculty on the second floor, and on the second floor for faculty in the Children's Center).

TECHNOLOGY SUPPORT

Electronic Equipment
Check out electronic equipment through the COE Technology Center using a form found on the website of the Office of Instructional Support: 
http://www.ed.sc.edu/ois/instructionSupport.asp

**Information Technology**

The College of Education has an Office of Information Technology. If you have a problem with hardware or software, go to http://www.ed.sc.edu/oit/. Click on "work order form" (it is on the left hand side of the page). Explain your problem and hit “submit.” Someone from that office will contact you and most of the time, that response is made within 24 hours.

**Library Services**

Library services include scan & deliver services for articles and chapters, books delivered to your office, etc., These services and links to on-line databases and journals can be found at http://www.sc.edu/libraries/

**Wireless Access**

The University of South Carolina provides access to the wireless network for all faculty, staff and students. USC students, faculty and staff are allowed to access the wireless network through an authentication process. Instructions are available at http://www.uts.sc.edu/wireless/

**TRAVEL**

**Air Travel Reservations**

The cost of your hotel for plane travel to conferences can be covered by Departmental or grant-supported travel funds (if you have monies available). Program area Administrative Assistants can make reservations for you if you give them complete information about what you need.

**Authorization**

Updated 4/16/09
Your Program Area’s Administrative Assistant will prepare your Travel Authorization request based on the information you provide. Travel plans should be made at least 2 weeks in advance. Approval of Travel Authorizations may take several days and varies by department. Travel cannot be authorized after the fact. Plan to submit a Travel Authorization request even if you are not using departmental or grant-supported travel funds. You are covered by University insurance if your travel on university business has been pre-approved.

**Conference Registration**

Conference registration fees can be covered by Departmental or grant-supported travel funds (if you have monies available). Program area Administrative Assistants can handle paying registration fees if you give them complete information about where to find the form, member numbers if needed, etc.

**Driving to Conferences**

If you plan to drive your own car to a conference you can be reimbursed at the rate of $.465 per mile, as of Spring 2009. Mileage will be figured by using an online map from your home or the University to your destination. You may not drive or seek reimbursement from driving if airfare is less expensive. You may drive but reimbursement is limited to the documented price of an airline ticket.

**Hotel Reservations**

The cost of your hotel for conferences can be covered by Departmental or grant-supported travel funds (if you have monies available) but must be reimbursed; they cannot be paid by University credit card. Program area Administrative Assistants can make reservations for you if you give them complete information about what you need AND the credit card you want used to hold your reservation.

**Other Expenses**

Other allowable expenses include ground transportation while you are away (i.e. taxi fares [not tips], subway, bus), airport parking and internet access at your hotel. Anticipate your total costs and include them in your Travel Authorization Request.
**Per Diem Expenses**

You do not need to submit receipts for meals; they will be figured based on the time you leave your home (or the University) and the time you return.

University per-diem allowances are $6 for breakfast in-state, $7 for lunch in state, and $12 for dinner in state and $7 for breakfast out-of-state, $9 for lunch out-of-state and $16 for dinner out-of-state.

**Rental Cars**

University policy requires that you use a state owned vehicle for travel and these are provided to avoid requiring you to use your personal car. Most faculty choose to use their own cars, but the standard is to use the state car. Your Administrative Assistant can help you reserve one. If a state car is not available, we can exercise the option to rent but you'll need documentation from the state motor pool indicating they couldn't meet your needs.

**Travel Funds.**

Travel funds have always been allotted on a Fiscal Year basis and our Fiscal Year runs from July 1 to June 30. The allotment is intended to support faculty who present papers at conferences but it also serves to allow faculty to attend conferences that inform their scholarship and teaching. Funds for a new year are available beginning July 1 and evaporate on June 30. We have not allowed faculty to "carry-forward" or "bank" travel so the annual allotment is not a "grant" but rather an upper-limit on support from the department during a particular Fiscal Year. Up to 25% of a faculty member’s travel allotment may be used to pay membership dues or subscribe to professional journals.

**UPDATING THE ITE HANDBOOK**

Faculty can submit items to add to or update this document. Send suggestions to the committee through Jeanene Varner at varnerjg@mailbox.sc.edu, and note ITE Faculty Handbook in the subject line. Include basic information and links if possible.