

University of Idaho at Idaho Falls
POLICIES AND PROCEDURES
Academic Year 2013-14

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 all exams, 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 Dr. 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 three 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), or the Bookstore on the Moscow Campus, (208) 885-5518. 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 or debrac@uidaho.edu
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. 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, e-reserve and full text articles in .pdf format. The library can be accessed at www.lib.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 282-7993.
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. **Instructor stipends** are paid each pay period. The University is required to withhold Social Security and income taxes from stipends. Instructors must complete the necessary payroll forms prior to the first class. Instructors with questions are encouraged to contact the Business Manager, Sara Moore at 282-7976.
13. **Parking** is available in the lots adjacent to the CHE, TAB and SUB. Permits are required; they can be purchased in the Parking Office in Student Services. 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, or on the property at University Place.
15. **Questions?** Call the Student Services Office at 282-7900.